



**SOUTH HILL TOWN COUNCIL**  
**REGULAR MEETING MINUTES**  
**MONDAY, JANUARY 10, 2022, 7:00 P.M.**

The regular monthly meeting of the South Hill Town Council was held on Monday, January 10, 2022 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  
W.M. "Mike" Moody  
Joseph E. Taylor, Jr.

Alex Graham  
Shep Moss

Gavin L. Honeycutt  
G. Ben Taylor

Councilwoman Delores B. Luster was absent from the meeting.

**B. Staff in Attendance**

Stuart Bowen, Police Chief  
Anna B. 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.  
Howard P. Estes, Jr., Town Attorney

**4. APPROVAL OF MINUTES – DECEMBER 13, 2021**

A motion was made by Councilwoman Feggins-Boone, second by Councilman Moody, to approve the minutes of the regular meeting held on December 13, 2021 as distributed by Anna Cratch. Motion carried unanimously.

**5. HARVEY POWERS, LAW ENFORCEMENT DIVISION DIRECTOR, DEPARTMENT OF CRIMINAL JUSTICE SERVICES – PRESENTATION OF ACCREDITATION CERTIFICATE TO SOUTH HILL POLICE DEPARTMENT**

Mayor Marion shared that January 9 was National Law Enforcement Appreciation Day (L.E.A.D.), a day to honor those who put their lives on the line every day for their communities and a time to remember those who have given the ultimate sacrifice.

Harvey Powers recognized the South Hill Police Department for their commitment to law enforcement excellence as evidenced by their successful completion of the certification process of the Virginia Law Enforcement Accreditation Program. Mr. Powers reported the accreditation process is incredibly challenging. Chief Stuart Bowen and Captain Shane Johnson were applauded as they accepted the certificate of award.

## 6. CITIZENS TO ADDRESS COUNCIL

*Comments are limited to three minutes (five minutes if on behalf of a group).*

### A. Dr. Lisa Jordan, 901 W. High Street – Dog Ordinance

Dr. Jordan shared she wants to remind people of their responsibilities with animals, in particular dogs, and inform Council of things happening in the area. Dr. Jordan reported she has been attacked four times while walking her dog on a leash around Town. She continued she has learned her story is more widespread than she thought. Several neighbors and acquaintances have mentioned that calling in to document each incident doesn't seem to do much good. She mentioned there aren't many places around Town for larger dogs. She asked Council to revisit the ordinance and her concerns at their discretion.

## 7. PUBLIC HEARINGS

### A. Kim Callis – Proposed Disposition of the Former South Hill Water Treatment Plant Property on Highway 47

Kim Callis informed Council a Public Hearing has been called for comments regarding the proposed disposition of the Town's former water treatment plant property located on Highway 47. The property has been out of service since the Roanoke River Service Authority began providing water service to the region almost 20 years ago. Disposition of the surplus property must be approved by an affirmative vote of three-fourths of the elected members of Council.

Mr. Callis opened the Public Hearing. No one spoke regarding the proposed disposition.

Mr. Callis closed the Public Hearing. He commented if the property is sold, the funds will be placed in the general fund balance and could be designated to a specific purpose via appropriation. **A motion was made by Councilman Joseph Taylor, second by Councilman Moody**, to approve the resolution declaring the former Highway 47 water plant property, including structures and land, as surplus property and authorizing Town staff to dispose of the property pursuant to the provisions of the Code of Virginia. A **roll-call vote** was requested and voiced as follows:

Councilwoman Feggins-Boone-Aye

Councilman Honeycutt-Aye

Councilman Moody-Aye

Councilman Ben Taylor-Aye

Councilman Graham-Aye

Councilwoman Luster-Absent

Councilman Moss-Aye

Councilman Joseph Taylor-Aye.

Motion carried unanimously.

## 8. MUNICIPAL SERVICES REPORT

### A. Award of East Atlantic Street Drainage Improvement Project

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C.J. Dean reported East Atlantic Street between High School Avenue and 227 East Atlantic Street is problematic during periods of extended rainfall with East Atlantic Street becoming flooded. The Town had B&B Consultants design improvements that would correct this and preserve personal property above this area. Originally, this project was bid out and no bids were received in late summer.

