



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

The regular monthly meeting of the South Hill Town Council was held on Monday, March 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
Shep Moss

Alex Graham
G. Ben Taylor

Gavin L. Honeycutt
Joseph E. Taylor, Jr.

Councilwoman Delores B. Luster arrived at 7:03 p.m. Councilman W.M. “Mike” Moody 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 AGENDA

A motion was made by Councilman Honeycutt, second by Councilman Moss, to approve the agenda for March 14, 2022. Motion carried unanimously.

5. APPROVAL OF MINUTES – FEBRUARY 14, 2022

A motion was made by Councilman Honeycutt, second by Councilwoman Feggins-Boone, to approve the minutes of the regular meeting held on February 14, 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).

No citizens requested to address Council.

7. PUBLIC HEARINGS

A. Kim Callis – Partial Vacation of Tunstall Road ROW

Kim Callis informed Council a Public Hearing has been called for comments regarding the vacation of an unimproved section of Tunstall Road adjacent to Hillcrest Industrial Park. Under Virginia law, right of way vacation requires that we 1) hold a Public Hearing to allow affected parties to be heard, and 2) adopt an ordinance vacating the ROW. All expenses related to the vacation are to be paid by the person(s) making the request. The subject right of way vacation is requested by Microsoft Corporation as indicated on a plat prepared by B & B Consultants. Microsoft Corporation is responsible for related costs.

Mr. Callis opened the Public Hearing. No one spoke regarding the proposed ordinance of vacation.

Mr. Callis closed the Public Hearing. **A motion was made by Councilman Honeycutt, second by Councilman Graham,** to adopt the ordinance of vacation for the unimproved portion of Tunstall Road identified on the plat prepared by B & B Consultants. The motion passed via **roll-call vote** as follows:

Councilwoman Feggins-Boone-Aye	Councilman Graham-Aye
Councilman Honeycutt-Aye	Councilwoman Luster-Absent
	<i>at roll call</i>
Councilman Moody-Absent	Councilman Moss-Aye
Councilman Ben Taylor-Aye	Councilman Joseph Taylor-Aye.

8. TOWN MANAGER REPORT

A. Southside Rescue Squad, Inc. (SSRS) Annual Bucket Drive on May 28, 7 AM to 2:30 PM

Kim Callis reported that the SSRS requests permission to hold its bucket drive fundraiser on Saturday, May 28, 2022 from 7:00 a.m. until 2:30 p.m. at the following locations:

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

Mr. Callis shared some fact sheets provided by the SSRS. A representative will appear before Council after the bucket drive to report on SSRS activities.

A motion was made by Councilwoman Feggins-Boone, second by Councilman Ben Taylor, to approve the SSRS request to hold its bucket drive fundraiser on May 28, 2022 from 7:00 a.m. until 2:30 p.m. Motion carried unanimously.

B. South Hill Police Department Pay Scale

Mr. Callis informed Council that as recruiting and retaining qualified police officers is becoming increasingly challenging, Chief Bowen recommends increasing the pay scale for officers up to and including the rank of Lieutenant. Starting salaries would increase from \$40,000 per year to \$44,000 for non-certified officers and from \$40,000 to \$46,000 for certified officers. Upon successful completion of police academy training and probation, non-certified officer salaries would increase to \$46,000 per year. To be equitable and competitive with other agencies, our current officer salaries would also be increased by \$6,000 per year. The cost of these increases for FY22 is projected to be \$38,137.93, which can be absorbed in the current year's budget.

A motion was made by Councilman Honeycutt, second by Councilwoman Feggins-Boone, to approve the recommended Police Department pay scale increase effective April 9, 2022. Motion carried unanimously.

C. Appreciation

Mr. Callis shared that two thank you notes have been received. One was from Chief Vaughan on behalf of the South Hill Volunteer Fire Department thanking the Police Department and Public Works for their assistance when the propane tanker overturned on Interstate 85. The other note received was from Dale Hite for the use of the South Hill Exchange for the Shaggin' for a Cause fundraiser benefitting the Mecklenburg County Cancer Association. Councilman Moss mentioned he heard a lot of good comments regarding the facility and the good job Public Works did getting it ready.

9. MUNICIPAL SERVICES REPORT

A. Disposition of Water Plant Property

C.J. Dean reported that the Town Council of South Hill declared the former water plant property surplus, advertised for a Public Hearing on the declaration, and then voted to dispose of the property. The Town advertised for proposals in the newspaper and on social media. Proposals were due to the Town on February 22, 2022 at 2:00 p.m.

The Town received the following two proposals.

