



SOUTH HILL TOWN COUNCIL
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 13, 2023, 7:00 P.M.

The regular monthly meeting of the South Hill Town Council was held on Monday, February 13, 2023 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/@southhillva/live>. Town Clerk Anna Cratch took minutes of the meeting.

1. CALL TO ORDER

The 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 Luster
Michael Smith

Ashley C. Hardee
Mike Moody
Joseph E. Taylor, Jr.

Gavin Honeycutt
Shep Moss

B. Staff in Attendance

Stuart Bowen, Police Chief
Sheila Cutrell, Dir. of Finance and Admin.
Kristine Martin, HR Manager
Howard P. Estes, Jr., Town Attorney

Anna B. Cratch, Town Clerk
C.J. Dean, Dir. of Municipal Services
Michael Vaughan, Fire Dept. Admin.

4. APPROVAL OF AGENDA

A motion was made by Councilor Honeycutt, second by Councilor Feggins-Boone, to approve the agenda for February 13, 2023. The motion carried unanimously.

5. APPROVAL OF MINUTES – JANUARY 9 and 24, 2023 MEETINGS

A motion was made by Councilor Moody, second by Councilor Honeycutt, to approve the minutes of the regular meeting held on January 9, 2023 as distributed by Town Clerk Anna Cratch. The motion carried unanimously.

A motion was made by Councilor Moody, second by Councilor Moss, to approve the minutes of the special meeting held on January 24, 2023 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).

At this point in the meeting, the following citizens addressed Council:

- Vernon B. Oakley, Jr.
- Wade Crowder

7. TOWN MANAGER REPORT

A. Spring Cleanup Project

In the absence of Kim Callis, C.J. Dean informed Council that weather permitting, staff is proposing Council designate the week of April 17 – 21, 2023 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, the 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. Items may be placed curbside beginning Sunday, April 16 and not later than noon on Thursday, April 20. Town staff will collect curbside items from 7:00 a.m. on Monday, April 17 until noon on Friday, April 21. The effort will be communicated via utility bill inserts, social media, and other appropriate channels.

Mr. Dean shared that Kim Callis has discussed this proposed effort with Kim King, who coordinates the South Hill Revitalization Committee (SHRC) effort whereby volunteers pick up litter and trash along the Town’s streets and other public areas. Ms. King will soon begin planning the SHRC project for Earth Day 2023 - Saturday, April 22. 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 the community.

A motion was made by Councilor Honeycutt, second by Councilor Moody, to designate April 17 – 21, 2023 as South Hill Spring Clean Up Week. The motion carried unanimously.

B. MOU for Dominion Communications Facilities

C.J. Dean reported that as part of the Commonwealth’s goal to achieve universal access to high-speed internet service throughout Virginia, Dominion Energy Virginia (“DEV”) is collaborating with local governments and internet service providers to expand broadband service by using its existing infrastructure to install communications equipment and facilities.

By ordinance dated October 7, 1985, the Town granted Virginia Electric Power Company (“VEPCO”) a forty year right to sell “electric current for light, heat, and power at any point within the

corporate limits of said Town as the same now exist or may hereafter be extended or altered.” Communications facilities to provide broadband service as is known today did not exist in 1985 and were not included in the ordinance.

DEV, as VEPCO is now known, wishes to enter a Memorandum of Understanding (“MOU”) whereby parties thereto acknowledge the addition of communications equipment to DEV’s facilities for purposes of providing broadband service, and that DEV may lease these facilities to third parties for this purpose. The MOU will terminate at such time as the Town and DEV enter a new franchise agreement that includes language related to broadband.

Upon consultation with and review by legal counsel, as this MOU results in new rights not provided by the existing ordinance, a Public Hearing to amend the ordinance to include the MOU provisions is appropriate.

A motion was made by Councilor Moody, second by Councilor Moss, to hold a Public Hearing at the March 13, 2023 Council meeting to hear comments on the proposed Memorandum of Understanding with VEPCO/dba Dominion Energy Virginia related to the installation of broadband equipment on DEV facilities. The motion carried unanimously.

8. FINANCE REPORT

A. Appropriation of Funds for Radio Read Meter System

Sheila Cutrell reported that in FY21-22, the Town budgeted \$425,000 for the purchase of a Radio Read Meter System. Due to supply chain issues, many of the items had not been received at the close of the fiscal year. At the close of FY21-22, \$175,704 was remaining in the budget for this project. As the appropriation technically lapsed with the close of the fiscal year, the remaining funds need to be appropriated in the FY22-23 budget to cover the cost to complete the purchase.

