



**SOUTH HILL TOWN COUNCIL**  
**REGULAR MEETING MINUTES**  
**MONDAY, JUNE 8, 2020, 7:00 P.M.**

The regular monthly meeting of the South Hill Town Council was held on Monday, June 8, 2020 at 7:00 p.m. in the Council Chambers of the South Hill Town Hall located at 211 South Mecklenburg Avenue, South Hill, Virginia 23970. To practice social distancing, public seating was limited to 17 and attending staff was reduced. Attendees were asked to wear a mask/facial covering. The public was encouraged to view the Town's Council meeting live stream via YouTube.

**1. CALL TO ORDER**

Honorable Mayor Dean Marion called the regular meeting to order at 7:00 p.m.

**2. INVOCATION**

Mayor Marion rendered the invocation.

**3. ROLL CALL**

Mayor Marion called upon Anna Cratch to call the roll, which was as follows:

**A. Council Members**

Glenn C. Allen	M. B. "Millie" Bracey	Lillie Feggins-Boone
Delores B. Luster	W.M. "Mike" Moody	G. Ben Taylor

Council members Lisa V. Jordan and C. Leroy Sasser were not present at the meeting.

**B. Staff in Attendance**

Stuart Bowen, Police Chief	Kim Callis, Town Manager
Anna Cratch, Town Clerk	Sheila Cutrell, Dir. of Finance and Admin.
C.J. Dean, Dir. of Municipal Services	David Hash, Code Compliance Official
Carol Hutchinson, HR Manager	

**4. TOWN COUNCIL CODE OF ETHICS**

Councilman Moody requested Agenda Item 10. B. Town Council Code of Ethics be postponed so that the newly elected members of Council will have the ability to review before Council takes any action.

Councilman Taylor stated he does not have an objection, but the Code of Ethics is pretty mundane and typical across the Commonwealth. Councilman Moody commented that at the same time he feels the newly elected Council members should have an opportunity to also review it prior to Council action. Councilwoman Bracey mentioned this came up in March.

**A motion was made by Councilman Moody, second by Councilwoman Luster,** to postpone discussion on the Town Council Code of Ethics. A **roll-call vote** was requested and voiced as follows:

Councilman Allen-Aye	Councilwoman Bracey-No
Councilwoman Feggins-Boone-No	Councilwoman Jordan-Absent
Councilwoman Luster-Aye	Councilman Moody-Aye
Councilman Sasser-Absent	Councilman Taylor-No.

After initially commenting the noes had it, the Town Clerk corrected her comment by stating the vote was a tie. Mayor Marion broke the tie with a vote of “Aye” to postpone action on the Town Council Code of Ethics.

**5. APPROVAL OF MINUTES – MAY 11, 2020**

**A motion was made by Councilwoman Luster, second by Councilman Allen,** to approve the minutes of the regular meeting held on May 11, 2020 as submitted by Anna Cratch. Motion carried unanimously.

**6. THANKS AND APPRECIATION TO EXITING COUNCIL MEMBERS**

Mayor Marion recognized and thanked Councilman Glenn C. Allen who served from 2014 to 2020 (filled Woody Kidd’s vacancy) and Councilwoman Lisa V. Jordan who served from 2012 to 2020.

On behalf of the Town Council, along with applause from attendees, Mayor Marion presented Councilwoman Bracey with a Resolution of Thanks and Appreciation for her 27 years of service (August 1993 to June 30, 2020) on the Town Council. Councilwoman Bracey has served on many committees of the Council, and currently is the Chairman of both the Policy Review Committee and the Water and Sewer Committee, and serves on the Cemetery Committee, the Personnel Committee, and the Streetlight Committee as well.

**A motion was made by Councilman Moody, second by Councilwoman Luster,** to approve the Resolution of Thanks and Appreciation to Councilwoman Bracey. A **roll-call vote** was requested and voiced as follows:

Councilman Allen-Aye	Councilwoman Bracey-Aye
Councilwoman Feggins-Boone-Aye	Councilwoman Jordan-Absent
Councilwoman Luster-Aye	Councilman Moody-Aye
Councilman Sasser-Absent	Councilman Taylor-Aye.