- Lindsey T Warren and Mark B Warren, \$15,500.00
- Eddie Callahan/Opie Farms, \$15,120.00

A motion was made by Councilman Honeycutt, second by Councilman Graham, for the Town to accept the high bid of \$15,500.00, work with the Warrens to close on the sale of the real property known as the former South Hill Water Plant, and reserve a twenty-foot (20') easement along the existing waterline on the Route 47 side of the property; and for the Purchaser to be responsible for closing costs and filing fees. Motion carried unanimously.

10. REPORTS TO APPROVE AS PRESENTED

For efficiency, the following reports for February 2022 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.

Councilman Moss commented the location for the dance event on April 1 has been changed to the South Hill Exchange. Dixie Baseball and Dixie Softball activities are underway.

ii. Mecklenburg Avenue/Ferrell Street Traffic Study

Mr. Callis reported that at the Town’s request, the Virginia Department of Transportation (VDOT) conducted a traffic study at the intersection of North Mecklenburg Avenue and Ferrell Street at no cost to the Town. The study indicated that a traffic signal is not warranted at the intersection. The traffic study report was included in the packets.

B. Finance Report

Sheila Cutrell submitted the financial report as follows:

General Fund	-	\$12,684,782.40	Total Investment Accounts	-	\$14,999,989.91
Water and Sewer Fund	-	3,260,878.71	Total Police Dept. Savings	-	\$ 28,257.21
Cemetery Fund	-	15,685.45	Total Taxes Due Thru 2/28/22	-	\$ 334,165.93
Business Dist. Resurgence Grant	-	45,233.70			
Total in Checking	-	\$16,006,580.26	(Real Estate and Personal Property, all years)		

Councilman Moss made note that the total investment account performed poorly again. Sheila Cutrell reported we are still above the initial investment of \$15,000,000.00 between the two accounts.

C. Police Report

Chief Bowen submitted the police report. He reported there were 286 activity incidents, 44 reportable criminal offenses, 1,023 calls for service, and \$31,369.00 property recovered in February. Other miscellaneous included 24 court hours, 120 training hours, 47 warrants issued, and 1 inoperative vehicle tagged.

He reported the following administrative news:

- Chief Stuart Bowen, Captain Shane Johnson, Corporal Brandon Campbell, and Officers Aaron Petrie and Russ Inge attended Defensive Tactics Training instructed by Auxiliary Officer Shane Nichols at the South Hill Exchange.
- Chief Stuart Bowen attended 20 hours VACP Winter Conference in Richmond.
- Sergeant Mike Watters instructed Firearms at the training academy. Corporal Brandon Campbell also completed his Firearms Instructor Apprenticeship.

D. Municipal Services Report

i. Projects Report

C.J. Dean submitted the projects report as follows:

- The contractor on the NE Sewer Project began the process of boring under Interstate 85 today. 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 will be running underground power to the sewer pump station in the near future.
- The softball netting project contractor completed the padded lower walls. The Facilities crew is working on the softball field press boxes, painting the dugouts, rewiring the speakers, and rewiring the scoreboards.

ii. Fire Report

Chief Vaughan submitted the fire report. Chief Vaughan reported the SHVFD responded to 51 total alarms with an average of 16 volunteers present per call. Calls responded to in Town were 38, within the county district were 10, and involving fire were 11. Mutual aid given was 3 and automatic aid received was 7. Training included ground ladder, brush/ground fire, and new construction. A Brunswick Stew fundraiser was held.

He reported the following administrative news:

- Truck 7 is out of service as the aerial ladder twisted on a fire alarm activation at Jones Apparel coming down the grade. AES in Roanoke is repairing the truck. After investigation, the driver was issued a 15-day driver suspension followed by eight hours of remedial training to be completed by April 30.
- The current fire alarm calls response number for 2022 is 2064.

E. Code Compliance Report

i. Report of Activity

David Hash submitted the report of activity as follows:

Inspections Completed	-	31
Permits Issued	-	36
Fees Collected	-	\$ 2,283.12
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 0
Work Value	-	\$ 289,586.12

New businesses included:

- Josh Meek Photography, LLC, 256 Smith Street, Apt. G (Photography)
- Panaderia Y Cafeteria La Victoria, 1318 W. Danville Street (Bakery)

ii. Dilapidated Properties

Along with the list of completed dilapidated properties since 2016, Mr. Hash presented a report on the status of 49 dilapidated properties.

