



## SOUTH HILL TOWN COUNCIL

### REGULAR MEETING MINUTES

**MONDAY, SEPTEMBER 13, 2021, 7:00 P.M.**

The regular monthly meeting of the South Hill Town Council was held on Monday, September 13, 2021 at 7:00 p.m. in the Council Chambers of the South Hill Town Hall located at 211 S. Mecklenburg Avenue, South Hill, Virginia 23970. The meeting was also available 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  
Joseph E. Taylor, Jr.

Alex Graham  
W.M. "Mike" Moody

Gavin L. Honeycutt  
Shep Moss

Councilman G. Ben Taylor was absent from the meeting.

##### B. Staff in Attendance

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

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

#### 4. APPROVAL OF MINUTES – AUGUST 9, 2021

A motion was made by Councilman Honeycutt, second by Councilwoman Luster, to approve the minutes of the regular meeting held on August 9, 2021 as distributed by Anna Cratch. Motion carried unanimously.

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

**A. Robert Smith on behalf of The Shops of South Hill – Permission to set up on the sidewalks on Saturday, October 30 in conjunction with the Spooktoberfest event hosted by the South Hill Chamber of Commerce**

On behalf of The Shops of South Hill and in conjunction with the South Hill Chamber of Commerce, Robert Smith informed Council a new Costume Crawl will be held at this year's Spooktoberfest. Games are planned and businesses will be handing out candy to trick or treaters. Mr. Smith asked permission for businesses from all over Town to set up on the sidewalks during the promotion. The costume contest will be held at the Chamber Office. The goal is to get a lot of activity downtown.

Mr. Callis shared that the Town's ordinance designates May and November as Saturday Sidewalk Sale months. The second Saturday of all other months are designated as Second Saturday Sidewalks Sale days. He requested that enough space be left on the sidewalk for pedestrians to walk by safely.

**A motion was made by Councilman Moody, second by Councilwoman Luster,** to allow businesses to set up on the sidewalks on October 30 in conjunction with the Spooktoberfest event. Motion carried unanimously. Both Councilman Moss and Councilman Honeycutt declared they are board members of The Shops of South Hill and can vote objectively.

**6. PUBLIC HEARINGS**

**A. Kim Callis – Amendments to Town Charter and Code requiring November elections of Mayor and Council**

Kim Callis informed Council a Public Hearing has been called for comments regarding the proposed amendments to Section 5 of the Charter of the Town of South Hill and Article 2 Town Council of the Code of the Town of South Hill to comply with recent General Assembly legislation that requires the elections for mayor and council members to be held at the time of the November general election for terms to commence January 1. The Charter amendment must be approved by the General Assembly. Mr. Callis opened the Public Hearing. No one spoke regarding the proposed amendments.

Mr. Callis closed the Public Hearing. **A motion was made by Councilman Honeycutt, second by Councilwoman Luster,** to adopt the proposed amendments to Section 5 of the Charter of the Town of South Hill and Article 2 Town Council of the Code of the Town of South Hill to comply with recent General Assembly legislation regarding elections; and to further move to request the required General Assembly approval of the amendment to the Town Charter. **A roll-call vote** was requested and voiced as follows:

Councilwoman Feggins-Boone-Aye	Councilman Graham-Aye
Councilman Honeycutt-Aye	Councilwoman Luster-Aye
Councilman Moody-Aye	Councilman Moss-Aye
Councilman Ben Taylor-Absent	Councilman Joseph Taylor-Aye.

**B. David Hash – SE 2021-3, Request by Michael Hurt to utilize 113 E. Atlantic Street for a multiple-family dwelling**

David Hash informed Council a Public Hearing has been called for comments regarding the request by Michael Hurt to utilize 113 E. Atlantic Street for a multiple-family dwelling. Originally, it was set up for a business with a residence above. It is now proposed to have a dwelling both upstairs and downstairs. Fire walls would have to be installed in the dwelling. At the Public Hearing held on

September 7, 2021, the South Hill Planning Commission voted to recommend that Council approve the special exception request.