Councilwoman Bracey thanked all of the Council members (including the new incoming members) for serving the Town in this capacity. Councilwoman Bracey commented she has enjoyed all of it. She gave her sincere appreciation to all that has been done by Kim Callis, Anna Cratch, David Hash, Stuart Bowen, Carol Hutchinson, Sheila Cutrell, and our new members. She said it has been a great ride and she is looking forward to new members and taking the Town forward. She also thanked the voters from Ward 3 for the years they supported her.

**7. CITIZENS TO ADDRESS COUNCIL (Comments are limited to three minutes.)**

**A. James White and Jabin Walker – March for Equality on June 13**

James White addressed Council to request permission for a March for Equality in South Hill on June 13 from 6:30 p.m. to 8:30 p.m. beginning at the Centennial Park Amphitheater. Through this march, they want to shine the light on racism, injustice, and all kinds of oppression that plagues this country. Mr. White commented that through being peaceful, kind, and loving, they can further unite the bond in this community and hopefully spread light, hope, and transformation. They completed the Parade Permit Application and asked that the 30-day process be waived so the event can be held on June 13. The route, which has been reviewed with Police Chief Bowen, would begin on East Main Street to South Mecklenburg Avenue to East Danville Street and back to the amphitheater. Social distancing guidelines as set by the Governor would be practiced.

Jabin Walker commented they would like a change to be implemented with the 30-day process so that a march does not fall into a parade category and can be shortened to a 72-hour process.

Kim Callis reported the existing ordinance requires applications be submitted 30 days in advance of the event. The 72-hour process would be something that could be brought up for consideration, with a Public Hearing the following month to approve whatever changes are proposed. We have had other requests for parades that could have been planned well in advance. Mr. Callis quoted a statement from Councilwoman Luster, "Some things can't be scheduled." He commented these two young gentlemen are trying to do a good thing in the right way. Chief Bowen reported the department should be able to handle this with no problem. His only concern is traffic on Mecklenburg Avenue; the parking spaces could be coned off and used as well as the sidewalks. Three officers and Chief Bowen plan to attend the march.

**A motion was made by Councilman Moody, second by Councilwoman Luster,** given the unique social circumstances in our country, to waive the 30-day waiting period in this instance and grant permission for a March for Equality on June 13, 2020 at 6:30 p.m. in coordination with the Police Department as requested by James White and Jabin Walker. A **roll-call vote** was requested and voiced as follows:

Councilman Allen-Aye	Councilwoman Bracey-Aye
Councilwoman Feggins-Boone-Aye	Councilwoman Jordan-Absent
Councilwoman Luster-Aye	Councilman Moody-Aye
Councilman Sasser-Absent	Councilman Taylor-Aye.

Staff will look at the ordinance and get with Chief Bowen regarding the proposed 72-hour process. Something will be presented for Council's consideration at a meeting with a Public Hearing the following month if all meets with Council's approval.

Councilman Taylor commented that James White and Jabin Walker should be commended, and he hopes there is no blowback. Councilman Taylor reported that in the last month, Chief Bowen tried to hold a ceremony recognizing his police officers. One of the incoming Council members called the Attorney General's Office on him and another incoming member called the Commonwealth Attorney. Councilman Taylor stated both of these members were out of place. Councilman Taylor reported social distancing was exercised at the ceremony and according to the Commonwealth Attorney, nothing was done illegally. Our Police Chief goes to great lengths to try to recognize his people. Two years ago, Officer Solomon and Officer Johnson saved a lady from jumping off a bridge. Officer Durham graduated from the FBI Academy. Officer Jones was recognized this past year for saving the life of someone by using CPR until the Rescue Squad arrived. Councilman Taylor stated Chief Bowen is a man of integrity; we are lucky to have him and all of the police officers in this Town; he will treat you like you are one of his own. Councilman Taylor wished Mr. White and Mr. Walker the best of luck.

**B. Gavin Honeycutt – Code of Ethics**

As discussion on the Town Council Code of Ethics was postponed, noting an interruption from Councilman Taylor, Gavin Honeycutt commented he will wait to ask his questions once he takes his oath as Councilman as of July 1.

