



**SOUTH HILL TOWN COUNCIL  
REGULAR MEETING AGENDA  
MONDAY, JUNE 9, 2025, 7:00 PM**

Temporary Location: 111 E. Danville Street ~ South Hill, VA 23970

Phone: (434) 447-3191 ~ Fax: (434) 447-5064

<https://www.southhillva.org/> ~ [southhill@southhillva.org](mailto:southhill@southhillva.org)

Note: This meeting will be held in person and will **not** be livestreamed.

- ☒ Please remember sign ups for Citizens to Address Council are required before meeting begins. Sign up sheets are located on the table outside the front Council doors. Speakers are asked to use the aisle microphone.
- ☒ Please silence all cell phones while Council is in session.

- I. Opening
  - A. Welcome, Invocation, and Pledge of Allegiance
  - B. Call to Order
  - C. Roll Call
- II. Approval of Agenda – June 9, 2025
- III. Citizens to Address Council *Comments are limited to three minutes (five minutes if on behalf of a group).*
- IV. Public Hearings *Comments are limited to three minutes (five minutes if on behalf of a group)*
  - A. Water Tower Telecommunications Lease and Easement – Keli Reekes
  - B. Law Enforcement Ordinance Amendments – Keli Reekes
  - C. Sewer Pretreatment Ordinance Amendment – C.J. Dean
- V. Administrative Reports
  - A. Consent Agenda *All consent agenda items are considered routine by Town Council and will be acted upon by one motion (move to approve the consent agenda). There will be no separate discussion of these items unless a Council member requests an item be removed or considered separately.*
    - 1. Minutes
      - a. May 12, 2025 Regular Meeting
    - 2. Monthly Financial Report
  - B. Items for Approval *Items for approval are individual items to be considered by Town Council and to be acted upon by individual motions. There will be separate discussion of these items.*
    - 1. Town Manager Report
      - a. Council Retreat Follow-Up
      - b. Ratify and Approve Town Hall Contracts
    - 2. Director of Municipal Services Report
      - a. FY26 Fuel Bid Award
    - 3. Police Department Report
      - a. Adoption of Ordinance for SHPD: Title 46.2 and Article Two, 18.2-266 – 18.2-273, Code of Virginia of 1950 as Amended
  - C. Reports to Accept as Presented *All reports are considered informational to Town Council and require no action (move to accept the reports as presented). There will be no separate discussion of these items unless a Council member requests an item be removed for discussion separately.*
    - 1. Police Report
    - 2. Municipal Services Report
    - 3. Parks, Facilities, and Grounds Report
      - a. Facilities Reservation Calendar

4. Code Compliance Report
  - a. Monthly Report
  - b. Dilapidated Properties
5. Business Development Report
6. Human Resources Report

VI. Appointments

- A. South Hill Industrial Development Authority
- B. Board of Zoning Appeals

VII. Other Business

VIII. Adjournment

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This agenda is subject to change at the discretion of the South Hill Town Council.

CURRENT OFFICIALS

Council Members

The Honorable Mike Moody, Mayor  
Randy Crocker  
Jenifer Freeman-Hite  
Delores Luster  
Michael Smith

Gavin Honeycutt, Vice Mayor  
Lillie Feggins-Boone  
Ashley C. Hardee  
Carl L. Sasser, Jr.

Staff

Keli Reekes, Town Manager  
Leanne Patrick Feather, Clerk of Council  
Sands Anderson PC, Town Attorney Services

To assist us in providing dissemination of materials, presenters are requested to submit 12 copies of their remarks and/or handouts to the Clerk prior to meetings. These copies will be provided to Town Council members and staff.
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## **Public Hearings**

South Hill Town Council Meeting

June 9, 2025

- A. Water Tower Telecommunications Lease and Easement
- B. Law Enforcement Ordinance Amendments
- C. Sewer Pretreatment Ordinance Amendment

# PUBLIC HEARING

## Water Tower Lease & Easement Agreement

A Notice of Public Hearing was published in the May 28, 2025 and June 4, 2025 editions of the local newspaper to inform interested parties that Town Council will hear comments on a proposed lease and easement agreement from the Town of South Hill to AT&T Mobility or its assign, as lessee.

Open Public Hearing

Close Public Hearing

**Recommended Motions:**

I move to adopt the resolution authorizing conveyance of real property in accordance with the terms of the proposal, and further authorizes the Town Manager to sign all relevant documents to include the AT&T tower lease agreement.





May 21, 2025

Town of South Hill  
ATTN: Keli Reekes  
211 South Mecklenburg Avenue  
South Hill, VA 23970

Re: Communications Facility located at 820 Plank Road, South Hill, VA 23970

Contract #: 132121 / FA#: 10139443

Dear Keli,

As you are aware, AT&T Mobility ("AT&T") has partnered with MD7 to work with you to facilitate certain modifications to the cell site lease on your property. These modifications will allow AT&T to meet current business requirements and enhance your site's value to the network.

#### Changes in the Wireless Industry

Recent industry developments are changing how wireless telecommunications carriers operate. In the past, carriers focused on rapidly building out their networks in order to provide the best coverage. Today, while consumers are enjoying greater services and better coverage than ever before, operating costs continue to escalate. As a result, the wireless industry is also focusing on operating networks as efficiently as possible.

#### Eliminating Risk and Increasing Value

AT&T is addressing this shift by reviewing its cell site portfolio. AT&T has partnered with MD7 to offer selected landlords like you the opportunity to minimize the business risks associated with industry uncertainties and to increase the value of your cell site lease.

#### Criteria for Cellular Site Retention/Rent Guarantee Period

AT&T is willing to offer the following option to secure a longer-term lease with you:

- \$1,628.00 per month, commencing July 1, 2025
- 10% rent increase every 5 years, commencing February 1, 2029
- Extension of Lease through January 31, 2044

In order to maintain its long-term flexibility, AT&T will also require the following lease provisions to address future technological and network changes:

■ Expansion of Permitted Use

"Tenant, its personnel, invitees, contractors, agents, subTenants, or its authorized sublessees, or assigns may use the Premises, at no additional cost or expense, for the transmission and reception of any and all communications signals and to modify, supplement, replace, upgrade, expand, including but not limited to the number and type(s) of antennas, or refurbish the equipment and/or improvements thereon or relocate the same within the Premises at any time during the term of the Agreement for any reason, or in order to be in compliance with any current or future federal, state or local mandated application, including but not limited to emergency 911 communication services, or for any other reason. Landlord shall reasonably cooperate in obtaining governmental and other use permits or approvals necessary or desirable for the foregoing permitted use. If Landlord does not comply with the terms of this section, in addition to any other rights it may have at law, Tenant may terminate the Agreement and shall have no further liability to Landlord. If Landlord does not comply with the terms of this section, Tenant will have the right to exercise any and all rights may available to it under law and equity, including the right to cure Landlord's default and to deduct the costs of such cure from any monies due to Landlord from Tenant."

■ Termination

"In addition to any rights that may exist in the Agreement, Tenant may terminate the Agreement at any time with **ninety (90)** days prior written notice to Landlord for any or no reason."

■ Right of First Refusal

"Notwithstanding any other provisions contained in the Agreement, if at any time after the Effective Date, Landlord receives a bona fide written offer from a third party, **excluding government entities**, seeking any sale, conveyance, assignment or transfer, whether in whole or in part, of any property interest in or related to the Premises, including without limitation any offer seeking an assignment or transfer of the Rent payments associated with the Agreement or an offer to purchase an easement with respect to the Premises ("Offer"), Landlord shall immediately furnish Tenant with a copy of the Offer. Tenant shall have the right within ninety (90) days after it receives such copy to match the financial terms of the Offer and agree in writing to match such terms of the Offer. Such writing shall be in the form of a contract substantially similar to the Offer, but Tenant may assign its rights to a third party. If Tenant chooses not to exercise this right or fails to provide written notice to Landlord within the ninety (90) day period, Landlord may sell, convey, assign or transfer such property interest in or related to the Premises pursuant to the Offer, subject to the terms of the Agreement. If Landlord attempts to sell, convey, assign or transfer such property interest in or related to the Premises without complying with this paragraph, the sale, conveyance, assignment or transfer shall be void. Tenant shall not be responsible for any failure to make payments under the Agreement and reserves the right to hold payments due under the Agreement until Landlord complies with this paragraph. Tenant's failure to exercise the right of first refusal shall not be deemed a waiver of the rights contained in this paragraph with respect to any future proposed conveyances as described herein."

■ Sale of Property

(a) "Landlord shall not be prohibited from the selling, leasing or use of any of the Property or the surrounding Property except as provided below.

(b) If Landlord, at any time during the Term of the Agreement, decides to rezone or sell, subdivide or otherwise transfer all or any part of the Premises, or all or any part of the Property or surrounding Property, to a purchaser other than Tenant, Landlord shall promptly notify Tenant in writing, and such rezoning, sale, subdivision or transfer shall be subject to the Agreement and Tenant's rights hereunder. In the event of a change in ownership, transfer or sale of the Property,

within ten (10) days of such transfer, Landlord or its successor shall send the documents listed below in this subsection (b) to Tenant. Until Tenant receives all such documents, Tenant shall not be responsible for any failure to make payments under the Agreement and reserves the right to hold payments due under the Agreement.

- i. Old deed to Property
- ii. New deed to Property
- iii. Bill of Sale or Transfer
- iv. Copy of current Tax Bill
- v. New IRS Form W-9
- vi. Completed and Signed AT&T Payment Direction Form
- vii. Full contact information for new Landlord including phone number(s)

(c) Landlord agrees not to sell, lease or use any areas of the Property or surrounding Property for the installation, operation or maintenance of other wireless communications facilities if such installation, operation or maintenance would interfere with Tenant's Permitted Use or communications equipment as determined by radio propagation tests performed by Tenant in its sole discretion. Landlord or Landlord's prospective purchaser shall reimburse Tenant for any costs and expenses of such testing. If the radio frequency propagation tests demonstrate levels of interference unacceptable to Tenant, Landlord shall be prohibited from selling, leasing or using any areas of the Property or the surrounding Property for purposes of any installation, operation or maintenance of any other wireless communications facility or equipment.

(d) The provisions of this paragraph shall in no way limit or impair the obligations of Landlord under the Agreement, including interference and access obligations."

#### ■ Removal/Restoration

"In addition to the terms set forth in the Agreement, Landlord agrees that the Communications Facility and any related equipment brought to the Premises by Tenant, its agents, contractors, predecessors in interest or subTenants, shall be and remain Tenant's personal property or the personal property of its subTenant(s), as the case may be. Landlord waives any and all rights it may have, including any rights it may have in its capacity as Landlord under the Agreement to assert any liens, encumbrances or adverse claims, statutory or otherwise, related to or in connection with the Communications Facility or any portion thereof. Tenant, in its sole discretion, may remove the Communications Facility or any portion of the Communications Facility at any time during the Term of the Agreement, without notice to Landlord and without Landlord's consent. Notwithstanding any terms to the contrary, Tenant will not be responsible for the replacement of any trees, shrubs or other vegetation, nor will Tenant be required to remove from the Premises or the Property any foundations or underground utilities. Tenant, may, in its sole discretion, transfer any improvements or alterations to the Premises to Landlord at any time during the Term of the Agreement without notice to the Landlord and without the Landlord's consent."

This letter of understanding is subject in all respects to the preparation, execution and delivery of a definitive amendment in form and substance mutually agreeable to each of us. This letter will not be legally binding between us with respect to the proposed business relationship, but instead serves as a statement of our mutual intent to work toward entering into such an amendment.

AT&T values its affiliation with you and hopes to continue a long and mutually profitable relationship in the years to come.

Thank you for your consideration.

Sincerely,

Marcus Wiggins



*Director - Technical Sourcing, AT&T Mobility*



cc:

**MD7** Abby Gallo

***Lease Consultant***

d: (469) 421-7758

a: 950 W Bethany Dr., Suite 700  
Allen, TX 75013

e: [agallo@md7.com](mailto:agallo@md7.com)

**Authorized Agent for AT&T Mobility**

**RESOLUTION OF THE TOWN COUNCIL OF  
THE TOWN OF SOUTH HILL, VIRGINIA  
AUTHORIZING CONVEYANCE OF REAL PROPERTY  
(AT&T TOWER LEASE AGREEMENT)**

**WHEREAS**, the Town Council (**the “Council”**) of the Town of South Hill, Virginia (**the “Town”**) previously conveyed a lease and easement in certain property located on a water tower owned by the Town consisting of a portion of Tax Map Number 078A16-((23))-A (**the “Leased Property”**) in connection with telecommunication facilities pursuant to and as described by a Water Tower Attachment Communications Site Agreement dated as of December 1, 2006 between the Town and ALLTEL Communications, (**as amended from time to time, the “Original Tower Lease”**);

**WHEREAS**, AT&T Mobility (**the “Lessee”**), as successor or assign to the tenant under the Original Tower Lease, has requested a new tower lease and easement agreement of the Leased Property for the co-location of telecommunications facilities on the Leased Property, to replace the Original Tower Lease, pursuant to the terms of a proposal provided by Lessee, a copy of which has been presented to Council (**the “Proposal”**); and

**WHEREAS**, the Council proposes to lease the Leased Property to the Lessee for the sum of \$1,628.00 per month, with a 10% rent increase every 5 years, commencing February 1, 2029 and a termination date of January 31, 2044 in accordance with the Proposal, and the Lessee desires to rent the Leased Property pursuant to the Proposal and terms described herein; and

**WHEREAS**, in accordance with Section 15.2-1800 of the Code of Virginia of 1950, as amended, the Council held a duly advertised public hearing regarding the lease of the Leased Property on June 9, 2025;

**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 lease the Leased Property to the Lessee in accordance with the terms of the Proposal and the Council hereby ratifies and approves the Proposal;

**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 lease the Leased Property to the Lessee, including without limitation, the preparation, execution, delivery and recordation of a tower lease and easement agreement for the Leased Property in accordance with the terms of the Proposal, any title or other work reasonably necessary in connection with the leasing and conveyance of easements for the Leased Property and the execution and delivery of 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 lease of the Leased Property prior to the date of adoption of this Resolution are hereby ratified and confirmed.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.

**ADOPTED** at a regular meeting of Council this 9<sup>th</sup> day of June, 2025, the roll call vote being as follows:

	VOTING AYE	VOTING NAY	ABSENT
Randy Crocker	_____	_____	_____
Lillie Feggins-Boone	_____	_____	_____
Jenifer Freeman-Hite	_____	_____	_____
Ashley C. Hardee	_____	_____	_____
Gavin Honeycutt	_____	_____	_____
Delores Luster	_____	_____	_____
Carl L. Sasser, Jr.	_____	_____	_____
Michael Smith	_____	_____	_____

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 9<sup>th</sup> day of June, 2025, at which a quorum was present at the time the meeting was convened and at the time said vote was taken.

By: \_\_\_\_\_  
W. M. "Mike" Moody, Mayor

ATTEST:

\_\_\_\_\_  
Leanne Patrick Feather, Town Clerk

# PUBLIC HEARING

## Law Enforcement

### Ordinance Amendments

A Notice of Public Hearing was published in the May 28, 2025 and June 4, 2025 editions of the local newspaper to inform interested parties that Town Council will hear comments regarding law enforcement ordinance amendments, which have been available for public inspection at Town Hall and are included in the agenda packet.

Open Public Hearing

Close Public Hearing

**Recommended Motions:**

I move to adopt Ordinance O-03-25 amending Chapter 70 - Streets, Sidewalks and Other Public Places by adding Article V. - Parks and Other Public Recreational Facilities.

I move to adopt Ordinance O-04-25 amending Chapter 82 - Traffic and Vehicles, Section 82-2. Restrictions on keeping inoperable motor vehicles on residential or commercial property; removal of such vehicles.

I move to adopt Ordinance O-04-25 amending Chapter 50 - Offenses, Article XII. - Parking, Section 50-809. - Penalties for violation of article.

**AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE CODE OF THE  
TOWN OF SOUTH HILL, VIRGINIA**

BE IT ENACTED by the Town Council of the Town of South Hill, Virginia, in regular session assembled that:

Chapter 70 - Streets, Sidewalks and Other Public Places be amended to include Article V. - Parks and Other Public Recreational Facilities. Added language is included below in italics and underline.

**Secs. 70-169 – 70-190. - Reserved.**

**ARTICLE V. - PARKS AND OTHER PUBLIC RECREATIONAL FACILITIES**

**Sec. 70-191 Park use prohibited between certain hours; exceptions**

- (a) If any person shall commit the following within any of the town parks or any other public recreation area unless otherwise posted he shall be guilty of a class 1 misdemeanor.*
- (b) It shall be unlawful for any person to be in a town park or other public recreation area at any time between dusk and dawn; provided, however, nothing in this section shall be construed as applying to persons walking along, but not loitering, on the concrete walkway along or near the boundaries of the parks; and provided further, this section shall not apply with respect to functions or ceremonies held in any park or other public recreation area which have been duly authorized by proper authority of the town.*

**Sec. 70-192 Prohibited activities in public parks and other public facilities**

*If any person shall commit any of the following activities within any of the town parks or any other public recreation area unless such area has posted signs permitting such activities he shall be guilty of a class 4 misdemeanor.*

- (a) No one shall use, operate or permit to be played, used or operated any radio, musical instrument, loud speaker, sound amplifier, or any other machine or device for the producing or the recording of sound in such a manner as to be audible at a distance of 25 feet from the location of such device or to be audible beyond the boundaries of the park or other public facility, whichever distance is less, unless such person has obtained prior written permission from the town manager, or their designee(s).*
- (b) No one shall operate any motorized vehicle of any nature whatsoever, including a moped, motorcycle, or an all-terrain vehicle in any portion of a town park or other public facility other than the designated parking lot or parking area unless such person has been authorized to operate a motorized vehicle in other areas of a town park or other public facility by the town manager, or their designee(s).*



(c) No one shall leave a motor vehicle or other vehicle standing or parked in any established parking area or elsewhere in the town parks and recreation areas between the hours of 10:00 p.m. to 5:00 a.m., and/or during other posted periods which the town parks are closed.

(d) No person shall commit any other activity in a town park or other public recreation area which activity has been expressly prohibited by a sign or signs posted by the town, to include:

- 1) Possess or consume any alcoholic beverage, except as permitted in writing by the town manager.
- 2) Go on or remain upon the property outside of posted hours, or between 10:00 p.m. and 5:00 a.m. if no hours have been posted.
- 3) Trespass on any portion of the property posted with appropriate signs.
- 4) Use or park a motor vehicle other than in designated areas, except as permitted in writing by the town manager.
- 5) Possess any glass container in an area posted with appropriate signs.
- 6) Set or maintain a fire, except in cooking grills.
- 7) Camp or use the property for living accommodations.
- 8) Throw or deposit litter on the property except in designated receptacles.
- 9) Deface any building, table, bench, pavement, sign, or other public property.

**Sec. 70-193 Public order**

Nothing in this section shall prevent the chief of police or his authorized agents from issuing or serving a trespass notice to a person(s) habitually and continually violating any of the prohibited acts listed in sections 70-166 or 70-167 of this chapter. The town police shall have the authority to arrest a person(s) in violation of said notice.

Done in the Town of South Hill, Virginia, this 9<sup>th</sup> day of June, 2025.

Town of South Hill, Virginia

By: \_\_\_\_\_  
W. M. Moody, Mayor

ATTEST:

\_\_\_\_\_  
Leanne Patrick, Clerk of Council

**AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE CODE OF THE  
TOWN OF SOUTH HILL, VIRGINIA**

BE IT ENACTED by the Town Council of the Town of South Hill, Virginia, in regular session assembled that:

Chapter 82 - Traffic and Vehicles be amended by updating the following language to Section 82-2. The updated language is underlined and in italics; language being removed is in strikethrough and red.

**Sec. 82-2. Restrictions on keeping of inoperable motor vehicles on residential or commercial property; removal of such vehicles.**

- (a) As used in this section, an “inoperable motor vehicle” shall mean ~~any motor vehicle which is not in operating condition; or which for a period of 60 days or longer has been partially or totally disassembled by the removal of tires and wheels, the engine, or other essential parts required for operation of the vehicle or on which there is displayed neither valid license plates nor a valid inspection decal.~~ (i) any motor vehicle, which is not in operating condition; (ii) any motor vehicle which for a period of 60 days or longer has been partially or totally disassembled by the removal of tires and wheels, the engine, or other essential parts required for operation of the vehicle; or (iii) any motor vehicle on which there are displayed neither valid license plates nor a valid inspection.
- (b) It shall be unlawful for any person ~~to keep, except within a fully enclosed building or structure which shields or screens completely from view, on any property zoned for residential or commercial or agricultural purposes any motor vehicle, trailer or semitrailer, as such are defined in Code of Virginia, § 46.2-100, which is inoperative.~~ firm or corporation to keep, except within a fully enclosed building or structure on any property zoned for residential or commercial or agricultural purposes, any motor vehicle, trailer or semitrailer, as such are defined in Code of Virginia, §46.2-100, which is inoperable.
- (c) ~~The provisions of this section shall not apply to a licensed business which on June 26, 1970, was regularly engaged in business as an automobile dealer, salvage dealer or scrap processor. The owners of property zoned for residential or commercial or agricultural purposes shall remove therefrom any such inoperative motor vehicles, trailers or semitrailers that are not kept within a fully enclosed building or structure which shields or screens any inoperative vehicle completely from view. The town may remove any such inoperative motor vehicles, trailers or semitrailers, whenever the owner of the premises, after reasonable notice, has failed to do so. If the town agents or employees remove any such motor vehicles, trailers or semitrailers, after having given such reasonable notice, the town may dispose of such motor vehicles, trailers or semitrailers after giving additional notice to the owner of the vehicle. The cost of any such removal and disposal shall be chargeable to the owner of the vehicle or premises and may be collected by the town as taxes and levies are collected. Every cost authorized by this section with which the owner of the premises has been assessed shall constitute a lien against the property~~

~~from which the vehicle was removed, the lien to continue until actual payment of such costs has been made to the town.~~ Any person violating the provisions of this section shall be deemed guilty of a class 4 misdemeanor.

(d) The owners of property zoned for residential or commercial or agricultural purposes shall, within 30 days after receiving written notice from the town, remove therefrom any such inoperable motor vehicles, trailers or semitrailers that are not kept within a fully enclosed building or structure. Upon failure of the owner of such property to do so after such notice, the town, through its own agents or employees, may remove any such inoperable motor vehicles, trailers or semitrailers. If the town removes any such motor vehicles, trailers or semitrailers, the town may dispose of such motor vehicles, trailers or semitrailers after giving 30 days' notice to the owner of the vehicle. The cost of any such removal and disposal shall be chargeable to the owner of the vehicle who shall be primarily responsible for such cost. If the town cannot collect from the owner of the vehicle, the owner of the premises shall be responsible for the cost. Such costs may be collected by the town as taxes and levies are collected. Every cost authorized by this section with which the owner of the premises has been assessed shall constitute a lien against the property from which the vehicle was removed, the lien to continue until actual payment of such costs has been made to the town.

(e) Nothing in this section shall affect other ordinance provisions of the town, including the zoning ordinance, concerning motor vehicles, trailers or semitrailers; and the provisions of this section shall not apply to a licensed business which on June 26, 1970, is regularly engaged in business as an automobile dealer, salvage dealer or scrap processor.

Done in the Town of South Hill, Virginia, this 9<sup>th</sup> day of June, 2025.

Town of South Hill, Virginia

By: \_\_\_\_\_  
W.M. Moody, Mayor

ATTEST:

\_\_\_\_\_  
Leanne Patrick, Clerk of Council

**AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE CODE OF THE  
TOWN OF SOUTH HILL, VIRGINIA**

**WHEREAS**, Virginia Code §§46.2-1220 and 46.2-1242 empowers the Town of South Hill, Virginia (**the “Town”**) to assess and retain parking fines;

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of South Hill, Virginia, that Town Code, Article XII, Section 50-809 be amended. The amended language is underlined and in italics; language being removed is in strikethrough and red.

**Sec. 50-809. Penalties for violation of article.**

- (a) Any person accused of a violation of an ordinance prohibiting parking a vehicle in an area restricting the length of time a vehicle may be parked may settle and compromise the claim against him for such illegal parking by paying to the town the sum of \$15.00 if paid within ten days of the date on which the alleged offense was committed. If not paid within ten days, the penalty shall be increased to \$25.00, and shall be further increased by an additional \$10.00 each calendar month thereafter until the penalty is paid.
- (b) Any person accused of parking a vehicle in a parking space reserved for the handicapped ~~or designated as a fire lane~~ may settle and compromise the claim against him for such illegal parking by paying to the town the sum of \$150.00 if paid within ten days of the date on which the alleged offense was committed. If not paid within ten days, the penalty shall be increased to \$160.00, and shall be further increased by an additional \$10.00 each calendar month thereafter until the penalty is paid.
- (c) ~~Except as provided in subsection 50-809(b), any person accused of a violation of an ordinance prohibiting parking a vehicle in specified places other than in an area restricting the length of time a vehicle may be parked may settle and compromise the claim against him for such illegal parking by paying to the town the sum of \$5.00 if paid within ten days of the date on which the alleged offense was committed. If not paid within ten days, the penalty shall be increased to \$10.00, and shall be further increased by an additional \$10.00 each calendar month thereafter until the penalty is paid.~~ Any person accused of parking a vehicle in a parking space designated as a fire lane and/or fire hydrant may settle and compromise the claim against him for such illegal parking by paying to the town the sum of \$75.00 if paid within ten days of the date on which the alleged offense was committed. If not paid within ten days, the penalty shall be increased to \$85.00, and shall be further increased by an additional \$10.00 each calendar month thereafter until the penalty is paid.
- (d) ~~Any person who has not settled or compromised the claim against him within the times specified in this section and is subsequently convicted of the alleged offense shall be punished pursuant to section 1-15.~~ Except as provided in subsection 50-809(b), any person accused of a violation of an ordinance prohibiting parking a vehicle in specified places other than in an area restricting the length of time a vehicle may be parked may settle and compromise the claim against him for such illegal parking by paying to the town the sum of \$15.00 if paid within ten days of the date on which the alleged offense was committed. If not paid within ten days, the penalty shall be increased to \$25.00, and

shall be further increased by an additional \$10.00 each calendar month thereafter until the penalty is paid.

(e) Any person who has not settled or compromised the claim against him within ten (10) business days is subsequently convicted of the alleged offense and shall be punished pursuant to section 1-15.

Done in the Town of South Hill, Virginia, this 9<sup>th</sup> day of June, 2025.

Town of South Hill, Virginia

By: \_\_\_\_\_  
W. M. Moody, Mayor

ATTEST:

\_\_\_\_\_  
Leanne Patrick Feather, Clerk of Council

# PUBLIC HEARING

## Pretreatment Ordinance

A Notice of Public Hearing was published in the May 28, 2025 and June 4, 2025 editions of the local newspaper to inform interested parties that Town Council will hear comments on amendments to the Town Code, Chapter 86 - Utilities, Article III. - Sewers regarding pretreatment standards in connection with the review by the Virginia Department of Environmental Quality of the Town's pretreatment plan related to Town utilities.

Open Public Hearing

Close Public Hearing

**Recommended Motions:**

I move to adopt the draft ordinance revisions, subject to final edits by legal counsel, amending Town Code, Chapter 86 - Utilities, Article III. – Sewers regarding pretreatment standards in connection with the review by the Virginia Department of Environmental Quality of the Town's pretreatment plan related to Town utilities.

## ARTICLE III. - SEWERS

### DIVISION 1. - GENERALLY

#### Sec. 86-145. - General provisions.

(a) *Purpose and policy.* This article sets forth uniform requirements for users of the Publicly Owned Treatment Works for the Town of South Hill and enables the Town to comply with all applicable State and Federal laws, including the Clean Water Act (33 United States Code [U.S.C.] section 1251 et seq.) and the General Pretreatment Regulations (Title 40 of the Code of Federal Regulations [CFR] Part 403). The objectives of this ordinance are:

- (1) To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will interfere with its operation;
- (2) To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will pass through the Publicly Owned Treatment Works, inadequately treated, into receiving waters, or otherwise be incompatible with the Publicly Owned Treatment Works;
- (3) To protect both Publicly Owned Treatment Works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- (4) To promote reuse and recycling of industrial wastewater and sludge from the Publicly Owned Treatment Works;
- (5) To provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the Publicly Owned Treatment Works; and
- (6) To enable the Town to comply with its National Pollutant Discharge Elimination System permit conditions, sludge use and disposal requirements, and any other Federal or State laws to which the Publicly Owned Treatment Works is subject.

This article shall apply to all users of the Publicly Owned Treatment Works. The article authorizes the issuance of individual wastewater discharge permits or general permit; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires User reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

(Ord. No. 2020-2, 2-10-20)

#### Sec. 86-146. - Definitions and abbreviations.

##### Abbreviations

The following abbreviations, when used in this ordinance, ~~shall~~ have the designated meanings:

BOD - Biochemical Oxygen Demand

BMP - Best Management Practice

BMR - Baseline Monitoring Report

CFR - Code of Federal Regulations

CIU - Categorical Industrial User

COD - Chemical Oxygen Demand

EPA - U.S. Environmental Protection Agency

gpd - gallons per day  
IU - Industrial User  
mg/l - milligrams per liter  
NPDES - National Pollutant Discharge Elimination System  
NSCIU - Non-Significant Categorical Industrial User  
POTW - Publicly Owned Treatment Works  
RCRA - Resource Conservation and Recovery Act  
SIU - Significant Industrial User  
SNC - Significant Noncompliance  
TSS - Total Suspended Solids  
U.S.C. - United States Code

WPCF – Water Pollution Control Federation

The following words, terms, and phrases when used in this article shall have the meanings ascribed to them in this section except where the context clearly indicates a different meaning:

*Act* shall mean the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. 1251 et seq.

*Approval* ~~A~~*uthority* shall mean the executive director or director of the department of environmental quality.

*Authorized or* ~~D~~*uly A*~~uthorized~~ ~~R~~*epresentative of the U*~~s~~*er* shall mean:

(1) ~~(1)~~ If the User is a corporation:

- a. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; if the industrial user is a corporation; or
- b. The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for individual wastewater discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

~~(23)~~ —A general partner or proprietor if the industrial user is a partnership or sole proprietorship respectively; ~~or~~

~~(34)~~ —If the user is a ~~F~~*ederal*, ~~S~~*tate*, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

~~(45)~~ The individuals described in paragraphs 1 through 3, above, may designate a Duly Authorized Representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written

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authorization is submitted to and approved by the Town. The authorization must be submitted to the superintendent prior to, or together with, any reports to be signed by the authorized representative.

~~A duly authorized representative of the individual designated in paragraphs (1) through (4) above, if such representative is responsible for the overall operation of the facility from which the discharge to the POTW originates if the authorization is in writing, and the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to and approved by the town. The authorization must be submitted to the superintendent prior to or together with any reports to be signed by the authorized representative.~~

*Best Management Practices, or BMPs* means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Section 2.1 A and B [40 CFR 403.5(a)(1) and (b)]. BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

*Biochemical Oxygen Demand, or BOD, (denoting biochemical oxygen demand)* ~~shall~~ means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 degrees Celsius, expressed ~~in-in concentration (e.g., mg/l), parts per million by weight.~~

*Building sewer* ~~shall~~ means the extension from a building wastewater plumbing facility to the POTW.

*Bypass* ~~shall~~ means the intentional diversion of waste streams from any portion of a user's treatment facility.

*Categorical Pretreatment Standard* or *Categorical Standard* ~~shall~~ means any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Sections 307(a) and 307(c) of the Act, which apply to specific categories of industrial users which appear in 40 CFR Chapter I, Subchapter N, Parts 405 through 471.

*Categorical Industrial User.* An industrial user subject to a categorical Pretreatment Standard or categorical standard.

*Chemical Oxygen Demand, or COD,* ~~means~~ A measure of the oxygen required to oxidize all compounds, both organic and inorganic, in water.

*Combined Sewer* ~~shall~~ means a sewer intended to receive both wastewater and storm or surface water.

*Control Authority* ~~means:~~ (The Town of South Hill.

*Daily Maximum* ~~means:~~ (The arithmetic average of all effluent samples for a pollutant collected during a calendar day.

*Daily Maximum Limit* ~~means:~~ (The maximum allowable discharge limit of a pollutant during a calendar day. Where ~~D~~aily ~~M~~aximum ~~L~~imits are expressed in units of mass, the daily discharge is the total mass discharged over the course of the day. Where ~~D~~aily ~~M~~aximum ~~L~~imits are expressed in terms of a concentration, the daily discharge is the arithmetic average measurement of the pollutant concentration derived from all measurements taken that day.

*Day* ~~shall~~ means the 24-hour period beginning at 12:01 a.m.

*Discharger* ~~shall~~ means person or persons, firm, company, industry, or other similar sources of wastewater that introduce such in the POTW.

*Environmental Protection Agency or EPA* ~~shall~~ means the United States Environmental Protection Agency or, where appropriate, the term may also be used as a designation for the Regional Water Management Division Director, the Regional Administrator, or other duly authorized official of said agency.

