



**SOUTH HILL TOWN COUNCIL**  
**REGULAR MEETING MINUTES**  
**MONDAY, JULY 10, 2023, 7:00 P.M.**

The regular monthly meeting of the South Hill Town Council was held on Monday, July 10, 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.

**I. OPENING**

As the prior special meeting exceeded the expected timeframe, Honorable Mayor Dean Marion called the regular meeting to order at 7:05 p.m. Mayor Marion called upon Town Clerk Anna Cratch to call the roll, which was as follows:

**A. Council Members**

Lillie Feggins-Boone	Ashley C. Hardee	Delores Luster
Mike Moody	Shep Moss	Michael Smith
Joseph E. Taylor, Jr.		

Councilor Gavin Honeycutt was absent from the meeting.

**B. Staff in Attendance**

Stuart Bowen, Interim Town Manager	Anna B. Cratch, Town Clerk
C.J. Dean, Dir. of Municipal Services	Greg Geist, Acting Police Chief
Kristine Martin, HR Manager	Brent Morris, Business Dev. Manager
Michael Vaughan, Fire Dept. Admin.	Howard P. Estes, Jr., Town Attorney

**II. APPROVAL OF AGENDA**

**A motion was made by Councilor Feggins-Boone, second by Councilor Moody, to approve the agenda for July 10, 2023 as amended. The motion carried unanimously.**

**III. CITIZENS TO ADDRESS COUNCIL**

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

- Wade Crowder – bush hog and street sweeper complaints; appreciation to police, fire, and rescue services; sewer issues at local hotel
- Yvonne Alexander, Director of Mecklenburg Senior Citizens – appreciation for use of South Hill Exchange for Free Community Give-A-Way

**IV. PUBLIC HEARINGS**

**A. Proposed Amendments to Sections 78-218 and 94.1-371 of the Town Code – Stuart Bowen**

Stuart Bowen informed Council that Notice of a Public Hearing was published which asked for comments regarding proposed amendments to Sections 78-218 and 94.1-371 of the Town Code.

Mr. Bowen opened the Public Hearing. Wade Crowder asked for clarification on the amendments. Mr. Bowen commented they bring the Town Code into conformance with the Code of Virginia.

Mr. Bowen closed the Public Hearing. Councilor Moss shared concern about the Finance Director and not Council deciding if and when a new cigarette stamp design is needed. Councilor Moody commented that the Finance Director should approach Council for approval if any additional appropriation would be needed.

**A motion was made by Councilor Moody, second by Councilor Taylor,** to adopt the proposed amendments to Sections 78-218 and 94.1-371 of the Town Code as presented. The motion passed via **roll-call vote** as follows:

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

**V. ADMINISTRATIVE REPORTS**

**A. Consent Agenda**

1. Minutes
  - a. June 12, 2023 Special Meeting
  - b. June 12, 2023 Regular Meeting

**A motion was made by Councilor Moody, second by Councilor Smith,** to approve the consent agenda. The motion carried unanimously.

**B. Items for Approval**

**1. Human Resources Report**

**a. HR Projects**

Kristine Martin reported a proposal was recently requested for two HR projects:

- Employee policy handbook update
- Comprehensive market analysis (review of job descriptions, current salary bands, and a complete market analysis)

Ms. Martin reported that the Berkley Group submitted an attractive work order for each project for a total cost of approximately \$33,000 with a timeframe to begin by early August. These projects are projected to take approximately 8 to 12 weeks to complete.

The Town's 2023/2024 benefits renewal came in at approximately \$58,000 less than what was originally budgeted; therefore, no additional appropriations would need to be made for these projects, and a savings of approximately \$25,000 would still be realized.

A motion was made by Councilor Moss, second by Councilor Moody, to approve the funding and move forward with the Employee Policy Handbook Update and a full Comprehensive Market Analysis as presented. The motion carried unanimously.

## **C. Reports**

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

### **1. Town Manager Report**

#### **a. Facilities Reservation Calendar**

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

#### **b. South Hill Volunteer Fire Department (SHVFD) Report**

Chief Vaughan submitted the monthly and yearend fire reports. He reported the SHVFD responded to 73 total alarms with an average of 15 volunteers present per call. The current volunteer roster is 42. Calls responded to in Town were 27, within the county district were 46, and involving fire were 10. Mutual aid given was 10, and automatic aid received was 17. Training included Vehicle Rescue, Lifting and Shoring, Firefighter I, and Water Rescue. Fundraising efforts included wrapping up the Annual Letter Drive, a Summer Backyard Raffle, and the beginning phases and planning to bring back the James E. Jimmy Crowder Memorial Poker Run. Administrative news was shared.

