



SOUTH HILL TOWN COUNCIL
REGULAR MEETING MINUTES
MONDAY, APRIL 12, 2021, 7:00 P.M.

The regular monthly meeting of the South Hill Town Council was held on Monday, April 12, 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. To practice physical distancing, public seating was limited to 14, and attendees were asked to wear a mask/facial covering. The public was encouraged to view the meeting livestream via YouTube. 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
Delores B. Luster
G. Ben Taylor

Alex Graham
W.M. "Mike" Moody
Joseph E. Taylor, Jr.

Gavin L. Honeycutt
Shep Moss

B. Staff in Attendance

Stuart Bowen, Police Chief
Anna Cratch, Town Clerk
C.J. Dean, Dir. of Municipal Services
Carol Hutchinson, HR Manager
Jamie Velvin, Code Inspector

Kim Callis, Town Manager
Sheila Cutrell, Dir. of Finance and Admin.
David Hash, Code Compliance Official
Brentley Morris, Business Devt. Manager

4. APPROVAL OF MINUTES – MARCH 8, 2021

A motion was made by Councilman Honeycutt, second by Councilwoman Feggins-Boone, to approve the minutes of the regular meeting held on March 8, 2021 as distributed by Anna Cratch. Motion carried unanimously.

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

No citizens present wished to address Council.

6. TOWN MANAGER REPORT

A. Public Hearing for FY21-22 Proposed Budget and Rates

Kim Callis informed Council staff has completed a series of meetings with Department Heads, the Mayor, and the Budget and Finance Committee to prepare the proposed Town budget and rates for FY21-22. The proposed budget was distributed via email to Council on April 2 for review for the budget work session on April 9.

The following are being recommended:

- § No tax increases
- § Consolidating the two upper tiers of the water rate structure into a single rate for customers with consumption of greater than 50,000 gallons per month at a rate of \$4.90/1,000 gallons + \$75.00 surcharge. As infrastructure issues must be addressed to ensure safe and reliable delivery of utility services, we must consider increasing rates across the board. Town water/sewer rates are significantly lower than those of other comparable local governments. As citizens are continuing to deal with the effects of COVID, staff and the Budget and Finance Committee recommend that we defer an across-the-board rate increase until FY22-23, at which time we can begin phasing in rate adjustments as needed.
- § Cost of living increase of 5% to match Mecklenburg County and Commonwealth of Virginia COLAs. County and Commonwealth law enforcement agencies will receive COLAs up to 7%.
- § Deferral of several large equipment and vehicle purchases and not recommending two additional staff in Public Works until FY22-23

Mr. Callis stated they recommend holding the Public Hearing on May 10, which would be advertised in the April 28 and May 5 editions of the South Hill Enterprise. Adoption of the budget and appropriation of funds would be scheduled for June 14, 2021.

A motion was made by Councilman Joseph Taylor, second by Councilman Honeycutt, to advertise for a Public Hearing on the proposed FY21-22 budget, tax rates and water and sewer rates at 7:00 p.m. on May 10, 2021 at the South Hill Town Hall. Councilman Moss reported he had a few questions from the Work Session held on April 9. He commented he wants to make sure the budget on the special events trailer is going to be corrected to reflect the trailer is only \$7,000, not \$21,000. Mr. Callis stated that is not just a trailer; it is a trailer and barricades. The presentation has been changed. Councilman Moss commented he understands the county bought a very similar setup using CARES Act money, and he has been informed another round of CARES Act funding is coming. He asked if that is something we should consider holding to apply for the CARES Act grant for funding because the county did the same thing. Mr. Callis answered he couldn't speak to that because it was the first time he had been approached about using funds for the trailer or barricades. When the trailer was requested, it was because every time we need it, we have to go to Boydton and get it. Councilman Moss stated his question was is that something we should wait to apply for CARES Act funding. He commented if the county applied for and got it, we can do the same and save this \$21,000. Councilman Moss mentioned he is not saying we don't need the trailer; he is just asking should we apply for the grant. Mr. Callis answered he doesn't know because we don't know what the next round is going to allow us to apply for other than we are led to believe it is going to be for utilities and infrastructure for a large part. Mr. Callis stated his recommendation or response would be that we leave it in the budget and if funds are available to apply for, then we certainly will. We don't know everything that is going to be available for this next round of federal funding, but we can look at that.

Councilman Moss continued he also noticed under Community Development, there is a line item in there of \$33,200 for the Food Hub. He asked what that is for. Mr. Callis answered it is for the personnel to operate the Farmers Market from May through October and the Christmas Farmers Market (includes salary, payroll taxes, FICA, etc.). Councilman Moss mentioned that seems really high. Mr. Callis commented that was questioned by the Budget and Finance Committee and they reached out that day to the Food Hub and they answered the question.

Councilman Moody stated these items should have been discussed during the Proposed Budget Work Session on April 9. He commented he understands Councilman Moss has concerns and questions but we have a motion and a second on the floor just to advertise for the Public Hearing, and perhaps these questions would best be heard at that time. He looked to Council as to how they wished to proceed since we had a motion and a second on the floor.

A motion was made by Councilman Ben Taylor, second by Councilman Moody, to call the question, to stop debate and vote on the pending question of advertising for a Public Hearing. Motion carried 7 to 1 to vote immediately with Councilman Moss casting the negative vote. Motion carried unanimously to advertise for a Public Hearing on the proposed FY21-22 budget, tax rates and water and sewer rates at 7:00 p.m. on May 10, 2021 at the South Hill Town Hall.

