



**SOUTH HILL TOWN COUNCIL**  
**REGULAR MEETING MINUTES**  
**MONDAY, MARCH 8, 2021, 7:00 P.M.**

No Town Council meeting was held in February due to coronavirus cases. The regular monthly meeting of the South Hill Town Council was held on Monday, March 8, 2021 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. The meeting was closed to the public due to COVID-related restrictions. The public was encouraged to view it livestream via YouTube. Attendees were asked to wear a mask/ facial covering. Anna Cratch took the minutes.

**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**

Lillie Feggins-Boone  
W.M. "Mike" Moody  
Joseph E. Taylor, Jr.

Alex Graham  
Shep Moss

Gavin L. Honeycutt  
G. Ben Taylor

Arriving at 7:04 p.m., Councilwoman Delores B. Luster was not present at roll call.

**B. Staff in Attendance**

Stuart Bowen, Police Chief  
Anna Cratch, Town Clerk  
C.J. Dean, Dir. of Municipal Services  
Brentley Morris, Business Devt. Manager

Kim Callis, Town Manager  
Sheila Cutrell, Dir. of Finance and Admin.  
Carol Hutchinson, HR Manager

**4. APPROVAL OF MINUTES – JANUARY 11, 2021**

**A motion was made by Councilwoman Feggins-Boone, second by Councilman Graham,** to approve the minutes of the regular meeting held on January 11, 2021 as distributed by Anna Cratch. Motion carried 7 to 0 with Councilman Honeycutt abstaining as he was absent from the January meeting.

**5. FEBRUARY REPORTS TO APPROVE AS PRESENTED**

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

**A. Town Manager Report**

**i. Facilities Reservation Calendar**

Kim Callis presented Council with a calendar of activities and reservations at Centennial Park, Parker Park, the South Hill Exchange, and other Town facilities. The calendar changes frequently as new reservations are made. Parker Park restrooms and lower Centennial Park restrooms have been winterized and are closed until temperatures are suitable for re-opening. We have received numerous requests and questions about using the Parker Park ball fields for tournament and league play. The fields will be available for play as soon as the Governor and Virginia Department of Health issue guidance indicating it is permissible to hold outdoor recreational events with group sizes typically associated with baseball and softball games and practices.

**B. Finance Report**

Sheila Cutrell presented the financial report for month ended January 31, 2021 as follows:

General Fund	-	\$ 9,646,198.97	Total Investment Accounts	-	\$15,423,660.50
Water and Sewer Fund	-	1,196,576.09	Total Police Dept. Savings	-	\$ 27,643.14
Cemetery Fund	-	10,003.01	Total Taxes Due Thru 01/31/21	-	\$ 479,993.88
2 <sup>nd</sup> & 3 <sup>rd</sup> Street Project Fund	-	<u>(354.13)</u>	(Real Estate and Personal Property, all years)		
Total in Checking	-	\$10,852,423.94			

**C. Police Report**

Chief Bowen presented the police report for January. Chief Bowen informed Council there were 103 activity incidents, 38 reportable criminal offenses, 1,304 calls for service, and \$9,431 property recovered in January. Other miscellaneous included 6 court overtime hours, 16 training hours, 25 warrants issued, and 0 inoperative vehicles tagged.

He reported the following administrative news:

- § Corporal Paul Jones instructed First Aid/CPR at the training academy.
- § Chief Stuart Bowen instructed Ethics at the training academy.
- § Lieutenant Scott Zincone attended two days RMS training.

**D. 2020 Fire Report**

Michael Vaughan presented Council with the Fire Report for the South Hill Volunteer Fire Department, Inc. (SHVFD) for the year that ended December 31, 2020. The report showed 615 incidents were responded to with 99 actually involving fire. Calls responded to in Town were 240, and 274 were within our county district. Other departments were assisted 101 times outside our district, and mutual aid was received from surrounding departments 104 times. An average of 16 members were present per call.

A new Bauer Breathing Air System was placed into service with the help of the Town and Cares Act Funding. Members also placed into service a new utility truck (Unit 78) and a Water

Rescue Boat (Boat-7) that was made possible by grant funds, the MCSO, and the Town. Mecklenburg County also provided Cares Funds used to purchase the first round of new air packs, turnout gear extractors, new air masks, decon units, fit testing machines, and COVID-19 PPE.

The SHVFD underwent an ISO inspection and is awaiting the new rating, which should be received in the next few weeks.

Chief Vaughan thanked Council for their support.

**E. Municipal Services Report**

C.J. Dean submitted the municipal services report for January 2021 as follows:

- § The Thomas Street stormwater pipe is scheduled to be replaced as soon as there is a week of good weather. Thomas Street will be shut down for approximately a week as the replacement takes place. The public will be notified of the closure.
- § Waterline replacement in the area around the old CMH facility will begin as the weather allows.
- § The Public Works crews have removed snow twice since the last Council meeting.
- § The Public Works crews have been busy repairing water leaks on the system.
- § Public Works oversaw the replacement of the fire pump at the industrial park.
- § Dominion Power has replaced almost all of the streetlights with LED fixtures. Dominion has indicated the replacement project should be complete by March 2021.
- § The facilities crew has installed most of the soundproofing in Conference Room A. This project should be complete in the near future.
- § The traffic signal at the West Atlantic Street and Thomas Street intersection began failing the last few days of January. Contractors have examined the control equipment and replacement equipment should be installed within six weeks.

