



SOUTH HILL TOWN COUNCIL
REGULAR MEETING MINUTES
MONDAY, DECEMBER 8, 2008 AT 7:00 PM

The regular monthly meeting of the South Hill Town Council was held on Monday, December 8, 2008 at 7:00 p.m. in the Council Chambers of the South Hill Town Hall located at 211 South Mecklenburg Avenue in South Hill, Virginia.

1. CALL TO ORDER

Honorable Mayor Earl O. Horne called the regular meeting to order at 7:00 p.m.

2. INVOCATION

Mayor Horne rendered the invocation.

3. ROLL CALL

Mayor Horne called upon Anna Cratch to call the roll which was as follows:

A. Council Members

Lillie Feggins-Boone	M. B. "Millie" Bracey	Gregg Harper
J. Woodrow "Woody" Kidd	Mike Moody	C. Leroy Sasser

Council members Chad J. Barbour and William R. Gregory were not present at the meeting.

B. Staff in Attendance

Kim Callis, Town Manager	Anna Cratch, Town Clerk
Julie Hancock, Human Resources Manager	Charles Hudson, Code Compl. Official
Norman Hudson, Police Chief	Heidi Porter, Finance Director
Bill Wilson, Public Works Director	

4. APPROVAL OF MINUTES – NOVEMBER 10, 2008

A motion was made by Councilwoman Feggins-Boone, second by Councilman Harper, to dispense with the reading of the minutes from the regular meeting held on November 10, 2008, since all Council members had received copies prior to the meeting, and approve as submitted by Anna Cratch. Motion carried unanimously.

5. PUBLIC HEARINGS

A. Charles Hudson – SE 2008-3, Request by Charles Brandon Boyd for a retail automobile dealership with sales and service at 1121 East Atlantic Street

Charles Hudson opened the Public Hearing for comments for and against the request of Charles Brandon Boyd for a Special Exception Permit under Article IV, § 94.1-76 of the Town Zoning Ordinance to utilize his property located at 1121 East Atlantic Street for a retail automobile dealership with sales and service.

At the Public Hearing held on November 3, 2008, the South Hill Planning Commission voted to recommend that Council approve the special exception request.

Mr. Hudson informed Council that Mr. Boyd received Council approval on June 11, 2007 for the same request. His original plan was to start construction in early 2008 but with the downturn of the economy, his plans were delayed. He now plans to start sometime in the spring of 2009. His current special exception permit expires in December 2008. He is requesting that another be issued which would not expire until June 2010.

Rosser Wells spoke in favor of renewing the exemption stating that it was taking longer to get the project rolling than they initially thought. Mr. Wells requested another 18 months.

There were no speakers against the request.

A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone, to grant Charles Brandon Boyd's request for SE 2008-3 to utilize his property located at 1121 East Atlantic Street for a retail automobile dealership with sales and service. Motion carried unanimously.

6. CODE COMPLIANCE OFFICIAL'S REPORT

Charles Hudson presented his report of activity for the month of November 2008 as follows:

Inspections Completed	-	68
Permits Issued	-	21
Fees Collected	-	\$ 1,898.86
UEZ Exemption	-	\$ Ø
Rehab Exemption	-	\$ Ø
General Exemption	-	\$ Ø
Work Value	-	\$ 117,331.00
Jobs Completed	-	23

New businesses for the month of November include Subway, Inc. (new owners) and Children's Support Service, Inc.

A motion was made by Councilman Harper, second by Councilman Kidd, to approve the report of the Code Compliance Official for the month of November 2008 as submitted by Charles Hudson. Motion carried unanimously.

7. POLICE CHIEF'S REPORT

Norman Hudson presented his police report for the month of November 2008. Chief Hudson informed Council there were a total of 219 arrests, 680 complaints and 430 call types in November. He presented the following administrative news:

- Lt. Bernie Puryear instructed Crime Scene Practicals at the training academy in Lynchburg.
- Captain Mike Mayer and Corporals Harvey King and Shane Johnson completed 16 hours Taser Instructor Certification at the training academy in Lynchburg.

