

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Tuesday January 23, 2024, 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Tuesday, January 23, 2024, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Michaelson, Ramsey, Andrews, and Braxton were present. Council Member Arbogast and Haskins were absent. Council Member Andrews motioned to approve the agenda. The motion was seconded by Council Member Michaelson and carried by voice vote: 4 ayes and 0 nays. Council Member Braxton motioned to approve the November 2023 meeting minutes as presented. The motion was seconded by Council Member Michaelson and carried by voice vote: 4 ayes and 0 nays. Council Member Ramsey motioned to approve the October- December 2023 financial statements. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays.

Citizen Comments None

Vietnam Veterans Association Mr. Douglas Randolph proposed to provide the Town with a new solar lighted flagpole, landscape beautification and sign that states (donated by VVA post 806). The council agreed to create a plan and design for the Town's wishes and follow up with Mr. Randolph.

Water Operator/Town Maintenance Report Michael with Samples Monitoring Services presented quotes for replacement of wells #3 and #5. These quotes total \$21,650.87. Michael stated these quotes were worst case scenario and more than likely be much cheaper. He believes Well #3 should have only a bad check valve and not need a full replacement. Time frame on the repairs should be completed in the next few weeks. Council Member Braxton made a motion to approve repairs to Wells #3 and #5. The motion was seconded by Council Member Ramsey and carried by voice vote: 4 ayes and 0 nays.

Appoint FOIA Officer The FOIA Officer is the person responsible for handling all FOIA requests and FOIA compliance at meetings. Council Member Braxton made a motion to appoint Sara Crawford as the FOIA Officer for the Town of Charlotte Court House. The motion was seconded by Council Member Andrews and carried by voice vote: 4 ayes, 0 nays.

Set Meeting Dates for 2024 Council Member Ramsey stated he verified with Michelle Gowdy of VML that in accordance with the Town Charter the mayor can count in determining whether a quorum is present. This will allow more flexibility for meetings. Council Member Ramsey stated the Virginia Code allows Council to adopt a policy allowing members to attend remotely for no more than twice a year as long as a quorum is physically present. Town Manager, Sara Crawford will report in February with additional information on remote meeting attendance. Council Member Ramsey motioned with second by Council Member Braxton to schedule 2024 Town Council meetings for the 3rd Monday of each month at 7 p.m., with exceptions that if the Monday falls on a State holiday Council will meet the following Tuesday and in December Council will meet Sunday, December 1st for Tree Lighting and Monday, December 9th. The motion was carried by voice vote 4 ayes and 0 nays.

Correct and Approve January 19, 2021, minutes A correction is needed to Planning Commission Appointment of Andy Carwile from four year term ending January 2022 to four year term ending January 2025. Council Member Andrews made a motion to accept the correction. The motion was seconded by Council Member Michaelson and carried voice vote 4 ayes and 0 nays.

Update Safe Deposit Box Bank Card Stephanie Atwood needs to be removed from the safe deposit box bank card and add Sara Crawford, Town Manager. Council Member Michaelson made a motion to update the bank card by removing Stephanie Atwood and adding Sara Crawford, Town Manager and leaving Dozer Watkins, Mayor and Debra Andrews, Vice Mayor. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays.

Adopt Robert's Rules of Order Council Member Ramsey made a motion to adopt Robert's Rules of Order for Small Boards with the exception that a second is required on all motions. The motion was seconded by Council Member Andrews and carried by voice vote: 4 ayes and 0 nays.

Planning Commission Report Council Member Ramsey stated the comprehensive plan was almost complete and presented the Planning Commission's annual report to Council . Sara Crawford, Town Manager reported on the Historic District Review Board meeting held earlier at 6 p.m.

Committee Reports

Water Committee.: Sand Filter repair proposal from Southern Corrosion was reviewed and Committee agreed the proposal was fair and would like to accept. Council Member Ramsey made a motion to accept the Southern Corrosion Sand Filter repair proposal in the amount of \$10,934.00. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays.

Sara Crawford, Town Manager stated Scruggs Real Estate building has a water leak under the sidewalk. Mr. Scruggs would like to know how to proceed. There was agreement that the Town needed a policy on the Town's responsibility for connections to meters located on the highway side of the sidewalk. The Town Manager agreed to work with Chris McCarty to inventory the number of meters between sidewalk and road or curb and work with Council to develop a policy. Council agreed that in this instance the Town will cut out the sidewalk then Mr. Scruggs can repair the leak. After the leak is repaired Mr. Scruggs will notify the Town and the Town will replace the sidewalk.