**F. Code Compliance Report**

**i. Monthly Report**

David Hash submitted the report of activity for January 2021 as follows:

Inspections Completed	-	20
Permits Issued	-	15
Fees Collected	-	\$ 1,168.65
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 0
Work Value	-	\$ 317,491.00

New businesses for January included:

- § P's Beautique, 608 W. Danville Street (salon)

**ii. Dilapidated Properties**

David Hash submitted a report on the status of the following 33 dilapidated properties:

- § 211 E. Atlantic Street
- § 400 Goodes Ferry Road

- § 402 Goodes Ferry Road
- § 110 Third Street
- § 315 W. Danville Street
- § 906 Plank Road
- § 212 N. Mecklenburg Avenue
- § 109 E. Third Street
- § 201 E. Atlantic Street
- § 112 Center Lane
- § 930 W. Danville Street
- § 932 W. Danville Street
- § 211 Bryan Street
- § 118 S. Lunenburg Avenue
- § 1179 Country Lane
- § 208 Pennington Street
- § 112 E. Atlantic Street
- § 403 N. Mecklenburg Avenue
- § 419 E. Atlantic Street
- § 456 Old Hwy. 58
- § 506 Moseley Lane
- § 617 W. Danville Street
- § 418 Old Highway 58
- § 1214 Plank Road
- § 112 Raleigh Avenue
- § 114C N. Clay Street
- § Corner of Circle Drive and Ogburn Street
- § 202 Windsor Street
- § 901 Goodes Ferry Road
- § 1143 W. Danville Street
- § 113 E. Pine Lane
- § 115 E. Pine Lane
- § 119 E. Pine Lane

**iii. Code Inspector Activity Report**

follows: Jamie Velvin submitted the Code Inspector Activity Report for January 2021 as

- § Spoke with Linnie Snead in reference to the property at 112 Raleigh Avenue
- § Spoke with Veronica Wardrick in reference to an inoperable vehicle on E. Ferrell Street
- § Handled a trash complaint at 700 Lombardy Street
- § Spoke with Mrs. Lewis in reference to the property at 114C Clay Street
- § Spoke with Delores Taylor in reference to pending demolition at 930 W. Danville Street
- § Spoke with Jamie Smiley and Dustin Tanner about demolition work at 1179 Country Lane
- § Spoke with Frank Robinson to establish a start date for repairs at 211 Bryan Street
- § Met with Kenneth Nemeth at his building on Ogburn Street
- § Met with Alex Graham in reference to completed work at 112 Center Lane
- § Checked Days Inn lot for continued compliance with construction debris

- § Met with Herman Bracey in reference to pending demolition at 1179 Country Lane
- § Spoke with Ivory Joyner about completing work at 906 Plank Road and sent her pictures of work needing to be done
- § Spoke with Barbara Jefferson about finishing the demolition work at 932 W. Danville Street
- § Spoke with Stephan Helms about missed deadline at 403 N. Mecklenburg Avenue
- § Spoke with Joey Hayes in reference to his properties on Pine Lane
- § Spoke with Tommy Stanley about trash pile removal at 1500 W. Danville Street
- § Met with Jamie Smiley in reference to bids
- § Contacted William Robbins in reference to pending demolition at 112 E. Atlantic Street
- § Spoke with Charles Crowder about progress being made at 212 N. Mecklenburg Avenue
- § Completed demolition specifications for 112 E. Atlantic Street
- § Monitored all Item-B properties for progress, with one removed from list, and five added
- § Removed six off-premises signs

#### **G. Business Development Report**

Brent Morris submitted the business development report for January 2021 as follows:

- § We continue the push of recruiting businesses in the downtown and the former Gordmans location.
- § Completed the annual survey/report for our affiliation with DHCD's Mainstreet program
- § Continued working with the Southside Planning District Commission and the appointed committee on the review of Mecklenburg County Small Business Recovery Assistance applications and approvals; to date 30 businesses have been approved and our pipeline remains healthy.
- § Attended two virtual meetings with Department of Housing and Community Development for updates on the RCDI program; worked to identify community partners and a steering committee
- § Working with members of South Hill Revitalization Committee (SHRC) on a "Brightening the Community Campaign" for Spring 2021; the objective is for local homeowners to complete an outdoor home improvement project for a chance to win a prize pack from SHRC. Mr. Morris will share full details with the Council once the campaign details are completed.
- § Andy Wells and Mr. Morris are working on updating the visitors and ward maps for South Hill.
- § Mr. Morris included the updated incentives in the packets. The following changes and updates have been made based on feedback received during the focus group meeting in 2020:
  - a. Real Estate, Business & Personal Property Taxes Incentive town wide qualifications were updated to reflect a reduction in private investment from two to six million now one to two million and six million plus now to two million plus (page 7).
  - b. The Historic Structure Incentive town wide incentive qualifications went from a five-million-dollar investment or creation of five full-time jobs to a

two hundred and fifty-thousand dollar investment or the creation of two full-time jobs (page 8).

- c. Water and Sewer Connection, Building Permit, and Real Estate, Business and Personal Property Taxes, Incentives downtown qualification was reduced from twenty-five thousand to ten thousand in private investment (pages 10 – 12).
- d. The following grants were added to the business incentive package: Building up-fit, Business Incubation, and Business Utility and Services Grant (pages 13 – 18).
- e. The Greater Downtown Area map was updated to extend the downtown from the intersection of W. Danville Street and Locust Street to N. Mecklenburg Avenue and Beaver Creek Drive and from the intersection of Thomas Street and W. Atlantic Street to Lombardy Street and E. Atlantic Street.

§ Mr. Morris asked Council to review the proposed incentive package and let him know if they have any questions. Approval will be sought at the March meeting with implementation on July 1.

## **H. Human Resources Report**

Carol Hutchinson submitted the following administrative news for January 2021:

§ Stacy Archer completed virtual instruction for Permit Technician on January 21, 2021. The training was provided by the Virginia Department of Housing and Community Development.

§ The OSHA 300 log was completed and has been posted in each location for the year 2020.

§ Coordination of employees regarding vaccines has been established with Emergency Services of Mecklenburg County. Employees who wish to receive the vaccine are on notice to proceed when contacted of vaccine availability.

§ Joseph Pegram III was hired as a Mechanic II.

§ Anniversary Dates: Brandon Vaughan, 5 years effective January 8  
Wanda Dixon, 20 years effective February 22

**A motion was made by Councilman Moody, second by Councilman Honeycutt, to approve the February Reports to Approve as Presented. Motion carried unanimously.**

## **6. APPRECIATION TO LINCOLN STURDIVANT**

Mayor Marion shared a letter from Stuart Taylor, Chairman of the South Hill Planning Commission, acknowledging and thanking Lincoln Sturdivant for his commitment in serving 29 years on the South Hill Planning Commission.

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

No citizens submitted comments to be read by the Mayor.

## **8. TOWN MANAGER REPORT**

Kim Callis submitted the following report for February 2021:

### **A. Small Purchase Policy**

Mr. Callis informed Council that as required by law, the Town follows the Virginia Public Procurement Act (VPPA) for all purchases. The Town had a purchasing manual years ago that was simply the language from the VPPA which is now available electronically on the Code of Virginia website.