Mr. Callis requested that any budget questions be emailed to the Town Manager and the Director of Finance and Administration who will inform the Budget and Finance Committee. He mentioned that will be the appropriate thing to do so they can be addressed, and people can be prepared to answer them.

B. 2nd/3rd Street Community Improvement Project

Mr. Callis reported that as a follow up to the information presented at the March 8, 2021 Council meeting, Town staff is continuing work with the Southside Planning District Commission (SPDC) and B&B Consultants to obtain grant funding from the Department of Housing and Community Development (DHCD) to help pay for a community improvement project in the 2nd and 3rd Street area near Oakwood Cemetery. The proposed project will include water, sewer, storm drainage, and street improvements. Mr. Callis reminded Council one of the landlords over there is not going to participate in the housing piece, but we are moving forward with the other work. That landlord has now spent upwards of \$150,000 and we are going to include that in the grant application in the hope it will improve our chances of getting this funding.

As part of the application, DHCD requires adoption of the following:

- § Fair Housing Certification
- § Non-Discrimination Policy
- § Residential Anti-Displacement and Relocation Assistance Plan Certification
- § Section 3 Business and Employment Plan
- § Section 504 Grievance Procedure

These items are required for all DHCD community improvement projects and must be approved for grant applications to be considered.

Councilman Honeycutt asked over what time span was the \$150,000 spent. Jamie Velvin answered it has been over the past six or seven years. Most of the money has been spent here recently. He reported it is actually around \$170,000 and change.

A motion was made by Councilman Moody, second by Councilman Ben Taylor, to approve the DHCD Fair Housing Certification, Non-Discrimination Policy, Residential Anti-Displacement and Relocation Assistance Plan Certification, Section 3 Business and Employment Plan, and Section 504 Grievance Procedure related to the 2nd and 3rd Streets Community Improvement Project. Motion carried unanimously.

C. Southern Virginia Food Hub Food Insecurity Project

Mr. Callis informed Council that over a year ago just prior to the onset of the coronavirus pandemic, Matt Weaver of the Department of Housing and Community Development (DHCD) reached out to Deborah Gosney, Executive Director of the Southside Planning District Commission (SPDC) to encourage South Hill participation in DHCD's food insecurity project. DHCD helped with a lot of funding to get the Makers Market and the Southern Virginia Food Hub (SVFH) started. Mr. Weaver is well-acquainted with the SVFH and felt it would be a great fit for the project. Because of the pandemic, efforts were put on hold until recently.

We would apply for up to \$1,000,000. The budget is about \$840,000. For about a year, it would create five full-time jobs consisting of putting together packages of food and delivering them to low-to-moderate income individuals that need meals. We would be working with several area agencies on aging. DHCD feels there is a real need for this. The Town does not have any financial investment in it; we just have to be the applicant. The SPDC will oversee the project and the SVFH will prepare the meals.

Mr. Callis presented Council with a required project resolution, project description, fact sheet, and budget information prepared by the SPDC. This project is an excellent opportunity for several organizations to partner to meet a pressing need for low-income households, create jobs, and generate business for small regional farmers. The Town of South Hill must serve as the grant applicant. The SPDC and SVFH will handle project implementation and delivery.

A motion was made by Councilman Moss, second by Councilman Moody, to approve the Southern Virginia Food Insecurity Project Resolution. 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.

7. FINANCE REPORT

A. Appropriation of CARES Act Funds

Sheila Cutrell reported the Town has been awarded federal CARES Act funds in the amount of \$59,130 to assist with municipal utility customer relief for all eligible customers of the Town. These funds will be utilized to assist customers who have experienced an economic hardship due to the COVID-19 pandemic. Ms. Cutrell recommended that Council appropriate the grant funds for this purpose.

A motion was made by Councilman Honeycutt, second by Councilman Moody, to appropriate \$59,130 in CARES Act funds to assist with municipal utility customer relief. Motion carried unanimously.

Councilman Ben Taylor asked how we prioritize who gets the money. Ms. Cutrell answered it has to be prioritized by delinquency. In order for anyone to benefit, their account has to be at least 30 days delinquent. We are directed to first apply to accounts that are 60 days or more delinquent. They have to complete an application either on the phone or in person and attest to the fact that their income has been affected by the coronavirus. Councilman Ben Taylor asked if a person who owed \$1,000 would get the entire amount. Ms. Cutrell answered that depending on how much funding we have available, they would likely get the entire amount. It cannot be used for garbage collection, only for water and sewer. Councilman Ben Taylor commented it is first come, first served as applications are received. Councilman Joseph Taylor inquired about the advertisement process to publicize the availability. Ms. Cutrell answered we have already done some advertising and received applications. The deadlines on this have been extended several times. As of right now, we have until the end of December to apply the funds or return them to the state.

As there have been a lot of phone calls reaching out to people and trying to assist them through this process, Kim Callis thanked Ms. Cutrell and her staff. Ms. Cutrell commented they have attempted to reach out to everyone who has at least a 30-day delinquent balance.

8. 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 submitted the 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. While plans are not yet final, Town staff is working with the Friends of the R.T. Arnold Library for the Exchange to be the host location for the Holiday Bazaar.

