



**SOUTH HILL TOWN COUNCIL**  
**REGULAR MEETING MINUTES**  
**MONDAY, JUNE 13, 2022, 7:00 P.M.**

The regular monthly meeting of the South Hill Town Council was held on Monday, June 13, 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 at <https://www.youtube.com/channel/UCXx969rpU0hUwMLl11ot78g>. Town Clerk Anna Cratch took minutes of the meeting.

**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 Town Clerk 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  
David Hash, Code Compliance Official  
Robert York, Code Compliance Inspector

Kim Callis, Town Manager  
C.J. Dean, Dir. of Municipal Services  
Kristine Martin, HR Manager  
Howard P. Estes, Jr., Town Attorney

**4. APPROVAL OF AGENDA**

**A motion was made by Councilman Honeycutt, second by Councilwoman Luster,** to approve the agenda for June 13, 2022. The motion carried unanimously.

**5. APPROVAL OF MINUTES – MAY 9 AND 23, 2022**

**A motion was made by Councilman Moody, second by Councilman Honeycutt,** to approve the minutes of the regular meeting held on May 9, 2022 as distributed by Town Clerk Anna Cratch. The motion carried unanimously.

**A motion was made by Councilman Honeycutt, second by Councilwoman Feggins-Boone,** to approve the minutes of the special meeting held on May 23, 2022 as distributed by Town Clerk Anna Cratch. The motion carried unanimously.

**6. CITIZENS TO ADDRESS COUNCIL**

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

**A. Floyd Edmonds – Annual Report for the Southside Rescue Squad, Inc. (SSRS)**

In the absence of Floyd Edmonds, no report was given for SSRS.

**B. The Shops of South Hill – Christmas in July**

Robert Smith, Vice President of The Shops of South Hill, shared they are going to do their Christmas in July promotion. Mr. Smith requested permission to hold sidewalk sales on Saturday, July 23. Chief Bowen saw no issue with the sidewalk sales. Kim Callis reminded everyone a 4' passageway needs to be available along the sidewalk at all times.

**A motion was made by Councilman Moody, second by Councilman Ben Taylor,** to approve the request of Robert Smith for The Shops of South Hill to hold sidewalk sales on July 23 as part of their Christmas in July promotion. The motion carried unanimously.

**C. Wade Crowder, Goodes Ferry Road – Money Concerns**

Wade Crowder shared pictures and commented on the number of lights at the South Hill Exchange. Mr. Crowder also shared concerns regarding wasted money on the replacement of the steps at the back door of the Town Hall, tennis courts, dump trucks, and trailers for lawn mowers. Councilman Moss mentioned there is a significant number of lights at the Exchange. Councilman Ben Taylor commented well-lit areas have a good history of keeping crime down.

**7. PUBLIC HEARINGS**

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

**A. RE 2022-3, Request by Carter T. Gill to rezone the lot between 901 W. Danville Street and 604 Locust Street from General Commercial District C-2 to General Residential District R2-16 – David Hash**

David Hash informed Council a Public Hearing has been called for comments regarding the request by Carter T. Gill to rezone the lot between 901 W. Danville Street and 604 Locust Street from General Commercial District C-2 to General Residential District R2-16. At the Public Hearing held on June 6, 2022, the South Hill Planning Commission voted to recommend that Council approve the rezoning request.

Mr. Hash opened the Public Hearing. Jennifer Allman with Exit Town & Lake Realty shared a copy of the plat. Mr. Hash shared that Realtor and Associate Broker Jean Clary Bagley stated the rezoning will make the property more marketable for multi-family apartments.

Mr. Hash closed the Public Hearing. **A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone,** to approve the RE 2022-3 request by Carter T. Gill to rezone the lot between 901 W. Danville Street and 604 Locust Street from General Commercial District C-2 to General Residential District R2-16. The motion carried unanimously.

**B. RE 2022-4, Request by C&S Enterprises of Virginia, LLC to rezone 901 W. Danville Street from General Commercial District C-2 to General Residential District R2-16 – David Hash**

David Hash informed Council a Public Hearing has been called for comments regarding the request by C&S Enterprises of Virginia, LLC to rezone the property located at 901 W. Danville Street from General Commercial District C-2 to General Residential District R2-16. At the Public Hearing held on June 6, 2022, the South Hill Planning Commission voted to recommend that Council approve the rezoning request.

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

Mr. Hash closed the Public Hearing. **A motion was made by Councilman Honeycutt, second by Councilman Moody**, to approve the RE 2022-4 request by C&S Enterprises of Virginia, LLC to rezone the property at 901 W. Danville Street from General Commercial District C-2 to General Residential District R2-16. The motion carried unanimously.

**C. WITHDRAWN SE 2022-4, Request by Lisa Kelly to utilize 609 W. Danville Street for automobile assembling, painting, upholstering, repairing, rebuilding, body and fender work, truck repairing and overhauling – David Hash**

David Hash informed Council Lisa Kelly withdrew her request for a special exception permit to utilize 609 W. Danville Street for automobile assembling, painting, upholstering, repairing, rebuilding, body and fender work, truck repairing and overhauling. As Ms. Kelly also withdrew her request at the June 6, 2022 meeting of the South Hill Planning Commission, no action was taken by the Council.

