



**SOUTH HILL TOWN COUNCIL**  
**REGULAR MEETING MINUTES**  
**MONDAY, FEBRUARY 14, 2022, 7:00 P.M.**

The regular monthly meeting of the South Hill Town Council was held on Monday, February 14, 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  
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 B. Cratch, Town Clerk  
C.J. Dean, Dir. of Municipal Services  
David Hash, Code Compliance Official

Kim Callis, Town Manager  
Sheila Cutrell, Dir. of Finance and Admin.  
Howard P. Estes, Jr., Town Attorney  
Carol Hutchinson, HR Manager

**4. APPROVAL OF AGENDA**

**A motion was made by Councilman Honeycutt, second by Councilwoman Luster, to approve the agenda for February 14, 2022. Motion carried unanimously.**

**5. APPROVAL OF MINUTES – JANUARY 10, 2022**

**A motion was made by Councilman Honeycutt, second by Councilwoman Feggins-Boone, to approve the minutes of the regular meeting held on January 10, 2022 as distributed by Anna Cratch. Motion carried unanimously.**

**6. CITIZENS TO ADDRESS COUNCIL**

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

**A. Jamethro Rogers – Petition for support against sidewalk and driveway issues falling under the responsibility of property owners**

Jamethro Rogers reported he has been successful in the past two years in bringing homeownership to South Hill. Mr. Rogers shared he has run into a dilemma with the sidewalks and driveways while building three new homes on South Hill Avenue. He stated he has been informed by the Public Works Department it is his responsibility to fix them. He reported the sidewalk is cracked and has grass growing in it.

Kim Callis stated no report has been received of any issue with the sidewalk. The real issue is with the slope of the curb cut that leads to the driveway. There is a significant elevation change from the roadway, up the curb cut, into the driveway which crosses the sidewalk. The Town’s ordinance states it is the property owner’s responsibility to make the necessary repairs to the sidewalk and curb cut with the approval of the Town. Mr. Callis commented the Town has not corrected any driveways at taxpayer expense. The Town is willing to break up the old driveway to help Mr. Rogers. The sidewalk is the Town’s responsibility for ongoing maintenance after the work is completed to a new access to private property.

Councilman Moss requested the Town take a look at the sidewalks which he said should have been addressed years ago.

**7. PUBLIC HEARINGS**

**A. David Hash – SE 2022-1, Request by Hilton Displays, Inc. to exceed the maximum height and size requirements for a ground sign at 101 Peebles Street**

David Hash informed Council a Public Hearing has been called for comments regarding the request of Hilton Displays, Inc. for a special exception permit to exceed the maximum height and size ground sign requirements of Section 94.1-293 (overlay district) of the Town’s Zoning Ordinance. The request is for a special exception to exceed the 75’ maximum height for a ground sign (by 10’) and to exceed the maximum 200 sf in size for a ground sign (by 15 sf) at 101 Peebles Street. The property is zoned Commercial C-2. The South Hill Planning Commission recommends that Council approve the special exception request.

Mr. Hash opened the Public Hearing. No one spoke regarding the special exception request.

Mr. Hash closed the Public Hearing. **A motion was made by Councilman Moody, second by Councilman Honeycutt**, to approve the SE 2022-1 request by Hilton Displays, Inc. to exceed the 75’ maximum height for a ground sign and to exceed the maximum 200 sf in size for a ground sign at 101 Peebles Street. 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-Aye	Councilman Joseph Taylor-Aye.

Motion carried unanimously.

**8. TOWN MANAGER REPORT**

## **A. Proposed Spring Clean Up Project**

Kim Callis informed Council that weather permitting, staff is proposing Council designate the week of March 14 – 18, 2022 as Spring Clean Up Week. This is an effort to encourage residents to remove visible bulky waste, litter, and debris from their property.