**C. Shep Moss – Code of Ethics**

Shep Moss withdrew his request to address Council.

**8. PUBLIC HEARINGS**

**A. David Hash – SE 2020-3, Request by Patrick Wright to Utilize 105 N. Lunenburg Avenue for Automobile Sales**

David Hash informed Council a Public Hearing has been called for comments regarding the request of Patrick Wright for a special exception permit under Article IV, Section 94.1-76 of the Town Zoning Ordinance to utilize 105 N. Lunenburg Avenue for automobile sales. The property is zoned Commercial C-3 and is presently owned by R. Hart Hudson Trust & Glenn P. Hudson T/A Dixie Warehouse. The South Hill Planning Commission recommends that Council approve the special exception request with the stipulation that Mr. Wright meet all state licensing requirements for an automobile dealership.

Mr. Hash opened the Public Hearing. Councilman Moody commented this is the warehouse behind Marino's Pizza on the hill. It will be online type sales. Vehicles should not be held there for any length of time.

Mr. Hash closed the Public Hearing. **A motion was made by Councilman Moody, second by Councilwoman Bracey**, to approve the SE 2020-3 request for a special exception permit under Article IV, Section 94.1-76 of the Town Zoning Ordinance to utilize 105 N. Lunenburg Avenue for automobile sales, with the stipulation that Mr. Wright meet all state licensing requirements for an automobile dealership. Motion carried unanimously.

**B. David Hash – SE 2020-4, Request by Raymond T. Arnold to Utilize 110 Arnold Drive for Modular Home Sales**

David Hash informed Council a Public Hearing has been called for comments regarding the request of Raymond T. Arnold for a special exception permit under Article IV, Section 94.1-76 of the Town Zoning Ordinance to utilize 110 Arnold Drive for modular home sales. The property is zoned Commercial C-2 and is presently owned by Raymond T. Arnold. The South Hill Planning Commission recommends that Council approve the special exception request with the stipulation that the land will be restored to its original condition if this specific use of the property ceases.

Mr. Hash opened the Public Hearing. Councilman Moody mentioned Mike Sparkman commented at the Planning Commission meeting that there will be three buildings there: cape cod style, ranch style, and a sales building.

Mr. Hash closed the Public Hearing. **A motion was made by Councilman Moody, second by Councilwoman Bracey**, to approve the SE 2020-4 request for a special exception permit under Article IV, Section 94.1-76 of the Town Zoning Ordinance to utilize 110 Arnold Drive for modular

home sales, with the stipulation that the land will be restored to its original condition if this specific use of the property ceases. Motion carried unanimously.

**9. TOWN MANAGER REPORT**

Kim Callis submitted the following report for May 2020:

**A. FY20-21 Budget Adoption and Appropriation**

Mr. Callis informed Council that a Public Hearing was held on May 11, 2020 regarding the Town’s proposed budget, tax rates, and water and sewer rates for FY21. There are no proposed tax rate increases; however, there is a 5.5% utility rate increase to offset the increase in rates charged to us by the Roanoke River Service Authority. The 20% utility rate discount in effect to help citizens during the Coronavirus pandemic will be temporarily increased to 25% effective with bills mailed in July. Approximately \$900,000 in planned expenditures and wages will be frozen indefinitely until more information about the economic impact of the pandemic is available. The total proposed General Fund budget is \$10,670,455 and the proposed Water and Sewer Fund budget is \$10,083,342. Mr. Callis presented Council with the proposed budget and rates as follows.

Mr. Callis reported the employee life insurance benefit component of the budget will now be with the Virginia Retirement System through the Group Life Insurance program as set out in Title 51.1, Chapter 5 of the Code of Virginia, as amended, effective July 1, 2020. He presented Council with a resolution that requires adoption.