**D. Quick take condemnation proceedings for the Town’s acquisition of a 20’ easement along W. Atlantic Street for utilities – C.J. Dean**

C.J. Dean informed Council that as the Town has not been able to contact the property owner since April 2022, the Town is seeking to obtain through condemnation proceedings a 20’ wide easement along W. Atlantic Street to install a public waterline to serve customers adjacent and at the terminus of such waterline. There is no structure on the property of which taxes are owed. Virginia Code procedures were followed.

Mr. Dean opened the Public Hearing. Wade Crowder stated he did not feel it is a good idea as it is another person’s property. Mr. Crowder suggested digging in the street.

Mr. Dean closed the Public Hearing. **A motion was made by Councilman Honeycutt, second by Councilman Moody**, to approve the resolution to obtain a 20’ wide easement along W. Atlantic Street to install a public waterline to serve customers adjacent and at the terminus of such waterline. The motion passed via **roll call vote** 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.

**8. TOWN MANAGER REPORT**

**A. Introduction of New Employees**

Kim Callis introduced two new employees to Council.

- Robert York, Code Compliance Inspector, and
- Kristine Martin, Human Resources Manager.

**B. FY22-23 Budget Adoption and Appropriation**

Kim Callis reported Public Hearings were held on May 9, 2022 regarding the Town’s proposed budget, tax rates, and water and sewer rates for FY23. The proposed General Fund budget is \$15,037,937, the proposed Water and Sewer Fund budget is \$10,854,305, and the proposed Cemetery Fund budget is \$2,000. There are no proposed tax rate increases. It is necessary to increase water and sewer rates due to the 10% increase in the cost of water purchases from the Roanoke River Service Authority and the continually increasing costs of chemicals, materials, supplies, labor, and other items necessary to provide safe and reliable utility service.

Planned general fund capital expenditures are \$5,091,500, of which \$4,300,000 is attributable to the renovation of the outdated police department building to meet current and future law enforcement needs and construction of a much needed public works facility to replace an obsolete structure. Planned water and sewer capital expenditures are \$6,395,500, of which \$4,200,000 is related to the engineering and construction of two major water lines, \$750,000 to complete the construction of a major sewer line, \$850,000 for a contract to map over 64 miles of sewer infrastructure and prioritize areas and identify potential methods for sewer repairs and maintenance, and \$310,000 to rebuild 37+ year old clarifiers at the wastewater treatment plant.

Mr. Callis presented Council with the proposed budget and rates as follows.

**TOWN OF SOUTH HILL  
PROPOSED BUDGET FY23**

**General Fund:**

<b><u>Expenditures</u></b>	<b><u>FY 2021-2022</u></b>	<b><u>FY 2022-2023</u></b>
Mayor and Town Council	\$ 76,012	\$ 78,330
Finance and Administration	721,170	755,850
Town Manager Department	296,720	317,190
Business Development Department	279,290	293,760
Non-Departmental	211,800	176,800
Police Department	2,638,560	3,062,430
Fire Department	631,732	661,001
Code Compliance Department	252,850	317,840
Municipal Services:		
Director	161,525	172,030
Street Maintenance	1,777,640	2,181,310
Solid Waste	844,520	937,220
Fleet Maintenance	325,180	357,470
Facilities Maintenance	1,907,944	4,754,343
Parks and Grounds	643,865	575,775
Library	22,500	23,000
Community Development	<u>1,440,214</u>	<u>373,588</u>

<b>Total</b>	\$ 12,231,522	\$ 15,037,937
<b>Revenues</b>	\$ 12,231,522	\$ 15,037,937
<b><u>Water and Sewer Fund:</u></b>		
<b>Expenditures</b>		
Water Distribution	\$ 4,791,705	\$ 6,439,093
Sewer Collection	5,922,028	2,608,507
Wastewater Treatment Plant	<u>2,028,901</u>	<u>1,806,705</u>
<b>Total</b>	\$ 12,742,634	\$ 10,854,305
<b>Revenues</b>	\$ 12,742,634	\$ 10,854,305
<b><u>Cemetery Fund:</u></b>		
<b>Expenditures</b>		
	\$ 1,000	\$ 2,000
<b>Revenues</b>	\$ 1,000	\$ 2,000

**PROPOSED RATES AND FEES FY23**

<b><u>Tax/License/Other Rates</u></b>	<b><u>FY 2021-2022</u></b>	<b><u>FY 2022-2023</u></b>
Real Estate	\$ .34/100	\$ .34/100
Personal Property	\$1.50/100	\$1.50/100
Machinery & Tools	\$ .38/100	\$ .38/100 (nominal)
	\$ .30/100	\$ .30/100 (effective)
Bank Franchise	\$ .80/100	\$ .80/100
Communications Tax	5.0%	5.0%
Meals and Lodging	5.5%	5.5%
Cigarette Tax	\$ .15/Pack	\$ .15/Pack
Minimum BPOL	\$30	\$30
Contracting BPOL	\$ .16/100	\$ .16/100
Retail BPOL	\$ .14/100	\$ .14/100
Repair, Personal Bus. Svcs. BPOL	\$ .30/100	\$ .30/100
Financial, Real Estate, Prof. BPOL	\$ .40/100	\$ .40/100
Wholesale BPOL	\$ .05/100	\$ .05/100
Peddlers BPOL	\$500	\$500
Residential Bldg. Permit	\$30 Min/\$.12 sq. ft.	\$30 Min/\$.12 sq. ft.
Commercial Bldg. Permit	\$30 Min/\$.15 sq. ft.	\$30 Min/\$.15 sq. ft.
Signs	Based on sign price - Minimum \$30	Based on sign price - Minimum \$30