Mr. Callis reported this Small Purchase Policy (SPP) is being brought before Council primarily because the Police Department, in order to achieve accreditation, needs something more detailed than the VPPA. Chief Bowen and Captain Johnson have worked tirelessly on numerous requirements for accreditation for our police department. Accreditation is important as it demonstrates excellence in public safety operations and can be helpful in many ways – potential funding, recruitment, etc. Further, this SPP will be helpful to all as it provides clear and specific guidelines beyond VPPA requirements to all Town personnel for all levels of purchases.

This policy was developed with input from and reviewed by Sheila Cutrell, Chief Bowen, and C.J. Dean. It has been reviewed by and approved by the Policy Review Committee (Luster, Moss, J. Taylor) for presentation to Council for consideration and adoption. Upon adoption it will be discussed with Town staff with purchasing, approval, and payment responsibilities.

Councilman Moody commented that up to \$100,000 requires three quotes but the department head can approve that by him/herself without input from the Town Manager. Mr. Callis stated it is written so that anything that is \$100,000 or more, they get the quotes, but the Town Manager has to sign off on it. It would go to the division head, department head, and then to the Town Manager. Anything between \$100,000 and \$200,000 would come to the Town Manager.

**A motion was made by Councilman Joseph Taylor, second by Councilman Ben Taylor, to adopt the Small Purchase Policy, effective immediately. Motion carried unanimously.**

#### **B. Economic Incentive Grant Agreement**

Mr. Callis informed Council the Town of South Hill offers numerous incentives to attract and retain new and expanding industries and businesses. Recommendations are being developed to expand these incentives effective July 1, 2021.

In addition to these incentives and as a follow up to information provided by Mecklenburg County Administrator Wayne Carter, Mecklenburg County Attorney Russell Slayton has drafted an Economic Incentive Grant Agreement defining how certain tax revenue will be shared between Mecklenburg County, the Industrial Development Authority (IDA) of the Town of South Hill, and the Town of South Hill that is vital to the establishment of Microsoft Corporation data center operations in South Hill. As these data center facilities are constructed and become operational in the coming years, local tax revenues will grow significantly and contribute to the funding needed to provide crucial services and improve/expand infrastructure. It is consistent with everything shared with Council by Mr. Carter.

Mayor Marion asked would this be the foundation for any future transactions with Microsoft. Mr. Callis commented he believes we can use this agreement as a basis going forward with other similar activities. Each year when we go through the budget process we have to address this.

**A motion was made by Councilman Ben Taylor, second by Councilman Moody, to approve the Economic Incentive Grant Agreement between Mecklenburg County, the IDA of the Town of South Hill, and the Town of South Hill. Motion carried unanimously.**

#### **C. SSRS Annual Bucket Drive on May 29 from 7:00 a.m. to 2:00 p.m.**

Mr. Callis requested permission for the Southside Rescue Squad to hold their Annual Bucket Drive fundraiser on May 29 from 7:00 a.m. to 2:00 p.m. at the following locations:

- § W. Danville Street (near Rent-E-Quip)
- § W. Atlantic Street (near VDOT facility)
- § N. Mecklenburg Avenue (near SOVA office building)
- § E. Atlantic Street (near Farrar Realty)
- § Walmart Entrance

**A motion was made by Councilman Moody, second by Councilman Honeycutt,** to approve the Southside Rescue Squad request to hold their Annual Bucket Drive fundraiser on May 29 from 7:00 a.m. to 2:00 p.m., in coordination with the Police Department. Motion carried unanimously.

Commenting he supports the bucket drive, Councilman Moss asked if COVID guidelines would allow for it. Mr. Callis answered it is not a mass gathering; it is a drive thru. Hopefully, everyone collecting donations will have gloves and masks.

#### **D. 2<sup>nd</sup>/3<sup>rd</sup> Street Community Improvement Project**

Mr. Callis informed Council staff has been working with the Southside Planning District Commission (SPDC) and B&B Consultants to prepare a grant application to the Department of Housing and Community Development (DHCD) to help fund a community improvement project in the 2<sup>nd</sup> and 3<sup>rd</sup> Street area near Oakwood Cemetery. The proposed project will include water, sewer, storm drainage, and street improvements. Unfortunately, the owner/landlord of 15 houses in the area is not willing to participate in the project, thereby eliminating the opportunity to improve the interiors and exteriors of these homes, most of which were constructed circa 1960. Some of the owner/landlord's properties are on the dilapidated properties list and he has worked hard to improve some of them, spending over \$70,000. We had hoped he would participate in this; however, on the advice of his financial advisors, he decided he would not participate. When you are a landlord with rehabbed property, you are committed to doing certain things for ten years.

Without the housing component, the grant application will not be as competitive as it could be, but it is still worth pursuing as the infrastructure repairs must soon be performed in this area as water and sewer lines are undersized, old, and deteriorating. Drainage problems are also significant.

The cost of this project is estimated at \$1,570,506.00 The maximum funding from DHCD is \$1 million, and we would like to apply for \$998,306.00, which represents costs related to administration, easements/legal expenses, storm drainage improvements, and street paving. For the application to be considered we are required to provide leverage of \$572,200.00, which may be achieved in part by using Town staff and equipment to perform the water/sewer improvements as well as cash expenditures.

Councilman Honeycutt asked why the landlord would not want to take advantage of this grant for these homes. Mr. Callis answered we tried hard to point that out. Initially this individual was ready to go forward but when it came down to getting everything finalized, he met with the Planning District Commission and said his financial advisors discouraged participation. Mr. Callis commented we can still do a \$1,600,000 project. We would get \$1 million to help with that and we would have to pay the rest, which is still a good deal for the Town because it is in an area where this work drastically needs to be done. There are 1" waterlines and 70-year-old sewer lines in that location.



