

AGENDA
HILLSVILLE TOWN COUNCIL
JUNE 24, 2024
HILLSVILLE TOWN HALL

- I. CALL TO ORDER – 7:00 PM
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES
 - A. JUNE 10, 2024
- V. CITIZENS TO BE HEARD
- VI. TOWN MANAGER'S REPORT
- VII. TOWN ATTORNEY'S REPORT
- VIII. POLICE CHIEF'S REPORT
- IX. REPORTS OF MAYOR AND COUNCIL
- X. UNFINISHED BUSINESS
- XI. NEW BUSINESS
 - A. EMPLOYEE SERVICE AWARD—CASEY ADAMS, 10 YEARS
 - B. CONSIDERATION OF APPOINTMENT OF TOM RICHARDSON TO LOCAL BOARD OF BUILDING CODE APPEALS, TERM TO EXPIRE 9/1/2026
 - C. CONSIDERATION OF REAPPOINTMENTS OF RUSSELL BURKHOLDER & ROBERT L WEBB TO ZONING BOARD OF APPEALS, TERMS TO EXPIRE JULY 25, 2029
 - D. APPOINTMENT OF STEVEN BOWMAN AS ZONING ADMINISTRATOR
 - E. CONSIDERATION OF PROPOSED FY 2023-24 BUDGET AMENDMENTS
 - F. CONSIDERATION OF APPROVAL OF PROPOSED FY 2024/25 BUDGET
 - G. CONSIDERATION OF FY 2024/2025 BUDGET APPROPRIATION RESOLUTION
 - H. BILL VOUCHER
 - I. APPOINTMENT OF VALERIE PADGETT AS CLERK OF COUNCIL, EFFECTIVE JULY 1, 2024
 - J. APPOINTMENT OF VALERIE PADGETT AS FOIA OFFICER TO REPLACE VICKIE YONCE
- XII. ADJOURNMENT

COMMONWEALTH OF VIRGINIA
TOWN OF HILLSVILLE

Hillsville Town Council met at Town Hall on Monday, June 24, 2024, at 7:00 P.M. for their regular semimonthly meeting.

COUNCIL:

Gregory N. "Greg" Crowder, Mayor
Ed Terry, Pine Creek, Absent
Greg Yonce, Laurel Fork
David Young, Pipers Gap
Barry Jessup, Sulphur Springs

Town Manager/Town Treasurer, LeAnna Surratt, Absent
Assistant to the Town Manager, Valerie Padgett
Town Attorney, Trent Crewe, Absent
Town Engineer/Building Official, Steve Bowman
Police Chief, Shannon Goad, Absent
Clerk of Council, Vickie Yonce

I. CALL TO ORDER—7:00 PM

Mayor Greg Crowder called the meeting to order at 7:00 p.m.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited in unison.

II. INVOCATION

Councilman David Young gave the invocation.

IV. APPROVAL OF MINUTES

A. June 10, 2024

On a motion by Barry Jessup and a second by David Young, Council moved to approve the minutes of June 10, 2024, as presented.

VOTE: Barry Jessup – Aye
Greg Yonce – Aye

Ed Terry – Absent
David Young – Aye

V. CITIZENS TO BE HEARD

There were no Citizens To Be Heard.

VI. TOWN MANAGER'S REPORT

Copies of the Town Manager's report were distributed prior to the meeting. Mrs. Surratt was absent from the meeting due to a TAV conference. In her absence, Assistant to the Town Manager Valerie Padgett expressed Mrs. Surratt's appreciation to outgoing Clerk of Council Vickie Yonce for her service, reviewed the schedule for the upcoming Independence Day celebration on Thursday, including an appearance from Senator Bill Stanley, expressed appreciation for the Senator's assistance in obtaining a \$50,000 community business launch grant for Hillsville, and stated that a request had been made to discuss changing the day for grand openings of new businesses due to scheduling conflicts with some members of Council.

VII. TOWN ATTORNEY'S REPORT

Town Attorney Trent Crewe was absent from the meeting.

VIII. POLICE CHIEF'S REPORT

Copies of the police report were distributed prior to the meeting. A copy is attached herewith and made a part of these minutes. Chief Goad was absent from the meeting.