The Town of South Hill advertised the East Atlantic Street Drainage Improvement Project as designed by B&B Consultants, Inc. in the Richmond Times-Dispatch. Bids were due on December 8, 2021. B&B Consultants, Inc. reviewed the bids for compliance with the bid package. B&B recommends awarding the project to Smiley's Construction, LLC. Town staff also recommends award of the contract with a total base bid of \$523,189.81 to Smiley's Construction, LLC. The Street Committee met on Tuesday, December 28, 2021 to review the bid.

The project could start within 30 days, and it would take less than 90 days to complete the project. Although there will be some day closure, staff is working with the contractor to hopefully complete most of the work at night. Affected businesses will be updated.

**A motion was made by Councilman Ben Taylor, second by Councilman Moss,** to award the East Atlantic Street Drainage Improvement Project to Smiley's Construction, LLC for a total base bid of \$523,189.81. Motion carried unanimously.

**B. Adoption of Resolution Regarding VDOT Street Additions**

Mr. Dean informed Council the Town of South maintains the streets within the Town for VDOT. VDOT reimburses the Town for the maintenance of the streets based upon the lane miles that are maintained. A review of the VDOT listing of streets that are maintained by the Town revealed that several streets need to be added to the list.

VDOT has a February 1 deadline in order to receive reimbursement funds in July. VDOT requires a resolution from Council, the VDOT forms, and a map of each street to update their listing. Even though a street is listed, VDOT may not approve the street. There are several streets in Town that currently do not meet the VDOT requirements for reimbursement.

**A motion was made by Councilman Moody, second by Councilman Honeycutt,** to adopt A Resolution of the Town of South Hill Petitioning the Virginia Department of Transportation for Maintenance Payments for Certain Streets in the Urban Maintenance Inventory System (**UMIS**), and authorize the Town Manager or his designee to sign all documents needed to complete this process. A **roll-call vote** was requested and voiced as follows:

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

Motion carried unanimously.

**9. 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 reported there are no current activities or reservations at Centennial Park, Parker Park, the South Hill Exchange, and other Town facilities. Parker Park restrooms and lower Centennial Park restrooms have been winterized and are closed until temperatures are suitable for re-opening. Installation of new fencing and dugout repairs at the Parker Park Softball complex are in process.

**ii. FY22-23 Budget Planning**

Mr. Callis reported staff has begun working on the Town’s budget for fiscal year 2022 - 2023. Preparation materials have been distributed to the Mayor, Budget and Finance Committee, Town staff, and community organizations that traditionally request funds. Staff plans to deliver a copy of the proposed budget to Council for review in April, including a work session, with a Public Hearing scheduled for May 9. Staff will carefully monitor federal and state legislative issues and other developments and adjust our plans accordingly.

**iii. FERC Whittles Mill Dam Safety Inspection Report**

Mr. Callis shared that on October 27, 2021, Erin William of the Federal Energy Regulatory Commission (FERC) conducted a safety inspection of the Whittles Mill Dam. On January 4, 2022, staff received the FERC Dam Safety Inspection Report indicating the dam meets current standards and has a low hazard potential.

Staff is still awaiting the FERC decision on our request to surrender the exemption for the Whittles Mill Dam as it is no longer operable for generating electricity.

**B. Finance Report**

**i. Monthly Financial Report**

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

General Fund	-	\$12,042,490.27	Total Investment Accounts	-	\$15,104,893.34
Water and Sewer Fund	-	3,990,102.77	Total Police Dept. Savings	-	\$ 28,257.21
Cemetery Fund	-	15,650.45	Total Taxes Due Thru 12/31/21	-	\$ 1,169,235.02
2nd & 3rd Street Project Fund	-	-	(Real Estate and Personal Property, all years)		
Food Insecurity Project Fund	-	-			
Total in Checking	-	<u>\$16,048,243.49</u>			

Councilman Moss mentioned the investment account lost \$25,942.32 last month. Ms. Cutrell reported that over the last two years since this money has been invested, \$164,333.47 income or interest has been earned. Of that, due to the marked to market basis of unrealized gains or losses, \$81,647.41 has been lost. \$82,686.06 has basically been earned since the initial investment; no principal has been lost. If the same \$10,000,000.00 had been placed in a CD over the last two years at .1 % interest, it would only have earned \$20,000.00 in interest.