### **2. Police Report**

Acting Chief Geist submitted the police report. He reported there were 471 activity incidents, 41 reportable criminal offenses, 1193 calls for service, and \$15,383 property recovered. Other miscellaneous included 16 court hours, 40 training hours, 31 warrants issued, and 2 inoperative vehicles tagged. Administrative news was shared.

### **3. Municipal Services Report**

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

- R RedZone Robotics continues to work on the smaller line field work. This video of lines and assessment will continue and take several more months to complete.
- The contractor began working on the Forest Hill Drive and Sunset Lane stormwater project. The majority of the stormwater piping has been installed. The contractor is waiting on the gas company to lower the gas line in the area before more work can take place.
- The Parks Department had the softball fields ready for the tournament over the Father's Day weekend. Preparation continues for the baseball tournament this month with the parks and facility crews.

- The tennis courts have been resurfaced by a contractor. The public can now enjoy playing tennis or pickleball on the new surface.
- The Streets Department and the Parks Department had to empty the Exchange Building just two hours before the band was due to arrive. The change of venue was due to the impending weather concerns.
- C.J. Dean and the Infrastructure Superintendent attended a training on June 29, 2023, about the lead and copper rule revision that has been enacted as part of the EPA law. By October 16, 2024, the Town must submit 1) an initial water service line inventory for every connection to the water system. Depending on the inventory list generated, 2) a lead service line replacement plan may have to be submitted. Also required will be 3) an updated sampling pool for lead and copper based on the inventory of service lines, and 4) a list of all schools, primary/elementary and secondary, and all licensed childcare facilities served by the Town of South Hill water system. This inventory list will be labor intensive in both staff time and Town finances. The Town will be pursuing grant funding to assist with the completion of the inventory list.

#### 4. Code Compliance Report

##### a. Report of Activity

David Hash submitted the report of activity as follows:

Inspections Completed	-	54
Permits Issued	-	30
Fees Collected	-	\$ 3,192.43
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 124.66
Work Value	-	\$ 610,559.58

New businesses included:

- Honey Pot, 913 W. Danville Street (beauty salon)
- All-N-One Production, 813 Plank Road (party planner)
- Bee Hive Buzzz-N-Diner, 300 W. Atlantic Street (diner)
- Cali M Incorporated, 920 E. Atlantic Street (convenience store)
- Commonwealth Car Wash Supply, 618 E. Atlantic Street (wholesale soap and car wash parts and service)

##### b. Dilapidated Properties

Along with the list of completed dilapidated properties, a report on the status of approximately 76 dilapidated properties was also presented.

#### 5. Business Development Report

Brent Morris submitted the business development report as follows:

- Town staff and the CDA met to discuss future projects that would attract citizens and visitors to the Town. Staff is waiting on final designs from NH Consulting and Cunningham Recreation to present to the CDA. The first draft of the new playground was presented for recommendations.

- Engineering companies have provided quotes on the projects discussed during the budget work session on the utilized town properties. These projects would turn the underutilized properties into community assets.
- Information is continuing to be pushed out to prospective restaurants and retailers.
- Mr. Morris is working with multiple industries looking at South Hill at this time.
- Staff is continuing to work with Mecklenburg County and the South Hill IDA on future industrial parks.

## **6. Human Resources Report**

Kristine Martin submitted the human resources report as follows:

### **ACCOMPLISHMENTS:**

One hundred percent employee participation was received with the 2023-2024 benefits open enrollment process. Employees were asked to complete enrollment no later than June 15 in order for a successful upload to Anthem. This timeline ensures Anthem can complete enrollment changes, process new identification cards and prepare updates on the billing side to generate timely reports back to the Town.

### **TRAINING/MEETINGS:**

Anna Cratch participated in the Virginia Local Elected Officials Conference on June 14, 2023.

### **EMPLOYEE YEARS OF SERVICE:**

The following employees were recognized for their dedication and years of service with the Town of South Hill:

- James Mills, Police Corporal – 5 years
- Stacy Archer, Code Compliance Technician – 25 years

### **EMPLOYMENT NEWS:**

Wanda Dixon, Dispatcher with the Police Department, retired effective July 1, 2023. Ms. Dixon has been employed with the Town for 22 years. The Town thanks her and wishes her the best.

Joanna Fitts began employment with the Police Department as the new Complaint Desk Dispatcher on June 26.