**Water Rates – In Town**

Charges are per 1,000 gallons of consumption

Up to 3,000 gallons	\$ 6.33	\$ 7.36
+ service charge of	\$ 2.50	\$ 2.50
3,001 - 10,000 gallons	\$ 6.33	\$ 7.36
+ service charge of	\$ 3.00	\$ 3.00

10,001 - 50,000 gallons	\$ 5.96	\$ 6.96
+ service charge of	\$ 7.00	\$ 7.00
50,001 - 100,000 gallons	\$ 4.90	\$ 5.79
+ service charge of	\$ 75.00	\$ 75.00
>100,000 gallons	\$ 4.90	\$ 5.79
+ service charge of	\$ 75.00	\$ 75.00
<b><u>Water Rates – Out of Town</u></b>	2 x In Town Rate	2 x In Town Rate
<b><u>Bulk Water</u></b>	\$ .01/gallon	\$ .01/gallon
<b><u>Sewer Rates</u></b>	110% x Water Rate	110% x Water Rate
<b><u>Leachate Rate</u></b>	\$ .033/gallon	\$ .033/gallon
<b>Minimum Bill for Residential W&amp;S</b>	\$ 5.25	\$ 5.25
<b>Minimum Bill for Commercial W&amp;S</b>	\$ 45.13	\$ 51.62
<b><u>Connection Fees – In Town</u></b>	<b><u>FY 2021-2022</u></b>	<b><u>FY 2022-2023</u></b>
Water Connection Fee	\$1,000.00	\$2,000.00
Irrigation Meter Fee	\$1,000.00	\$2,000.00
Sewer Connection Fee	\$1,500.00	3,000.00
<b><u>Connection Fees – Out of Town</u></b>		
Water Connection Fee – Out of Town	\$2,000.00	\$4,000.00
Sewer Connection Fee – Out of Town	\$3,000.00	\$6,000.00
<b><u>Cemetery Plots</u></b>	\$ 800.00	\$ 800.00

Staff answered several questions from Council members. Regarding the \$10,000 in CDA for facility repairs, the Town has historically helped with simple and generic repairs because it is much less expensive than hiring a contractor. Two bids were received to replace the rear steps. Councilman Moss mentioned the sewer line camera process that will create a system mapping indicating where repairs are needed is costly.

**A motion was made by Councilman Moody, second by Councilman Ben Taylor, to adopt the FY22-23 budget as presented, effective July 1, 2022. The motion passed via roll call vote 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.

**A motion was made by Councilman Ben Taylor, second by Councilman Honeycutt, to appropriate funds related to the FY22-23 budget, effective July 1, 2022. The motion passed via roll call vote as follows:**

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

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

**A motion was made by Councilman Honeycutt, second by Councilwoman Luster,** to adopt the tax rates and fees related to the FY22-23 budget as presented, effective July 1, 2022. The motion passed via **roll call vote** as follows:

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

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

**C. South Hill Comprehensive Plan Adoption**

Mr. Callis reported that the Code of Virginia requires local planning commissions to review and update comprehensive plans every five years. The South Hill Comprehensive Plan was extensively revised and re-written in 2017. Over the past several months the South Hill Planning Commission, with the assistance of staff from the Southside Planning District Commission (SPDC), has reviewed and updated the Town's Comprehensive Plan to reflect changes in the community.

At its June 6, 2022 meeting, the South Hill Planning Commission adopted a resolution recommending that Council approve the updated plan. Mr. Callis presented Council with a resolution which must be approved by Council to formally adopt the 2022-2042 Comprehensive Plan, which will be reviewed again in five years.

**A motion was made by Councilman Moody, second by Councilwoman Luster,** to approve the resolution adopting the 2022-2042 South Hill Comprehensive Plan as presented and recommended by the South Hill Planning Commission. The motion passed via **roll call vote** as follows:

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

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

**D. South Hill Volunteer Fire Department (SHVFD) Request to Sell Fire Department Engine and Truck**

Mr. Callis informed Council the SHVFD is requesting Council approval to sell via sealed bids Engine 74 and a 2012 Chevy Silverado truck (Support 79). The sale proceeds will be used to replace the 2012 truck with a Quick Response Vehicle, pay off the loan balance on Engine 73, and purchase equipment needed for Heavy Rescue Vehicle 7 that is scheduled to arrive this fall. One vehicle is being eliminated from the fleet. This will not affect our ISO rating.

**A motion was made by Councilwoman Feggins-Boone, second by Councilman Moody,** to declare SHVFD Engine 74 and Support 79 as surplus property and authorize the SHVFD to sell the units via sealed bids. The motion carried unanimously.

