



**SOUTH HILL TOWN COUNCIL**  
**REGULAR MEETING MINUTES**  
**MONDAY, JULY 13, 2009 AT 7:00 PM**

The regular monthly meeting of the South Hill Town Council was held on Monday, July 13, 2009 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   | William R. Gregory |
| Gregg Harper         | J. Woodrow "Woody" Kidd | Mike Moody         |

Council members Chad J. Barbour and C. Leroy Sasser were not present at the meeting.

**B. Staff in Attendance**

|                                      |                                |
|--------------------------------------|--------------------------------|
| Kim Callis, Town Manager             | Anna Cratch, Town Clerk        |
| Charles Hudson, Code Compl. Official | Heidi Porter, Finance Director |
| Bill Wilson, Public Works Director   |                                |

**4. APPROVAL OF MINUTES – JUNE 8, 2009**

A motion was made by Councilman Harper, second by Councilman Moody, to dispense with the reading of the minutes from the regular meeting held on June 8, 2009, since all Council members had received copies prior to the meeting, and approve as submitted by Anna Cratch. Motion carried unanimously.

**5. CODE COMPLIANCE OFFICIAL'S REPORT**

Charles Hudson presented his report of activity for the month of June 2009 as follows:

Inspections Completed - 59

|                   |   |               |
|-------------------|---|---------------|
| Permits Issued    | - | 24            |
| Fees Collected    | - | \$ 2,424.78   |
| UEZ Exemption     | - | \$ 0          |
| Rehab Exemption   | - | \$ 3,400.00   |
| General Exemption | - | \$ 5,338.00   |
| Work Value        | - | \$ 291,328.00 |
| Jobs Completed    | - | 28            |

New businesses for the month of June include Macks Construction, TNT Fireworks and A-1 Four Wheel Deals, Inc.

**A motion was made by Councilman Harper, second by Councilwoman Feggins-Boone,** to approve the report of the Code Compliance Official for the month of June 2009 as submitted by Charles Hudson. Motion carried unanimously.

## 6. POLICE CHIEF'S REPORT

In the absence of Norman Hudson, Mayor Horne presented his police report for the month of June 2009. There were a total of 170 arrests, 566 complaints and 448 call types in June. Administrative news was as follows:

- Wanda Dixon and Neal Puryear completed four hours each NCIC/VCIN Recertification at the Police Department.
- Jamie Velvin and Ronnie Edmonds completed four hours each Defensive Driving Instructor Recertification at the Training Academy in Lynchburg.
- The Basic School #73 Graduation was dedicated to Chief Hudson on June 24, 2009 by the Central Virginia Criminal Justice Academy.

**A motion was made by Councilman Kidd, second by Councilman Moody,** to approve the report of the Police Department for the month of June 2009 as submitted by Chief Hudson. Motion carried unanimously.

## 7. FINANCE DIRECTOR'S REPORT

### A. Monthly Financial Report

Heidi Porter submitted the financial report for month ended June 30, 2009 as follows:

|                      |   |                |                                |   |                |
|----------------------|---|----------------|--------------------------------|---|----------------|
| General Fund         | - | \$5,700,967.63 | Investment Account             | - | \$1,265,377.95 |
| Water and Sewer Fund | - | 25,592.49      | 2008 G.O. Bond                 | - | \$1,764,457.95 |
| Cemetery Fund        | - | 52,374.79      | Certificate of Deposit         | - | \$ 70,000.00   |
| Twin Oaks II         | - | <99,173.92>    | Total Police Dept. Savings     | - | \$ 15,554.58   |
| Total in Checking    | - | \$5,679,760.99 | Total Past Due Taxes All Yrs.- | - | \$ 102,145.18  |

**A motion was made by Councilwoman Bracey, second by Councilman Kidd,** to approve the financial report for month ended June 30, 2009 as submitted by Heidi Porter. Motion carried unanimously.

### B. Delinquent Property Taxes

Ms. Porter presented Council with a list of delinquent property taxes. Past due notices will be sent out on July 22, 2009. If payment is not received by August 26, 2009, staff would like to advertise the remaining unpaid amounts.

**A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone,** to advertise in the newspaper the delinquent real estate, personal and business personal property taxes on or about September 2, 2009. Motion carried unanimously.

**C. Red Flag Policy Resolution**

Ms. Porter informed Council that the Fair and Accurate Credit Transactions Act of 2003 directed financial regulatory agencies including the Federal Trade Commission (FTC) to put together rules requiring creditors, such as government entities, and financial institutions with covered accounts to implement programs to identify, detect, and respond to pattern, practices, or specific activities that could indicate identity theft. The FTC delayed the enforcement of the new Red Flags Rule from May 1, 2009 until August 1, 2009 to give creditors more time to develop and implement written identity theft prevention programs.

**A motion was made by Councilman Moody, second by Councilman Harper,** to adopt the Red Flag Policy Resolution establishing an Identity Theft Program to become effective August 1, 2009. Motion carried unanimously.