IX. REPORTS OF MAYOR AND COUNCIL

Councilman Greg Yonce stated that he attended the Carroll Wellness Center's 20th year anniversary "Birthday Bash" the previous Saturday, which included a fundraiser for their proposed Restoration Clinic addition, and expressed his appreciation for the hard work and dedication from all town employees.

Councilman David Young stated that he was the person who had suggested changing the days for grand openings. Mayor Crowder suggested having them on Mondays prior to council meetings. It was discussed that the Twin County Chamber of Commerce usually scheduled them, so Mrs. Padgett stated that she would speak with them about it. Councilman Young stated that while he was getting signatures for his reelection campaign in November, he talked to several citizens who had voiced their concerns about Howlett Street needing more "Children At Play" signs, and more police patrols had been requested for both Howlett Street and Old Galax Pike. Councilman Young also expressed his appreciation to Mrs. Yonce for her service, extended his congratulations to incoming Council Clerk Valerie Padgett, and congratulated newly appointed Zoning Administrator Steve Bowman.

Councilman Barry Jessup expressed his appreciation to Mrs. Yonce for her service, to Mrs. Padgett for her willingness to accept additional duties, and extended Happy Birthday wishes to Mr. Bowman and Mrs. Padgett.

Mayor Crowder expressed his appreciation to Mrs. Yonce for her service, congratulated Mrs. Padgett, stated that the grant awarded to Hillsville with Senator Stanley's assistance was one of only three grants awarded to towns in Virginia, commended Mrs. Surratt, Mrs. Padgett, and Tourism Director Lauren Chitwood for their hard work, and commended all of the town employees for their hard work, particularly with the recently reduced staff in the maintenance/sanitation department.

X. UNFINISHED BUSINESS

There was no unfinished business.

XI. NEW BUSINESS

A. Employee Service Award—Casey Adams, 10 Years

Mayor Crowder recognized Casey Adams for ten years of dedicated service to the Town of Hillsville and presented him with a check and gifts. Mr. Adams expressed his appreciation to Town Council for the service awards program and for their support of the town departments.

B. Consideration Of Appointment Of Tom Richardson To Local Board Of Building Code Appeals, Term To Expire 9/1/2026

On a motion by Barry Jessup and a second by David Young, Council moved to approve the appointment of Tom Richardson to the Local Board of Building Code Appeals, term to expire September 1, 2026. A copy of the Board Members Listing is attached herewith and made a part of these minutes.

VOTE: Barry Jessup – Aye
Greg Yonce – Aye

Ed Terry – Absent
David Young – Aye

C. Consideration Of Reappointments Of Russell Burkholder & Robert L Webb To Zoning Board Of Appeals, Terms To Expire July 25, 2029

On a motion by Barry Jessup and a second by David Young, Council moved to approve the reappointments of Russell Burkholder and Robert L. Webb to the Zoning Board of Appeals, for the term July 25, 2024, to July 25, 2029, and authorized the Town Attorney Counsel to petition the Carroll County Circuit Court for approval of the reappointments. A copy of the Board Members Listing is attached herewith and made a part of these minutes.

VOTE: Barry Jessup – Aye
Greg Yonce – Aye

Ed Terry – Absent
David Young – Aye

D. Appointment Of Steven Bowman As Zoning Administrator

On a motion by David Young and a second by Greg Yonce, Council moved to approve the appointment of Steven Bowman as the Zoning Administrator, and authorized the Town Attorney Counsel to petition the Carroll County Circuit Court for approval of the appointment.

VOTE: Barry Jessup – Aye
Greg Yonce – Aye

Ed Terry – Absent
David Young – Aye

E. Consideration Of Proposed FY 2023-24 Budget Amendments

On a motion by Barry Jessup and a second by Greg Yonce, Council moved to approve the proposed FY 2023-24 Budget Amendments, as presented. A copy of the Budget Amendments is attached herewith and made a part of these minutes.

VOTE: Barry Jessup – Aye
Greg Yonce – Aye

Ed Terry – Absent
David Young – Aye

F. Consideration Of Approval Of Proposed FY 2024/25 Budget

On a motion by Barry Jessup and a second by David Young, Council moved to approve the proposed FY 2024/25 Budget, as presented.