**A motion was made by Councilwoman Luster, second by Councilwoman Feggins-Boone,** to approve the SHVFD request to use the funds from the sale of these units to purchase a Quick Response Vehicle, pay off the loan on Engine 73, and purchase equipment for Heavy Rescue Vehicle 7. The motion carried unanimously.

**E. Farmers Market Manager Contract**

Mr. Callis shared that the Town requested proposals via several media channels for a contract to manage the South Hill Farmers Market. The only proposal received was from the Southern Virginia Food Hub in the amount of \$45,000/year. As only one proposal was received, several other parties were then approached about managing the market. For a variety of reasons, none expressed interest. Mr. Callis reached out to the President of the Southern Virginia Food Hub and asked if this was not successful with Council, could we offer a three-year contract at \$35,000/year. Their board was not comfortable with the suggestion and offered no alternatives. They want this to work, but they want more than the suggested \$35,000/year. They would try to make it work at \$35,000 for one year. \$30,000 is in the budget; we might have to appropriate an additional \$5,000 at some point.

Councilman Honeycutt has talked with Joann Farnsworth, Melodie Coleman, and Robin Allen. He commented the Farmers Market is an asset to our downtown, and it requires a lot of work to keep it running. Ms. Coleman has reported nineteen vendors are confirmed throughout the season. Around 22 vendors were present this past weekend with foot traffic averaging about 1,000. Councilman Ben Taylor mentioned he will vote for it but the payroll expenses are high. Councilman Moss shared concerns about the money as well.

**A motion was made by Councilman Honeycutt, second by Councilwoman Feggins-Boone, to pay the Southern Virginia Food Hub \$35,000 to manage the South Hill Farmers Market for one year. The motion passed via roll call vote 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. |

**9. POLICE REPORT**

**A. Adoption of Ordinance for South Hill Police Department: Title 46.2 and Article Two, 18.2-266 – 18.2-273, Code of Virginia of 1950 as Amended**

Chief Bowen explained that the legislature changes statutes from time to time. He requested Council adopt the ordinance incorporating the legislative changes to Title 46.2 and Article Two, 18.2-266 through 18.2-273 (criminal and traffic sections).

**A motion was made by Councilman Moody, second by Councilman Joseph Taylor, to adopt the ordinance for the Police Department (Title 46.2 and Article Two, 18.2-266 through 18.2-273, Code of Virginia as amended). 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. |

**10. MUNICIPAL SERVICES REPORT**

**A. Fuel Bid Award, FY23**

C.J. Dean reported that on June 2, 2022, the Town received sealed bids for fuel for FY23. Parker Oil Company, Inc. submitted the only bid for providing fuel for the Town of South Hill’s



automotive/equipment fleet per advertised Invitation for Bid. Price quotations were requested for four fuel categories. The prices are the dollar amount per gallon above wholesale “rack” as follows:

- Fleet:
  1. Gasoline- \$ 0.05 (last year \$ 0.035)
  2. Ultra Low Sulfur Diesel- \$ 0.06 (last year \$ 0.035)
  
- Delivered:
  1. Gasoline- \$ 0.10 (last year \$ 0.08)
  2. Low Sulfur Diesel- \$ 0.11 (last year \$ 0.09)

Rack price is the price at which refineries sell fuel to their customers (can include transportation, overhead, and profit to the “spot” price). The fuel spot price is the price that fuel is worth as dictated by the market.

**A motion was made by Councilman Moss, second by Councilman Joseph Taylor,** to award the annual fuel contract to Parker Oil Company, Inc. for the prices per gallon above “rack” as submitted on June 2, 2022. The motion carried unanimously.

**11. REPORTS TO APPROVE AS PRESENTED**

For efficiency, the following reports for May 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.

**B. Finance Report**

Sheila Cutrell submitted the financial report as follows:

General Fund	- \$13,536,418.28	Total Investment Accounts	- \$14,877,491.95
Water and Sewer Fund	- 3,037,639.76	Total Police Dept. Savings	- \$ 28,260.18
Cemetery Fund	- 15,725.45	Total Taxes Due Thru 5/31/22	- \$ 257,183.67
Business Dist. Resurgence Grant	- 32,975.85	(Real Estate and Personal Property, all years)	
Total in Checking	- \$16,622,759.34		

Councilman Ben Taylor noted the VIP one to three-year high quality bond fund had a net gain of \$51,652.05.

**C. Police Report**

Chief Bowen submitted the police report. He reported there were 228 activity incidents, 45 reportable criminal offenses, 1,075 calls for service, and \$14,138 property recovered in May. Other miscellaneous included 22 court hours, 296 training hours, 51 warrants issued, and 2 inoperative vehicles tagged.

He reported the following administrative news:

- Evan Bias and Kendall Foster were hired as Patrol Officers. Mr. Bias is enrolled and will begin Basic Law Enforcement on June 15, 2022. Officer Foster is a certified Officer and will complete FTO in the near future.
- Spring Firearms qualifications were completed.
- Taser, Defensive Tactics, and Duty to Intervene training was held at the South Hill Exchange following firearms qualifications.
- Officers Ryan Mills and Russ Inge attended the 2022 Virginia Highway Safety Summit in Alexandria.