*Existing Source* ~~shall~~ means any source of discharge, the construction or operation of which commenced prior to the publication of proposed categorical pretreatment standards which will be applicable to such source if the standard is thereafter promulgated in accordance with Section 307 of the Act.

*Establishment* ~~shall~~ means any industrial establishment, mill, factory, tannery, paper or pulp mill, mine, coal mine, colliery, breaker or coal processing operations, quarry, oil refinery, boat, vessel, and each and every other industry, ~~or plant, or works the operation of which produces industrial wastes, or other wastes, or which may otherwise alter the physical, chemical, or biological properties of any State Waters~~ POTW.

*Garbage* ~~shall~~ means the solid animal and vegetable wastes resulting from the domestic or commercial handling, storage, dispensing, preparation, cooking, and serving of foods.

*Grab Sample* ~~means~~ Sample means a sample that is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed fifteen (15) minutes.

*House Drain* ~~shall~~ means ~~that~~ part of the lowest horizontal piping of a drainage system that receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and then conveys it to the house sewer beginning five feet outside the inner face of the building wall.

*House Sewer* ~~shall~~ means the extension from the house drain to the public sewer or other place of disposal.

*Indirect Discharge* or *Discharge* ~~shall~~ means the introduction of ~~(nondomestic)~~ pollutants into the POTW from any nondomestic source.

*Industrial User* or *User* ~~means a source of indirect discharge, or a nondomestic discharge to a treatment works.~~

*Industrial Waste* shall mean liquid or other wastes resulting from any process of industry, manufacture, trade, or business, or from the development of any natural resources.

*Instantaneous Limit* ~~means~~ (The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and the duration of the sampling.

*Interference* ~~shall~~ means a discharge that, alone or in conjunction with a discharge or discharges from other sources, an inhibition or disruption of the POTW, its treatment processes or operations, or its sludge processes, which causes, in whole or in part, a violation of any requirement of the POTW's VPDES permit, including those discharges that prevent the use or disposal of sludge by the POTW in accordance with any federal or state laws, regulations, permits, or sludge management plans.

*Local Limit* ~~means~~ specific discharge limits developed and enforced by the Town upon industrial or commercial facilities to implement the general and specific discharge prohibitions listed in 40 CFR 403.5(a)(1) and (b).

*Manager* shall mean the Town Manager of the Town of South Hill or an authorized designee.  
May is permissible.

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Shall is mandatory.

*Medical ~~W~~aste ~~means~~:* isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

*Monthly ~~A~~verage:* ~~Means~~ ~~t~~he sum of all "daily discharges" measured during a calendar month divided by the number of "daily discharges" measured during that month.

*Monthly ~~A~~verage ~~L~~imit ~~means~~:* ~~t~~he highest allowable average of "daily discharges" over a calendar month, calculated as the sum of all "daily discharges" measured during a calendar month divided by the number of "daily discharges" measured during that month.

*Municipality ~~shall~~ means* a city, county, town, district association, authority, or other public body created under the law and having jurisdiction over disposal of sewage, industrial, or other wastes.

*Natural ~~O~~utlet ~~shall~~ means* any outlet into a watercourse, pond, ditch, lake, or any other body of surface or groundwater.

*New ~~S~~ource* shall have the same meaning as provided in 40 CFR Part 403.3(~~mk~~) (~~1995~~).

*Noncontact ~~C~~ooling ~~W~~ater: ~~means~~ w*ater used for cooling that does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

*Normal domestic sewage means* sewage in which the concentration of suspended materials and five day 20 degrees Celsius BOD is established at 240 parts per million each, by weight, on the basis of the normal daily contribution of 0.20 pound per capita, per 100 gallons.

*Owner means* the Commonwealth or any of its political subdivisions including sanitation district commissions and authorities, and any public or private institution, corporation, association, firm or company organized or existing under the laws of this or any other state or country, or any officer or agency of the United States, or any person or group of persons acting individually or as a group that owns, operates, charters, rents, or otherwise exercises control over or is responsible for any actual or potential discharge of sewage, industrial wastes, or other wastes to state waters, or any facility or operation that has the capability to alter the physical, chemical, or biological properties of state waters in contravention of 62.1-44.5 of the Code of Virginia. ~~Owner shall mean the Commonwealth or any of its political subdivisions, including, but not limited to, sanitation district commissions and authorities, and public or private institution, corporation, association, firm or company organized or existing under the laws of this or any other state or country, or any person or group of persons acting individually or as a group.~~

*Pass-through ~~shall~~ means* the discharge of pollutants through a POTW into State waters in quantities or concentrations which, ~~alone or in conjunction with a discharge or discharges from other sources,~~ are a cause in whole or in part of a violation of any requirement of the POTW's VPDES permit, including an increase in the magnitude or duration of a violation.

*Person ~~shall~~ means* any individual, firm, partnership, co-partnership, ~~firm,~~ company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity, or their legal representatives, agents, or assigns. This definition includes all ~~F~~ederal, ~~S~~tate, and local government entities.

*pH* means the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution as determined by standard methods ~~and expressed in standard units.~~

*Pollutant ~~shall~~ means* any dredged spoil, solid waste, incinerator residue, sewage, ~~G~~earbage, sewage sludge, munitions, ~~M~~medical ~~W~~aste, chemical waste, industrial waste, biological materials, radioactive materials, ~~heat, wrecked or discarded equipment,~~ rock, sand, ~~cellar dirt,~~ municipal, agricultural, and

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industrial waste, and certain characteristics of ~~the~~ wastewater (i.e. pH, temperature, TSS, turbidity, color, BOD, COD, TSS, toxicity or odor).

~~POTW (Publicly Owned Treatment Works) shall mean any sewage treatment works that is owned by a State or municipality. Sewers, pipes, or other conveyances are included in this definition only if they convey wastewater to a POTW providing treatment.~~

~~Pretreatment shall mean the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to discharge to the South Hill Regional Wastewater Treatment Plant. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable Pretreatment Standard.~~

~~Pretreatment Requirements shall mean any substantive or procedural requirement related to pretreatment imposed on an Industrial User, other than a Pretreatment Standard.~~

~~Pretreatment Standard shall mean prohibited discharge standards, categorical Pretreatment Standards, and Local Limits, any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307(b) and (c) of the Act, which applies to industrial users.~~

~~Properly Shredded Garbage shall mean garbage that has been shredded to such a degree that all particles will be carried freely under flow conditions normally prevailing in the treatment works, with no particle greater than 1/2 inch in any dimension.~~

~~Publicly Owned Treatment Works, or POTW, means a treatment works, as defined by section 212 of the Act (33 U.S.C. section 1292), which is owned by the Town. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.~~

~~Residential User (Class I) shall mean all premises used only for human residency and which areis connected to the treatment works POTW.~~

~~Sanitary wastewater shall mean wastewater discharged from the sanitary conveniences of dwellings, office buildings, industrial plants, or institutions;~~

~~Significant Industrial User, or SIU, means shall be defined as follows:~~

~~1. Except as provided in subdivisions 2 and 3 of this definition:~~

- ~~a. All industrial users subject to categorical pretreatment standards under 9VAC25-31-780 and incorporated by reference in 9VAC25-31-30; and~~
- ~~b. Any other industrial user that: discharges an average of 25,000 gallons per day or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater); contributes a process wastestream which makes up 5.0% or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or is designated as such by the control authority, on the basis that the industrial user has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.~~

~~2. The control authority may determine that an industrial user subject to categorical pretreatment standards under 9VAC25-31-780 and 40 CFR Chapter I, Subchapter N is a nonsignificant categorical industrial user rather than a significant industrial user on a finding that the industrial user never discharges more than 100 gallons per day (gpd) of total categorical wastewater (excluding sanitary, noncontact cooling and boiler blowdown wastewater, unless specifically included in the pretreatment standard) and the following conditions are met:~~

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a. The industrial user, prior to control authority's finding, has consistently complied with all applicable categorical pretreatment standards and requirements;

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b. The industrial user annually submits the certification statement required in 9VAC25-31-840 together with any additional information necessary to support the certification statement; and

c. The industrial user never discharges any untreated concentrated wastewater.

3. Upon a finding that an industrial user meeting the criteria in subdivision 1 b of this definition has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the control authority may at any time, on its own initiative or in response to a petition received from an industrial user or POTW, and in accordance with Part VII (9VAC25-31-730 et seq.) of this chapter, determine that such industrial user is not a significant industrial user.

(a) —Has a process wastewater flow of 25,000 gallons or more per average work day; (Excludes sanitary, non-contact cooling and boiler blowdown wastewater);

(b) —Contributes a process waste stream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW;

(c) —Is subject to categorical pretreatment standards; or

(d) —Has significant impact, either singularly or in combination with other significant dischargers, on the treatment works of the quality of its effluent.

Septic Tank Waste means any sewage from holding tanks such as vessels, chemical toilets, campers, trailers, and septic tanks.

Sewage and Human excrement and gray water (household showers, dishwashing operations, etc.).

Slug Load or Slug Discharge shall mean any discharge at a flow rate or concentration which could cause a violation of the prohibited discharge standard in section 86-268 and elsewhere in this ordinance or any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a noncustomary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way violate the POTW's regulations, Local Limits, or Permit conditions.

Standard Methods shall mean the latest edition of Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association, Water Pollution Control Federation, and American Water Works Association.

State shall mean the Commonwealth of Virginia.

Storm water means: a. Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.

Superintendent shall mean the person designated by the Town Manager to supervise the operation of the Publicly Owned Treatment Works and who is charged with certain duties and responsibilities by this ordinance, or their duly authorized representative.

Surface waters shall mean:

(a) —All waters which are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide;

(b) All interstate waters, including interstate "wetlands";

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- (c) All other waters such as ~~inter~~ intrastate lakes, rivers, streams (including intermittent streams), mudflats, sand flats, ~~"wetlands"~~, sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce including any such waters:
- (1) Which are or could be used by interstate or foreign travelers for recreational or other purposes;
  - (2) From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or
  - (3) Which are used or could be used for industrial purposes by industries in interstate commerce;
- (d) All impoundments of waters otherwise defined as surface waters under this definition;
- (e) Tributaries of waters identified in paragraphs (a) through (d) of this definition;
- (f) The territorial sea; and
- (g) ~~"Wetlands"~~ adjacent to waters, other than waters that are themselves wetlands; identified in paragraphs (a) through (f) of this definition.

*Treatment Facility* ~~shall~~ means only those mechanical ~~power-driven~~ ~~power-driven~~ devices necessary for the transmission and treatment of pollutants (i.e. pump stations and unit treatment processes).

*Treatment Works* ~~shall~~ means any devices and systems used for the storage, treatment, recycling and/or reclamation of sewage or liquid industrial waste, or other waste necessary to recycle or reuse water, including intercepting sewers, outfall sewers, sewage collection systems, individual systems, pumping, power, and other equipment and their appurtenances; extensions, improvements, remodeling, additions, or alteration; and any works, including land that will be an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment; or any other method or system used for preventing, abating, reducing, storing, treating, separating, or disposing of municipal waste, or industrial waste, including waste in combined sewer water and sanitary sewer systems.

*Total Suspended Solids* or *Suspended Solids* ~~means~~ ~~the~~ total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and that is removable by laboratory filtering.

~~Toxics shall mean any of the pollutants designated by Federal regulations pursuant to Section 307(a)(1) of the Act.~~

*User* shall mean a source of wastewater discharge into a POTW.

*User Permit* ~~shall~~ means a document issued by the POTW to the ~~User~~ that permits the connection and/or introduction of wastes into the treatment works under the provisions of this ordinance.

*VPDES* ~~shall~~ means Virginia Pollutant Discharge Elimination System permit program, as administered by the Commonwealth of Virginia.

*Wastewater* ~~shall~~ means a combination of liquid and water-carried wastes ~~and sewage~~ from residences, commercial buildings, industries, ~~manufacturing facilities~~, and institutions, ~~whether treated or untreated~~, together with any groundwater, surface water, or storm water that may be present, ~~which are contributed to the POTW~~.

~~WPCF shall mean the Water Pollution Control Federation.~~

(Code 1974, § 26-1; Ord. No. 2020-2, 2-10-20)

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**Cross reference**— Definitions generally, § 1-2.

Sec. 86-147. - Disposal of human or animal excrement, garbage, or other objectionable waste.

It shall be unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner upon public or private property within the Town or in any area under the jurisdiction of the Town, any human or animal excrement, garbage, or other objectionable waste.

(Code 1974, § 26-2; Ord. No. 2020-2, 2-10-20)

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**Commented [FB28R27]:** Looking at other similar ordinances, we keep this vague to enforce on town property (parks, etc.). Not really related to POTW.

**Cross reference**— Animals generally, ch. 18; solid waste generally, ch. 66.

Sec. 86-148. - Discharge of sanitary sewage, industrial wastes, or polluted waters.

It shall be unlawful to discharge to any natural outlet within the town, or in any area under the jurisdiction of the town, any sanitary sewage, industrial wastes, or other polluted waters except where suitable treatment has been provided in accordance with the provisions of this article.

(Code 1974, § 26-3)

Sec. 86-149. - Duty of owner to connect to town sewer.

The owner of all houses, buildings, or properties used for human occupancy, employment, recreation or other purpose, situated within the town and abutting on any street, alley or right-of-way in which there is located a public sanitary or combined sewer of the town is hereby required at his expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article, within 90 days after date of official notice to do so, provided the public sewer is within 200 feet of the property line.

(Code 1974, § 26-5)

Sec. 86-150. - Wastewater discharges.

It shall be unlawful under state and federal law to discharge without a VPDES permit to any natural outlet within the town or in any area under its jurisdiction. Wastewater discharges to the town's treatment works are not authorized unless permitted by the superintendent in accordance with provisions of this ordinance.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-151. - Wastewater disposal.

Except as provided in this article, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, or other facility intended or used for the disposal of wastewater.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-152. - Connection permit.



- (a) No person shall uncover, connect to, use, alter, or disturb any wastewater sewer or a storm sewer without first obtaining a written permit from the town manager or his designee.
- (b) There shall be two classes of permits for connections to the town's treatment works and treatment facilities. In all cases, the owner shall apply for a permit to connect to the town's treatment works on a form furnished by the town. The permit application shall be supplemented by wastewater information prescribed by the town. A permit and inspection fee of \$1,500.00 for a Class I or \$1,500.00 for a Class II connection permit shall be paid to the Town of South Hill at the time the application is submitted.
- ~~(c) Connections to the storm sewer shall be subject to a permit and inspection fee of \$1,500.00. Such connections shall be subject to the provisions of this ordinance and approval of the town manager.~~

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(Ord. No. 2020-2, 2-10-20)

Sec. 86-153. - Connection costs.

The costs and expenses incidental to any building sewer installation and connection to the town's treatment works shall be borne by the building owner. The owner shall indemnify the town for any loss or damage that may directly or indirectly be caused by or a result in any way from the installation of the building sewer.

(Ord. No. 2020-2, 2-10-20)

Secs. 86-154—86-171. - Reserved.

DIVISION 2. - ENFORCEMENT

(Code 1974, § 26-39)

Sec. 86-172. - Notice of violations and corrections thereof.

When the superintendent finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, the superintendent may serve upon that user a written Notice of Violation. Within 15 business days of the receipt of such notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the user to the superintendent. Submission of such a plan in no way relieves the user of liability for any violations occurring before or after receipt of the Notice of Violations. Nothing in this section shall limit the authority of the superintendent to take any actions, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.

(Code 1974, § 26-40)

Sec. 86-173. - Surcharge for discharge of substandard industrial waste.

Any person who discharges industrial wastes requiring pretreatment under the terms of this article, without pretreating to conform to standards established in this article, may, if approved by the superintendent, enter into an industrial sewer connection agreement with the town providing for a surcharge over and above published water and sewer rates. The superintendent shall be the person with the sole authority to approve or deny, in his or her sole discretion, industrial sewer connection agreements under a surcharge. The basis for surcharge on industrial wastes is a capital and operating cost of \$0.14 per



part per million for the BOD and a capital and operating cost of \$0.14 per part per million for the suspended solids exceeding normal domestic sewage. For purposes of this ordinance, the level of BOD for normal domestic sewage is 240 mg/l and the normal level of suspended solids for domestic sewage is 240 mg/l. These rates shall continue until changed by action of the council. The surcharge shall be calculated for billing purposes with the following formula:

$$S.C. = V(0.62 (BOD - 240) + 0.55 (SS - 240))$$

S.C. = Surcharge in dollars.

V = Volume in million gallons based on metered process water, as determined by the town.

BOD = BOD, five-day at 20° Celsius, of industrial waste (ppm)

SS = Suspended solids (ppm)

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(Code 1974, § 26-40.1; Ord. of 5-8-06(1); Ord. of 10-10-06; Ord. No. 2020-2, 2-10-20)

Secs. 86-174—86-175. - Reserved.

(Code 1974, § 26-40.2; Ord. No. 2020-2, 2-10-20)

(Code 1974, § 26-41)

Sec. 86-176. - Liability for violation of article.

Any person violating any of the provisions of this article shall become liable to the town for any expense, loss or damage occasioned by the town by reason of such violation.

(Code 1974, § 26-42)

Secs. 86-177—86-200. - Reserved.

### DIVISION 3. - PRIVATE SEWAGE DISPOSAL

Sec. 86-201. - Privies, privy vaults, septic tanks and cesspools prohibited.

It shall be unlawful to construct or maintain any privy or privy vault. Septic tanks, cesspools or other facilities intended or used for the disposal of sewage shall be permitted only as provided in this division.

(Code 1974, § 26-4)

Sec. 86-202. - Where town sewer is not available.

Where a public sanitary sewer is not available under the provisions of section 86-149, the house sewer shall be connected to a private sewage disposal system complying with the provisions of this division.

(Code 1974, § 26-6)

Sec. 86-203. - Use of septic tanks or sanitary privies.

In cases where it is not practicable or possible to make connections with the town sewer system, the use of septic tanks or sanitary privies will be allowed, the same to be maintained as provided in this division.

(Code 1974, § 26-7)

Sec. 86-204. - Septic tanks and sanitary privies in areas where no town sewer exists.

Persons desiring to have sewer connections in their homes where no town sewer exists with which to connect may be allowed to construct a septic tank, provided the same complies with the regulations of the state board of health and is approved by the health officer and his permit issued therefor. In areas where no town sewer exists, the property owner may erect a sanitary privy for use on such premises in accordance with the regulations and specifications of this division.

(Code 1974, § 26-8)

Sec. 86-205. - Sewered water closet or sanitary privy required.

All buildings or other places in the town where human beings live, are employed, or congregate shall be provided with a sewered water closet or a sanitary privy for the catchment or receiving of human discharge, which will be properly disposed of, and safeguard such matter.

(Code 1974, § 26-9)

Sec. 86-206. - Sewers discharging into septic tanks.

All houses having a sewer that discharges into a septic tank shall be provided with an ample and approved subsurface distributing system to care for the effluent from such tank.

(Code 1974, § 26-10)

Sec. 86-207. - Connection to town sewer when available.

At such time as a public sewer becomes available to a property served by a private sewage disposal system, a direct connection shall be made to the public sewer in compliance with this article, when any septic tanks, cesspools, and similar private sewage disposal facilities shall become inadequate or inoperative.

(Code 1974, § 26-11)

Sec. 86-208. - Operation and maintenance of private sewage disposal facilities.

The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, at no expense to the town.

(Code 1974, § 26-12)

Sec. 86-209. - Additional requirements of the health officer.

No statement contained in this division shall be construed to interfere with any additional requirements that may be imposed by the health officer.

(Code 1974, § 26-13)

Secs. 86-210—86-230. - Reserved.

#### DIVISION 4. - PUBLIC SEWERS AND CONNECTIONS

Sec. 86-231. - Sewer construction.

- (a) When technically feasible, the town will furnish sewers to the persons whose building lot abuts on a public thoroughfare, noted on the town map of 1934, or accepted into the town street system prior to June 18, 1968, or dedicated prior to June 18, 1968; but in no instance will the town be obligated to expend more than \$375.00 for each customer in this category. Any excesses above this amount shall be furnished by the customer in addition to the normal connection fee.
- (b) Where public sewage facilities are available to persons whose building lot abuts on public thoroughfares accepted into the town system subsequent to June 18, 1968, the service shall be extended to all lots by the subdivider within a subdivision and septic tanks will not be permitted. Every subdivision shall be provided by the subdivider with a satisfactory and sanitary manner of sewage collection and disposal, in accordance with the design standards and specifications for sewage construction and improvements in the town.
  - (1) Location of sewer pipe, size and quality of sewer pipe, grade level, backfill material, and method of compacting shall be approved by the town manager.
  - (2) Manholes shall be provided by the subdivider and locations determined by the town manager.

(Code 1974, § 26-14)

Sec. 86-232. - Cost of connection to town sewer.

The connection fee for connection to the public sewer system for persons within the corporate limits of the town and for persons with connections located outside the corporate limits is on file in the town clerk's office.

(Code 1974, § 26-15)

Sec. 86-233. - Each building to be separately connected with sewer.

A separate and independent house sewer shall be provided for every building; except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the house sewer from the front building may be extended to the rear building and the whole considered as one house sewer.

(Code 1974, § 26-16)

Sec. 86-234. - Connection of old house sewers.

Old house sewers may be used in connection with new buildings only when they are found, on examination and test by the superintendent, to meet all requirements of this article.

(Code 1974, § 26-17)

Sec. 86-235. - Types of house sewers permitted.

- (a) House sewers shall be eight-inch ABS truss pipe or eight-inch PVC truss pipe, STR 35.
- (b) Joints shall be tight and waterproof. Any part of the house sewer located within five feet of a water service pipe shall be constructed of approved pipe with approved joints. The approved pipe with approved joints may be required by the superintendent where the house sewer is exposed to damage by tree roots. If installed in filled or unstable ground, the house sewer shall be accepted if laid on a suitable concrete bed or cradle as approved by the superintendent.

(Code 1974, § 26-18)

Sec. 86-236. - Size and slope of house sewer.

The size and slope of the house sewer shall be subject to the approval of the superintendent, but in no event shall the diameter be less than four inches. The slope of such four-inch pipe shall be not less than one-eighth inch per foot.

(Code 1974, § 26-19)

Sec. 86-237. - Location of house sewer.

Whenever possible the house sewer shall be brought to the building at an elevation below the basement floor. No house sewer shall be laid parallel to or within three feet of any bearing wall, which might thereby be weakened. The depth shall be sufficient to afford protection from frost. The house sewer shall be laid at uniform grade and in straight alignment insofar as possible. Changes in direction shall be made only with properly curved pipe and fittings.

(Code 1974, § 26-20)

Sec. 86-238. - Installation of house drains lower than house sewer.

In all buildings in which any house drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such drain shall be lifted by approved artificial means and discharged to the house sewer.

(Code 1974, § 26-21)

Sec. 86-239. - Excavations for the installation of house sewers.

All excavations required for the installation of a house sewer shall be open trench work unless otherwise approved by the superintendent. Pipe laying and backfill shall be performed in accordance with ASTM specifications.

(Code 1974, § 26-22)

Sec. 86-240. - Joints and connections.

- (a) All joints and connections shall be made gastight and watertight.
- (b) Joints shall be made with approved type. No paint, varnish or other coatings shall be permitted on the jointing material until after the joint has been tested and approved.
- (c) All joints and jointing material shall be pursuant to ASTM specifications.

(Code 1974, § 26-23)

Sec. 86-241. - Connection of house sewer to public sewer.

The connection of the house sewer into the public sewer shall be made at the public sewer. The invert of the house sewer at that point of connection shall be at the same or at a higher elevation than the invert of the public sewer. A smooth, neat joint shall be made and the connection made secure and watertight by encasement in concrete. Special fittings may be used for the connection only when approved by the superintendent. Approved pipe shall be utilized within the street lines. In buildings in which any building drain is too low to permit gravity flow to the town's treatment works, wastewater carried by such building drain shall be lifted by an approved means and discharged to a building sewer draining to the town sewer.

(Code 1974, § 26-24; Ord. of 1-14-02; Ord. No. 2020-2, 2-10-20)

Sec. 86-242. - Inspection and connection of house sewer.

The applicant for the house sewer permit shall notify the superintendent when the house sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the superintendent or his representative, and no sewer connection shall be started after 12:00 noon.

(Code 1974, § 26-25)

Sec. 86-243. - Removal of obstructions from sewer.

In case of any stoppage in the main or lateral sewers, the town shall remove the obstruction. If the stoppage occurs in the house sewer or drain, the property owner whose property it connects with the main sewer shall remove the obstruction.

(Code 1974, § 26-26; Ord. of 1-14-02; Ord. No. 2020-2, 2-10-20)

Sec. 86-244. - Injuring sewage works.

No person while engaged in the construction of house sewers or otherwise shall injure, trim, break or remove any portion of any main or lateral sewer, or "Y" or manhole, lamphole or flush tank, or do any injury to any gas or water pipe or house sewer previously laid; and no penalty fixed in this article shall prevent the town or any property owners from recovering any damages sustained by reason of such injury, by appropriate civil action or otherwise.

(Code 1974, § 26-27)

Sec. 86-245. - Protection of excavations and installations of house sewers.

All excavations for house sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the town.

(Code 1974, § 26-28)

Secs. 86-246—86-260. - Reserved.

#### DIVISION 5. - USE OF THE PUBLIC SEWERS<sup>[3]</sup>

Footnotes:

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**Editor's note**— Ord. No. 2020-2, adopted Feb. 10, 2020, added provisions to div. 5, designated as §§ 86-246—86-250, and in an effort to maintain the style of the Code, and at the discretion of the editor, these provisions have been redesignated as §§ 86-261—86-265.

Sec. 86-261. - Existing building sewers.

Existing building sewers may be used for connection of new buildings only when they are found, on examination and testing by the town manager or his designee, to meet the requirements of this article.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-262. - Building sewer design.

The size, slope, alignment, construction materials, trench excavation and backfill methods, pipe replacement, jointing and testing methods used in the construction and installation of a building sewer shall conform to the building and plumbing code or other applicable requirements of the town. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WPCF shall apply.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-263. - Conformance to applicable codes.

The connection of a building sewer into a treatment works shall conform to the requirements of the building and plumbing code or other applicable requirements of the town or the procedures set forth in appropriate specifications of the Commonwealth of Virginia Sewerage Regulations, Uniform Building Code of Virginia, and American Society of Testing Materials. The connections shall be made gastight and watertight and verified by proper testing. Any deviation from the prescribed procedures and materials must be approved in writing by the town manager or his designee before installation.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-264. - Excavation guards and property restoration.

Excavations for building sewer installation shall be adequately guarded with barricades and lights to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the town.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-265. - Protection of capacity for existing users.

The superintendent shall not issue a permit for any class of connection to the town's treatment works or treatment facilities unless there is sufficient capacity, not legally committed to other users, in the treatment works and treatment facilities to convey and adequately treat the quantity of wastewater which the requested connection will add to the treatment works or treatment facility. The town manager may permit such a connection if there are legally binding commitments to provide the needed capacity.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-266. - Discharge of stormwaters and unpolluted drainage.

No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters to any sanitary sewer.

(Code 1974, § 26-29)

Sec. 86-267. - Connection to storm sewers.

Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or to a natural outlet approved by the superintendent. Industrial cooling water or unpolluted process waters may be discharged, upon approval of the superintendent, to a storm sewer.

(Code 1974, § 26-30)

Sec. 86-268. - Specific Prohibitions.

No user shall introduce or cause to be introduced into the POTW pollutants, substances, or wastewater with the following properties:

- (1) Fire or explosion hazard including, but not limited to, gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas; waste stream with a closed cup flashpoint of less than 140 degrees Fahrenheit or 60 degrees centigrade using test methods specified in 40 CFR 261.21;
- (2) Ability to cause corrosive damage or hazard to structures, equipment, or personnel of the treatment works;
- (3) pH lower than 5.0 or greater than 11.0 s.u.
- (4) Ability to cause obstruction to the flow in sewers, or other interference with the operation of the treatment works due to accumulation of solid or viscous materials;
- (5) Constitute a rate of discharge or substantial deviation from normal rates of discharge, ("slug discharge"), sufficient to cause interference in the operation and performance of the treatment works;

- (6) Contain heat in amounts which are likely to accelerate the biodegradation of wastes, causing the formation of excessive amounts of hydrogen sulfide in the treatment works or inhibit biological activity in the treatment facilities, but in no case shall the discharge of heat cause the temperature in the town sewer to exceed 65 degrees C (150 degrees F) or the temperature of the influent to the treatment facilities to exceed 40 degrees C (104 degrees F) unless the facilities can accommodate such heat and the town has obtained prior approval from the approval authority;
- (7) Contain petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
- (8) Contain floatable oils, fat, or grease;
- (9) Contain noxious gases, vapors or fumes, malodorous gas or substance in quantities that may cause a public nuisance or cause acute human or safety problems;
- (10) Contain radioactive wastes in harmful quantities as defined by applicable State and Federal regulations;
- (11) Contain any garbage that has not been properly shredded;
- (12) Contain any odor or color producing substances exceeding concentration limits which may be established by the town manager for purposes of meeting the Town's VPDES permit;
- (13) Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the superintendent;
- (14) Any trucked or hauled pollutants except at designated discharge points and with prior approval of the Superintendent.
- (15) Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly, or by interaction with other pollutants, will cause interference with the POTW

Pollutants, substances, or wastewater prohibited by this Section shall not be processed or stored in such a manner that they could be discharged to the POTW.

(Code 1974, § 26-31; Ord. of 5-8-06(1); Ord. No. 2020-2, 2-10-20)

Sec. 86-269. - Grease, oil and sand interceptors.

- (a) Grease, oil and sand interceptors shall be provided when, in the opinion of the superintendent, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the superintendent and shall be located as to be readily and easily accessible for cleaning and inspection.
- (b) Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight, and equipped with easily removable covers, which when bolted in place shall be gastight and watertight.

(Code 1974, § 26-32)

Sec. 86-270. - Maintenance of grease, oil and sand interceptors.



Where installed, all grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times.

(Code 1974, § 26-33)

Sec. 86-271. - Pretreatment Facilities.

- (a) Users shall provide wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all categorical Pretreatment Standards found at CFR Chapter I, Subchapter N, Parts 405-471, Local Limits, and the prohibitions set out in Sections 86-268 and 86-276 of this ordinance within the time limitations specified by EPA, the State, or the superintendent, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the User's expense. Plans, specifications, and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the superintendent ~~and of the state department of health~~; and no construction of such facilities shall be commenced until approvals are obtained in writing.
- (b) The POTW is authorized to establish local limits pursuant to 40 CFR 403.5(c).
- (c) When wastewater subject to a categorical Pretreatment Standard is mixed with wastewater not regulated by the same Standard, the superintendent shall impose an alternate limit in accordance with 40 CFR 403.6(e).
- (d) South Hill reserves the right to establish, by ordinance or wastewater discharge permits, more stringent Standards or Requirements on discharges to the POTW consistent with the purpose of this ordinance.

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(Code 1974, § 26-34)

Sec. 86-272. - Maintenance of preliminary treatment facilities.

Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

(Code 1974, § 26-35)

Sec. 86-273. - Location and installation of control manholes.

When required by the superintendent, the owner of any property served by a house sewer carrying industrial wastes shall install a suitable control manhole in the house sewer to facilitate observation, sampling and measurement of the wastes. Such manhole, when required, shall be accessibly and safely located and shall be constructed in accordance with plans approved by the superintendent. The manhole shall be installed by the owner at his expense and shall be maintained by him so as to be safe and accessible at all times.

(Code 1974, § 26-36)

Sec. 86-274. - Measurements, tests and analyses.

- (a) Measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in section 86-268 shall be determined in accordance with "Standard Methods for the Examination of Water and Sewage," and shall be determined at the control manhole provided for in section 86-273,

or upon suitable samples taken at the manhole. If no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the house-building sewer is connected.

- (b) The cost of tests and analysis to determine the content of industrial waste being discharged into the sewage works shall be paid to the town by the owner.

(Code 1974, § 26-37)

Sec. 86-275. - Special agreements by town.

No statement contained in this article shall be construed as preventing any special agreement or arrangement between the town and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the town for treatment, subject to payment therefor by the industrial concern, provided, however, any such agreement or arrangement shall satisfy the requirements for pretreatment under the Clean Water Act and related regulations as set forth in Section 86-145 et seq. hereof.

(Code 1974, § 26-38)

Sec. 86-276. - General prohibitions.

No user shall introduce or cause to be introduced into the treatment works any pollutant or wastewater which causes pass-through or interference. These general prohibitions apply to all users of the treatment works whether or not they are subject to categorical pretreatment standards or any other federal, state, local or other pretreatment standards or requirements.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-277. - Dilution.

No user shall increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable pretreatment standard or requirement. The town manager or his designee may impose mass limitations on users who are using dilution to meet applicable pretreatment standards or requirements or in other cases when the imposition of mass limitations is appropriate.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-278. - Reports of potential problems.

- (a) In the case of any discharge, including, but not limited to, accidental discharges, non-routine discharges, episodic and non-customary batch discharges, or a slug load that may cause potential problems for the Treatment Works, the user shall immediately telephone or notify the town manager's designee of the incident. The notification shall include the location of the discharge, type of waste, concentration, and volume, if known, and corrective actions taken by the user.
- (b) Within five days following such discharge the user shall, unless waived by the town manager, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such report shall not relieve the user of any expense, loss damage, or other liability which may be incurred as a result of the damage to the treatment works,

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natural resources, or any other damage to person or property; nor shall such report relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this article.