VOTE: Barry Jessup – Aye
Greg Yonce – Aye

Ed Terry – Absent
David Young – Aye

G. Consideration Of FY 2024/2025 Budget Appropriation Resolution

On a motion by Barry Jessup and a second by Greg Yonce, Council moved to adopt the FY 2024/2025 Budget Appropriation Resolution, as presented. A copy of the Resolution is attached herewith and made a part of these minutes.

VOTE: Barry Jessup – Aye
Greg Yonce – Aye

Ed Terry – Absent
David Young – Aye

H. Bill Voucher

On a motion by Barry Jessup and a second by David Young, Council moved to approve the Bill Voucher, as presented. A copy of the Bill Voucher is attached herewith and made a part of these minutes.

VOTE: Barry Jessup – Aye
Greg Yonce – Aye

Ed Terry – Absent
David Young – Aye

I. Appointment Of Valerie Padgett As Clerk Of Council, Effective July 1, 2024

On a motion by Barry Jessup and a second by David Young, Council moved to approve the appointment of Valerie Padgett as Clerk of Council, effective July 1, 2024.

VOTE: Barry Jessup – Aye
Greg Yonce – Aye

Ed Terry – Absent
David Young – Aye

J. Appointment Of Valerie Padgett As FOIA Officer To Replace Vickie Yonce

On a motion by Barry Jessup and a second by David Young, Council moved to approve the appointment of Valerie Padgett as a FOIA officer to replace Vickie Yonce, effective immediately.

VOTE: Barry Jessup – Aye
Greg Yonce – Aye

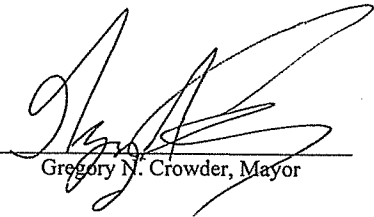
Ed Terry – Absent
David Young – Aye

XII. ADJOURNMENT

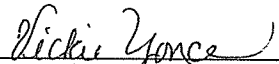
On a motion by Barry Jessup and a second by David Young, the meeting was adjourned at 7:18 p.m.

VOTE: Barry Jessup – Aye
Greg Yonce – Aye

Ed Terry – Absent
David Young – Aye



Gregory N. Crowder, Mayor



Vickie Yonce, Clerk of Council

**Town Council Meeting
June 24, 2024
Law Enforcement Activity Numbers**

Hillsville Police Department

June 1, 2024 to June 15, 2024

| Activity | Totals |
|---|--------|
| Assist Motorists | 3 |
| Assist County | 8 |
| Assist Fire Department | 1 |
| Assist EMS | 7 |
| Assist Other Departments | 5 |
| Assist HPD Officers | 23 |
| Custody Orders | 3 |
| Detention Orders | 1 |
| Protective Orders | 2 |
| Criminal Investigations | 1 |
| Domestic Complaints | 4 |
| Accident Investigations | 5 |
| Follow-Up Investigations | 4 |
| Warrants Obtained | 3 |
| Warrants Served | 5 |
| Business Checks | 534 |
| House Checks | 0 |
| Welfare Checks | 14 |
| Community Engagement | 173 |
| Foot Patrols | 6 |
| Escorts | 6 |
| Service Calls (Other) | 98 |
| False Calls/Unfounded | 9 |
| DUI - Alcohol Arrests | 0 |
| DUI - Drugs Arrests | 0 |
| Drunk in Public Arrests | 2 |
| Criminal Arrests - Traffic Stop | 0 |
| Criminal Arrests - Non-Traffic | 4 |
| Field Sobriety Tests | 0 |
| Uniform Summons - Speeding | 241 |
| Uniform Summons - Reckless Driving | 15 |
| Uniform Summons - Safety Belts | 1 |
| Uniform Summons - Child Safety Seats | 1 |
| Uniform Summons - Fail to Move Over | 2 |
| Uniform Summons - Hands Free Violations | 2 |
| Uniform Summons - Other Traffic | 20 |
| Magistrate Summons (Non-Uniform) | 1 |
| Warnings - Traffic Stop | 15 |
| Uniform Summons - Unsecured Trash | 0 |
| Uniform Summons - Littering | 0 |
| Warnings - Unsecured Trash | 0 |
| Vehicles Observed (Carrying Trash) | 29 |