Mr. Hash opened the Public Hearing. Carralton Johnson of 110 Franklin Street asked that Council deny the request to make this a multiple-family dwelling. Ms. Johnson commented it is peaceful where she lives and the houses on Franklin Street have been declared as a part of the historic district. She expressed concerns that the property value would decrease, and crime would increase. Ms. Johnson asked if specifications would be given of the people that can live there and would Mr. Hurt be responsible if any vandalism occurs to the neighboring homes. Councilman Moody stated Council cannot control who rents a dwelling. He went on to say any criminal activity would be the victim's responsibility to file the charges and follow them through the court system. Chief Bowen commented he is not aware of any problem with Mr. Hurt's other projects including Briarcliff Apartments.

In answer to a question from Councilman Moss, David Hash stated the street was declared commercial but according to the interpretation of Town Attorney Butts, it can revert if it was residential initially. Councilman Honeycutt mentioned he will support it to fill the vacancy and because of our lack of housing.

Mr. Hash closed the Public Hearing. **A motion was made by Councilman Honeycutt, second by Councilwoman Feggins-Boone**, to approve the SE 2021-3 request by Michael Hurt to utilize 113 E. Atlantic Street for a multiple-family dwelling. Motion carried unanimously.

#### **C. Sheila Cutrell – Appropriations for ARPA Funds for FY21-22**

Sheila Cutrell informed Council a Public Hearing has been called for comments regarding a proposed budget amendment to appropriate \$2,256,080.00 in American Rescue Plan Act funds for FY21-22. The Budget and Finance Committee has discussed the use of American Rescue Plan Act funds and recommends the funds be utilized for water and sewer infrastructure projects including the Northeast Sewer Project and the Plank Road Water Line Extension Project.

Ms. Cutrell opened the Public Hearing. No one spoke regarding the appropriations.

Ms. Cutrell closed the Public Hearing. **A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone**, to appropriate American Rescue Plan Act funds in the amount of \$2,256,080.00 into the FY21-22 budget for water and sewer infrastructure projects including the Northeast Sewer Project and the Plank Road Water Line Extension Project. Motion carried unanimously.

### **7. TOWN MANAGER REPORT**

#### **A. Thank you from the Mecklenburg Dixie Boys Pre-Majors**

At the start of the meeting, Kim Callis mentioned the Town sponsored all of the teams that traveled to the Baseball World Series. A couple of teams went to Mississippi and Louisiana. Mr. Callis shared a thank you note from the coaches and players of the 2021 Mecklenburg Pre-Majors for support in their travels to the Dixie Boys World Series in Sterlington, Louisiana.

#### **B. Amendments to Southside Planning District Commission (SPDC) Bylaws and Charter**

Mr. Callis reported that over the past several months the Bylaws Committee of the SPDC, in response to recommendations included in the recently completed SPDC Strategic Plan, has been working diligently to update the organization's Bylaws and Charter. Mr. Callis shared a memo from SPDC Executive Director Deborah Gosney outlining the recommendations and reasoning of the committee. The proposed amendments to the Bylaws were also shared.

Of significance is the reduction in the size of the Commission board from 28 members to 17 members, with South Hill's membership reduced from three members (two elected officials and one citizen at large) to two members (one elected official and one citizen at large). As such, Council will need to decide who will represent the Town as the elected official. Councilwoman Feggins-Boone and Councilman Joseph Taylor are the current elected official representatives.

The SPDC would like to adopt the amended Bylaws at its October 28 annual meeting. Such adoption requires adopted resolutions from member localities approving the proposed amendments.

**A motion was made by Councilwoman Luster, second by Councilman Joseph Taylor,** to adopt the resolution approving the proposed amendments to the Bylaws of the Southside Planning District Commission. A **roll-call vote** was requested and voiced as follows:

Councilwoman Feggins-Boone-Aye	Councilman Graham-Aye
Councilman Honeycutt-Aye	Councilwoman Luster-Aye
Councilman Moody-Aye	Councilman Moss-Aye
Councilman Ben Taylor-Absent	Councilman Joseph Taylor-Aye.

### **C. Employee Gym Memberships**

Mr. Callis reported that staff has evaluated how to help employees pursue and maintain healthier lifestyles by offering payment of membership costs to gyms/fitness clubs. Two options for doing so are payment of a Town gym/fitness club membership to a single facility or partial reimbursement of membership dues at a facility of the employee's choice. The Fit Club quoted a price of \$1,400 per month for a Town membership for 70 employees. Freedom Life Fitness did not provide a quote.

As many employees already perform physically demanding work and are not interested in additional exercise after hours or they prefer sports-related activities, the most practical and cost-effective approach to a gym membership is to reimburse employees for a portion of the cost of membership at a gym of their choosing. This would also help those employees who work out at gyms located in other towns.

