



**SOUTH HILL TOWN COUNCIL
REGULAR MEETING MINUTES
MONDAY, JULY 8, 2024, 7:00 P.M.**

The regular monthly meeting of the South Hill Town Council was held on Monday, July 8, 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>.

I. OPENING

Honorable Mayor Dean Marion called the regular meeting to order at 7:00 p.m. Mayor Marion called upon Interim Town Clerk Krystle Connell 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	Krystle Connell, Director of Finance/ Interim Clerk of Council
C.J. Dean, Dir. of Municipal Services	Kristine Martin, HR Manager
David Hash, Code Compliance Official	Stuart Bowen, Police Chief
Jesse Bausch, Town Attorney (via Zoom)	

II. APPROVAL OF AGENDA

A motion was made by Councilor Honeycutt, second by Councilor Feggins-Boone, to approve the agenda for July 8, 2024. The motion carried unanimously.

III. CERTIFICATE OF APPRECIATION – CHARLES MILLER, INTERN

Keli Reekes presented a certificate of appreciation for Charles Miller, Intern, a rising high school senior who has been working with the Town this summer and hopes to pursue a career in local government.

IV. CITIZENS TO ADDRESS COUNCIL

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

- Reverend William Crenshaw - Community Empowerment Festival, Sunday, September 7, 2024 from 10:00 a.m. to 3:00 p.m, asked for closing of Danville Street to Dortch Lane to through traffic, and to waive the restriction of vendors for food and small vendors to market items of interest.

A motion was made by Councilor Moody, second by Councilor Feggins Boone, to approve the request by Reverend Crenshaw for Community Empowerment Festival on Saturday, September 7, 2024 in Centennial Park to include the closure of Danville Street to Dortch Lane from 10:00 a.m. to 3:00 p.m. The motion carried unanimously.

- Wade Crowder - Thanked the Fire Department, Police and Rescue Squad for doing a good job. Talked about the fire at Nutrien Ag Solutions warehouse and how the Town is at fault for gas tanks being on the street.
- Tyler Howerton - Lives on High Street, seeking clarification on how single family home becomes a multi-family home. Mayor Marion asked Mrs. Reekes to look into clarification for Mr. Howerton.
- Paul Duffer - Thanked Council for being on time, discussed the danger of jut outs on the road in front of his business on West Danville Street.

V. PUBLIC HEARINGS

A. Rezoning Case #2024-1, Request by Darrin Smith/Carter Run LLC to rezone five (5) properties from Neighborhood Commercial District C1 to General Commercial District C2 – David Hash

David Hash informed Council that a Notice of Public Hearing was published which asked for comments regarding Rezoning Case #2024-1 requested by Darrin Smith/Carter Run LLC to rezone 5 properties from Neighborhood Commercial District C1 to General Commercial District C2. At its July 1 meeting, the South Hill Planning Commission recommended Council approval with stipulation regarding the property buffer.

Mr. Hash opened the Public Hearing.

- Wade Crowder asked if it was going to be a commercial building. Mr. Hash confirmed it was and the location.
- Joan Taylor lives on Raleigh Avenue and expressed concern about the property being zoned commercial and possible taxation increase for her property. Mr. Hash explained the property is already zoned commercial and taxes will not change on her property because of this zoning request.

Mr. Hash closed the Public Hearing.

Councilor Moody stated a Public Hearing on this request was held at the July 1, 2024 Planning Commission meeting and approved with a stipulation. The building that is being proposed is over 10,640 sq feet with no fuel pumps. It will not be a strip mall, but a single building and a second building may go beside it. As of the time of the Planning Commission meeting, the Developer had no plans signed. If approved, the Planning Commission recommended a stipulation of a 6-foot buffer to go between the commercial district and the residential district. Greg Stuart with Rex and Companies spoke regarding the residential buffer. Clarification was made that the plantings will be a minimum of 24 inches to grow to over six feet in height. Councilor Taylor asked for clarification for the public on what Zoning District C1 or C2 is. Mr. Hash said as the number increases, the restrictions increase (i.e., C1 is the least restrictive and C3 is the most restrictive). The Town has a Table of Permitted Uses and the only way to allow the property to be used properly under the Table of Permitted uses is to rezone the property to C2.

