

**TOWN OF CHARLOTTE COURT HOUSE  
REGULAR COUNCIL MEETING MINUTES  
Tuesday January 19, 2021 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Tuesday, January 19, 2021, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Andrews, Haskins, Ramsey and Braxton were present. Council Member Arbogast was absent. Council Member Andrews motioned to approve the agenda as presented. The motion was seconded and carried by voice vote: 4 ayes, 0 nays. Council Member Haskins motioned to approve the November & December 2019 minutes as presented. The motion was seconded and carried by voice vote: 4 ayes and 0 nays. Council Member Andrews motioned to approve the November & December financial statements as presented. The motion was seconded and carried by voice vote: 4 ayes and 0 nays.

**Citizen Comments** None

**Council Member Appointment** Mayor Watkins stated that the Council seat vacated by Julia Kurdt was advertised and that a letter of interest was submitted by Laurie Michaelson. Council Member Andrews motioned to appoint Laurie Michaelson to fill the vacant Council seat until the term expires in December 2022. The motion was seconded by Council Member Haskins and carried by voice vote: 4 ayes, 0 nays.

**Planning Commission Appointment** Council Member Ramsey stated that Andy Carwile's term on the Planning Commission recently expired and that he has agreed to serve another term. Council Member Ramsey motioned to reappoint Andy Carwile to serve another four-year term on the Planning Commission, from January 2021 through January 2025. The motion was seconded by Council Member Andrews and carried by voice vote: 4 ayes, 0 nays.

**Resolution of Appreciation for Julia Kurdt** Mayor Watkins stated that the Town recognizes the service of former Council Members by passing resolutions in their honor. Council Member Andrews motioned to approve a resolution recognizing Julia Kurdt for her service on the Town Council. The motion was seconded by Council Member Haskins and carried by voice vote: 4 ayes, 0 nays.

**CARES Act Funds** Mayor Watkins stated that the Town has received 2 rounds of funding and that an unspent balance of \$27,054.53 was returned to the County; however, the funds are still available for the Town's use. Council Member Andrews asked if upgrading water meters was still being considered. Council Member Ramsey stated that he has reservations about whether upgrading water meters would qualify. He stated that the Town held a public hearing in November about amending the budget to incorporate the CARES Act funding, but neglected to vote on the matter and appropriate the funds. Council Member Ramsey motioned to amend the FY20-21 budget to incorporate \$89,864.00 in the "grant revenue" and "grant expense" categories of the general fund. The motion was seconded by Council Member Andrews and carried by voice vote 4 ayes, 0 nays. Council Member Ramsey motioned to appropriate the CARES Act funds as presented. The motion was seconded by Council Member Braxton and carried by voice vote: 5 ayes, 0 nays.

**Water Operator Report**

- December 2020 Bacteriological Samples were collected on 12/09/2020 at 205 LeGrande Ave and 350 George Washington Hwy. Both samples were absent for Total Coliform and E Coli.
- January 2021 Bacteriological Samples were collected on 01/05/2021 at 555 LeGrande Ave and 270 David Bruce Ave. Both samples were absent for Total Coliform and E Coli.
- Nitrate/Nitrite compliance samples were collected 12/09/2020 on Well 3, Well 4, Well 5, and Well 7. All results were well below the allowable regulatory requirements.
- Samples Monitoring Service repaired a 2" line in front of the CCPS Technology Building on Evergreen Rd.

**Water Operator Report** (continued)

- The Green Sand Filters at Well #7 are still operating properly.
- The water system is in operation and operating efficiently
- Clay is currently putting the finishing touches on the GIS mapping program.

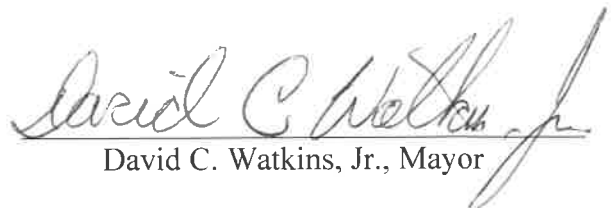
**Planning Commission Report** Council Member Ramsey reported that the Planning Commission still meets regularly. He stated that he is hopeful that zoning ordinance will be completed by April 2021.

**Committee Reports** Personnel Committee – Council Member Andrews reported that Stephanie Atwood has resigned for medical reasons. She stated that former Keysville Clerk, Sharon Layne, is available and willing to assist at the Town office. Council Member Andrews motioned to hire Sharon Layne part-time to assist at the Town office up to twenty hours per week. The motion was seconded by Council Member Haskins and carried by voice vote: 4 ayes, 0 nays. Grounds, Streets & Lights – Council Member Andrews reported that regarding law enforcement assistance, she has not heard back from Sheriff Freeman and that she still would like to install speed signs. Regarding enforcing the upkeep of blighted properties, Council Member Andrews stated that she was advised that the Zoning Administrator could assist. Council Member Ramsey stated that the current Zoning Administrator has stated that blighted properties are not a zoning issue and that there is a procedure to follow to address them. Mr. Ramsey suggested consulting the Town attorney for advice. Council Member Andrews expressed gratitude to the Charlotte C.H. Volunteer Fire Dept. for their assistance with hanging wreathes on the light poles over the holidays. Water Committee – Council Member Ramsey stated that a draft RFP was supplied by Hurt & Proffitt for water tank maintenance. He stated that Bobby McAvoy has advised that U.S. Cellular is hesitating on installing an antenna on the Moses Dr. water tank, and that the contract runs out in April.

**Clerk's Report** Karen Price reported that work on Town tax bills is progressing. She stated that the auditor is working on the FY19-20 audit. She stated that a convenience fee will need to be set for credit and/or debit card transactions. Discussion followed regarding whether or not the bank could accept electronic payments on behalf of the Town, and whether an ordinance must be passed prior to establishing a convenience fee.

**Council Comments** None

With no further business the meeting was adjourned.



David C. Watkins, Jr., Mayor

ATTEST:

---

Karen K. Price, Clerk of Council