## **D. Municipal Services Report**

### **i. Projects Report**

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

- The contractor on the NE Sewer Project continues the process of boring under Interstate 85. The boring job under the interstate has been complicated as rock has been encountered slowing the work.
- The Parks Crew assisted with the setup for the music event in the park.
- The Facilities Crew has been doing work within the SVCC satellite campus.
- The Street Crew replaced sidewalk at the driveway entrances for transitions to the driveways on South Hill Avenue.
- Water meter conversion to radio read is slowly moving forward due to material availability issues in the supply chain.
- Precision Safe Sidewalks has completed its study and inventory of sidewalks in Town. The staff is reviewing their report and will request funding in future budgets to address the sidewalk issues.
- Requests have been made for Dominion Energy to install several new streetlights.
- The repaving project has been completed.

### **ii. Fire Report**

Chief Vaughan submitted the fire report. Chief Vaughan reported the South Hill Volunteer Fire Department (SHVFD) responded to 56 total alarms with an average of 15 volunteers present per call. Calls responded to in Town were 30, within the county district were 26, and involving fire were 5. Mutual aid given was 7 and automatic aid received was 16. Training included FFII, Basic Pump Operations, and Aerial Operations. Preparations have begun for the S&S BBQ Fundraiser.

He reported the following administrative news:

- The SHVFD received four loose equipment bids for their new Heavy Rescue. The volunteers accepted the Bid from Atlantic in the amount of \$43,995.00. Six to eight weeks delivery is expected on the equipment. They still have several small lists that they are preparing to send out for quotes and local shopping to complete to fully equip R7.
- VDFP FFII will be completed on June 18 during the final live bum at the MBRFTC in La Crosse.
- All Annual NFPA Physical Exams have been completed.
- Engine 71 had to have several pump valves and manifolds repaired and rebuilt and we were able to complete this in house at the station.

- Engine 72 has been completed and is being picked up on June 2, 2022.
- They have had several meetings and discussions regarding the near miss on I-85. The SHVFD underwent a full inspection and was given an all clear on policies, placement, training, etc. in regards to the accident. Chief Vaughan shared he cannot say how blessed they are and how thankful he is, that all first responders returned home safely. He thanked everyone for checking in on the volunteers after the accident.
- They have purchased a new 2022 Chevy 2500 Command Truck and have begun the process of converting it to a Command Response Vehicle.

**E. Code Compliance Report**

**i. Report of Activity**

David Hash submitted the report of activity as follows:

Inspections Completed	-	42
Permits Issued	-	15
Fees Collected	-	\$ 4,148.31
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 0
Work Value	-	\$ 2,184,933.00

New businesses included:

- Salon De La Hue, LLC, 1367 W. Danville Street (hair salon)
- The Backyard, 1305 W. Danville Street (restaurant)

**ii. Dilapidated Properties**

Along with the list of completed dilapidated properties, a report on the status of 51 dilapidated properties was also presented.

**F. Business Development Report**

Brent Morris submitted the business development report as follows:

- Mr. Morris is working with Longwood Small Business and CoStarters to host a public interest in a CoStarters program in South Hill. This program is an eight-week program for new and existing entrepreneurs. The first public interest meeting had very little attendance, so they are working on another date for an additional interest meeting.
- Mr. Morris along with Retail Strategies and local realtors continue the push of recruiting new retail businesses and restaurants in Town with the primary focus being on the former Peebles location.
- Mr. Morris and the Chamber are collaborating on ideas that will continue to drive traffic to Town on Saturdays. With gas prices at an all-time high, they are starting to see weekend traffic slowing down which is a major impact to local businesses.
- Mr. Morris is continuing to work closely with local realtors to monitor the housing market in South Hill. As there is still a need for additional housing, the market is beginning to slow from the end of the year and with the rise in gas and interest rates, home prices are starting to level out.

## **G. Human Resources Report**

Kristine Martin submitted the following administrative news:

- The 2022-23 Open Enrollment for Health Benefits was finalized, and all changes will take effect July 1.
- Daniel Gwaltney and Ryan Powell received their Class A CDL Endorsements.
- Kristine Martin joined the Town on June 6 as Human Resources Manager.

**A motion was made by Councilman Honeycutt, second by Councilwoman Luster,** to approve the Reports to Approve as Presented for May 2022. The motion carried unanimously.

## **12. COMMITTEE REPORTS**

### **A. Policy Review Committee – Councilwoman Luster**

Councilwoman Luster reported the Policy Review Committee met on May 23 to discuss whether or not there was a need to include a policy in the Employee Handbook addressing appointments of staff to certain boards and committees. The committee determined that it is not appropriate to include such a policy in the Employee Handbook. Rather, appointments should be left to the discretion and judgement of the Council.

### **B. Parks Committee – Councilman Moody**

Councilman Moody reminded everyone the South Hill Dixie Youth will be hosting two state tournaments in South Hill beginning on July 8, the Ozone Tournament and the Coach Pitch. A large crowd is expected. The South Hill Dixie Youth, Inc. would appreciate volunteers.