F. Business Development Report

Brent Morris submitted the business development report as follows:

- We, along with Retail Strategies and local realtors, continue the push of recruiting new retail businesses and restaurants in Town.
- Mr. Morris is continuing to work with the Department of Housing and Community Development on the RCDI Grant of \$30,000.00.
- Planning for the 2022 Fall and Christmas events is underway. We are working to enhance these events with more attractions this year. Also, we are working to develop a strategic marketing plan to attract more people for each of the events this year.
- Mr. Morris is working with the South Hill Chamber of Commerce, Longwood Small Business, and Mid-Atlantic Broadband on the implementation of a CO.STARTERS program for South Hill. This program would focus on new entrepreneurs looking to open a business and help main street businesses enhance their existing business model. Mr. Morris will be training to become a facilitator of the program throughout the month of March.
- New promotional materials were created to place at the Bracey Welcome Center to encourage visitors to stop in South Hill. Also, materials were created to send to prospective businesses. These will begin going out this month.

G. Human Resources Report

Carol Hutchinson submitted the following administrative news:

- Recertification of First Aid & Bloodborne Pathogens was held February 15, 2022. The training was facilitated by Officer Paul Jones and Corporal Tony Solomon. A full certification class will be held for new employees on March 24, 2022.
- David Hash attended the VBCOA (Virginia Building and Code Officials Association) Region VI meeting on February 15, 2022. The speaker for the meeting was Brian Johnson of Eastern Engineered Wood Products.
- C. J. Dean attended the following webinars from Virginia Rural Water Association:
 - February 10 - “Troubleshooting Activated Sludge and BNR Process”
 - February 17 - “Conflict Resolution”
- Brian Rolfe was hired as Maintenance Operator I – Water & Sewer.

A motion was made by Councilwoman Luster, second by Councilwoman Feggins-Boone, to approve the Reports to Approve as Presented for February 2022. Motion carried unanimously.

11. COMMITTEE REPORTS

A. Police Committee

Councilman Joseph Taylor reported the Police Committee met a couple of weeks ago and discussed possibly adjusting the distance from the Town limits to our officers’ residences from 10 miles to a recommended distance of 35 miles. Based on Chief Bowen’s reports and the Town Manager’s input, this would be an important and beneficial tool for our officer recruitment. We currently have two in the academy and two more open spots.

A motion was made by Councilman Joseph Taylor, second by Councilwoman Luster, to amend our Employee Handbook policy to permit South Hill Police Department officers to commute to and from their residences using their patrol vehicles from the current distance of a 10 mile maximum to a 35 mile maximum. Motion carried unanimously.

12. APPOINTMENTS

Mayor Marion commented that several appointments need to be made to fill recent vacancies.

A. Board of Building Code Appeals (BBCA)

Mayor Marion reported that Christopher “Bitty” Freeman of Freeman Auto & Outdoor Products has been contacted and agrees to serve out the BBCA term of Herbert Lee Farrar ending January 8, 2025.

A motion was made by Councilwoman Feggins-Boone, second by Councilman Honeycutt, to appoint Christopher “Bitty” Freeman of Freeman Auto & Outdoor Products to serve out the BBCA term of Herbert Lee Farrar ending January 8, 2025. Motion carried unanimously.

Tony Hayes of Hayes Construction & Son has been contacted and agrees to serve out the BBCA term of Allen Parrish ending December 12, 2022.

A motion was made by Councilman Graham, second by Councilman Moss, to appoint Tony Hayes of Hayes Construction & Son to serve out the BBCA term of Allen Parrish ending December 12, 2022. Motion carried unanimously.

Kim Smiley of Pointe Realty Group has been contacted and agrees to serve out the BBCA term of Meade Pratali ending January 8, 2026.

A motion was made by Councilman Honeycutt, second by Councilman Moss, to appoint Kim Smiley of Pointe Realty Group to serve out the BBCA term of Meade Pratali ending January 8, 2026. Motion carried unanimously.

B. Planning Commission

William L. McCray of Southside Upholstery has been contacted and agrees to serve out the Planning Commission term of Woody Oakley ending December 31, 2022.

A motion was made by Councilwoman Feggins-Boone, second by Councilwoman Luster, to appoint William L. McCray of Southside Upholstery to serve out the Planning Commission term of Woody Oakley ending December 31, 2022. Motion carried unanimously.

13. OTHER BUSINESS

There was no other business.

14. 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 Joseph Taylor**, and **second** of **Councilwoman Luster**, the South Hill Town Council entered into **Closed Session** to discuss Legal matters involving pending litigation and Personnel matters involving vacant positions and Council responsibilities and assignments. Motion carried unanimously. The Mayor announced publicly in the meeting that the South Hill Town Council was now in Closed Session.

