



SOUTH HILL TOWN COUNCIL

REGULAR MEETING MINUTES

MONDAY, DECEMBER 14, 2009 AT 7:00 PM

The regular monthly meeting of the South Hill Town Council was held on Monday, December 14, 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	J. Woodrow "Woody" Kidd
Mike Moody	C. Leroy Sasser	

The following Council members were not present at the meeting: Chad J. Barbour, Gregg Harper and Delores B. Luster.

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 9, 2009

A motion was made by Councilwoman Feggins-Boone, second by Councilman Moody, to dispense with the reading of the minutes from the regular meeting held on November 9, 2009, since all Council members had received copies prior to the meeting, and approve as submitted by Anna Cratch. Motion carried unanimously.

5. SERVICE AWARDS

Melvin Jerry Eyler of Public Works was recognized with a Certificate of Accomplishment for five years of service to the Town effective December 13, 2009.

6. CODE COMPLIANCE OFFICIAL'S REPORT

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

Inspections Completed	-	39
Permits Issued	-	20
Fees Collected	-	\$ 1,672.31
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 42,920.00
General Exemption	-	\$ 1,916.00
Work Value	-	\$ 159,536.00
Jobs Completed	-	25

New businesses for the month of November include Personal Security Products and Computer World.

A motion was made by Councilman Moody, second by Councilman Kidd, to approve the report of the Code Compliance Official for the month of November 2009 as submitted by Charles Hudson. Motion carried unanimously.

7. POLICE CHIEF'S REPORT

Norman Hudson presented his police report for the month of November 2009. Chief Hudson informed Council there were a total of 237 arrests, 613 complaints and 438 call types in November. He presented the following administrative news:

- Corporal Mike Peebles and his k-9 graduated from Bloodhound/Handler School on November 8, 2009.
- Sgt. Jamie Velvin completed an 8-hour EVOC Workshop at the training academy in Lynchburg.
- Cpl. Scott Zincone completed 6 hours training in Electronic Submission of Crash Reports at the VSP Academy in Richmond.
- Sgt. Ronnie Edmonds received an award at the 8th Annual Southside Virginia ASAP Police Recognition event for his efforts in DUI arrests for the past year.
- Det. Nelson Watson received an Officer of the Year award at the 3rd Annual Law Enforcement Award Banquet held at SVCC. He received the award for his contributions to the Police Department and the citizens of South Hill.

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

In answer to a question in October from Councilman Moody regarding the possibility of the Police Department checking on the elderly who are homebound, Chief Hudson stated that the Lake Country Area Agency on Aging is already providing this service. They have had as many as 15 that they check on; they are currently down to 7. They advised they would be glad to provide this service to others. They have 83 people that they look after, but only 7 utilize this service. Chief Hudson mentioned that the agency personally calls individuals which is better than doing it automatically with a machine as most other localities do.

8. FINANCE DIRECTOR'S REPORT

A. Monthly Financial Report

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

General Fund	-	\$5,564,967.27	Investment Account	-	\$1,265,991.43
Water and Sewer Fund	-	<12,010.95>	2008 G.O. Bond	-	\$1,405,761.64
Cemetery Fund	-	60,114.79	Certificate of Deposit	-	\$ 70,000.00
Twin Oaks II	-	<14,099.55>	Total Police Dept. Savings	-	\$ 14,808.01
Total in Checking	-	\$5,598,971.56	Total Past Due Taxes All Yrs.-	\$	60,953.06

A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone, to approve the financial report for month ended November 30, 2009 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 political science class:

Jessica Boyter Jason Wilborn

10. COMMITTEE REPORTS

There were no committee reports.

11. APPOINTMENTS

A. South Hill Board of Building Code Appeals

Mayor Horne informed Council that Herbert Lee Farrar's appointment on the Board of Building Code Appeals will expire on January 8, 2010. Mr. Farrar has been contacted and does wish to serve another five year term.

