



**SOUTH HILL TOWN COUNCIL
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 12, 2024, 7:00 P.M.**

The regular monthly meeting of the South Hill Town Council was held on Monday, February 12, 2024 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

Honorable Mayor Dean Marion called the regular meeting to order at 7:00 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	Gavin Honeycutt
Dr. Lisa Jordan	Delores Luster	Mike Moody
Michael Smith	Joseph E. Taylor, Jr.	

B. Staff in Attendance

Keli Reekes, Town Manager	Stuart Bowen, Police Chief
Krystle Connell, Dir. of Finance and Admin.	Anna B. Cratch, Town Clerk
C.J. Dean, Dir. of Municipal Services	Kristine Martin, HR Manager
Michael Vaughan, Fire Department Admin.	

Town Attorney Services were provided by Sands Anderson PC who participated via Zoom.

II. APPROVAL OF AGENDA

A motion was made by Councilor Honeycutt, second by Councilor Feggins-Boone, to approve the agenda for February 12, 2024. The motion carried unanimously.

III. CITIZENS TO ADDRESS COUNCIL

At this point in the meeting, the following citizen(s) addressed Council:

- Wade Crowder – solar farm; new Town Shop; cemetery flowers

IV. ADMINISTRATIVE REPORTS

A. Consent Agenda

1. Minutes

a. January 8, 2024 Special Meeting

b. January 8, 2024 Regular Meeting

2. Monthly Financial Report

Krystle Connell submitted the financial report as follows:

General Fund	- \$ 8,171,571.89	Total Investment Accounts	- \$27,375,059.22
Water and Sewer Fund	- 2,691,985.61	Total Police Dept. Savings	- \$ 33,491.74
Cemetery Fund	- 18,131.45	Total Taxes Due Thru 1/31/24	- \$ 547,550.25
Nicks Lane Area Project Fund	- (50,000.00)	(Real Estate and Personal Property, all years)	
Total in Checking	- \$10,831,688.95		

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

B. Items for Approval

1. Town Manager Report

a. Acquisition of Property Resolution

Keli Reekes reported the Town Council previously expressed interest in the purchase of properties located at 113, 115, and 119 East Pine Lane (located behind the Town Hall) with the intent to demolish the buildings and provide for much-needed additional parking downtown. The property owner, Windy Hills Property, LLC, has agreed to sell the property for a sum of \$250,000 plus closing costs. Funds previously allocated for capital projects in the Town’s FY24 adopted budget can be used for this purchase.

A motion was made by Councilor Honeycutt, second by Councilor Hardee, to adopt the Resolution Authorizing the Purchase of Real Property located at 113, 115, and 119 East Pine Lane for a sum of \$250,000 plus closing costs. The motion passed via **roll-call vote** as follows:

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

b. Telecommunications Franchise

Mrs. Reekes informed Council Brightspeed of Virginia, LLC (formerly known as The Central Telephone Company of Virginia) has requested a 15-year franchise for the purpose of providing telecommunication services to the Town. State law requires local governments to publish advertisements inviting bids for a franchise of this type. A copy of the proposed advertisement was included in the Council packet.

A motion was made by Councilor Moody, second by Councilor Feggins-Boone, to hold a Public Hearing on March 11, 2024 to receive public comment on an ordinance proposing to grant a non-exclusive franchise for telecommunications service in the Town of South Hill, Virginia. The motion carried unanimously.

c. Employment Personnel Policies and Procedures Manual

Mrs. Reekes reported the Human Resources Manager has worked with The Berkley Group on a significant revision to the Employment Personnel Policies and Procedures Manual. The revised document reduces the Manual from the current nineteen chapters down to eight, with a glossary and other attachments for specialized procedures. The revision includes updated language, legal compliance, and alignment with current practices. The changes primarily focus on updating, simplifying, and clarifying the wording while reducing detailed, micro-managing aspects. Subsequently, the Town Manager, legal counsel, and Town Council have reviewed the draft and provided feedback. Staff recommends Council adopt the new Manual to be effective immediately once each employee has been afforded the opportunity to review and sign the employee acknowledgment.

A motion was made by Councilor Honeycutt, second by Councilor Moody, to adopt the Employment Personnel Policies and Procedures Manual, to include attachments and the CDL Drug Testing Policy, as presented. The policies will be effective immediately upon review and acknowledgment by each Town employee. The motion carried unanimously.