The Town is actively recruiting for the following positions:

- Director of Finance and Administration
- Maintenance Operator – Parks and Recreation
- Maintenance Operator – Streets

Interviews have been scheduled for the weeks of July 3 and 10 with candidates for the Town Manager position.

A motion was made by Councilor Feggins-Boone, second by Councilor Luster, to accept the reports as presented. The motion carried unanimously.

**VI. APPOINTMENTS**

**A. South Hill Industrial Development Authority (IDA)**

Mayor Marion informed Council that as Scott Burnette is moving from the area, an appointment needs to be made to serve out his term on the IDA. Steven Creedle has been contacted and has agreed to serve out Mr. Burnette's term ending May 5, 2026.

A motion was made by Councilor Moody, second by Councilor Hardee, to appoint Steven Creedle to serve out Scott Burnette's term on the IDA ending May 5, 2026. The motion carried unanimously.

**B. Lake Country Development Corporation (LCDC)**

As Kim Callis's two-year term on the LCDC expires September 30, 2023, Mayor Marion has contacted Brentley Morris who is willing to represent the Town on the Board. If formally appointed at their meeting in September, Mr. Morris's two-year term will commence October 1, 2023 and end September 30, 2025. A motion was made by Councilor Smith, second by Councilor Moss, to recommend the appointment of Brentley Morris to a two-year term on the LCDC commencing October 1, 2023 and ending September 30, 2025.

Councilor Taylor asked if the bylaws require the Town to appoint an employee. Mayor Marion answered it is not required but highly recommended by the Commission from the standpoint of serving as a liaison between the Town and Commission. Referring to the amount of time spent last year discussing the impropriety of a Town employee serving on an appointed board, Councilor Taylor encouraged the Council to vote "No" on the nomination of Mr. Morris to the LCDC. Mr. Morris informed Councilor Moody he is being recommended because of his banking background and because he is a liaison. Councilor Moody suggested taking no action and seeing if another individual can be recommended at the August meeting. Councilor Moss asked Anna Cratch to research if Council approved a policy regarding employees accepting appointments. A substitute motion was made by Councilor Moody, second by Councilor Taylor, to table the LCDC appointment recommendation to the August 14 meeting. The motion passed via roll-call vote as follows:

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

Councilor Smith asked that it be noted he voted "Yes" just to make sure time was available to do the research.

Near the end of the meeting, Councilor Moss shared he looked through his notes and on April 11, 2022, a motion carried that no South Hill Town Council member shall be considered or appointed to serve on the Board of Directors of the CDA. He also shared that Ms. Cratch sent him information that on June 13, 2022, Councilwoman Luster reported the Policy Review Committee met on May 23 to discuss if there was a need to include a policy in the Employee Handbook addressing appointments of staff to certain boards and committees. The committee determined it would not be appropriate; rather, appointments should be left to the discretion and judgment of the Council. A motion was made by Councilor Moody, second by Councilor Smith, to reconsider the tabling of the LCDC appointment recommendation to the August 14 meeting. The motion passed via roll-call vote as follows:

Councilor Feggins-Boone-Aye  
Councilor Honeycutt-Absent  
Councilor Moody-Aye  
Councilor Smith-Aye

Councilor Hardee-Aye  
Councilor Luster-Aye  
Councilor Moss-Aye  
Councilor Taylor-Aye.

**A motion was made by Councilor Moody, second by Councilor Smith,** to recommend the appointment of Brentley Morris to a two-year term on the LCDC commencing October 1, 2023 and ending September 30, 2025. The motion passed via **roll-call vote** as follows:

Councilor Feggins-Boone-Aye  
Councilor Honeycutt-Absent  
Councilor Moody-Aye  
Councilor Smith-Aye

Councilor Hardee-Aye  
Councilor Luster-Aye  
Councilor Moss-Aye  
Councilor Taylor-No.

**C. Southside Planning District Commission (SPDC)**

Councilor Moss inquired about the former Town Manager's term on the Southside Planning District Commission. Anna Cratch reported that once a new Town Manager is hired, Council will be asked to recommend an appointment to serve out the term.

**VII. OTHER BUSINESS**

**A. Marrow Street Solar Farm, LLC**

Brentley Morris shared the preliminary site plan for the Marrow Street Solar Farm that was reviewed, and corrections were noted and sent to the solar company.