- (c) A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees who to call in the event of a discharge described in paragraph (a) above. Employers shall ensure that all employees who may cause such a discharge to occur are advised of the emergency notification procedure.
- (d) Users are required to notify the superintendent immediately of any changes at its facility affecting the potential for a slug discharge.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-279. - Reports of changed conditions.

- (a) All industrial users shall notify the control authority at least 60 days in advance of any substantial change in the volume or character of pollutants in their discharge, including listed or characteristic hazardous wastes. The industrial user shall notify the POTW, the EPA Regional Waste Management Division Director and state hazardous waste authorities in writing per the requirements in 9VAC25-31-840 P of any discharge into the POTW of a substance, which, if otherwise disposed of, would be a hazardous waste under the Code of Virginia and 40 CFR Part 261.
- (b) The superintendent may issue a wastewater discharge permit under this ordinance or modify an existing wastewater discharge permit in response to changed conditions or anticipated changed conditions.
- (c) For purposes of this requirement significant changes include, but are not limited to, flow increases of 20 percent or greater and the discharge of any previously unreported pollutants.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-280. - Baseline monitoring reports.

Within either 180 days after the effective date of a categorical pretreatment standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, existing categorical users currently discharging to or scheduled to discharge to the treatment works shall submit to the superintendent a report which contains the information listed in section 86-281 below. At least 90 days prior to commencement of their discharge, new sources, and sources that become categorical users subsequent to the promulgation of an applicable categorical standard shall submit to the superintendent a report which contains the information listed in section 86-281 below. A new source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged and shall report the method of pretreatment it intends to use to meet applicable categorical standards.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-281. - Required information for Baseline Monitoring Reports.

- (a) The name and address of the facility including the name of the operator and owner.
- (b) A list of any environmental control permits held by or for the facility.

- (c) A brief description of the nature, average rate of production, and standard industrial classifications of the operation(s) carried out by such user. This description should include a schematic process diagram which indicates points of discharge to the treatment works from the regulated processes.
- (d) Information showing the measured average daily and maximum daily flow, in gallons per day, to the treatment works from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula outlined in 40 CFR 403.6(e).
- (e) The categorical pretreatment standards applicable to each regulated process and any new categorically regulated processes for existing sources.
- (f) The results of sampling and analysis identifying the nature, concentration, and/or mass where required by the standard or by the town manager of regulated pollutants in the discharge from each regulated process. Instantaneous, daily maximum, and long-term average concentrations or mass, where required, shall be reported. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures outlined in Sec. 86-283. Where the Standard requires compliance with a BMP or pollution prevention alternative, the user shall submit documentation as required by the superintendent or the applicable Standards to determine compliance with the Standard.
- (g) The user shall take a minimum of one representative sample to compile the data necessary to comply with the requirements of this paragraph. Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment, the user should measure the flows and concentrations necessary to allow use of the combined wastestream formula in 40 CFR 403.6(e) to evaluate compliance with the pretreatment standards. Where an alternate concentration or mass limit has been calculated in accordance with 40CFR 403.6(e) this adjusted limit along with supporting data shall be submitted to the control authority. Sampling and analysis shall be performed in accordance with Sec. 86-283 and Sec. 86-303. The superintendent may allow the submission of a baseline report which utilizes only historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measures. The baseline report shall indicate the time, data, and place of sampling and method of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.
- (h) A statement, reviewed by the user's authorized representative and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis, and if not, whether additional operation and maintenance and/or additional pretreatment is required to meet the pretreatment standards and requirements.
- (i) If additional pretreatment and/or O&M will be required to meet the pretreatment standards the shortest schedule by which the user will provide such additional pretreatment and/or O&M must be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation). No progress increment in the compliance schedule shall exceed nine months. The user shall submit a progress report to the superintendent no later than fourteen days following each date in the schedule and the final date of compliance, including, as a minimum, whether or not it complied with the increment of progress, the date on which it expects to comply with this increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule. In no event shall more than nine months elapse between such progress reports to the superintendent.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-282. - Application signatories and certification.

All wastewater discharge permit applications and user reports must be signed by an authorized representative of the user and contain the following certification statement: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

If the designation of an authorized representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company, a new written authorization satisfying the requirements of this section must be submitted to the superintendent prior to or together with any reports to be signed by an authorized representative.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-283. - Analytical requirements.

All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in [questionquestion](#), then sampling analyses must be performed in accordance with procedures approved by EPA.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-284. - Notice of violation/repeat sampling and reporting.

If sampling performed by a user indicates a violation, the user must notify the superintendent within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the superintendent within 30 days after becoming aware of the violation. If the Town performed the sampling and analysis in lieu of the user, the Town will perform the repeat sampling and analysis unless it notifies the user of the violation and requires the user to perform the repeat sampling and analysis.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-285. – Reserved.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-286. - Federal and state pretreatment standards.

Any federal and/or state pretreatment standards are incorporated as a part of this article.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-287. - Wastewater discharge permit required for significant industrial user.

- (a) No significant industrial user shall discharge wastewater into the Treatment Works without first obtaining a wastewater discharge permit from the superintendent except that a significant industrial user that has filed an application 60 days prior to initiating a discharge or changing ~~ana~~ discharge pursuant to this section may continue to discharge for the time period specified herein.
- (b) Any User required to obtain a wastewater discharge permit who proposes to begin or recommence discharging into the POTW must obtain such permit prior to the beginning or recommencing of such discharge. An application for this wastewater permit must be filed at least 60 days prior to the date upon which any discharge will begin or recommence.
- (c) All users required to obtain a wastewater discharge permit must submit a permit application, which is signed and certified per Sec. 86-282. The superintendent may require users to submit all or some of the following information as part of a permit application: (i) the name and address of the facility, including the name of the operator and owner, (ii) contact information, description of activities, facilities, and plant production processes on the premises, (iii) a list of any environmental control permits held by or for the facility, (iv) a description of the nature, average rate of production (products produced, amount, processes, and rate of production), and standard industrial classifications of the operation(s) carried out by the user, (v) a schematic process diagram, which indicates points of discharge to the POTW, (vi) types of wastes generated and a list of raw materials and chemicals used or stored at the facility, (vii) number of employees and hours of operation, (viii) time and duration of discharges, (ix) average daily and maximum daily flow to the POTW from regulated process streams, (x) categorical Pretreatment Standards applicable to each regulated process, (xi) concentrations of regulated pollutants in the discharge from each regulated process.
- (d) The superintendent may require other users to obtain wastewater discharge permits as necessary to carry out the purposes of this article.
- (e) Any violation of the terms and conditions of a wastewater discharge permit shall be deemed a violation of this article and subjects the wastewater discharge permittee to the sanctions set out in sections 86-292, 86-297, 86-298, 86-300, 86-307, and 86-308 of this article. Obtaining a wastewater discharge permit does not relieve a permittee of its obligations to comply with all federal and state pretreatment standards or requirements or with any other requirements of federal, state, and local law.
- (f) Any user required to obtain a wastewater discharge permit who was discharging wastewater into the POTW prior to the effective date of this article and who wishes to continue such discharges in the future shall, within 30 days after said date, apply to the Town of South Hill for a wastewater discharge permit and shall not cause or allow discharge to the POTW to continue after 30 days after the effective date of this ordinance except in accordance with a wastewater discharge permit.
- (g) The superintendent will evaluate the data furnished by the user and may require additional information. Within 30 days of receipt of a complete wastewater discharge permit application the superintendent will determine whether or not to issue a wastewater discharge permit. The superintendent may deny any application for a wastewater discharge permit.
- (h) When requested by the superintendent, a User must submit information on the nature and characteristics of its wastewater within 30 days of the request. The superintendent is authorized to prepare a form for this purpose and may periodically require users to update this information.
- (i) A wastewater discharge permit shall be issued for a specified time period not to exceed five years from the effective date of the permit. A wastewater discharge permit may be issued for a period

less than five years at the discretion of the superintendent. Each wastewater discharge permit will indicate a specific date upon which it will expire.

- (j) The superintendent may require haulers of septic tank waste or industrial waste or generators of hauled industrial waste to obtain wastewater discharge permits. The superintendent may also prohibit the disposal of hauled waste. The discharge of hauled waste is subject to all other requirements of this ordinance. The superintendent may collect samples of each hauled load to ensure compliance with applicable Standards. The superintendent may require the waste hauler to provide a waste analysis of any load prior to discharge.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-288. - Contents of a wastewater discharge permit.

- (a) A statement that indicates wastewater discharge permit duration, which shall not exceed five years.
- (b) A statement that the wastewater discharge permit is nontransferable without prior notification to the town in accordance with this ordinance and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit.
- (c) Effluent limits, including Best Management Practices, based on applicable pretreatment standards, local limits, and the law.
- (d) Self-monitoring, sampling, e reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants to be monitored, sampling locations, sampling frequency, and sample type based on federal, state, and local law.
- (e) A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, the actual requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.
- (f) Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization.
- (g) Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the treatment works, if applicable.
- (h) Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or nonroutine discharges, if determined by the superintendent to be necessary.
- (i) Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW.
- (j) The unit charge or schedule of user charges and fees for the management of the wastewater discharged to the POTW.
- (k) Requirements for installation and maintenance of inspection and sampling facilities and equipment, including flow measurement devices.
- (l) A statement that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable Federal and State Pretreatment Standards, including those which become effective during the term of the wastewater discharge permit.
- (m) Other conditions as deemed appropriate by the superintendent to ensure compliance with this ordinance, and State and Federal laws, rules, and regulations.

(Ord. No. 2020-2, 2-10-20)

Commented [HP39]: Waiver requirement

Commented [FB40R39]: Waiver of this section? Not sure what this comment means.

Sec. 86-289. - Wastewater discharge permit appeals.

- (a) The superintendent shall provide public notice of the issuance of a wastewater discharge permit. Any person, including the user, may petition the Town of South Hill to reconsider the terms of a wastewater discharge within 30 days of notice of its issuance.
- (b) Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.
- (c) In its petition the appealing party must indicate the wastewater discharge permit provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the wastewater discharge permit.
- (d) The effectiveness of the wastewater discharge permit shall not be stayed pending the appeal.
- (e) If the superintendent fails to act within 30 days a request for reconsideration shall be deemed to be denied. Decisions not to reconsider a wastewater discharge permit, not to issue a wastewater discharge permit, or not to modify a wastewater discharge permit shall be considered final administrative actions for purposes of judicial review.
- (f) Aggrieved parties seeking judicial review of the final administrative wastewater discharge permit decision must do so by filing a complaint with the Mecklenburg County Circuit Court within 30 days.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-290. - Permit Modifications.

The superintendent may modify a wastewater discharge permit for good cause, including, but not limited to, the following reasons:

- (a) To incorporate any new or revised federal, state, or local pretreatment standards or requirements.
- (b) To address significant alterations or additions to the user's operation, processes, wastewater volume, or character since the time of wastewater discharge permit issuance.
- (c) A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge.
- (d) Information indicating that the permitted discharge poses a threat to the town's POTW, personnel, or receiving waters.
- (e) Violation of any terms or conditions of the wastewater discharge permit.
- (f) Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting.
- (g) Revisions or a grant of variance from categorical pretreatment standards pursuant to 40 CFR 403.13.
- (h) To correct typographical or other errors in the wastewater discharge permit.
- (i) To reflect a transfer of the facility ownership or operation to a new owner or operator where requested in accordance with Sec. 86-291.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-291. - Wastewater discharge permit transfer.



- (a) Wastewater discharge permits may be transferred to a new owner or operator if the permittee gives at least 30 days advance notice to the superintendent and the superintendent approves the wastewater discharge permit transfer.
- (b) The notice to the superintendent states that the new owner and/or operator has no immediate intent to change the facility's operations and process.
- (c) The notice identifies the specific date on which the transfer is to occur.
- (d) The notice acknowledges full responsibility for complying with the existing wastewater discharge permit.
- (e) Failure to provide advance notice of a transfer renders the wastewater discharge permit void as a permit.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-292. - Wastewater discharge permit revocation.

The superintendent may revoke a wastewater discharge permit or terminate a user's discharge for good cause, including, but not limited to, the following reasons:

- (a) Failure to notify the town of significant changes to the wastewater prior to the changed discharge.
- (b) Failure to provide notification to the town of changed conditions pursuant to section 86-279.
- (c) Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application.
- (d) Falsifying self-monitoring reports.
- (e) Tampering with monitoring equipment.
- (f) Refusing to allow the town timely access to the facility premises and records.
- (g) Failure to meet effluent limitations.
- (h) Failure to pay fines.
- (i) Failure to pay sewer charges.
- (j) Failure to meet compliance schedules.
- (k) Failure to complete a wastewater survey or the wastewater discharge permit application or failure to accurately report the wastewater constituents and characteristics of the discharge.
- (l) Failure to provide advance notice of the transfer of business ownership of a permitted facility.
- (m) Violation of any pretreatment standard, requirement, or terms of the wastewater permit or this ordinance.

~~(n)~~ Wastewater discharge permits shall be voidable upon cessation of operations or transfer of business ownership. All wastewater discharge permits issued to a particular user are void upon the issuance of a new wastewater discharge permit to that user.

A user will be notified of a proposed termination of its discharge and be offered an opportunity to show cause under Section 86-307 of this ordinance why the proposed action should not be taken. Exercise of this option by the superintendent shall not be a bar to, or a prerequisite for, taking any other action against the user.

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(Ord. No. 2020-2, 2-10-20)

Sec. 86-293. - Wastewater discharge permit reissuance.

A user with an expiring wastewater discharge permit shall apply for permit reissuance by submitting a complete permit application, in accordance with this ordinance, a minimum of 30 days prior to the expiration of the user's existing permit.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-294. - Right of entry; inspection and sampling.

- (a) The town shall have the right to enter the premises of any user to determine whether the user is complying with all requirements of this ordinance and any wastewater discharge permit or order issued hereunder. Users shall allow the town ready access to all parts of the premises for the purpose of inspection, sampling, records examination, copying, and the performance of any additional duties.
- (b) Where a user has security measures in force which require proper identification and clearance before entry into its premises the user shall make necessary arrangements with its security guards so that upon presentation of suitable identification, the town will be permitted to enter without delay for the purpose of performing specific responsibilities.
- (c) The town shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.
- (d) The town may require the user to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the user at the user's expense. All devices used to measure wastewater flow and quality shall be calibrated annually to ensure their accuracy.
- (e) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the town and shall not be replaced. The cost of clearing such access shall be borne by the user.
- (f) Unreasonable delays in allowing the town access to the user's premises shall be a violation of this ordinance.
- (g) If the town has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of the town designed to verify compliance with this ordinance or any permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, the town may seek issuance of a search warrant from the Mecklenburg County Circuit Court.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-295. - Confidential information.

Information and data on a user obtained from reports, surveys, wastewater discharge permit applications, wastewater discharge permits, monitoring programs, and from the town's inspection and sampling activities shall be available to the public without restriction. This information will only be kept confidential when the user is able to demonstrate, to the satisfaction of the superintendent, that the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under applicable state law. Such requests must be made at the time of submission of the

information or data. When requested and demonstrated by the user furnishing a report that such information should be held confidential, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public. However, this information shall be made immediately available, upon request, to governmental agencies for uses related to the VPDES program or pretreatment program and in enforcement proceedings involving the person furnishing the information. Wastewater constituents and characteristics and other "effluent data" as defined by 40 CFR 2.302 will not be recognized as confidential information and will be available to the public without restriction.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-296. - Accidental discharge/slug control plans.

Within one year of designating a Significant Industrial User, South Hill shall evaluate whether each significant industrial user needs an accidental discharge/slug control plan. The superintendent may develop such a plan for any user or require the user to develop, submit for approval, and implement such a plan. An accidental discharge/slug control plan shall address, at a minimum, the following:

- (a) Description of discharge practices including non-routine batch discharges.
- (b) Description of stored chemicals.
- (c) Procedures for immediately notifying the town of any accidental or slug discharge as required by section 86-278 of this article.
- (d) Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants including solvents, and/or measures and equipment necessary for emergency response.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-297. - Injunctive relief.

When the town finds that a user has violated or continues to violate any provisions of this article, a wastewater discharge permit, order, or any other pretreatment standard or requirement, the town may petition the Mecklenburg County Circuit Court for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the wastewater discharge permit, order, or other requirement imposed by this ordinance on activities of the user. The town may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against user.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-298. - Civil penalties.

- (a) A user who has violated, or continues to violate, any provision of this article, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall be liable to the town for civil penalties of at least the amount of \$1,000.00 per violation, per day. In the case of a

monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.

- (b) The town may recover reasonable attorney's fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the town.
- (c) In determining the amount of civil liability, the court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the user's violation, corrective actions by the user, the compliance history of the user, and any other factor as justice requires.
- (d) Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a user.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-299. - Emergency suspensions.

- (a) The town may immediately suspend a user's discharge, after informal notice to the user, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present or cause an imminent or substantial endangerment to the public health or welfare. The town may also immediately suspend a user's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, which presents, or may present, an endangerment to the environment.
- (b) Any user notified of a suspension of its discharge shall immediately stop or eliminate the discharge. In the event of a user's failure to immediately comply voluntarily with the suspension order, the town may take such steps as deemed necessary, including immediate severance of the sewer connection or termination of water service, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The town may allow the user to resume its discharge when the user has demonstrated to the satisfaction of the town that the period of endangerment has passed, unless the termination proceedings in section 86-292 of this article is initiated against the user.
- (c) A user is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measure taken to prevent any future occurrence, to the town prior to the date of any show cause or termination hearing under this ordinance.
- (d) Nothing in this Section shall be interpreted as requiring a hearing prior to any Emergency Suspension under this Section.

(Ord. No. 2020-2, 2-10-20)

Sec. 86-300. - Publication of Users in Significant Noncompliance.

The Town shall publish annually, in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the POTW, a list of the users which, at any time during the previous twelve (12) months, were in Significant Noncompliance with applicable pretreatment standards and requirements. The term Significant Noncompliance shall be applicable to all industrial users and shall mean:

(a) Chronic violations of wastewater discharge limits, defined here as those in which 66% or more of all the measurements taken for the same pollutant during a 6-month period exceed (by any magnitude) a numeric pretreatment standard or requirement.

(b) Technical Review Criteria (TRC) violations, defined here as those in which 33% or more of wastewater measurements taken for each pollutant during a 6-month period equals or exceeds the product of the numeric pretreatment standard or requirement multiplied by the applicable criteria (1.4 for BOD, TSS, fats, oils, and grease, and 1.2 for all other pollutants except pH)

(c) Any other violation of a pretreatment standard or requirement that the superintendent determines has caused, alone or in combination with other discharges, Interference or Pass Through, including endangering the health of POTW personnel or the general public

(d) Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, or has resulted in the superintendent's exercise of its emergency authority to halt or prevent such a discharge

(e) Failure to meet, within 90 days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance

(f) Failure to provide, within 45 days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical pretreatment standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules

(g) Failure to accurately report noncompliance

(h) Any other violation(s) which may include a violation of Best Management Practices, which the superintendent determines will adversely affect the operation or implementation of the local pretreatment program.

#### Sec. 86-301. - 90-Day Compliance Reports.

Within ninety days following the date for final compliance with applicable categorical pretreatment standards, or in the case of a new source following commencement of the introduction of wastewater into the POTW, any user subject to such pretreatment standards and requirements shall submit to the superintendent a report containing the information described in Sec 86-281 (d), (e), (f), and (g) of this ordinance. For users subject to equivalent mass or concentration limits, this report shall contain a reasonable measure of the user's long-term production rate. For all other users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production, this report shall include the user's actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance with Sec. 86-282 of this ordinance. All sampling will be done in conformance with Sec. 86-283 and Sec. 86-303 of this ordinance.

#### Sec. 86-302. - Periodic Compliance Reports.

Significant Industrial Users and non-significant Categorical Industrial Users must, at a frequency determined by the superintendent, but no less than twice per year (June and December), submit reports indicating the nature and concentration of pollutants in the discharge which are limited by federal or state pretreatment standards or local limits and the measured or estimated average and maximum flows for the

**Commented [HP41]:** Clarify that non-significant CIUs must also meet this requirement

**Commented [FB42R41]:** revised

reporting period. In cases where the federal or state pretreatment standards or local limits require compliance with a Best Management Practice (BMP) or pollution prevention alternative, the user must submit documentation required by the superintendent necessary to determine compliance status of the user. The control authority may agree to alter the months during which the reports are to be submitted. The control authority may authorize an industrial user to forgo sampling of a regulated pollutant or reduce the frequency of reporting requirements per the conditions in 9VAC25-31-840 E.2. and 9VAC25-31-840 E.3. All periodic compliance reports must be signed and certified in accordance with Sec. 86-282 of this ordinance. All sampling will be done in conformance with Sec. 86-283 and Sec. 86-303 of this ordinance

#### Sec. 86-303. Sampling Requirements

Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the ~~report, and~~ report and based on data that is representative of conditions occurring during the reporting period. Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques. For all other pollutants, samples must be collected using 24-hour flow-proportional composite sampling techniques, unless time-proportioned composite sampling or grab sampling is authorized by the superintendent. Where time-proportional composite or grab sampling is authorized by the Town, the samples must be representative of the discharge and the decision to allow the alternative sampling must be documented in the industrial user file. Using protocols (including appropriate preservation) specified in 40 CFR 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis for cyanide, total phenols, and sulfides (in the field or in the laboratory) and for volatile organics and oil and grease (in the laboratory). Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the control authority, as appropriate. In addition, grab samples may be required to show compliance with instantaneous limits. For sampling required in support of baseline monitoring and 90-day compliance reports (Sec. 86-280, 86-281, and 86-301), a minimum of four grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities with historical sampling data, the superintendent may authorize a lower minimum. For the periodic compliance reports (Sec. 86-302), the industrial user is required to collect the number of grab samples necessary to assess and assure compliance with applicable pretreatment standards and requirements.

All wastewater samples must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a user to keep its monitoring facility in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge.

If a user monitors any regulated pollutant at the appropriate sampling location more frequently than required by the control authority, using the procedures described in Sec. 86-283 of this ordinance, the results of this monitoring shall be included in the report.

#### Sec. 86-304. - Certification of Pollutants Not Present.

Users that have an approved monitoring waiver based on Sec. 86-302 and 9VAC25-31-840 E.2. must certify on each report with the following statement that there has been no increase in the pollutant in its wastestream due to activities of the user: "Based on my inquiry of the person or persons directly responsible for managing compliance with the Pretreatment Standard for 40 CFR [specify applicable National Pretreatment Standard part(s)], I certify that, to the best of my knowledge and belief, there has been no increase in the level of [list pollutant(s)] in the wastewaters due to the activities at the facility since filing of the last periodic report under Sec. 86-302."

Sec. 86-305. - Date of Receipt of Reports.

Written reports will be deemed to have been submitted on the date postmarked. For reports which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.

Sec. 86-306. – Recordkeeping.

Users subject to the reporting requirements of this ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this ordinance, any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements, and documentation associated with Best Management Practices. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three years. This period shall be automatically extended for the duration of any litigation concerning the user or the Town, or where the user has been specifically notified of a longer retention period by the superintendent.

Sec. 86-307. - Administrative Orders.

- (a) The superintendent may enter into Consent Orders, assurances of compliance, or other similar documents establishing an agreement with any user responsible for noncompliance. Such documents shall include specific action to be taken by the user to correct the noncompliance within a time period specified by the document. Such documents shall have the same force and effect as Compliance Orders and Cease and Desist Orders of this ordinance and shall be judicially enforceable.
- (b) The superintendent may order a user which has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, to appear before the superintendent and show cause why the proposed enforcement action should not be taken. Notice shall be served on the user specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the user show cause why the proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least 30 days prior to the hearing. Such notice may be served on any Authorized Representative of the user. A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the user.
- (c) When the superintendent finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, the superintendent may issue an order to the user responsible for the discharge directing that the user come into compliance within a specified time. If the user does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standard or requirement, nor does a compliance order relieve the user of liability for any violation, including any

continuing violations. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.

- (d) When the superintendent finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, or that the user's past violations are likely to recur, the superintendent may issue an order to the user directing it to cease and desist all such violations and directing the user to: (i) immediately comply with all requirements; and (ii) take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the user.

#### Sec. 86-308. Criminal Prosecution.

(a) A user who willfully or negligently violates any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than \$2,500.00 per violation, per day, or imprisonment for not more than 12 months, or both.

(b) A user who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and be subject to a penalty of not more than \$2,500.00 per violation, per day, or imprisonment for not more than 12 months, or both. This penalty shall be in addition to any other cause of action for personal injury or property damage under State law.

(c) A user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this ordinance, wastewater discharge permit, or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this ordinance shall, upon conviction, be punished by a fine of not more than \$2,500.00 per violation, per day, or imprisonment for not more than 12 months, or both.

#### Sec. 86-309. - Remedies Nonexclusive.

The remedies provided for in this ordinance are not exclusive. the superintendent may take any, all, or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will generally be in accordance with the town's enforcement response plan. However, the Town may take other action against any user when the circumstances warrant. Further, the Town is empowered to take more than one enforcement action against any noncompliant user

#### DIVISION 6. - FEES, RATES, ETC.<sup>[4]</sup>

##### Footnotes:

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**Editor's note**— Ord. No. 2020-2, adopted Feb. 10, 2020, added new provisions to div. 5, and in order to maintain the style of the code and not duplicate section numbers, the former div. 6, §§ 86-296—86-300 has been renumbered to read as set out herein.

**Sec. 86-310. - Fees.**

Sewage connection fees within the corporate limits and without the corporate limits are on file in the town clerk's office.

(Code 1974, § 26-43; Ord. No. 2020-2, 2-10-20)

**Editor's note**— Former § 86-296.

**Sec. 86-311. - Bills, when paid.**

All water and sewer bills shall be paid in advance for the minimum charges of the billing period and the minimum charges plus the excess already consumed shall be billed on the first of each billing period in which bills shall be due and payable on or before the 15th day of the current month following date of bill, and the town manager or his duly appointed agent is hereby vested with authority to discontinue service to anyone in default after that date.

(Code 1974, § 26-44; Ord. No. 2020-2, 2-10-20)

**Editor's note**— Former § 86-297.

**Sec. 86-312. - Connection charges to be paid before installation started.**

All water and sewage connection charges shall be paid for before installation is started, and the monthly rates for water and sewage services shall commence immediately upon completion of the installation of the connection.

(Code 1974, § 26-45; Ord. No. 2020-2, 2-10-20)

**Editor's note**— Former § 86-298.

**Sec. 86-313. - Deposits.**

All deposits shall be construed to be advance payments.

(Code 1974, § 26-46; Ord. No. 2020-2, 2-10-20)

**Editor's note**— Former § 86-299.

**Sec. 86-314. - Biennial review.**

The council will review the user charge system no less than every two years and revise it as necessary to ensure revenue requirements for the wastewater treatment works.

(Ord. No. 2020-2, 2-10-20)

**Editor's note**— Former § 86-300.

DRAFT

## **Administrative Reports**

South Hill Town Council Meeting

June 9, 2025

- A. Consent Agenda
- B. Items for Approval
- C. Reports to Accept as Presented

## **Consent Agenda**

South Hill Town Council Meeting

June 9, 2025

1. Minutes
  - a. May 12, 2025 Regular Meeting
2. Monthly Financial Report



**SOUTH HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, MAY 12, 2025, 7:00 P.M.**

The regular monthly meeting of the South Hill Town Council was held on Monday, May 12, 2025 at 7:00 p.m. in the temporary Council Chambers of the South Hill Town Hall located at 111 E. Danville Street, South Hill, Virginia 23970.

**I. OPENING**

Honorable Mayor Mike Moody called the regular meeting to order at 7:00 p.m. Mayor Moody called upon Clerk of Council Leanne Patrick to call the roll, which was as follows:

**A. Council Members**

Randy Crocker  
Ashley Hardee  
Michael Smith

Lillie Feggins-Boone  
Gavin Honeycutt

Jenifer Freeman-Hite  
Delores Luster

**B. Staff in Attendance**

Keli Reekes, Town Manager  
Greg Geist, Chief of Police  
Dahlis Morrow, Dir. of Fin. & Admin.  
Leanne Patrick, Admin. Asst./Clerk

C. J. Dean, Dir. of Municipal Services  
Kristine Martin, Human Resources  
Brent Morris, Business Dev. Manager

**II. APPROVAL OF AGENDA**

A motion was made by Vice Mayor Honeycutt, second by Councilor Luster, to approve the agenda for May 12, 2025, including the addition of Agenda Item B: Dominion Energy Tree Easement Agreement Execution under the Director of Municipal Services Report. The motion carried unanimously.

**III. POLICE WEEK PROCLAMATION: MAY 11 – 17, 2025**

Mayor Moody read and signed a proclamation declaring May 11 – 17, 2025 as National Police Week.

**IV. CITIZENS TO ADDRESS COUNCIL**

At this time, the following citizens addressed Council:

- **Wade Crowder** recognized Town employees, attempted to discuss a matter unrelated to Town business, commended road improvements near the hospital, complimented the condition of the cemetery, and acknowledged the number of small businesses in the Town and their impacts.

## V. ADMINISTRATIVE REPORTS

### A. Consent Agenda

#### 1. Minutes

- a. April 14, 2025 Regular Meeting
- b. April 14, 2025 Special Meeting
- c. April 29, 2025 Retreat Meeting

#### 2. Monthly Financial Report

Dahlis Morrow submitted the financial report as follows:

General Fund	-	\$ 6,281,510.41	Total Investment Accounts	-	\$ 30,817,798.30
Water and Sewer Fund	-	\$ 94,165.04	Total Police Dept. Savings	-	\$ 48,470.53
Cemetery Fund	-	\$ 21,371.45			
Nick's Lane		\$ (64,666.14)	Del. Taxes Due Thru 04/30/2025 -		\$ 490,628.74
Total in Checking	-	\$ 6,332,380.76	(Real Estate and Personal Property)		

**A motion was made by Councilor Freeman-Hite, second by Councilor Luster, to approve the Consent Agenda. The motion carried unanimously.**

### B. Items for Approval

#### 1. Town Manager Report

##### a. FY25-26 Budget Adoption and Appropriation

Keli Reekes reported a Public Hearing was held on Monday, April 14, 2025 at 7:00 p.m. to hear comments regarding the Town's proposed budget and proposed rates and fees for FY25-26.

The proposed General Fund budget is \$22,314,150, proposed Water and Sewer Fund budget is \$18,291,800, proposed Cemetery Fund budget is \$4,000, and proposed Housing Rehabilitation Project budget is \$875,000. Council was presented with two ordinances for consideration.

**A motion was made by Vice Mayor Honeycutt, second by Councilor Luster to adopt the proposed ordinance imposing and levying taxes within the Town upon real property, personal property, and machinery and tools for the tax year beginning July 1, 2025. The motion passed via roll call vote as follows:**

Councilor Crocker – Aye  
Councilor Freeman-Hite – Aye  
Vice Mayor Honeycutt – Aye  
Councilor Smith – Aye

Councilor Feggins-Boone – Aye  
Councilor Hardee – Aye  
Councilor Luster – Aye

**A motion was made by Vice Mayor Honeycutt, second by Councilor Feggins-Boone to adopt and appropriate by ordinance the FY25-26 budget as proposed. The motion passed via roll call vote as follows:**

Councilor Crocker – Aye  
Councilor Freeman-Hite – Aye  
Vice Mayor Honeycutt – Aye  
Councilor Smith – No

Councilor Feggins-Boone – Aye  
Councilor Hardee – Aye  
Councilor Luster – Aye

**b. Schedule Public Hearing – Police Department Ordinance Updates**

On behalf of Chief Geist, Mrs. Reekes requested to schedule a Public Hearing to gather public comments on several proposed ordinance updates to the Town Code at the June 2025 regularly scheduled Town Council meeting.

**A motion was made by Councilor Hardee, second by Councilor Freeman-Hite** to schedule a Public Hearing for Town Council's June 2025 regularly scheduled meeting to hear comments on updates to the Town Code. The motion carried unanimously.

**c. FY25 Additional Appropriation – General Fund Budget**

Mrs. Reekes requested Council appropriate \$300,000 in additional real estate and property tax revenue collected from Microsoft during the current fiscal year.

Upon further discussion, Mrs. Reekes provided clarification that the Town collected above what was anticipated from Microsoft; therefore per the existing economic incentive agreement, the additional revenue is needed to cover the Town's reimbursement obligation to the Industrial Development Authority.

**A motion was made by Vice Mayor Honeycutt, second by Councilor Hardee** to appropriate \$300,000 in additional real estate and personal property revenue to the FY25 General Fund budget. The motion passed via roll call vote as follows:

Councilor Crocker – Aye  
Councilor Freeman-Hite – Aye  
Vice Mayor Honeycutt – Aye  
Councilor Smith – Aye

Councilor Feggins-Boone – Aye  
Councilor Hardee – Aye  
Councilor Luster – Aye

**d. Spring Cleanup Week**

Mrs. Reekes proposed the designation of the week of May 12 – 16, 2025 as Spring Cleanup Week as an effort to encourage residents to remove visible bulky waste, litter, and debris from their property. Items may be placed curbside until noon on Thursday, May 15 and Town staff will collect curbside items through noon on Friday.

