

TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday October 21, 2019 7:00pm

A regular meeting of the Charlotte Court House Town Council was held on Monday, October 21, 2019, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Kurdt, Haskins, Arbogast, Ramsey and Braxton were present. Council Member Andrews was absent. Council Member Ramsey requested to amend the agenda to add a vote on the Samples Monitoring Service contract after the water operator report. Council Member Haskins motioned to approve the agenda as amended. The motion was seconded and carried by voice vote: 5 ayes, 0 nays. Council Member Haskins motioned to approve the September minutes 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 Comment Period No comments

U.S. Cellular Project Update Robert McAvoy reported that minor modifications to the water tank will be needed to accommodate a pod for U.S. Cellular; however, major structural changes will be required in order to install a second pod. Mr. McAvoy outlined three options for the Town to consider moving forward: Option 1 – move forward with U.S. Cellular and continue to market the second pod to other carriers; Option 2 – Precision Cell would build a monopole tower to accommodate multiple carriers and share 30% of the revenue with the Town; Option 3 – move forward with U.S. Cellular pod installation on the water tank and build a monopole tower if a commitment is made by Shentel (or another carrier) to locate on the tower. Mr. McAvoy stated that U.S. Cellular wants to be up and running by August 2020. Following discussion, Council Member Ramsey motioned to proceed with the installation of a U.S. Cellular antenna on the water tank and to have a modified contract, based on the structural analysis, presented to the Town Council at the November meeting. The motion was seconded by Council Member Kurdt and carried by voice vote: 5 ayes, 0 nays.

Water Operator Report Michael Funderburk reported that repairs were made at wells 3, 4 and 5. He stated that they are requesting quotes from Sunapsys and Instrulogic to get the SCADA radio system up and running. He stated that the greensand filtration system is operating correctly and that they hope to increase the time between backwashes, which will reduce system waste and increase efficiency.

Following discussion regarding changes to the proposed SMS contract, Council Member Ramsey motioned to accept the SMS contract as presented. The motion was seconded by Council Member Kurdt and carried by voice vote: 5 ayes, 0 nays.

Evergreen Road Sidewalk Report Melody Foster reported that the bid opening took place on Sept. 25; that Pearson Construction was the low bidder; and that VDOT's is reviewing the two bids received and the engineer's bid tabulation. With approval from VDOT, the Town intends to award the project construction to the low bidder. Ms. Foster reported that the application for the next phase of sidewalk construction on Route 47 was submitted. VDOT advised that they will be administering the next phase if project funding is awarded. The total project estimate for the Rt. 47 sidewalk is \$454,765.00; the Town will need to provide matching funds of around \$90,000.00. Ms. Foster stated that all elected officials need to have training on the Conflicts of Interest Act and the deadline to do so is December 31st, 2019.

Manufactured Homes Ordinance Council Member Ramsey stated that the Virginia Code does not allow towns to entirely prohibit manufactured homes or to place greater restrictions on manufactured homes over site-built homes in the areas zoned agricultural. As such, he stated the need to amend the proposed Manufactured Homes Ordinance of 2019 that was recommended by the Town Planning Commission at the August meeting. The following is the revised wording of changes to the Town Zoning Ordinance dated March 7, 1986:

1. ARTICLE 2, LIMITED RESIDENTIAL DISTRICT (R-1), Section 2-2 Use Regulations, insert the following new bullet immediately after the first bullet:
“Single family manufactured homes that are a minimum of twenty-eight (28) feet wide and set on a permanent foundation, only upon issuance of a Conditional Use Permit”
2. ARTICLE 5, GENERAL BUSINESS DISTRICT (B-2), insert the following new subsection:
“5-7 Restrictions on Permitted Uses
Manufactured homes are not permitted.”
3. ARTICLE 7, AGRICULTURAL DISTRICT (A-1), Section 7-2, amend the following which is the current third bullet to strike “only upon issuance of a Conditional Use Permit” in order to comply with Code of Virginia section 15.2-2290 Uniform regulations for manufactured housing and replace word “mobile” with “manufactured” to use current term of manufactured homes:
“Single family ~~mobile-manufactured~~ homes ~~only upon issuance of a Conditional Use Permit~~”
4. ARTICLE 18, DEFINITIONS OF WORDS AND TERMS, insert the following new definition immediately after 18-18 Dwelling, Single Family:
“18-18A Dwelling, manufactured home

A structure subject to federal regulation, which is transportable in one or more sections, which in the traveling mode is eight feet or more in width and 40 feet or more in length, or when erected on site is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained in the structure. This does not include recreational vehicles.”

Council Member Ramsey motioned to amend the wording as proposed by the Planning Commission and to adopt the Manufactured Homes Ordinance of 2019 as presented. The motion was seconded by Council Member Arbogast and carried by roll call vote: Arbogast, aye; Braxton, aye; Haskins, aye; Kurdt, aye; Ramsey, aye.

Planning Commission Report Council Member Ramsey reported that the Planning Commission is still working on the Zoning Ordinance and making progress and stated that attendance has been good at the meetings.

Committee Reports Personnel Committee – Council Kurdt reported that she received a letter from Stephanie Atwood requesting to step down as Clerk/Treasurer and to remain employed by the Town. Council Member Kurdt motioned to accept Stephanie’s request and to appoint Karen Price as Clerk/Treasurer. The motion was seconded by Council Member Braxton and carried by voice vote: 5 ayes, 0 nays. Building & Grounds – Council Member Braxton reported that installing a new metal roof on the municipal building could cost up to \$25,000.00. He stated his preference that the work be performed by local tradesmen. Following discussion there was consensus to advertise a request for proposals to replace the municipal building roof.

Clerk’s Report Karen Price reported that the owner of the property at 327 Thomas Jefferson Hwy. has neglected to pay the bill for the cleanup of the dumpster and surrounding area and subsequent fines. She asked if she could seek assistance with the debt collection from the Town attorney. Following discussion there was consensus to re-send the bill by certified mail and check with the attorney regarding how to proceed. Karen stated that Francisco’s sent someone to inspect the building for mold and mildew and to determine if the insulation in the municipal building attic needed to be replaced after years of the roof

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leaking. She stated that the representative advised that the insulation will dry out and would likely not need to be changed. He found some water damage, but did not see visible signs of mold.

Council Comment Period Mayor Watkins stated that he spoke with Gary Walker about the possibility of the Town using the County's "lift machine" to assist with putting lights on the Christmas tree.

David C. Watkins, Jr., Mayor

ATTEST:

Karen K. Price, Clerk of Council