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, and Howard Estes.

15. OPEN SESSION

A motion was made by Councilman Ben Taylor, second by Councilman Moss, that the Closed Session be adjourned and that the South Hill Town Council reconvene its meeting in **Open Session**, that the minutes of this meeting reflect that no formal action was taken in the Closed Session, and further moved that a Resolution Certifying the Closed Session be adopted and reflected in the minutes of this meeting as follows:

WHEREAS, the South Hill Town Council convened in Closed Session on this date by an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act:

NOW THEREFORE, BE IT RESOLVED, that the South Hill Town Council does hereby certify that to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Session to which this certification applies, and (2) only such public business matters as were identified in the motions by which the said Closed Session was convened were heard, discussed, or considered by the South Hill Town Council. The motion passed via **roll call vote** as follows:

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

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

16. ADJOURNMENT

Councilman Ben Taylor mentioned the bulky items pick up for Spring Clean Up Week has gone very well. Kim Callis reminded everyone the Town cannot collect old tires because of disposal regulations.

In answer to a question from Councilman Moss, Mr. Callis stated we have not received an update on the Colonial nonprofit status. As the IRS is behind, an update is expected in April.

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 7:34 p.m.

VALIDATION

Minutes approved this ____ day of _____, 20____.

Anna B. Cratch, Town Clerk

Dean Marion, Mayor

TOWN COUNCIL FOR THE TOWN OF SOUTH HILL, VIRGINIA
ORDINANCE

RE: VACATION OF A PORTION OF TUNSTALL ROAD

IT IS HEREBY ORDAINED by Town Council for Town of South Hill, Virginia, that, upon application of Microsoft Corporation and pursuant to a duly noticed and conducted public hearing, the portion of Tunstall Road designated as “Tunstall Drive Extension, 50’ R/W (Unopen), To Be Vacated, 0.23 Acres” on a certain plat thereof made by B & B Consultants, Inc., dated December 15, 2021 (“Plat”), is hereby vacated by the Town, and shall be discontinued as a public right-of-way.

IT IS HEREBY FURTHER ORDAINED by Town Council that a certified copy of this ordinance, along with the Plat, shall be recorded in the Clerk’s Office of the Circuit Court for Mecklenburg County, Virginia, and indexed in the name of the Town of South Hill, Virginia as Grantor, and Microsoft Corporation as Grantee.

IT IS HEREBY FURTHER ORDAINED that pursuant to Virginia law, after adoption of this ordinance the entire section of Tunstall Road vacated shall become property of Microsoft Corporation, which owns property adjoining the vacated portion of Tunstall Road on all three sides.

ADOPTED this 14th day of March, 2022.

VOTING AYE	VOTING NAY	ABSENT
Lillie Feggins-Boone _____	_____	Delores Luster _____
Alex Graham _____	_____	Mike Moody _____
Gavin Honeycutt _____	_____	_____
Shep Moss _____	_____	_____
Ben Taylor _____	_____	_____
Joseph Taylor _____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned hereby certifies that the foregoing is an accurate account of the vote taken at a duly convened meeting of Town Council for the Town of South Hill, Virginia, on the 14th day of March, 2022, at which a quorum was present at the time the meeting was convened and at the time said vote was taken.

By: Dean Marion
Dean Marion, Mayor

ATTEST:

Anna B. Cratch
Anna B. Cratch, Town Clerk



**SOUTH HILL TOWN COUNCIL
REGULAR MEETING AGENDA
MONDAY, MARCH 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 – February 14, 2022
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 – Partial Vacation of Tunstall Road ROW
8. Town Manager Report
 - A. SSRS Annual Bucket Drive on May 28, 7 AM to 2:30 PM
 - B. Police Department Pay Scale
9. Municipal Services Report
 - A. Disposition of Water Plant Property
10. Reports to Approve as Presented
 - A. Town Manager Report
 - i. Facilities Reservation Calendar
 - ii. Mecklenburg Avenue/Ferrell Street Traffic Study
 - B. Finance Report
 - C. Police Report
 - D. Municipal Services Report
 - i. Monthly Projects Report
 - ii. Fire Report
 - E. Code Compliance Report
 - i. Monthly Report
 - ii. Dilapidated Properties
 - F. Business Development Report
 - G. Human Resources Report
11. Committee Reports
12. Appointments
 - A. Board of Building Code Appeals
 - B. Planning Commission
13. Other Business
14. Closed Session
 - A. Legal, Section 2.2-3711 A(7)
 - B. Personnel, Section 2.2-3711 A(1)
15. Open Session
16. Adjournment