**C. Police Report**

**i. Monthly Report**

Chief Bowen presented the police report for December. Chief Bowen informed Council there were 218 activity incidents, 22 reportable criminal offenses, 1,033 calls for service, and \$1985.00 property recovered in December. Other miscellaneous included 22 court overtime hours, 16 training hours, 19 warrants issued, and 2 inoperative vehicles tagged.

He reported the following administrative news:

- Captain Shane Johnson instructed ASP Training at the academy.
- Donna Burch attended eight hours VSP UCR-IBR 2021 Training-Level 2 at the VSP driving complex in Blackstone.
- Officers completed Defensive Tactics and Laser Shot training at the South Hill Exchange.

**ii. Annual Report**

Chief Bowen presented the Annual Police Report for 2021. Chief Bowen informed Council there were 2,755 activity incidents, 469 reportable criminal offenses, 13,577 calls for service, and \$312,323 property recovered in 2021. Other miscellaneous included 186 court overtime hours, 707 training hours, and 291 warrants issued.

**D. Municipal Services Report**

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

- The contractor on the NE Sewer Project has installed the sewer pump station structure and will begin installing the mechanical parts soon. Work continues on the gravity line section.
- The completed paperwork on the street inventory and resolution was included in the packets. Several streets need to be added to the VDOT Municipal Assistance Street Inventory.
- The interior repainting at the Plank Road water tank has been completed.
- The softball netting project is nearing completion as the nets have been hung. The contractor will return to complete the padded lower walls this winter.
- The Public Works crew paved the ditch section where the new main sewer line on Pleasant Street was installed.
- Town crews are continuing leaf collection around Town and within the cemeteries.
- The Public Works crew came in over the New Year’s weekend to install the snow removal equipment which was used on January 3.
- The Fleet Maintenance crew assisted in making the necessary repairs on the snow removal equipment so the equipment could be put to work.

**E. Code Compliance Report**

**i. Monthly Report**

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

Inspections Completed	-	44
Permits Issued	-	26
Fees Collected	-	\$ 4,131.45

UEZ Exemption	-	\$	0
Rehab Exemption	-	\$	0
General Exemption	-	\$	163.20
Work Value	-	\$	1,368,091.89

New businesses for December included:

- Flawless Aesthetics and Wellness, 302 N. Mecklenburg Avenue (Medical Spa)
- Cell Phone and Accessories, 1016 W. Atlantic Street (Retail Sales)

**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 38 dilapidated properties.

**iii. Public Hearing for SE 2022-1 Rescheduled due to Inclement Weather**

Included in the Code Compliance Report was a notice of reschedule for SE 2022-1 due to inclement weather. A special exception request will be presented by Hilton Displays, Inc. to exceed the maximum height and size from the ground sign requirements for the property at 101 Peebles Street.

**F. Business Development Report**

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

- Mr. Morris is continuing the push of recruiting businesses in the downtown and the former Gordmans location as well as new restaurants around Town.
- Since December 1, 2021, three new façade applications and one upfit grant application have been received. The total work estimates are \$51,476.21. Mr. Morris is working with several property owners on new applications.
- Mr. Morris is working with the Community Development Association on future plans for 116 N. Mecklenburg Avenue. As they are discussing future plans, Mr. Morris is continuing to receive calls and show the property to prospects.
- Mr. Morris continues to receive interest in properties downtown from business start-ups and investors looking to purchase properties to restore.

**G. Human Resources Report**

Carol Hutchinson submitted the following administrative news for December 2021:

**TRAINING/MEETINGS:**

- C.J. Dean and Michael Vaughan received their certificates of participation in the 16-hour Emergency Vehicle Driver Training & Emergency Medical Service Vehicle Operation Instructor Level training. The training was offered by VFIC (Volunteer Fire Insurance Services).
- Carol Hutchinson attended the webinar entitled, “OSHA Recordability & COVID-19: Impacts On Your Injury & Illness Recordkeeping” on December 16, 2021. The webinar was sponsored by J.J Keller.

**OTHER:**

- The Christmas boxed luncheon was held December 15, 2021 for employees and Council members.
- COVID updates are reviewed daily. Employees continue to be vigilant on good housekeeping, exposure reporting, and testing.
- Josh Spence was promoted to Crew Supervisor – Water & Sewer on December 4, 2021.