2023/2024 BUDGET ADJUSTMENTS

Presented June 24, 2024

GENERAL FUND

| EXPENSES | | | REVENUES | | |
|---------------------------------------|---|--|--|----------------------|--|
| Department | Description | Amount | Description | Amount | |
| ADMINISTRATION | 10-4102-7858 CHRISTMAS TREE LIGHTING | \$12,350 | 10-3011-0401 CURRENT TAXES - REAL | \$33,200 | |
| | 10-4102-1612 SALARIES & WAGES PT | \$1,095 | 10-3013-0404 CURRENT TAXES-PERSONAL | \$25,150 | |
| | 10-4102-7854 ECONOMIC DEV COMMITTEE | \$6,162.00 | 10-3022-0414 INTOWN MEALS TAX | \$200,000 | |
| | 10-4102-7850 CONTINGENCY FUND | \$4,753 | 10-3023-0414 BUSINESS LICENSES | \$35,925 | |
| | 10-4102-1610 SALARIES | \$12,760.00 | 10-3041-0436 COURT FINES & FORFEITURES | \$554,200 | |
| | 10-4102-4642 TELEPHONE | \$1,000.00 | | | |
| | 10-4102-4671 TRAVEL - CONV EDUCATION | \$892.00 | | | |
| | 10-4102-4675 DUES & ASSOC MEMBERSHIPS | (\$421.00) | | | |
| | 10-4102-7851 FLEA MARKET/GUN SHOW COMM | (\$3,894.00) | | | |
| | 10-4102-7855 SAFE HALLOWEEN | (\$825.00) | | | |
| | 10-4102-7860 RECREATION/TOURISM COMM | (\$876.00) | | | |
| | 10-4102-7864 BEAUTIFICATION COMMITTEE SPON. | \$3,254.00 | | | |
| | TOWN OFFICE | 10-4434-2000 CAPITAL - OFFICE BUILDING | \$26,825.00 | | |
| | | 10-4434-3629 MAINTENANCE CONTRACTS | \$5,197.00 | | |
| | | 10-4434-4639 ELECTRICAL SERVICE - APTS | \$1,000.00 | | |
| | | 10-4434-4658 REPAIRS & MAINT.-SUPPLIES | \$7,800.00 | | |
| | | 10-4434-6002 FURNITURE & FIXTURES | \$510.00 | | |
| BUILDING INSP/ENGINEER | 10-4103-4671 TRAVEL - CONV & EDUCATION | \$180 | | | |
| | 10-4103-4675 DUES & ASSOC MEMBERSHIPS | \$24.00 | | | |
| | 10-4103-2622 WORKERS COMPENSATION | \$896.00 | | | |
| | 10-4103-4642 TELEPHONE - CELL | \$107.00 | | | |
| | 10-4103-4659 VEH & PWRD EQUIP SUPPLIES | (\$280.00) | | | |
| | 10-4104-3626 PROFESSIONAL SERVICES | (\$4,000.00) | | | |
| LEGAL | 10-4105-1611 SALARIES & WAGES FT | \$48,600.00 | | | |
| | 10-4105-1612 SALARIES & WAGES PT | (\$48,600.00) | | | |
| FARMERS MARKET | 10-4105-2619 HEALTH INSURANCE | \$3,553.00 | | | |
| | 10-4105-2662 WORKERS COMPENSATION | \$609.00 | | | |
| | 10-4105-4635 FM ELECTRICAL EXPENSE | \$486.00 | | | |
| | 10-4105-4654 SUPPLIES | \$61.00 | | | |
| | 10-4105-4670 TRAVEL - MEALS & LODGING | \$549.00 | | | |
| | 10-4105-6008 CAPITAL IMPROVEMENTS | \$62,905.00 | | | |
| | 10-4107-7866 VTC GRANT | \$17,318.00 | | | |
| | DMO | 10-4108-4671 TRAVEL - CONV. & EDUC. | (\$137.00) | | |
| | | 10-4108-4675 DUES & ASSOC MEMBERSHIP | \$95.00 | | |
| | TREASURER | 10-4116-0404 DMV STOP EXPENSE | \$575.00 | | |
| 10-4116-3626 PROFESSIONAL SERVICES | | (\$300.00) | | | |
| 10-4116-3628 REPAIRS & MAINT.(MINOR) | | (\$200.00) | | | |
| 10-4116-3629 MAINT. SERVICE CONTRACTS | | (\$1,032.00) | | | |
| 10-4116-7992 COMPUTER CAPITAL RESERVE | | (\$980.00) | | | |
| | | | | | |
| LAW ENFORCEMENT | 10-4320-1611 SALARIES & WAGES FT | (\$5,000.00) | | | |
| | 10-4320-1612 SALARIES & WAGES PT | \$25,175.00 | | | |
| | 10-4320-1616 TRAFFIC SAFETY OVERTIME | \$225,000.00 | | | |
| | 10-4320-1610 SALARIES - SUPERVISOR | \$8,000.00 | | | |
| | 10-4320-1614 SALARIES & WAGES OT | \$220,000.00 | | | |
| | 10-4320-1617 HIDTA ENFORCEMENT OT | \$8,000.00 | | | |
| | 10-4320-2617 FICA | \$15,000.00 | | | |
| | 10-4320-2620 GROUP LIFE INS. - VRS | \$8,000.00 | | | |
| | 10-4320-3626 DISPATCHER STIPEND | \$11,000.00 | | | |
| | 10-4320-4635 ELECTRICAL SERVICES | \$1,000.00 | | | |
| | 10-4320-4659 VEH.& POWER EQUIP. SUPPLY | \$45,270.00 | | | |
| | 10-4320-4660 POLICE SUPPLIES | \$4,657.00 | | | |
| | 10-4320-7850 CONTINGENCY FUNDS | \$11,000.00 | | | |
| | PUBLIC WORKS | 10-4424-6014 OTHER GRANT EXPENSE | \$52,443.00 | | |
| | | 10-4424-6024 PLAYGROUND @ CWC | \$2,798.00 | | |
| | | 10-4424-7850 CONTINGENCY FUNDS | \$24,785.00 | | |
| | HWYS STRS. BRIDGE | 10-4426-6010 ANTI-LITTER SUPPLIES | \$10,107.00 | | |
| MISCELLANEOUS | 10-4910-0488 DOWNTOWN PLANNING GRANT DHCD | \$19,125.00 | | | |
| | 10-4910-7800 INSURANCE | \$2,144 | | | |
| | 10-4910-7994 BANK SERVICE FEES | \$313.00 | | | |
| | 10-4910-7995 CREDIT CARD FEE | (\$2,400.00) | | | |
| | 10-4910-7998 RESERVE FOR CONTINGENCIES | \$4,047.00 | | | |
| | | \$848,475.00 | | \$ 848,475.00 | |