A motion was made by Councilor Taylor, second by Councilor Moody, to appropriate \$175,704 from the Fund Balance of the Water and Sewer Fund to be utilized for the purchase of the Radio Read Meter System. The motion carried unanimously.

B. Appropriation of Funds for East Atlantic Street Drainage Improvements

As a Public Hearing needs to be held due to the dollar amount, Ms. Cutrell asked that action be deferred on this item until the March 13 Council meeting.

9. MUNICIPAL SERVICES REPORT

A. Paving Bid Award

C.J. Dean reported sealed bids were received at the Town Hall at 2:00 p.m. on February 1, 2023 for IFB 2023-01: Asphalt Overlay and Traffic Marking. This project is the only street overlay during FY22-23 and should be completed by June 30, 2023.

Two bids were submitted:

- Adams Construction Company – \$648,806.00
- Colony Construction, Inc. – \$679,477.77

A motion was made by Councilor Honeycutt, second by Councilor Moody, to award the bid for asphalt milling, overlay, and traffic marking to Adams Construction Company at the base bid price of \$648,806.00. The motion carried unanimously.

B. Street Addition to VDOT System

Mr. Dean reported the Town maintains the streets within the Town for VDOT. VDOT reimburses the Town for the maintenance of the streets based upon the Lane Miles that are maintained. A review of the VDOT listing of streets that are maintained by the Town revealed that a street (Lees Court) needs to be added to the list. VDOT requires a resolution from Council, the VDOT form, and a map of each street in order to update their listing. Even though a street is listed, VDOT may not approve the street. There are several streets in Town that currently do not meet the VDOT requirements for reimbursement.

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

Councilor Feggins-Boone-Aye	Councilor Hardee-Aye
Councilor Honeycutt-Aye	Councilor Luster-Aye
Councilor Moody-Aye	Councilor Moss-Aye
Councilor Smith-Aye	Councilor Taylor-Aye.

10. REPORTS TO ACCEPT AS PRESENTED

For efficiency, the following reports for February 2023 were presented as a group to accept 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

i. Monthly Financial Report

Sheila Cutrell submitted the financial report as follows:

General Fund	- \$ 7,268,276.44	Total Investment Accounts	- \$24,857,789.90
Water and Sewer Fund	- 3,036,540.16	Total Police Dept. Savings	- \$ 33,213.68
Cemetery Fund	- 18,925.45	Total Taxes Due Thru 01/31/23	- \$ 576,121.62
Total in Checking	- \$10,323,742.05	(Real Estate and Personal Property, all years)	

C. Police Report

i. Monthly Report

Chief Bowen submitted the police report. He reported there were 252 activity incidents, 51 reportable criminal offenses, 1085 calls for service, and \$7,779 property recovered. Other miscellaneous included 11 court hours, 0 training hours, 36 warrants issued, and 0 inoperative vehicles tagged.

He reported the following administrative news:

- Sergeant Tony Solomon instructed Defensive Tactics at the training academy.
- Chief Stuart Bowen instructed Ethics at the training academy.
- Lieutenant Ryan Durham and Donna Burch attended the mandatory FY24 Highway Safety Grant Application Workshop at the Blackstone Police Department.
- Donna Burch completed a two-hour online system virtual training for Forfeited Asset Sharing Program coordinators.
- New Officers Bailey Ross and Heather McCall began Basic Law Enforcement training January 3, 2023, with graduation expected in June 2023.
- Captain Greg Geist was sworn in as the department's new Deputy Chief on January 30, 2023.

D. Municipal Services Report

i. Projects Report

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

- The Public Works Crew has been working on several drainage issues around Town. The weather has not been conducive to completing the projects, so the work will continue.
- Mid Atlantic Broadband has contracted with a company to bury fiber optic lines to serve the Microsoft sites. A route for fiber from Tunstall down N. Mecklenburg to High to Raleigh to W. Atlantic (Hwy. 47) is scheduled to begin this month. The Town wants the public to be aware of the ongoing work and to be careful in the work zones. The work is anticipated to have some impact on vehicular traffic.
- The Town continues to work with Dominion Power for utility service to newly installed sewer utilities.
- The Town has been talking with landowners to acquire easements for the installation of new utility lines.

ii. South Hill Volunteer Fire Department (SHVFD) Report

Chief Vaughan submitted the fire report. Chief Vaughan reported the SHVFD responded to 71 total alarms with an average of 15 volunteers present per call. The current volunteer roster is 46. Calls responded to in Town were 52, within the county district were 19, and involving fire were 13. Mutual aid given was 7, and automatic aid received was 20. Training included apparatus familiarization, basic pump operations, aerial operations, and firefighter 1. Fundraising efforts include a fish supper on Saturday, March 4, 4:00 p.m. to 6:00 p.m.