**B. Appropriation from General Fund to Cover SHVFD Loaner Rental**

Fire Chief Michael Vaughan reported the SHVFD has completed the use of the rental truck which was used due to the accident with the ladder truck. The return of the ladder truck is in the final stages. Chief Vaughan requested an \$87,000 appropriation be made to cover the rental. Hopefully, the funds can be recouped through the litigation process.

**A motion was made by Councilor Taylor, second by Councilor Moody,** to appropriate \$87,000 from General Fund for immediate payment to Atlantic Emergency Solutions for the cost of renting the SHVFD's loaner truck. The motion passed via **roll-call vote** as follows:

Councilor Feggins-Boone-Aye  
Councilor Honeycutt-Absent  
Councilor Moody-Aye  
Councilor Smith-Aye

Councilor Hardee-Aye  
Councilor Luster-Aye  
Councilor Moss-Aye  
Councilor Taylor-Aye.

**C. Update on Financial Policy Guidelines**

Mayor Marion informed Council a copy of the Financial Policy Guidelines recommended by the former Director of Finance has been included in the packets for review.

**D. Compensation for Interim Town Manager**

**A motion was made by Councilor Moss, second by Councilor Smith,** that the Interim Town Manager be compensated at the same rate as the former Town Manager with the exception of a

monthly vehicle allowance and less the equivalent compensation as the Chief of Police. The motion passed via **roll-call vote** as follows:

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

### **VIII. ADJOURNMENT**

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 7:46 p.m.

### **VALIDATION**

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

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Anna B. Cratch, Town Clerk

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Dean Marion, Mayor



AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE CODE OF THE TOWN OF SOUTH HILL, VIRGINIA

AN AMENDMENT

BE IT ENACTED by the Town Council of the Town of South Hill, Virginia, in regular session assembled that:

Chapter 78 Taxation, Article X Cigarettes, Section 78-218 Preparation, sale of stamps; duties of finance director generally and Chapter 94.1 Zoning, Article XVI Applications and Procedures, Section 94.1-371 General procedures be amended as follows. Any added language is underlined and in italics. Any deleted language is stricken.

**Sec. 78-218. Preparation, sale, of stamps; duties of finance director generally.**

- (a) The finance director shall acquire, keep and sell necessary stamps to local dealers and other agents, the stamps to be such denominations and quantities as may be necessary for the payment of the tax imposed in this article.
- (b) The finance director may, from time to time and as often as he/she deems advisable, provide for the issuance and exclusive use of stamps of a new design and forbid the use of stamps of any other design. The finance director is empowered to make and carry into effect such reasonable rules and regulations relating to the preparation, furnishing, sale, and redemption, *and refund* of stamps as he/she may deem necessary. ~~In redeeming stamps or making refunds for destroyed stamps, he shall not in any case refund more than 90 percent of the face value of such redeemed or destroyed stamps.~~ He/she is further authorized and empowered to prescribe the method to be employed, the conditions to be observed, and any other necessary requirements not contrary to this article in the use of meter machines for *impressing*, printing or affixing upon packages of cigarettes an insignia to represent the payment of the tax and in lieu of stamps.
- (c) In addition to powers granted in subsections (a) through ~~(e)~~ of this section, the town finance director is further authorized and empowered to:
  - (1) Prescribe, adopt, promulgate and enforce rules and regulations relating to the method and means to be used in the cancellation of stamps;
  - (2) Delegate his/her powers to agents or others, including the police officers of the town;
  - (3) Act in any other matters pertaining to the administration and enforcement of the provisions of this article: *and further as consistent with the related provisions under the Code of Virginia.*

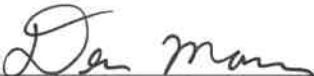
**Sec. 94.1-371. General procedures.**

- (8) *Fees.* Fees for the filing of petitions to change the zoning classification of property shall accompany such petitions and shall be in such amounts as established by ~~resolution~~ *ordinance* of the town council.

The foregoing ordinance was adopted at a regular meeting of Council this 10<sup>th</sup> day of July, 2023, the roll call vote being as follows:

	VOTING AYE	VOTING NAY	ABSENT
Lillie Feggins-Boone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ashley C. Hardee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gavin Honeycutt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delores Luster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Moody	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shep Moss	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joseph E. Taylor, Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The undersigned hereby certifies that the foregoing is an accurate account of the vote taken at a duly convened meeting of the Town Council for the Town of South Hill, Virginia, on the 10<sup>th</sup> day of July, 2023, at which a quorum was present at the time the meeting was convened and at the time said vote was taken.

By:   
Dean Marion, Mayor

ATTEST:

  
Anna B. Cratch, Town Clerk