B. Finance Report

Sheila Cutrell submitted the financial report for month ended March 31, 2021 as follows:

General Fund	-	\$10,793,680.33	Total Investment Accounts	-	\$15,415,479.36
Water and Sewer Fund	-	1,323,300.51	Total Police Dept. Savings	-	\$ 27,644.49
Cemetery Fund	-	11,603.01	Total Taxes Due Thru 03/31/21	-	\$ 289,484.00
2nd & 3rd Street Project Fund	-	(354.13)	(Real Estate and Personal Property, all years)		
Total in Checking	-	\$12,128,229.72			

C. Police Report

Chief Stuart Bowen submitted the police report for March. Chief Bowen informed Council there were 203 activity incidents, 44 reportable criminal offenses, 1,132 calls for service, and \$5,299 property recovered in March. Other miscellaneous included 17 court overtime hours, 73 training hours, 23 warrants issued, and 6 inoperative vehicles tagged.

He included the following administrative news:

- § Chief Stuart Bowen instructed Part 2 of Ethics and Career Survival at the Training Academy.
- § Detective Carie Watters attended three days training “Internet Crimes Against Children” at Bedford Sheriff’s Office.
- § Mike Watters instructed Firearms at the Training Academy.
- § Lieutenant Scott Zincone and Sergeants Mike Peebles and Mike Watters completed eight hours in-service, “Legal Update” and “Cultural Diversity” at the Police Department.
- § Officer Brandon Campbell completed 32 hours “Basic Tactical Operations School” at the Training Academy.
- § Lieutenant Scott Zincone completed three hours online training on Asset Forfeiture, “Using the On-Line System.” Donna Burch completed one hour online training on Asset Forfeiture, “Running Reports.”
- § Precious Metals applications and fingerprints were renewed for 2021.

D. Municipal Services Report

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

- § The Thomas Street stormwater pipe has been replaced. Thomas Street will be repaved as the asphalt becomes available.
- § Waterline replacement in the area around the old CMH facility area will begin as the workload allows.
- § The crews have continued to collect and haul away excessive storm related tree damage. The crews have almost gotten debris collection back to normal levels.
- § The Public Works crew has installed a new water line on Warren Street to get rid of the old two-inch line serving businesses on West Danville Street. This line replacement is in preparation for the paving of Danville Street that will take place this fiscal year.
- § Park crews have been getting the fields ready for play as softball season is in full swing, and baseball is just starting. The amount of rain has hindered some of the work on the fields, but kids are still able to play ball.
- § Dominion Power has replaced all of the streetlights with LED fixtures as submitted for change out. Dominion has some lights in their system that are classified as watch lights instead of streetlights. The Town is working to have these watch lights converted to LED also.
- § The facilities crew has been working at the Fire Department taking care of requests made by the department.
- § The Town is working to have the electrical system at the amphitheater reinstalled before the first concert in the park in May.

E. Code Compliance Report

i. Monthly Report

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

Inspections Completed	-		19
Permits Issued	-		27
Fees Collected	-	\$	3,536.44
UEZ Exemption	-	\$	0
Rehab Exemption	-	\$	0

General Exemption	-	\$	311.10
Work Value	-	\$	1,443,001.88

New businesses for March included:

- § Delight Virginia Beach, LLC (New owners) – 808 E. Atlantic Street – Restaurant
- § Palm Reader – 504 E. Atlantic Street – Palm Reader
- § Lundy Layne Life.Style – 306 E. Atlantic Street – Retail
- § La Regia, LLC (New owners) – 117 N. Mecklenburg Avenue – Restaurant
- § Lipscomb Lawn & Landscaping – 516 Poplar Lane – Lawn Care Business
- § Cornerstone Behavioral Health – 125 N. Mecklenburg Avenue – Mental Health Services
- § Vaughan Medical Transport, LLC – 125 N. Mecklenburg Avenue – Non-Emergency Medical Transport
- § Mindy Shafer – 504 Goodes Ferry Road – Tax Preparation
- § Berrydipity – 935 W. Atlantic Street – Flea Market Vendor
- § Miller Station – 935 W. Atlantic Street – Flea Market Vendor
- § Joshua Lipscomb – 516 Poplar Lane – Online Sales

ii. Dilapidated Properties

David Hash and Jamie Velvin submitted a report on the status of the following 45 dilapidated properties:

1. 211 E. Atlantic Street
2. 400 Goodes Ferry Road
3. 402 Goodes Ferry Road
4. 315 W. Danville Street
5. 906 Plank Road
6. 212 N. Mecklenburg Avenue
7. 201 E. Atlantic Street
8. 932 W. Danville Street
9. 211 Bryan Street
10. 118 S. Lunenburg Avenue
11. 1179 Country Lane
12. 208 Pennington Street
13. 112 E. Atlantic Street
14. 403 N. Mecklenburg Avenue
15. 419 E. Atlantic Street
16. 456 Old Hwy. 58
17. 506 Moseley Lane
18. 617 W. Danville Street
19. 1214 Plank Road
20. 112 Raleigh Avenue
21. 114C N. Clay Street
22. Corner of Circle Drive and Ogburn Street
23. 202 Windsor Street
24. 901 Goodes Ferry Road
25. 1143 W. Danville Street
26. 113 E. Pine Lane
27. 115 E. Pine Lane
28. 119 E. Pine Lane