Chief Hudson reported that Liberty University gave the department 20 tasers. Only cartridges and new batteries will need to be purchased. He commented that he does not yet know the price of the cartridges and batteries, but \$12,000 was included in the budget for only four tasers.

A motion was made by Councilman Sasser, second by Councilman Kidd, to approve the report of the Police Department for the month of November 2008 as submitted by Chief Hudson. Motion carried unanimously.

8. FINANCE DIRECTOR’S REPORT

Heidi Porter submitted the financial report for month ended November 30, 2008 as follows:

General Fund	-	\$4,106,384.56	Investment Account	-	\$1,248,867.58
Water and Sewer Fund	-	112,731.31	2008 G.O. Bond	-	\$2,242,793.69
Cemetery Fund	-	52,374.79	Certificate of Deposit	-	\$ 70,000.00
CDBG2 Halifax	-	2,896.52	Total Police Dept. Savings	-	\$ 13,316.77
Twin Oaks II	-	<10,309.00>	Total Past Due Taxes All Yrs.-	\$	46,443.47
Total in Checking	-	\$4,264,078.18			

A motion was made by Councilwoman Bracey, second by Councilman Sasser, to approve the financial report for month ended November 30, 2008 as submitted by Heidi Porter. Motion carried unanimously.

9. CITIZENS TO ADDRESS COUNCIL

A. Park View High School Students

Mayor Horne acknowledged the presence of and welcomed the following students from the Park View High School dual enrollment government class:

Jennifer Brantner	Hanna Crowder	Brittany Lambeth
Meredith Reamey	Hilary Sutton	

10. COMMITTEE REPORTS

There were no committee reports.

11. APPOINTMENTS

A. R. T. Arnold Library Advisory Committee

Mayor Horne informed Council that the terms of Tommy Arnold, Vincent Brown, Sheila Dunn and Patty Evans on the R. T. Arnold Library Advisory Committee will expire on December 31, 2008. Due to the relocation of Ms. Dunn, Mayor Horne recommended the appointment of Woodrow Kidd in her stead.

A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone, to appoint Woodrow Kidd and to reappoint Tommy Arnold, Vincent Brown and Patty Evans to the R. T. Arnold Library Advisory Committee for a two-year term commencing January 1, 2009 and ending December 31, 2010. Motion carried unanimously.

B. South Hill Planning Commission

Mayor Horne informed Council that the terms of Stuart Taylor, who currently serves as Chairman of the South Hill Planning Commission, and Carolyn Walker will expire in January of 2009.

A motion was made by Councilwoman Feggins-Boone, second by Councilman Kidd, to reappoint Stuart Taylor and Carolyn Walker to the South Hill Planning Commission for a four-year term commencing January 2009 and ending January 2013. Motion carried unanimously.

C. Mecklenburg-Brunswick Regional Airport Committee

Mayor Horne informed Council that the terms of Ken Currin and William M. Warren on the Mecklenburg-Brunswick Regional Airport Committee will expire on January 13, 2009.

A motion was made by Councilman Sasser, second by Councilman Harper, to reappoint Ken Currin and William M. Warren to the Mecklenburg-Brunswick Regional Airport Committee for a three-year term commencing January 14, 2009 and ending January 13, 2012. Motion carried unanimously.

12. TOWN MANAGER'S REPORT

Kim Callis submitted the following report for the month of November 2008:

A. Budget Reviews

Mr. Callis informed Council that given the current economic climate and expected reductions in revenues, staff is taking steps to very carefully manage finances. Meetings are taking place with supervisory personnel to review expenditures and discuss potential ideas for reducing costs and/or delaying planned expenditures.

This agenda item was for informational purposes only; therefore, no Council action was taken.

B. 2009 Market Square Events

Mr. Callis reported that the South Hill Market Square Committee has finalized its 2009 event schedule as follows:

- Thursday, April 16 – The Janitors (Market Square)
- Saturday, May 9 – South Hill MusicFest in conjunction with SpringFest / Bands to be determined (Upper Field at Centennial Park)
- Wednesday, May 27 – Casper in conjunction with the Beef Festival (Centennial Park)
- Thursday, September 17 – Liquid Pleasure (Market Square)
- Saturday, October 31 – Monster Mash (Market Square)

A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone, to approve the 2009 South Hill Market Square Committee event schedule. Motion carried unanimously.