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

## 10. COMMITTEE REPORTS

### A. Street Committee Meeting

Councilwoman Feggins-Boone reported the Street Committee met at 10:00 a.m. on December 28 to discuss directional “wayfinding” signs. The directional signs around Town were installed almost 20 years ago and need to be updated. Three local vendors were asked for price quotes (Xtreme Signs, Ellis, and Dogwood Graphics). Xtreme Signs was the only vendor to submit a quote. The committee asked staff to seek an additional quote from a local vendor who makes large, lighted signs and a quote from an Emporia sign vendor, and any other potential vendors. The committee indicated its preference to keep the business local if possible. No further action was taken. Additional quotes will be requested.

## 11. OTHER BUSINESS

### A. Issues with Dilapidated Properties, Solid Waste Removal, and Inoperative Vehicles

Councilman Moss reminded Council regarding his proposed Beautification/Take Pride in South Hill Initiative. He has shared photos with the Town Manager and others of what he considers dilapidated properties or properties with trash/debris around Town. He mentioned the part-time Code Compliance Inspector has resigned. He asked what the plans are to replace the Code Inspector and why we aren't using the code more aggressively to get these issues addressed.

Kim Callis reported staff recommends replacing the part-time position with a full-time position. The job description is being revised to also include a primary focus on dilapidated properties. The Personnel Committee will meet and Council approval will then be needed for an appropriation. The job will hopefully be advertised by the end of January.

Mr. Callis shared the photos from Councilman Moss with the Code Compliance Official's office to be included on their list. He mentioned it would help if an address is included with any photos and that they be sent by email and not text. In the presentation given at a prior Council meeting, David Hash and Jamie Velvin reported the first enforcement priority is if it is a threat to human safety and the second is condition of the property. The Judge has shared expectations for staff to give everyone six months to a year to get problems corrected, dependent upon the condition of the property. The process of issuing two notices of correction and two violation notices is followed before the court is contacted. Staff is trying to follow the Uniform Statewide Building Code and the instructions of the Judge. Councilman Honeycutt commented several of these properties have been this way for years. Councilman Ben Taylor pointed out the Judge has mentioned he will be inclined to impose sentencing if issues with some of the properties that have been on the docket for quite some time are not resolved by June 6, 2022. Mr. Callis mentioned we have to remember we have some property owners that have multiple properties and they only have the resources to do so much at a time.

In answer to a question from Councilman Moss, Mr. Callis stated an inoperative vehicle has to be stored completely from view either within a fully enclosed building or structure. We can't go on private property for this purpose, so issues are passed on to the police department.

Attorney Estes mentioned the process will be slowed until the Code Inspector position is filled and the courts catch up on cases due to COVID. Another factor to consider is people are stretched financially at this time. The Town is currently relying on a reporting process. If we don't know about it, we can't address it.

Councilman Moss suggested including a flyer in the water bills inviting people to clean up their property, place items curbside, etc. He stated it could be something as simple as including a "Take Pride in your Town" notice in the water bills every month. Councilman Ben Taylor mentioned it would be nice to include a bulky waste reminder in whatever is sent out. Councilman Moss mentioned he would like to see a proof of any flyers before they are sent out. Mr. Callis commented the problem with a water bill announcement is it may not reach the property owner. Councilman Joseph Taylor shared that a Facebook post would probably reach more people.

Councilman Moss also suggested expanding the façade improvement grant for residential.

## 12. 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 Moody**, and **second** of **Councilwoman Feggins-Boone**, the South Hill Town Council entered into **Closed Session** to discuss Legal matters involving Intergovernmental Agreements. 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 this 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 South Hill Town Council. **A motion was made by Councilman Honeycutt, second by Councilman Moss, to approve Resolution 358**, dated January 10, 2022 and return to **Open Session**. A **roll-call vote** was requested and voiced as follows:

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



Motion carried unanimously.

**13. OPEN SESSION**

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

**14. ADJOURNMENT**

Kim Callis reminded Council regarding the preparation interviews with Kimball Payne for the Town Council Retreat on January 28. Anna Cratch reminded Council regarding the February 1 deadline for Statement of Economic Interest disclosures.