2. Finance Report

a. Appropriation of Justice Assistance Grant Funds

Krystle Connell reported the Town has been awarded a Justice Assistance Grant (JAG) which makes federal funds available to localities to help support efforts to reduce crime and improve public safety. The Virginia Department of Criminal Justice Services (DCJS) is the designated administrator of these funds and has awarded South Hill \$6,658 in grant funding to be used by July 31, 2024. Staff has proposed to use the funds for a gunSHOT BOX trainer with two smart firearm transmitters and a non-lethal PepperBall launch system with training rounds. The request has been reviewed and approved by DCJS. Mrs. Connell requested that the funds be appropriated for this purpose.

A motion was made by Councilor Moody, second by Councilor Smith, to appropriate \$6,658 in grant funds from the Department of Criminal Justice Services Justice Assistance Grant for the stated purpose. The motion carried unanimously.

3. Municipal Services Report

a. IFB 2024-01, Asphalt Milling, Overlay, and Traffic Marking Project

C.J. Dean informed Council sealed bids were received at the Town Hall at 2:00 p.m. on Wednesday, January 31, 2024, for IFB 2024-01: Asphalt Milling, Overlay, and Traffic Marking. One bid was submitted by Colony Construction, Inc. at \$753,777. This project is the only street overlay during FY23-24. We were not able to get in front of VDOT this year, so staff will try to bid out earlier next year.

A motion was made by Councilor Moody, second by Councilor Taylor, to award the bid for asphalt milling, overlay, and traffic marking to Colony Construction, Inc. at the base bid price of \$753,777. The motion carried unanimously.

C. Reports to Accept as Presented

For efficiency, the following reports for January 2024 were presented as a group to accept as presented.

1. Town Manager Report

a. Facilities Reservation Calendar

Keli Reekes submitted a calendar of activities and reservations at Centennial Park, Parker Park, the South Hill Exchange, and other Town facilities. The calendar is up to date at the time the Council packets are distributed, but it changes frequently as new reservations are made.

b. South Hill Volunteer Fire Department (SHVFD) Report

Chief Vaughan submitted the fire report. He reported the SHVFD responded to 80 total alarms with an average of 14 volunteers present per call. The current volunteer roster is 42. Calls responded to in Town were 43, within the county district were 37, and involving fire were 8. Mutual aid given was 10, and automatic aid received was 38. Training included Vehicle Rescue, Aerial Operations, Commercial Roof Ventilation, and Commercial Handlines. Fundraising efforts included a Brunswick Stew on February 10, a Fish Supper on March 2, and Hop & Shop on March 15. Administrative news was shared.

2. Police Report

Chief Bowen submitted the police report. He reported there were 341 activity incidents, 34 reportable criminal offenses, 1,212 calls for service, and \$22,957 property recovered. Other miscellaneous included 23 court hours, 221 training hours, 61 warrants issued, and 1 inoperative vehicle tagged. Administrative news was shared.

3. Municipal Services Report

C.J. Dean submitted the municipal services report on the following:

- Mecklenburg County Strategic Planning Session on January 25 to review utility infrastructure needs
- Plank Road Waterline Project
- Fire Pump replacement on Raines Street
- Lead and Copper Inventory
- RedZone Robotics
- Opening Ceremonies at the Park

4. Code Compliance Report

a. Report of Activity

David Hash submitted the report of activity as follows:

Inspections Completed	-		47
Permits Issued	-		30
Fees Collected	-	\$	3,931.13
UEZ Exemption	-	\$	0
Rehab Exemption	-	\$	0
General Exemption	-	\$	38.25

Work Value - \$ 678,159.00

New businesses included:

- Destination Therapy, LLC – Massage Therapy (peddler)
- Hite’s, Inc. – 1431 N. Mecklenburg Avenue (retail)

b. Dilapidated Properties

Along with the list of completed dilapidated properties, a report on the status of approximately 70 dilapidated properties was also presented.