Councilman Honeycutt asked why the Town would invest in an area where someone isn't going to upkeep their property. Councilman Ben Taylor commented his wife and family attended a funeral recently and they mentioned how dilapidated and terrible that area of Town is. Mr. Callis stated we have used every bit of leverage we could. Councilman Moody asked for Mr. Callis to convince him the Town should spend that type of money to improve an area where a person who owns 15 houses doesn't want to improve the properties he owns. Councilwoman Feggins-Boone commented and Mr. Callis agreed that area has water and sewer line problems. Mr. Callis stated this is an opportunity to go in there and fix those issues. As none of the streets have curb and gutter, there are also storm drainage issues. Mr. Callis went on to say we cannot do anything about the houses themselves except keep the pressure on through the dilapidated property effort. If we have to go to court on that, it is in our favor to inform the judge we had an opportunity to help this owner do some work and he refused. The court would then have a little more latitude in forcing him to do things. We need to do work over there right now including infrastructure.

Councilman Joseph Taylor added we can't lose sight despite the intransigence of the owner that the infrastructure needs to be fixed. Those residents pay taxes and deserve as well paved a road as is in other areas. All residents matter. Councilman Moody stated he is all for fixing the infrastructure. His concern is if we fix the infrastructure and the owner of these properties doesn't want to participate and continues to let the buildings go down to the point they are unlivable. There are around 21 houses there. Councilwoman Feggins-Boone stated we need to fix the water line. Councilwoman Luster mentioned the landlord is being cooperative in so much that he is slowly fixing his properties, and as long as his properties are on the dilapidated properties list, we will continue to pressure him to do the upgrades.

Mr. Callis commented there is a lot of work over there that needs to be done; it's not a matter of if but when. This is an opportunity, probably two years out, for us to get \$1 million through grants. A lot of those properties are on the dilapidated properties list now. We will continue to keep them on that list. If he doesn't fix the houses, we'll go to court. Councilman Honeycutt mentioned he has seen the same dilapidated properties over there for the last 23 years.

Councilman Moss reported he rode through the whole Town right after the ice storm because he wanted to get out and see the damage. That part of Town is in dire need of attention. Those citizens living over there deserve the same as everyone else. Councilman Moss stated we have two separate issues, 1) we have citizens that need infrastructure repair, and 2) we have a landlord there that needs to fix his properties. Councilman Moss mentioned the thing that concerns him is he is not seeing properties come off of the dilapidated list. He reads the reports and they are the same properties every month. He went on to say we need to use every tool we have to get the list fixed for these dilapidated properties all over Town. Councilman Ben Taylor stated Jamie Velvin works three days a week and can only handle 30 to 35 properties at a time. The courts have been lenient in addressing the issue. It is a shame that we have so much going for us and we have this dilapidated property issue.

Brent Morris commented this same person tried to acquire more houses in this Town. Councilman Honeycutt stated it is past time this Town gets aggressive and cleans up.

**A motion was made by Councilwoman Feggins-Boone, second by Councilman Honeycutt, to approve the resolution to apply for DHCD funding for the 2<sup>nd</sup> and 3<sup>rd</sup> Streets Community Improvement Project. A roll-call vote was requested and voiced as follows:**

Councilwoman Lillie Feggins-Boone-Aye	Councilman Alex Graham-Aye
Councilman Gavin Honeycutt-Aye	Councilwoman Delores Luster-Aye
Councilman Mike Moody-Aye	Councilman Shep Moss-Aye
Councilman Ben Taylor-Aye	Councilman Joseph Taylor-Aye.

**E. Appreciation to Town Team**

Mr. Callis reported Town staff has been through a heck of a lot recently with the coronavirus and a lot of people being out. Those who weren't out picked up the slack so we were able to answer phones, pick up the mail, and deposit money in the bank. People who were able to work from home have done so. The response for our team during the ice storm whether Police, Fire, or Public Works was really overwhelming. Mr. Callis thanked the Town team for all they have been doing to deal with these really big issues over the past several weeks.

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

**9. FINANCE REPORT**

**A. Monthly Financial Report**

Sheila Cutrell presented the financial report for month ended February 28, 2021 as follows:

General Fund	-	\$ 9,778,517.12	Total Investment Accounts	-	\$15,415,653.11
Water and Sewer Fund	-	1,230,332.17	Total Police Dept. Savings	-	\$ 27,643.62
Cemetery Fund	-	10,003.01	Total Taxes Due Thru 02/28/21	-	\$ 462,342.13
2 <sup>nd</sup> & 3 <sup>rd</sup> Street Project Fund	-	<u>(354.13)</u>	(Real Estate and Personal Property, all years)		
Total in Checking	-	\$11,018,498.17			

**A motion was made by Councilwoman Luster, second by Councilman Honeycutt,** to approve the financial report for month ended February 28, 2021 as submitted by Sheila Cutrell. Motion carried unanimously.

Councilman Ben Taylor asked how we see our investments going with the bond fund. Sheila Cutrell reported interest rates are down and they are doing fairly well. Since March of last year, about the time COVID hit, we have increased our investment accounts by \$159,000.

**B. Appropriation of Funds for the 2<sup>nd</sup> and 3<sup>rd</sup> Street Community Improvement Project**

Ms. Cutrell reported the Town has been awarded a Community Development Block Grant (CDBG) Planning Grant by the Department of Housing and Community Development for planning assistance for the Town of South Hill's 2<sup>nd</sup> and 3<sup>rd</sup> Street Community Improvement Project. DHCD will make a total of up to \$40,000.00 available to the Town for researching and developing strategies for the project. Ms. Cutrell asked that Council appropriate the grant funds for this purpose.

**A motion was made by Councilman Honeycutt, second by Councilwoman Luster,** to appropriate \$40,000.00 in planning grant funds from the Department of Housing and Community Development for the 2<sup>nd</sup> and 3<sup>rd</sup> Street Community Improvement Project. Motion carried unanimously.

**C. Appropriation of Funds for the Rotor Replacement Project**

Ms. Cutrell reported the Budget and Finance Committee met on January 21 to discuss options for the Rotor Replacement Project at the Wastewater Treatment Plant. Generally, there are three

options: 1) spend approximately \$910,000.00 with Veolia under sole source procurement that does not include rotor tube replacement in the old ditches, 2) spend an additional \$141,000.00 (approximately \$1,049,000.00) with Veolia under sole source procurement to include rotor tube replacement in the old ditches, and 3) request bids for entire system replacement, the cost of which is unknown but estimated by our engineer to exceed \$1.5 million plus engineering fees.

