

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Tuesday February 19, 2019 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Tuesday, February 19, 2019, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Andrews, Arbogast, Braxton, Haskins, Kurdt, and Ramsey were present. Council Member Kurdt motioned to approve the agenda as presented. The motion was seconded and carried by voice vote: 6 ayes, 0 nays. Council Member Haskins motioned to approve the January 22, 2019 regular meeting minutes as presented. The motion was seconded and carried by voice vote: 6 ayes and 0 nays. Council Member Ramsey motioned to approve the financial statement as presented. The motion was seconded and carried by voice vote: 6 ayes and 0 nays.

Citizen Comments Bobby Howard requested that the Town Council consider hiring a Town Sergeant. He expressed concern for the children that live on Patrick Henry Ave. as the volume of traffic has increased. Mr. Howard reported that Patrick Henry Ave is used as a ‘cut-thru’ road that allows people to bypass driving through the center of Town. In addition to a higher volume of traffic, speeding and reckless driving are also concerns for the residents of Patrick Henry Ave. Mr. Howard stated that such problems were kept to a minimum when the Town was using Officer Tommy Galbreath to help enforce traffic laws.

Amendment to Water Fund Budget Council Member Ramsey motioned to amend the General Fund budget by reducing Insurance Refund Expenditure by \$40,000 and increasing Transfer to the Water Fund by this same amount; and to approve the transfer of \$15,000 from the General Fund to the Water Fund; and to amend the Water Fund Budget by increasing Revenue Transfer from the General Fund by \$40,000, and to increase equipment expenses by this same amount; and to appropriate \$15,000 in the water fund for equipment expenses. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes and 0 nays.

Procurement of Stand-by Generator for Well #7 Council Member Ramsey reported that bids were received from Hickey Electric Heating & Air and Wooldridge Heating Air & Electrical. It was the recommendation of the Water Committee to accept the proposal from Wooldridge and to additionally enter into a maintenance agreement with them. Council Member Arbogast motioned to accept the proposal from Wooldridge. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes and 0 nays.

Water Operator Report Donte Hatcher reported that all water test results were good and no major issues have arisen. He reported that Betty Green from Virginia Rural Water Assoc. was assisting him in acquiring books needed to study for the operator licensing exam. Donte requested authorization to purchase a drum dolly. Mayor Watkins advised that Donte get some price quotes and report back to Council.

Evergreen Road Sidewalk Project Melody Foster reported that at a recent sidewalk project meeting, Town Attorney, Gary Elder advised that one of the properties involved is an “heir” property and that the Town would need to wait for VDOT approval before moving forward with easement acquisition. She stated that the attorney could continue with title searches, but must refrain from contacting property owners for easements. Melody stated that when complications cause a project to grow in size and expense, VDOT will try to secure additional funding from other projects that have leftover funds. After further discussion, it was determined that another meeting with VDOT was necessary.

U.S. Cellular Lease Approval Council Member Braxton questioned how the Town would benefit by approving the U.S. Cellular lease, other than receiving revenue. Mr. Braxton also expressed concern that the proposed lease seemed to only benefit U.S. Cellular and did not provide protection for the Town as written. Following discussion, there was consensus that a committee be formed to review and recommend revisions to the contract language. Mayor Watkins requested that Bobby McAvoy of Precision Cell be present for the next Council meeting to advise and answer questions. Further discussion of the proposed

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lease was tabled until the next meeting.

Southside Virginia Fruit & Vegetable Producers Association (SVFVPA) Council Member Ramsey stated that he was able to create a sample lease agreement for use with the SVFVPA. He stated that the rear of the building would have to be a shared space. Following discussion, Council Member Braxton requested that the Buildings and Grounds Committee hold a meeting with the Water Operator, Fire Chief, and SVFVPA members to get a better understanding of how best to allocate space. Mr. Ramsey reported that base rent would be \$300.00 per month and would include water. He stated that the propane heaters should be cut off since the SVFVPA only requires that the area stay above freezing. Council Member Kurdt stated that a security deposit of one month's rent should be collected.

Planning Commission Report Terry Ramsey reported that the Planning Commission meets twice per month and is currently working on the portion of the zoning ordinance that regulates signs. The Planning Commission intends to amend the current language in the Zoning Ordinance to prohibit posters and other advertisements for cigarettes, the lottery, and soft drinks as seen at local convenience stores in Town.

Committee Reports Grounds, Streets & Lights – Council Member Andrews confirmed that Chris McCarty would continue the grass contract. Mrs. Andrews reported that Codey Brooks, Town Sergeant for Drakes Branch, would be unable to also assist Charlotte Court House at this time. Other options were discussed, including obtaining a solar powered radar speed sign and the possibility of contracting with a local deputy at the Sheriff's Department. Mrs. Andrews stated that she would reach out to the Sheriff's Department for more information. Financial Committee – Council Member Ramsey reported that the annual audit was conducted last week by a partner in the firm Creedle, Jones, & Alga. The auditor recommended that bank statements and reconciliation documents be reviewed on a quarterly basis. Mr. Ramsey then requested that the Financial Committee schedule to meet before the next Council meeting. By consensus the meeting will be on March 18th at 6:15pm.

Clerk's Report Stephanie Atwood reported that there were no new business license or zoning applications. Mrs. Atwood stated that Real Estate and Personal Property tax bills were mailed on February 1, 2019 and are due March 5, 2019 and tax payments were already being received.

Council Comments No comments.

Closed Session Council Member Kurdt motioned to convene in closed session to discuss Town employee personnel matters as permitted under Virginia Code Section 2.2-3711.A.1 Discussion or consideration of performance evaluation or job assignments of specific appointees or employees where such evaluation will necessarily involve discussion of the performance of specific individuals. The motion was seconded and carried with a voice vote of 6 ayes and 0 nays. The public meeting reconvened. The following resolution was read by Council Member Kurdt, and adopted by roll call vote, Arbogast, aye; Andrews, aye; Braxton, aye; Kurdt, aye; Haskins, aye; Ramsey, aye: Whereas, the Town of Charlotte Court House has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and Whereas, Virginia Code Section 2.2-3712 requires a certification by the Town of Charlotte Court House Town Council that such closed meeting was conducted in conformity with the Virginia law; Now, therefore, be it resolved that the Town of Charlotte Court House Town Council hereby to the best of each member's knowledge certify that (i) only public business matters lawfully exempted from open meeting requirements under Virginia law and (ii) only such public business matters as were identified in the motion by which the closed meeting was

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convened were heard, discussed or considered in the meeting by the Town of Charlotte Court House Town Council.

With no further business, Council Member Andrews motioned that the meeting adjourn. The motion was seconded and carried by voice vote: 6 ayes and 0 nays.

ATTEST:

David C. Watkins Mayor

Stephanie K. Atwood, Clerk of Council