The Budget and Finance Committee recommends reimbursing employees \$20 per month toward the cost of employee-only gym memberships at a facility of their choice. The reimbursement will be paid twice yearly upon employee certification of use and proof of payment. Staff will implement the appropriate administrative procedures. The Town does something similar now with boot reimbursement.

Councilman Joseph Taylor asked if there is a reason why the timing is now rather than following the budget process. Mr. Callis commented staff was encouraged to look at it right away. In answer to a question from Councilman Honeycutt, Chief Bowen stated there is no current physical fitness requirement, but it is one of the things the general assembly is looking at.

**A motion was made by Councilman Moody, second by Councilman Honeycutt,** to appropriate \$5,000 for the partial reimbursement of employee gym memberships effective September 1, 2021. The motion carried six to one with Councilman Joseph Taylor casting the negative vote.

**D. Police Department Building Renovation**

Mr. Callis informed Council the Town’s Police Department building has been in service since circa 1942. The building exterior is in reasonably good condition, but the interior is outdated and does not meet current needs. Planning for facilities needs to begin to meet both short and long-term police department needs.

Under the small purchase procedure policy, we ask for two estimates for anything between \$5,000 and \$25,000. Chief Bowen reached out to two architectural firms to discuss the project as required by Virginia law; only one responded. Dewberry architect Larry Hasson toured the police department building and believes it can be renovated to serve police needs for many years to come. Renovation of the existing building is estimated to be about half the cost of new construction and can be accomplished without moving the department to temporary facilities. Due to unfortunate circumstances, B&B has not been able to respond.

Dewberry estimated the cost to develop a schematic of a building floor plan that meets police needs to be \$17,575, with a completion date of about 60 days. The schematic would not address electrical, mechanical, plumbing, fire protection, and similar issues that must be included in final renovation plans.

The Budget and Finance Committee recommends appropriating \$17,575 to have Dewberry draft a schematic design for renovations to the existing police department. After receipt of the schematic, much more work must be done to plan for any approved renovations.

Answering several questions, Mr. Callis stated that to the best of his understanding the \$17,575 only includes a schematic of the floor plan. To make sure that the \$17,575 is in line, Council members were in favor of reaching out again for another estimate to develop the schematic. Mr. Callis mentioned that with professional services, qualifications must first be requested – not prices. Once the schematic is received, that will be the appropriate time to sit down with the Police Committee. The estimated range for the full plans and contract administration would be somewhere in the \$90,000 to \$130,000 range. This would hopefully be in the budgeting process for FY22-23. At that price, staff would be required to send out an RFQ from other professional firms.

**A motion was made by Councilman Moss, second by Councilman Graham, to go through October 31 to see if any more estimates can be obtained for developing a schematic design for police department building renovations; and to review the next steps at that point. A roll-call vote was requested and voiced as follows:**

- |                                |                               |
|--------------------------------|-------------------------------|
| Councilwoman Feggins-Boone-Aye | Councilman Graham-Aye         |
| Councilman Honeycutt-Aye       | Councilwoman Luster-Aye       |
| Councilman Moody-Aye           | Councilman Moss-Aye           |
| Councilman Ben Taylor-Absent   | Councilman Joseph Taylor-Aye. |

Mr. Callis commented staff will make sure the appropriate procurement procedures are followed so as not to run afoul of procurement laws.

**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.

Fence replacement work is underway at the Parker Park Softball Complex. Several community and tourism events will be held at the South Hill Exchange during October and November, including the Friends of the R. T. Arnold Library Holiday Bazaar.

**B. Finance Report**

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

General Fund	-	\$12,345,926.57	Total Investment Accounts	-	\$15,426,905.64
Water and Sewer Fund	-	1,469,273.80	Total Police Dept. Savings	-	\$ 28,253.67
Cemetery Fund	-	14,660.45	Total Taxes Due Thru 08/31/21	-	\$ 225,056.82
2 <sup>nd</sup> & 3 <sup>rd</sup> Street Project Fund	-	39.11	(Real Estate and Personal Property, all years)		
Food Insecurity Project Fund	-	<u>(180.68)</u>			
Total in Checking	-	\$13,829,719.25			

**C. Police Report**

Chief Stuart Bowen submitted the police report for August 2021. Chief Bowen informed Council there were 207 activity incidents, 54 reportable criminal offenses, 1154 calls for service, and \$7,627 property recovered. Other miscellaneous included 25 court overtime hours, 85 training hours, 12 warrants issued, and 0 inoperative vehicles tagged.