After discussions with Randy Jones of B&B Consultants and Wayne Hudson, it was the consensus of the committee to recommend moving forward with replacing the Phase 2 Maxi Rotors in the amount of \$419,632.61 and replacing the Phase 1 Midi Rotors including replacing the rotor tubes in the amount of \$629,041.63. The total cost of the Rotor Replacement project will be \$1,048,674.24. We currently have \$907,544.00 budgeted for this project. Appropriating additional funds in the amount of \$166,000.00 will cover the additional cost of approximately \$141,000.00 and provide approximately \$25,000.00 for any unforeseen costs that may arise as the project gets underway. The funds for this project are part of the bond financing included in the current budget. Due to the timing of the financing, there will be no payment due on the bond in the current fiscal year.

Councilman Moss inquired about the sole source procurement. Ms. Cutrell reported everything is specialized and their parts don't interchange. If a new company came in, they would have to redo everything completely (option 3). Kim Callis commented we had a rotor fail and replaced it. We asked that everything be inspected, and things were found that need to be done.

**A motion was made by Councilman Honeycutt, second by Councilman Moody,** to appropriate anticipated bond proceeds in the amount of \$166,000.00 into the FY20-21 budget to complete the Rotor Replacement Project. Motion carried unanimously.

Councilman Honeycutt thanked Kim Callis, C.J. Dean, Wayne Hudson, and Sheila Cutrell. He commented he thinks this company will do us well.

## **10. BUSINESS DEVELOPMENT REPORT**

### **A. Updated Business Incentives**

Brent Morris submitted the updated incentives to Council. The following changes and updates were made based on the feedback received during the focus group meeting in 2020:

- a. Real Estate, Business & Personal Property Taxes Incentive town wide qualifications were updated to reflect a reduction in private investment from two to six million now one to two million and six million plus now to two million plus (page 7).
- b. The Historic Structure Incentive town wide incentive qualifications went from a five-million-dollar investment or creation of five full-time jobs to a two hundred and fifty-thousand dollar investment or the creation of two full-time jobs (page 8).
- c. Water and Sewer Connection, Building Permit, and Real Estate, Business and Personal Property Taxes, Incentives downtown qualification was reduced from twenty-five thousand to ten thousand in private investment (pages 10, 11, 12).
- d. The following grants were added to the business incentive package: Building up-fit, Business Incubation, and Business Utility and Services (pages 13 – 18).
- e. The Greater Downtown Area map was also updated to extend the downtown from the intersection of W. Danville Street and Locust Street to N. Mecklenburg Avenue and Beaver Creek Drive and from the intersection of Thomas Street and W. Atlantic Street to Lombardy Street and E. Atlantic Street.
- f. Residential was removed from the façade improvement grant.

Commenting we have a housing crisis, Councilman Moss asked that when this was being put together if anything was looked at for a housing developer. Mr. Morris answered housing and developers are a whole different animal than business, but it would be of value to look into. These incentives were pulled from other localities and tailored to fit us.

In answer to a question from Councilman Honeycutt, Mr. Morris stated town wide means within the corporate boundaries of the Town. The downtown zone is highlighted on the map.

Mayor Marion mentioned that if the incentives are approved, he would make sure attention is drawn to it on the website so it is not lost. Councilman Moss commented it is a big deal.

**A motion was made by Councilman Moss, second by Councilwoman Feggins-Boone, to approve the Business Incentives as presented to be effective on July 1, 2021.**

**B. 120<sup>th</sup> Anniversary Scavenger Hunt**

Mr. Morris informed Council February 16 was the 120 year anniversary of the Town of South Hill. Due to the weather and situations at the time, the celebration was delayed. A town wide Scavenger Hunt will start March 12 at 7:00 a.m. The 120 display will be hidden. The first to find it, click a picture, and post it under the Town's Friday Facebook post wins prizes valued at \$1,000.

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

**11. MARCH REPORTS TO APPROVE AS PRESENTED**

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

**A. Town Manager Report**

**i. Facilities Reservation Calendar**

Kim Callis presented Council with a calendar of activities and reservations at Centennial Park, Parker Park, the South Hill Exchange, and other Town facilities. The calendar changes frequently as new reservations are made. As Governor Northam has increased capacity limits with his latest Executive Order, Dixie Softball, Dixie Baseball, and travel ball organizations will be able to practice and play at Parker Park. We will be holding meetings with the leadership of each group to discuss measures to ensure the safety of children and parents.

**ii. Legislation**

Mr. Callis informed Council that during this legislative session dozens of bills were proposed, a number of which that will or would have directly or indirectly affected local governments. There has been a great deal of outreach to committees, subcommittees, individual legislators, and to the entire General Assembly to voice support, opposition, or concerns on various bills.

On a good note we were able to achieve positive results on bills that would have adversely affected immunity for law enforcement officers and potentially hindered our ability to impose and collect the cigarette tax. We were also able to get agreement in both houses to increase funding for planning district commissions, which provide tremendous support to localities in many ways – housing,

infrastructure, transportation, etc. We also got help from federal legislators to ease some restrictions on qualifying expenses and deadlines for making expenditures related to CARES Act funds.

Efforts were not as successful on the issue of allowing local governments to determine whether elections will be held in May or November. It appears November elections will become a reality.

There continues to be much conversation about marijuana sales. Such sales will very likely become legal, but there is no consensus about how to proceed legislatively. The general debate surrounds whether localities must “opt-in” to allow marijuana sales or must “opt-out” to disallow such sales. We believe the “opt-in” scenario will be much simpler administratively. We do not know when this may be resolved.

## **B. Police Report**

Chief Bowen presented the police report for February. Chief Bowen informed Council there were 188 activity incidents, 39 reportable criminal offenses, 1,766 calls for service, and \$11,581 property recovered in February. Other miscellaneous included 15 court overtime hours, 44 training hours, 23 warrants issued, and 0 inoperative vehicles tagged.

He reported the following administrative news:

- § Lieutenant Scott Zincone and Donna Burch completed LERMS virtual retraining. They also completed three hours each Asset Forfeiture Training virtually.
- § Captain Shane Johnson, Lieutenant Scott Zincone, Detectives Ryan Durham and Carie Watters, and Corporal C.B. Fleming completed four hours each Intoxilyzer Recertification in Blackstone. Corporal Paul Jones completed Recertification online.
- § Chief Stuart Bowen instructed at the Training Academy.
- § All department employees completed CPR recertification instructed by Corporals Tony Solomon and Paul Jones.
- § Lieutenant Scott Zincone attended a Google Meet on updates to Community Policing Data Collection.
- § Sergeant Mike Watters instructed Firearms at the Training Academy.

