

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday June 19, 2017 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, June 19, 2017, at 7:00 pm. Mayor Walker called the meeting to order. Council Members Andrews, Kurdt, Jones, Walker & Watkins were present. Council Member Hankins was absent. Council Member Andrews motioned to approve the agenda as presented. The motion was seconded and carried by voice vote: 5 ayes, 0 nays. Council Member Kurdt motioned to approve the May 15, 2017 public hearing and regular meeting minutes as presented. The motion was seconded and carried by voice vote: 5 ayes and 0 nays. Council Member Kurdt motioned to approve the financial statement as presented. The motion was seconded and carried by voice vote: 5 ayes and 0 nays.

Citizen Comments Fire Chief Chris Russell stated that the construction of the new fire house is progressing and that the electrician is almost finished. He stated that brick for the exterior has been delivered and that a storm drain will be installed underground that will run behind the building. Chris reported that the VFD used 1,900 gallons of water to fight a structure fire. He stated that the hydrant in front of the florist shop has been repaired. In response to a question, Chris stated that hydrants usually get flushed on Memorial Day and Veteran's Day each year. Council Member Jones asked if any fundraisers are planned, and stated that events held in honor of or in memory of someone seem to do well.

Glerin Agreement for Website Maintenance Mayor Walker stated that Glerin has three plans available for variable levels website maintenance. Council Member Watkins motioned to contract with Glerin for three months at the \$199.00 level, then switch to the lower \$125.00 level for nine months; and to contact local businesses about the potential for advertising on the Town's website. The motion was seconded by Council Member Walker and carried by voice vote: 5 ayes, 0 nays.

Commonwealth Regional Council (CRC) Agreement to Provide Assistance with Evergreen Road Sidewalk Project Andre Gilliam of the CRC stated that he would serve as project manager for the project. He stated that the project will be funded on a reimbursement basis, so the Town would need to be prepared to pay invoices and then submit them to VDOT for reimbursement. Andre stated that VDOT's fee is estimated to be \$10,000; but it could end up higher or lower. In response to a question, Andre stated that the Town is not obligated to accept the lowest bid if it is from a contractor that the Town has a history with. Council Member Andrews motioned to approve the CRC agreement. The motion was seconded by Council Member Watkins and carried by voice vote: 5 ayes, 0 nays.

Approval of FY 2017-2018 Budget Mayor Walker stated that due to the absence of a Council Member, the vote on the budget must be postponed. He then called a meeting to be held in one week, on Monday, June 26th at 7:00 pm to approve the new budget.

Appropriation of FY 2017-2018 Budget Funds Postponed.

Proposed Broadband Tower Location Council Member Jones asked if Mid-Atlantic Broadband Company had been in touch with Synapsys, stating that assurance is needed that the new tower location won't interfere with the radio system.

Water / Maintenance Report Written report attached.

Comprehensive Plan Update Terry Ramsey distributed a draft timeline for completion and publication of the Comprehensive Plan. He stated that Andy Carwile and Karen Price will contact the CRC regarding the creation of a zoning map. Terry stated that he was glad that the Town was contracting to have the website maintained and that it is necessary to have as much information as possible posted to it. Regarding the VDOT sidewalk grant, Terry stated that it is necessary to appropriate the funds before the contract is signed.

Committee Reports Personnel Committee – Council Member Andrews reported that the committee met twice, and held interviews for the water operator position. Three candidates were interviewed, one of whom is already licensed. Ms. Andrews stated that Mayor Walker addressed the Phenix Town Council to suggest the possibility of

co-employing a water operator. Mayor Walker reported that he advised the Phenix Council members that Charlotte Court House does not need a full-time water operator and proposed that the towns could share an operator. He offered a scenario where 30 hours per week would be devoted to CCH and 10 per week to Phenix; and suggested splitting the salary with CCH paying two thirds and Phenix, one third. Mayor Walker stated that no immediate response was given, but that the Town office received an email from Phenix the following day requesting further discussion of the proposal. Ms. Andrews reported that Karen Price has requested permission from the Council to share the Clerk/Treasurer position with Stephanie Atwood. Council Member Andrews motioned to allow Karen Price and Stephanie Atwood to share the Clerk/Treasurer position and budgeted salary. The motion was seconded by Council Member Kurdt and carried by voice vote: 5 ayes, 0 nays. Following discussion, Council Member Jones motioned to increase Dawn Watson's hourly wage from \$15.50 per hour to \$18.00 per hour. The motion was seconded by Council Member Andrews and carried by voice vote: 5 ayes, 0 nays. Building, Grounds, Streets & Lights – Council Andrews reported that Special K Enterprises signed a grass cutting contract. Ms. Andrews expressed concern that Town ordinances need to be enforced, stating that Town citizen's cat was killed by an unrestrained dog. Ms. Andrews stated that the Council needs to think about what to do with the Municipal building after the fire department moves to their new location. Mayor Walker stated that he knows someone who is interested in purchasing the property.

Clerk's Report Karen Price stated that a request had been made to install a "little free library" box somewhere within the Town and asked for Council to respond. Following discussion there was consensus to allow the project, but to require that the requestor be responsible for choosing a location and getting permission from the property owner to install the box. Ms. Price reported that the FY15-16 audit has been completed and is available for review.

Council Comment None.

With no further business, Council Member Watkins motioned that the meeting adjourn. The motion was seconded and carried by voice vote: 5 ayes and 0 nays.

Stephen D. Walker, Mayor

ATTEST:

Karen K. Price, Clerk of Council