Town Manager's Report Sara Crawford reported that 9 meters were cut-off for non-payment in November and 1 in December. No new business licenses. She reported the Town Lead Elimination Assistance Program (LEAP) application was submitted. Information on redesign on the website was presented with Glerin and Zach McKinney quotes. This was tabled until February 2024. Information on the Town's sign coming from Keysville and the sign in front of the Town Office was presented. This was tabled until February 2024. Follow up on the Community Care Bus from South Boston was given. VAcorp recommends a Certificate of Insurance showing the Bus has Automobile and General liability insurance and showing the Town as additional insured on their insurance policy should be sufficient for the Bus to use the

Town Office parking lot. Crawford suggested recognizing Karen Price, previous Clerk/Treasurer for her years of service. Council Member Andrews stated to refer this to the Personnel Committee. Information and consideration of cigarette tax was presented. This was tabled. Consideration of an increase in Meals Tax to 6% was discussed. Council Member Ransey suggested considering the cigarette tax and meals tax increase as part of the 2024/2025 budget and the Town Manager agreed to follow up on these. Crawford presented her goals and the timeline for them to Council Members:

My goal is to absorb and understand any information regarding the Town as possible. I plan to attend any educational training allowed by schedule. Collect on delinquent real estate and personal property tax. Research and implement cigarette tax. Become more familiar with zoning and land use. Create and hold community events.

Timeline:

- Continue to learn Town operations daily.

- Complete Va Women's Municipal Leadership Program, Oct 2024, first session is in March and registration and payment is due February 28th.

- Attending Southern Software training, scheduled February 22-23rd. Will need a hotel.

- IIMC online training- May 2024

- 1st Community Vendor Event- May 2024

- Have food truck(s) in town once a month. Start March-April 2024

- Have at least two other events in 2024.

- Collection on delinquent taxes to increase- June 30, 2024

- Present additional cigarette tax information/research , Feb-March 2024

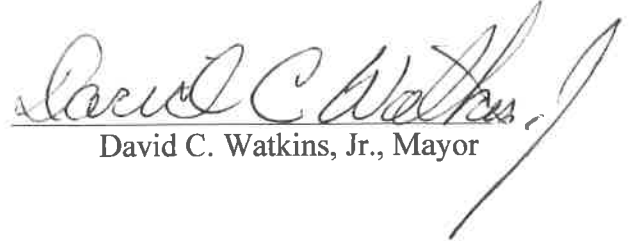
- Zoning/Land use Training- throughout 2024

Crawford was accepted to the Virginia Women's Municipal Leadership Program. The first session is in March. Chris McCarty has cleaned up behind the Town Office and plans to grade around the back to look nicer once it is dryer. He has replaced the metal except one piece. His goal is to complete the project by February. Land Use Attorney, Ann Cosby has sent the agreement for her services, and she has requested Gary Elder's contact information so she can review the case with him, nothing further at this point. Virginia Department of Health Funding will use rollover for next funding. They have provided an email with a list of items that need to be updated prior to resubmitting and Town Manager agreed to follow-up on ways to make Town's application more competitive. Solicitation period for FY2025 is February/March 2024. Due April 15, 2024. Crawford attended the VML Training for Va Local Elected Officials Conference held Jan 5th. She attended and felt the sessions were very informative and meet many new people. Crawford has attended each monthly CRC meeting in Keysville. It has allowed her to network with others and be informed of regional projects and opportunities. Crawford has a goal to mail Tax bills by February 1st and business license renewals within first week of February.

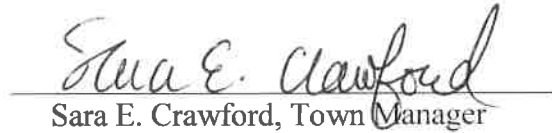
Virginia Outdoors Foundation (VOF) Grants has two grants' opportunities. A pre application is due February 12th and full application due March 8th. Crawford asked would Council like to explore our options for a start of a park or pavilion. The council agreed to table.

Council Comment Period none

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


David C. Watkins, Jr., Mayor

ATTEST:


Sara E. Crawford, Town Manager