

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday April 15, 2019 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, April 15, 2019, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Andrews, Arbogast, Braxton, and Ramsey were present. Council Members Haskins and Kurdt were absent. Council Member Ramsey motioned to amend the agenda to include "Town Tax Adjustment due to Re-Assessments." The motion was seconded and carried by voice vote: 4 ayes, 0 nays. The amended agenda was approved by consensus. Council Member Andrews motioned to approve the March 18, 2019 regular meeting minutes as presented. The motion was seconded and carried by voice vote: 4 ayes and 0 nays. Council Member Arbogast motioned to approve the financial statement as presented. The motion was seconded and carried by voice vote: 4 ayes and 0 nays.

Citizen Comments None

Water Operator Report Donte Hatcher reported that all water samples tested good and had no major water issues have arisen. He stated that he fixed a small leak at a meter. Donte stated that while away at class he was alerted by Council Member Ramsey that the court house tank level was low. He stated that the SCADA system has been out of commission since he started in the job. Donte stated that he is waiting to receive approval to take the water operator exam.

U.S. Cellular Lease Approval Bobby McAvoy outlined his experience in the cell communications industry and efforts made to date on behalf of the Town in working with U.S. Cellular (USC) to draft an agreement to install an antenna(s) on a Town water tower. He explained why USC needed additional antennas, stating that they were trying to add capacity and that their goal was to have sites activated by August of the year 2020. Mr. McAvoy relayed the following additional information: the contract would renew every five years and the Town will receive \$13,400 per year; the contract includes a ten percent escalator at each five-year renewal, which could be changed to two percent annual escalator; USC must give notice 365 days prior to terminating the agreement. In response to a question Mr. McAvoy stated he would research and submit to the Town the differences between the original agreement offered by USC and the current one. He stated that following approval of the agreement there will be zoning and legal processes to go through. Responding to additional concerns raised Mr. McAvoy pointed out language in the proposed agreement addressing Town approval of construction plans and site restoration by USC upon termination of the contract. Council Member Arbogast motioned to approve the Deed of Tower and Ground Space Lease between the Town of Charlotte Court House and USCOC of Virginia, RSA#3 with the change from the ten percent (10%) escalation in rent every five years to a two percent (2%) annual rent escalation; and with site restoration language included; and with the understanding that a POD is to be used. The motion was seconded by Council Member Braxton and carried by roll call vote: Arbogast, aye; Braxton, aye; Andrews, aye; Ramsey, Nay.

Evergreen Road Sidewalk Project Mayor Watkins stated that the Commonwealth Regional Council's (CRC) contract would expire in June and that an amendment to the contract was needed to enable the CRC to continue assisting the Town with the Evergreen Road sidewalk project. The proposed amendment would extend the original agreement for six months for a fee of \$6,000.00. Council Member Andrews motioned to approve the CRC amendment to their contract as presented. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes, 0 nays.

Planning Commission Report Council Member Ramsey reported that they continue to meet twice per month, with Robert Hendrick often in attendance. He reported that the addition of a fence with barbed wire to an area in the limited residential district caused concern that its intended use was to corral livestock, which is not permitted in that district. A letter was sent to the property owner from the Town office, that

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explained the zoning restriction regarding livestock. Council Member Ramsey reiterated the need for the Town to have a Board of Zoning Appeals, which is a state requirement.

Tax Adjustment due to County Reassessments Council Member Ramsey reported that the County has estimated that reassessments will cause a revenue increase of four percent and since State law requires that a public hearing be held a minimum of 30 days prior to implementing an increase over one percent, the Town will need to schedule one. Council Member Ramsey motioned to advertise the required public hearing, and to keep the current tax rate in place, and for the Mayor to work with the Clerk to determine the amount of increase in revenue expected, and to determine whether the public hearing for the tax adjustments can be held on the same day as the public hearing for the new budget. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes, 0 nays.

Policy for Adding Items to the Agenda Council Member Arbogast asked if the Town had a policy for adding items to the agenda and whether the Town uses Roberts rules of Order. He stated that some issues could be handled in committees and not directly added to the Council meeting agenda. He stated that there should be checks and balances in place to guide the process.

Committee Reports Grounds, Streets & Lights – Council Member Andrews stated that she is still pursuing hiring a Town sergeant. She stated that the Weed Ordinance is in effect from April 15 through October 15. Financial Committee – Council Member Ramsey stated that he would like the Town to move more money into the Local Government Investment Pool (LGIP), and felt that it was not necessary to keep more than \$50,000.00 in the checking account. Council Member Ramsey motioned to authorize the Mayor to transfer additional funds into the LGIP. The motion was seconded by Council Member Arbogast and carried by voice vote: 4 ayes, 0 nays. A Financial Committee meeting was set for May 7th at 6:30pm to continue work on the FY 19-20 budget.

Clerk's Report Karen Price reported that two new business licenses were approved for Devin Ratcliff who has a cleaning service and for ESITECH, Inc. an electrical contractor. She reported that a check in the amount of \$600.00 for a month's rent plus security deposit was received from the Southside Virginia Fruit & Vegetable Producers Assoc. Karen stated that FOIA training will be held in Farmville on April 30th and the deadline to RSVP is April 23rd.

Council Comments Council Member Ramsey stated that large trucks have been parking in the Municipal Building lot and using it as a place to turn around causing undue wear and tear to the pavement. Mayor Watkins stated the need to check the property lines.

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.

David C. Watkins Mayor

ATTEST:

Stephanie K. Atwood, Clerk of Council