

**TOWN OF CHARLOTTE COURT HOUSE**  
**REGULAR COUNCIL MEETING MINUTES**  
**Monday September 21, 2020 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, September 21, 2020, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Ramsey, Haskins, Andrews, Kurdt and Braxton were present. Council Member Arbogast was absent. Council Member Haskins motioned to approve the agenda as presented. The motion was seconded and carried by voice vote: 5 ayes, 0 nays. Council Member Andrews motioned to approve the August meeting minutes as presented. The motion was seconded and carried by voice vote: 5 ayes, 0 nays. Council Member Kurdt motioned to approve the financial statement as presented. The motion was seconded and carried by voice vote: 5 ayes, 0 nays.

**Citizen Comments** None

**Cares Act Funding** Mayor Watkins stated that planned modifications of the Municipal building to provide protection from COVID-19 must adhere to funding guidelines and must be approved by the County before Cares Act funds will be distributed. He stated that the Town's list of proposed expenditures was drafted and ready for submittal to the County, provided there were no additions or changes requested by the Council. Council Member Ramsey motioned to send the list to the County after first providing more detail on the amount allotted to the Volunteer Fire Dept. The motion was seconded by Council Member Braxton and carried by voice vote: 5 ayes, 0 nays. Council Member Ramsey stated the need to hold a public hearing to amend the budget, to incorporate the grant funds. By consensus, a public hearing will be held prior to the October Council meeting for both

Mayor Watkins stated that a second round of Cares Act Funding was possible and that another resolution must be approved and sent to the County. Council Member Kurdt motioned to adopt the resolution for the second round of Coronavirus Relief Funds as presented. The motion was seconded by Council Member Haskins, and carried by roll call vote: Andrews, aye; Braxton, aye; Haskins, aye; Kurdt, aye; Ramsey, aye.

**Business License Application Process** Council Member Ramsey stated that the Planning Commission reviewed the business license application process and is advising that applications be forwarded to the Zoning Administrator for approval before a license is issued by the Clerk. He stated that the Town B.P.O.L. Ordinance does not specify that a license is necessary unless there is a place of business. He stated his opinion that a business license recently issued to Diamond Transport was not necessary and that refund should be given. Council Member Braxton stated that it is not uncommon for towns to require a business license without having a place of business within the locality and that he has had to purchase a license in towns that he has taken jobs in. He stated his opinion that a business license should be issued for someone working at a jobsite for more than a day or two. Following discussion there was consensus to ask the Town attorney to help clarify the definition of "Itinerant Merchant," and to check with other towns regarding their license requirement. A revised business license application was presented for approval. Council Member Andrews motioned to approve the new application as presented. The motion was seconded by Council Member Haskins and carried by voice vote: 5 ayes, 0 nays.

**Water Tank Maintenance Agreement** Council Member Ramsey stated that a committee of two was set at the last meeting to take the necessary steps toward getting the courthouse water tower painted and advised the need to appoint additional members. By consensus, all Water Committee members will be part of the Water Tank Maintenance Project Committee.

**Planning Commission Report** Terry Ramsey reported that the Planning Commission was making progress on revisions to the Zoning Ordinance. He stated that the current zoning map is not accurate and that the district boundaries are being recreated using tax map ID numbers. He stated that zoning districts

**TOWN OF CHARLOTTE COURT HOUSE**  
**REGULAR COUNCIL MEETING MINUTES**  
**Monday, September 21, 2020**

**Page 2**

will be measured from the center of the road to a depth of 200 feet. Parcels located farther than 200 feet from the center of the road will be considered Rural Residential.

**Committee Reports** Council Member Haskins reported that she is still working on securing a location for a playground. She stated that the County is planning to install a type of memorial garden and she'd like to see if they will consider including some recreational equipment.

Council Member Andrews reported that she is still working on getting a police officer. She stated that she hasn't heard back from Sheriff Freeman and also hasn't received any feedback from the Drakes Branch meeting. She stated that the Town of Keysville is interested in hiring a police officer as well.

**Water Operator Report**

- September 2020 Bacteriological Samples were collected on 09/1/2020 at 555 LeGrande Ave. and 270 David Bruce Ave. Both samples were absent for Total Coliform and E Coli.
- Inorganics and Metal compliance sample results were within the regulation limits
- TTHM samples were also collected from Charter Oaks on 8/12/2020 at which sample results were reduced by 2/3
- The Green Sand Filters at Well #7 are still operating properly.
- The water system is in operation and operating efficiently
- LJ Barnett is actively collecting data, around the town for the distribution system GIS mapping program.

**Clerk's Report** Karen Price reported that she is cleaning out the storage closet and stated that she has contacted STEPS to inquire about their shredding service. She stated that there are numerous computers, monitors, printers in storage etc. that need to be disposed of, and that she is looking into companies that handle E-waste.

**Council Comments** Council Member Ramsey stated that the Grower's Association needs to contact the Town office prior to making physical changes to the building.

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

---

David C. Watkins, Jr., Mayor

ATTEST:

---

Karen K. Price, Clerk of Council