A motion was made by Councilor Honeycutt, second by Councilor Moody, to approve Rezoning Case #2024-1 requested by Darrin Smith/Carter Run LLC to rezone 5 properties from Neighborhood Commercial District C1 to General Commercial District C2 with a stipulation that a 24-inch vegetation buffer which will grow to six feet high be installed on the residential side after the development of the first building. The motion carried unanimously.

VI. ADMINISTRATIVE REPORTS

A. Consent Agenda

1. Minutes

a. June 11, 2024 Special Meeting

b. June 11, 2024 Regular Meeting

2. Monthly Financial Report

Krystle Connell submitted the financial report as follows:

General Fund	- \$ 6,793,564.98	Total Investment Accounts	- \$27,805,072.79
Water and Sewer Fund	- 1,346,470.93	Total Police Dept. Savings	- \$ 47,511.81
Cemetery Fund	- 19,731.45	Total Taxes Due Thru 5/31/24	- \$ 356,408.25
Total in Checking	- \$ 8,159,767.36	(Real Estate and Personal Property, all years)	

A motion was made by Councilor Feggins-Boone, second by Councilor Moody, to approve the consent agenda, to include a clarification in the June 11, 2024 Regular Meeting Minutes regarding Citizens to Address Council. The motion carried unanimously.

B. Items for Approval

1. Town Manager Report

a. Financial Policy Adoption

Keli Reekes reported staff has worked with Davenport & Company LLC to finalize the Financial Policy, of which a draft was formed by the prior administration but never formally adopted. The draft acts as a guide to several financial initiatives. Ted Cole with Davenport gave a brief overview of the draft plan included in Council packets. Mr. Cole advised the policy will be a guide which can be reviewed at any interval for amendment. Appendix A to the Council packet represents the draft policy.

Councilor Honeycutt recommended discussion of the policy at the work session planned for August 2024, and stated he was not comfortable enough to vote on it at this time. Councilor Moody stated he wished to discuss at the upcoming work session, as well.

b. South Hill Volunteer Fire Department Street Closure Request

South Hill Volunteer Fire Department is requesting to close South Mecklenburg Avenue at the main light to Main Street on Sunday, August 4 beginning at 8:00 a.m., until 12:00 p.m. to conduct Downtown Aerial Operations with South Hill Fire Department members as well as Lawrenceville

Volunteer Fire Department Members. As information, they will not be flowing water or asking to use any rooftops and the Fire Department will handle the street closure and reopening.

A motion was made by Councilor Moody, second by Councilor Smith, to approve the South Hill Volunteer Fire Department's request to close South Mecklenburg Avenue at the main light to Main Street on Sunday, August 4, 2024 from 8:00 a.m. to 12:00 p.m. The motion carried unanimously.

2. Police Report

a. Proclamation for National Night Out 2024

Police Chief Stuart Bowen presented a Proclamation for National Night Out, which will be hosted on Tuesday, August 6, 2024. South Hill Police Department is seeking national recognition and the Proclamation will assist with their goal.

A motion was made by Councilor Honeycutt, second by Councilor Jordan, to adopt the Proclamation for National Night Out for 2024. The motion carried unanimously.

4. Municipal Services Report

a. Easement Agreement with Dominion Power

C.J. Dean reported the Town owns property at the corner of Country Lane and Raines Street. Microsoft purchased the property on the opposite side of Raines Street. A new water tank and booster station is under construction to service the new Microsoft site. Electricity from Dominion is proposed to run down Raines Street on Town property and cross over to the site where the water tank and booster station will be located. The line will not impact use to the property as the line is well within the setback and will be underground.