**TOWN OF SOUTH HILL  
PROPOSED BUDGET FY21**

<b>General Fund</b>	<b>Approved</b>	<b>Proposed</b>
<b><u>Expenditures:</u></b>	<b><u>FY 2019--2020</u></b>	<b><u>FY 2020-2021</u></b>
Mayor and Town Council	\$ 69,700	\$ 93,544
Finance and Administration	631,832	696,782
Town Manager Department	262,910	287,120
Business Development Department	178,470	175,420
Non-Departmental	170,704	200,500
Police Department	2,370,317	2,508,091
Fire Department	433,340	570,685
Code Compliance Department	224,572	272,322
Municipal Services:		
Director	136,725	151,415
Street Maintenance	4,091,857	1,953,492
Solid Waste	937,851	1,043,611
Fleet Maintenance	322,637	301,267
Facilities Maintenance	225,530	270,720
Parks and Grounds	429,759	596,784
Library	22,500	22,000
Community Development	<u>1,811,591</u>	<u>1,526,702</u>
<b>Total</b>	<b>\$ 12,320,295</b>	<b>\$ 10,670,455</b>
 <b>General Fund</b>		
<b><u>Revenues:</u></b>	<b>\$ 12,320,295</b>	<b>\$ 10,670,455</b>

**Water and Sewer Fund**

**Expenditures:**

Water Distribution	\$ 3,313,974	\$ 3,538,294
Sewer Collection	5,350,145	5,159,363
Wastewater Treatment Plant	<u>851,307</u>	<u>1,385,685</u>
<b>Total</b>	<b>\$ 9,515,426</b>	<b>\$ 10,083,342</b>

**Water and Sewer Fund**

**Revenues:**

\$ 9,515,426	\$ 10,083,342
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**Cemetery Fund**

**Expenditures:**

\$ 0	\$ 1,000
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**Cemetery Fund**

**Revenues:**

\$ 0	\$ 1,000
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**PROPOSED RATES AND FEES FY21**

**Tax/License/Other Rates**

**FY 2019-2020**

**FY 2020-2021**

Real Estate	\$.34/100	\$.34/100
Personal Property	\$1.50/100	\$1.50/100
Machinery & Tools	\$.38/100	\$.38/100 (nominal)
	\$.30/100	\$.30/100 (effective)
Bank Franchise	\$.80/100	\$.80/100
Communications Tax	5.0%	5.0%
Meals and Lodging	5.5%	5.5%
Cigarette Tax	\$.15/Pack	\$.15/Pack
Minimum BPOL	\$30	\$30
Contracting BPOL	\$.16/100	\$.16/100
Retail BPOL	\$.14/100	\$.14/100
Repair, Personal Bus. Svcs. BPOL	\$.30/100	\$.30/100
Financial, Real Estate, Prof. BPOL	\$.40/100	\$.40/100
Wholesale BPOL	\$.05/100	\$.05/100
Peddlers BPOL	\$500	\$500
Residential Bldg. Permit	\$30 Min/\$.12 sq. ft.	\$30 Min/\$.12 sq. ft.
Commercial Bldg. Permit	\$30 Min/\$.15 sq. ft.	\$30 Min/\$.15 sq. ft.
Signs	Based on sign price - Minimum \$30	Based on sign price - Minimum \$30

**Water Rates – In Town**

Charges are per 1,000 gallons of consumption

Up to 3,000 gallons	\$ 6.00	\$ 6.33
+ service charge of	\$ 2.50	\$ 2.50
3,001 - 10,000 gallons	\$ 6.00	\$ 6.33
+ service charge of	\$ 3.00	\$ 3.00
10,001 - 50,000 gallons	\$ 5.65	\$ 5.96
+ service charge of	\$ 7.00	\$ 7.00

50,001 - 100,000 gallons	\$ 4.40	\$ 4.64
+ service charge of	\$ 85.00	\$ 85.00

>100,000 gallons	\$ 4.25	\$ 4.48
+ service charge of	\$ 110.00	\$ 110.00

**Water Rates – Out of Town**                      2 x In Town Rate                      2 x In Town Rate

**Sewer Rates**    110% x Water Rate                      110% x Water Rate

<b>Minimum Bill for Residential W&amp;S</b>	\$ 5.25	\$ 5.25
<b>Minimum Bill for Commercial W&amp;S</b>	\$ 43.05	\$ 45.13