On Monday through Thursday of that week, our Public Works team will collect individual bulky waste items that residents place curbside and that can be lifted by Town personnel without the use of equipment. These items include furniture, appliances, mattresses, and similar items. Town staff will also collect trash that has been placed curbside in fully tied, fully intact, heavy duty garbage bags.

These items must be placed curbside in a location that will not interfere with the regular trash and recycling collection by Green For Life (Waste Industries). Items may be placed curbside beginning Sunday, March 13 and not later than noon on Thursday, March 17. Town staff will collect curbside items from 7:00 a.m. on Monday, March 14 until noon on Friday, March 18. The effort would be communicated via utility bill inserts, social media, the Town website, and other appropriate channels.

Mr. Callis has also discussed this proposed effort with Kim King, who coordinates the South Hill Revitalization Committee (SHRC) effort whereby volunteers pick up litter and trash along our streets and other public areas. Ms. King will soon begin planning the SHRC project for a Saturday in April. She concurs that the proposed bulky waste effort is a Town service that is independent of the volunteer SHRC effort, but both will help significantly with improving the appearance of our community.

**A motion was made by Councilman Ben Taylor, second by Councilwoman Feggins-Boone, to designate March 14 – 18, 2022 as South Hill Spring Clean Up Week. Motion carried unanimously.**

## **B. South Hill Community Development Association (CDA) Organizational Changes**

Mr. Callis reported that at its January 25, 2022 meeting, the South Hill CDA Board of Directors unanimously approved, pending South Hill Town Council approval of its obligation to consent to Mayoral appointments to the CDA board of directors, amendments to the South Hill CDA Articles of Incorporation with respect to Membership and Representation. The proposed amendments were drafted by James A. Butts, III, attorney for the CDA on this matter. The CDA Bylaws will also be amended once the amendments to the Articles of Incorporation are finalized.

Further, Mayor Marion expressly stipulates that it is the responsibility of all Council members to recommend individuals with appropriate experience and backgrounds on a variety of community matters for consideration for appointment to the board.

Council took no action with respect to making appointments to the South Hill CDA Board of Directors as specified in the proposed amendments to the CDA Articles of Incorporation. Council expressed the following concerns:

- April 1 is too soon to identify new board members. June 1 was the suggested date for the new appointments to become effective.
- Council felt the CDA should be completely independent with no Council members serving on the Board.
- Council was not comfortable with six members with the Chair having the ability to vote twice in the event of a tie. An odd number of board members was suggested.

Mr. Callis will ask Jimmy Butts to draft the suggested changes for discussion by the CDA Board at their March 22 meeting. It will be brought back to Council April 11.

**C. Street Right of Way Vacation – Portion of Tunstall Road**

Mr. Callis informed Council that Attorney Russell Slayton has communicated on behalf of Microsoft Corporation a request for the vacation of an unimproved and unopen portion of the Tunstall Road Right of Way (ROW) leading into the Hillcrest Industrial Park.

In following Virginia law, right of way vacation process generally followed has been that Council:

- Appoint a three person committee to view the property and report on potential issues arising from vacating the ROW.
- Hold a Public Hearing to allow affected parties to be heard.
- Adopt an ordinance vacating the ROW. All expenses related to the vacation are to be paid by the person(s) making the request.

Because Microsoft is the only affected party, it is not necessary to appoint the committee to view the property.

**A motion was made by Councilman Moody, second by Councilwoman Luster,** to hold a Public Hearing on March 14, 2022 to hear comments related to Microsoft Corporation's request to vacate a portion of Tunstall Road Right of Way leading into Hillcrest Industrial Park. Motion carried unanimously.

**D. Veterans Memorial Park, Inc. (VMPI) Funding Request**

Mr. Callis shared a letter from Robert Owens, Chairman of the VMPI organization, requesting funding assistance to pay for repairs to the brick retaining wall on the south side of the Veterans Memorial Park. The repair cost was originally estimated at \$15,000.00 by Tanner Masonry. With the pandemic and an increase in material costs, the VMPI currently estimates the cost at \$22,000.00. Councilman Moss expressed concerns as the original estimated total project cost was around \$112,000.00. Excluding liability, the wall was not insured. VMPI has raised just over \$4,000.00.