29. 1287 W. Danville Street
30. 416 Fairview Avenue
31. 704 Robertson Street
32. 705 Robertson Street
33. 703 Robertson Street
34. 706 Robertson Street
35. 103 W. Third Street
36. 101 W. Third Street
37. 101 E. Third Street
38. 103 E. Third Street
39. 110 E. Third Street
40. 109 E. Third Street
41. 706 Brooke Avenue
42. 704 Brooke Avenue
43. 702 Brooke Avenue
44. 108 and 110 E. Second Street
45. 106 E. Second Street

A list of completed dilapidated properties since 2016 was also shared.

iii. Code Inspector Activity Report

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

- § Spoke with Linnie Snead in reference to setting a meeting at 112 Raleigh Street
- § Met with Paul Duffer about time extension for his properties at 400 and 402 Goodes Ferry Road
- § Spoke with Allen Nash in reference to Mr. Duffer's time extension request
- § Spoke with Mrs. Lewis in reference to pending demolition at 114C Clay Street
- § Met with Joey Hayes at 113, 115, and 119 Pine Lane
- § Spoke with Jamie Smiley and Dustin Tanner about demolition bids
- § Spoke with Frank Robinson to set completion date for his property at 211 Bryan Street
- § Contacted William Crowder to set new date for completion of paintwork at 201 East Atlantic Street
- § Contacted Wayne Thomas and Charles Butts in reference to the ownership status of the property at 456 Old Highway Fifty-eight
- § Had multiple contacts with Bill Robbins in reference to trying to set a meeting at 112 East Atlantic Street
- § Met with Herman Bracey in reference to pending demolition at 1179 Country Lane
- § Spoke with Brent Richey to set completion date for his property at 208 Pennington Street
- § Contacted Sang Lee about finishing work at 617 West Danville Street
- § Contacted Tommy Stanley to reset completion date for 419 East Atlantic Street
- § Met with Sam Allen to schedule repairs for 15 of his properties
- § Met with Lake Country Soccer Association board members at 1214 Plank Road

- § Contacted Charles Crowder for update on progress at 212 North Mecklenburg Avenue and next phases of repair to be completed
- § One “Must Remove” Notice posted to inoperable vehicle
- § Letters sent to property owners for six inoperable vehicles
- § Four inoperable vehicles towed by Code Compliance Office
- § Three Correction Notices sent out to property owners
- § One Violation Notice sent to property owner
- § Monitored all Item-B properties for progress, with three removed from list and fifteen added

F. Business Development Report

Brent Morris submitted the business development report for March 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.
- § The 120-Anniversary of South Hill Scavenger Hunt was successfully executed. Justin and Emily Zincone were the lucky winners of the prize pack, which Mayor Marion presented to them at the Town Hall on March 15, 2021.
- § The new LOVE sign design has been completed, and Mr. Morris and the Chamber and are working with the contractor on an install date and planning a reveal event.
- § Mr. Morris and the South Hill Chamber of Commerce have begun working with Better Block on a community project. Better Block partners with local communities to develop projects that enhance the community. They met with Jason Roberts, the founding director of Better Block, on March 30, 2021. An overview of Better Block was included in the Council packets.
- § Pomp Boys Motors announced their acquisition of the former Boyd Dealership in Downtown. This dealership will focus on classic, collectible, and performance cars. Mr. Morris is continuing to work with the owners on the overhaul of the building and ongoing plans for the overall property.
- § Bria Lundy, owner of Lundy Layne, announced the opening of her new clothing boutique that will be located on E. Atlantic Street at the former Consumer Escrow and Title location. She is projecting to open in mid to late April.

G. Human Resources Report

Carol Hutchinson submitted the following administrative news for March 2021:

- § Allen Elliot, CJ Dean, and Carol Hutchinson attended the virtual Train the Trainer Trenching program held by the Virginia Risk Sharing Association on March 16, 2021. The training included trenching safety compliance for trainers as well as virtual activity sessions.
- § Superintendent Supervisory Documentation Training was held on March 24, 2021. The webinar was held by the Virginia Risk Sharing Association. Superintendents and crew leaders attended the session. The training consisted of documentation detail, writing and when to document. Documentation review/activities were facilitated by C.J. Dean and Carol Hutchinson.
- § David Hash was recognized for 5 years of service, effective March 28.
- § Bruce Brown was hired as the Facilities Maintenance II Technician.

§ There is an open position in Parks and Grounds for a Maintenance Operator I.

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

9. DILAPIDATED PROPERTIES PRESENTATION – DAVID HASH AND JAMIE VELVIN

Kim Callis commented there have been various questions from Council members about the dilapidated properties. Mr. Callis thanked David Hash and Jamie Velvin because he asked them to put together a presentation so they could explain the process and hopefully give everyone a little better understanding of everything that is involved. They shared the attached PowerPoint presentation with Council regarding the Dilapidated Buildings Procedure.

Councilman Ben Taylor asked how you go about determining the next property to add. Mr. Velvin answered properties that are a threat to human safety are first. After that, it depends upon the condition of the property. They have generally been trying to work from the center of Town out, with the gateway streets first; however, they run up on properties that you just can't stand there and say "no" without putting it on the list.

Councilman Joseph Taylor asked what the process is for property that has no structure on it but is overgrown with high grass, fallen trees, vines, etc. Mr. Velvin answered either they'll receive a complaint, one of the Town crew will report it, or he'll see it. Mr. Velvin shared that the grass is usually going to be better than a foot tall before he says anything. The property owner is sent a letter and given two weeks to get the grass cut, which is way more than enough most of the time.