He reported the following administrative news:

- Truck 7 is behind schedule on repairs as they are awaiting two crucial components. The loaner truck continues to be a huge asset.
- Approximately 98% of the equipment for Rescue 7 is in; however, the unfortunate news has been received that some items have increased in price since ordering and some are now delayed until March 2023. The capital expenditure for the paratech rescue struts has arrived. Training has begun on the new equipment.
- The SHVFD is awaiting the roll up doors for the Brush 76 truck. All electrical upgrades have been completed. Several members have traveled to the shop, are very happy with the progress, and cannot wait to share the upgraded unit.
- The SHVFD currently has a rolling chassis for Rescue 7. The body is being outfitted with lighting, shelving, and our air compressor. The body should be married to the chassis in the next two weeks. Six members traveled to Wisconsin recently to conduct the midpoint inspection. Everything was on track. Members expect to return to Wisconsin for the final inspection and delivery by the end of March or early April.
- South Hill Volunteers have been very busy again in January. Call volumes continue to rise with no end in sight. The SHVFD expressed appreciation for the dedication of its members and the support of the Town.

E. Code Compliance Report

i. Report of Activity

David Hash submitted the report of activity as follows:

Inspections Completed	-	32
Permits Issued	-	30
Fees Collected	-	\$ 4,884.63
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 1,544.28
Work Value	-	\$ 2,973,145.62

New businesses included:

- Sherrie’s Treasures, 935 W. Atlantic Street (flea market vendor)
- Fire Man Bob, 935 W. Atlantic Street (flea market vendor)
- CMP, 935 W. Atlantic Street (flea market vendor)
- Dee’s, 935 W. Atlantic Street (flea market vendor)

ii. Dilapidated Properties

Along with the list of completed dilapidated properties, a report on the status of approximately 72 dilapidated properties was also presented.

F. Business Development Report

Brent Morris submitted the business development report as follows:

- Mr. Morris is continuing to work with investors who have purchased downtown properties on prospective new businesses that would be a good fit in the community. Several of the properties are currently under contract and should be closing in the near future.
- Mr. Morris and Virginia Tourism are working to implement an entrepreneurial program called Entrepreneur Express. This program will be designed to gain interest from entrepreneurs looking to start a business.
- Mr. Morris and the South Hill Chamber of Commerce worked with Tina Morgan, Tourism for Mecklenburg County, to secure \$20,000 in ARPA funds to create a new festival in South Hill to generate additional tourism and encourage more traffic to support our businesses.
- Mr. Morris is continuing to work with developers looking at properties along the Hwy. 58 corridor of which a great deal of interest has been experienced in the last several months.

G. Human Resources Report

Kristine Martin submitted the following administrative news:

- Robert York is continuing his education towards Residential Inspector Certification by recently completing two pre-requisite core programs, Evolution of the Codes and Managing Your Career with DHCD and VBCA.
- Congratulations to the following employees for their continuous service and loyal efforts:
 - Calvin Cassada – 10 Years of Service
 - Josh Gosney – 10 Years of Service
- The Town is currently interviewing candidates for Utility Plant Operator in the Wastewater Treatment Plant.
- Gregory Geist joined the South Hill Police Department as Police Captain effective January 30, 2023.
- Kevin Evans and Jerry Poythress joined the Town as new Maintenance Operators for the Parks & Recreation Department on February 13, 2023.
- Rickie Bowen and Jack Reekes will come on board as new part-time Maintenance Technicians at the South Hill Fire Department in February.

A motion was made by Councilor Taylor, second by Councilor Feggins-Boone, to Accept the Reports as Presented for February 2023. The motion carried unanimously.

11. OTHER BUSINESS

A. Citizen Notification System

In the absence of the Town Manager, no update was available to be given to Councilor Moss upon his inquiry about the Citizen Notification System.

12. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 7:18 p.m.

VALIDATION

Minutes approved this ____ day of _____, 20____.

Anna B. Cratch, Town Clerk

Dean Marion, Mayor



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ADMINISTRATION
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CODE COMPLIANCE
OFFICIAL
(434) 447-5041

PUBLIC WORKS
(434) 447-3191

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

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

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

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

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

Adopted this 13th day of February, 2023 by the South Hill Town Council.

Dean Marion, Mayor

Attest:

Anna B. Cratch, Town Clerk