Mr. Callis reported the Town deeded the property to the IDA and the IDA was to deed it over to the VMPI. Attorney Jimmy Butts' research indicated that the IDA attorney handling the matter back in the late 1990s failed to transfer the property; however, the reason for the oversight is not clear. Mr. Owens has confirmed that the legal work has been completed and the VMPI now owns the property.

Mr. Owens stated the American Legion Post 79 and the V.F.W. Post 7166 paid for the memorial park. Various reasons were given for the collapse of the retaining wall including rusting of the brick ties and the wall being bumped by the mower, and an electrical box for the amphitheater being mounted on the wall. Mr. Callis mentioned the IDA feels they relinquished the ownership long ago and have no responsibility. Through fundraisers, the American Legion provides scholarships and does a lot of good things for a lot of organizations in this Town but they are not able to use those funds for a purpose that benefits the Legion.

Council members expressed concerns about not having a concrete dollar amount. Mr. Callis asked if \$10,000.00 was a reasonable amount from the Town. Councilman Moody asked if this should be sent to the Budget and Finance Committee for recommendation on an appropriation.

Councilman Joseph Taylor felt this should be sent through the regular budget process in our current fiscal year. Councilman Honeycutt felt Council should go ahead and show their support.

**A motion was made by Councilman Joseph Taylor, second by Councilwoman Feggins-Boone,** to include the VMPI contribution request in the formal budget process for FY22-23 for adoption and appropriation effective July 1, 2022. Councilman Moss suggested they submit a formal request as others do with an updated estimate.

Councilman Ben Taylor stated that Frank L. Nanney Jr.'s book *South Hill, Virginia: A Chronicle of the First 100 Years* should be required reading for everyone on Council. The book is based on information from the newspapers dating back to the beginning of South Hill. He shared that a dedication ceremony was held on November 11, 1997 for the new Veterans Memorial Park. A board consisting of members from the American Legion and VFW was to oversee the operation and maintenance of the nonprofit park. Councilman Ben Taylor shared concerns about what happens next time the wall collapses. As he strongly questioned the structural integrity of the property and spending taxpayer money on it, he suggested building a monument instead. David Hash stated he is no engineer but shared that his concern would be the attachment of the brick ties. Mr. Owens mentioned if the wall were to collapse again, it would fall to the American Legion, not the Town. Councilman Ben Taylor also shared concerns about American Legion and VFW membership decreasing down the road. Councilman Moss suggested bringing in some professional engineers to make sure the wall is done correctly the second time.

**A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone,** to call the question, to stop debate and vote on the pending question of including the VMPI contribution request in the current budget process for 2022-23. A **roll-call vote** was requested and voiced as follows:

Councilwoman Feggins-Boone-Aye	Councilman Graham-Aye
Councilman Honeycutt-No	Councilwoman Luster- No
Councilman Moody-Aye	Councilman Moss-No
Councilman Ben Taylor-No	Councilman Joseph Taylor-Aye.

As it was a tie vote, Mayor Marion voted “No” to break the tie, and the motion failed to carry.

Following more discussion, Mayor Marion called a brief recess.

Following additional discussion, **a substitute motion was made by Councilman Honeycutt, second by Councilman Moody,** to appropriate \$10,000.00 this FY21-22 budget year to be payable to the Veterans Memorial Park, Inc. to help fund repairs to the brick wall on the south side of Veterans Memorial Park. 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-No	Councilman Joseph Taylor-No.

Motion carried six to two. Mr. Callis requested an invoice from VMPI for the appropriation.

Councilman Joseph Taylor did not choose to reiterate his primary motion stating it would constitute another request. If VMPI chooses to make another request, they can include it in the FY22-23 budget process. Councilman Joseph Taylor commented Council voted to appropriate \$10,000.00 without an official invoice.