## **C. 2020 Southside Rescue Squad, Inc. (SSRS) Report**

On behalf of the Southside Rescue Squad, Inc., Floyd Edmonds presented Council with the SSRS’s 2020 Annual Report. Mr. Edmonds reported they answered 3,800 calls and transported 3,078 patients (the most ever by the SSRS). The SSRS did this with 24 volunteers, nine full-time career staff, and a pool of 20 part-time people they draw upon when needed. In November of 2020, the SSRS went to a new 24 on 72 off shift allowing paid coverage in the times of no volunteers. Volunteers are hard to get and retain now that all people want to make a career out of EMS and be paid. With this change, it was necessary to hire two additional full-time employees, which increased payroll, taxes, insurance, and retirement for full-time career staff. This move allows two full-time crews and is vital to ensure coverage when needed. COVID has made it a trying year.

Some COVID funding was received from the county and the SSRS put into service a new cardiac monitor which now gives them all 12 Lead Monitors in the field. Any time a COVID or suspected COVID patient is picked up, once the truck returns to the building it has to be disinfected. A new sanitation machine was also received making it easier to sanitize vehicles.

In 2020, acquired with a grant from ALTRA, the SSRS put into service a CAM AM side by side UTV with an EMS skid in the back for carrying patients and a provider as well as supplies. This vehicle will be used for off-road rescue, sporting events, and any event that the SSRS stands by where a smaller vehicle can be more accessible to the patients.

Two ambulances need to be replaced. An 80/20 RSFA grant was received from the state for the replacement of one. The SSRS will apply again in the summer for another grant for the other ambulance.

The SSRS found a small grant allowing them to buy 20 bulletproof vests giving providers a much-needed safety net in case of calls dealing with unruly patients or active shooters in schools and businesses.

Mr. Edmonds expressed the SSRS's gratitude for the support of the Town and community.

#### **D. Municipal Services Report**

C.J. Dean submitted the municipal services report for February 2021 as follows:

- § The Thomas Street stormwater pipe is scheduled to be replaced as soon as there is a week of good weather. Thomas Street will be shut down for approximately a week as the replacement takes place. The public will be notified of the street closure.
- § Waterline replacement in the area around the old CMH facility will begin as the weather allows.
- § The Public Works crews have battled recent ice storms. The devastating ice storms resulted in over 400 hours of overtime for the Town employees. The overtime accrued as crews prepared for the storm, worked during the storm keeping the water and sewer utilities functioning, and cleaned up after the event.
- § The amount of tree damage caused by the ice storm was overwhelming. Town crews were assisted in the cleanup effort by five local contractors. The five local contractors were: J A Barker Construction, Smiley's Construction, Lake Gaston Tree Service, Cumberland Valley Builders, and J D Hodges Tree Service. These hired crews removed 150 dump truck loads of brush.
- § The Public Works crews have repaired some major water leaks on the system at the intersections of West Atlantic and Thomas Street, Furr Street and Peebles Street, and South Hill Avenue and Third Street, along with several smaller lines.
- § Public Works oversaw the initial repairs to the RPZ at the fire pump at the industrial park.
- § Dominion Power has replaced almost all of the streetlights with LED fixtures. Dominion has indicated the replacement project should be complete by March 2021.
- § The facilities crew has been working at the Police Department taking care of maintenance issues and reconfiguring the downstairs office. The work they have completed gives an entirely new appearance to the police department.
- § The traffic signal at the West Atlantic Street and Thomas Street intersection was repaired after the Town received a second opinion on needed repairs.

#### **E. Code Compliance Report**

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

David Hash submitted the report of activity for February 2021 as follows:

Inspections Completed	-	6
Permits Issued	-	9
Fees Collected	-	\$ 1,452.95
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 0
Work Value	-	\$ 317,491.00

New businesses for February included:

§ MindAlign Counseling Group, Inc, 924 W. Atlantic Street, Suite C  
(outpatient counseling)

**ii. Dilapidated Properties**

David Hash submitted a report on the status of the following 31 dilapidated properties:

- § 211 E. Atlantic Street
- § 400 Goodes Ferry Road
- § 402 Goodes Ferry Road
- § 110 Third Street
- § 315 W. Danville Street
- § 906 Plank Road
- § 212 N. Mecklenburg Avenue
- § 109 E. Third Street
- § 201 E. Atlantic Street
- § 930 W. Danville Street
- § 932 W. Danville Street
- § 211 Bryan Street
- § 118 S. Lunenburg Avenue
- § 1179 Country Lane
- § 208 Pennington Street
- § 112 E. Atlantic Street
- § 403 N. Mecklenburg Avenue
- § 419 E. Atlantic Street
- § 456 Old Hwy. 58
- § 506 Moseley Lane
- § 617 W. Danville Street
- § 1214 Plank Road
- § 112 Raleigh Avenue
- § 114C N. Clay Street
- § Corner of Circle Drive and Ogburn Street
- § 202 Windsor Street
- § 901 Goodes Ferry Road
- § 1143 W. Danville Street
- § 113 E. Pine Lane
- § 115 E. Pine Lane
- § 119 E. Pine Lane

**iii. Code Inspector Activity Report**

follows:

Jamie Velvin submitted the Code Inspector Activity Report for February 2021 as

- § Contacted Bill Robbins to set meeting in reference to property at 112 East Atlantic Street
- § Checked complaint of fallen trees at 600 Wilson Street
- § Checked demolition work site at 930 West Danville Street and contacted property owner
- § Surveyed fifteen properties on Brook Avenue, Robertson Street, Second Street, and Third Street for completed improvement work
- § Compiled and prepared written report on survey completed on Brook Avenue, Robertson Street, Second Street, and Third Street
- § Met with Jamie Smiley in reference to properties at 111 East Atlantic Street and 112 East Atlantic Street
- § Attended Second and Third Street planning meeting
- § Checked Item B properties for ice storm damage and notified absentee owners of any damage located
- § Met with Cedric Stovall and Ashleigh Zincone in reference to the Second and Third Street project
- § Updated the completed list of Item B properties
- § Checked complaint of fallen trees at 806 East Northington Street and contacted property owner to correct problem
- § Contacted Mr. Belknap in reference to questions involving an inoperable vehicle letter
- § Spoke with Wayne Grant in reference to delay towing of inoperable vehicles until ground dries
- § Met with Jamie Barker in reference to property at 111 East Atlantic Street
- § Spoke with Mr. Wilson in reference to an inoperable vehicle at 488 Lombardy Street
- § Eight inoperable vehicle letters sent out
- § Monitored all Item-B properties for progress
- § Three off-premise signs removed