He included the following administrative news:

- Officer Brandon Campbell completed 40 hours General Instructor Certification at the training academy.
- Officers Amanda Parker and Tyler Spillane completed 16 hours each Intoxilyzer Certification at the BioTech lab in Richmond.
- Sergeants Mike Peebles and Chris Parrott completed four hours each Intoxilyzer Recertification in Blackstone at the VSP Driver Training Complex.
- Officers Nathan Bowen and Ryan Mills completed Intoxilyzer Recertification online.
- Chief Stuart Bowen attended the annual VACP conference in Williamsburg. He also instructed Defensive Driving in Chase City for the academy for the current Basic LE class.
- Donna Burch completed the TRACER training videos provided through DCJS. In-person training will take place in the near future.

**D. Municipal Services Report**

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

- The contractor has cleared the easements of brush and debris on the NE Sewer Project. The contract period extends until September of 2022. The pipe installation began this month. The contractor's schedule is to have the project completed about

April 28, 2022, barring bad weather, discovery of underground rock, or delayed material delivery.

- The Town has advertised for bids for a more extensive stormwater piping replacement project on Atlantic Street. The Town did not receive any bids and is therefore working with the engineer to rebid this project.
- The Town continues to work with FEMA for reimbursement on the expenses for the February ice storm cleanup and expenses related to the generator usage. So far FEMA has obligated 75% of the costs associated with the storm cleanup. The Town is also pursuing hazard mitigation funds to expand Town capabilities and improve infrastructure.
- Town park crews completed removing the backstop metal fencing in preparation for the installation of the new netting and poles.
- Town facility crews replaced the retaining wall behind the police department as the existing wall was beginning to fail.

**E. Code Compliance Report**

**i. Monthly Report**

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

Inspections Completed	-	49
Permits Issued	-	21
Fees Collected	-	\$ 7,835.56
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 72.42
Work Value	-	\$ 1,482,932.00

New businesses for August included:

- Simmons Painting and Specialty Coating, LLC, 407 Brook Avenue (Painting)
- Recycling Solutions, 427 Raleigh Avenue (Consulting Service)

**ii. Dilapidated Properties**

Along with the list of completed dilapidated properties since 2016, David Hash and Jamie Velvin submitted a report on the status of 41 dilapidated properties.

**iii. Code Inspector Activity Report**

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

- Spoke with property owner for 419 East Atlantic Street to set new completion date
- Contacted owner of inoperable vehicles on Locust Street
- Met with Sam Allen in reference to work schedules
- Handled code violation complaint 704 Goodes Ferry Road
- Handled debris complaint 200 block of East Atlantic Street
- Spoke with property owner of 108 West High Street in reference to debris in yard

- Called property owners for 208 Pennington Street and 625 Lombardy Street in reference to grass complaints
- Spoke with family member of property at 326 West Atlantic Street about status of ownership
- Spoke with property owner of 209 Bryan Street in reference to violations
- Spoke with property owner of 1279 West Danville Street in reference to lack of progress
- Contacted inoperable vehicle owner in reference to car parked at 123A Matthews Street
- Made multiple attempts to contact property owner of 506 Moseley Lane
- Spoke with family member about inoperable vehicle at 305 Kennedy Street
- Spoke with Mr. Baskerville in reference to inoperable vehicles on West Virginia Street
- Met with property owner at 1208 West Danville Street in reference to inoperable vehicles on his lot
- Seven inoperable car letters sent out
- Two notices to cut grass sent out
- Three Correction Notices sent out
- One notice to remove structure sent out
- Two inoperable cars towed
- Monitored all Item B properties for progress; one property added to list

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

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

- We continue the push of recruiting businesses in the downtown and the former Gordmans location as well as new restaurants around Town.
- We currently have twenty-five employers registered to participate in the upcoming job fair on September 9, 2021. We are continuing to promote this event to job seekers throughout the area.
- South Hill's new LOVE sign will be featured as a member spotlight in the September edition of the Virginia Town & City magazine.
- Mr. Morris attended the Southern Economic Development Council conference in Tampa, Florida.
- Mr. Morris continued working with DHCD on an upcoming strategic market plan for downtown businesses and shoppers as part of the Rural Community Development Initiative (RCDI) program.