A motion was made by Councilman Kidd, second by Councilman Sasser, to reappoint Herbert Lee Farrar to the South Hill Board of Building Code Appeals for another five year term commencing January 9, 2010 and ending January 8, 2015. Motion carried unanimously.

B. South Hill Planning Commission

Mayor Horne informed Council that the Planning Commission appointments of Shep Moss and Lincoln Sturdivant will expire in January 2010. Both have been contacted and Mr. Sturdivant agrees to serve another four year term; however, Mr. Moss does not wish to serve again. Mayor Horne asked Council for the reappointment of Mr. Sturdivant and for Tammy Manning to be nominated to replace Mr. Moss.

A motion was made by Councilwoman Feggins-Boone, second by Councilwoman Bracey, to reappoint Lincoln Sturdivant and to appoint Tammy Manning to the South Hill Planning Commission for a four year term commencing January 2010 and ending January 2014. Motion carried unanimously.

C. R. T. Arnold Library Advisory Committee

Mayor Horne informed Council that the two year appointments of the following four members of the R. T. Arnold Library Advisory Committee will expire on December 31, 2009: Carolyn Blackwell, Barbara Nanney, Steven Stanley and Ashleigh Zincone.

A motion was made by Councilman Moody, second by Councilman Sasser, to reappoint the following four members to the R. T. Arnold Library Advisory Committee for another two year term commencing January 1, 2010 and ending December 31, 2011: Carolyn Blackwell, Barbara Nanney, Steven Stanley and Ashleigh Zincone. Motion carried unanimously.

D. Southside Planning District Commission

Mayor Horne informed Council that Kim Callis' appointment on the Southside Planning District Commission will expire on December 31, 2009. Mr. Callis has been contacted and does wish to serve another three year term.

A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone, to reappoint Kim Callis to the Southside Planning District Commission for another three year term commencing January 1, 2010 and ending December 31, 2012. Motion carried unanimously.

12. TOWN MANAGER'S REPORT

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

A. Raleigh Avenue Extension

Kim Callis informed Council that he, Bill Wilson, Norman Hudson and Robert Owens met with VDOT officials on December 1 to discuss the schedule for constructing the segment of Raleigh Avenue from Highway 1 South to Parker Park. Matthew Swanson, VDOT Project Manager, stated that the planned completion of the project is currently the end of August 2011. Town staff asked VDOT to work with them to complete the project by June 30, 2011, prior to the annual Picnic in the Park and Dixie Softball World Series. VDOT made no commitment to the earlier completion date, explaining that construction of an intersection and the coordination of utilities are the significant challenges, but they have agreed to make an effort to accelerate the schedule. The Town has agreed to allow closure of a 450' section of Plank Road which will help speed things up. We have also offered our assistance to VDOT Right of Way Officials and Utility Coordinators in working with Verizon and others to obtain the necessary utility clearances.

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

B. Enterprise Zone Amendments

Mr. Callis reported that staff is working with DHCD on modifying the boundaries of our Enterprise Zone to take better advantage of state level incentives and to extend existing incentives to all industrial parks.

A state funded Real Property Investment Grant is available for commercial, industrial or mixed use buildings or facilities that meet certain requirements. Generally, a \$100,000 grant may be available for qualifying investments of less than \$5 million. The grant may increase incrementally up to \$200,000 for qualifying investments of \$5 million or more. Qualifying investments generally include new construction, expansion and rehabilitation of buildings or facilities. Land acquisition costs are not qualifying investments.

There is an existing IDA incentive that offers a real estate discount at the Interstate Industrial Park for private investments of at least \$10 million and creation of 100 full-time jobs. We are considering extending this incentive to the Northside and Hillcrest Industrial Parks. Northside is currently the home for several industries. Hillcrest has no existing or planned businesses.

The final portion of the amendment application is to clarify existing language.

As the amendment will also affect Mecklenburg County, we will need a resolution from the Board of Supervisors supporting the application.