5. Business Development Report

Brent Morris submitted the business development report on the following:

- Recruitment of new businesses
- Close on 111 E. Danville Street
- Mecklenburg County Strategic Planning Session
- SPDC grants for future projects
- Commercial and residential development
- Revenue study on major retailers and restaurants

6. Human Resources Report

Kristine Martin submitted the human resources report on the following:

a. Accomplishments/Updates

- Contract with The Berkley Group to update the Employee Handbook
- Partnership with OneDigital for insurance and benefits program
- To begin working with NEOGOV platform to streamline everyday HR processes

b. Employment News

- Recruitment of a Maintenance Operator in the Parks and Grounds and Streets Departments

A motion was made by Councilor Honeycutt, second by Councilor Moody, to accept the reports as presented. The motion carried unanimously.

V. APPOINTMENTS

A. South Hill Industrial Development Authority (IDA)

Mayor Marion reported that as Phyllis T. Binford has stepped down from serving on the IDA due to health issues, an appointment needs to be made to serve out her term ending May 5, 2027. Kim Smiley has been contacted and agrees to serve in this capacity if Council so desires.

A motion was made by Councilor Moody, second by Councilor Smith, to appoint Kim Smiley to serve out the four-year IDA term of Phyllis T. Binford which ends May 5, 2027. The motion carried unanimously.

VI. OTHER BUSINESS

A. Appreciation

Councilor Honeycutt thanked Council and staff for the smooth transition of the new Town Manager and Director of Finance and Administration. He expressed his appreciation of all staff members.

VII. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 7:16 p.m.

VALIDATION

Minutes approved this _____ day of _____, 20_____.

Anna B. Cratch, Town Clerk

Dean Marion, Mayor



Incorporated 1901

**RESOLUTION OF THE TOWN COUNCIL OF SOUTH HILL, VIRGINIA
 AUTHORIZING PURCHASE OF REAL PROPERTY
 (113, 115 and 119 East Pine Lane)**

WHEREAS, the Town Council (**the “Council”**) of the Town of South Hill, Virginia (**the “Town”**) has determined that it is in the best interests of the Council and the citizens of the Town to purchase certain real property located in the Town, known as 113, 115 and 119 East Pine Lane, Tax Map Number 23411 (**the “Property”**), owned by Windy Hills Property, LLC (**the “Seller”**); and

WHEREAS, the owner of the Property has agreed to sell it to the Council for the sum of \$250,000 plus closing costs (**the “Purchase Price”**), and the Council desires to purchase the Property for the Purchase Price; and

WHEREAS, the Town Manager has been presented with a Real Estate Purchase Agreement by the owner of the Property proposing that the Town purchase the Property for the Purchase Price subject to the approval of the Council (**the “Contract”**), a copy of said Contract has been presented to, and reviewed by, the Council;

NOW, THEREFORE, BE IT RESOLVED, that the Council hereby finds and determines that it is in the best interests of the Council and the citizens of the Town for the Town to purchase the Property for the Purchase Price and the Council hereby ratifies and approves the Contract;

BE IT FURTHER RESOLVED, that the Council hereby authorizes and directs the Town Manager and the Mayor of the Town, acting alone or together, to take such actions as are necessary and/or expedient in their sole discretion to purchase the Property, including without limitation, the delivery of the Purchase Price to the seller of the Property, the acceptance and recordation of deeds to the Property, the undertaking of title insurance and surveys related to the Property, the execution and delivery of a real property transfer request and agreement and any similar documents reasonably requested in connection with the Grants and the execution and delivery of a settlement statement and such other documents as either deems necessary to implement the purposes and intents of this resolution;

BE IT FURTHER RESOLVED, that all actions taken in furtherance of the acquisition of the Property prior to the date of adoption of this Resolution are hereby ratified and confirmed.

Adopted this 12th day of February 2024.

ADOPTED at a regular meeting of Council this 12th day of February, 2024, 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 Hardee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gavin Honeycutt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Lisa Jordan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Michael Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joseph 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 Town Council for the Town of South Hill, Virginia, on the 12th day of February, 2024, 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

CERTIFICATE

The undersigned Clerk of the Town of South Hill, Virginia hereby certifies that the foregoing constitutes a true and correct extract from the minutes of a meeting of the Town Council held on February 12, 2024, and of the whole thereof so far as applicable to the matters referred to in such extract. The undersigned further certifies that such meeting was a regularly called meeting and that, during the consideration of the foregoing resolution, a quorum was present.

Dated this 12th day of February, 2024.



Anna B. Cratch, Town Clerk
Town of South Hill, Virginia

Sworn and subscribed before me this
12th day of February, 2024.



Notary Public

My commission expires: May 31, 2024