WATER FUND

| EXPENSES | |
|--|----------------------|
| 20-6060-6006 WATER LINE CAPITAL IMPROVEMENTS di: | \$116,700.00 |
| 20-6070-4659 VEH & PWR EQUIP SUPPLIES | \$192,000.00 |
| 20-6070-8023 MOUNT ROGERS PDC GRANT EXPENSE | \$20,000.00 |
| 20-6070-2619 HEALTH INSURANCE | (\$18,000.00) |
| | \$ 310,700.00 |

| REVENUES | |
|------------------------------------|---------------------|
| 20-5000-0020 MISC. INCOME (DETAIL) | \$176,200.00 |
| 20-5000-0003 CONNECTION FEES | (\$100.00) |
| 20-5000-0001 SERVICE FEES | \$55,000.00 |
| 20-5000-1000 TRANSFER | \$79,600.00 |
| | \$310,700.00 |

SEWER FUND

| EXPENSES | |
|---|----------------------|
| 30-8060-0035 MRPDC GRANT EXPENSE | \$25,120 |
| 30-8060-0037 2020 I&I PROJECT WITH HP &RD | \$860,800.00 |
| 30-8070-3635 VPDES PERMIT RENEWAL | \$9,128.00 |
| 30-8070-7804 DEBT RETIREMENT-PRINCIPAL | \$4,300.00 |
| 30-8070-7805 DEBT RETIREMENT-INTEREST | \$350.00 |
| | \$ 899,698.00 |

| REVENUES | |
|-----------------------------------|---------------------|
| 30-7000-0001 SERVICE FEES | \$8,898.00 |
| 30-7000-0035 MRPDC GRANT PROCEEDS | \$20,000.00 |
| 30-7000-0032 | \$860,800 |
| | \$889,698.00 |

APPROPRIATION RESOLUTION
FY 2024/2025 Budget

WHEREAS, the Town Council of the Town of Hillsville has received, reviewed, and changed as necessary a proposed budget presented to them by the Town Manager, and

WHEREAS, the Town Council has appropriately advertised and conducted a public hearing on the proposed budget, and

WHEREAS, Council is legally obligated to appropriate funds for the operations of the Town for FY 2024/2025.