**E. Thank you from VCU Health Community Memorial Hospital**

Mayor Marion shared a note from President Scott Burnette thanking Council for their recent donation to the CMH Foundation which completes the 2017 Capital Campaign pledge.

**9. HUMAN RESOURCES REPORT**

**A. Approval of Job Description for Code Compliance Inspector**

Carol Hutchinson reported the Personnel Committee met on January 24, 2022 with Kim Callis, Sheila Cutrell, David Hash, and Carol Hutchinson. The Committee reviewed the job description for a Code Compliance Inspector (full-time) and recommended approval by Council.

**A motion was made by Councilman Honeycutt, second by Councilman Moody,** to approve the job description and move forward with advertising for a full-time Code Compliance Inspector as presented. Motion carried unanimously.

**10. REPORTS TO APPROVE AS PRESENTED**

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

**A. Town Manager Report**

**i. Facilities Reservation Calendar**

Kim Callis presented Council with a calendar of activities and reservations at Centennial Park, Parker Park, the South Hill Exchange, and other Town facilities.

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. Work is also underway to prepare all playing fields for the upcoming season.

Meetings have been held with both Dixie Baseball and Dixie Softball to discuss the upcoming season. Dixie Baseball will be hosting two state tournaments in 2022 and will pursue hosting a Dixie Majors World Series in 2023. Dixie Softball is planning to host a district tournament in 2023.

**ii. FY22-23 Budget Planning**

Mr. Callis reported staff has begun working on the Town's budget for FY22-23. 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 plans accordingly. Several bills have been introduced in the General Assembly that could affect revenue streams.

**B. Finance Report**

**i. Monthly Financial Report**

Sheila Cutrell submitted the financial report for month ended January 31, 2022 as follows:

General Fund	-	\$12,538,505.14	Total Investment Accounts	-	\$15,038,360.73
Water and Sewer Fund	-	3,407,363.37	Total Police Dept. Savings	-	\$ 28,257.21
Cemetery Fund	-	15,650.45	Total Taxes Due Thru 1/31/22	-	\$ 407,537.40
Total in Checking	-	\$15,961,518.96	(Real Estate and Personal Property, all years)		

Councilman Moss commented the investment account lost a little over \$60,000.00 in January. He further stated that since July 1, we are down \$143,000.00 and can prevent these losses by pulling it out and reinvesting when the markets settle down. Councilman Ben Taylor stated he doesn't feel we have lost anything until we take it out.

**C. Police Report**

Chief Bowen presented the Police Report for January. Chief Bowen informed Council there were 135 activity incidents, 36 reportable criminal offenses, 1,018 calls for service, and \$11,130.00 property recovered in January. Other miscellaneous included 0 court overtime hours, 14 training hours, 35 warrants issued, and 0 inoperative vehicles tagged.

He reported the following administrative news:

- Officer Amanda Parker attended an eight-hour "Interdiction Mastermind" training class in Lexington, North Carolina.
- Lieutenant Ryan Durham and Donna Burch virtually attended the mandatory "DMV Highway Safety Training Workshop" for 2022-2023. Lieutenant Durham will replace Captain Johnson as Project Director for the upcoming Highway Safety Selective Enforcement grant.

**D. 2021 Fire Report**

Michael Vaughan presented Council with the Fire Report for the South Hill Volunteer Fire Department, Inc. (SHVFD) for the year that ended December 31, 2021. The report showed 998 incidents were responded to with 142 actually involving fire. Calls responded to in Town were 623, and 286 were within the county district. Other departments were assisted 101 times outside our district, and mutual aid was received from surrounding departments 94 times. An average of 17 volunteers were present per call.

A new \$1,200,000.00 Heavy Rescue Truck (Rescue 7), which should serve the community for 20 years, was placed into service with the help of the Town and Council. The cost expected to equip this truck is over \$350,000.00. With assistance from Mecklenburg County, the SHVFD hopes to fully implement new Mobile Data Terminals in all apparatus.