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

Carol Hutchinson submitted the following administrative news for August 2021:

- Sheila Cutrell, Leslie Kubasek, Scott Zincone, and Carol Hutchinson attended a CBIZ, Time and Attendance software demonstration in Conference Room B on August 5, 2021.
- Supervisor: Liability Issues training was held on August 25, 2021. The training was facilitated by Tina Stevenson, HR Director at VRSA. Superintendents as well as Street and Water department supervisors attended.



- Benefit Statements for the fiscal year (07/01/2020 - 06/30/2021) were provided to each full-time employee. The personalized statement provided a summary of compensation and the value of benefits that each employee receives from the Town.

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

## **9. COMMITTEE REPORTS**

There were no committee reports.

## **10. OLD BUSINESS**

There was no old business.

## **11. NEW BUSINESS**

Councilman Joseph Taylor commented that when he looked through the Virginia Town & City July/August 2021 municipal magazine, on pages 14 and 15, he was pleased to see Lundy Layne featured as well as The Mecklenburg Sun. They were highlighted in the special section titled Made in Virginia 2021 Local Favorites. Councilman Joseph Taylor congratulated Town staff for promoting these deserving businesses and introducing them to the magazine's readers. Councilman Honeycutt added that 313 Franklin Cocktails & Kitchen was also highlighted under dining.

## **12. 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 **Councilman Moody**, and **second** of **Councilwoman Luster**, the South Hill Town Council entered into **Closed Session** to discuss Legal matters involving FLSA and a pending Legal matter, and Personnel matters involving the proposed Communications and Media Policy and 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 Moss, second by Councilman Honeycutt**, to approve **Resolution 354**, dated September 13, 2021 and return to **Open Session**. A **roll-call vote** was requested and voiced as follows:

Councilwoman Feggins-Boone-Aye  
Councilman Honeycutt-Aye  
Councilman Moody-Aye  
Councilman Ben Taylor-Absent

Councilman Graham-Aye  
Councilwoman Luster-Aye  
Councilman Moss-Aye  
Councilman Joseph Taylor-Aye.

**13. OPEN SESSION**

**A motion was made by Councilwoman Luster, second by Councilman Joseph Taylor,** on the Personnel matter involving the proposed Communications and Media Policy to adopt the policy as presented to be effective immediately. A **roll-call vote** was requested and voiced as follows:

Councilwoman Feggins-Boone-Aye  
Councilman Honeycutt-No  
Councilman Moody-Aye  
Councilman Ben Taylor-Absent

Councilman Graham-Aye  
Councilwoman Luster-Aye  
Councilman Moss-No  
Councilman Joseph Taylor-Aye.

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

**14. ADJOURNMENT**

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 9:25 p.m.

**VALIDATION**

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

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

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

AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE CHARTER AND  
CODE OF THE TOWN OF SOUTH HILL, VIRGINIA

AN AMENDMENT

BE IT ENACTED by the Town Council of the Town of South Hill, Virginia, in regular session assembled:

**Section 5. - [Election of mayor and council.]**

The mayor and council serving at the time of the passage of this act shall continue in office till their successors are elected and qualify. An election shall be held in ~~May~~ *November* of ~~1998~~ 2022, and every four years thereafter, to elect one council member from Election District I and three council members from Election District II. An election shall be held in ~~May~~ *November* of ~~2000~~ 2024 and every four years thereafter to elect one council member from Election District I and three council members from Election District III. An election shall be held for mayor in ~~May~~ *November* of ~~2000~~ 2024 and every four years thereafter.

(1966 Acts, ch. 34, § 1; 1997 Acts, ch. 630, § 1)

1. That Chapter 2 Administration, Article 2 Town Council be amended by adding the following language to a new Section 2-30 Election of mayor and town council. The added language is underlined and in italics.

