

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday October 21, 2013 7:30pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, October 21, 2013, at 7:30 pm. Mayor Walker called the meeting to order. Council Members Andrews, Watkins, Jones, and Haskins were present. Council Members Dunn and Parsons were 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 Andrews asked that the September minutes, under Committee Reports, be amended to reflect that Council Member Jones agreed to chair the Water Committee. Council Member Haskins motioned to approve the September regular meeting minutes as amended. The motion was seconded and carried by voice vote: 4 ayes and 0 nays. Council Member Andrews motioned to approve the financial statement as presented. The motion was seconded and carried by voice vote: 4 ayes and 0 nays.

Citizen Comment Period P.K. Pettus stated that the Charlotte County Museum Board contacted the County Administrator by letter with questions pertaining to the county sewer system with the goal of finding a way that the old school buildings on David Bruce Avenue could connect to it. Ms. Pettus stated that the Museum Board plans to keep the Town Council updated as they progress with this project and reiterated their appreciation for the resolution of support previously given.

Charlotte Court House Volunteer Fire Department Request for Land Chris Russell stated that to construct the proposed new fire station, the CCHVFD would need to acquire a 0.45 acre parcel of land from the Town (or 0.69 acres if the parcel was taken to the property line). He stated that the new building and existing one would share a septic system and that the drain field would have to be relocated. He stated that the CCHVFD would cover all expenses and that the Town should not incur any costs with this project. Council Member Jones motioned that the Town of Charlotte Court House donate to the Charlotte Court House Volunteer Fire Dept. 0.69 acres of land on the west side of the Town municipal building, since this would be an asset to the Town and since the CCHVFD is here to serve the Town and surrounding area, and supports other departments within the county. This transaction would take place at the November Council meeting, if possible, following a public hearing, if required, provided there is not a majority of citizen objections to the transaction. This will allow the CCHVFD to move forward with plans to erect a new building. Since the Town is donating a valuable parcel of land, the CCHVFD is to pay all expenses associated with this transaction. Part of this agreement would include the CCHVFD tying into the existing sewer system, but only if this meets all state and local guidelines, and if for any reason the usage of the CCHVFD restrooms and shower room facilities cause a problem with the Town's system, the CCHVFD will participate in any upgrades needed for the Town system. If for any reason this piece of property is not developed within five (5) years, it will revert back to the Town, unless an extension is approved by the Town Council presiding at that time. The Town will also be given first right of refusal before this property could ever be sold for whatever reason after being developed, and if for any reason this property is ever subject to be sold for whatever reason, and/or possibly used for a use other than its intended use as a fire department, it will be brought before the Town Council for review, and before the property could be sold, the fair market value of the land as undeveloped at that time, would be returned to the Town, since this land is currently the property of the town and being donated to the CCHVFD for a new fire station only. If everyone agrees with this, the Town would also require the property to be surveyed with the new plats for the two (2) parcels of land for the Town Municipal Building property, and the new property being donated to the CCHVFD showing any requested easements or right of ways needed, and recorded and entered into the county records. The final legal wording for this transaction would be determined by the Town attorney, but adhere to this motion. The motion was seconded by Council Member Andrews and carried by voice vote: 4 ayes, 0 nays.

VDOT Transportation Alternatives Grant Mary Hickman of the Commonwealth Regional Council stated that the VDOT grant application is due November 1, 2013. She stated that the original cost estimate submitted by Hurt & Proffit was for the project design only. The new cost estimate incorporates other required elements and is considerably higher. She stated that since this is tied to a federal program, grant recipients must cover twenty percent (20%) of the total cost, and must pass a resolution committing to this requirement. Ms. Hickman stated VDOT's preference that the project be accomplished in phases and suggested that the three areas targeted by the Town for sidewalks be prioritized. By consensus George Washington Highway was given top priority, followed by Thomas Jefferson Highway and Evergreen Road. Ms. Hickman advised that it could be several months before the Town finds out if their grant request will be funded; most likely not before the summer of 2014.

Transportation Alternatives Project Endorsement Resolution Motion made by Council Member Andrews and seconded by Council Member Watkins to adopt the following resolution:

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation to establish a Transportation Alternatives project in the Town of Charlotte Court House. NOW, THEREFORE BE IT RESOLVED, that the Charlotte Court House Town Council, requests the Commonwealth Transportation Board to establish a project for the construction of sidewalks to accommodate the pedestrian traffic on several routes with the Town limits; BE IT FURTHER RESOLVED, that the Charlotte Court House Town Council hereby agrees to provide a minimum twenty percent (20%) matching contribution for this project; BE IT FURTHER RESOLVED, that the Charlotte Court House Town Council hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project; BE IT FURTHER RESOLVED, that the Charlotte Court House Town Council will be responsible for maintenance and operating costs of any facility constructed with Transportation Alternatives Program funds unless other arrangements have been made with the Department; BE IT FURTHER RESOLVED, that if the Charlotte Court House Town Council subsequently elects to cancel this project the Charlotte Court House Town Council agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The Charlotte Court House Town Council also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration. Motion carried by roll call vote: Andrews, aye; Watkins, aye; Haskins, aye; Jones, aye.

Committee Reports Personnel Committee – Council Member Andrews motioned to hire Dawn Watson as part time Water Operator for 20 hours per week. The motion was seconded by Council Member Watkins and carried by voice vote: 4 ayes, 0 nays. Council Member Andrews stated that the committee will meet with Chris McCarty to discuss his potential new role as part time maintenance operator.

Clerk's Report Karen Price reported that requests for Hometown Leader nominations are being advertised with a deadline of November 15. She stated that Zoning Administrator, Robert Hendrick, advised that the Town revise the portion of the zoning ordinance pertaining to signs. Karen reported that Placeworks Collaborative will meet with the Planning Commission on November 12th and begin work on the comprehensive plan. Mayor Walker stated that although developing a comprehensive plan is the Planning Commission's responsibility, the Council needs to be involved in the process and take a proactive role. He stated that a work session is scheduled for November 11th at 7:00 pm to discuss a vision for the Town.

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Water / Maintenance Report Chris McCarty reported that work on the SCADA radio system is restarting. He stated that a pipe coming out of well #4 has caved in. Ed Stanley reported that there are 2 cut off valves that don't work. Mayor Walker stated that he has noticed that his water has a sulfur smell.

Council Comment Period None

With no further business, Council Member Watkins motioned that the meeting adjourn. The motion was seconded and carried by voice vote: 4 ayes and 0 nays.

ATTEST:

Stephen D. Walker, Mayor

Karen K. Price, (Interim) Clerk of Council