Councilman Honeycutt reported they are doing a great job, but a lot of properties have been falling down by the wayside for 20(+) years. He mentioned he was glad to see the Town could demolish if necessary. He reported he could name a couple of properties at the stoplight that have looked bad for years. He asked what is that process. Mr. Velvin answered the process they have to go through to get to demolition is exactly the one just presented. Anytime court is added or someone responds, we are obligated and they have to be given a chance to correct the situation. Mr. Velvin continued that if we take someone to court or worse, if someone takes us to court on one of these properties we demolished, we want to be so far in the right that the judge questions the property owner, not us. Mr. Callis stated it is worth mentioning that Mr. Hash and Mr. Velvin have visited with the judge and while the judge can't give legal advice, he can let you know what he expects in his courtroom. Mr. Velvin commented the judge worked on this kind of problem in Kenbridge before he was appointed to the judgeship. The judge was able to provide some excellent insight.

Councilman Moss commented Mr. Velvin was basically saying that as a community it is going to be a long drawn out process. Mr. Velvin stated this problem has manifested itself over the past 25 to 30 years. He shared he would hate to think about what it will take to correct it. Mr. Velvin went on to say the biggest thing is to get the ball rolling on these properties, not be so concerned with time, and work with the owner to give him/her every opportunity we can.

Councilman Honeycutt commented once we've gone through all the steps and it's time to demolish, the Town is willing to take that step. Mr. Velvin stated we will look at that step after we have exhausted all other options. Mr. Callis mentioned you have to be careful because when you demolish a property, it's got to be in such a condition that demolition is warranted. Mr. Hash commented if it is not a danger, the only thing we can really do is board it up. Mr. Velvin added that Mr. Hash is the one who makes the decision as to whether a building is structurally sound and if it should be demolished. To demolish a building, you have to be able to prove it is unsafe or a nuisance problem.

Councilman Ben Taylor inquired about vehicles that are licensed or are missing inspection stickers. Mr. Velvin answered without those two items, it is by definition an inoperable vehicle, and we get around to them as quickly as we can. We had several setbacks this winter because it got so wet that we couldn't put a wrecker off the street without possibly tearing up and having to fix others' yards.

Councilman Moss asked about the process for inoperable vehicles. Mr. Velvin answered Grant Salvage takes care of them. After we tow them, they are his. If the owners want a car back, they pay the towing, or they fix it and drive it home. Our only concern is removing the eyesore. Councilman Moss asked if inoperable vehicles are required to be covered. Mr. Velvin responded Council addressed this a couple of years ago. They revised the ordinance so a cover can't be used anymore. The vehicles have to be behind a structure, something that shields them from the street, or in an enclosed structure. Councilman Moss asked if that applied to a business/repair/body shop as well. Mr. Velvin responded not if the business was in operation prior to 1970; it does apply after 1970. Mr. Callis commented repair shops have to get special exceptions a lot of times to open. The conditions are they usually have to be kept behind a fence or in a building. Sometimes, a vehicle awaiting repair is not inoperable, and we ask them to be aware of the appearance.

Councilman Honeycutt commented so there is not an ordinance in place for vehicles waiting for repair, especially coming into the gateways of our community, like No. 1. Mr. Callis mentioned he remembers that one had a special exception. Mr. Velvin reported we try to work with them. In a week or two they disappear and are replaced by other vehicles. Councilman Moss added as you can't get parts, it will take forever now.

In answer to a question from Councilman Ben Taylor, Mr. Velvin stated only one person has returned to court after being given six months to fix their property issues.

Mayor Marion thanked Mr. Hash and Mr. Velvin for their diligence, tenacity, and work in completing 53 properties. Mayor Marion asked prior to getting where it goes to court if there is one thing that has been successful as far as getting people to respond. Mr. Velvin said you have success when you be as nice as you can, as cooperative as you can, do anything you can to help them achieve the goal you want them to achieve, work with them, and give them a little time when they need it. Each case has its own set of circumstances. If you can keep that ball rolling in the right direction, sooner or later you are going to get it done. Mr. Velvin mentioned that the only thing he needs is Mr. Hash's continued help.

Mr. Hash shared a worst-case scenario where he has been working with a property owner on dilapidated issues for almost 3½ years. Councilman Honeycutt asked at what point do you say enough is enough. Mr. Hash said that is where we are now. Councilman Honeycutt commented that at some point the Town has got to take a strong stand, be aggressive, and say we're done. Mr. Hash mentioned the judge wants the Town to go through a process before they approach the court. Councilman Joseph Taylor mentioned if we had sunny days every day this fall and winter, the defendant still would have been granted an extension. No one was pressed in a court of law in this Commonwealth for the last nine months nor was it appropriate to do so. Councilman Joseph Taylor called a year of that three years a COVID year. It probably won't happen in subsequent years assuming a less impactful or disappearing pandemic. Councilman Honeycutt mentioned we have had a lot of nice weather for 20 years with no pandemic, and the same properties have looked just as bad.

10. COMMITTEE REPORTS

Under Parks and Recreation, Councilman Moody shared he believes the baseball/softball is starting tonight. Opening ceremony for Dixie Youth Baseball is this coming Saturday. The opening

ceremony for softball has already been held. Staff is still working on the fields getting everything in good shape with the rain. Councilman Moody commented everything is coming along nicely at this stage.