## **13. OTHER BUSINESS**

### **A. Records Retention and Disposal – Councilman Moss**

Councilman Moss reported he reached out and met with the Town Manager after receiving photos of Town files being burned in an open pit at the Town's Waste Water Treatment Plant (WWTP). Councilman Moss stated he sent an email request to the Town Manager and Council to tour the records retention storage area to learn about retention schedules and our retention and disposal process, but he received no response. Councilman Moss inquired about the process.

Kim Callis commented the Town disposes of records according to the schedule established by state law. The WWTP burn area was built to burn debris collected by the Town, and it has been inspected by the Department of Forestry. Attorney Estes clarified these records are no longer public records but are debris/trash. They contain personal information so the Library of Virginia which interprets and has regulatory oversight of the process determines they are to be destroyed. They provide two alternatives shredding and burning. Even though it is not frequently done, Councilman Moss mentioned the Library also approves pulping of the records. Mr. Callis stated the Town has a good group of employees and he trusts the Director of Finance and Administration and the designated Records Officer to handle the process properly.

A lengthy discussion ensued regarding what the documents contained, the burning/incinerating process, whether the process at the loading dock and burn location was supervised in its entirety, and if the documents were logged correctly.

Councilman Ben Taylor asked who was the concerned citizen who submitted the pictures. Councilman Ben Taylor reported C.J. Dean supervised the burning of the documents. As the fire appeared to be spreading, the South Hill Volunteer Fire Department (SHVFD) brought its brush truck, sprayed, and took pictures. Councilman Ben Taylor inquired how Councilman Moss received SHVFD pictures. Councilman Moss commented he didn't state who took the pictures and that he would not reveal where he got them. Councilman Ben Taylor stated it seems to him it is an inside job, someone trying to make Mr. Callis and the Town look bad. Councilman Ben Taylor stated the pictures were even sent to the newspapers, and it stinks. He further stated nothing illegal has happened, there was no intent to do anything illegal, and the insinuations that are out there are false. He recommended staff get a price on shredding versus burning and bring it back to Council for action.

Councilman Moss commented just because something is legal doesn't mean it is right or the best decision for our citizens. Councilman Moss shared he spoke with Chad Owen, Records Management Coordinator, at the Library of Virginia. Councilman Moss mentioned he hopes we never go through this process again without a lot more security on our citizens' private information.

#### **B. Park View High School Comments – Councilman Joseph Taylor**

Councilman Joseph Taylor shared that this year's graduating class will be the last at Park View High School. He commended everyone who had a hand in it operating as a wonderful high school. He stated it has the greatest mascot in all of Virginia, the dragon. Park View High School has had a long history of accreditation, a very good academic reputation, and athletic excellence. He wished the very best to Mecklenburg High School.

#### **14. CLOSED SESSION**

##### **Legal – § 2.2-3711 A(7)**

Pursuant to Legal – § 2.2-3711 A(7) of the Code of Virginia and on **motion** of **Councilman Moody**, and **second** of **Councilwoman Feggins-Boone**, the South Hill Town Council entered into **Closed Session** to discuss Legal matters involving probable litigation against the Town. The 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, Howard Estes, and C.J. Dean. Councilman Honeycutt recused himself from the Closed Session.

#### **15. OPEN SESSION**

**A motion was made by Councilman Moody, second by Councilman Joseph Taylor**, that the Closed Session be adjourned and that the South Hill Town Council reconvene its meeting in **Open Session**. The motion carried 7 to 0 with Councilman Honeycutt abstaining. The South Hill Town Council reconvened in Open Session.

#### **RESOLUTION CERTIFYING CLOSED SESSION**

**A motion was made by Councilwoman Luster, second by Councilman Moss**, 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-Abstain	Councilwoman Luster-Aye
Councilman Moody-Aye	Councilman Moss-Aye
Councilman Ben Taylor-Aye	Councilman Joseph Taylor-Aye.

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

#### **16. ADJOURNMENT**

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

## **A RESOLUTION AUTHORIZING "QUICK TAKE" CONDEMNATION PROCEEDINGS FOR THE ACQUISITION OF A 20-FOOT EASEMENT FOR UTILITIES, INCLUDING A WATERLINE, ON THE PROPERTY IDENTIFIED AS TAX MAP NUMBER 078-A11-A-009**

**WHEREAS**, the Town of South Hill, Virginia (the "Town") has undertaken to construct/install a public waterline to serve, among others, properties along West Atlantic Avenue located in Ward 1 of the Town; and

**WHEREAS**, the Town has determined that there is a public need for a 20-foot-wide perpetual utility easement (the "Easement") through and under a portion of the property identified as Tax Map Number 078-A11-A-009 (located at the southeast corner of Coleman Lane and West Atlantic Street), and the Easement to be located adjacent to West Atlantic Street; and


**WHEREAS**, due to the deadlines imposed in conjunction with the construction and redevelopment of properties further along the proposed waterline and in the interests of public health by providing public water service to properties along the waterline, utilizing "quick take" procedures as authorized by Virginia Code § 15.2-1905(C) is necessary; and

**WHEREAS**, the value of the Easement for Tax Map Number 078-A11-A-009 is \$ 739.00;

**NOW, THEREFORE, BE IT RESOLVED AND ORDAINED**, by the Town, that condemnation utilizing "quick take" procedures of 20-foot wide perpetual utility easement through and under portions of the property identified as Tax Map Number 078-A11-A-009, located on the northeast property line, parallel and adjacent to West Atlantic Street, is necessary for the reasons set forth in this Resolution, and staff is hereby authorized to initiate condemnation proceedings, including possession prior to the institution of the condemnation proceedings in accordance with law.

