

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday March 18, 2024, 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, March 18, 2024, at 7:00 pm. Vice Mayor Andrews called the meeting to order. Mayor Watkins was absent. Council Members Michaelson, Ramsey, Haskins, and Arbogast were present. Chris McCarty, Water Maintenance was also present. Council Member Braxton arrived at 7:11 p.m. Council Member Andrews motioned to remove items Q Letter from David C. Watkins, Jr. and R Closed Session Watkins request from the agenda and include them in April's agenda. The motion was seconded by Council Member Haskins and carried by voice vote: 4 ayes and 0 nays. Council Member Arbogast motioned to approve the February 2024 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 February 2024 financial statements. The motion was seconded by Council Member Andrews and carried by voice vote: 5 ayes and 1 nay.

Citizen Comments None

New Water Service Mr. and Mrs. Howard Johnson addressed the Council Members about a request for water service to 521 George Washington Hwy. The Johnson's do not agree the water service should be considered a "new service" with the fee of \$2000.00. An old meter is on the property and not connected to the main line. The meter was skipped over when the Water Project was being completed in 2006-2008. Water Maintenance, Chris McCarty stated he recalled Ed Stanley; previous employee skipped the meter because no one had lived there for many years. Council Member Ramsey asked Mr. Johnson when the last time the property had water. Mr. Johnson replied 10 years. The Town Manager, with the assistance of Town Clerk had researched there were no bills to the meter since before 2000. There was considerable discussion concerning whether the new connection required boring under the road which would be a cost in addition to the basic connection fee of \$2,000. Council Member Arbogast made a motion to provide the Johnson's a water connection on the state right away waiving all new service costs including the basic connection fee and cost of boring under the road. The motion was seconded by Council Member Braxton. Council Member Ramsey made a substitute motion that the Town only waive the cost of boring under the road and the Johnson's pay the \$2,000 basic connection fee. That motion died with no second. The vote on the original motion carried by voice vote: 4 ayes and 1 nay.

Water Operations/ Town Maintenance Report Water Maintenance, Chris McCarty brought to the Council's attention that the water line from Route 40 to the Recycling Center is a ¾ inch line causing low pressure. Chris McCarty suggests a 4 inch line. Council Member Ramsey suggests the Town Manager, Sara Crawford, inquire if we can add this project to the Water Improvement Grant since this is zoned as Business District.

Letter to County Regarding Building Permits Update Town Manager, Sara Crawford and Mayor Watkins meet with County Administrator, Dan Witt and Building Inspector, John Hess to

discuss letter (see attachment). An agreement was made that any building permit within Charlotte Court House town limits will be filed at the town office for review and then forwarded to the County office. The Town Manager, Crawford, has developed a building permit form for the Town to use.

Board of Zoning Appeals & Land Use Attorney Update No organizational meeting date has been set yet. The Town has received no invoices for Ann Crosby to date. Council Member Ramsey requested the Town Manager follow-up with Ann Crosby's office as per engagement letter billings should be emailed to the Town monthly. Zoning Administrator, Robert Hendrick is to follow up with Ann Crosby on meeting dates.

Southside Va Fruit & Vegetable Grower's Assoc. Lease Council Member Ramsey made a motion to approve the lease extension for 2024/2025 under the same terms and conditions as the current lease with rent of \$300 per month and the Grower's reimbursing the Town for the cost of the Town Hall electric bill. The motion was seconded by Council Member Arbogast and carried voice vote 5 ayes and 0 nays.

Southern Software Renewal Agreement Town Manager, Crawford will follow up with Southern Software regarding the dates 2025-2026 on the agreement versus 2024-2025 on the invoice.

Planning Commission Report Council Member Ramsey stated the comprehensive plan will be mailed to VDOT for approval.

Committee Reports

Finance Committee: plans to meet May 20, 2024, 6 p.m.


Town Manager's Report Town Manager, Sara Crawford reported as follows: 3 meters were cut-off for non-payment in February. Two new business licenses from RoCA Multiservices and Little Bits of Everything. An email was sent to Lorie Janes at Meyercord regarding information about cigarette tax stamps and turnaround time. \$38,543.69 has been collected as of March 11, 2024, for 2023 tax. The safe deposit box has been updated. The bank still needs Council Member Andrews and Mayor Watkins signatures and inventory the box. The first Lead Service Inventory grant meeting with VDH is March 20, 2024. I attended the Treasurer's Assoc. of VA Spring meeting March 12, 2024. Well #7 (Arcadia) heater thermostat and the exhaust fan need to be replaced and the air conditioning unit is not working I will meet with Town Manager of Kenbridge, Tony Matthews March 20, 2024, to discuss code enforcement. Street repair on David Bruce is being coordinated with the county for asphalt. The Sewer repair near the Treasurer's Office is complete and no action is required by the Va Health Department. Using materials obtained from other towns, the Town Manager agreed to prepare a draft of the cigarette tax ordinance for the April meeting and to follow-up on the repairs to Well #7 heater and exhaust fan. Council members agreed it was not necessary to repair the air conditioner.

Council Comment Period Council Member Haskins would like to see the plans for a playground redevelopment. Research insurance and any grants available.

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


Debra Andrews, Vice Mayor

ATTEST:


Sara E. Crawford, Town Manager