After expressed concern regarding the weather forecast, Mrs. Reekes stated that she will make efforts to coordinate with Town staff on a possible extension to the Cleanup Week due to possible inclement weather.

**A motion was made by Councilor Feggins-Boone, second by Councilor Luster** to designate May 12 – 16, 2025 as South Hill Spring Cleanup Week. The motion carried unanimously.

**e. Town Hall Update**

Mrs. Reekes shared that HVAC technicians, architects, and engineers have been on site and everything is moving forward as planned. She also stated that to avoid duplicating information to Council, future

Town Hall updates may be included in the Parks, Facilities, and Grounds Report under Reports to Accept as Presented and may no longer appear under Town Manager Report.

## **2. Director of Municipal Services Report**

### **a. Circle Drive Waterline Replacement Project**

C. J. Dean reported that the Town advertised and received sealed bids for the installation of new waterline mains and water service lines on Circle Drive from Smiley's Construction, LLC and H G Reynolds Co., Inc. Smiley's Construction, LLC submitted the lower of the bids at \$774,777.18.

**A motion was made by Councilor Smith, second by Councilor Freeman-Hite** to award the Circle Drive Waterline Replacement Project to Smiley's Construction, LLC as submitted by sealed bids on May 5, 2025 in the amount of \$774,777.18, and to authorize the Town Manager or her designee to sign all of the necessary paperwork to complete this project. The motion passed via roll call vote as follows:

Councilor Crocker – Aye  
Councilor Freeman-Hite – Aye  
Vice Mayor Honeycutt – Aye  
Councilor Smith – Aye

Councilor Feggins-Boone – Aye  
Councilor Hardee – Aye  
Councilor Luster – Aye

### **b. Dominion Energy Tree Easement Agreement**

Mr. Dean received a request to grant an easement across Town property by Dominion Energy at the intersection of Raines Street and Country Lane as part of a project to install an electrical transmission line between the substations on the Microsoft campus at Interstate and Hillcrest industrial parks. Dominion offered the Town \$5,000 to grant the easement.

**A motion was made by Vice Mayor Honeycutt, second by Councilor Hardee** to authorize the Town Manager to fully execute the easement agreement with Dominion Energy, the compensation amount of \$5,000, and any other documents that may be associated with the agreement. The motion passed via roll call vote as follows:

Councilor Crocker – Aye  
Councilor Freeman-Hite – Aye  
Vice Mayor Honeycutt – Aye  
Councilor Smith – Aye

Councilor Feggins-Boone – Aye  
Councilor Hardee – Aye  
Councilor Luster – Aye

## **C. Reports to Accept as Presented**

For efficiency, the following reports for April 2025 were presented as a group to accept as presented.

### **1. Town Manager Report**

#### **a. Facilities Reservation Calendar**

Mrs. 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.

South Hill Town Council Regular Meeting Minutes

May 12, 2025

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## 2. Police Report

Chief Geist submitted the monthly police report. He reported there were 268 activity incidents, 43 reportable criminal offenses, 876 calls for service, and \$3,899 in property recovered. Other miscellaneous items included 103 training hours and 53 warrants issued. Administrative news was shared.

## 3. Fire Department Report

Chief Michael Vaughan submitted the quarterly Fire Report. He reported the SHVFD responded to 255 alarm calls in the third quarter. Calls responded to in Town were 111, within the county district were 107, and involving fire were 28. Mutual aid given was 29. Automatic aid received was 41. Training included vehicle rescue, winching operations, CPR, and aerial operations. Fundraising included a Fish Supper, the Hop N Shop, a Letter Drive, and the Spring Gobbler Raffle. Administrative news was also shared.

## 4. Municipal Services Report

C. J. Dean submitted the Municipal Services report on the following:

- Completion of Thomas Street waterline replacement. Patching and Paving to come.
- Windsor and Franklin Streets stormwater project work began May 1, 2025.
- Updates on obtaining easements for four upcoming utility projects.
- Goodes Ferry waterline leak repair.

## 5. Parks, Facilities and Grounds

Jason Houchins submitted the Parks, Facilities and Grounds report on the following:

- Centennial Park Dog Park water fountains are now operational.
- Parker Park basketball court improvements ongoing.
- Town Hall HVAC installation began May 5, 2025.
- Town Hall interior and exterior bid proposals in process.
- Batting cage installations at softball fields and umpire trailer deck removal.

## 6. Code Compliance Report

### a. Report of Activity

David Hash submitted the report of activity as follows:

Inspections Completed	-	94
Permits Issued	-	33
Fees Collected	-	\$ 6,368.40
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 105.75
General Exemption	-	\$ 132.60
Work Value	-	\$ 1,437,799.00

New businesses included:

- Rozier Termite & Pest Control – 201 N. Mecklenburg Ave. (Pest Control/Contractor)
- Angie's Treasure Hunt – 935 W. Atlantic Street (Flea Market Vendor)

- Sparkle and Shine Products – 935 W. Atlantic Street (Flea Market Vendor)
- Liquid Life IV CO – Mobile Unit
- Hair Haven – 626 W. Danville St. (Hair Salon)

#### **b. Dilapidated Properties**

Along with the list of completed dilapidated properties, a report on the status of approximately 45 dilapidated properties was also presented.

### **7. Business Development Report**

Brent Morris submitted the Business Development report on the following:

- Discussed local incentives with prospective hotel.
- Toured the Town with Retail Strategies to look at prospective properties for business development.
- Prepared updated business and housing incentives to present to Council.
- Partnering with South Hill Revitalization Committee to update Christmas decorations for East and West Atlantic Street.
- Continued efforts for downtown business recruitment.

### **8. Human Resources Report**

Kristine Martin submitted the Human Resources report on the following:

#### **a. HR Accomplishments Updates**

- Launching Awardco, an all-inclusive employee reward and recognition platform.
- Upcoming transition to a new timekeeping system.
- Continued discussions and negotiations with Anthem for a more reasonable rates offer.

#### **b. Employment News**

- The Town hosted an Employee Appreciation event in April at Centennial Park.
- The Town hosted an Administrative Professionals luncheon in April at Backyard Brews and Bites.

**A motion was made by Freeman-Hite, second by Vice Mayor Honeycutt, to approve the reports as presented. The motion carried unanimously.**

## **VI. APPOINTMENTS**

### **A. Industrial Development Authority**

Mayor Moody recommended appointing Glenn Barbour to serve the remainder of Randy Crocker's term on the Industrial Development Authority beginning May 13, 2025 and ending May 5, 2028.

**A motion was made by Vice Mayor Honeycutt, second by Councilor Crocker to approve**

the appointment of Glenn Barbour to the Industrial Development Authority to serve out the remainder of Randy Crocker's term beginning May 13, 2025 and ending May 5, 2028. The motion carried unanimously.

### **VIII. ADJOURNMENT**

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

### **VALIDATION**

Minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Leanne Patrick, Clerk of Council

\_\_\_\_\_  
W.M. Moody, Mayor



**STATEMENT OF CASH ACCOUNTABILITY**  
**April 25**

<u>Institution</u>	<u>Description</u>	<u>Rate</u>	<u>Previous Year Balance</u>	<u>Current Balance</u>
<b>Cash</b>				
	Petty Cash		\$750.00	\$750.00
<b>SUB TOTAL</b>			<b><u>\$750.00</u></b>	<b><u>\$750.00</u></b>
<b>Checking Accounts</b>				
First Citizens Bank	General Fund Checking	0.60%	\$8,284,889.24	\$6,046,444.69
First Citizens Bank	PD Cash Account	0.60%	\$18,616.34	\$14,432.71
<b>SUB TOTAL</b>			<b><u>\$8,303,505.58</u></b>	<b><u>\$6,060,877.40</u></b>
<b>Investments</b>				
LGIP	General Investment	4.43%	\$0.00	\$3,029,288.66
First Citizens Investment	General Investment	4.28%	\$8,412,156.98	\$8,842,066.40
VIP	1-3 Year High Quality Bond	4.45%	\$10,115,404.90	\$10,759,533.05
VIP	Stable Liquidity	4.45%	\$8,996,592.15	\$8,231,039.89
<b>SUB TOTAL</b>			<b><u>\$27,524,154.03</u></b>	<b><u>\$30,861,928.00</u></b>
<b>Restricted/Committed Funds</b>				
Atlantic Union Bank	Construction	0.50%	\$2,539,484.46	\$2,552,850.78
First Citizens Bank	Federal Forfeiture Funds	0.10%	\$26,093.35	\$26,115.06
Benchmark Community Bank	State Forfeiture Funds	0.25%	\$7,672.58	\$7,863.86
<b>SUB TOTAL</b>			<b><u>\$2,573,250.39</u></b>	<b><u>\$2,586,829.70</u></b>
<b>TOTAL OF ALL FUNDS</b>			<b><u>\$38,401,660.00</u></b>	<b><u>\$39,510,385.10</u></b>

**INCOME/EXPENSE REPORT**

**MAY 2025**

<b>Account Id</b>	<b>Account Description</b>	<b>Prior Rev/Expd</b>	<b>Anticipated/Budgeted</b>	<b>YTD Rev/Expd</b>	<b>Balance/Excess/Deficit</b>
10-2-1011-0401	CURRENT TAXES - REAL	2,026,429.01	2,000,000.00	2,372,105.03	372,105.03
10-2-1011-0402	DELINQUENT TAXES-REAL	2,369.06	10,000.00	17,116.93	7,116.93
10-2-1012-0401	CURRENT TAXES - PUB SER REAL	65,103.52	65,000.00	65,025.57	25.57
10-2-1012-0404	CURRENT TAXES - PUB SER PERS	0	900.00	0	-900.00
10-2-1013-0403	CURRENT TAXES-P/P,M/H,M/T	880,876.53	1,180,000.00	1,450,318.71	270,318.71
10-2-1013-0404	PPTRA REIMBURSEMENT	113,068.11	113,068.00	113,068.11	0.11
10-2-1016-0410	PENALTIES - ALL PROP.TAXES	14,077.35	20,000.00	18,368.40	-1,631.60
10-2-1016-0411	INTEREST - ALL PROP. TAXES	28,561.28	25,000.00	30,491.09	5,491.09
10-2-1022-0411	COMMUNICATIONS SALES TAX	110,472.07	125,000.00	106,896.05	-18,103.95
10-2-1022-0412	CONSUM.UTILITY TAX-ELECT.	148,331.32	158,000.00	150,273.01	-7,726.99
10-2-1022-0414	CONSUM.UTILITY TAX-GAS	33,012.46	35,000.00	49,869.99	14,869.99
10-2-1022-0415	FRANCHISE TAX	0	0.00	1,420.49	1,420.49
10-2-1022-0416	MEALS TAX	2,532,405.43	2,500,000.00	2,580,554.60	80,554.60
10-2-1022-0417	LODGING TAX	895,320.10	860,000.00	982,865.95	122,865.95
10-2-1022-0418	CIGARETTE TAX	167,400.00	200,000.00	136,320.00	-63,680.00
10-2-1023-0415	BUSINESS LICENSE	1,553,950.89	1,100,000.00	1,350,094.73	250,094.73
10-2-1023-0416	PENALTIES - BUSINESS LICENSE	11,546.47	4,000.00	9,017.23	5,017.23
10-2-1024-0425	LEVEL 3 LICENSE FEE	0	6,600.00	0	-6,600.00
10-2-1025-0421	MOTOR VEHICLE LICENSE FEES	44,328.18	45,000.00	44,287.46	-712.54
10-2-1026-0422	BANK STOCK TAXES	210,638.00	240,000.00	260,682.00	20,682.00
10-2-1027-0423	PENALTIES - OTHER LOCAL TAX	16,570.90	10,000.00	14,929.22	4,929.22
10-2-1027-0424	INTEREST - OTHER LOCAL TAX	575.09	500.00	461.68	-38.32
10-2-1033-0435	BUILDING PERMITS	648,921.70	175,000.00	70,433.03	-104,566.97
10-2-1041-0436	COURT FINES/FORFEITURES	71,518.84	45,000.00	65,457.67	20,457.67
10-2-1041-0437	PARKING FINES	560.00	150.00	60.00	-90.00
10-2-1041-0438	EVENT PERMIT APPLICATION FEES	300.00	500.00	600.00	100.00
10-2-1051-0437	INVESTMENT GAINS (LOSSES)	-547,134.94	0.00	149,796.35	149,796.35
10-2-1051-0439	INTEREST ON DEPOSITS	811,718.33	150,000.00	857,926.04	707,926.04
10-2-1051-0440	INCOME AND OTHER	0	0.00	23,348.96	23,348.96
10-2-1052-0444	RAILROAD LEASES	0	500.00	6,971.48	6,471.48
10-2-1060-0444	MECKLENBURG CO.TIPPING FEE	215,508.31	115,000.00	121,154.18	6,154.18
10-2-1060-0445	WASTE COLL & DISP FEES	501,120.55	530,000.00	442,667.91	-87,332.09
10-2-1060-0446	MOWING & BRUSH COLLECTION FEES	763.18	1,000.00	1,000.00	0.00
10-2-1060-0447	WASTE COLLECTIONS PENALTY	17,308.56	10,000.00	13,617.24	3,617.24
10-2-1068-0458	CHARGES FOR COPIES	1,365.00	500.00	1,121.34	621.34
10-2-1068-0459	AT&T/VERIZON TANK RENTAL	52,260.42	60,400.00	50,662.99	-9,737.01
10-2-1068-0460	PARKER PARK INCOME	0	6,500.00	400.00	-6,100.00
10-2-1068-0461	ZONING & SUBDIVISION FEES	12,956.00	10,000.00	13,550.00	3,550.00

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-2-1068-0462	CENTENNIAL AMPHITHEATER INCOME	750.00	0.00	500.00	500.00
10-2-1068-0463	MISCELLANEOUS REVENUES	254,002.80	10,000.00	25,552.46	15,552.46
10-2-1068-0464	EXPENSES-REIMBURSED	88,600.91	2,500.00	16,334.84	13,834.84
10-2-1068-0471	MISC REVENUE - SALE OF PROPERTY	21,768.18	22,000.00	545,716.00	523,716.00
10-2-1068-0473	MISC REVENUE - DMV STOPS	3,365.61	5,000.00	840.00	-4,160.00
10-2-1068-0474	CENTENNIAL PAVILION/UPPER FIELD INCOME	100.00	0.00	0	0.00
10-2-1068-0476	ECONOMIC INCENTIVES	91,605.60	225,000.00	219,348.20	-5,651.80
10-2-1068-0477	OTHER CONTRIBUTIONS (SOLAR)	0	65,000.00	21,666.67	-43,333.33
10-2-1069-0465	MISC.RECOVERED COST	22,991.96	18,000.00	29,759.46	11,759.46
10-2-1069-0467	WATER/SEWER ADMIN FEES	146,885.00	162,500.00	0	-162,500.00
10-2-1069-0468	VRSA INSURANCE REFUND/DIVIDEND/GRANT	6,297.00	4,000.00	24,940.00	20,940.00
10-2-2070-0472	ROLLING STOCK (MVCT)	232.48	150.00	126.82	-23.18
10-2-2070-0473	MOBILE HOME TAX	0	0.00	150.00	150.00
10-2-2070-0474	RENTAL VEHICLE TAX	59,035.23	55,000.00	59,969.30	4,969.30
10-2-2070-0475	SALES & USE TAX	763,386.66	700,000.00	956,036.54	256,036.54
10-2-2070-0477	STREET & HIGHWAY REVENUE	1,525,491.99	1,724,598.00	1,566,719.04	-157,878.96
10-2-2070-0479	FIRE PROGRAMS FUND	21,117.00	21,000.00	24,736.00	3,736.00
10-2-2071-0432	E-SUMMONS	5,337.87	3,000.00	5,127.51	2,127.51
10-2-3071-0450	VDEM GRANT	0	0.00	104,295.57	104,295.57
10-2-3071-0476	LAW ENFORCEMENT HB599 GRANT	35,078.00	0.00	36,333.00	36,333.00
10-2-3071-0480	POLICE DEPT. GRANT	219,120.77	25,000.00	214,749.34	189,749.34
10-2-3071-0483	POLICE DEPT. GRANT - FEDERAL DMV	-11,452.14	0.00	0	0.00
10-2-3071-0484	ARTS COUNCIL GRANT	4,500.00	4,500.00	0	-4,500.00
10-2-3071-0487	STORMWATER/E&S REVENUE	0	0.00	4,500.00	4,500.00
10-2-4073-0579	INSURANCE RECOVERIES	105,888.21	20,000.00	30,855.84	10,855.84
10-2-5073-0591	TRANSFER FROM FUND BALANCE	0	5,166,055.00	0	-5,166,055.00
10-2-9000-0201	OVERPAYMENTS	3,026.91	0.00	24,887.53	24,887.53
<b>GENERAL FUND Revenue Totals</b>		<b>14,009,331.76</b>	<b>18,035,921.00</b>	<b>15,486,077.56</b>	<b>-2,549,843.44</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-0-0000-0000	GENERAL FUND:	0	0	0	0
10-1-0000-1000	GENERAL GOVERNMENT ADMINIST.	0	0	0	0
10-1-0100-0000	MAYOR & TOWN COUNCIL	0	0	0	0
10-1-0100-1000	SALARIES	8,800.00	9,600.00	8,800.00	800.00
10-1-0100-1303	COUNCIL FEES	34,400.00	38,400.00	34,400.00	4,000.00
10-1-0100-1305	PLANNING COMMISSION FEES	1,430.00	5,040.00	2,040.00	3,000.00
10-1-0100-2001	FICA	3,386.83	4,058.00	3,494.52	563.48
10-1-0100-2009	UNEMPLOYMENT INSURANCE	51.01	100.00	51.77	48.23
10-1-0100-2011	CELL PHONE ALLOWANCE	440.00	480.00	440.00	40.00
10-1-0100-5309	INSURANCE-PUBLIC OFFICIALS	2,916.00	2,600.00	3,189.00	-589.00
10-1-0100-5504	TRAVEL- MEETINGS/EDUCATION	2,762.93	10,000.00	3,562.18	6,437.82
10-1-0100-5801	DUES & SUBSCRIPTIONS	3,389.00	3,500.00	3,306.00	194.00
10-1-0100-5804	DEPARTMENTAL SUPPLIES	739.81	750.00	1,053.84	-303.84
<b>0100 MAYOR &amp; TOWN COUNCIL</b>		<b>58,315.58</b>	<b>74,528.00</b>	<b>60,337.31</b>	<b>14,190.69</b>

**INCOME/EXPENSE REPORT**  
**MAY 2025**

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0101-0000	FINANCE AND ADMINISTRATION	0	0	0	0
10-1-0101-1000	SALARIES	253,684.35	210,136.00	189,637.87	20,498.13
10-1-0101-1002	SALARIES OVERTIME	46.36	100.00	662.17	-562.17
10-1-0101-2001	FICA	18,630.46	16,075.00	15,246.89	828.11
10-1-0101-2003	RETIREMENT	29,807.15	44,780.00	31,369.72	13,410.28
10-1-0101-2005	MEDICAL PLANS	43,544.79	36,800.00	36,060.38	739.62
10-1-0101-2006	GROUP LIFE INSURANCE	1,604.27	2,816.00	1,349.82	1,466.18
10-1-0101-2007	DISABILITY INSURANCE	1,307.07	1,790.00	1,036.76	753.24
10-1-0101-2009	UNEMPLOYMENT INSURANCE	65.82	60.00	41.96	18.04
10-1-0101-2010	WORKERS COMPENSATION	1,365.69	290.00	238.24	51.76
10-1-0101-2013	CLOTHING ALLOWANCE	0	0.00	150.00	-150.00
10-1-0101-3006	OFFICE EQUIP. MAINTENANCE	5,289.76	4,500.00	4,002.80	497.20
10-1-0101-3010	CONTRACT/TECHNICAL SERVICES	165,189.29	205,000.00	195,547.10	9,452.90
10-1-0101-5201	POSTAGE	21,611.08	25,000.00	25,070.85	-70.85
10-1-0101-5203	TELECOMMUNICATIONS	14,108.88	15,600.00	19,780.96	-4,180.96
10-1-0101-5309	PROPERTY INSURANCE	1,332.00	1,300.00	1,464.00	-164.00
10-1-0101-5504	TRAVEL - MEETINGS/EDUCATION	1,950.21	2,000.00	1,906.64	93.36
10-1-0101-5801	DUES AND SUBSCRIPTIONS	20,375.02	18,100.00	10,390.41	7,709.59
10-1-0101-5803	HEPATITIS SHOTS/DRUG TEST/DMV	1,533.00	0.00	0	0.00
10-1-0101-5804	DEPARTMENTAL SUPPLIES	54,655.43	33,000.00	38,415.33	-5,415.33
10-1-0101-5805	CIGARETTE STAMPS	0	10,478.00	0	10,478.00
<b>0101 FINANCE AND ADMINISTRATION</b>		<b>636,100.63</b>	<b>627,825.00</b>	<b>572,371.90</b>	<b>55,453.10</b>



**INCOME/EXPENSE REPORT**  
**MAY 2025**

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0102-0000	TOWN MANAGER	0	0	0	0
10-1-0102-1000	SALARY - TOWN MANAGER	135,536.22	133,000.00	123,653.85	9,346.15
10-1-0102-1001	SALARIES	81,619.58	87,123.00	38,080.03	49,042.97
10-1-0102-1010	VEHICLE ALLOWANCE	276.92	7,200.00	8,861.52	-1,661.52
10-1-0102-2001	FICA	16,842.09	17,390.00	13,054.53	4,335.47
10-1-0102-2003	RETIREMENT	20,531.30	46,269.00	32,631.77	13,637.23
10-1-0102-2005	MEDICAL PLANS	17,469.85	18,803.00	17,512.95	1,290.05
10-1-0102-2006	GROUP LIFE INSURANCE	1,253.57	2,910.00	1,244.42	1,665.58
10-1-0102-2007	DISABILITY INSURANCE	937.27	1,130.00	926.04	203.96
10-1-0102-2009	UNEMPLOYMENT INSURANCE	31.20	40.00	19.86	20.14
10-1-0102-2010	WORKERS COMPENSATION	108.00	200.00	130.00	70.00
10-1-0102-2011	CELL PHONE ALLOWANCE	1,400.00	900.00	1,170.00	-270.00
10-1-0102-5203	TELECOMMUNICATIONS	60.01	0.00	180.03	-180.03
10-1-0102-5504	TRAVEL - MEETINGS/EDUCATION	4,156.42	5,000.00	1,976.32	3,023.68
10-1-0102-5801	DUES & SUBSCRIPTIONS	735.00	700.00	895.43	-195.43
10-1-0102-5804	DEPARTMENTAL SUPPLIES	0	1,874.00	434.25	1,439.75
<b>0102 TOWN MANAGER</b>		<b>280,957.43</b>	<b>322,539.00</b>	<b>240,771.00</b>	<b>81,768.00</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0103-0000	DIRECTOR OF MUNICIPAL SERVICES	0	0	0	0
10-1-0103-1000	SALARY	115,938.29	127,857.00	118,906.25	8,950.75
10-1-0103-1010	VEHICLE ALLOWANCE	6,369.16	7,200.00	6,646.08	553.92
10-1-0103-2001	FICA	9,439.51	10,332.00	9,695.69	636.31
10-1-0103-2003	RETIREMENT	12,406.81	27,246.00	24,949.08	2,296.92
10-1-0103-2005	MEDICAL PLANS	9,463.92	9,200.00	11,446.43	-2,246.43
10-1-0103-2006	GROUP LIFE INSURANCE	762.25	1,713.00	900.80	812.20
10-1-0103-2007	DISABILITY INSURANCE	597.96	600.00	662.61	-62.61
10-1-0103-2009	UNEMPLOYMENT INSURANCE	10.40	20.00	10.40	9.60
10-1-0103-2010	WORKERS COMPENSATION	660.00	1,090.00	809.00	281.00
10-1-0103-5203	TELECOMMUNICATIONS	388.31	800.00	582.75	217.25
10-1-0103-5204	CELLULAR/MOBILE COMMUNICATION	48.43	0.00	0	0.00
10-1-0103-5504	TRAVEL - MEETINGS/EDUCATION	0	1,000.00	0	1,000.00
10-1-0103-5801	DUES & SUBSCRIPTIONS	145.00	500.00	80.00	420.00
10-1-0103-5804	DEPARTMENTAL SUPPLIES	0	500.00	0	500.00
<b>0103 DIRECTOR OF MUNICIPAL SERVICES</b>		<b>156,230.04</b>	<b>188,058.00</b>	<b>174,689.09</b>	<b>13,368.91</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0104-0000	BUSINESS DEVELOPMENT DEPT	0	0	0	0
10-1-0104-1000	SALARY	78,324.67	90,660.00	63,764.56	26,895.44
10-1-0104-1010	VEHICLE ALLOWANCE	6,092.24	7,200.00	4,984.56	2,215.44
10-1-0104-2001	FICA	6,612.79	7,486.00	5,237.34	2,248.66
10-1-0104-2003	RETIREMENT	10,058.84	19,320.00	12,052.71	7,267.29
10-1-0104-2005	MEDICAL PLANS	8,852.94	9,200.00	7,634.69	1,565.31
10-1-0104-2006	GROUP LIFE INSURANCE	539.42	1,215.00	488.05	726.95
10-1-0104-2007	DISABILITY INSURANCE	402.36	440.00	368.60	71.40
10-1-0104-2009	UNEMPLOYMENT INSURANCE	10.40	20.00	8.84	11.16
10-1-0104-2010	WORKERS COMPENSATION	44.00	80.00	0	80.00
10-1-0104-2011	CELL PHONE ALLOWANCE	825.00	900.00	600.00	300.00
10-1-0104-5203	TELECOMMUNICATIONS	420.07	800.00	745.24	54.76
10-1-0104-5204	CELLULAR/MOBILE COMMUNICATION	60.01	0.00	0	0.00
10-1-0104-5210	CONTRACT/TECHNICAL SERVICES	0	12,000.00	11,506.25	493.75
10-1-0104-5504	TRAVEL - MEETING/EDUCATION	348.74	5,000.00	82.79	4,917.21
10-1-0104-5801	DUES & SUBSCRIPTIONS	350.00	500.00	350.00	150.00
10-1-0104-5803	MARKETING	26,119.06	50,000.00	37,426.26	12,573.74
10-1-0104-5804	DEPARTMENTAL SUPPLIES	457.47	1,000.00	0	1,000.00
10-1-0104-5805	SITE READINESS	85,520.00	0.00	0	0.00
10-1-0104-5806	BUSINESS INCENTIVE EXPENSE	5,005.90	20,000.00	2,592.38	17,407.62
10-1-0104-5807	FACADE AND UP FIT INCENTIVE EXPENSE	27,153.39	88,000.00	34,758.01	53,241.99
<b>0104 BUSINESS DEVELOPMENT DEPT</b>		<b>257,197.30</b>	<b>313,821.00</b>	<b>182,600.28</b>	<b>131,220.72</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0105-0000	HUMAN RESOURCES DEPT	0	0	0	0
10-1-0105-1000	HUMAN RESOURCES SALARY	0	92,880.00	83,162.99	9,717.01
10-1-0105-1001	INCENTIVE PAY	0	68,000.00	0	68,000.00
10-1-0105-2001	FICA	0	7,105.00	6,198.44	906.56
10-1-0105-2003	RETIREMENT	0	19,793.00	14,577.79	5,215.21
10-1-0105-2005	MEDICAL PLANS	0	9,200.00	11,045.50	-1,845.50
10-1-0105-2006	GROUP LIFE INSURANCE	0	1,245.00	603.75	641.25
10-1-0105-2007	DISABILITY INSURANCE	0	350.00	490.23	-140.23
10-1-0105-2009	UNEMPLOYMENT INSURANCE	0	60.00	8.92	51.08
10-1-0105-2010	WORKERS COMPENSATION	0	290.00	39.00	251.00
10-1-0105-2011	CERTIFICATION INCENTIVE PAY	0	21,281.00	6,920.59	14,360.41
10-1-0105-3010	CONTRACT/TECHNICAL SERVICES	0	25,000.00	14,800.47	10,199.53
10-1-0105-5504	TRAVEL-MEETINGS/EDUCATION	0	1,000.00	573.54	426.46
10-1-0105-5506	EMPLOYEE APPRECIATION/RECOGNITION	0	20,000.00	14,679.56	5,320.44
10-1-0105-5801	DUES & SUBSCRIPTIONS	0	20,000.00	4,674.99	15,325.01
10-1-0105-5803	HEPATITIS SHOTS/DRUG TEST/DMV	0	2,750.00	1,950.00	800.00
10-1-0105-5804	DEPARTMENTAL SUPPLIES	0	1,000.00	896.87	103.13
<b>0105 HUMAN RESOURCES DEPT</b>		<b>0.00</b>	<b>289,954.00</b>	<b>160,622.64</b>	<b>129,331.36</b>

**INCOME/EXPENSE REPORT**  
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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0106-0000	NON-DEPARTMENTAL	0	0	0	0
10-1-0106-1001	EMPLOYEE APPRECIATION/RECOGNITION	6,391.97	0.00	0	0.00
10-1-0106-3007	ADVERTISING	3,254.60	8,000.00	4,968.71	3,031.29
10-1-0106-3011	AUDIT	20,290.60	32,000.00	0	32,000.00
10-1-0106-3012	LEGAL EXPENSES	204,099.47	320,000.00	305,686.32	14,313.68
10-1-0106-3014	REFUNDS ON TAXES	850.00	2,500.00	29,082.56	-26,582.56
10-1-0106-3015	MISCELLANEOUS REFUNDS	0.00	500.00	29.10	470.90
10-1-0106-3016	ECONOMIC INCENTIVE GRANT	298,274.52	680,000.00	999,675.10	-319,675.10
10-1-0106-5309	PROPERTY INSURANCE - MISC	16,660.00	17,974.00	14,958.00	3,016.00
10-1-0106-5800	OPERATING/CAPITAL RESERVE	20,000.00	400,000.00	0	400,000.00
10-1-0106-5804	DMV STOP EXPENSE	2,009.00	4,500.00	559.00	3,941.00
	<b>0106 NON-DEPARTMENTAL</b>	<b>571,830.16</b>	<b>1,465,474.00</b>	<b>1,354,958.79</b>	<b>110,515.21</b>

## INCOME/EXPENSE REPORT

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0120-0000	POLICE DEPARTMENT	0	0	0	0
10-1-0120-1000	SALARY - CHIEF	107,240.24	131,970.00	127,694.92	4,275.08
10-1-0120-1002	SALARIES - OVERTIME	71,236.82	55,000.00	84,690.03	-29,690.03
10-1-0120-1004	SALARIES - PART TIME	1,854.76	14,000.00	1,394.46	12,605.54
10-1-0120-1010	SALARIES - COMMAND STAFF	142,172.63	181,261.00	197,841.75	-16,580.75
10-1-0120-1011	SALARIES - CORPLS & PTRL OFFICERS	644,518.59	786,489.00	596,274.52	190,214.48
10-1-0120-1012	SALARIES - CLERK & DISPATCHERS	105,682.80	123,732.00	140,937.87	-17,205.87
10-1-0120-1013	SALARY - PT DISPATCHERS	3,205.00	2,000.00	3,430.00	-1,430.00
10-1-0120-1014	SALARIES - SRGTS & DETECTIVES	406,927.13	537,183.00	413,535.11	123,647.89
10-1-0120-1028	SALARY - ANIMAL WARDEN	18,969.72	21,000.00	19,019.30	1,980.70
10-1-0120-1029	HOLIDAY PAY	71,543.10	68,000.00	76,673.26	-8,673.26
10-1-0120-2001	FICA	117,570.33	141,727.00	123,674.35	18,052.65
10-1-0120-2003	RETIREMENT	152,025.55	375,192.00	297,322.80	77,869.20
10-1-0120-2005	MEDICAL PLANS	265,086.81	248,400.00	312,304.21	-63,904.21
10-1-0120-2006	GROUP LIFE INSURANCE	9,174.60	23,593.00	10,633.43	12,959.57
10-1-0120-2007	DISABILITY INSURANCE	562.18	800.00	682.98	117.02
10-1-0120-2008	LINE OF DUTY ACT EXPENSE	28,784.00	30,250.00	17,039.00	13,211.00
10-1-0120-2009	UNEMPLOYMENT INSURANCE	297.80	380.00	230.19	149.81
10-1-0120-2010	WORKERS COMPENSATION	43,804.00	50,000.00	50,325.00	-325.00
10-1-0120-2011	CELL PHONE ALLOWANCE	440.00	480.00	440.00	40.00
10-1-0120-2012	UNIFORMS	30,241.62	18,000.00	14,694.79	3,305.21
10-1-0120-2013	CLOTHING ALLOWANCE	2,923.65	4,050.00	4,023.65	26.35
10-1-0120-2014	GYM MEMBERSHIPS/OFFICER WELLNESS	0	6,000.00	0	6,000.00
10-1-0120-3004	REPAIRS & MAINTENANCE	6,519.52	20,000.00	5,509.84	14,490.16
10-1-0120-3006	OFFICE EQUIP. MAINTENANCE	8,631.52	20,000.00	14,307.03	5,692.97
10-1-0120-3007	ADVERTISING	0	500.00	97.60	402.40
10-1-0120-5100	ELECTRICAL SERVICE	8,365.10	9,000.00	7,796.01	1,203.99
10-1-0120-5102	NATURAL GAS/HEATING	1,624.14	2,500.00	2,221.08	278.92
10-1-0120-5203	TELECOMMUNICATIONS	27,887.78	35,000.00	31,237.95	3,762.05
10-1-0120-5309	PROPERTY & LIABILITY INSURANCE	25,368.00	25,360.00	30,475.65	-5,115.65
10-1-0120-5405	CLEANING/JANITORIAL SUPPLIES	8,046.90	9,000.00	6,892.00	2,108.00
10-1-0120-5408	VEHICLE & EQUIP. MAINTENANCE	34,052.91	40,000.00	40,900.93	-900.93
10-1-0120-5411	FUEL EXPENSE	59,463.49	60,000.00	55,134.27	4,865.73
10-1-0120-5412	SHOOTING RANGE EXPENSE	8,954.06	20,000.00	10,950.90	9,049.10
10-1-0120-5504	TRAVEL - MEETINGS/EDUCATION	36,409.47	50,000.00	42,766.69	7,233.31
10-1-0120-5505	FORENSICS EXPENSE	2,627.79	2,500.00	3,427.48	-927.48
10-1-0120-5510	DRUG ENFORCEMENT EXPENSES	5,100.00	7,000.00	5,549.00	1,451.00
10-1-0120-5515	RECORDS MANAGEMENT EXPENSES	11,642.99	18,000.00	14,765.40	3,234.60