Chief Vaughan thanked Council, the community, and the surrounding communities for their support.

**E. Municipal Services Report**

C.J. Dean submitted the municipal services report for January 2022 as follows:

- The contractor on the NE Sewer Project has begun the process of boring under Interstate 85. The project includes two bores under Interstate 85 and a bore under Route 1. The boring job is anticipated to take about a month to complete, depending on weather and soil conditions. The contractor continues work on the gravity line section and the mechanical and piping work at the sewer pump station. Dominion Power is running underground power to the sewer pump station in the near future.
- The completed paperwork on the street inventory and resolution was submitted to VDOT for their review and acceptance.
- The interior repainting has been completed, and the Plank Road water tank is back in service.
- The softball netting project contractor is returning this week to complete the padded lower walls. The Facilities crew is working on the softball field press boxes and painting the dugouts.
- The Public Works crew has been busy over the weekends with snow removal and water line repairs. This past month, the Town experienced an 18” line leak, three 10” line leaks, a 6” line leak, and several other smaller line leaks.
- The Town received a thank you note directed to the Water Meter Reading crew. This crew assisted a resident with getting back inside their home after the resident had taken their garbage can to the street and could not get back inside the house. It was 23 degrees and the resident did not have on a heavy enough jacket for the weather. We extend appreciation to the Water Meter Reading crew for their efforts in assisting the local resident.

**F. Code Compliance Report**

**i. Monthly Report**

David Hash submitted the report of activity for January 2022 as follows:

Inspections Completed	-	25
Permits Issued	-	42
Fees Collected	-	\$ 2,734.49
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 67.78
Work Value	-	\$ 792,935.00

New businesses for January included:

- Runway Trends, LLC, 705 E. Atlantic Street (Retail Sales)
- Vapor Lounge, 1016 W. Atlantic Street (Retail Sales)
- West Atlantic General Store, 932 W. Atlantic Street (Convenience Store)
- Party Time Music, LLC, 219 E. Atlantic Street (Disc Jockey Service)
- VL Stuff, 935 W. Atlantic Street (Flea Market Vendor)
- Ride Rental Cars, 609 E. Atlantic Street (Rental Car Agency)

**ii. Dilapidated Properties**

Along with the list of completed dilapidated properties since 2016, David Hash submitted a report on the status of 38 dilapidated properties.

**G. Business Development Report**



Brent Morris submitted the business development report for January 2022 as follows:

- Along with Retail Strategies and local realtors, Mr. Morris continues the push of recruiting new retail businesses and restaurants in Town.
- Twelve façade applications and two upfit applications have been approved for a total of \$130,000.00 in grant payouts. This includes the \$80,000.00 that was approved by Council at the beginning of the fiscal year and the \$50,000.00 that was awarded to the Town from the Department of Housing and Community Development (DHCD). The grant fund is currently exhausted until the beginning of the 2022/23 fiscal year.
- Mr. Morris is continuing to show properties owned by the CDA to prospects. An official offer has not been received on any of the properties at this time.
- The Town Manager and Mr. Morris have discussed completing site studies on properties in Town that need redevelopment. Mr. Morris will keep Council informed as they move forward with the process.
- Mr. Morris has been working with DHCD in conjunction with the South Hill Chamber of Commerce over the past two years on the Rural Community Development Initiative. They have completed the program requirements and will be submitting a proposal in February. The proposal will include a new design/look for the downtown. Once presented, DHCD will be awarding \$30,000.00 toward this project.

## **H. Human Resources Report**

Carol Hutchinson submitted the following administrative news for January 2022:

- The OSHA 300 log was completed and has been posted in each location for the year 2021.
- COVID updates are reviewed daily. Employees continue to be vigilant on good housekeeping, exposure reporting, and testing.
- The position of Maintenance Operator I (Water & Sewer) was advertised. Interviews will be held in February 2022.