This Resolution shall become effective as provided by law.

Adopted this 13<sup>th</sup> day of June, 2022 by the South Hill Town Council.

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

Attest:

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



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OFFICIAL  
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## RESOLUTION

**A resolution of the Town of South Hill to adopt the 2022-2042 South Hill Comprehensive Plan, including all plans incorporated by reference, which will supersede the previous Comprehensive Plan adopted by the Town Council on September 11, 2017, and thereafter amended.**

**WHEREAS**, Section 15.2-2223 of the Code of Virginia, (1950) as amended, states that the local planning commission shall prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction; and

**WHEREAS**, Section 15.2-2223 of the Code of Virginia, (1950) as amended, further states that every governing body shall adopt a comprehensive plan for the territory under its jurisdiction; and

**WHEREAS**, the Comprehensive Plan shall be general in nature, in that it shall designate the general or approximate location, character, or extent of each feature shown on the plan and shall indicate where existing lands or facilities are proposed to be extended, widened, relocated, vacated, narrowed, abandoned, or changed in use; and

**WHEREAS**, the purpose of the Comprehensive Plan is to guide and accomplish the coordinated, adjusted and harmonious development of the Town that will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the Town and its citizens, including the elderly and persons with disabilities.

**WHEREAS**, the South Hill Planning Commission set out to update the Comprehensive Plan in November 2021 by having each member thoroughly research and review the current Plan and provide comments on necessary changes for consideration by all Commission members regarding trends, needs, and desires of the general public; and

**WHEREAS**, at its regular meeting on June 6, 2022, the Planning Commission voted unanimously to recommend approval and adoption of the updated comprehensive plan; and




**WHEREAS**, the Town Council endeavors to properly plan for the future physical development of the Town through careful planning, sound financial management, and proper use of available growth management regulations;

**WHEREAS**, the 2022-2042 South Hill Comprehensive Plan is the means by which to guide the physical development of the Town; and

**WHEREAS**, the Town Council finds that the proposed plan update is consistent with the goals and objectives of the Council, good planning practices, and would generally promote the health, safety and general welfare of the community.

**NOW, THEREFORE, BE IT RESOLVED**, on this 13<sup>th</sup> day of June, 2022, the South Hill Town Council does hereby adopt the 2022-2042 South Hill Comprehensive Plan, as recommended by the South Hill Planning Commission.

Approved this day, the 13<sup>th</sup> of June, 2022.



Dean Marion, Mayor

ATTEST:



Anna B. Cratch, Town Clerk

# RESOLUTION

**A resolution of the Planning Commission of the Town of South Hill recommending to the Town of South Hill Town Council the adoption of the 2022-2042 South Hill Comprehensive Plan, including all plans incorporated by reference, which will supersede the previous Comprehensive Plan adopted by the Town Council on September 11, 2017, and thereafter amended.**

**WHEREAS, Section 15.2-2223 of the Code of Virginia, (1950) as amended, states that the local planning commission shall prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction; and**

**WHEREAS, the Comprehensive Plan shall be general in nature, in that it shall designate the general or approximate location, character, or extent of each feature shown on the plan and shall indicate where existing lands or facilities are proposed to be extended, widened, relocated, vacated, narrowed, abandoned, or changed in use; and**

**WHEREAS, the purpose of the Comprehensive Plan is to guide and accomplish the coordinated, adjusted and harmonious development of the Town which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the Town and its citizens, including the elderly and persons with disabilities; and**

**WHEREAS, the Planning Commission set out to update the Comprehensive Plan in November 2021 by conducting numerous work sessions to determine development trends, probable future requirements, and the needs and desires of the general public and local businesses; and**

**WHEREAS, on April 4, 2022, the Planning Commission and Town Council sought public input through a joint public hearing; and**

**WHEREAS, at its regular meeting on June 6, 2022, the Planning Commission voted unanimously to recommend approval and adoption of the updated comprehensive plan; and**

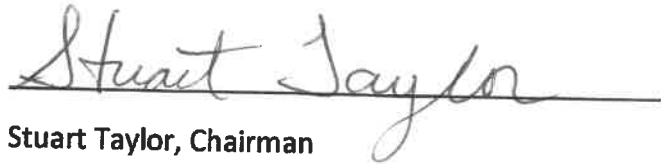
**WHEREAS, the Town Council endeavors to properly plan for the future physical development of the Town through careful planning, sound financial management, and proper use of available growth management regulations; and**

**WHEREAS, the 2022-2042 South Hill Comprehensive Plan is the means by which to guide the physical development of the Town; and**

**WHEREAS, the Town Council finds that the proposed plan update is consistent with the goals and objectives of the Council, good planning practices, and would generally promote the health, safety and general welfare of the community.**

**NOW, THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE TOWN OF SOUTH HILL, VIRGINIA** recommends the adoption of the 2022-2042 South Hill Comprehensive Plan, attached hereto and made a part hereof, including all plans incorporated by reference and certifies the attached copy to Town Council.