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 8:53 p.m.

**VALIDATION**

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

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

\_\_\_\_\_  
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

## RESOLUTION Disposition of Surplus Property

**WHEREAS**, the Town's former water treatment plant located on Highway 47 has been out of service for almost 20 years; and


**WHEREAS**, the Roanoke River Service Authority (RRSA) provides water treatment and distribution services to its members throughout the southern Virginia region, including to the Town; and

**WHEREAS**, the Town is a founding member of the RRSA and purchases all water provided to Town customers from the RRSA; and

**WHEREAS**, the former Highway 47 water treatment plant site no longer serves any useful purpose and its disposition is in the best interest of the Town and its water customers;

**THEREFORE BE IT RESOLVED**, the Council of the Town of South Hill declares the former Highway 47 water treatment plant property, including structures and land, as surplus property. Be it further **RESOLVED**, Council authorizes Town staff to dispose of the property according to the provisions of the Code of Virginia.

Adopted this 10<sup>th</sup> day January, 2022.

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

ATTEST:

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



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**South Hill**

# Town of South Hill

Incorporated 1901

ADMINISTRATION  
(434) 447-3191

CODE COMPLIANCE  
OFFICIAL  
(434) 447-5041

PUBLIC WORKS  
(434) 447-3191

## **A RESOLUTION OF THE TOWN OF SOUTH HILL PETITIONING THE VIRGINIA DEPARTMENT OF TRANSPORTATION FOR MAINTENANCE PAYMENTS FOR CERTAIN STREETS IN THE URBAN MAINTENANCE INVENTORY SYSTEM (UMIS)**

**WHEREAS**, pursuant to the provisions of Virginia Code §33.2-319, the Virginia Department of Transportation makes payments to municipalities for the maintenance of qualifying highways; and

**WHEREAS**, Virginia Department of Transportation procedures require that municipalities requesting lane mileage additions and deletions for payments under §33.2-219 submit Form U-1, "Request for Street Additions, Deletions or Conversions for Municipal Assistance Street Payments," as approved by the municipality's governing body;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTH HILL, VIRGINIA, THAT:**

- 1.** The Town of South Hill hereby petitions the Virginia Department of Transportation to accept those streets listed on Form U-1 for street maintenance payments; a copy of said Form U-1 being attached hereto and made a part of this resolution.
- 2.** Form U-1 and accompanying maps, and a copy of this resolution, shall be transmitted to the Resident Engineer/Administrator of the Virginia Department of Transportation.
- 3.** This resolution shall be in full force and effect upon its passage.

Adopted this 10<sup>th</sup> day of January, 2022 by the South Hill Town Council.

Dean Marion, Mayor

Attest:

Anna B. Cratch, Town Clerk



**SOUTH HILL TOWN COUNCIL  
REGULAR MEETING AGENDA  
MONDAY, JANUARY 10, 2022, 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 – December 13, 2021
5. Harvey Powers, Law Enforcement Division Director, Department of Criminal Justice Services – Presentation of Accreditation Certificate to South Hill Police Department
6. Citizens to Address Council *Comments are limited to three min (five min if on behalf of a group).*
7. Public Hearings
  - A. Kim Callis – Proposed Disposition of the Former South Hill Water Treatment Plant Property on Highway 47
8. Municipal Services Report
  - A. Award of East Atlantic Street Drainage Improvement Project
  - B. Adoption of Resolution Regarding VDOT Street Additions
9. Reports to Approve as Presented
  - A. Town Manager Report
    - i. Facilities Reservation Calendar
    - ii. FY22-23 Budget Planning
    - iii. FERC Whittles Mill Dam Safety Inspection Report
  - B. Finance Report
  - C. Police Report
    - i. Monthly Report
    - ii. Annual Report
  - D. Municipal Services Report
  - E. Code Compliance Report
    - i. Monthly Report
    - ii. Dilapidated Properties
    - iii. Public Hearing for SE 2022-1 Rescheduled due to Inclement Weather
  - F. Business Development Report
  - G. Human Resources Report
10. Committee Reports
11. Other Business
12. Closed Session
  - A. Legal, Section 2.2-3711(A)(7)
13. Open Session
14. Adjournment