



SOUTH HILL TOWN COUNCIL

WORK SESSION MINUTES

TUESDAY, APRIL 18, 2023, 3:00 P.M.

The South Hill Town Council met for a work session on Tuesday, April 18, 2023 at 3:00 p.m. The work session, which was held to review the Town's proposed budget for FY23-24, took place in the Council Chambers of the South Hill Town Hall located at 211 S. Mecklenburg Avenue, South Hill, Virginia 23970. Town Clerk Anna Cratch took minutes of the work session.

1. CALL TO ORDER

The Honorable Mayor Dean Marion called the work session to order at 3:00 p.m.

2. ROLL CALL

Mayor Marion called upon Town Clerk Anna Cratch to call the roll, which was as follows:

A. Council Members

Ashley C. Hardee
Shep Moss

Gavin Honeycutt
Michael Smith

Mike Moody

Councilors Lillie Feggins-Boone, Delores Luster, and Joseph E. Taylor, Jr. were absent from the work session.

B. Staff in Attendance

Anna B. Cratch, Town Clerk
Kristine Martin, Human Resources Manager
Mark Novsak, Fleet and Facilities Supt.

Sheila Cutrell, Dir. of Finance and Admin
Brent Morris, Business Dev. Manager
Michael Vaughan, Fire Dept. Administrator

3. DISCUSSION

Agenda items of discussion were the following:

A. Capital Improvement Plan

B. Financial Policy Guidelines

C. Various

No public comment was received, and no matters were voted upon during the work session. It was mentioned the Capital Improvement Plan should cover the next five years. Sheila Cutrell shared she would like to see it adopted as part of the budget. The Financial Policy Guidelines should be adopted by the Council as well.

Other key focuses of discussion included the cigarette tax, water and sewer tap fees, commercial garbage collection, salaries, the COLA, insurance, incentives, water tanks, Town Hall improvements, and the fire department. Brent Morris was asked to research waste management companies. Kristine Martin will be updating job descriptions and salary scales.

As Council has completed the work session discussions (17.5 hours total) regarding the Town's proposed budget for FY23-24, the April 19 work session was not necessary and was therefore canceled. A Public Hearing will be held on Monday, May 8, 2023 at 7:00 p.m. to hear comments from citizens regarding the attached proposed tax rates and fees for FY23-24.

4. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the work session at 6:26 p.m.

VALIDATION

Minutes approved this _____ day of _____, 20_____.

Anna B. Cratch, Town Clerk

Dean Marion, Mayor

**Town of South Hill
Proposed Budget
Fiscal Year 2023-2024**

A Public Hearing will be held on Monday, May 8, 2023 at 7:00 PM at 211 S. Mecklenburg Avenue to hear comments from citizens of the Town of South Hill regarding the following proposed budget, tax rates and water/sewer rates for FY 2023-2024:

General Fund:

<u>Expenditures</u>	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>
Mayor and Town Council	\$ 78,330	\$ 74,570
Finance and Administration	755,850	770,210
Town Manager Department	317,190	335,200
Business Development Department	293,760	334,900
Non-Departmental	176,800	1,114,666
Police Department	3,062,430	3,280,160
Fire Department	661,001	702,115
Code Compliance Department	317,840	317,160
Municipal Services:		
Director	172,030	183,500
Street Maintenance	2,181,310	2,553,040
Solid Waste	937,220	915,230
Fleet Maintenance	357,470	420,573
Facilities Maintenance	4,754,343	5,207,398
Parks and Grounds	575,775	628,780
Library	23,000	21,000
Community Development	<u>373,588</u>	<u>351,732</u>
Total	\$ 15,037,937	\$ 17,210,234
Revenues	\$ 15,037,937	\$ 17,210,234

Water and Sewer Fund:

<u>Expenditures</u>		
Water Distribution	\$ 6,439,093	\$ 7,249,349
Sewer Collection	2,608,507	3,125,108
Wastewater Treatment Plant	<u>1,806,705</u>	<u>1,301,924</u>
Total	\$ 10,854,305	\$ 11,676,381
Revenues	\$ 10,854,305	\$ 11,676,381

Cemetery Fund:

Expenditures	\$ 2,000	\$ 4,000
Revenues	\$ 2,000	\$ 4,000

Proposed Rates and Fees Fiscal Year 2023-2024

<u>Tax/License/Other Rates</u>	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>
Real Estate	\$.34/100	\$.34/100
Personal Property	\$1.50/100	\$1.50/100
Machinery & Tools	\$.38/100	\$.38/100
Bank Franchise	\$.80/100	\$.80/100
Meals Tax	5.5%	5.5%
Lodging Tax	5.5%	6.5%
Cigarette Tax	\$.15/Pack	\$.25/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
Rezoning Requests, Zoning Variances, And Special Exception Requests	\$250	\$450
 <u>Water Rates – In Town</u>		
Charges are per 1,000 gallons of consumption		
Up to 3,000 gallons	\$ 7.36	\$ 7.58
+ service charge of	\$ 2.50	\$ 2.50
3,001 - 10,000 gallons	\$ 7.36	\$ 7.58
+ service charge of	\$ 3.00	\$ 3.00
10,001 - 50,000 gallons	\$ 6.96	\$ 7.17
+ service charge of	\$ 7.00	\$ 7.00
50,001 - 100,000 gallons	\$ 5.79	\$ 5.96
+ service charge of	\$ 75.00	\$ 75.00
>100,000 gallons	\$ 5.79	\$ 5.96
+ service charge of	\$ 75.00	\$ 75.00
 <u>Water Rates – Out of Town</u>		
	2 x In Town Rate	2 x In Town Rate
 <u>Bulk Water</u>		
	\$.01/gallon	\$.01/gallon
 <u>Sewer Rates</u>		
	110% x Water Rate	110% x Water Rate

Fiscal Year 2023-2024

<u>Leachate Disposal Rate</u>	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>
	\$.033/gallon	\$.036/gallon
Minimum Bill for Residential W&S	\$ 5.25	\$ 5.25
Minimum Bill for Commercial W&S	\$ 51.62	\$ 53.00
<u>Connection Fees – In Town</u>	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>
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
<u>Connection Fees – Out of Town</u>		
Water Connection Fee – Out of Town	\$2,000.00	\$4,000.00
Sewer Connection Fee – Out of Town	\$3,000.00	\$6,000.00
<u>Cemetery Plots</u>	\$ 800.00	\$ 800.00

Town Council will also receive public comment on the following budget related ordinances:

- 1) An ordinance to adopt the Fiscal Year 2023-2024 Operating Budget for the Town of South Hill, Virginia and to appropriate funds for the same.
- 2) An ordinance imposing and levying taxes within the Town of South Hill, Virginia upon real property, personal property, and machinery and tools for tax year beginning July 1, 2023 and ending June 30, 2024.
- 3) An ordinance to increase the lodging tax rate.
- 4) An ordinance to increase the cigarette tax rate.
- 5) An ordinance to increase rates for water and sewer services.
- 6) An ordinance to increase fees for water and sewer connections.
- 7) A resolution to increase fees for Rezoning requests, Zoning Variances, and Special Exception requests.

Any persons desiring to express his/her views with respect to the proposed operating budget, or the above ordinances, may appear and be heard at this budget public hearing.

Any persons whose participation in this meeting requires accommodation of a disability should contact Anna Cratch, Town Clerk at (434) 447-3191.

Publication Date: April 26, 2023