11. APPOINTMENTS

A. Industrial Development Authority (IDA)

Mayor Marion reported the IDA appointments of Stephen E. Watkins, Jr. and Tyler Howerton expire on May 5, 2021. Both directors have been contacted. After serving many years, Steve Watkins has decided to step down from the IDA. Tyler Howerton (reappointment) and Steven Stanley (appointment) are willing to serve if Council so desires. Their four-year terms would commence May 6, 2021 and end May 5, 2025.

A motion was made Councilman Honeycutt, second by Councilman Moody, to reappoint Tyler Howerton to the Board of the Industrial Development Authority for a four-year term commencing May 6, 2021 and ending May 5, 2025. Motion carried unanimously.

A motion was made by Councilman Honeycutt, second by Councilman Joseph Taylor, to appoint Steven Stanley to the Board of the Industrial Development Authority for a four-year term commencing May 6, 2021 and ending May 5, 2025. Motion carried unanimously.

12. OLD BUSINESS

There was no old business.

13. NEW BUSINESS

A. South Hill Police Department Accreditation Process

Mayor Marion asked Police Chief Bowen to give a brief update on the state accreditation process for the police department. Chief Bowen reported that on April 12, the South Hill Police Department had their Static Display/Assessment of vehicles and equipment at the Exchange Warehouse. The assessors came in and the officers explained policy. The policy review begins on April 13. Captain Johnson and many members of the police department have been working very diligently to get all of this together. The police department's policy is over 1200 pages. They had to go through and show proof that the department does what it says it does. Being state accredited was one of Chief's goals for the first five years when he joined with the Town. Chief commented it will be a super proud day when they can place the accreditation stickers on their police vehicles. He reported they are very excited everything will go well.

In answer to a question from Councilman Ben Taylor, Chief Bowen mentioned surrounding accredited localities include Brunswick County and the Town of Farmville. Other localities are also in the process.

B. Appreciation to the South Hill Volunteer Fire Department and the South Hill Police Department

Announcing that he noticed Fire Chief Michael Vaughan in the audience, Councilman Moss reported that our fire department was involved with a lifesaving effort on Kerr Lake with our new Rescue Boat 7. Councilman Moss said we would be remiss not to congratulate Chief Vaughan and the other responders. He exclaimed it was an absolute achievement for the fire department under the Chief's

leadership as well as for the Town to have that equipment. Councilman Moss thanked the South Hill Volunteer Fire Department.

Councilman Moss also commended the South Hill Police Department for receiving a very nice compliment for helping a citizen that was in need. Mayor Marion asked that the below message sent to Chief Bowen be included in the minutes (officers' names are not included at the Chief's request.)

I did want to let you know something that was very nice to see. Yesterday I had been speaking to "Jane Doe" several times about her father and how he was homeless and an alcoholic etc. "Two of your officers" found him yesterday and I responded to SH to talk with him. Long story short I was able to get him into the best western and hooked up with tri-county. "The two officers" went to Food Lion and bought \$60 worth of food for him and they split the cost in half of their own money. Then took him the food and spent some time talking with him. I found out today that "one of them" called him to check in and see if he needed anything else. Thought you should know. They were very impressive.

14. CLOSED SESSION

Legal – § 2.2-3711(A)(7)

Pursuant to Legal – § 2.2-3711(A)(7) of the Code of Virginia and on **motion** of **Councilman Honeycutt**, and **second** of **Councilman Moody**, the South Hill Town Council entered into **Closed Session** to discuss Legal matters involving 1) the Fair Labor Standards Act/Department of Labor Issues, 2) a Real Estate Tax Sale, and 3) Not for Profit Property and Railroad Right-of-Ways. Motion carried unanimously.

There was no action taken while in Closed Session on the Legal 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, § 2.2-3711(A)(7) of the Code of Virginia requires 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 Honeycutt, second by Councilwoman Feggins-Boone**, to approve **Resolution 350**, dated April 12, 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.

15. OPEN SESSION

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

16. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 9:21 p.m.

VALIDATION

Minutes approved this _____ day of _____, 20_____.

Anna B. Cratch, Town Clerk

Dean Marion, Mayor

Dilapidated Buildings Procedure

1

1. In-person contact made with property owner or by telephone, if possible.

NOTE: *Absentee owners*

2

2. First notice of correction sent out with 30 days to respond, via certified mail.

3

3. If no response, 2nd notice of correction sent via regular mail and certified mail with 30 days to respond.

4

4. After contact made with responsible party, a projected time frame is agreed upon to complete work. (In most cases, this will be six months.)

NOTE: *There can be an exception to this, such as weather delays or legal problems with ownership.*

5

5. If work is not completed or there is still no contact with the owner, a Violation Notice is sent out with 30 days to respond.

NOTE: *This notice will include the possible actions the Town may take to remedy any noted violations, such as criminal charges, if there is no response.*

6

6. If work is still not completed or there is still no contact with the owner, a Final Notice of Violation will be sent out with 30 days to respond.

NOTE: This Notice will include the actions the Town will take to remedy any violations, such as demolition, if there is no response.

7

7. If we have to go through all of these steps, this is a minimum of ten months.

NOTE: If charges are brought against the property owner, add time to have court date set and for any disposition the court imposes.

8

**Average Case Load
Dilapidated Properties**

Ranges from:
35 to 45 Cases
a Month

Note: As cases are removed from list,
new cases are added.

9

As of April 6, 2021,
there have been 53 properties
completed and added to the
completed dilapidated properties
list.