<b><u>Connection Fees – In Town</u></b>	<b><u>FY 2019-2020</u></b>	<b><u>FY 2020-2021</u></b>
Water Connection Fee	\$1,000.00	\$1,000.00
Irrigation Meter Fee	\$1,000.00	\$1,000.00
Sewer Connection Fee	\$1,500.00	\$1,500.00

<b><u>Connection Fees – Out of Town</u></b>		
Water Connection Fee – Out of Town	\$2,000.00	\$2,000.00
Sewer Connection Fee – Out of Town	\$3,000.00	\$3,000.00

<b><u>Cemetery Plots</u></b>	\$ 800.00	\$ 800.00
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A motion was made by Councilman Taylor, second by Councilwoman Luster, to adopt the FY20-21 budget, tax rates, and water and sewer rates. A **roll-call vote** was requested and voiced as follows:

Councilman Allen-Aye	Councilwoman Bracey-Aye
Councilwoman Feggins-Boone-Aye	Councilwoman Jordan-Absent
Councilwoman Luster-Aye	Councilman Moody-Aye
Councilman Sasser-Absent	Councilman Taylor-Aye.

A motion was made by Councilman Taylor, second by Councilwoman Bracey, to adopt the Resolution indicating the Town’s election to participate in the Group Life Insurance program as set out in Title 51.1, Chapter 5 of the Code of Virginia, as amended. A **roll-call vote** was requested and voiced as follows:

Councilman Allen-Aye	Councilwoman Bracey-Aye
Councilwoman Feggins-Boone-Aye	Councilwoman Jordan-Absent
Councilwoman Luster-Aye	Councilman Moody-Aye
Councilman Sasser-Absent	Councilman Taylor-Aye.

A motion was made by Councilman Taylor, second by Councilwoman Feggins-Boone, to appropriate funds related to the FY20-21 budget, effective July 1, 2020. Motion carried unanimously.

**B. Facilities Reservation Calendar**

Mr. Callis presented Council with a calendar of activities and reservations at Centennial Park, Parker Park, the South Hill Exchange, and other Town facilities. With all Town parks being

previously closed to the public, numerous reservations have been canceled, some of which will be rescheduled.

Some park facilities have opened on a limited basis with restrictions. People are still encouraged to social distance with no more than 50 in a group. Restrooms and playgrounds are closed to comply with Executive Order health and safety guidelines. Parker Park will remain closed to all activities until further notice from the Governor’s Office.

This agenda item was for informational purposes only; therefore, no Council action was taken.

**10. FINANCE REPORT**

**A. Monthly Financial Report**

Sheila Cutrell presented the financial report for month ended May 31, 2020 as follows:

General Fund	-	\$ 6,991,510.87	Total Investment Accounts	-	\$17,401,790.86
Water and Sewer Fund	-	1,216,453.32	Total Police Dept. Savings	-	\$ 27,635.86
Cemetery Fund	-	9,963.01	Total Taxes Due Thru 05/31/20	-	\$ 281,833.00
Food Hub	-	<u>3,005.73</u>	(Real Estate and Personal Property, all years)		
Total in Checking	-	\$ 8,220,932.93			

Ms. Cutrell reported the total taxes due are down significantly from last month as the result of being able to run a process in the accounting system that couldn’t previously run due to errors that had to be corrected through our software company. This process updates receivables to revenue. This figure is much more accurate although we are still working through some update issues.

Councilman Taylor commented it appears we should make the meals and lodging tax this year; however, with current projections, looking down the road, we are going to be down \$600,000 next year in meals and \$250,000 in lodging tax. He commented it behooves us to keep a surplus in case we have another round(s).