**8. CITIZENS TO ADDRESS COUNCIL**

**A. Felicia Cegelski, Children’s Support Services, Inc. – “Celebrating Coming Together” at Centennial Park on Friday, August 28 from 10:00 a.m. to 5:00 p.m.**

Felicia Cegelski addressed Council to request permission for Children’s Support Services, Inc. to hold a “Celebrating Coming Together” event consisting of approximately 150 to 200 people in order to acknowledge the hard work of Mecklenburg County at-risk children with their mentors and counselors and to prepare them for their new school year. The event is planned at Centennial Park on August 28 from 10:00 a.m. to 5:00 p.m. Each child will be presented with a gift of new school supplies.

**A motion was made by Councilman Kidd, second by Councilman Harper,** to authorize Children’s Support Services, Inc. to hold a Family Assessment Planning Team Meeting “Celebrating Coming Together” for at-risk children on August 28 from 10:00 a.m. to 5:00 p.m. at Centennial Park. Motion carried unanimously.

**B. Mike Watters, South Hill Police Department – National Night Out at Centennial Park on Tuesday, August 4 from 6:00 p.m. to 8:30 p.m.**

Mike Watters addressed Council to request permission for National Night Out at Centennial Park on August 4 from 6:00 p.m. to 8:30 p.m. Emergency Services will have booths setup, and various entertainment will be provided at this community event.

**A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone,** to authorize National Night Out to be held on August 4 from 6:00 p.m. to 8:30 p.m. at Centennial Park. Motion carried unanimously.

**C. Lincoln Sturdivant – Misc. Concerns**

Lincoln Sturdivant addressed Council to request information on the restrictions for keeping inoperative motor vehicles. Mayor Horne informed Mr. Sturdivant that unless such a vehicle is covered or shielded from view, the police department can send a notice via U.S. mail to the owner for removal. The owner has 30 days for removal, after which the police department may impound and sell the vehicle with the cost of such removal chargeable to the owner.

Mr. Sturdivant was informed to get with Bill Wilson in regards to some locations that need to be cleaned up. He commended the Town on the beautiful job they did with Halifax Street.

## **9. COMMITTEE REPORTS**

There were no committee reports.

## **10. TOWN MANAGER'S REPORT**

Kim Callis submitted the following report for the month of June 2009:

### **A. South Hill Revitalization – Phase 3 Funding**

Kim Callis reported that on June 18, 2009, the Commonwealth Transportation Board approved TEA-21 grant funding of \$373,000 for Phase 3 of the South Hill Revitalization Project. The award will require the Town to provide a 20% match of \$74,600. The project cannot be started without VDOT approval, which will not occur until after October 1, 2009 or until such time as the TEA-21 legislation is reauthorized or new legislation is passed. The total projected cost of Phase 3 is \$759,650. The \$373,000 award will be used primarily to relocate overhead utilities. Another TEA-21 funding application for construction costs will be filed prior to December 1, 2009. At its October 9, 2007 meeting, Council adopted a resolution authorizing the 20% match for Phase 3 of the South Hill Revitalization Project.

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

### **B. Erosion and Sediment Control Program**

Kim Callis reported that staff has been working some time with individuals from the Virginia Department of Conservation and Recreation (VDCR) on implementing a program to manage construction site plan development, reviews and enforcement actions. On June 17, 2009, Joseph Maroon, VDCR Director, notified staff that South Hill has successfully completed the Corrective Action Agreement requirements and is now “fully consistent with the requirements of the Virginia Erosion and Sediment Control Law and Regulations.” Bill Wilson and Charles Hudson were both thanked for their hard work in this area. It will likely be four to five years before this comes under study again.

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

### **C. Centennial Park Policy**

Kim Callis informed Council that there have been questions and concerns regarding religious services at Centennial Park. Council has generally taken the position that religious services of

any faith are not allowed in the park. To better clarify this policy to those requesting use of the park, the Centennial Park Reservation Request form has been amended to include the following language in Section 2: Events and assemblies involving religious services are prohibited. This language does not prohibit churches or other religious groups from using the park for picnics or other social gatherings. The revised policy has been reviewed by the Town Attorney.

**A motion was made by Councilwoman Bracey, second by Councilman Harper, to adopt the amended park policy which prohibits events and assemblies involving religious services of any faith at Centennial Park. Motion carried unanimously.**

**D. Mecklenburg County Board of Supervisors**

Kim Callis reported that the Mecklenburg County Board of Supervisors voted today at their regular monthly meeting to hold a public hearing at their August meeting to hear comments regarding the disposition of the former South Hill Primary School located on Plank Road. Marcus Hargrave, President/CEO of the South Hill YMCA, discussed the YMCA's interest in and potential plans for the property should it be deeded to them.