No Council action was required at this time. Once the amendment package is finalized, staff will hold a public hearing as part of the DHCD approval process. Staff would like to complete this process by March 31, 2010.

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

13. HUMAN RESOURCES MANAGER'S REPORT

Julie Hancock presented the following administrative news for the month of November 2009:

A. Personnel Report

1) Retirements

- Gladys Jenerette, Finance and Administration, retired effective December 4, 2009.

2) Resignations/Terminations

- Keith Miller, Fleet and Facilities Maintenance, resigned his position with the Town effective November 20, 2009.

3) Open Positions

The Town currently has four open positions.

- Maintenance Operator I, Public Works Water and Sewer
- Maintenance Operator I, Public Works Streets
- Mechanic I, Public Works Fleet and Facilities Maintenance

- Accounting Technician III, Finance and Administration

All positions are being advertised internally, on the Town website, and in the newspaper. Applications are being reviewed to determine if applicants meet the basic job qualifications prior to selection for the interview process. Interviews for the Accounting Technician and Mechanic will start this week.

4) **Seminars/Training/Other**

- Jerry Eyler, Public Works, earned a certificate in Fuel Delivery Systems Diagnostics in September.
- Ben Young, Public Works, attended “Wastewater Solids Sampling and Testing Workshop” held at DEQ’s Piedmont Regional office on November 12.
- Wade Crutchfield, Robert Owens, Mark Novsak and Bill Wilson, Public Works, completed a Virginia Institute of Government seminar on Motivating and Retaining Employees on November 18.
- The safety videos Snowplow Safety and Snow Removal Techniques were shown December 2 to Town personnel in Public Works.
- Heidi Porter and Julie Hancock, Finance and Administration, completed a VML Insurance webinar on Workers’ Compensation Administration on December 2.

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

14. PUBLIC WORKS DIRECTOR’S REPORT

Bill Wilson presented the following report for the month of November 2009:

A. Inflow and Infiltration (I & I) Elimination Program

Bill Wilson informed Council that I & I is used to describe the ways that groundwater and stormwater enter into a dedicated sanitary sewer system which consists of pipes that are designed strictly to transport wastewater to a treatment facility. Typically, the groundwater enters the system through cracks and leaks in the pipes. I & I is often found by monitoring flow in manholes during rainfall events; ideally, the flow should remain normal.

A couple of weeks ago Nelson Ratcliffe, Utility Division Supervisor; Brian Bratten and Robert Watkins noticed an unusually high flow into the Parker Park pump station. They tracked the flow up a sewer leg to the Lakewood Apartments where they noticed a large quantity of stormwater flowing down the parking lot and through a drainageway leading to a detention basin, but only a minimal amount of water in the basin. They removed some rock below the end of the drainageway and saw a large hole in a 6” sewer lateral; the stormwater was flowing directly into the hole.

This was an unusual situation whereby a trench was cut to lay an electric line around five or six years ago and the plastic line was inadvertently hit. The inflow from that 5” rainfall event resulted in over 100,000 gallons of stormwater entering the sewer system. Mr. Wilson recognized the Utility Division workers for a “job well done”.

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

There was no new business.

17. EXECUTIVE SESSION

Legal – § 2.2-3711 (A)(7)

Pursuant to Legal – § 2.2-3711 (A)(7) 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 legal matters. The members voted unanimously to enter into said Executive Session.

There was no action taken in Executive Session on the legal 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, Section 2.2-3711 (A)(7) 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 Councilwoman Feggins-Boone, second by Councilman Kidd, to approve **Resolution 242**, dated December 14, 2009, and return to **Open Session**. All members present voted affirmatively.

18. OPEN SESSION

There was no action taken on the Legal matter in Open Session following the Executive Session.

Mayor Horne wished everyone a Merry Christmas.

19. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 7:55 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

Attest:

Earl O. Horne, Mayor

Anna B. Cratch, Town Clerk