10

8. Questions

11

Worst Case Scenario

12

Worst Case Scenario

- **February 6, 2018:** Notice letter written to property owner by David Hash.
- **March 5, 2018:** Property owner answered Mr. Hash's letter which included an April 2018 work start date.
- **April 2018:** Start date of May 1, 2018
- **May 2018:** Completion date of May 31, 2018
- **August 2018:** Completion date of October 1, 2018
- **December 2018:** Completion date of December 31, 2018

13

Worst Case Scenario

- **February 2019:** Completion date of June 1, 2019
- **July 2019:** Completion date of September 30, 2019
- **October 2, 2019:** Letter written and hand delivered to the property owner by David Hash and Jamie Velvin. Extension of work deadline to December 30, 2019.

14

Worst Case Scenario

- **January 7, 2020:** Property at 211 East Atlantic Street was checked; still not completed. Summons obtained.
- **March 2, 2020:** Court hearing. Property owner given six months to complete work at 211 East Atlantic Street and show significant progress at 400 Goodes Ferry Road.
- **May 19, 2020:** Due to COVID, the property owner's deadline date extended to October 2, 2020 with permission of the Commonwealth's Attorney's Office.
- **June 23, 2020:** Jamie Velvin had conversation with the property owner reminding him of his court-set deadline date for work at 211 East Atlantic Street and 400 Goodes Ferry Road.

15

Worst Case Scenario

- **October 5, 2020:** Case continued for property owner to work on two houses on Goodes Ferry Road – given until April 5, 2021 (six months).
- **November 5, 2020:** Met with property owner, at his request, at 402 Goodes Ferry Road. He asked for a letter clarifying the work that needed to be done at 400 and 402 Goodes Ferry Road. The letter was provided to the property owner on November 5, 2020.

16

Worst Case Scenario

- **March 3, 2021:** Property owner contacted David Hash to ask for more time to complete work at 400 and 402 Goodes Ferry Road due to poor weather. After consultation with the Commonwealth's Attorney, a deadline date of June 30, 2021 was set with a court date of July 19, 2021. Written deadline date hand delivered to property owner.

NOTE: Elapsed time from date of first letter to July 19, 2021 court date is three years, five months, one week and six days.

17

Fair Housing Certification


Compliance with Title VIII of the Civil Rights Act of 1968

Whereas, the Town of South Hill has been offered and intends to accept federal funds authorized under the Housing and Community Development Act of 1974, as amended, and

Whereas recipients of funding under the Act are required to take action to affirmatively further fair housing;

Therefore, the Town of South Hill agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

Duly adopted at the regular meeting of the South Hill Town Council on April 12, 2021.



Dean Marion, Mayor

NON-DISCRIMINATION POLICY

TOWN OF SOUTH HILL

The Town of South Hill or any employee thereof will not discriminate against an employee or applicant for employment because of race, age, color, religion, sex, national origin, disability or status as a protected veteran. Administrative and Personnel officials will take affirmative action to ensure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

Duly adopted at the regular meeting of the South Hill Town Council on April 12, 2021.



Dean Marion, Mayor

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN CERTIFICATION

TOWN OF SOUTH HILL

The Town of South Hill will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income dwelling unit as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended. All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the Town of South Hill will make public and advise the state that it is undertaking such an activity and will submit to the state, in writing, information that identifies:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low- and moderate-income households in the jurisdiction.


The Town of South Hill will provide relocation assistance to each low/moderate-income household displaced by the demolition of housing or by the direct result of assisted activities. Such assistance shall be that provided under Section 104 (d) of the Housing and Community Development Act of 1974, as amended, or the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The Town of South Hill's 2nd and 3rd Project includes installation of a six-inch watermain, four fire hydrants, 24 water service reconnections, installation of an eight-inch sewer main, nine manholes, sewer laterals and cleanouts, widening of the existing road, installation of curb and gutter, curb entrances, drop inlets, storm sewer piping, gravel driveways, and residential sidewalks as outlined in the Community Development Grant application submitted in April 2021.

The activities as planned will not cause any displacement from or conversion of occupiable structures. As planned, the project calls for the use of existing right-of-way or easements to be purchased or the acquisition of tracts of land that do not contain housing. The Town of South Hill will work with the grant management staff, engineers, project area residents, and the Department of Housing and Community Development to ensure that any changes in project activities do not cause any displacement from or conversion of occupiable structures.

In all cases, an occupiable structure will be defined as a dwelling that meets local building codes or a dwelling that can be rehabilitated to meet code for \$25,000 or less.

Duly adopted at the regular meeting of the South Hill Town Council on April 12, 2021.



Dean Marion, Mayor

SECTION 3
BUSINESS AND EMPLOYMENT PLAN
TOWN OF SOUTH HILL

1. The Town of South Hill designates as its Section 3 Business and Employment Project Area Mecklenburg County.
2. The Town of South Hill, its contractors, and designated third parties shall in utilizing Community Development Block Grant (CDBG) funds utilize businesses and lower income residents of the County in carrying out all activities, to the greatest extent feasible.
3. In awarding contracts for construction, non-construction, materials, and supplies, the Town of South Hill, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the County:
 - (a) The Town of South Hill shall identify the contracts required to conduct CDBG activities.
 - (b) The Town of South Hill shall identify through various and appropriate sources including the South Hill Enterprise and the Mecklenburg Sun the business concerns within the County which are likely to provide construction contracts, non-construction contracts, materials, and services which will be utilized in the activities funded through the CDBG.
 - (c) The identified contractors and suppliers shall be included on bid lists used to obtain bids, quotes or proposals for work or procurement contracts which utilize CDBG funds.
 - (d) To the greatest extent feasible the identified business and any other project area business concerns shall be utilized in activities which are funded with CDBG funds.
4. The Town of South Hill and its contractors and subcontractors shall take the following steps to encourage the hiring of lower income persons residing in the County:
 - (a) The Town of South Hill in consultation with its contractors (including design professionals) shall ascertain the types and number of positions for both trainees and employees which are likely to be used to conduct CDBG activities.
 - (b) The Town of South Hill shall advertise through the following sources: South Hill Enterprise and the Mecklenburg Sun the availability of such positions with the information on how to apply.