**A motion was made by Councilwoman Luster, second by Councilwoman Feggins-Boone, to approve the financial report for month ended May 31, 2020 as submitted by Sheila Cutrell. Motion carried unanimously.**

**B. Delinquent Business Licenses, Real Estate and Personal Property Taxes, and Utilities**

Ms. Cutrell informed council that due to the Coronavirus pandemic, we have delayed pursuing collections of delinquent taxes; however, we will begin sending out past due notices this week for delinquent Business Licenses and Real Estate and Personal Property Taxes. Business Licenses were due on March 15. Approximately 92% of businesses have paid for their Business License. Real Estate and Personal Property Taxes were due on January 5. Approximately 94% of Real Estate Tax billed has been paid, and approximately 93% of Personal Property Tax billed has been paid. It is only equitable that we send past due notices to those who have not paid since payment was due prior to the onset of the Coronavirus pandemic. If necessary, we will work with our citizens and businesses to arrange payment plans. Our tax year corresponds with our fiscal year and runs from July 1 to June 30.



Last week, we began making courtesy calls to our utility customers who have large outstanding balances on their account to remind them that we will be reinstating the cut-off policy at some point in the future and to encourage them to start paying on their outstanding balance. To allow our customers ample time to bring their accounts up to date, we will need to provide a two to three-month notice prior to reinstating the cut-off policy.

This agenda item was for informational purposes only; therefore, no Council action was taken.

## **11. POLICE REPORT**

### **A. Monthly Report**

Chief Bowen presented the police report for May. Chief Bowen informed Council there were 139 activity incidents, 40 reportable criminal offenses, 776 calls for service, and \$3,837 property recovered in May. Other miscellaneous included 0 court overtime hours, 68 training hours, 35 warrants issued, and 7 inoperative vehicles tagged.

He presented the following administrative news:

- Officer Russ Inge received training in Taser, ASP, and Revive.
- All Officers completed Spring Qualifications and Less Lethal Use of Force Scenario Training.
- Chief Stuart Bowen, Corporal James Crawford, and Officers Nathan Bowen and Brandon Campbell completed NCIC/VCIN Certification B.
- Auxiliary Officers Mike Ritchie and Shane Nichols conducted online training on the Lasershot PSATS LE Simulator at the Police Department.
- Lieutenant Chuck Mayer instructed two Revive trainings via Zoom.

**A motion was made by Councilman Moody, second by Councilman Allen,** to approve the report of the Police Department for May 2020 as submitted by Donna Burch. Motion carried unanimously.

### **B. Adoption of Ordinance for Police Department: Title 46.2 and Article Two, 18.2-266 – 18.2-273, Code of Virginia of 1950 as Amended**

Kim Callis explained that the legislature changes statutes from time to time. Mr. Callis requested Council adopt the ordinance incorporating the legislative changes to Title 46.2 and Article Two, 18.2-266 through 18.2-273 (criminal and traffic sections).

**A motion was made by Councilman Moody, second by Councilman Allen,** to adopt the ordinance for the Police Department (Title 46.2 and Article Two, 18.2-266 through 18.2-273, Code of Virginia as amended). A **roll-call vote** was requested and voiced as follows:

Councilman Allen-Aye	Councilwoman Bracey-Aye
Councilwoman Feggins-Boone-Aye	Councilwoman Jordan-Absent
Councilwoman Luster-Aye	Councilman Moody-Aye
Councilman Sasser-Absent	Councilman Taylor-Aye.

### **C. EMT-B Hybrid Class Update for Southside Rescue Squad (SSRS)**

Due to the current COVID-19 pandemic, the squad building has been set up as a test site for National Registry testing. Students will begin testing/retesting soon.

This agenda item was for informational purposes only; therefore, no Council action was taken.

## **12. HUMAN RESOURCES REPORT**

### **A. Monthly Personnel Report**

Carol Hutchinson presented the following administrative news for May 2020:

- The Annual Performance Appraisal Process has been completed for 2020.
- Open Enrollment began May 22 with Thomas Kinker and Angela Pugh (Virginia Asset Management) presenting benefit renewal information via Zoom. To better manage costs while providing similar benefits, the Town will change medical insurance effective July 1, 2020 to Anthem Health. Open Enrollment was processed electronically by all employees.
- Effective July 1, the Virginia Values/Human Rights Act will prohibit discrimination in employment on the basis of sexual orientation and gender identity. The Employee Handbook is being updated with the sexual orientation and gender identity verbiage being added to the EEO section as well as other sections relative to change.

This agenda item was for informational purposes only; therefore, no Council action was taken.