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

**E. CDBG Request for Meadow Street**

Kim Callis reported that the SPDC just informed him that the Town did not receive initial approval of the application which was sent in requesting CDBG funding for \$1,100,000.00 for the Meadow Street Community. Ten projects were funded; we were 13<sup>th</sup> on the list. It does not mean the project will not be funded.

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

**11. HUMAN RESOURCES MANAGER'S REPORT**

In the absence of Julie Hancock, Kim Callis presented the following administrative news for the month of June 2009:

**A. Personnel Report**

**1) Education**

- Jerry Eyler, Public Works, passed ten ASE tests from the National Institute for Automotive Service Excellence: M1-Cylinder Head Specialist; M2-Cylinder Block Specialist; M3-Assembly Specialist; S1-Body Systems and Special Equipment; S2-Diesel Engines; S3-Drive Train; S4-Brakes; S5-Suspension and Steering; S6-Electrical/Electronic Systems; and S7-Air Conditioning Systems and Controls.
- Heidi Porter, Finance Director, completed required training for the Virginia Department of Taxation Setoff Debt Program.
- Wayne Hudson, WWTP, attended a class on the Department of Consolidated Laboratory Services "Environmental Laboratory Certification

Program” held on June 29. The class was sponsored by the Virginia Rural Water Association.

- Wade Crutchfield, Wayne Dooley, John Kniolek and Brad Clark attended a training class to become Registered Technicians for Pesticide/Herbicide Applications June 16-18.

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

**12. PUBLIC WORKS DIRECTOR’S REPORT**

Bill Wilson submitted the following report for the month of June 2009:

**A. Award of FY10 Fuel Contract**

Bill Wilson informed Council that the Town received two bids on June 25, 2009 for the Town’s FY10 Fuel Contract. Bids were based on a variable cost per gallon above the “rack” price (the price a dealer will pay at the terminal for a large quantity; rack price is subject to daily change). The bid results were as follows:

| FUEL                            | PARKER OIL CO. | SADLER BROS. OIL CO. |
|---------------------------------|----------------|----------------------|
| GASOLINE (FLEET)                | \$0.0500       | \$0.0500             |
| GASOLINE (DELIVERED)            | \$0.1000       | \$0.1000             |
| ULTRA LOW SULFUR DIESEL (FLEET) | \$0.0550       | \$0.0510             |
| LOW SULFUR DIESEL (DELIVERED)   | \$0.1050       | \$0.1000             |

The bid award is based on the lower cumulative “rack” price differential relative to the estimated volume of each product purchased (1-45%; 2-1.5%; 3-43.5%; 4-10%) as follows:

Cumulative “Rack Price Differential (RPD)” = 1. RPD(0.45) + 2. RPD(0.015) + 3. RPD(0.435) + 4. RPD(0.10)

| CUMULATIVE “RACK” PRICE DIFFERENTIALS |            |
|---------------------------------------|------------|
| PARKER                                | \$0.058425 |
| SADLER                                | \$0.056185 |
|                                       | \$0.002240 |

Sadler Brothers Oil Company is the lower bid by a cumulative “rack” price differential of \$0.002240.

**A motion was made by Councilman Kidd, second by Councilwoman Bracey, to approve the low bid and award the FY10 fuel contract to Sadler Brothers Oil Company, Inc. Motion carried unanimously.**

**B. 2008 Consumer Confidence Report**

Bill Wilson informed Council that state and federal drinking water regulations require community waterworks owners to prepare an annual Consumer Confidence Report (CCR) that describes the quality of drinking water delivered to consumers. The CCR covering calendar year 2008

must be distributed by July 1, 2009, to all customers that receive a water bill, and a “good faith” effort must be made to reach other consumers who do not receive water bills. The Town sent a copy of the CCR with the June 2009 utility bills. Copies are also available at the Town Hall and the public library.

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

**13. OLD BUSINESS**

There was no old business.

**14. NEW BUSINESS**

There was no new business.

**15. EXECUTIVE SESSION**

**Real Estate – § 2.2-3711 (A)(3) and Prospective Business – § 2.2-3711 (A)(5)**

Pursuant to Real Estate – § 2.2-3711 (A)(3) and Prospective Business – § 2.2-3711 (A)(5) 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 real estate and prospective business matters. The members voted unanimously to enter into said Executive Session.

There was no action taken in Executive Session on the real estate or prospective business 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**, Sections 2.2-3711 (A)(3) and 2.2-3711 (A)(5) of the Code of Virginia require 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 Councilwoman Feggins-Boone, second by Councilman Harper**, to approve **Resolution 238**, dated July 13, 2009, and return to **Open Session**. All members present voted affirmatively.

**16. OPEN SESSION**

There was no action taken in Open Session on the Real Estate or Prospective Business matters.

**17. ADJOURNMENT**

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 8:00 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

Attest:

---

Earl O. Horne, Mayor

---

Anna B. Cratch, Town Clerk