THEREFORE BE IT RESOLVED, that said Council charges the Town Manager with the execution of this budget as approved and according to all applicable Town and/or State and Federal policies.

This the 24th day of June, 2024.

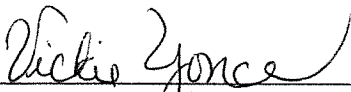
The Hillsville Town Council by a vote of 3 for and 0 against has approved the appropriation of the revenues and expenses as described by the budget document attached and made part of this resolution.

Voting Yes:

Greg Yonce, Laurel Fork District
David Young, Pipers Gap District
Barry Jessup, Sulphur Springs District

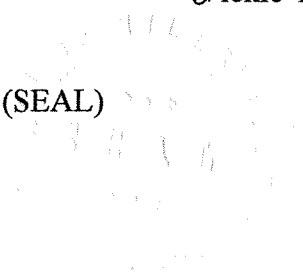
Voting No:

Ed Terry, Vice Mayor, Pine Creek District - ABSENT



Vickie Yonce, Clerk

(SEAL)



MOTION FOR ZONING ADMINISTRATOR

(Designated New Business item):

Make a motion to appoint Steven Bowman as the Zoning Administrator and authorize the Town Attorney Counsel to petition the Carroll County Circuit Court for approval of the appointment.

ZONING BOARD OF APPEALS

6/24/2024

| NAME & ADDRESS | MAGISTERIAL DISTRICT | EXPIRATION DATE |
|---|----------------------|-----------------|
| Darrell Fowler 1113 Childress St. Hillsville, VA 24343 (H) 728-7304 | Sulphur Springs | July 25, 2026 |
| Mark Irvin 150 Jett St. Hillsville, VA 24343 (C) 733-7952 | Sulphur Springs | July 25, 2027 |
| Jennifer Sowers 142 S. Main St. Hillsville, VA 24343 (H) 728-9938 (C) 728-6765 | At Large | July 25, 2027 |
| Bill Jessup P.O. Box 735 Hillsville, VA 24343 (H) 733-8043 | At Large | July 25, 2027 |
| Ed Naff 763 Bohon Street Hillsville, VA 24343 728-7083 | Laurel Fork | July 25, 2028 |
| Russell Burkholder 94 Highland Park Drive Hillsville, VA 24343 728-2043 | Laurel Fork | July 25, 2029 |
| Robert L Webb 1117 Evergreen St. Hillsville, VA 24343 233-8150 | Pine Creek | July 25, 2029 |
| Steven Bowman P.O. Box 545 Hillsville, VA 24343 (W) 728-2128 | Zoning Administrator | |

Each member appointed for a (5) year term.

MOTION FOR ZONING BOARD OF APPEALS MEMBERS:

(Designated New Business item):

Make a motion to reappoint Russell Burkholder and Robert L. Webb to the Zoning Board of Appeals for the term July 25, 2024, to July 25, 2029, and authorize the Town Attorney Counsel to petition the Carroll County Circuit Court for approval of the appointments.

LOCAL BOARD OF BUILDING CODE APPEALS
6/24/24

| NAME & ADDRESS | EXPIRATION DATE |
|---|-------------------|
| Dennis Ward 320 Archa Street Hillsville, VA 24343 | September 1, 2024 |
| Yancey Powers 306 North Main Street Hillsville, VA 24343 | September 1, 2024 |
| Martha Crowder 827 Pine Street Hillsville, VA 24343 | September 1, 2025 |
| Tony Mullins 544 Dogwood Drive Hillsville, VA 24343 | September 1, 2025 |
| Tom Richardson 5748 Sylvatus Highway Hillsville, VA 24343 | September 1, 2026 |