

**TOWN OF CHARLOTTE COURT HOUSE  
REGULAR COUNCIL MEETING MINUTES  
Monday March 15, 2021 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, March 15, 2021, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Andrews, Arbogast, Ramsey, Haskins, Braxton and Michaelson were present. (Note: Council Member Michaelson was unable to vote while awaiting court approval of her appointment.) Council Member Andrews motioned to approve the agenda as presented. The motion was seconded and carried by voice vote: 5 ayes, 0 nays. Council Member Arbogast motioned to approve the January regular meeting minutes as presented. (A meeting was not held in February due to inclement weather.) The motion was seconded and carried by voice vote: 5 ayes and 0 nays. Council Member Andrews motioned to approve the January & February financial statements as presented. The motion was seconded and carried by voice vote: 5 ayes and 0 nays.

**Citizen Comments** None

**County Administrator Introduction and Remarks** Mayor Watkins introduced County Administrator Dan Witt and opened the floor for questions and discussion. Council Member Haskins stated her goal of creating a recreation area in town and asked if the County would consider the County Administration building grounds as a potential location. Mr. Witt advised the Town to present a plan, with cost analysis to the Board of Supervisors for consideration. Clerk Karen Price asked how the County handles recycling of office equipment, stating that over the years the Town has accumulated quite a bit. Mr. Witt offered to check into the matter and report back. Council Member Braxton stated that the recent ice storm resulted in a tremendous amount of downed branches and tree debris and he asked if the County intended to create a space for people to take the debris. Mr. Witt stated that the County should qualify for federal disaster relief and they are awaiting a disaster declaration from the President. He stated that currently VDOT will not remove debris from the right of way if it isn't apparent that it originated in the right of way, unless mandated to do so by the Governor. He stated his understanding that people don't have the ability to handle the clean up on their own and suggested the possibility of creating a space at the landfill for the debris. Mayor Watkins asked how long current CARES Act funds would remain available and if additional funds could be expected. Mr. Witt stated that the County is slated to receive another \$2.3 million and that they will likely make distributions to the towns in the same amounts as previously given. Karen Price stated that the Town is considering upgrading water meters using CARES Act funds, as other towns have done, but there is concern that it could later be determined an unacceptable use of the funds, and require repayment of the expense. Responding to questions regarding who would be responsible if something is denied, and how repayment would be handled, Mr. Witt stated that the Town would be responsible for any misuse of funds and repayment would be facilitated via retention of sales tax funds distributed by the County. Council Member Braxton asked how the County handles blighted properties. Mr. Witt responded that the County does not have a property maintenance code. He stated that enforcement of a maintenance code has a high cost. Mayor Watkins asked if the Town could enlist the assistance of the County Building Inspector. Mr. Witt responded that the building inspector already has more than he can handle and is in need of assistance. Council Member Ramsey stated that the Town will need to appoint a Historic Review Board and asked if the County Board of Supervisors could assist in that regard. Mr. Witt stated that it was possible and advised that he also check with the Dept. of Historic Resources for information.

**CARES Act Funds** (addressed during conversation with County Administrator)

**Water Operator Report** Clay Samples reported that the Town had ample water supply during the ice storm and assured that the generator at well #7 will be serviced annually per the contract. He stated that the second generator will be scheduled for maintenance on a bi-annual basis. Clay reported that a complaint of water discoloration at the school was addressed. He stated that water samples taken from the same source were clear and had good test results.

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**Page 2**

**Blighted Properties** Mayor Watkins stated that the Town attorney was contacted for advice on how to address blighted properties, and offered a couple of suggestions. He will be invited to meet with the Council in April to discuss the matter.

**Convenience Fee for Electronic Payments** Tabled while other software options are being considered.

**Southside Virginia Fruit & Vegetable Producer's Association Lease Renewal** Council Member Ramsey motioned to extend the current lease for use of the back portion of the Town Municipal Building under the same terms and conditions as the current lease for a new twelve-month term. The motion was seconded by Council Member Andrews and carried by voice vote: 5 ayes, 0 nays.

**Planning Commission** Terry Ramsey reported that a meeting was canceled due to occupation of the Municipal Building by a group providing relief to County residents. He stated that the Planning Commission will continue to meet regularly and complete work on zoning ordinance revisions.

**Committee Reports** Building & Grounds Committee – Council Member Andrews stated that a great deal of clean-up is still required throughout the Town. Council Member Ramsey stated that VDOT provides street cleaning in other towns and should be enlisted to do the same in Charlotte Court House. Personnel Committee – Council Member Andrews reported that the Clerk has requested that the Town hire someone to train for the Clerk/Treasurer position and allow her to stay on as needed in a support capacity.

**Clerk's Report** Karen Price reported that roughly 80% of taxes due have been received. She stated that until recently water account balances had been staying current, but several are now delinquent. She reported that there is still a moratorium on utility cut-offs for non-payment. Clay Samples stated that the Southeast Rural Community Assistance Program was offering assistance with delinquent utility balances.

**Council Comments** None.

With no further business the meeting was adjourned.

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David C. Watkins, Jr., Mayor

ATTEST:

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Karen K. Price, Clerk of Council