Adopted by the Planning Commission of the Town of South Hill, Virginia on the 6<sup>th</sup> day of June, 2022.

  
Stuart Taylor, Chairman

ATTEST:

  
~~Laurie J. Malone~~, Secretary - Acting

**AN ORDINANCE ADOPTING TITLE 46.2 AND ARTICLE TWO 18.2-266-18.2-273,  
Code of Virginia of 1950 as amended**

**WHEREAS**, the **Town of South Hill**, Virginia, a municipal corporation, pursuant to Authority duly invested therein, has the responsibility to control, govern and direct motor vehicular laws and regulations and laws and regulations concerning the health and safety of persons, and

**WHEREAS**, the Commonwealth of Virginia has heretofore enacted legislation concerning the control and operation of motor vehicles and the health and safety of persons, and

**WHEREAS**, pursuant to Section 46.2-1313, and Section 1-13.39:2 Code of Virginia, 1950 as amended, the Town Council of the **Town of South Hill**, Virginia has the authority to adopt and to incorporate by reference various provisions of the Code of Virginia and may include future amendments to the state statutes, and, after thorough and mature consideration thereof, the Town Council deems such adoption and incorporation to be in the best interest:

**THEREFORE BE IT RESOLVED:**

1. Pursuant to authority vested, the **Town of South Hill** hereby adopts and incorporates by specific reference thereto Title 46.2, Code of Virginia, 1950, as amended, and the **2021** Cumulative Supplement, relating to motor vehicle laws, and as amended in the future. In addition, the **Town of South Hill** hereby adopts and incorporates express reference thereto, Article Two, Chapter 7, of 18.2, Code of Virginia, 1950, as amended, commencing with Section 18.2-266 through 18.2-273 as in force on July 1, 1994, and as amended in the future.
2. The **Town of South Hill** hereby adopts and incorporates by specific reference thereto any and all amendments, additions and deletions as may from time to time be made by the General Assembly of the Commonwealth of Virginia which may be entered subsequent to the adoption and incorporation hereof as authorized by Virginia Code Section 1-13.39:2.
3. By the adoption and incorporation of the foregoing provisions of the Code of Virginia regulating motor vehicular operation and control and the health and safety of its citizens, the **Town of South Hill** hereby has and shall have the authority to enforce the revisions adopted by reference and incorporated therein.
4. This resolution and adoption of this ordinance shall take place upon entry hereof. This the **13<sup>th</sup>** day of **June 2022**.

  
\_\_\_\_\_, Mayor

Attest:

  
\_\_\_\_\_, Clerk



**SOUTH HILL TOWN COUNCIL  
REGULAR MEETING AGENDA  
MONDAY, JUNE 13, 2022, 7:00 PM**

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

- ⌒ *Please remember speaker sign ups are required before meeting begins. Sign up sheets are located on the table outside the front Council doors. Speakers are asked to use the aisle microphone.*
- ⌒ *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 – May 9 and 23, 2022
6. Citizens to Address Council *Comments are limited to three minutes (five minutes if on behalf of a group).*
  - A. Floyd Edmonds – Annual Report for the Southside Rescue Squad, Inc.
  - B. The Shops of South Hill – Christmas in July
7. Public Hearings *Comments are limited to three minutes (five minutes if on behalf of a group).*
  - A. RE 2022-3, Request by Carter T. Gill to rezone the lot between 901 W. Danville Street and 604 Locust Street from General Commercial District C-2 to General Residential District R2-16 – David Hash
  - B. RE 2022-4, Request by C&S Enterprises of Virginia, LLC to rezone 901 W. Danville Street from General Commercial District C-2 to General Residential District R2-16 – David Hash
  - C. WITHDRAWN: SE 2022-4, Request by Lisa Kelly to utilize 609 W. Danville Street for automobile assembling, painting, upholstering, repairing, rebuilding, body and fender work, truck repairing, and overhauling – David Hash
  - D. Quick take condemnation proceedings for the Town’s acquisition of a 20’ easement along W. Atlantic Street for utilities – C.J. Dean
8. Town Manager Report
  - A. FY22-23 Budget Adoption and Appropriation
  - B. South Hill Comprehensive Plan Adoption
  - C. SHVFD Request to Sell Fire Department Engine and Truck
  - D. Farmers Market Manager Contract
9. Police Report
  - A. Adoption of Ordinance for SHPD: Title 46.2 and Article Two, 18.2-266 – 18.2-273, Code of Virginia of 1950 as Amended
10. Municipal Services Report
  - A. FY23 Fuel Bid Award
11. Reports to Approve as Presented
  - A. Town Manager Report
  - 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
12. Committee Reports
- A. Policy Review Committee – Councilwoman Luster
13. Other Business
- A. Records Retention and Disposal – Councilman Moss
  - B. Park View High School Comments – Councilman Joseph Taylor
14. Closed Session
- A. Legal, Section 2.2-3711 A(7) to discuss matters involving a potential claim against the Town – Kim Callis
15. Open Session
16. Adjournment