**INCOME/EXPENSE REPORT**  
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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0120-5801	DUES & SUBSCRIPTIONS	11,877.31	14,000.00	13,872.50	127.50
10-1-0120-5803	PHYSICALS	2,107.00	2,000.00	325.00	1,675.00
10-1-0120-5804	DEPARTMENTAL SUPPLIES	28,457.36	39,200.00	37,886.54	1,313.46
10-1-0120-5805	AXON LEASE	36,502.95	44,000.00	53,598.92	-9,598.92
10-1-0120-5806	FLOCK SAFETY LEASE	0	14,000.00	0	14,000.00
10-1-0120-5808	IT SERVICE & MAINTENANCE	49,163.02	58,000.00	47,517.12	10,482.88
10-1-0120-5809	GRANT EXPENSES	210,274.19	25,000.00	16,368.71	8,631.29
10-1-0120-7001	COMMUNICATIONS EQUIPMENT	0	8,000.00	6,754.12	1,245.88
10-1-0120-7009	CAPITAL OUTLAY	39,612.76	374,387.00	104,152.83	270,234.17
	<b>0120 POLICE DEPARTMENT</b>	<b>2,846,949.59</b>	<b>3,716,954.00</b>	<b>3,045,369.19</b>	<b>671,584.81</b>

**INCOME/EXPENSE REPORT**  
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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0122-0000	FIRE DEPARTMENT	0	0	0	0
10-1-0122-1000	SALARIES	103,006.65	0.00	16,567.74	-16,567.74
10-1-0122-1002	SALARIES - OVERTIME	64.57	0.00	0	0.00
10-1-0122-1004	SALARIES - PART TIME	54,356.00	0.00	2,340.00	-2,340.00
10-1-0122-2001	FICA	11,662.79	0.00	1,446.83	-1,446.83
10-1-0122-2003	RETIREMENT	11,499.91	0.00	0	0.00
10-1-0122-2005	MEDICAL PLANS	17,957.05	0.00	0	0.00
10-1-0122-2006	GROUP LIFE INSURANCE	678.26	0.00	0	0.00
10-1-0122-2007	DISABILITY INSURANCE	565.07	0.00	0	0.00
10-1-0122-2009	UNEMPLOYMENT INSURANCE	74.41	0.00	1.80	-1.80
10-1-0122-2010	WORKERS COMPENSATION	4,724.00	0.00	0	0.00
10-1-0122-2011	CELL PHONE ALLOWANCE	440.00	0.00	0	0.00
10-1-0122-2012	UNIFORMS	2,489.58	0.00	0	0.00
10-1-0122-3004	REPAIRS & MAINTENANCE	24,858.11	0.00	0	0.00
10-1-0122-3006	OFFICE EQUIP & MAINTENANCE	8,447.87	0.00	0	0.00
10-1-0122-5100	ELECTRICAL SERVICE	16,116.27	0.00	0	0.00
10-1-0122-5102	HEATING	2,961.12	0.00	0	0.00
10-1-0122-5203	TELECOMMUNICATIONS	2,901.54	0.00	0	0.00
10-1-0122-5309	PROPERTY & CASUALTY INSURANCE	38,254.00	0.00	0	0.00
10-1-0122-5310	ACCIDENT & SICKNESS INSURANCE	6,087.00	0.00	0	0.00
10-1-0122-5405	CLEANING/JANITORIAL SUPPLIES	2,300.54	0.00	0	0.00
10-1-0122-5408	VEHICLE & EQUIP. MAINTENANCE	92,067.53	0.00	0	0.00
10-1-0122-5411	FUEL EXPENSE	18,881.21	0.00	0	0.00
10-1-0122-5504	TRAVEL - MEETINGS/EDUCATION	36.48	0.00	0	0.00
10-1-0122-5604	CONTRIBUTIONS (FIRE CALLS)	122,510.00	0.00	0	0.00
10-1-0122-5605	AID TO LOCALITIES PROGRAM	21,117.00	0.00	0	0.00
10-1-0122-5803	PHYSICALS	619.00	0.00	0	0.00
10-1-0122-5804	DEPARTMENTAL SUPPLIES	1,411.69	0.00	0	0.00
10-1-0122-5805	SAFETY	1,245.00	0.00	0	0.00
10-1-0122-7001	COMMUNICATIONS EQUIPMENT	4,062.68	0.00	0	0.00
10-1-0122-7008	CONTRIBUTION (EQUIPMENT)	50,000.00	0.00	0	0.00
10-1-0122-7009	CAPITAL OUTLAY	17,739.50	0.00	0	0.00
<b>0122 FIRE DEPARTMENT</b>		<b>639,134.83</b>	<b>0.00</b>	<b>20,356.37</b>	<b>-20,356.37</b>



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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0124-0000	CODE COMPLIANCE OFFICIAL	0	0	0	0
10-1-0124-1000	SALARIES	179,625.36	201,744.00	188,885.76	12,858.24
10-1-0124-1002	SALARIES - OVERTIME	0	0.00	11.07	-11.07
10-1-0124-2001	FICA	13,731.56	15,433.00	14,261.55	1,171.45
10-1-0124-2003	RETIREMENT	19,440.66	42,992.00	36,492.87	6,499.13
10-1-0124-2005	MEDICAL PLANS	28,797.35	27,600.00	36,196.26	-8,596.26
10-1-0124-2006	GROUP LIFE INSURANCE	1,170.77	2,703.00	1,419.03	1,283.97
10-1-0124-2007	DISABILITY INSURANCE	1,067.43	960.00	1,091.35	-131.35
10-1-0124-2009	UNEMPLOYMENT INSURANCE	31.20	40.00	24.00	16.00
10-1-0124-2010	WORKERS COMPENSATION	776.00	1,190.00	922.00	268.00
10-1-0124-2011	CELL PHONE ALLOWANCE	880.00	960.00	880.00	80.00
10-1-0124-2012	UNIFORMS	494.34	1,200.00	0	1,200.00
10-1-0124-3007	ADVERTISING	1,437.11	4,000.00	2,953.35	1,046.65
10-1-0124-5210	CONTRACT/TECHNICAL SERVICES	0	4,100.00	4,088.75	11.25
10-1-0124-5309	PROPERTY INSURANCE	860.00	900.00	746.00	154.00
10-1-0124-5408	VEHICLE & EQUIP. MAINTENANCE	1,542.64	700.00	1,117.56	-417.56
10-1-0124-5411	FUEL EXPENSE	1,319.51	1,800.00	1,569.18	230.82
10-1-0124-5413	STATE LEVY - 2% OF PERMIT REV	2,676.58	2,000.00	10,395.95	-8,395.95
10-1-0124-5504	TRAVEL - MEETINGS/EDUCATION	791.62	2,500.00	675.21	1,824.79
10-1-0124-5801	DUES & SUBSCRIPTIONS	150.00	250.00	165.00	85.00
10-1-0124-5802	DEMOLITION COSTS	870.00	25,900.00	0	25,900.00
10-1-0124-5803	REIMBURSE FEES	0	200.00	170.68	29.32
10-1-0124-5804	DEPARTMENTAL SUPPLIES	1,156.59	1,500.00	526.63	973.37
10-1-0124-5805	STORMWATER / E&S	9,926.50	10,000.00	8,648.00	1,352.00
10-1-0124-7009	CAPITAL OUTLAY	0	41,130.00	38,312.70	2,817.30
<b>0124 CODE COMPLIANCE OFFICIAL</b>		<b>266,745.22</b>	<b>389,802.00</b>	<b>349,552.90</b>	<b>40,249.10</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0126-0000	STREET MAINTENANCE	0	0	0	0
10-1-0126-1000	SALARIES	326,366.69	377,276.00	340,225.71	37,050.29
10-1-0126-1002	SALARIES - OVERTIME	12,255.68	15,000.00	21,946.77	-6,946.77
10-1-0126-2001	FICA	25,123.13	30,010.00	27,291.08	2,718.92
10-1-0126-2003	RETIREMENT	34,828.14	80,398.00	63,201.56	17,196.44
10-1-0126-2005	MEDICAL PLANS	60,431.16	64,400.00	77,541.55	-13,141.55
10-1-0126-2006	GROUP LIFE INSURANCE	2,105.68	5,056.00	2,574.41	2,481.59
10-1-0126-2007	DISABILITY INSURANCE	1,652.27	1,920.00	1,983.43	-63.43
10-1-0126-2009	UNEMPLOYMENT INSURANCE	103.09	80.00	61.56	18.44
10-1-0126-2010	WORKERS COMPENSATION	9,124.00	20,330.00	11,279.00	9,051.00
10-1-0126-2011	CELL PHONE ALLOWANCE	440.00	480.00	480.00	0.00
10-1-0126-2012	UNIFORMS	3,548.45	2,000.00	0	2,000.00
10-1-0126-2013	CLOTHING ALLOWANCE	0	2,100.00	1,050.00	1,050.00
10-1-0126-3015	ENGINEERING	1,717.00	12,000.00	11,494.00	506.00
10-1-0126-5100	ELECTRIC SERVICE(STREETLIGHTS)	83,101.02	110,000.00	86,916.38	23,083.62
10-1-0126-5203	TELECOMMUNICATIONS	3,179.94	3,470.00	6,073.62	-2,603.62
10-1-0126-5204	CELLULAR/MOBILE COMMUNICATION	88.44	0.00	0	0.00
10-1-0126-5309	PROPERTY INSURANCE	13,468.00	14,500.00	11,098.00	3,402.00
10-1-0126-5407	STREET MAINTENANCE	893,324.48	1,793,969.00	657,684.49	1,136,284.51
10-1-0126-5408	VEHICLE & EQUIP. MAINTENANCE	27,019.64	40,000.00	50,198.74	-10,198.74
10-1-0126-5411	FUEL EXPENSE	22,881.40	35,000.00	24,006.99	10,993.01
10-1-0126-5504	TRAVEL - MEETINGS/EDUCATION	6,813.53	8,500.00	7,494.08	1,005.92
10-1-0126-5803	HEPATITIS SHOTS/DRUG TEST/DMV	1,016.00	0.00	0	0.00
10-1-0126-5804	DEPARTMENTAL SUPPLIES	206.36	16,074.00	15,938.54	135.46
10-1-0126-5805	SAFETY/PROTECTIVE EQUIP.	2,696.23	2,500.00	3,294.27	-794.27
10-1-0126-7009	CAPITAL OUTLAY	226,631.14	1,271,717.00	131,875.00	1,139,842.00
	<b>0126 STREET MAINTENANCE</b>	<b>1,758,121.47</b>	<b>3,906,780.00</b>	<b>1,553,709.18</b>	<b>2,353,070.82</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0132-0000	SOLID WASTE	0	0	0	0
10-1-0132-1000	SALARIES	140,301.89	153,414.00	148,353.00	5,061.00
10-1-0132-1002	SALARIES - OVERTIME	6,523.00	8,500.00	7,405.51	1,094.49
10-1-0132-2001	FICA	11,260.16	12,386.00	11,904.32	481.68
10-1-0132-2003	RETIREMENT	14,736.42	32,693.00	27,959.18	4,733.82
10-1-0132-2005	MEDICAL PLANS	28,794.28	27,600.00	32,120.05	-4,520.05
10-1-0132-2006	GROUP LIFE INSURANCE	881.76	2,056.00	1,077.84	978.16
10-1-0132-2007	DISABILITY INSURANCE	746.64	760.00	853.32	-93.32
10-1-0132-2009	UNEMPLOYMENT INSURANCE	31.20	40.00	24.00	16.00
10-1-0132-2010	WORKERS COMPENSATION	6,732.00	11,030.00	9,213.00	1,817.00
10-1-0132-2012	UNIFORMS	1,072.75	1,100.00	0	1,100.00
10-1-0132-2013	CLOTHING ALLOWANCE	0	900.00	450.00	450.00
10-1-0132-3004	REPAIRS & MAINTENANCE	22,699.00	30,000.00	22,791.99	7,208.01
10-1-0132-5309	PROPERTY INSURANCE	5,506.00	5,200.00	4,049.00	1,151.00
10-1-0132-5408	VEHICLE & EQUIP. MAINTENANCE	42,822.51	37,276.00	67,386.19	-30,110.19
10-1-0132-5411	FUEL EXPENSE	24,163.77	25,000.00	13,542.83	11,457.17
10-1-0132-5803	HEPATITIS SHOTS/DRUG TEST/DMV	146.00	0.00	0	0.00
10-1-0132-5804	DEPARTMENTAL SUPPLIES	0	0.00	568.11	-568.11
10-1-0132-5805	SAFETY/PROTECTIVE EQUIP.	138.35	750.00	288.95	461.05
10-1-0132-6000	WASTE COLLECTION FEE	293,065.37	365,000.00	316,486.27	48,513.73
10-1-0132-7000	LANDFILL TIPPING FEES	147,654.40	100,000.00	92,440.80	7,559.20
10-1-0132-7009	CAPITAL OUTLAY	0	225,000.00	0	225,000.00
	<b>0132 SOLID WASTE</b>	<b>747,275.50</b>	<b>1,038,705.00</b>	<b>756,914.36</b>	<b>281,790.64</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0133-0000	FLEET MAINTENANCE	0	0	0	0
10-1-0133-1000	SALARIES	203,727.20	222,615.00	145,897.86	76,717.14
10-1-0133-1002	SALARIES - OVERTIME	91.56	1,000.00	4,001.61	-3,001.61
10-1-0133-2001	FICA	15,590.07	17,107.00	11,516.99	5,590.01
10-1-0133-2003	RETIREMENT	20,817.93	47,440.00	25,875.07	21,564.93
10-1-0133-2005	MEDICAL PLANS	16,939.15	27,600.00	17,586.21	10,013.79
10-1-0133-2006	GROUP LIFE INSURANCE	1,191.67	2,983.00	1,127.98	1,855.02
10-1-0133-2007	DISABILITY INSURANCE	939.33	1,070.00	922.73	147.27
10-1-0133-2009	UNEMPLOYMENT INSURANCE	31.20	40.00	32.80	7.20
10-1-0133-2010	WORKERS COMPENSATION	2,024.00	4,320.00	2,720.00	1,600.00
10-1-0133-2011	CELL PHONE ALLOWANCE	0	0.00	440.00	-440.00
10-1-0133-2012	UNIFORMS	381.75	600.00	0	600.00
10-1-0133-2013	CLOTHING ALLOWANCE	0	900.00	600.00	300.00
10-1-0133-3004	REPAIRS & MAINTENANCE	8,108.53	59,533.00	59,904.52	-371.52
10-1-0133-5100	ELECTRICAL SERVICE	8,190.79	10,000.00	7,468.37	2,531.63
10-1-0133-5102	HEATING	5,679.29	5,000.00	7,648.00	-2,648.00
10-1-0133-5203	TELECOMMUNICATIONS	3,033.05	3,500.00	4,278.26	-778.26
10-1-0133-5204	CELLULAR/MOBILE COMMUNICATION	88.44	0.00	0	0.00
10-1-0133-5309	PROPERTY INSURANCE	916.00	700.00	876.00	-176.00
10-1-0133-5408	VEHICLE & EQUIP. MAINTENANCE	14,610.16	20,000.00	19,678.77	321.23
10-1-0133-5411	FUEL EXPENSE	625.39	800.00	664.49	135.51
10-1-0133-5504	TRAVEL - MEETINGS/EDUCATION	0	300.00	60.00	240.00
10-1-0133-5801	DUES & SUBSCRIPTIONS	3,074.00	5,500.00	3,035.00	2,465.00
10-1-0133-5804	DEPARTMENTAL SUPPLIES	585.93	500.00	2,893.10	-2,393.10
10-1-0133-5805	SAFETY/PROTECTIVE EQUIP.	341.60	1,000.00	2,960.76	-1,960.76
	<b>0133 FLEET MAINTENANCE</b>	<b>306,987.04</b>	<b>432,508.00</b>	<b>320,188.52</b>	<b>112,319.48</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0134-0000	FACILITY MAINTENANCE	0	0	0	0
10-1-0134-1000	SALARIES	164,506.94	115,376.00	102,550.90	12,825.10
10-1-0134-1002	SALARIES - OVERTIME	160.33	500.00	76.53	423.47
10-1-0134-2001	FICA	12,785.90	10,395.00	7,914.66	2,480.34
10-1-0134-2003	RETIREMENT	16,976.94	28,849.00	16,695.62	12,153.38
10-1-0134-2005	MEDICAL PLANS	34,876.20	27,600.00	26,232.32	1,367.68
10-1-0134-2006	GROUP LIFE INSURANCE	999.38	1,814.00	728.18	1,085.82
10-1-0134-2007	DISABILITY INSURANCE	842.85	920.00	606.60	313.40
10-1-0134-2009	UNEMPLOYMENT INSURANCE	41.60	50.00	16.00	34.00
10-1-0134-2010	WORKERS COMPENSATION	1,356.00	2,850.00	1,811.00	1,039.00
10-1-0134-2012	UNIFORMS	224.25	600.00	203.70	396.30
10-1-0134-2013	CLOTHING ALLOWANCE	132.05	1,200.00	150.00	1,050.00
10-1-0134-3004	REPAIRS & MAINTENANCE	22,220.48	401,000.00	296,939.03	104,060.97
10-1-0134-3015	ENGINEERING	0	10,000.00	18,339.70	-8,339.70
10-1-0134-5100	ELECTRICAL SERVICE	12,331.90	15,000.00	29,134.09	-14,134.09
10-1-0134-5102	HEATING	5,493.39	7,000.00	5,020.47	1,979.53
10-1-0134-5309	PROPERTY INSURANCE	8,852.00	8,500.00	10,971.00	-2,471.00
10-1-0134-5405	CLEANING/JANITORIAL SUPPLIES	10,075.34	7,500.00	4,133.27	3,366.73
10-1-0134-5408	VEHICLE & EQUIP. MAINTENANCE	0	600.00	949.84	-349.84
10-1-0134-5411	FUEL EXPENSE	779.66	800.00	1,293.52	-493.52
10-1-0134-5805	SAFETY/PROTECTIVE EQUIP.	18,593.55	600.00	1,405.35	-805.35
10-1-0134-7009	CAPITAL OUTLAY	2,308,679.14	920,000.00	650,355.87	269,644.13
10-1-0134-7804	DEBT SERVICE	90,168.83	163,284.00	172,328.53	-9,044.53
	<b>0134 FACILITY MAINTENANCE</b>	<b>2,710,096.73</b>	<b>1,724,438.00</b>	<b>1,347,856.18</b>	<b>376,581.82</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0450-0000	PARKS AND GROUNDS	0	0	0	0
10-1-0450-1000	SALARIES	240,031.73	325,138.00	289,656.80	35,481.20
10-1-0450-1002	SALARIES - OVERTIME	0	2,000.00	0	2,000.00
10-1-0450-2001	FICA	18,135.44	25,026.00	22,004.63	3,021.37
10-1-0450-2003	RETIREMENT	26,018.52	69,287.00	50,389.12	18,897.88
10-1-0450-2005	MEDICAL PLANS	50,254.38	64,400.00	59,578.13	4,821.87
10-1-0450-2006	GROUP LIFE INSURANCE	1,533.78	4,355.00	2,126.97	2,228.03
10-1-0450-2007	DISABILITY INSURANCE	1,351.66	1,430.00	1,725.46	-295.46
10-1-0450-2009	UNEMPLOYMENT INSURANCE	84.53	70.00	67.41	2.59
10-1-0450-2010	WORKERS COMPENSATION	2,784.00	5,820.00	2,937.00	2,883.00
10-1-0450-2011	CELL PHONE ALLOWANCE	0	0.00	320.00	-320.00
10-1-0450-2012	UNIFORMS	822.55	2,500.00	0	2,500.00
10-1-0450-2013	CLOTHING ALLOWANCE	0	1,800.00	1,050.00	750.00
10-1-0450-3004	REPAIRS & MAINTENANCE	91,925.38	105,000.00	87,768.96	17,231.04
10-1-0450-5100	ELECTRICAL SERVICE	18,271.79	25,000.00	20,217.05	4,782.95
10-1-0450-5203	TELECOMMUNICATIONS	6,546.36	5,720.00	8,182.58	-2,462.58
10-1-0450-5204	CELLULAR/MOBILE COMMUNICATION	48.43	480.00	0	480.00
10-1-0450-5309	PROPERTY INSURANCE	2,620.00	2,600.00	3,585.00	-985.00
10-1-0450-5408	VEHICLE & EQUIP. MAINTENANCE	3,015.00	8,000.00	7,292.83	707.17
10-1-0450-5411	FUEL EXPENSE	3,416.34	8,000.00	5,374.10	2,625.90
10-1-0450-5504	TRAVEL - MEETINGS/EDUCATION	100.00	2,000.00	1,047.93	952.07
10-1-0450-5803	HEPATITIS SHOTS/DRUG TEST/DMV	510.00	0.00	0	0.00
10-1-0450-5804	DEPARTMENTAL SUPPLIES	47.52	250.00	0	250.00
10-1-0450-5805	SAFETY/PROTECTIVE EQUIP.	382.00	1,000.00	643.66	356.34
10-1-0450-7009	CAPITAL OUTLAY	44,521.57	1,146,283.00	666,593.66	479,689.34
	<b>0450 PARKS AND GROUNDS</b>	<b>512,420.98</b>	<b>1,806,159.00</b>	<b>1,230,561.29</b>	<b>575,597.71</b>

**INCOME/EXPENSE REPORT**  
**MAY 2025**

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0451-0000	LIBRARY	0	0	0	0
10-1-0451-3004	REPAIRS & MAINTENANCE	1,204.17	33,850.04	33,188.14	661.90
10-1-0451-5100	ELECTRICAL SERVICE	10,206.35	13,000.00	10,502.26	2,497.74
10-1-0451-5102	HEATING	2,830.48	5,149.96	2,821.03	2,328.93
	<b>0451 LIBRARY</b>	<b>14,241.00</b>	<b>52,000.00</b>	<b>46,511.43</b>	<b>5,488.57</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0920-0000	COMMUNITY DEVELOPMENT	0	0	0	0
10-1-0920-5606	REGIONAL PLANNING COMMISSION	7,534.40	7,604.00	7,603.20	0.80
10-1-0920-5607	REGIONAL AIRPORT	25,000.00	25,000.00	25,000.00	0.00
10-1-0920-5608	SOUTH HILL CDA	0	50,000.00	50,000.00	0.00
10-1-0920-5609	COMMUNITY DEVELOPMENT	25,009.45	58,448.00	36,452.97	21,995.03
10-1-0920-5610	CDA FACILITIES REPAIRS/MAINTENANCE	1,553.96	0.00	0	0.00
10-1-0920-5611	MECKLENBURG COUNTY PUBLIC LIBRARY	7,380.00	7,610.00	7,610.00	0.00
10-1-0920-5612	SOUTHSIDE RESCUE SQUAD	150,000.00	150,000.00	150,000.00	0.00
10-1-0920-5614	CHAMBER OF COMMERCE/SHOPS OF SOUTH HILL	0	175,000.00	175,000.00	0.00
10-1-0920-5615	THE COLONIAL CENTER	30,000.00	15,000.00	0	15,000.00
10-1-0920-5616	SOUTH HILL VOLUNTEER FIRE DEPARTMENT	0	1,025,000.00	1,024,736.00	264.00
10-1-0920-5618	LAB BUS	43,497.00	43,497.00	43,497.00	0.00
10-1-0920-5620	BUSINESS EDUCATION PARTNERSHIP	4,000.00	4,000.00	4,000.00	0.00
10-1-0920-5622	SOUTH HILL REVITALIZATION	8,000.00	50,000.00	50,000.00	0.00
10-1-0920-5623	SOUTHERN VA FOOD HUB	5,820.00	12,000.00	12,000.00	0.00
10-1-0920-5626	COLONIAL CENTER - VCA GRANT AND MATCH	10,000.00	9,000.00	3,000.00	6,000.00
10-1-0920-5629	ROANOKE RIVER RAILS TO TRAILS	500.00	500.00	500.00	0.00
10-1-0920-5630	MECKLENBURG COUNTY SENIOR CITIZENS	0	2,500.00	2,500.00	0.00
10-1-0920-7009	CAPITAL OUTLAY	0	60,217.00	0	60,217.00
	<b>0920 COMMUNITY DEVELOPMENT</b>	<b>318,294.81</b>	<b>1,695,376.00</b>	<b>1,591,899.17</b>	<b>103,476.83</b>
	<b>GENERAL FUND Expenditure Totals</b>	<b>12,080,898.31</b>	<b>18,044,921.00</b>	<b>13,009,269.60</b>	<b>5,035,651.40</b>



## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
30-2-5000-0001	WATER SALES	1,594,954.79	1,648,000.00	2,188,029.09	540,029.09
30-2-5000-0002	WATER CONNECTION FEES	22,163.50	16,000.00	30,000.00	14,000.00
30-2-5000-0004	SEWAGE TREATMENT/LACROSSE	47,681.34	40,000.00	51,954.87	11,954.87
30-2-5000-0005	SEWAGE TREATMENT/BRODNAX	19,178.96	20,000.00	14,458.24	-5,541.76
30-2-5000-0006	PENALTIES-PAST DUE SALES	66,770.72	75,000.00	59,382.18	-15,617.82
30-2-5000-0007	INTEREST ON DEPOSITS	279,763.04	100,000.00	108,358.50	8,358.50
30-2-5000-0008	WWTP EXPANSION PAYMENT/LACROSSE	16,014.90	17,470.00	16,014.90	-1,455.10
30-2-5000-0009	WWTP EXPANSION PAYMENT/BRODNAX	8,007.45	8,735.00	8,007.45	-727.55
30-2-5000-0010	SEPTIC TANK HAULERS FEE	54,325.52	60,000.00	129,589.90	69,589.90
30-2-5000-0011	SET UP FEE - BULK WATER	20.00	200.00	20.00	-180.00
30-2-5000-0013	CUT ON / TRANSFER FEES	51,320.00	50,000.00	41,620.00	-8,380.00
30-2-5000-0016	LEACHATE TREATMENT	447,958.29	425,000.00	195,223.04	-229,776.96
30-2-5000-0019	TRANSFER FROM FUND BALANCE (ARPA)	0	1,154,193.00	0	-1,154,193.00
30-2-5000-0020	TRANSFER FROM FUND BALANCE	0	1,536,829.00	0	-1,536,829.00
30-2-5000-0021	TRANSFER FROM GENERAL FUND	0	3,938,048.00	0	-3,938,048.00
30-2-5000-0025	MISCELLANEOUS INCOME	16,540.64	2,000.00	99,815.48	97,815.48
30-2-5000-0031	SEWER SALES	1,393,388.94	1,472,000.00	2,066,968.66	594,968.66
30-2-5000-0032	SEWER CONNECTION FEES	21,000.00	24,000.00	21,000.00	-3,000.00
30-2-5000-0492	VDH LEAD SERVICE LINE INVENTORY GRANT	0	100,000.00	127,047.07	27,047.07
30-2-5000-0493	AMERICAN RESCUE PLAN SEWER COLL GRANT	0	492,580.00	0	-492,580.00
30-2-5000-0497	CONSTRUCTION CONTRIBUTION	0	3,560,000.00	0	-3,560,000.00
30-2-5000-0580	SALE OF PROPERTY	0	15,000.00	0	-15,000.00
<b>WATER &amp; SEWER FUND Revenue Totals</b>		<b>4,039,088.09</b>	<b>14,755,055.00</b>	<b>5,157,489.38</b>	<b>-9,597,565.62</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
30-0-0000-0000	WATER & SEWER FUND	0	0	0	0
30-1-6000-0000	WATER DISTRIBUTION SYSTEMS	0	0	0	0
30-1-6000-1000	SALARIES	76,264.27	142,030.00	100,671.98	41,358.02
30-1-6000-1002	SALARIES - OVERTIME	3,144.29	9,000.00	5,502.19	3,497.81
30-1-6000-1010	INCENTIVE	0	9,700.00	0	9,700.00
30-1-6000-2001	FICA	6,026.20	12,296.00	8,059.19	4,236.81
30-1-6000-2003	RETIREMENT	7,860.34	30,267.00	19,314.12	10,952.88
30-1-6000-2005	MEDICAL PLANS	14,593.84	27,600.00	25,336.00	2,264.00
30-1-6000-2006	GROUP LIFE INSURANCE	476.82	1,903.00	761.73	1,141.27
30-1-6000-2007	DISABILITY INSURANCE	424.32	530.00	645.97	-115.97
30-1-6000-2009	UNEMPLOYMENT INSURANCE	15.60	30.00	26.88	3.12
30-1-6000-2010	WORKERS COMPENSATION	2,108.00	3,590.00	1,408.00	2,182.00
30-1-6000-2012	UNIFORMS	732.75	1,600.00	0	1,600.00
30-1-6000-2013	CLOTHING ALLOWANCE	0	600.00	450.00	150.00
30-1-6000-3004	REPAIRS AND MAINTENANCE	79,786.46	152,994.00	118,375.41	34,618.59
30-1-6000-3010	CONTRACT/TESTING SERVICES	18,391.25	6,500.00	20,263.82	-13,763.82
30-1-6000-3015	ENGINEERING	9,350.00	5,000.00	10,369.90	-5,369.90
30-1-6000-5100	ELECTRICAL SERVICE	3,000.78	3,500.00	4,589.43	-1,089.43
30-1-6000-5203	TELECOMMUNICATIONS	1,071.81	1,200.00	2,399.28	-1,199.28
30-1-6000-5204	CELLULAR/MOBILE COMMUNICATION	88.44	0.00	0	0.00
30-1-6000-5309	PROPERTY INSURANCE	6,256.00	6,600.00	6,371.00	229.00
30-1-6000-5408	VEHICLE & EQUIP. MAINTENANCE	1,914.12	2,500.00	3,204.16	-704.16
30-1-6000-5411	FUEL EXPENSE	3,315.12	5,000.00	2,844.29	2,155.71
30-1-6000-5413	VA DEPT OF HEALTH FEES	7,842.00	8,000.00	7,842.00	158.00
30-1-6000-5504	TRAVEL - MEETINGS/EDUCATION	694.09	2,000.00	958.99	1,041.01
30-1-6000-5700	WATER TANK MAINTENANCE	73,685.00	80,000.00	76,116.61	3,883.39
30-1-6000-5803	HEPATITIS SHOTS/DRUG TEST/DMV	280.00	0.00	0	0.00
30-1-6000-5804	DEPARTMENTAL SUPPLIES	0	200.00	0	200.00
30-1-6000-5805	SAFETY/PROTECTIVE EQUIP.	244.61	600.00	300.00	300.00
30-1-6000-5806	BUSINESS INCENTIVE EXPENSE	225.18	100,000.00	10,000.00	90,000.00
30-1-6000-5807	NORTHSIDE INFRASTRUCTURE	0	4,450,000.00	40,978.02	4,409,021.98
30-1-6000-5897	AMERICAN RESCUE PLAN ACT EXPENSES	1,395,406.76	400,000.00	814,166.47	-414,166.47
30-1-6000-7009	CAPITAL OUTLAY	0	1,222,500.00	284,359.64	938,140.36
30-1-6000-7050	WATER PURCHASES - RRSA	935,281.42	1,300,000.00	1,071,365.02	228,634.98
30-1-6000-7804	DEBT SERVICE	201,824.94	365,478.00	334,453.79	31,024.21
<b>6000 WATER DISTRIBUTION SYSTEMS</b>		<b>2,850,304.41</b>	<b>8,351,218.00</b>	<b>2,971,133.89</b>	<b>5,380,084.11</b>
30-1-6040-8600	TRANSFER TO OTHER FUNDS	73,442.50	81,250.00	0	81,250.00
<b>6040 Total</b>		<b>73,442.50</b>	<b>81,250.00</b>	<b>0.00</b>	<b>81,250.00</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
30-1-6050-0000	SEWER COLLECTION SYSTEM	0	0	0	0
30-1-6050-1000	SALARIES	105,173.11	142,030.00	126,398.92	15,631.08
30-1-6050-1002	SALARIES - OVERTIME	4,801.64	9,000.00	7,245.43	1,754.57
30-1-6050-2001	FICA	8,262.58	11,554.00	10,076.69	1,477.31
30-1-6050-2003	RETIREMENT	11,236.41	30,267.00	22,969.12	7,297.88
30-1-6050-2005	MEDICAL PLANS	18,485.48	27,600.00	25,717.87	1,882.13
30-1-6050-2006	GROUP LIFE INSURANCE	652.11	1,903.00	925.46	977.54
30-1-6050-2007	DISABILITY INSURANCE	534.81	530.00	746.96	-216.96
30-1-6050-2009	UNEMPLOYMENT INSURANCE	26.00	30.00	26.38	3.62
30-1-6050-2010	WORKERS COMPENSATION	812.00	1,410.00	580.00	830.00
30-1-6050-2012	UNIFORMS	254.25	1,600.00	0	1,600.00
30-1-6050-2013	CLOTHING ALLOWANCE	0	600.00	300.00	300.00
30-1-6050-3004	REPAIRS & MAINTENANCE	100,166.62	110,000.00	124,735.37	-14,735.37
30-1-6050-3015	ENGINEERING	27,333.33	20,000.00	11,637.00	8,363.00
30-1-6050-5100	ELECTRICAL SERVICE	28,463.38	30,000.00	32,513.83	-2,513.83
30-1-6050-5203	TELECOMMUNICATIONS	320.08	500.00	440.11	59.89
30-1-6050-5309	PROPERTY INSURANCE	5,428.00	5,500.00	4,120.00	1,380.00
30-1-6050-5408	VEHICLE & EQUIP. MAINTENANCE	14,838.42	12,000.00	14,154.80	-2,154.80
30-1-6050-5411	FUEL EXPENSE	8,673.38	10,000.00	13,091.26	-3,091.26
30-1-6050-5504	TRAVEL - MEETINGS/EDUCATION	27.67	3,800.00	1,212.19	2,587.81
30-1-6050-5804	DEPARTMENTAL SUPPLIES	0	200.00	510.59	-310.59
30-1-6050-5805	SAFETY/PROTECTIVE EQUIP.	115.04	600.00	249.97	350.03
30-1-6050-5806	NORTHEAST SEWER PROJECT	131,195.60	0.00	2,873.04	-2,873.04
30-1-6050-5897	AMERICAN RESCUE PLAN ACT EXPENSES	0	0.00	11,170.98	-11,170.98
30-1-6050-7009	CAPITAL OUTLAY	318,288.15	4,041,643.00	708,384.49	3,333,258.51
30-1-6050-7804	DEBT SERVICE	300,345.96	543,886.00	563,033.14	-19,147.14
	<b>6050 SEWER COLLECTION SYSTEM</b>	<b>1,085,434.02</b>	<b>5,004,653.00</b>	<b>1,683,113.60</b>	<b>3,321,539.40</b>
30-1-6940-8600	TRANSFER TO OTHER FUNDS	73,442.50	81,250.00	0	81,250.00
	<b>6940 Total</b>	<b>73,442.50</b>	<b>81,250.00</b>	<b>0.00</b>	<b>81,250.00</b>