## **13. REPORTS TO APPROVE AS PRESENTED**

For efficiency, the following reports were grouped to approve as presented.

### **A. Municipal Services Report**

CJ Dean submitted the municipal services report for May 2020 as follows:

- Adams Construction Company completed the paving of Northington and Atlantic Streets; however, the line painting has not occurred yet.
- The Town continues to work with the contractor and subcontractors as work nears completion on the Chamber of Commerce building.
- Town crews have been making needed repairs to Centennial Park to include sidewalk and stormwater repairs and tree replacement.
- The Parks crews have been busy cutting grass and other beautification projects around Town.
- Public Works crews continue to replace water and sewer infrastructure in preparation for the next round of asphalt paving that will occur as part of next year's budget.
- The Town is working with engineers and a contractor on the brick wall collapse between the Memorial Park and the Amphitheater. A budget will be developed before any action is taken. Safety and stabilization are of utmost concern as planning continues on how to move forward.

### **B. Code Compliance Report**

#### **i. Monthly Report**

David Hash submitted the report of activity for May 2020 as follows:

Inspections Completed	-		32
Permits Issued	-		22
Fees Collected	-	\$	1,946.92
UEZ Exemption	-	\$	0
Rehab Exemption	-	\$	0
General Exemption	-	\$	155.55
Work Value	-	\$	739,208.00

New businesses for May included:

- Hayes Transportation, 408 Country Lane (non-medical transportation)

**ii. Dilapidated Properties**

David Hash submitted a report on the status of the following 28 dilapidated properties:

- 211 East Atlantic Street
- 400 Goodes Ferry Road
- 402 Goodes Ferry Road
- 210 Park Lane
- 923 West Atlantic Street
- 110 Third Street
- 315 West Danville Street
- 906 Plank Road
- 132 Bedford Street
- 212 North Mecklenburg Avenue
- 109 East Third Street
- 201 East Atlantic Street
- 507 Moseley Lane
- 117 Clay Street
- 706 Brooke Avenue
- 112 Center Lane
- 930 West Danville Street
- 932 West Danville Street
- 211 Bryan Street
- 118 South Lunenburg Avenue
- 1179 Country Lane
- 208 Pennington Street
- 112 East Atlantic Street
- 403 North Mecklenburg Avenue
- 419 East Atlantic Street
- 660 Lombardy Street
- 456 Old Hwy. 58
- 506 Moseley Lane

**iii. Code Inspector Activity Report**

Jamie Velvin submitted the Code Inspector Activity Report for May 2020 as follows:

- Met with Randy Riley at 132 Bedford Street for final inspection; property to be removed from dilapidated list
- Met with Robert Sturdivant about a complaint on Windsor Street
- Met with owners of Late Night Customs and Baskerville Automotive regarding storing inoperable vehicles
- Met with Joey Hayes about installing a fence for inoperable vehicle storage behind 223 West Virginia Street
- Spoke with Mr. Shaw about cutting grass at the Days Inn
- Seven extension letters sent to property owners adding time to their deadline dates in response to the Governor's Order Sixty-One
- Coordinated new court dates with Commonwealth Attorney's Office for pending cases concerning 211 East Atlantic Street and 400 Goodes Ferry Road
- Spoke with representative from Unity Country Realty to update auction dates for 930 and 932 West Danville Street
- Met with Timothy Cook about his property at 507 Moseley Lane and the bordering cul-de-sac
- Met with Felicia Holden about her property at 506 Moseley Lane
- Contacted Sherwood Baskerville for status update on property at 1179 Country Lane
- Met with Dominic Hicks about inoperable vehicles at 505 Moseley Lane
- Met with Allen Elliott on Moseley Lane about cleaning up cul-de-sac and placement of no parking, no dumping signs
- Spoke with Mrs. Rainey about a complaint on Clay Street
- Inspected all properties on the Item B list (one property removed; two new properties added)
- Removed seven off-premise advertisement signs
- Sent out six notifications to cut grass and checked lots to ensure they had been mowed

### **C. Business Development Report**

Brent Morris submitted the business development report for May 2020 as follows:

- Mr. Morris reported he forwent sending packets this month to focus on business retention.
- Longwood Small Business hired a consultant that will be based in South Hill. The press release will be put out in the upcoming weeks. Mr. Morris participated in a focus group with the consultant and local businesses to begin recovery conversations.
- The Gift Card Match program was a huge success. South Hill businesses received over \$16,000. We are still working to secure a second round of funding.
- Mr. Morris attended a virtual meeting with Mid-Atlantic Broadband and other Economic Development Directors in Region 3 to discuss a coworking space survey that was performed in our region. This report will help with guidance into the sustainability of a coworking space.
- The additional \$20,000 Council appropriated to the Façade Improvement Grant has been utilized by six businesses. This makes for 17 businesses that have utilized the Façade Program since it began.
- As an update was given on Region 3, Mr. Morris attended the VGA Board Meeting on May 7.
- Mr. Morris presented the updated Business Incentives for Council's review. He sent the incentives over to the Director of Longwood Small Business for review and she

expressed this is a great package for new businesses. We will be asking for your approval in July but wanted to give each Council member plenty of time to review. Mr. Morris asked Council to reach out to him with any questions.

- Mr. Morris completed the Enterprise Zone annual review and submitted it to the county to compile with the other localities in Mecklenburg.

**A motion was made by Councilwoman Feggins-Boone second by Councilman Moody,** to approve the Reports to Approve as Presented. Motion carried unanimously.

#### **14. COMMITTEE REPORTS**

There were no committee reports.

#### **15. APPOINTMENTS**

##### **A. South Hill Board of Zoning Appeals (BZA)**

Mayor Marion reported the BZA appointment of Alexander Graham will expire on June 19, 2020. Mr. Graham been contacted and agrees to serve another five-year term commencing June 20, 2020 and ending June 19, 2025 if Council so desires.

**A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone,** to reappoint Alexander Graham to the BZA for another five-year term commencing June 20, 2020 and ending June 19, 2025. Motion carried unanimously.

##### **B. South Hill Planning Commission**

Mayor Marion reported the Planning Commission appointment of Steven Stanley will expire on July 10, 2020. Mr. Stanley has been contacted and is willing to serve another four-year term commencing July 11, 2020 and ending July 10, 2024 if Council so desires.

**A motion was made by Councilman Moody, second by Councilman Allen,** to reappoint Steven Stanley to the Planning Commission for another four-year term commencing July 11, 2020 and ending July 10, 2024. Motion carried unanimously.

##### **C. Roanoke River Service Authority (RRSA)**

Mayor Marion reported the RRSA terms of Glenn Allen and Alternate Ryan Bartholomew will expire on June 30, 2020. Mr. Allen has been contacted and agrees to serve again. As Mr. Bartholomew has moved, Mayor Marion has contacted and recommends LJ Dornak to serve as Alternate. If Council so desires, their three-year term appointments would commence July 1, 2020 and end June 30, 2023.

**A motion was made by Councilwoman Feggins-Boone, second by Councilwoman Bracey,** to reappoint Glenn Allen and appoint LJ Dornak as Alternate to the RRSA for three-year terms commencing July 1, 2020 and ending June 30, 2023. Motion carried unanimously.

##### **D. Southside Planning District Commission (SPDC)**

Mayor Marion reported the term of Lisa Jordan as an Elected Official on the SPDC will expire on June 30, 2020. Elected officials serve for the term they are elected. Mayor Marion has contacted

and recommends Joseph E. Taylor, Jr. to be appointed as an Elected Official on the SPDC, effective July 1, 2020 to June 30, 2024 if Council so desires.

**A motion was made by Councilwoman Bracey, second by Councilman Moody, to appoint Joseph E. Taylor, Jr. as an Elected Official on the SPDC, effective July 1, 2020 to June 30, 2024. Motion carried unanimously.**

**16. OLD BUSINESS**

There was no old business.

**17. NEW BUSINESS**

There was no new business.

**18. ADJOURNMENT**

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 7:41 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

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Dean Marion, Mayor

Attest:

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Anna B. Cratch, Town Clerk