A motion was made by Councilor Taylor, second by Councilor Smith, to grant an easement to Dominion Virginia Power utilizing the easement agreement provided by Dominion Virginia Power and reviewed by the Town Attorney, and further authorize the Mayor or Town Manager to execute the easement documents and return them to Dominion Power for recordation. The motion carried unanimously.

b. Dissolution of an Easement in Exchange for new Easement Agreement

Mr. Dean reported the Town of South Hill has an existing easement on property at the end of Hollydale Lane. As the vacant lot was being surveyed to be sold, the surveyor discovered that the existing Sewer Force Main Easement paperwork did not match the existing buried force main. The current owner is asking the Town to release the paper easement in exchange for the owner granting the Town a new easement around the existing force main. The Town Attorney is working with the landowner and a surveyor to resolve these easement issues.

A motion was made by Councilor Moody, second by Councilor Luster, to approve the resolution to dissolve the existing sewer force main easement across PRN 33718 in exchange for a new sewer force easement that encompasses the existing force main utilizing the easement agreement documents and survey provided by the Town Attorney and authorize the Mayor or Town Manager to execute the easement documents and have the documents recorded at the Mecklenburg County Courthouse. The motion carried unanimously.

C. Reports to Accept as Presented

For efficiency, the following reports for June 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.

2. Police Report

Chief Bowen submitted the police report. He reported there were 489 activity incidents, 54 reportable criminal offenses, 1,119 calls for service, and \$12,523 property recovered. Other miscellaneous included 30.5 court hours, 52 training hours, 90 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:

- Plank Road Waterline Project
- Lead and Copper Inventory
- Fleet Maintenance equipment replacement update

4. Code Compliance Report

a. Report of Activity

David Hash submitted the report of activity as follows:

Inspections Completed	-	94
Permits Issued	-	26
Fees Collected	-	\$ 21,984.15
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 0
Work Value	-	\$ 4,014,416.00

New businesses included:

- Star Buffet - 813 W. Atlantic St.-Restaurant
- Above All Maids, Inc - 418 E. Atlantic St-Cleaning Company
- Cutting Edge of Health & Happiness - 506 Brunswick Ave-Lifestyle Management and Fitness Instructor
- Bodhi's Bijoux - 713 Hutcheson Lane-Online Sales
- Laura A Hutcheson - 935 W. Atlantic St.-Flea Market Vendor

b. Dilapidated Properties

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

5. Human Resources Report

Kristine Martin submitted the human resources report on the following:

a. Accomplishments/Updates

- Open enrollment meetings were held to educate employees of the upcoming benefit plans which took effect July 1. There was 100% participation by the deadline and Mrs. Martin sent a thank you to all employees.
- Lee Pegram was selected and promoted to the Shop Supervisor, Fleet Position. Lee will report directly to C.J. Dean. Congratulations to Lee.

b. Training/Meetings

- C.J. Dean completed the following continuing education hours with the Virginia Rural Water Association:
The Empowered Team Project Introduction
VRWA Service Overview & Apprenticeships
Cybersecurity
Emerging Contaminants
Wastewater Chemistry & Microbiology
Effective Asset Management Practices
Developing Your Public Service Awareness Plan
- Lee Pegram and Robbie Thompson (Fleet Department) have met the requirements to renew their Virginia State Motor Vehicle Inspection Certifications.

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

VII. APPOINTMENTS

A. Interim Clerk of Council

A motion was made by Councilor Moody, second by Councilor Honeycutt, to appoint Krystle Connell as Interim Clerk of Council retroactive to June 12, 2024, for a period of up to 90 days effective today, July 8, 2024. The motion carried unanimously.

B. Work Session to Discuss Economic Development and Financial Policy Review

Mayor Marion encouraged scheduling a date for a work session to discuss the draft Financial Policy and the future of the Business Development Manager position. Council Members scheduled the work session for Wednesday, August 14, 2024 at 6:00 p.m.

IX. ADJOURNMENT

The Council resumed the Special Meeting at approximately 8:06 p.m. Council reconvened in open session at approximately 8:50 and certified the Closed Session. There being no further business matters before Town Council, Mayor Marion adjourned the meeting at 8:53 p.m.

VALIDATION

Minutes approved this _____ day of _____, 20_____.

Krystle R. Connell, Interim Clerk of Council

Dean Marion, Mayor