#### **F. Business Development Report**

Brent Morris submitted the business development report for February 2021 as follows:

- § We continue the push of recruiting businesses in the downtown and the former Gordmans location.
- § Mr. Morris continued working with the Southside Planning District Commission and the appointed committee on the review of Mecklenburg County Small Business Recovery Assistance applications and approvals. To date 36 businesses have been approved, a total of \$239,109.45, and our pipeline remains healthy.
- § We had to move the 120-year anniversary scavenger hunt to March due to the ice storms and cleanup of the Town.
- § The Chamber and Mr. Morris are working with a private contractor on the buildout of the new LOVE sign that will go at the Chamber office. We are pushing to have that completed before the end of the second quarter.

#### **G. Human Resources Report**

Carol Hutchinson submitted the following administrative news for February 2021:



- § Carol Hutchinson attended the virtual COVID-19 Roundtable held by the Virginia Risk Sharing Association on February 4, 2021.
- § The Federal Motor Carrier Safety Administration requires a yearly limited check into CDL license holders. This has been completed for the Town of South Hill for 2021.
- § Coordination of employees regarding vaccines was established with Emergency Services of Mecklenburg County. Employees who wished to receive the vaccine were able to do so on February 26, 2021.

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

## **12. COMMITTEE REPORTS**

There were no committee reports.

## **13. OLD BUSINESS**

There was no old business.

## **14. NEW BUSINESS**

### **A. South Hill Exchange**

Councilman Moss reported a person emailed him last week who had requested the use of the South Hill Exchange for a cornhole tournament fundraiser for a local charity. Councilman Moss called the Town Manager and had a very positive discussion. Councilman Moss asked if there was a written policy on the guidelines to use that facility. Kim Callis commented that on the reservation request for the Exchange, it is all laid out and the first part states the Exchange is not available for private events. Councilman Moss mentioned other organizations have come before Council in the last twelve months and requested the use of the building. Upon digging deeper into this situation, he wasn't afforded that opportunity. Councilman Moss asked does the request to reserve the building come before Council or is it solely on the Town Manager's approval. Mr. Callis stated this question has come before Council before who decided the Exchange was not to be for private events. This Council wanted those questions to be directed to the Town Manager. It was made clear from day one this is a Public Works facility and if an organization wants to do something there that will benefit the community at large and is not something that is a for-profit situation, we would work with them if a community organization sponsors it. Since that time, the organizations that have used it are the CMH Foundation for their Winterfest fundraiser, the Chamber of Commerce for Christmas events, and the Mecklenburg Cancer Society. We have turned down requests to have wedding receptions there. That was a dilapidated property. We knew we needed something as a Public Works facility, but we were going to be taking down a very historic building. We could have put up a metal building but we wanted something with a brick façade that centered on our Tobacco Heritage.

Councilman Moss commented his question is why some parties come before Council and others do not. Mr. Callis stated it is because some of them want to get the word out of what they are doing so they come to Council. Councilman Honeycutt asked what kind of event this was. Councilman Moss answered it was a cornhole tournament. This particular group is holding them weekly and would like to have some tournaments in South Hill. They are bringing upwards of 150 contestants so it is a great way to promote our motels and restaurants. This particular group also has access to have some of their events televised. Councilman Moss asked if Council doesn't have to approve it, why are we approving the facilities reservation list. Mr. Callis answered Council is not approving it; it is presented for information.

Councilman Ben Taylor commented it is a Public Works facility. It takes them half a day to clean up to have an event. He mentioned hopefully one day Park View High School will become available and it would be a great venue for something like that if we could get our hands on it. Councilman Honeycutt commented you'd have to talk to the county about that one. Councilman Honeycutt asked where the money came from to build the new Exchange. Mr. Callis answered it was taxpayer dollars and that is why it is a Public Works facility.

## 15. CLOSED SESSION

### **Legal – § 2.2-3711(A)(7) and Personnel – § 2.2-3711(A)(1)**

Pursuant to Legal – § 2.2-3711(A)(7) and Personnel – § 2.2-3711(A)(1) of the Code of Virginia and on **motion** of **Councilwoman Luster**, and **second** of **Councilman Moody**, the South Hill Town Council entered into **Closed Session** to discuss Legal matters involving a court order and the grievance policy and a Personnel matter involving an appointed position. Motion carried unanimously.

There was no action taken while in Closed Session on the Legal or Personnel matters.

**WHEREAS**, the South Hill Town Council has convened a Closed Session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Sections 2.2-3711(A)(7) and 2.2-3711(A)(1) of the Code of Virginia require a certification by this Council that such Closed Session was conducted in conformity with Virginia Law;

**NOW THEREFORE, BE IT RESOLVED** that the South Hill Town Council hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Session to which certification resolution applies, and (2) only such business matters as were identified in the motion convening the Closed Session were heard, discussed, or considered by the Council. **A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone**, to approve **Resolution 349**, dated March 8, 2021 and return to **Open Session**. A **roll-call vote** was requested and voiced as follows:

Councilwoman Lillie Feggins-Boone-Aye	Councilman Alex Graham-Aye
Councilman Gavin Honeycutt-Aye	Councilwoman Delores Luster-Aye
Councilman Mike Moody-Aye	Councilman Shep Moss-Aye
Councilman Ben Taylor-Aye	Councilman Joseph Taylor-Aye.

## 16. OPEN SESSION

There was no action taken in Open Session on the Legal or Personnel matters.

## 17. OTHER BUSINESS

Kim Callis reported that as to Whittles Mill, everything has been filed with the FERC, and AquaLaw has advised that we don't need to do anything more at this point. These things could take months and likely the next step is FERC will come back with some questions and we will address them. We have suggested to our law firm that we invite the FERC commissioners to come to South Hill and Mecklenburg County to let us share Whittle's Mill with them to give them a first-hand look.