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

## **11. COMMITTEE REPORTS**

There were no committee reports.

## **12. OTHER BUSINESS**

### **A. Southside Planning District Commission (SPDC) Appointments**

Kim Callis reminded Council the SPDC recently adopted amendments to its bylaws reducing the number of commissioners from 28 to 17. For South Hill, that means going forward we will only have one elected official. Mr. Callis serves as the citizen at large. The elected official representatives are Councilwoman Feggins-Boone and Councilman Joseph Taylor. Councilman Joseph Taylor asked that his seat be deferred to his esteemed colleague Councilwoman Feggins-Boone.

A motion was made by Councilman Joseph Taylor, second by Councilman Honeycutt, for Councilwoman Feggins-Boone to represent South Hill as the elected official on the SPDC. Her current term expires December 31, 2022. Motion carried unanimously.

### 13. CLOSED SESSION

#### Legal – § 2.2-3711 A(8) and Personnel – § 2.2-3711 A(1)

Pursuant to Legal – § 2.2-3711 A(8) and Personnel – § 2.2-3711 A(1) 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 consultation with legal counsel on contract negotiations, a potential claim against the Town, and a zoning enforcement dispute; and Personnel matters involving a Police pay scale adjustment. 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(8) 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 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 Councilwoman Luster, to approve Resolution 359**, dated February 14, 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- Aye
Councilman Moody-Aye	Councilman Moss-Aye
Councilman Ben Taylor-Aye	Councilman Joseph Taylor-Aye.

Motion carried unanimously.

In addition to the Mayor and Town Council members, Council requested the presence, in the entirety of the Closed Session, of Kim Callis, Anna Cratch, Sheila Cutrell, C.J. Dean, Carol Hutchinson, and Howard Estes. Further, for the portion of Closed Session where the Council discussed a proposal for a Police pay scale adjustment and a zoning enforcement dispute, Council requested the presence of Stuart Bowen. Lastly, for the portion of Closed Session where the Council discussed the matter involving contract negotiations, Council requested the presence of Michael Vaughan. Councilman Honeycutt recused himself during the matter involving a potential claim against the Town but was otherwise in attendance for the Closed Session.

### 14. OPEN SESSION

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

### 15. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 10:32 p.m.

**VALIDATION**

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

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

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



**SOUTH HILL TOWN COUNCIL  
REGULAR MEETING AGENDA  
MONDAY, FEBRUARY 14, 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 Agenda
5. Approval of Minutes – January 10, 2022
6. Citizens to Address Council *Comments are limited to three min (five min if on behalf of a group).*
  - A. Jamethro Rogers – Petition for support against sidewalk and driveway issues falling under the responsibility of property owners
7. Public Hearings
  - A. David Hash – SE 2022-1, Request by Hilton Displays, Inc. to exceed the maximum height and size requirements for a ground sign at 101 Peebles Street
8. Town Manager Report
  - A. Proposed Spring Cleanup Project
  - B. South Hill CDA Organizational Changes
  - C. Street Right of Way Vacation – Portion of Tunstall Road
  - D. Veteran’s Memorial Park, Inc. Funding Request
9. Human Resources Report
  - A. Approval of Job Description for Code Compliance Inspector
10. Reports to Approve as Presented
  - A. Town Manager Report
    - i. Facilities Reservation Calendar
    - ii. FY22-23 Budget Planning
  - B. Finance Report
  - C. Police Report
  - D. Fire Report 2021
  - E. Municipal Services Report
  - F. Code Compliance Report
    - i. Monthly Report
    - ii. Dilapidated Properties
  - G. Business Development Report
  - H. Human Resources Report
11. Committee Reports
12. Other Business
13. Closed Session
  - A. Legal, Section 2.2-3711 A(8)
  - B. Personnel, Section 2.2-3711 A(1)
14. Open Session
15. Adjournment