- (c) The Town of South Hill, its contractors, and subcontractors shall be required to maintain a record of inquiries and applications by project area residents who respond to advertisements and shall maintain a record of the status of such inquiries and applications.
 - (d) To the greatest extent feasible, the Town of South Hill, its contractors, and subcontractors shall hire lower income project area residents in filling training and employment positions necessary for implementing activities funded by the Community Development Block Grant (CDBG).
5. In order to document compliance with the above affirmative actions and Section 3 of the Housing and Community Development Act of 1974, as amended, the Town of South Hill shall keep, and obtain from its contractors and subcontractors, Registers of Contractors, Subcontractors and Suppliers and Registers of Assigned Employees for all activities funded by the CDBG. Such listings shall be completed and shall be verified by site visits and employee interviews, crosschecking of payroll reports and invoices, and through audits if necessary.

Duly adopted at the regular meeting of the South Hill Town Council on April 12, 2021.



Dean Marion, Mayor

Section 504 Grievance Procedure

The **Town of South Hill** has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) (24 CFR 8.53(b) implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794). Section 504 states, in part, that "no otherwise qualified handicapped individual . . . shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. . . ."

Complaints should be addressed to **Kim Callis Town Manager, Town of South Hill, 211 S. Mecklenburg Avenue, South Hill, VA 23970**, who has been designated to coordinate Section 504 compliance efforts.

1. A complaint should be filed in writing or verbally contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within thirty days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by Kim Callis, Town Manager. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under 24 CFR 8.53(b), the Town of South Hill need not process complaints from applicants for employment or from applicants for admission to housing.
4. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Kim Callis and a copy forwarded to the complainant no later than thirty days after its filing.
5. The Section 504 coordinator shall maintain the files and records of the Town of South Hill relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within thirty days to Kim Callis.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Department of Housing and Urban

Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that the Town of South Hill complies with Section 504 and the HUD regulations.

Duly adopted at the regular meeting of the South Hill Town Council on April 12, 2021.



A handwritten signature in cursive script, reading "Dean Marion", is written over a horizontal line.

Dean Marion, Mayor



You'll like the view from
South Hill

Town of South Hill

Incorporated 1901

ADMINISTRATION
(434) 447-3191

CODE COMPLIANCE
OFFICIAL
(434) 447-5041

PUBLIC WORKS
(434) 447-3191

SOUTHERN VIRGINIA FOOD INSECURITY PROJECT RESOLUTION

BE IT RESOLVED, the Town of South Hill wishes to apply for Community Development Block Grant funds up to \$1,000,000 from the Virginia Department of Housing and Community Development (DHCD) for the *Southern Virginia Food Insecurity Project*, and;

WHEREAS, through the Southern Virginia Food Insecurity Project, the Town of South Hill, in partnership with the Southern Virginia Food Hub (SVFH), the Southside Planning District Commission (SPDC) and the DHCD, will address food insecurity which has been exacerbated by the COVID-19 pandemic. "Fresh Food Boxes" will be provided to low-income residents across Southside Virginia. These boxes will contain fresh produce, meats, and other staples, enough to prepare several meals for families in need, and;

WHEREAS, citizen participation requirements will be met by holding two (2) public hearings, all advertised appropriately with at least one other form of public notice.

BE IT FURTHER RESOLVED, that the Town of South Hill authorizes the Town Manager, to sign and submit all appropriate documentation necessary to constitute an application to the Virginia Department of Housing and Community Development for the request of Community Development Block Grant funds and to accept and appropriate all funds received.

Adopted this 12th day of April, 2021.

Town of South Hill
Dean Marion, Mayor

ATTEST:

Anna B. Cratch, Town Clerk



**SOUTH HILL TOWN COUNCIL
REGULAR MEETING AGENDA
MONDAY, APRIL 12, 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 – March 8, 2021
5. Citizens to Address Council (*Comments are limited to three minutes.*)
6. Town Manager Report
 - A. Public Hearing for FY21-22 Proposed Budget and Rates
 - B. 2nd/3rd Street Community Improvement Project
 - C. Southern Virginia Food Hub Food Insecurity Project
7. Finance Report
 - A. Appropriation of CARES Act Funds
8. Reports to Approve as Presented
 - A. Town Manager Report
 - i. Facilities Reservation Calendar
 - B. Finance Report
 - C. Police 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
9. Dilapidated Properties Presentation – David Hash and Jamie Velvin
10. Committee Reports
11. Appointments
 - A. Industrial Development Authority (IDA)
12. Old Business
13. New Business
14. Closed Session
 - A. Legal, Section 2.2-3711 (A)(7)
15. Open Session
16. Adjournment