Reverting to his question about the Exchange, Councilman Moss commented that if this individual teams up with one of the appropriate organizations, then the possibility of him having a tournament there can be revisited. Kim Callis commented it needs to be something that benefits the entire community and that individuals don't personally gain from it; otherwise, we open up Pandora's box.

Councilman Honeycutt asked for an update on the wall at the American Legion. Mr. Callis reported he and C.J. Dean met with the electrician on March 5 to relocate the electrical panel to the amphitheater and were advised by Robert Owens of the American Legion they are going to take down another section of the brick wall and are going to go back with a brick wall with a new anchoring system. Councilman Honeycutt commented it is his understanding the required funding is going to fall back on the American Legion because the VFW doesn't have the funds. Because that was IDA owned, Councilman Honeycutt asked if the Town was going to step up to the plate and help with the financing of redoing the wall. Mr. Callis commented if they want help, the appropriate thing for them to do is to submit a letter of request seeking assistance from the Town. It can then be brought before Council for consideration. We do not have final numbers yet. Councilman Honeycutt commented it is his understanding they are waiting on the deed to be finalized. C.J. Dean reported it was signed and recorded on the 16<sup>th</sup> of February. Mr. Callis stated we do not have a final number but to move the electrical panel, we are looking at approximately \$30,000. Councilman Honeycutt commented he knows personally what the American Legion has given back in donations to this community. They are suffering with membership; they have lost the cash flow from BINGO; and it is something we as a Town could help do to offset some of those costs. In answer to a question from Mayor Marion, Mr. Callis stated it would be nice to include it in next year's budget, but if all goes well the work may begin before July 1. We hope to have all of the electrical work done by the Chamber's first music event on May 21; however, we are at the mercy of Dominion because they have to order certain materials and we have certain things we have to do to meet their specs. If the wall is not completed by then, we will barricade it off so people can't go near it.

**18. ADJOURNMENT**

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 8:56 p.m.

**VALIDATION**

Minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Anna B. Cratch, Town Clerk

\_\_\_\_\_  
Dean Marion, Mayor



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**South Hill**

# Town of South Hill

Incorporated 1901

ADMINISTRATION  
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CODE COMPLIANCE  
OFFICIAL  
(434) 447-5041

PUBLIC WORKS  
(434) 447-3191

## 2<sup>ND</sup> AND 3<sup>RD</sup> STREET PROJECT RESOLUTION

**WHEREAS**, the Town of South Hill wishes to apply to the Virginia Department of Housing and Community Development (DHCD) for a Virginia Community Development Block Grant in an amount not to exceed \$1,000,000.00 to fund a public infrastructure competitive grant project located in the 2<sup>nd</sup> and 3<sup>rd</sup> Street Community; and

**WHEREAS**, the project activities entail infrastructure improvements including water, sewer, and drainage benefiting 54 individuals or 93 percent of the project area low and moderate income (LMI) persons. The 2<sup>nd</sup> and 3<sup>rd</sup> Street Project will meet the National Objective of providing benefit to LMI persons; and

**WHEREAS**, the Town of South Hill will provide leverage of \$572,200 through a combination of cash expenditures and in-kind water and sewer improvement work performed by local resources; and

**WHEREAS**, the Town of South Hill will have met the Citizen Participation requirements by holding two public hearings within the community, advertising both as appropriate and with at least one other form of public notice for the application submitted.

**BE IT FURTHER RESOLVED**, the Town of South Hill hereby authorizes the Town Manager to sign and submit all appropriate documentation necessary to constitute an application to the DHCD for solicitation of Block Grant funds and to accept and appropriate as much funding as shall be received.

Adopted this 8<sup>th</sup> day of **March 2021** by the South Hill Town Council.

  
\_\_\_\_\_  
Dean Marion, Mayor

Attest:

  
\_\_\_\_\_  
Anna B. Cratch, Town Clerk



**SOUTH HILL TOWN COUNCIL  
REGULAR MEETING AGENDA  
MONDAY, MARCH 8, 2021, 7 PM**

(Council Chambers, Town Hall, 211 S. Mecklenburg Avenue)

*Please silence all cell phones while Council is in session.*

1. Call to Order
2. Invocation
3. Roll Call
4. Approval of Minutes – January 11, 2021 *(no meeting held in February due to coronavirus cases)*
5. February Reports to Approve as Presented
  - A. Town Manager Report
    - i. Facilities Calendar
  - B. Finance Report
  - C. Police Report
  - D. 2020 Fire Report
  - E. Municipal Services Report
  - F. Code Compliance Report
    - i. Monthly Report
    - ii. Dilapidated Properties
    - iii. Code Inspector Activity Report
  - G. Business Development Report
  - H. Human Resources Report
6. Appreciation to Lincoln Sturdivant
7. Citizens to Address Council *(no citizens signed up; any submitted comments to be read by Mayor)*
8. Town Manager Report
  - A. Small Purchase Policy
  - B. Economic Incentive Grant Agreement
  - C. SSRS Annual Bucket Drive on Saturday, May 29, 7 AM to 2 PM
  - D. 2<sup>nd</sup>/3<sup>rd</sup> Street Community Improvement Project
9. Finance Report
  - A. Monthly Financial Report
  - B. Appropriation of Funds for the 2<sup>nd</sup> and 3<sup>rd</sup> Street Community Improvement Project
  - C. Appropriation of Funds for the Rotor Replacement Project
10. Business Development Report
  - A. Updated Business Incentives

11. March Reports to Approve as Presented
  - A. Town Manager Report
    - i. Facilities Calendar
    - ii. Legislation
  - B. Police Report
  - C. 2020 Rescue Squad Report
  - D. Municipal Services Report
  - E. Code Compliance Report
    - i. Monthly Report
    - ii. Dilapidated Properties
    - iii. Code Inspector Activity Report
  - F. Business Development Report
  - G. Human Resources Report
12. Committee Reports
13. Old Business
14. New Business
15. Closed Session (to be held in Conference Room B to better accommodate physical distancing)
  - A. Legal, Section 2.2-3711 (A)(7)
  - B. Personnel, Section 2.2-3711 (A)(1)
16. Open Session
17. Adjournment