**Sec. 2-30 Election of mayor and town council**

*Except as set forth herein, the mayor and members of the town council shall be elected as provided in the Town Charter. Notwithstanding any provision of the Town Charter to the contrary, for any election held after January 1, 2022, elections for the mayor and members of the town council shall be held at the time of the November general election for terms to commence on January 1. The inaugural meeting of a newly elected council shall take place on the date of the first regularly scheduled meeting of the town council in the month of January following the November general election.*

*No term of a mayor or a member of council shall be shortened in implementing this change to the November election date. The mayor and members of the town council who were elected at a May general election and whose terms are set to expire as of June 30 shall continue in office until their successors' terms commence on the January 1 following their election at the November general election.*

2. That this ordinance shall go into effect immediately.

Done in the Town of South Hill, Virginia, this 13<sup>th</sup> day of September, 2021.

Town of South Hill, Virginia

By: Dean Marion  
Dean Marion, Mayor

ATTEST:

Anna B. Cratch  
Anna B. Cratch, Town Clerk



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

## RESOLUTION REDUCING MEMBERSHIP OF THE SOUTHSIDE PLANNING DISTRICT COMMISSION

**WHEREAS**, the Southside Planning District Commission (PDC) was formed in 1969 with the Counties of Brunswick, Halifax, and Mecklenburg, and the Towns of South Boston and South Hill serving as member jurisdictions; and

**WHEREAS**, as the Southside PDC Bylaws and Charter Agreement were last reviewed and updated on January 24, 1990, 31 years ago, the Commission approved forming a Bylaws Committee to review these documents and recommend amendments; and

**WHEREAS**, the first ever Southside PDC Strategic Plan was completed and revealed consensus among Commissioners that the current 28-member Commission is too large to effectively encourage open discussion and facilitate participation between members; and

**WHEREAS**, the Bylaws Committee recommends that the current 28-member Commission be reduced to a 17-member Commission as detailed below:

County/Town	Current Members	Elected Officials	Citizens At Large
Halifax County	8	4	4
Brunswick County	5	3	2
Mecklenburg County	8	4	4
Town of South Boston	4	2	2
Town of South Hill	3	2	1
<b>Totals</b>	<b>28</b>	<b>15</b>	<b>13</b>

County/Town	Proposed Members	Elected Officials	Citizens At Large
Halifax County	5	3	2
Brunswick County	3	2	1
Mecklenburg County	5	3	2
Town of South Boston	2	1	1
Town of South Hill	2	1	1
<b>Totals</b>	<b>17</b>	<b>10</b>	<b>7</b>

**WHEREAS**, current minority representation is seven (7) of 28 members or 25%; the proposed minority representation is five (5) of 17 members or 29%; and

**WHEREAS**, the reduction in membership will be effective January 1, 2022 and each member jurisdiction will determine the elected officials and citizens at large who will remain on the Commission and provide those names to the Southside PDC no later than December 31, 2021.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of South Hill, Virginia supports a decrease in the total membership of the Southside PDC from three (3) members to two (2) members.

Adopted this 13<sup>th</sup> day September, 2021.



\_\_\_\_\_  
Town of South Hill  
Dean Marion, Mayor

ATTEST:



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



**SOUTH HILL TOWN COUNCIL  
REGULAR MEETING AGENDA  
MONDAY, SEPTEMBER 13, 2021, 7:00 PM**

Town Hall Council Chambers ~ 211 S. Mecklenburg Avenue ~ South Hill, Virginia 23970

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

1. Call to Order
2. Invocation
3. Roll Call
4. Approval of Minutes – August 9, 2021
5. Citizens to Address Council *(Comments are limited to three minutes.)*
  - A. Robert Smith on behalf of The Shops of South Hill – Permission to set up on the sidewalks on Saturday, October 30 in conjunction with the Monster Mash Costume Parade and Contest hosted by the South Hill Chamber of Commerce
6. Public Hearings
  - A. Kim Callis – Amendments to Town Charter and Code requiring November elections of Mayor and Council
  - B. David Hash – SE 2021-3, Request by Michael Hurt to utilize 113 E. Atlantic Street for a multiple-family dwelling
  - C. Sheila Cutrell – Appropriation of ARPA Funds for FY21-22 for water and sewer infrastructure projects
7. Town Manager Report
  - A. Amendments to SPDC Bylaws and Charter
  - B. Employee Gym Memberships
  - C. Police Department Building Renovation
8. Reports to Approve as Presented
  - A. Town Manager Report
  - 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. Committee Reports
10. Old Business
11. New Business
12. Closed Session
  - A. Legal, Section 2.2-3711 (A)(7)
  - B. Personnel, Section 2.2-3711 (A)(1)
13. Open Session
14. Adjournment