## INCOME/EXPENSE REPORT

MAY 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
30-1-7000-0000	WASTEWATER TREATMENT PLANT	0	0	0	0
30-1-7000-1000	SALARIES	256,705.90	329,172.00	277,311.63	51,860.37
30-1-7000-1002	SALARIES - OVERTIME	2,410.69	2,000.00	687.26	1,312.74
30-1-7000-1004	SALARIES - PART TIME	10,881.01	11,000.00	6,579.18	4,420.82
30-1-7000-2001	FICA	20,559.36	26,176.00	21,653.09	4,522.91
30-1-7000-2003	RETIREMENT	28,436.15	70,147.00	54,267.40	15,879.60
30-1-7000-2005	MEDICAL PLANS	38,354.11	46,000.00	45,683.27	316.73
30-1-7000-2006	GROUP LIFE INSURANCE	1,666.66	4,411.00	2,072.26	2,338.74
30-1-7000-2007	DISABILITY INSURANCE	1,364.47	1,600.00	1,584.65	15.35
30-1-7000-2009	UNEMPLOYMENT INSURANCE	55.61	80.00	38.71	41.29
30-1-7000-2010	WORKERS COMPENSATION	2,588.00	4,280.00	2,674.00	1,606.00
30-1-7000-2012	UNIFORMS	0	300.00	0	300.00
30-1-7000-2013	CLOTHING ALLOWANCE	0	1,500.00	600.00	900.00
30-1-7000-3004	REPAIRS & MAINTENANCE	117,192.84	175,000.00	82,622.55	92,377.45
30-1-7000-3010	CONTRACT/TESTING SERVICES	21,743.50	35,000.00	28,273.36	6,726.64
30-1-7000-3012	LEGAL EXPENSES	0	20,000.00	0	20,000.00
30-1-7000-3015	ENGINEERING	0	50,000.00	25,000.00	25,000.00
30-1-7000-5100	ELECTRICAL SERVICE	91,097.06	146,771.00	82,956.66	63,814.34
30-1-7000-5203	TELECOMMUNICATIONS	2,459.57	3,950.00	3,014.05	935.95
30-1-7000-5204	CELLULAR/MOBILE COMMUNICATION	96.86	0.00	0	0.00
30-1-7000-5309	PROPERTY INSURANCE	19,632.00	16,800.00	20,481.00	-3,681.00
30-1-7000-5405	CLEANING & JANITORIAL	304.96	500.00	287.78	212.22
30-1-7000-5408	VEHICLE & EQUIP. MAINTENANCE	2,020.58	5,000.00	648.07	4,351.93
30-1-7000-5411	FUEL EXPENSE	9,723.07	15,000.00	8,563.29	6,436.71
30-1-7000-5413	DEQ FEES	11,650.30	11,000.00	22,226.00	-11,226.00
30-1-7000-5415	CHEMICALS	17,815.84	22,000.00	8,878.00	13,122.00
30-1-7000-5416	LAB SUPPLIES	9,274.71	11,000.00	8,930.04	2,069.96
30-1-7000-5419	DISPOSAL EXPENSE	56,941.54	60,000.00	58,001.17	1,998.83
30-1-7000-5504	TRAVEL - MEETINGS/EDUCATION	8,006.02	7,000.00	1,998.37	5,001.63
30-1-7000-5804	DEPARTMENTAL SUPPLIES	1,256.64	2,000.00	1,295.43	704.57
30-1-7000-5805	SAFETY/PROTECTIVE EQUIP.	782.27	2,000.00	265.83	1,734.17
30-1-7000-7009	CAPITAL OUTLAY	117,042.00	40,000.00	11,931.30	28,068.70
30-1-7000-7804	DEBT SERVICE	64,608.24	116,997.00	123,477.74	-6,480.74
	<b>7000 WASTEWATER TREATMENT PLANT</b>	<b>914,669.96</b>	<b>1,236,684.00</b>	<b>902,002.09</b>	<b>334,681.91</b>
	<b>WATER &amp; SEWER FUND Expenditure Totals</b>	<b>4,997,293.39</b>	<b>14,755,055.00</b>	<b>5,556,249.58</b>	<b>9,198,805.42</b>

**INCOME/EXPENSE REPORT**  
**MAY 2025**

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
60-2-0000-0001	SALES	12,800.00	4,000.00	1,600.00	-2,400.00
	<b>CEMETERY Revenue Totals</b>	<b>12,800.00</b>	<b>4,000.00</b>	<b>1,600.00</b>	<b>-2,400.00</b>
60-0-0000-0000	CEMETERY FUND	0	0	0	0
60-1-0000-0000	CEMETERY	0	0	0	0
60-1-0004-5408	CEMETERY MAINTENANCE	604.00	4,000.00	0	4,000.00
	<b>0004 Total</b>	<b>604.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>
	<b>CEMETERY Expenditure Totals</b>	<b>604.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>

**INCOME/EXPENSE REPORT**  
**MAY 2025**

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	YTD Rev/Expd	Balance/Excess/Deficit
70-2-1100-3001	NICKS LANE AREA HOUSING REHAB GRANT	0	919,050.00	87,731.14	-831,318.86
	<b>NICKS LANE Revenue Totals</b>	<b>0.00</b>	<b>919,050.00</b>	<b>87,731.14</b>	<b>-831,318.86</b>
70-1-0004-5408	NICKS LANE AREA HOUSING REHAB GRANT	0	0.00	29,357.32	-29,357.32
	<b>0004 Total</b>	<b>0.00</b>	<b>0.00</b>	<b>29,357.32</b>	<b>-29,357.32</b>
70-1-2200-0000	NICKS LANE AREA PLANNING GRANT	0	0	0	0
70-1-2200-3000	ADMINISTRATION	23,300.00	91,800.00	22,770.00	69,030.00
70-1-2200-3008	ENGINEERING	15,000.00	0.00	0	0.00
70-1-2200-3011	OWNER OCCUPIED REHAB	0	381,250.00	71,557.15	309,692.85
70-1-2200-3012	INVESTOR OWNED REHAB	0	255,750.00	0	255,750.00
70-1-2200-3013	SUBSTANTIAL RECONSTRUCTION	3,250.00	190,250.00	113,869.24	76,380.76
	<b>2200 NICKS LANE AREA PLANNING GRANT</b>	<b>41,550.00</b>	<b>919,050.00</b>	<b>208,196.39</b>	<b>710,853.61</b>
	<b>NICKS LANE Expenditure Totals</b>	<b>41,550.00</b>	<b>919,050.00</b>	<b>237,553.71</b>	<b>681,496.29</b>

## **Items for Approval**

South Hill Town Council Meeting

June 9, 2025

1. Town Manager Report
  - a. Council Retreat Follow-up
  - b. Ratify and Approve Town Hall Contracts
2. Director of Municipal Services Report
  - a. FY26 Fuel Bid Award
3. Police Department Report
  - a. Adoption of Ordinance for SHPD: Title 46.2 and Article Two, 18.2-266 –18.2-273, Code of Virginia of 1950 as Amended

# Agenda Item A

To: Mayor and Town Council  
From: Town Manager  
Date: June 9, 2025  
Re: Council Retreat Follow-Up Report

As a follow-up to the Town Council Retreat held on April 29<sup>th</sup>, several key initiatives were introduced for Council's review and consideration. Adoption of these plans and policies will provide necessary direction to staff and ensure alignment with Council's strategic priorities. Council is asked to consider adopting the following initiatives:

1. **Town of South Hill Strategic Plan (2025–2028)**  
A comprehensive roadmap outlining the Town's vision, goals, and strategic priorities for the next three years.
2. **Town Council Rules of Procedure**  
A formal set of guidelines to enhance the efficiency, transparency, and consistency of Council meetings and operations.
3. **Policy for Council Member Electronic Participation in Meetings**  
A proposed policy outlining the circumstances and procedures under which Council members may participate in meetings electronically.
4. **Town Incentive Package**  
A proposed framework for economic development incentives aimed at attracting and retaining businesses and investment in South Hill.
5. **Town of South Hill Logo**  
As consensus was reached during the retreat, Council is asked to officially adopt the newer Town logo, to include phasing out the older, trademarked logo to ensure consistency across all communications and branding efforts.

## **Recommended Motion**

I move to adopt the Town of South Hill Strategic Plan for 2025-2028 effective July 1, 2025.

I move to adopt the South Hill Town Council Rules of Procedure as presented effective today, June 9, 2025.

I move to adopt the Policy for Council Member Electronic Participation in Meetings as presented effective today, June 9, 2025.

I move to adopt the Town Incentive Package as presented effective July 1, 2025.

I move to adopt the newer, marketing logo as the Town's official logo effective today, June 9, 2025.



# Town of South Hill Strategic Plan 2025–2028

## Mission Statement

The Town of South Hill is dedicated to fostering a safe, inclusive, and vibrant community where families thrive, businesses succeed, and natural beauty is preserved. Through exceptional public service, purposeful growth, and deep community collaboration, we proudly blend small-town charm with bold innovation—making South Hill truly so unexpected.

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## Vision Statement

Founded by a pin on the map in 1901, the Town of South Hill envisions a dynamic and inclusive community where innovation flourishes, opportunities abound, and every resident has the tools to thrive. We aspire to be a regional leader—valued for our exceptional manufacturing and industrial infrastructure, our commitment to education and youth development, and our vibrant cultural and recreational experiences.

As we grow, we remain rooted in our heritage, honoring the traditions that shaped us while embracing the promise of a bold, forward-thinking future. Our town is a place where small-town charm meets cutting-edge ambition—where businesses, families, and visitors alike discover something so unexpected. Together, we are building a resilient, connected, and prosperous South Hill—one that stands as the heartbeat of progress in Southern Virginia.

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## Strategic Goals & Action Plan

### Goal 1: Revitalize and Repurpose Dilapidated Properties

**Objective:** Improve neighborhood vitality, promote public safety, and expand opportunities for redevelopment.

#### Action Items for Staff:

- Conduct a comprehensive survey of dilapidated and vacant properties (by Q3 2025).
- Create a property database with ownership, tax status, and code violations.
- Develop a **Blight Reduction Strategy**, including code enforcement, rehabilitation incentives, and demolition where appropriate.
- Partner with the Southside Planning District Commission to seek CDBG or other redevelopment grants.
- Collaborate with local developers and non-profits to promote affordable infill housing or mixed-use redevelopment.

#### Council Role:

- Review and adopt updates to local ordinances that strengthen code enforcement and support redevelopment, to include the implementation of a **Community Revitalization Fund** and **Vacant Property Registry**.
- Approve budget allocations for a Community Revitalization Fund and grant-matching funds.

## Goal 2: Enhance Workforce Readiness and Development

**Objective:** Strengthen local talent pipelines to meet employer needs, especially in manufacturing, trades, and public service.

### Action Items for Staff:

- Establish a **Workforce Development Task Force** with representatives from education, industry, and regional workforce boards (Q4 2025).
- Collaborate with Southside Virginia Community College, local schools, and area businesses to:
  - Expand internship, apprenticeship, and job-shadowing programs.
  - Host a semiannual “Youth Career Expo” at the community college or high school.
  - Support credentialing programs in logistics, advanced manufacturing, and skilled trades.
- Promote Town job openings, particularly in public works and public safety, through outreach to the community college, local high schools, and job centers.
- Explore incentives (e.g., relocation assistance or signing bonuses) for hard-to-fill municipal positions.

### Council Role:

- Advocate at the regional and state levels for workforce training funding.
  - Support development of local career pathways through public-private partnerships.
  - Champion youth engagement and career awareness programs.
- 

## Goal 3: Modernize and Improve Infrastructure

**Objective:** Ensure the Town’s core infrastructure—streets, utilities, stormwater, and broadband—meets current and future needs.

### Action Items for Staff:

- Complete and regularly update a **Capital Improvement Plan (CIP)** prioritizing infrastructure projects.
- Pursue state and federal grants for water/sewer, broadband, and transportation upgrades (e.g., VDOT, USDA, ARC).
- Initiate a phased street resurfacing and sidewalk repair program.
- Inventory existing stormwater systems and develop a stormwater management plan (Q2 2026).
- Work with providers to identify and expand broadband access zones.

### Council Role:

- Approve and annually review the CIP.
  - Advocate for infrastructure funding at the state level.
  - Support policy updates and zoning adjustments that align with future infrastructure capacity.
- 

## Goal 4: Promote Affordable and Diverse Housing

**Objective:** Expand access to affordable housing for families, seniors, and the local workforce.

**Action Items for Staff:**

- Use the **Regional Housing Study** prepared by Southside Planning District Commission to identify opportunities to collaborate with housing authorities and regional partners.
- Identify underutilized parcels suitable for housing development.
- Explore adoption of housing overlay zones or incentives for affordable units in new developments.
- Partner with nonprofits and developers to build or rehabilitate affordable units (use tools like Low-Income Housing Tax Credits).

**Council Role:**

- Support zoning reforms and incentives that promote a mix of housing types.
  - Encourage regional collaboration on housing initiatives.
- 

**Implementation and Monitoring**

- **Annual Strategic Review:** Town staff will prepare a year-end strategic progress report for Council each December.
- **Key Performance Indicators (KPIs):**
  - Number of blighted properties remediated or redeveloped.
  - Participation rates in workforce programs and youth internships.
  - Grant funding secured for infrastructure projects.
  - Units of new affordable housing developed.
  - Attendance and participation in town events and programs.
- **Community Involvement:** Residents will be invited to participate through public forums, volunteer initiatives, and advisory boards.

# **SOUTH HILL TOWN COUNCIL RULES OF ORDER AND PROCEDURE**

Adopted June 9, 2025

## **Introduction**

These rules of procedure were designed and adopted for the benefit and convenience of the South Hill Town Council (“Council”). Their purpose is to help Council conduct its affairs in a timely, effective, and efficient manner. They incorporate the general principles of parliamentary procedure found in *Robert’s Rules of Order Newly Revised*, including the provisions for Procedure in Small Boards, and applicable Virginia laws. **The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council. Further, Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so.** When Council’s rules of procedure do not address a procedural issue, Council may consider the most recent edition of *Robert’s Rules of Order* for guidance. The failure of Council to strictly comply with the rules of procedure shall not invalidate any action of Council.

## **SECTION 1 - PURPOSE AND BASIC PRINCIPLES**

### **Section 1-1. Purpose of Rules of Procedure**

- A. To enable the South Hill Town Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Council on any matter.

### **Section 1-2. Basic Principles Underlying Rules of Procedure**

- A. The business of the Council should proceed in the most efficient manner possible;
- B. Council’s rules of procedure should be followed consistently;
- C. Council’s actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Council at one time;

- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues;
- G. Every member has equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

## **SECTION 2 -- MEETINGS**

### **Section 2-1. When and Where Regular Meetings are Held**

The time and place of regular meetings of the Council are established by ordinance. Meetings shall be held in the Town Council Chamber in the Town Hall as provided by ordinance as follows:

Second Monday of the month, at 7:00 p.m.

The Council may call or hold additional meetings at other locations and times, or may change the locations and times of regularly scheduled meetings as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings shall be provided to the public and the press as required by the Code of Virginia of 1950, as amended (the "Code").

#### **Section 2-1.1. Continued Meetings – Inclement Weather**

A regular meeting shall be continued to the immediately following Monday, or to the next regularly scheduled meeting, at the same time and place as the regular meeting if the Mayor, or the Vice Mayor if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Such finding shall be communicated to the Council members, the press and public as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting without the need for further advertisement, unless the Town Manager determines that re-advertisement is necessary or advisable.

### **Section 2-2. Special Meetings**

A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient. A special meeting of the Council shall be called pursuant to Sections 15.2-1417 and 15.2-1418 of the Code.

B. Special meetings may be called by the Mayor or any two (2) members of the Council in writing to the Clerk of Council ("Clerk") for the purpose stated in the notice of the

special meeting. The Clerk shall timely notify the members of the Council of the time and place designated and the purpose of the meeting. Notice of the special meeting shall be delivered to each member of the Council via email to the Councilors' town email addresses. Only matters specified in the notice of the special meeting shall be considered unless the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

C. Notice to the public of any special meeting shall be given contemporaneously with the notice provided the members of the Council, the Town Attorney, and the Town Manager in accordance with Section 2.2-3707 of the Code.

### **Section 2-3.           Legal Holiday**

When a regularly scheduled meeting falls on a state-recognized legal holiday, the meeting shall be held on the following business day.

### **Section 2-4.           Adjourned or Recessed Meetings**

A. A meeting of the Council is adjourned when the Council has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date. Generally, when a meeting of the Council is adjourned, the next meeting of the Council is preceded by opening ceremonies. A meeting of the Council is recessed when the Council takes a break between sittings and after the recess business is resumed where it left off.

B. A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

### **Section 2-5.           Cancellation or Rescheduling of Meetings**

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Mayor shall approve any such change and the remaining members of the Council shall be immediately notified of the change and the reason therefore.

### **Section 2-6.           Organizational Meeting**

A. The first meeting in January following a Mayoral election, in which there is a change to the Mayoral seat, shall be known as the organizational meeting.

B. The Vice Mayor shall be elected at the organizational meeting for a term of four years.

C. Following the election of the Vice Mayor, the Council shall adopt its Rules of Procedure.

**Section 2-7. Procedure for Election Vice Mayor**

A. The Mayor shall preside during the election of the Vice Mayor which shall proceed as follows:

1. The Mayor or presiding officer shall call for nominations from the membership.
2. Any Council member, after being recognized by the Mayor or presiding officer, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
3. After all nominations have been made the Mayor or presiding officer shall close the nominating process and open the floor for discussion.
4. After discussion the Mayor or presiding officer shall call for the vote.
5. Voting shall be conducted by roll call, with each member stating the name of the candidate for whom they are casting their vote. The Clerk shall record and tally the votes, then publicly announce each nominee and the number of votes received.
6. Each member shall cast one vote for any one nominee.
7. In the case of a three-way race, the candidate receiving the least number of votes will be dropped from the slate of nominees, and another vote will be taken.
8. A majority of those voting shall be required to elect the Vice Mayor.

B. The Vice Mayor shall serve until replaced.

**SECTION 3 -- OFFICERS**

**Section 3-1. Mayor and Vice Mayor**

The Mayor shall preside over all meetings of the Council. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary Mayor or presiding officer.

**Section 3-2. Clerk**

The Clerk shall prepare the agenda for Council meetings, shall attend all Council meetings, and shall keep an accurate record of the proceedings.

**Section 3-3. Parliamentarian**

The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Code, as may be directed by the Mayor or presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian.

**Section 3-4. Preservation of Order**

A. At meetings of the Council, the Mayor or presiding officer shall preserve order and decorum. In addition to any other powers conveyed by law, the Mayor or presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To entertain and answer questions of parliamentary law or procedure;
4. To call a brief recess at any time;
5. To adjourn in an emergency.

B. A decision by the Mayor or presiding officer under any of the first three powers listed above may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the Mayor or presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of appeal. The Mayor or presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time, when necessary to "clear the air" and thus reduce friction among the members.

**SECTION 4 – AGENDA**

**Section 4-1. Preparation**

A. The Clerk of Council shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in Section 5-1 entitled "Order of Business".



B. Any Council member may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the regular Council meeting for which they wish the item scheduled. The Clerk shall place requested items on the agenda for the next regular meeting following the request.

C. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular agenda for consideration.

D. Nothing herein prohibits the Council from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Council. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.

E. Any individual or group who wishes to address the Council during a regular meeting on any item of Town business shall submit a written request to be on the agenda to the Clerk of Council by noon on the Tuesday preceding the Council meeting.

#### **Section 4-3. Delivery of Agenda**

The Council meeting package, including the agenda and related materials, shall be delivered to each member of the Council and the Town Attorney the Thursday prior to the Monday Council meeting. Delivery by electronic means is the preferable method. Each Councilor shall advise the Clerk of Council of their delivery preference. If there is a delay in delivery, the Clerk shall so advise Council of the reason at the meeting. In no event shall delay of delivery create an objection to the meeting or prevent the meeting from occurring and matters presented be considered by Council at such meeting.

#### **Section 4-4. Public Access to Agenda Materials**

The Clerk of Council shall post the agenda documents for all Council meetings on the Town website for public information as promptly as possible. Copies of the agenda and agenda documents will also be available at the Town Hall for public inspection. Paper copies of agenda documents will be provided for a fee upon request to the Clerk.

### **SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS**

#### **Section 5-1. Order of Business**

A. At regular meetings of the Council on the 2nd Monday of the month, the order of business shall generally be as follows:

1. Call to Order
2. Invocation
3. Roll Call
4. Approval of Agenda

5. Special Recognitions (if any)
6. Citizens to Address Council (Public Presentations)
7. Public Hearings
8. Consent Agenda (Reports to Accept as Presented)
  - o Approval of Minutes
  - o Monthly Financial Report
9. Staff Reports Requiring Council Action
10. Committee Reports (if any)
11. Appointments (if any)
12. Other Business (if any)
13. Adjournment

B. The above order of business may be modified by the Clerk of Council to facilitate the business of the Council.

**Section 5-2. Citizen Participation**

A. Every petition, communication or address to the Council shall be in respectful language and is encouraged to be in writing.

**B. Public Presentations**

1. Individuals or groups wishing to speak at a regular Council meeting must submit a request to the Clerk of Council by noon on the Tuesday preceding the meeting. Additionally, a sign-up sheet will be available in the Council Chambers prior to the start of the meeting for any additional speaker registrations.
2. Public presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.
3. Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.
4. The Mayor or presiding officer shall open the Public Presentations.
5. Each speaker shall clearly state his or her name and locality of residence.
6. There shall be a time limit for each individual speaker of 3 minutes.
7. A representative of a group may have up to five (5) minutes to make a presentation. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.
8. Speakers are not permitted to donate time to other speakers.
9. There shall be no comment during Public Presentations on a matter for which a public hearing is scheduled during the same meeting.

10. Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting by a majority vote.

11. The above rules notwithstanding, members of the public may present written comments to the Council or to individual Council members at any time. Such written comments shall be submitted through the Clerk.

C. Other than as stipulated above or during public hearings, no person shall be permitted to address the council orally, except by permission of the Mayor.

D. The Mayor or presiding official shall strictly enforce time limits and rules of decorum. No speaker's time shall be extended except by the Mayor.

E. Anyone wishing to submit written statements for distribution to the Council prior to a Council meeting must provide twelve (12) copies to the Clerk by noon on the day of the meeting. These statements will be reviewed and approved by the Mayor before being distributed at the meeting. Submissions received after the deadline should still be submitted to the Clerk and, following the Mayor's review and approval, will be forwarded to the Council at a later date.

### **Section 5-3. Prohibited Conduct**

A. Persons appearing before the Council will not be allowed to:

1. Campaign for public office;
2. Promote private business ventures;
3. Use profanity or vulgar language or gestures;
4. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;
5. Make non-germane or frivolous statements;
6. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
7. Engage in behavior that intimidates others;
8. Address the Council on issues that do not concern the services, policies or affairs of the Town.

B. The Mayor or presiding officer shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal

to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the Mayor or presiding officer, subject to appeal to the Council, or by motion passed by the Council.

#### **Section 5-4. Public Hearings**

A. This section of the agenda shall be for public hearings as required by Town, State, or Federal law, or as the Council may direct.

B. The Town Manager or his/her designee shall be the presiding officer and conduct all public hearings.

C. The order of public hearings shall be as follows:

1. The presiding officer shall open the public hearing.

2. Hearings shall begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee. The presentation shall summarize the facts about the issue and the staff recommendation. Council members may seek clarification during the presentation.

3. In land use cases (rezoning or conditional use permit) the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of five (5) minutes for the applicant's or his or her representative's presentation.

4. The presiding officer shall then solicit comments from the public. Each speaker must clearly state his or her name and locality of residence. There shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The Mayor may allow any speaker to proceed past the time limit.

5. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.

6. Upon the conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer shall close the public hearing.

D. When a public hearing has been closed by the presiding officer, no further public comment shall be permitted. Council members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.

E. Following the close of the public hearing, the Mayor may entertain a motion to dispose of the issue and the Council may debate the merits of the issue.

**Section 5-5. Staff Reports Requiring Council Action**

This section of the agenda shall include items of a general business nature to be considered by the Council such as staff reports requiring Council action.

**Section 5-6. Consent Agenda**

A. The consent agenda shall include, by way of illustration but not limitation, the following:

1. Approval of minutes.
2. Monthly financial report.

B. The consent agenda shall be introduced by a motion "to accept", and shall be considered by the Council as a single item.

C. There may be a short discussion of consent agenda items to answer questions or clarify a matter.

D. Upon request of any Council member, an item shall be removed from the Consent Agenda. The item shall be considered separately after acceptance of the Consent Agenda.

**Section 5-7. Items Not on the Agenda**

With the Council's consent, items may be added to the agenda to respond to situations and/or questions of a critical nature which have arisen after the deadline has passed for items to be placed on the agenda. The deadline for submitting items to the Town Clerk is Noon on Wednesday prior to the Council meeting.

**Section 5-8. Closed Meetings**

A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.

B. No meeting shall become a Closed Meeting until the Council takes an affirmative record vote during the open meeting.

1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.

2. Members shall request the assistance of the Town Attorney when making additions to the published Closed Meeting agenda.

C. In order for any resolution, ordinance, rule, contract, regulation or motion deliberated in a Closed Meeting to become effective, the Council must reconvene in an open meeting and take a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

D. At the conclusion of a Closed Meeting, the Council shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;
2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.
3. Any member who believes that there was a departure from the above requirements shall so state prior to the Mayor or presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

F. The Council may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Council in its consideration of an issue. It is the practice of Council that the Town Manager and Town Attorney be present in Closed Meetings.

G. Individuals attending a Closed Meeting should respect the Council's decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential.

## **SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS**

### **Section 6-1. Quorum**

A. As provided by Section 15.2-1415 of the Code, a majority of the members of the Council must be present to conduct business. A quorum is a majority of the entire membership of the Council, including any vacant seats.

B. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. If no quorum is present or if a quorum is lost, the Council can only (i) adjourn, (ii) recess, or (iii) take steps to obtain a quorum.

C. If a quorum fails to attend any meeting, those attending may adjourn to such other time prior to the next regular meeting as they may determine and the Clerk of Council shall enter such adjournment in the minute book of the Council and shall notify absent members thereof in the same manner as required for special meetings.

D. If the Virginia Conflict of Interests Act prevents some of the members of the Council from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code provide that a majority of the remaining members of the Council shall constitute a quorum.

**Section 6-2. Priority in Speaking on the Council**

When two or more members of the Council wish to speak at the same time, the Mayor or presiding officer shall name the one to speak.

**Section 6-3. Comments, Queries of Council Members**

Council members are to observe the following rules during the discussion of agenda items:

A. The Mayor or presiding officer shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. The Mayor or presiding officer shall rule other comments out of order.

B. Council members may address questions to the Town Manager or staff present at the meeting. Staff members should be at a microphone when answering Council members' questions. All legal questions should be addressed to the Town Attorney.

**Section 6-4. Action by the Council**

A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.

B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Council in any manner nor finally decide an issue before the Council, action can be taken upon the unanimous consent of the Council members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent when a matter is presented for unanimous consent.

**Section 6-5. Motions**

A. Except as otherwise described herein, motions shall be considered and dealt with in accordance with *Robert's Rules of Order Newly Revised*, including the provisions for Procedure in Small Boards.

B. Informal discussion of a subject is permitted while no motion is pending.

- B. Any member, including the Mayor or presiding officer, may make a motion.
- C. Members are required to obtain the floor before making motions or speaking.
- D. A member may make only one motion at a time.

E. Except for matters recommended by a Council committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

#### **Section 6-6. Debate**

A. The Mayor or presiding officer shall state the motion and then open the floor to debate. The Mayor or presiding officer shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
3. The Mayor or presiding officer may participate in the debate prior to declaring the matter ready for a vote.
4. Council members shall not engage in electronic communications amongst themselves or others regarding a motion that is on the floor for debate.

#### **Section 6-7. Duty to Vote**

A. Each member of the Council who is present at a meeting shall be required to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests act or unless excused from voting by the other members of the Council. A member who wishes to be excused from voting shall state his or her reasons for abstaining and the Mayor or presiding officer shall ask if any of the remaining members object.

B. If there is an abstention, it shall be the responsibility of the Clerk of Council to note the abstention and, when available, the reason for abstaining for the record.

#### **Section 6-8. Method of Voting**

A. After debate, the Mayor or presiding officer shall ensure that the motion is clear and call for the vote.

B. All issues submitted to the Council requiring a vote shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.



C. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion, a tie vote means that the motion, resolution or issue has been rejected. When a motion fails on a tie vote, the “noes” prevail.

D. In order for a motion in a zoning matter to be adopted, it must be approved by a majority of those voting.

E. All questions submitted to the Council for decision shall be decided by a vote of the Council. Except as otherwise required by law, the question shall be decided by an oral vote of "aye" or "nay". Any member may request a roll call vote. In any case, the Mayor or presiding officer shall announce the results of the vote.

**Section 6-9. Decisions on Points of Order**

Any Council member may raise a point of order without being recognized by the Mayor or presiding officer. The Mayor or presiding officer shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the Mayor or presiding officer who shall then make a ruling on the point of order. A Council member may appeal the ruling of the Mayor or presiding officer to the full Council which shall decide the matter by majority decision.

**SECTION 7 -- BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES**

**Section 7-1. Appointments to Boards, Authorities, Commissions, and Committees**

A. Members of boards, authorities, commissions and committees shall be appointed by an affirmative vote of a majority of the members of the Council to serve specified terms as may be deemed to be appropriate by the Council.

B. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.

**Section 7-2. Standing Committees Roles and Guidelines**

A. The roles of and the operating guidelines for standing or appointed committees shall be as adopted from time-to-time by a majority of the Council.

**SECTION 8 -- GENERAL OPERATING POLICY**

**Section 8-1. Broadcasting Council Meetings**

Regular meetings of the Council may be broadcast or streamed live whenever possible.

**Section 8-2.                    Numbering and Indexing of Resolutions and Ordinances**

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council. The resolutions and ordinances shall be numbered consecutively, and use the last two digits of the calendar year. Example: for the first resolution in January, 2023, the resolution number would be shown as: #R-01-23. Ordinances shall also be numbered consecutively.

**Section 8-3.                    Minutes of the Council Meetings**

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

**Section 8-4.                    Amending the Rules of Procedure**

These rules may be amended at any regular meeting, or at any properly called special meeting, that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of a two-thirds majority of the Council membership.

**Section 8-5.                    Special Rules of Procedure**

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a two-thirds majority of a quorum of the Council.

**TOWN OF SOUTH HILL, VIRGINIA  
POLICY FOR COUNCIL MEMBER ELECTRONIC PARTICIPATION  
IN MEETINGS FROM REMOTE LOCATIONS**

**1.0 Purpose and Need**

The Town Council of the Town of South Hill, Virginia (the “Council”) as a Virginia local public body and governing body desires to adopt a policy, as permitted by Virginia Code §2.2-3708.3, to afford a member thereof the opportunity to participate remotely in a Council meeting when such a member may be unable to attend the meeting thereof due to: (1) a temporary or permanent disability or other medical condition of a member, (2) a medical condition of a family member of the member for whom the member is required to provide care, (3) the member’s principal residence is more than sixty (60) miles from the meeting location identified in the required notice for such meeting or (4) a personal matter that is identified with specificity.

**2.0 Definitions**

**2.1. *Personal matter*** – Any matter deemed by a member of the Council that prevents their attendance in person at a meeting of the Council. Examples include but are not limited to personal, family or business matters that prevent attendance at the meeting location; severe weather conditions or unexpected traffic or travel conditions that prevent travel to the meeting location.

**2.2. *Physical disability or other medical condition of the Council member*** – Examples include but are not limited to temporary hospitalization or confinement to home, contagious illness, any temporary or permanent physical disability that prevents travel to the meeting location by the Council member.

**2.3. *Medical condition of a family member of a Council member*** – is limited to those situations in which the family member’s medical condition requires the Council member to provide care for the family member and thus prevents the Council member from physically attending the meeting.

**2.4. *Council Committee*** – Any committee, subcommittee, or other entity however designated of the Council to perform delegated functions of the Council or to advise the Council.

**3.0 Guiding Principles for Members to Participate Remotely in Council or Council Committee Meetings**

3.1. The Council desires to adopt this policy on behalf of Council as well as Council Committees as allowed pursuant to Virginia Code §2.2-3708.3(D) to provide Committee members the opportunity to participate remotely in meetings of the Committees in those

circumstances recognized under Virginia Code §2.2-3708.3 when physical attendance is not reasonably possible.

3.2. This policy shall apply strictly and uniformly to the entire membership of the Council and Council Committees without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at any meeting.

No action need to be taken by a Council Committee to apply the provisions of this policy to the Council Committee. This policy shall apply to every Council Committee as fully as it does to the Council, even if the policy does not make reference at times to its application to Council Committees, unless the contrary is evident.

#### **4.0 Procedures for a Council or Council Committee Member to Participate Remotely in a Meeting**

In order for a member of Council or a Council Committee member to participate remotely in a meeting, a quorum of the Council or the Committee, as applicable, must first be physically assembled. As permitted by Virginia Code §2.2-3708.3, in order to invoke the provisions of this Section 4.0, a member who is unable to attend shall, in advance of a properly noticed meeting of the Council or a Council Committee, notify the Mayor (or, in the absence or unavailability of the Mayor, the Vice Mayor) that the member will be unable to attend the meeting in person due to one of the following reasons:

- (1) The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
- (2) A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
- (3) The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
- (4) The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If the member providing such notification is entitled to attend the meeting by electronic communication means as provided in subdivision (1) through (4) above, the Mayor (or Vice Mayor, if applicable) shall approve participation by electronic communication means. If participation by a member through electronic communication means is approved pursuant to this Section 4.0, Council shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision (1) or (2), the Council shall also include

in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision (3), the Council shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision (4), the Council shall also include in its minutes the specific nature of the personal matter cited by the member.

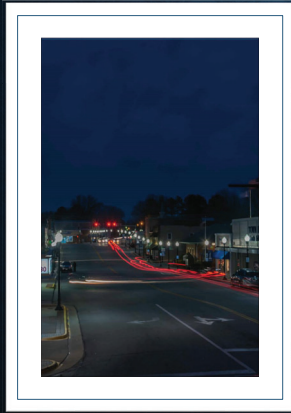
At any meeting involving remote participation, arrangements shall be made for the voice of the remote participant to be heard by all physically present, and for the voices of those physically present to be heard by the remote participant.

If a member's participation from a remote location pursuant to this Section 4.0 is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

## **5.0     Responsibility and Authority**

This policy shall be reviewed and adopted annually by recorded vote, and revised as may be required, to conform to current law and regulations.

Adopted by a vote of Council on May 12, 2025.



# So Unexpected South Hill *virginia*

## TOWN INCENTIVES

### PURPOSE

The purpose of the incentives is to create an attractive climate for business and economic growth by encouraging and supporting private sector investment, development and expansion. This is accomplished by reducing the cost of doing business through regulatory flexibility, tax, and other financial incentives.

### EXISTING INCENTIVES

### TOWNWIDE

- Water & Sewer Connection
- Building Permit
- Business License Fee
- Real Estate, Business & Personal Property Taxes
- Historic Structure
- Façade Improvement



## DOWNTOWN

- Water & Sewer Connection
- Building Permit
- Real Estate, Business & Personal Property Taxes
- Building Up-fit Grant
- Business Incubation Grant
- Business Utility and Services Grant



## UPDATES TO EXISTING INCENTIVES

### PROPOSED CHANGES TO EXISTING INCENTIVES

#### ➤ Downtown Façade (Downtown Only)

- Increase from \$5,000 to \$10,000 if the building owner or lessor will restore to historical look. Guidelines for historical look will be provided.

#### ➤ Example:

- Expose existing brick
- Replace or repair historical lighting (lantern or goose neck look)
- New stone, brick, or hardy plank siding

### PROPOSED CHANGES TO EXISTING INCENTIVES

#### ➤ Up-Fit Grant (Downtown Only)

- Increase dollar match from \$10,000 to \$20,000 for the repair of structural, electrical, plumbing.
- Offer an additional \$20,000 for a total of \$40,000 if grant applicant installs a commercial kitchen. This additional \$20,000 is to encourage the development of eateries in the existing downtown buildings.





## NEW INCENTIVES

### NEW INCENTIVE FOR DOWNTOWN

#### ➤ Signage Grant

- Up to \$5,000 dollar for dollar match to update, replace, or install signage with historical look and feel. Design will have to be approved by the Town of South Hill.
- This is to encourage a more conforming look in the downtown area and clean up dilapidated signage.

### NEW INCENTIVE FOR DOWNTOWN

#### ➤ Landscaping Grant

- Up to \$5,000 dollar for dollar match to businesses who are willing enhance the landscaping around their businesses. To include but not limited to:
  - Plants, mulch, & stone
  - New sidewalks or paver walkways
  - Fencing or decorative barrier to hide unsightly items
  - Buildout of planter boxes

### NEW TOWNWIDE INCENTIVE

#### ➤ Demolition Grant

- Up to \$10,000 dollar for dollar match for commercial or residential properties that have been deemed dilapidated by code enforcement. Property owners can apply and provide a quote for the demolition of existing structures.
- This is to encourage property owners to clean up existing run-down or dilapidated property throughout the Town of South Hill.



## NEW TOWNWIDE INCENTIVE

### ➤ Parking Lot Improvement Grant

- Up to \$10,000 dollar for dollar match to pave, seal, or concrete existing parking lots that are in bad shape, cracked up, or existing gravel lots that are not ADA compliant.

## NEW TOWNWIDE INCENTIVE

### ➤ Dumpster Enclosure Grant

- A dollar-for-dollar match up to \$3,000 reimbursement grant to existing commercial businesses who will install an enclosure around commercial dumpsters or trashcans. Enclosure plans must be approved by the Code Enforcement Official.
- This is to encourage existing businesses to enclose existing dumpsters or trash cans to improve the look of the Town.

## NEW TOWNWIDE INCENTIVE

### ➤ Crime Prevention Grant

- Reimbursement up to \$2,000 dollar for dollar match for the install on security cameras inside or outside a commercial building within the Town limits. Grant applicant will agree to grant South Hill Police Department access to camera footage upon request.
- This incentive is to encourage less crime throughout the Town of South Hill.

## NEW TOWNWIDE INCENTIVE

### ➤ Water & Sewer Hookup ( commercial & residential development)

- The Town of South Hill will reimburse the cost of water and sewer hookups (that would normally be charged by the Town) for a \$100,000 investment of a new business or commercial building within the Town limits.
- The Town of South Hill will reimburse the cost of water and sewer hookups (that would normally be charged by the Town) for more than two but no more than ten new homes being built within six months.
- This incentive is to encourage the buildout of new homes in the Town limits.
- This incentive will replace the current Water & Sewer Connection incentive.

# Agenda Item B

To: Mayor and Town Council  
From: Town Manager  
Date: June 9, 2025  
Re: Ratify and Approve Town Hall Contracts

Pursuant to emergency procurement provisions authorized by the Virginia State Code, the Town Manager approved the following contracts to address urgent mold remediation needs at Town Hall:

1. Deep River Restoration - \$410,529.88
2. The Contents Team - \$255,251.35
3. Southern Air - \$293,076.12
4. R.F. Howerton - \$240,090

As the Town approaches the close of the current fiscal year, Council is asked to ratify and approve these contracts to ensure compliance with audit and financial reporting requirements.

Additionally, restoration efforts remain ongoing. To support the next phase of work, staff is actively coordinating with engineers and architects from B&B Consultants under an existing annual term contract. Formal bid solicitations for the remaining scope of work will be managed through B&B Consultants. Once bids are received and evaluated, staff will present them to Council for review and approval.

Council's ratification of the emergency contracts and continued support of the restoration process is appreciated as we work to safely and efficiently restore operations at Town Hall.

## **Recommended Motion**

I move to ratify and approve the contracts with Deep River Restoration, The Contents Team, Southern Air, and R.F. Howerton obtained through emergency procurement in connection with the mold remediation efforts at Town Hall.

# Agenda Item A

To: Mayor and Town Council  
From: Director of Municipal Services  
Date: June 9, 2025  
Re: Fuel Bid Award, FY25

On May 30, 2025, the Town received sealed bids for fuel for FY26. Parker Oil Company, Inc. submitted a bid for providing fuel for the Town of South Hill's automotive/equipment fleet per advertised Invitation for Bid. Price quotations were requested for four fuel categories. The prices are the dollar amount per gallon above wholesale "rack" as follows:

Fleet:

1. Gasoline- \$ 0.05 (last year \$ 0.05)
2. Ultra Low Sulfur Diesel- \$ 0.06 (last year \$ 0.06)

Delivered:

1. Gasoline- \$ 0.10 (last year \$ 0.10)
2. Low Sulfur Diesel- \$ 0.11 (last year \$ 0.11)

Rack price is the price at which refineries sell fuel to their customers (can include transportation, overhead, and profit to the "spot" price). The fuel spot price is the price that fuel is worth as dictated by the market.

<b>Recommended Motion:</b>
I move to award the annual fuel contract to Parker Oil Company, Inc. for the prices per gallon above "rack" as submitted on May 30, 2025.

**AN ORDINANCE ADOPTING TITLE 46.2 AND ARTICLE TWO 18.2-266-  
18.2-273,  
Code of Virginia of 1950 as amended**

**WHEREAS**, The Town of South Hill, Virginia, a municipal corporation, pursuant to Authority duly invested therein, has the responsibility to control, govern and direct motor vehicular laws and regulations and laws and regulations concerning the health and safety of persons, and

**WHEREAS**, The Commonwealth of Virginia has heretofore enacted legislation concerning the control and operation of motor vehicles and the health and safety of persons, and

**WHEREAS**, pursuant to Section 46.2-1313, and Section 1-220 Code of Virginia, of 1950 as amended, the Town Council of the Town of South Hill, Virginia has the authority to adopt and to incorporate by reference various provisions of the Code of Virginia and may include future amendments to the state statutes, and, after thorough and mature consideration thereof, the Town Council deems such adoption and incorporation to be in the best interest:

**THEREFORE BE IT RESOLVED:**

1. Pursuant to authority vested, the Town of South Hill hereby adopts and incorporates by specific reference thereto Title 46.2, code of Virginia, 1950, as amended, and the **2025** Cumulative Supplement, relating to motor vehicle laws, and as amended in the future. In addition, the Town of South Hill hereby adopts and incorporates express reference thereto, Article Two, Chapter 7, of 18.2, Code of Virginia, 1950, as amended, commencing with section 18.2-266 through 18.2-273 as in force on July 1, 1994, and as amended in the future.
2. The Town of South Hill hereby adopts and incorporates by specific reference thereto any and all amendments, additions and deletions as may from time to time be made by the General Assembly of the Commonwealth of Virginia which may be entered subsequent to the adoption and incorporation thereof as authorized by Virginia Code Section 1-220.
3. By the adoption and incorporation of the foregoing provisions of the Code of Virginia regulating motor vehicular operation and control and the health and safety of its citizens, the Town of South Hill hereby has and shall have the authority to enforce the revisions adopted by reference and incorporated therein.
4. This resolution and adoption of this ordinance shall take place upon entry hereof. This the **9th** day of **June 2025**.

\_\_\_\_\_  
W. M. "Mike" Moody, Mayor

Attest:

\_\_\_\_\_  
Leanne Patrick Feather, Clerk

## **Reports to Accept as Presented**

South Hill Town Council Meeting

June 9, 2025

1. Police Report
2. Municipal Services Report
3. Parks, Facilities, and Grounds Report
  - a. Facilities Reservation Calendar
4. Code Compliance Report
  - a. Monthly Report
  - b. Dilapidated Properties
5. Business Development Report
6. Human Resources Report



# South Hill Police Department

103 S. Brunswick Avenue  
South Hill, Virginia 23970



Greg Geist, Chief of Police



## Police Report May 2025

### Activity:

	May 25	May 24	Apr 25
• Traffic Stops	213	200	255
• Traffic Summons Issued	128	153	77
• DUI Arrests	9	6	5
• Reportable/Non-Reportable Vehicle Crashes	28	38	31

### Criminal Reports:

○ Larcenies Reported	5	12	11
○ Larcenies Cleared	2	8	6
○ Assaults Reported	4	7	5
○ Assaults Cleared	3	6	4
○ Break Ins Reported	0	1	2
○ Break Ins Cleared	0	0	0
○ Murders	0	0	0
○ Murders Cleared	0	0	0
○ Rapes Reported	0	1	0
○ Rapes Cleared	0	1	0



434-447-3104

Service



Honor



434-955-2101

Pride

Dedication

○ Robberies Reported	0	0	0
○ Robberies Cleared	0	0	0
○ Arsons Reported	0	0	0
○ Arsons Cleared	0	0	0
○ Other Reportable Offenses	27	38	25
○ All Other Reportable Offenses Cleared	23	23	19

#### **Calls for Service:**

	<b>May 25</b>	<b>May 24</b>	<b>Apr 25</b>
• Alarms	31	26	33
• Animal Complaints	19	21	13
• Disturbance Calls	32	44	35
• Police Escorts Business/Funeral	8	27	11
• 911 Hang Up Calls/Open Lines	28	26	30
• Vehicle Unlockings	39	1	32
• Vandalisms	5	4	0
• All Other Calls for Service	687	899	722
• Total Calls for Service	849	1048	876
• Property Reported Stolen	\$7946	\$2484	\$5450
• Property Recovered	\$387	\$1464	\$3899

#### **Miscellaneous:**

• Court	37	3	20
• Training Hours	174	155	103
• Warrants Issued/Served	33	69	53
• Inoperative Vehicles Tagged	4	6	2
• Inoperative vehicles Tagged YTD	32	9	28

#### **Administrative News**

**The following completed trainings in May 2025:**

- **Sgt. John Childers and Detective Amanda Parker – FTO for Law Enforcement – 40 hours – training academy**
- **Lieutenant Tony Solomon – FBI-LEEDA – 40 hours – Virginia Beach**
- **Deputy Chief Ryan Durham – New Chiefs/Deputy Chiefs Training – 40 hours – Richmond**
- **Corporal Ricky Spence – Security and Privacy – General – 2 hours - online**
- **Donna Burch VCIN Terminal Agency Coordinator Training – 2 hours – online**
- **Range Day was held for any Officers wishing to participate**

**The following Officers instructed at the training academy:**

- **Lieutenant Tony Solomon – Defensive Tactics**
- **Detective Amanda Parker – Officer Survival**

# Agenda Item A

To: Mayor and Town Council  
From: Director of Municipal Services  
Date: June 9, 2025  
Re: Municipal Services Projects

The Thomas Street area paving is completed where the new waterlines were installed. The other areas of paving should be completed within the month of June.

The stormwater work at the intersection of Windsor and Franklin Streets began the first of May. The weather in the month of May slowed the progression of the work but the first week of June with good weather will allow the project to proceed a little quicker now. The streets surrounding this intersection will continue to be closed as the storm piping as the project wraps up.

The obtaining of easements for several utility projects continues to progress.

- Northeast Waterline- about 50% of landowners have or will sign soon
- Sycamore/Howerton project - attorney drafting easement agreements

A leak was repaired an a two inch waterline on Lunenburg Avenue. This is the second repair to that line within the past ninety days. This is another example of why the two inch waterlines replacement needs to be a priority.

The FY 2026 fuel bid was advertised and bids were accepted on May 30, 2025. Parker Oil submitted the bid that is the same pricing as last year.

This item is for Council information only. No action is required.



# Agenda Item A

To: Mayor and Town Council  
From: Parks/Facilities  
Date: June 9, 2025  
Re: Monthly Update

- The dog park fountains are being repaired or replaced by the company. We are waiting on them to come out at any time to correct the issue.
- The new basketball courts at Parker Park continue to be closer to completion. Play Hardscapes from Roanoke will complete the project this month. This will include surface, goals, benches, painting, and trash cans. This will take approximately a week and they are planning on starting the first week of June.
- The roof repairs at Town Hall are 95% completed. Once the HVAC units are installed on the roof, the last step is to seal where the duct work is fed into the building from the units on the roof. During this time the engineers from the company that supplies the material for the roof will inspect the installation and approve the twenty year warranty. Southern Air will be increasing its production now that the roof work is mostly complete.
- B&B and Kilian Engineering is still in the process of writing a bid proposal for the interior and exterior of Town Hall. This process has been delayed because of the departure of the main person working on the bid writing. We also anticipate receiving drawings of the HVAC system from Southern Air at any time. These will also be looked over by a structural engineer to determine proper placement on the roof for weight bearing purposes.
- The Parks crew has completed new batting cages, including new nets and mats. They are being used as expected and are a great addition to the fields. We are also preparing for the South Hill Boys Baseball State Tournament that will be held July 11<sup>th</sup> thru 15<sup>th</sup>.
- The electricity is getting ready to be cut off from the old trailer at Parker Park. After discussing it over with Micheal Vaughan, the Fire Department will burn down the trailer for cost and training purposes. This will be done ASAP and the area will be cleared and graveled for future use. The electricity and plumbing will be simply disconnected and also be used in the future.

***This item is for Council information only. No action is required.***

## South Hill Facilities Reservation Record 2025

<u>DATE</u>	<u>GROUP</u>	<u>PURPOSE</u>	<u>TIME</u>	<u>VENUE</u>
6/7/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
6/9/2025	BEER FED BEEF	DINNER	5PM-7:30PM	MARKET SQUARE
6/13/2025	TOWN OF SOUTH HILL	FOOD TRUCK RODEO	5PM-8PM	MARKET SQUARE
6/14/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
6/16/2025	BEER FED BEEF	DINNER	5PM-7:30PM	MARKET SQUARE
6/21/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
6/23/2025	BEER FED BEEF	DINNER	5PM-7:30PM	MARKET SQUARE
6/28/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
7/5/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
7/7/2025	VCU HEALTH (JACKIE DANIEL)	CAHN VAN	8:30AM-3PM	MARKET SQUARE
7/12/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
7/19/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
7/26/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
8/2/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
8/4/2025	VCU HEALTH (JACKIE DANIEL)	CAHN VAN	8:30AM-3PM	MARKET SQUARE
8/9/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
8/16/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
8/23/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
8/30/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
9/6/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
9/13/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
9/20/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
9/27/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
10/4/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
10/11/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
10/18/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
10/25/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
12/5/2025	SOUTH HILL CHAMBER OF COMMERCE	HOMETOWN CHRISTMAS		MARKET SQUARE/PARKING LOT
12/6/2025	SOUTH HILL CHAMBER OF COMMERCE	HOMETOWN CHRISTMAS		MARKET SQUARE/PARKING LOT
12/7/2025	SOUTH HILL CHAMBER OF COMMERCE	HOMETOWN CHRISTMAS		MARKET SQUARE/PARKING LOT

## South Hill Facilities Reservation Record 2025

<u>DATE</u>	<u>GROUP</u>	<u>PURPOSE</u>	<u>ATTENDANCE</u>	<u>TIME</u>	<u>VENUE</u>
6/7/2025	TRACEY CHAVIS (NUCOR)	COMPANY FAMILY FUN DAY	100	10AM-UNTIL	CENTENNIAL PAVILION
6/8/2025	IMPACT CHURCH OF GOD	CHURCH PICNIC	40	11AM-3PM	CENTENNIAL PAVILION
6/12/2025	SOUTH HILL CHAMBER OF COMMERCE	SUMMER CONCERT - BACK UP FOR WEATHER		ALL DAY	CENTENNIAL AMPHITHEATER & SOUTH HILL EXCHANGE
6/16/2025	SOUTH HILL POLICE DEPT	RE-ACCREDITATION ASSESSMENT		SETTING UP	SOUTH HILL EXCHANGE
6/17/2025	SOUTH HILL POLICE DEPT	RE-ACCREDITATION ASSESSMENT		9AM-11AM	SOUTH HILL EXCHANGE
6/21/2025	SOUTH HILL REVITALIZATION COMMITTEE	MOVIE NIGHT			CENTENNIAL AMPHITHEATER & SOUTH HILL EXCHANGE
6/28/2025	MECKLENBURG COMMUNITY BAPTIST	TEAZE CONCERT & FIREWORKS		ALL DAY	CENTENNIAL AMPHITHEATER & SOUTH HILL EXCHANGE
7/11/2025	MECKLENBURG COMMUNITY BAPTIST	ONE DAY OF VBS	50	8AM-3PM	CENTENNIAL PAVILION
7/12/2025	TAMMY ROBINSON-WHITE	FAMILY REUNION	50-100	10AM-5PM	CENTENNIAL PAVILION
7/19/2025	WHITTLE GROVE BAPTIST CHURCH	CHURCH OUTING	75-100	10AM	CENTENNIAL PAVILION
7/23/2025	FUNERAL HOME ASSOCIATION	MEETING			CENTENNIAL PAVILION
7/26/2025	ANNETTE RICHARDSON	FAMILY GET TOGETHER	50	2PM-8PM	CENTENNIAL PAVILION
8/2/2025	SOUTH HILL CHAMBER OF COMMERCE	JARED STOUT BAND			SOUTH HILL EXCHANGE
8/3/2025	TOMASINA COOK	FAMILY REUNION	75	9AM	CENTENNIAL PAVILION
8/9/2025	KAREN SULTON	FAMILY REUNION	120	9AM	CENTENNIAL PAVILION
8/16/2025	JANET JONES-JAMISON	FAMILY GATHERING	30	11AM	CENTENNIAL PAVILION
8/23/2025	SOUTH HILL CHAMBER OF COMMERCE	CONCERT			SOUTH HILL EXCHANGE
8/23/2025	PEGGY ROBINSON	ROBINSON'S REUNION	50	9AM-6PM	CENTENNIAL PAVILION
8/30/2025	IDA FOUNTAIN/RASELA ZIPPARO	FAMILY REUNION	APPROX. 100	9AM	CENTENNIAL PAVILION
8/31/2025	ANNETTE RICHARDSON	FAMILY GET TOGETHER	50	2PM-8PM	CENTENNIAL PAVILION
9/6/2025	SOUTHSIDE YOUTH DEVELOPMENT GROUP	YOUTH PROGRAMS	???	ALL DAY	CENTENNIAL PAVILION
9/12/2025	LAKE COUNTRY ARE AGENCY ON AGING	SENIOR PICNIC	80	ALL DAY	CENTENNIAL PAVILION
9/13/2025	WHITTLE GROVE BAPTIST CHURCH	CHURCH OUTING	75	ALL DAY	CENTENNIAL PAVILION
9/13/2025	FREEDOM HOUSE MINISTRIES	LADIES EVENING OUT	300-500	2PM-8PM	SOUTH HILL EXCHANGE
9/19/2025	SOUTHSIDE VA QUAIL FOREVER	BANQUET	200	5PM-10:30PM	SOUTH HILL EXCHANGE
9/20/2025	PAMELA REESE	REUNION	20-40	10AM-4PM	CENTENNIAL PAVILION
9/27/2025	DANCE IT OUT	CHILDREN'S ART FESTIVAL	75	10AM	CENTENNIAL PAVILION
10/18/2025	SOUTH HILL CHAMBER OF COMMERCE	CONCERT			SOUTH HILL EXCHANGE
11/6/2025	SOUTH HILL CHAMBER OF COMMERCE	JOB FAIR			SOUTH HILL EXCHANGE
11/13/2025	R.T. ARNOLD LIBRARY	HOLIDAZY BAZAAR	???	ALL DAY	SOUTH HILL EXCHANGE
11/14/2025	R.T. ARNOLD LIBRARY	HOLIDAY BAZAAR	???	ALL DAY	SOUTH HILL EXCHANGE
11/15/2025	R.T. ARNOLD LIBRARY	HOLIDAY BAZAAR	???	ALL DAY	SOUTH HILL EXCHANGE
11/19/2025	SOUTH HILL CHAMBER OF COMMERCE	SEAFOOD FESTIVAL			SOUTH HILL EXCHANGE
12/5/2025	SOUTH HILL CHAMBER OF COMMERCE	HOMETOWN CHRISTMAS		ALL DAY	SOUTH HILL EXCHANGE
12/6/2025	SOUTH HILL CHAMBER OF COMMERCE	HOMETOWN CHRISTMAS		ALL DAY	SOUTH HILL EXCHANGE

PERMIT AND INSPECTION REPORT FOR : May 2025

	INSPECTIONS	PERMITS	FEEES
BUILDING	18	14	\$3,996.69
MECHANICAL	4	2	\$272.85
PLUMBING	6	2	\$40.80
ELECTRICAL	9	4	\$1,187.28
FIRE PROT	1	1	\$738.07
SIGN	0	2	\$346.80
LAND DIST	1	1	\$51.00
<b>TOTALS</b>	<b>39</b>	<b>26</b>	<b>\$6,633.49</b>

RECAP OF EXEMPT PERMITS:

TYPE OF PERMIT	\$ THIS MONTH	\$ YTD
UEZ	\$0.00	\$0.00
REHAB	\$70.38	\$438.78
GENERAL	\$951.10	\$1,083.70
<b>WORK VALUE</b>	<b>\$3,710,726.00</b>	<b>\$16,489,207.00</b>

<b>FYTD</b>	<b>Fees</b>	<b>\$70,433.03</b>	<b>Work Value</b>	<b>\$20,276,256.37</b>
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**NEW BUSINESSES IN TOWN OF SOUTH HILL**

**5/1/2025 – 5/31/2025**

Twin Lakes Rehabilitation and Nursing – 125 Buena Vista Circle –

Skilled Nursing Facility

Crooked Coop – 935 W. Atlantic St. – Flea Market Vendor

Range: First to Last Issue Date Range: 05/01/25 to 05/31/25

\*\*Indicates payment is in batch

Permit No	Issue Date	Insrt/Dc-Blk/Lot	Property Location	Alteration Cost	New Volume		BUILDING	ELECTRICAL	TOTAL
App Date	Owner Name		Work Type	Use Type	Additional Cost		FIRE	LAND DISTURB	MECHANICAL
Description of Work							PLUMBING	SIGN	
24-00363	05/22/25	078A18-A-042	58 HAMMER ST	20,000.00	0	PAID:	0.00	0.00	255.00
12/20/24	WMS PROPERTIES LLC		SIGN INSTALL	B	Business	0.00	0.00	0.00	0.00
Install signs for Express Care							0.00	255.00	
25-00080	05/05/25	078A25-01-A	1145 EAST ATLANTIC STREET	1,433,000.00	0	PAID:	432.07	0.00	432.07
04/21/25	30AIP SOUTH HILL, LLC		NEW COMMERCIAL	M	Mercantile	0.00	0.00	0.00	0.00
Construct a new Murphy's service stati							0.00	0.00	
25-00094	05/01/25	078A06-18-020	828 BELMONT STREET	60,000.00	0	PAID:	326.40	0.00	326.40
04/30/25	TANNER STEVEN K & MICHELLE G		POOL	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Fiberglass swimming pool installation							0.00	0.00	
25-00095	05/01/25	078A17-A-035	202 WEST MAIN STREET	4,000.00	0	PAID:	41.13	0.00	41.13
05/01/25	VIBRANT CHURCH MINISTRIES INC		STORAGE BLDG	U	Util & Misc; Acc & Misc Buildi	0.00	0.00	0.00	0.00
INSTALL A 12 X 28 SHED							0.00	0.00	
25-00096	05/05/25	078A25-01-A	1145 EAST ATLANTIC STREET	132,000.00	0	PAID:	30.60	0.00	30.60
05/05/25	30AIP SOUTH HILL LLC		DEMOLITION	M	Mercantile	0.00	0.00	0.00	0.00
Demo building to build new gas station							0.00	0.00	
25-00097	05/06/25	078A17-A-026	216 WEST ATLANTIC STREET	12,500.00	0	PAID:	84.15	0.00	84.15
05/06/25	FADOOL HOLLY BETH		EXTERIOR REPAIR			0.00	0.00	0.00	0.00
Demo and replace retaining wall							0.00	0.00	
25-00098	05/06/25	078A17-A-175	211 SOUTH MECKLENBURG AVENU	182,490.00	0	WAIVED:	951.10	0.00	951.10
05/06/25	TOWN OF SOUTH HILL		REPAIR ROOF	B	Business	0.00	0.00	0.00	0.00
TPO roof install							0.00	0.00	
25-00099	05/08/25	078A12-48-012	727 JACQUELINE COURT	500.00	0	PAID:	0.00	25.50	25.50
05/08/25	CARROLL RICHARD D & CARROLL SUSAN J		WIRING	UNKNOWN		0.00	0.00	0.00	0.00
Electrical for deck							0.00	0.00	
25-00100	05/08/25	078A11-26-004	447 RALEIGH AVE	215,978.00	0	PAID:	174.54	0.00	174.54
05/08/25	ROCK RIVER, INC		NEW RESIDENTIAL	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Construct a 3 bed/2 bath home							0.00	0.00	