13. HUMAN RESOURCES MANAGER'S REPORT

Julie Hancock presented the following administrative news for the month of November 2008:

A. Personnel Report

1) New Hire

- Michael A. Vaughan joined the Fire Department as Fire Maintenance Technician I effective December 8, 2008.

2) Education

- Jerry Eyler, Public Works, attended NAPA's Electrical Class – Starters, Alternators and Batteries on November 3 on his own time.
- The following employees attended an onsite seminar held by VML for Confined Space Entry on November 5, 2008: Robert Owens, Mark Novsak, Wayne Hudson, Julie Hancock, Daniel Martin, Nelson Ratcliffe, Lee Clary, Brian Bratten, Brad Clark, Robert Watkins, Allen Elliott, Brian Jirgl, Ted Davis, Chris Chavis, Wallace Reese and James Moore. Gary Thompson, Public Works Director in Chase City, and Kim Thompson, Risk Manager in Farmville, also attended.

This agenda item was for informational purposes only; therefore, no Council action was taken.

14. PUBLIC WORKS DIRECTOR'S REPORT

Bill Wilson submitted the following report for the month of November 2008:

A. Binford Street Pump Station Upgrade

Bill Wilson informed Council that the Binford Street Pump Station was constructed in the early 1970s. Due to its age, problems arose including frequent maintenance and occasional overflows. More pumping capacity was also necessary due to growth in the area.

Station upgrades are nearing completion. Virginia Dominion Power is finalizing the necessary work. A service upgrade from a 100 amp, single phase to a 200m amp, three phase was required. The old pumps were each rated to deliver 205 gallons per minute; the new pumps are rated for 351 gallons per minute. The old wet well will continue to be utilized thereby doubling the holding capacity in case of malfunction.

Approximately \$88,000 was spent on the new pump station. Town staff purchased the materials last year, performed some of the work, and subcontracted the rest. The projected "turnkey" cost of a project this size is \$120,000.

This agenda item was for informational purposes only; therefore, no Council action was taken.

B. “Fat-Free Sewers” Notice

Bill Wilson reported that sewer overflows and backups are costly maintenance and environmental issues that can be minimized by reducing the amount of fats, oil and grease entering the sewer system. Because this has been an ongoing concern with the Town’s system, staff mailed brochures with last month’s utility bills to inform households and businesses of this serious problem and how easy it is to help prevent sewer overflows and backups. It is the responsibility of each individual business to service their grease traps.

This agenda item was for informational purposes only; therefore, no Council action was taken.

15. OLD BUSINESS

There was no old business.

16. NEW BUSINESS

Mayor Horne thanked Carolyn Jones and all those involved with making Toyland at the Depot a huge success.

17. EXECUTIVE SESSION

Personnel – § 2.2-3711 (A)(1)

Pursuant to Personnel – § 2.2-3711 (A)(1) of the Code of Virginia and on **motion** of **Councilman Kidd** and **second** of **Councilwoman Feggins-Boone**, the South Hill Town Council entered into **Executive Session** to discuss personnel matters. The members voted unanimously to enter into said Executive Session.

There was no action taken in Executive Session on the personnel matters.

WHEREAS, the South Hill Town Council has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3711 (A)(1) of the Code of Virginia requires a certification by this Council that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the South Hill Town Council hereby certifies that to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the executive meeting to which certification resolution applies, and (2) only such business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Council.

A motion was made by Councilman Harper, second by Councilwoman Feggins-Boone, to approve **Resolution 235**, dated December 8, 2008, and return to **Open Session**. All members present voted affirmatively.

18. OPEN SESSION

A motion was made by Councilwoman Bracey, second by Councilman Kidd, on the Personnel matter to amend and readopt the Town of South Hill Policies and Procedures Manual as presented effective January 1, 2009. Motion carried unanimously.

19. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 7:24 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

Attest:

Earl O. Horne, Mayor

Anna B. Cratch, Town Clerk