June 2, 2025  
09:06 AM

TOWN OF SOUTH HILL  
Permit Fee Report by Permit No

Page No: 2

Permit No	Issue Date	Insrt/Dc-Blk/Lot	Property Location	Alteration Cost	New Volume		BUILDING	ELECTRICAL	TOTAL
App Date	Owner Name		Work Type	Use Type	Additional Cost		FIRE	LAND DISTURB	MECHANICAL
Description of Work							PLUMBING	SIGN	
25-00101	05/08/25	078A11-26-005	431 RALEIGH AVE	194,400.00	0	PAID:	166.22	0.00	166.22
05/08/25	ROCK RIVER, INC		NEW RESIDENTIAL			0.00	0.00	0.00	0.00
Construct a 3 bed/2 bath home							0.00	0.00	
25-00102	05/09/25	078A24-A-001A	1431 COUNTRY LANE	300,000.00	0	PAID:	0.00	0.00	51.00
05/09/25	58 SOUTH HILL LLC		LAND DISTURBING			0.00	0.00	51.00	0.00
Landlord phase of Wawa new constructio							0.00	0.00	
25-00103	05/13/25	078A18-22-027	726 EAST NORTHINGTON STREET	8,000.00	0	PAID:	0.00	0.00	40.80
05/13/25	TRUNG HIEU TRAN & NGUYET THI AHN DU		PLUMBING REMOD	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Adding bathroom							40.80	0.00	
25-00104	05/21/25	078A18-03-B-015	311 LOMBARDY STREET	22,450.00	0	PAID:	134.90	0.00	134.90
05/13/25	ECHARD WILLIAM C & FANNIE E		ENCAPSULATE CRA	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Crawlspace encapsulation							0.00	0.00	
25-00105	05/14/25	078A06-18-020	828 BELMONT STREET	248,000.00	0	PAID:	1,285.20	0.00	1,285.20
05/14/25	TANNER STEVEN K & MICHELLE G		ADDITION	U	Util & Misc; Acc & Misc Buildi	0.00	0.00	0.00	0.00
ATTACHED GARAGE							0.00	0.00	
25-00106	05/15/25	078A25-05-A1	315 FURR STREET	210,000.00	0	PAID:	0.00	1,071.00	1,071.00
05/14/25	WAL-MART REAL ESTATE BUSINESS TRUST		GENERATOR	M	Mercantile	0.00	0.00	0.00	0.00
Install backup diesel-powered generato for walmart including concrete pads fogenerator, electrica work for transformer and switchgear.							0.00	0.00	
25-00107	05/15/25	078A11-28-001	1100 W ATLANTIC ST.	4,500.00	0	PAID:	0.00	0.00	91.80
05/14/25	2075 INVESTMENTS, LLC		SIGN INSTALL	M	Mercantile	0.00	0.00	0.00	0.00
Install 2 signs for Dollar General							0.00	91.80	
25-00108	05/16/25	078A12-A-034	820 FOREST HILL DRIVE	15,500.00	0	PAID:	0.00	0.00	79.05
05/16/25	ASHWORTH EUGENE F AND KATHY J ASHWO		GAS LINE	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	79.05
Install gas line for furnace and generator							0.00	0.00	
25-00109	05/16/25	078A07-05-002	1019 GREEN HILL ROAD	60,000.00	0	PAID:	326.40	0.00	326.40
05/16/25	BROWN ALLEN F & BROWN MAXIE M		ADDITION	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Tree fall. Rebuild carport. Repair areplace roof covering. All work is remove and replace with like and kind removed.							0.00	0.00	

June 2, 2025  
09:06 AM

TOWN OF SOUTH HILL  
Permit Fee Report by Permit No

Page No: 3

Permit No	Issue Date	Insrt/Dc-Blk/Lot	Property Location	Alteration Cost	New Volume		BUILDING	ELECTRICAL	TOTAL
App Date	Owner Name		Work Type	Use Type	Additional Cost		FIRE	LAND DISTURB	MECHANICAL
Description of Work							PLUMBING	SIGN	
25-00110	05/19/25	078A23-A-013	1126 GOODES FERRY ROAD	3,000.00	0	WAIVED:	0.00	0.00	25.50
05/19/25	TYLER BARBARA J		NEW RESIDENTIAL R-5	Res; 1 & 2 Family	0.00		0.00	0.00	0.00
Plumbing for rehab house							25.50	0.00	
25-00111	05/19/25	078A23-A-013	1126 GOODES FERRY ROAD	3,000.00	0	WAIVED:	0.00	44.88	44.88
05/19/25	TYLER BARBARA J		NEW RESIDENTIAL R-5	Res; 1 & 2 Family	0.00		0.00	0.00	0.00
Electrical for rehab house							0.00	0.00	
25-00113	05/22/25	078A06-19-008	123 HOLLYDALE LANE	260,000.00	0	PAID:	342.84	0.00	342.84
05/20/25	GASKINS ANTHONY AND EMELITA GASKINS		NEW RESIDENTIAL R-5	Res; 1 & 2 Family	0.00		0.00	0.00	0.00
Construct a 3 bedroom/2 bath home							0.00	0.00	
25-00114	05/20/25	078A12-A-207	617 NORTH MECKLENBURG AVENUE	17,800.00	0	PAID:	0.00	90.78	90.78
05/20/25	PATEL HITESHKUMAR				0.00		0.00	0.00	0.00
Electrical repair from fire							0.00	0.00	
25-00115	05/22/25	078A08-A-007	1877 NORTH MECKLENBURG AVENUE	144,719.00	0	PAID:	0.00	0.00	738.07
05/20/25	VQC INC		FIRE ALARM F-2	Factory & Indust; Low Hazard	0.00		738.07	0.00	0.00
Install fire alarm							0.00	0.00	
25-00116	05/22/25	078A25-01-004	1163 EAST ATLANTIC STREET	38,000.00	0	PAID:	0.00	0.00	193.80
05/22/25	DAGNER, SHELLEY				0.00		0.00	0.00	193.80
Changing 2 air handlers and condenser units							0.00	0.00	
25-00117	05/22/25	078A06-16-004	1004 CHAPTICO ROAD	2,000.00	0	PAID:	25.50	0.00	25.50
05/22/25	PANTHER FRANK E & BETTY L		RAMP	UNKNOWN	0.00		0.00	0.00	0.00
Construct a handicap ramp							0.00	0.00	
25-00118	05/22/25	097000-02-002	170 BUTTS STREET	118,889.00	0	PAID:	626.74	0.00	626.74
05/22/25	JA SOUTH HILL PORTFOLIO LP		REPAIR ROOF F-2	Factory & Indust; Low Hazard	0.00		0.00	0.00	0.00
Furnish and install new Centimark 60 Mreinforced TPO roof membrane on officebuilding and electrical room							0.00	0.00	



Permit No	Issue Date	Insrt/Dc-Blk/Lot	Property Location	Alteration Cost	New Volume	BUILDING	ELECTRICAL	TOTAL
App Date	Owner Name		Work Type		Additional Cost	FIRE	LAND DISTURB	MECHANICAL
Description of Work			Use Type			PLUMBING	SIGN	
Grand Totals:				3,710,726.00	0	PAID:	3,996.69	1,187.28
						0.00	738.07	51.00
							40.80	346.80
						WAIVED:	951.10	44.88
							0.00	0.00
							25.50	0.00
						PERMIT COUNT:	14	4
							1	1
							2	2

\*NOTE: This report contains only PAID & WAIVED fees.

Range: First to Last			Range of Building Codes: First to Last				
Activity Date Range: 05/01/25 to 05/31/25			Activity Type Range: First to Last				
Application Id	Insrt/Dc-Blk/Lot	Inspector	Property Location	Owner Name	Phone	Permit No	
Building Code	Activity Type		Date	Start Time	End Time	Actual Time	Status
5659	078A14-A-001A		719 FERRELL CRESCENT STREET	SOUTH HILL PARTNERS, LLC	(240)505-9293	23-00176	
BUILDING	FOUNDATION INS		05/01/25				PASS
BUILDING	FOUNDATION INS		05/06/25				PASS
BUILDING	FINAL INSPECTIO		05/09/25				PASS
5806	078A14-A-001A		719 FERRELL CRESCENT STREET	SOUTH HILL PARTNERS, LLC	(240)505-9293	23-00323	
MECHANICAL	FINAL INSPECTIO		05/09/25				PASS
5824	078A14-A-001A		719 FERRELL CRESCENT STREET	SOUTH HILL PARTNERS, LLC	(240)505-9293	23-00341	
ELECTRICAL	FINAL INSPECTIO		05/09/25				PASS
5841	078A14-A-001A		719 FERRELL CRESCENT STREET	SOUTH HILL PARTNERS, LLC	(240)505-9293	24-00012	
PLUMBING	FINAL INSPECTIO		05/09/25				PASS
5922	097000-13-001		260 BUTTS STREET	MICROSOFT CORPORATION		24-00091	
BUILDING	FOUNDATION INS		05/19/25				PASS
6001	097000-13-001		260 BUTTS ST	MICROSOFT CORPORATION		24-00173	
BUILDING	ELE-METER BASE		05/27/25				PASS
6003	097000-13-001		260 BUTTS ST	MICROSOFT CORPORATION		24-00175	
PLUMBING	PLB ROUGH IN		05/09/25				PASS
6029	078A06-18-011		909 CHAMBERS STREET	BARBOUR, GLENN E & BARBOUR, LINDA B		24-00201	
LAND DISTURB	FINAL INSPECTIO		05/09/25				PASS
6078	078A06-18-011		909 CHAMBERS ST	BARBOUR, GLENN E & BARBOUR, LINDA B		24-00250	
BUILDING	FINAL INSPECTIO		05/09/25				PASS
6127	078A06-18-011		909 CHAMBERS ST	BARBOUR GLENN E & BARBOUR LINDA B		24-00299	
MECHANICAL	FINAL INSPECTIO		05/09/25				PASS
6128	078A06-18-011		909 CHAMBERS ST	BARBOUR GLENN E & BARBOUR LINDA B		24-00300	
ELECTRICAL	ELEC FINAL		05/09/25				PASS
6129	078A06-18-011		909 CHAMBERS ST	BARBOUR GLENN E & BARBOUR LINDA B		24-00301	

Application Id Building Code	Insrt/Dc-Blk/Lot Activity Type	Inspector	Property Location Date	Start Time	End Time	Owner Name Actual Time	Status	Phone	Permit No
PLUMBING	PLB FINAL		05/09/25				PASS		
6166 MECHANICAL	078A06-18-011 FINAL INSPECTIO		909 CHAMBERS ST 05/09/25			BARBOUR GLENN E & BARBOUR LINDA B PASS			24-00338
6189 BUILDING BUILDING	078A20-01-008 FRAMING INS ABOVE CEILING		1556 MONTGOMERY STREET 05/15/25 05/22/25			SHALAG US INC PASS PASS			24-00361
6208 ELECTRICAL ELECTRICAL	078A20-01-008 ABOVE CEILING ELE METER BASE		1556 MONTGOMERY STREET 05/15/25 05/15/25			SHALAG US INC PASS PASS			25-00011
6223 BUILDING	078A21-A-007 ABOVE CEILING		1321 WEST DANVILLE STREET 05/06/25			BIGGS DAVID K & KAC INVESTMENTS LL PASS			25-00026
6226 BUILDING BUILDING	078A11-04-015 FOOTING INS SLAB INS		1100 W. ATLANTIC ST 05/05/25 05/07/25			NEWMAN HERBERT W SR RESIDUARY TRUST PASS PASS			25-00029
6236 PLUMBING PLUMBING	078A20-01-008 PLB ROUGH IN PLB ROUGH IN		1556 MONTGOMERY STREET 05/01/25 05/07/25			SHALAG US INC PASS PASS			25-00039
6241 FIRE	078A25-01-003 FIRE SPINKLER		1171 E ATLANTIC ST 05/09/25			JLH PROPERTIES OF VIRGINIA V LLC PASS			25-00044
6251 BUILDING	078A07-11-H-013 FRAMING INS		1116 CHARLES STREET 05/27/25			OAKLEY WOODY L PASS		(434)247-9212	25-00053
6254 ELECTRICAL	078A13-A-042 FINAL INSPECTIO		600 LOMBARDY ST 05/01/25			STURDIVANT, CHRISTOPHER PASS			25-00056
6263 ELECTRICAL	078A07-12-021 ELEC FINAL		309 PETTUS DRIVE 05/06/25			BISHOP KELLIE B PROFFITT PASS			25-00065
6266 PLUMBING	078A13-02-005C PLB ROUGH IN		841,843,845 & 847 N MECKLENBUR 05/07/25			PREMIER DEVELOPERS LLC PASS			25-00068

Application Id Building Code	Insrt/Dc-Blk/Lot Activity Type	Inspector	Property Location Date	Start Time	End Time	Owner Name Actual Time	Status	Phone	Permit No
6275 BUILDING BUILDING	098000-A-005B FOOTING INS ANCHOR BOLTS		860 COUNTRY LN. 05/02/25 05/16/25			FREEMAN COMPANIES, LLC PASS PASS			25-00077
6276 BUILDING BUILDING	098000-A-005C FOOTING INS ANCHOR BOLTS		820 COUNTRY LN 05/02/25 05/16/25			FREEMAN COMPANIES LLC PASS PASS			25-00078
6285 ELECTRICAL	078A20-01-008 ELE ROUGH IN		1556 MONTGOMERY STREET 05/08/25			SHALAG US INC PASS			25-00087
6293 BUILDING	078A17-A-035 FINAL INSPECTIO		202 WEST MAIN STREET 05/01/25			VIBRANT CHURCH MINISTRIES INC PASS			25-00095
6295 BUILDING	078A17-A-026 FOOTING INS		216 WEST ATLANTIC STREET 05/07/25			FADOOOL HOLLY BETH PASS			25-00097
6306 MECHANICAL	078A12-A-034 GAS PIPE-TEST		820 FOREST HILL DRIVE 05/20/25			ASHWORTH EUGENE F AND KATHY J ASHWO PASS			25-00108
6312 ELECTRICAL ELECTRICAL	078A12-A-207 ELE ROUGH IN ELE-METER BASE		617 NORTH MECKLENBURG AVENU 05/20/25 05/23/25			PATEL HITESHKUMAR PASS PASS			25-00114

Application Id	Insrt/Dc-Blk/Lot	Inspector	Property Location		Owner Name		Phone	Permit No
Building Code	Activity Type		Date	Start Time	End Time	Actual Time		

Activity Type Totals:

ABOVE CEILING:	3	ANCHOR BOLTS:	2	ELE METER BASE:	1	ELE ROUGH IN:	2	ELE-METER BASE:	2
ELEC FINAL:	2	FINAL INSPECTIO:	10	FIRE SPINKLER:	1	FOOTING INS:	4	FOUNDATION INS:	3
FRAMING INS:	2	GAS PIPE-TEST:	1	PLB FINAL:	1	PLB ROUGH IN:	4	SLAB INS:	1

Building Code Totals:

BUILDING:	18	ELECTRICAL:	9	FIRE:	1	LAND DISTURB:	1	MECHANICAL:	4
PLUMBING:	6								

Total Activities: 39      Total Permits: 30

Inspector Totals:

None: 39

DILAPIDATED PROPERTY LISTING

ADDRESS	OWNER	DESCRIPTION	LAST CONTACT	FOLLOW UP	VACANT (Y/N)	RENTER OR OWNER OCCUPIED
416 North Mecklenburg Avenue	House/Smith	rot, peeling paint, damaged rain gutters	05/2025	07/2025	NO	OWNER OCCUPIED
911 East Atlantic Street	Days Inn	electrical and plumbing issues Hotel has been shut down for repairs	05/2025	06/2025	YES	HOTEL
1287 West Danville Street	R. Thomas	roof, chimney, rotting woodwork, foundation masonry	05/2025	06/2025	YES	IN COURT
513 North Mecklenburg Avenue	Crutchfield	rot in fascia and windows	05/2025	07/2025	YES	RENTAL
202 Windsor Street	D. Helms	fascia, porch ceiling, porch columns	04/2025	06/2025	NO	OWNER OCCUPIED
416 Fairview Avenue	R. & A. Soyars	overgrowth, carport, trash/debris	04/2025	06/2025	NO	RENTAL
701 Virginia Street	Revis	rot in fascia and windows	03/2025	06/2025	YES	DECEASED OWNER NO WILL
104 East Virginia Street	S. & M. Townes	rot in fascia and windows, broken windows, fallen gutters	04/2025	06/2025	YES	RENTAL
106 East Virginia Street	S. & M. Townes	rot in fascia and windows, broken windows, fallen gutters	04/2025	06/2025	YES	RENTAL
326 West Atlantic Street	W. Hines; <b>SOLD</b>	collapsed roof, siding, fascia, rake boards, door & window woodwork	04/2025	06/2025	YES	FOR SALE
904 West Main Street	A. Harris & Others	rot in porch, fascia and windows. Roof issues.	05/2025	07/2025	YES	RENTAL
228 Clay Street	C. Purcell	rot in porch, fascia and windows, broken windows, missing siding	03/2025	06/2025	YES	RENTAL
704 Goodes Ferry Road	K. Bugg; <i>Listed for Sale</i>	rot in fascia and windows, peeling paint	05/2025	06/2025	NO	OWNER OCCUPIED
808 Virginia Avenue	K. Kelly	missing shingles, outbuildings, rotten siding, peeling paint	05/2025	06/2025	YES	RENTAL
211 East Atlantic Street	P. Duffer	painting windows/scraping paint	05/2024	07/2025	YES	RENTAL
400 Goodes Ferry Road	P. Duffer	rot in fascia and windows, peeling paint	05/2025	07/2025	NO	OWNER OCCUPIED
402 Goodes Ferry Road	P. Duffer	rot in fascia and windows, peeling paint	05/2024	07/2025	YES	RENTAL
315 West Danville Street	P. Duffer	building posted as unsafe	05/2025	07/2025	YES	RENTAL
1214 Plank Road	P. Duffer/Lake Gaston Soccer Association, Inc.	rot, front porch foundation, roof, unstable structure	05/2025	07/2025	YES	RENTAL
901 Goodes Ferry Road	W. Rook	siding and paint, roof, fascia, rake board, chimney	05/2025	06/2025	YES	RENTAL
510 Moseley Lane	B. Ashworth; <b>sold</b>	over grown lot, peeling paint, broken windows, wood rot	03/2025	06/2025	NO	OWNER OCCUPIED
110 North Mecklenburg Avenue	H. & S. Squire; <b>SOLD</b>	peeling paint, damaged awning covers	04/2025	06/2025	YES	FOR SALE
704 Robertson Street	S. Allen	peeling paint, rot in fascia and windows	03/2025	06/2025	NO	RENTAL
706 Robertson Street	S. Allen	peeling paint, rot in fascia and windows	03/2025	06/2025	NO	RENTAL
103 West Third Street	S. Allen	peeling paint, rot in fascia and windows	03/2025	06/2025	NO	RENTAL
101 West Third Street	S. Allen	peeling paint, rot in fascia and windows	03/2025	06/2025	NO	RENTAL
110 East Third Street	S. Allen	peeling paint, rot in fascia and windows	03/2025	06/2025	YES	RENTAL
108/110 East Second Street	S. Allen	peeling paint, rot in fascia and windows	03/2025	06/2025	NO	RENTAL
106 East Second Street	S. Allen	peeling paint, rot in fascia and windows	03/2025	06/2025	NO	RENTAL
456 Old Hwy 58	W. Thomas	roof, rot and paint, overgrowth	03/2025	06/2025	YES	MULTIPLE HEIR
212 Windsor Street	B. Jeffries	overgrowth, trash and debris, porsh, trim and shutters	05/2025	07/2025	YES	RENTAL
509 Pleasant Street	M. Schooler; <b>foreclosure</b>	tarp on roof, rot in fascia and windows, peeling paint	03/2025	06/2025	YES	RENTAL
1225 Plank Road	P. Duffer	broken windows, wood rot, porch damage, roof issues, peeling paint	04/2025	06/2025	YES	RENTAL
1217 Plank Road	P. Duffer	broken windows, peeling paint	04/2025	06/2025	YES	RENTAL
213 West Danville Street	P. Duffer	wood rot, peeling paint, broken windows	04/2025	06/2025	NO	LOST TREASURES
1003 Plank Road	Plank Property, LLC	peeling paint	04/2025	06/2025	NO	NEWMART BUILDERS
703 North Mecklenburg Avenue	Rainey	peeling paint	05/2025	07/2025	NO	OWNER OCCUPIED
909 Plank Road	Windy Hills Property; J. Hayes	peeling paint	04/2025	06/2025	YES	RENTAL WAREHOUSE
701 Forest Hill Drive	Paul Duffer	collapsed rear deck, rot in fascia and windows, peeling paint	04/2025	06/2025	NO	RENTAL
507 North Mecklenburg	Crutchfield	Broken windows, roof leaks, peeling paint, wood rot, porch damage	04/2025	06/2025	NO	RENTAL
210 Park Lane	Taylor	Peeling paint, rotten wood, damaged chimneys	04/2025	07/2025	NO	VACANT
800 Goodes Ferry	S&S Mecklenburg	rusty water tanks, collapsed roof on out buildings	04/2025	07/2025	NO	OLD BGF BUILDING
607 Franklin Street	B. Champlain	Peeling paint, rotten wood, missing fascia metal, oxidation	02/2025	07/2025	NO	OWNER OCCUPIED
509 North Mecklenburg	Hope Estates	Damaged block foundation, peeling paint, rust/corrosion	03/2025	07/2025	NO	RENTAL
103 North West Street	ELDAGBEAR LLC	tarp on roof, rot in fascia and windows, peeling paint	03/2025	06/2025	NO	RENTAL
209 East Atlantic	J. Stanley	Rotten wood, peeling paint	04/2025	06/2025	NO	RENTAL

DILAPIDATED PROPERTY LISTING

ADDRESS	OWNER	DESCRIPTION	LAST CONTACT	FOLLOW UP	VACANT (Y/N)	RENTER OR OWNER OCCUPIED
1524 West Danville	J. Stanley	Rotten wood, peeling paint, broken windows	05/2025	07/2025	YES	COMMERCIAL BUILDING
As of May 2025						
SECTION 106 UNSAFE STRUCTURES OR STRUCTURES UNFIT FOR HUMAN OCCUPANCY						
106.3.1 Vacating unsafe structure. If the code official determines there is actual and immediate danger to the occupants or public, or when life is endangered by the occupancy of an unsafe structure, the code official shall be authorized to order the occupants to immediately vacate the unsafe structure.						
106.8 Emergency repairs and demolition.						

# Completed Dilapidated Properties

## Program Start Date: 4-16-2016

<i>Address</i>	<i>Owner</i>	<i>Notes</i>
412 South Hill Avenue	Twanda Feggins Walker	House removed/Lot cleared
207 North Mecklenburg Avenue	Debra Jeffries	House removed/Lot cleared
304 North Lunenburg Avenue	Charles Crowder/Joanne Bacon	Singlewide removed/Lot cleared
115 Coleman Lane	Stanley T Baskerville	House removed/Lot cleared
215 Dortch Lane	Roger & Patsy Poythress	House painted
1109 Halifax Street	Ola M Holmes Life Est	House removed/Lot cleared
1108 Halifax Street	Earnestine Hart	House removed/Lot cleared
209 East Atlantic Street	Judith Stanley	House painted
106 North Matthews Street	W O Hines	House removed/Lot cleared
635 West Virginia Street	G Rowley & Mary E Ferguson	House removed/Lot cleared
510 Ridgewood Avenue	Allen Lambert & Others	House repaired/Lot cleaned
103 East Third Street	Sam Allen	House repaired
802 West Atlantic Street	William Wills	House repaired
505 East Atlantic Street	Virginia Triplette	Lot cleaned
205 East Atlantic Street	Judith Stanley	House painted
209 East Atlantic Street	Judith Stanley	House repaired/ painted
132 Bedford Street	Jose Martinez	House removed
1106 Goodes Ferry Road	David Williams	Lot cleaned
1228 Halifax Street	Ronald Valentine	Singlewide removed
111 South Mecklenburg Avenue	Gwendolyn Williams	Work completed
307 Moseley Lane	Jeremiah Perry	Lot cleaned



# Completed Dilapidated Properties

## Program Start Date: 4-16-2016

513 North Mecklenburg Avenue	Melvin Crutchfield	House painted
110 South Main Street	George Brown	Building removed
114 North Matthews Street	Herbert Newman	Building removed
515 Meadow Street	Timothy Cooke	Work complete
305 Windsor Street	Herman Connell	House removed
1200 Halifax Street	Dorothy Talley	House removed
103 West Third Street	Sam Allen	House repaired
101 West Third Street	Sam Allen	House repaired
128 South Mecklenburg Avenue	Jimmy Martin	Building repaired
132 Bedford Street	Jose Martinez	Garage repaired
122 Clay Street	GTC Properties	Lot cleaned and cut
302 West High Street	Elleana Fielding	Lot cleaned and cut
935 West Atlantic Street	Shirley Williams	Property cleaned
115 Clay Street	Walter McClenney	Property cleaned
660 Lombardy Street	Joe Cappaert	Singlewide removed
117 Clay Street	Larry Cook	Lot cleaned
507 Moseley Lane	Leroy Cook	Lot cleaned
923 West Atlantic Street	Tammy Ochodnick	House repaired
510 Moseley Lane	Barry Ashworth	Lot cleaned
609 West Danville Street	Charles Lynn	Building painted
227 Circle Drive	Circle Drive LLC	House removed

# Completed Dilapidated Properties

## Program Start Date: 4-16-2016

154 Buena Vista Circle	Daniel Hightower	House repaired
422 East Atlantic Street	Kenneth Evans	Overgrowth removed
806 West Virginia Street	Kuy Kelly	House removed
210 Park Lane	Jon Taylor	House painted
112 Center Lane	Alex Graham	Building painted
418 Old Highway Fifty-eight	Willie Smith	House removed
911 East Atlantic Street	Bobby Shah	Lot cleaned
930 West Danville Street	Delores Taylor	House removed
932 West Danville Street	Barbara Jefferson	House removed
906 Plank Road	Ivory Joyner	House painted
118 South Lunenburg Avenue	Loretta Avent	Building repaired and painted
208 Pennington Street	Brent Richey	Repairs complete
114 C Clay Street	Michael Robinson	Trailer removed
1179 Country Lane	Alfred Bracey	House removed
201 East Atlantic Street	Francis Clark	House painted
112 East Atlantic Street	William Robbins	House removed
403 North Mecklenburg Avenue	William Wills	House painted
109 East Third Street	Sam Allen	House repaired
101 East Third Street	Sam Allen	House repaired and painted
706 Brooke Avenue	Sam Allen	House repaired and painted
103 East Third Street	Sam Allen	House repaired and painted

# Completed Dilapidated Properties

## Program Start Date: 4-16-2016

506 Moseley Lane	F. Holden	House removed
609 Grazier Street	M. Shearin	House removed
117 Clay Street	L. Cooke	Repairs complete
302 W. High Street	Stepping Stones Properties, LLC	Repairs complete
704 Brook Avenue	S. Allen	Repairs Complete
202 North Brunswick	Oscar Cruz	trash removed
101 West Second Street	S. Soyars	Repairs Complete
419 East Atlantic	T. Stanley	Repairs Complete
Corner of Dortch & Main	Butts	Repairs Complete
704 Brooke	S. Allen	Repairs Complete
505 North Mecklenburg	L. Ogburn	Repairs Complete
617 North Mecklenburg	Kumar	Repairs Complete
103 South Mecklenburg	Jenkins	Repairs Complete
108 East 1st Street	Windy Hills	Repairs Complete
110 East 1st Street	Windy Hills	Repairs Complete
112 East 1st Street	Windy Hills	Repairs complete
112 Raleigh Ave	B. Pearce	Repairs Complete
500 West Danville	B&P Enterprises LLC.	Repairs Complete
501 West Danville	Crop Production Services LLC	Repairs Complete
639 West Virginia Avenue	Dortch/Rudolph	Repairs Complete
502 North Mecklenburg	Moore	Repairs complete
212 North Mecklenburg	Crowder	Repairs Complete
101 West 2nd	Soyars	Repairs Complete

# Completed Dilapidated Properties

## Program Start Date: 4-16-2016

609 West Atlantic	Bellewood LLC	Repairs complete
514 Pleasant Street	KC&J Properties	Repairs complete
603 Franklin Street	Exit Reality	Repairs complete
1248 West Danville	Thomas	Repairs complete
605 Franklin Street	Exit Realty	Repairs complete
728 North Mecklenburg	Janson	Repairs complete
702 North Mecklenburg	Taylor	Repairs complete
410 East Ferrell	Taylor	House demolished
508 Brook Avenue	Brown	Repairs complete
642 Northington	Jones	Repairs complete
125 Clay Street	Maddux	Repairs complete
509 Franklin	Exit Reality	Repairs complete
Fox Run Apartments	South Hill Associates LLC	Repairs complete
810 West Main	Rose Walker	Repairs complete
505 Franklin	Hayes	Repairs complete
113 East Pine	Windy Hills	To be demolished
115 East Pine	Windy Hills	To be demolished
119 East Pine	Windy Hills	To be demolished
915 West Danville	Maitland	Repairs complete
402 South Hill Ave	Windy Hills	Repairs complete
800 Goodes Ferry	S & S Mecklenburg LLC	Repair Complete
516 East Atlantic	Windy Hills	Repair Complete
518 East Atlantic	Windy Hills	Repair complete

# Completed Dilapidated Properties

## Program Start Date: 4-16-2016

410 West Atlantic	Powell	Repair complete
621 Northington	Conner	Repair complete
410 Circle Drive	Newmart	Repairs Complete
702 Brook Ave	Allen	Repairs Complete
704 Brook Ave	Allen	Repairs Complete
703 Robertson	Allen	Repairs Complete
705 Robertson	Allen	Repairs Complete
109 East 3rd	Allen	Repairs Complete
107 East 3rd	Allen	Repairs Complete
112 Windsor Street	Windy Hills	Repairs Complete
617 West Danville	Luddy	Repairs Complete
<i>225 Circle Drive</i>	<i>Circle Drive LLC</i>	<i>Repairs Complete</i>
<i>110 Windsor Street</i>	<i>Windy Hill</i>	<i>Repairs Complete</i>
<i>107 NORTH WEST</i>	<i>ELDAGBEAR LLC</i>	<i>Repairs Complete</i>
<i>719 East Ferrell</i>	<i>South Hill Partners LLC</i>	<i>Repairs Complete</i>
<i>409 South Hill Ave</i>	<i>Feggins Funeral Home Inc .</i>	<i>Repairs Complete</i>
<i>120 A/B Matthews</i>	<i>AAR Investments</i>	<i>Repairs Complete</i>

# Agenda Item A

To: Mayor and Town Council  
From: Business Development Manager  
Date: June 9, 2025  
Re: Monthly Update

- I met with a prospective developer who has purchased the Mecklenburg House on Highway 1 to discuss other opportunities in South Hill.
- Continuing to work with the property owners downtown on recruitment of new businesses. The brewery site that went up for auction did not sell so we are still working with the owner to sell the property.
- Finalized the new economic incentives for Council's approval.
- I am currently working with a local real estate broker on incentives for a prospective new retailer.
- I have scheduled a meeting with the Ryan Company to discuss prospective retailers with whom they work. We are exploring available opportunities.
- Retail Strategies and I are still pushing information out to prospective businesses. In addition, I have provided updated numbers for them to use at the trade show in Vegas.
- We are working on updating recruitment information that go to retailers with updated traffic counts and sales information.

This item is for Council information only. No action is required.

# Agenda Item A

To: Mayor and Town Council  
From: Human Resources Manager  
Date: June 2, 2025  
Re: HR Report for June 2025

## **HR PROJECTS/ACCOMPLISHMENTS:**

### **Update: Transition from NOVAtime to UKG (Ultimate Kronos Group)**

Managers have completed training on the new UKG system, and we are currently finalizing the technical components and testing phases of this transition. We anticipate going live with UKG in July.

### **Anthem Renewal Proposal – Fiscal Year 2025–2026**

Anthem’s initial renewal proposal for the 2025–2026 fiscal year included a 19% increase. However, after successful negotiations led by our benefits broker, OneDigital, Anthem has agreed to reduce the renewal to 12% for medical coverage, with no increase for dental and vision plans. This revised agreement results in a savings of nearly \$30,000 which will be utilized for updates to additional benefit programs.

## **EMPLOYMENT NEWS:**

### **Years of Service**



Congratulations to **Sergeant John Childers & Detective Amanda Parker** on reaching a significant milestone—**5 years of dedicated service** with the Town of South Hill Police Department. Your unwavering commitment, professionalism, and steadfast dedication to protecting and serving our community do not go unnoticed. We are proud to celebrate this achievement and are grateful for your contributions to the department and the citizens of South Hill. Please join us in celebrating their service and leadership!



We are proud to recognize and congratulate **Avery King and Corey Williams (Streets)** on successfully obtaining their Commercial Driver’s License (CDL)!

This accomplishment follows a rigorous and intensive three-week training program that included both classroom instruction and hands-on driving experience. Their dedication, hard work, and perseverance throughout this demanding course are truly commendable.

Achieving a CDL is no small feat—it requires focus, discipline, and a strong commitment to safety and excellence. These employees have demonstrated all of that and more, and we are excited to see them apply their new skills in service to our Town.

Please join us in celebrating their achievement!

## **Appointments**

South Hill Town Council Meeting

June 9, 2025

- A. South Hill Industrial Development Authority
- B. Board of Zoning Appeals



# AGENDA ITEM A

To: South Hill Town Council

From: Mayor Mike Moody

Date: June 9, 2025

Re: South Hill IDA Reappointments

There are current vacancies on the Industrial Development Authority (IDA) that require appointments.

At this time, Mayor Moody is recommending the following reappointments:

- Sheri Sparkman – Industrial Development Authority, 4-year term
- Tyler Howerton – Industrial Development Authority, 4-year term

## **Recommended Motions:**

1. I move to reappoint Sheri Sparkman to the South Hill Industrial Development Authority for an additional four-year term, effective today, June 9, 2025 and ending May 5, 2029.
2. I move to reappoint Tyler Howerton to the South Hill Industrial Development Authority for an additional four-year term, effective today, June 9, 2025 and ending May 5, 2029.

# AGENDA ITEM B

To: South Hill Town Council

From: Mayor Mike Moody

Date: June 9, 2025

Re: South Hill BZA Reappointment

There is an upcoming vacancy on the Board of Zoning Appeals that requires an appointment.

At this time, Mayor Moody is recommending the following reappointment:

- Carolyn Blackwell – Board of Zoning Appeals, 5-year term

## **Recommended Motions:**

1. I move to reappoint Carolyn Blackwell to the Board of Zoning Appeals for an additional five-year term, effective June 20, 2025 and ending June 19, 2030.