

TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Tuesday January 17, 2023 7:00pm

A regular meeting of the Charlotte Court House Town Council was held on Tuesday, January 17, 2023, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Arbogast, Andrews, Ramsey, Haskins and Michaelson were present. Council Member Arbogast motioned to approve the agenda as presented. The motion was seconded and carried by voice vote: 6 ayes, 0 nays. Council Member Haskins motioned to approve the November & December 2022 regular meeting minutes as presented. The motion was seconded and carried by voice vote: 6 ayes, 0 nays. Council Member Ramsey motioned to approve the financial statement as presented. The motion was seconded and carried by voice vote: 6 ayes, 0 nays.

Citizen Comments None

Election of 2023-2026 Vice-Mayor Council Member Michaelson motioned to elect Council Member Andrews as Vice-Mayor for the 2023-2026 term. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes, 0 nays.

Adoption of Roberts Rules of Order for Small Boards Council Member Arbogast motioned that Robert's Rules of Order for Small Boards be used for meeting guidelines. The motion was seconded by Council Member Ramsey and carried by voice vote: 6 ayes, 0 nays.

Wilmouth Property Easement Request Tyler Williams stated that a 40 ft. easement across Town property connecting the Convenience Center road to property owned by the Wilmouths in the 1990s was never settled. Mr. Williams requested that the Town issue a deed of conveyance to the right of easement to resolve the matter. To further clarify the issue, Gary Walker stated that the original easement bisected a parcel owned by the Ruritan Club and their request to have the easement relocated was granted by the Wilmouths. Concern was raised that the easement might be located inside the fence of the Convenience Center. Mr. Walker stated that he felt that the fence around the Convenience Center was on the property line and that the 40 ft easement paralleled the fence. Council Member Ramsey motioned to table the issue until the next Council meeting, to allow for the easement to be located; and that Tyler Williams provide a deed of conveyance to be signed, following its review by the Town attorney. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes, 0 nays. There was consensus that Council Member Arbogast contact Trent Surveying to locate the easement. Gary Walker suggested that any cost involved be split evenly between the interested parties.

Lease with County for Use of Transfer Station Property Council Member Ramsey stated that the Clerk provided a copy of a one-year lease for the Convenience Center property that was signed by the Town in 2007, but not the County. Following discussion, Council Member Ramsey motioned to convey the land to the County to use for the Convenience Center, with the caveat that the land would revert back to the Town if the Convenience Center closes; and that it will be necessary to file a deed, to advertise and hold a public hearing. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes, 0 nays.

Council Meeting Dates for 2023 A list of Council meeting dates for 2023 was reviewed. Council Member Andrews motioned to approve the list as presented. The motion was seconded by Council Member Haskins and carried by voice vote: 6 ayes, 0 nays.

Acceptance of Committee Assignments Council Member Ramsey stated his preference that committees each have four members and that the Personnel Committee should include all Council Members. Mayor Watkins advised that as Mayor, he is on all committees, which should satisfy that concern. Council Member Andrews motioned to add Terry to the Personnel Committee and to accept the Committee Assignments as edited. The motion was seconded by Council Member Michaelson and carried by voice vote: 6 ayes, 0 nays.

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Appointment of 2023-2026 Town Clerk/Treasurer Council Member Arbogast motioned to appoint Karen Price as Town Clerk/Treasurer for the 2023-2026 term. The motion was seconded by Council Member Andrews and carried by voice vote: 6 ayes: 0 nays.

Code Enforcement Officer Council Member Andrews requested that this issue remain an agenda item until a Code Enforcement Officer is in place.

Increase in Water Fees The Clerk reported that she obtained prices from Ronnie Williams of Precision Pipes and Clay Samples for installing a new meter. Precision Pipes estimated a cost of \$5,000 to bore under the road and install a new meter. Samples is not able to bore under the road and estimated the cost for a new meter install at \$2,000. Council Member Ramsey advised the Town to raise the new meter connection fee to \$2,000 plus additional costs. Council Member Braxton advised that the fee be set at \$3500 so costs will be covered in most cases. The Town attorney will be consulted to see if an ordinance is required to change the fee for connecting to the water system. Mr. Ramsey stated that it takes a lot of Town resources to disconnect and reconnect water meters due to nonpayment. Following discussion Council Member Ramsey motioned to raise the reconnect fee to \$50.00. The motion was seconded by Council Member Braxton. Roll call vote: Ramsey, aye; Haskins, no; Michaelson, no; Andrews, no; Braxton, aye; Arbogast, no. Motion failed.

Insurance Valuation Report & Coverage Increase for Water Tanks Following discussion regarding insurance coverage amounts, Council Member Ramsey motioned to increase the VAcop insurance coverage amount for the water tanks to their replacement cost. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes, 0 nays.

Planning & Zoning Report Council Member Ramsey reported that the zoning ordinance and maps were submitted to the Town attorney to be filed at the Circuit Court Clerk's office and requested that the Clerk verify they were filed. Mr. Ramsey stated that the Historic District Review Board met and elected a Chair & Vice-Chair and were currently working on an application. Mr. Ramsey reported the Spencers have indicated that they will file a zoning appeal for their garage at 757 Thomas Jefferson Hwy. Once the appeal is received, the Board of Zoning Appeals will have 60 days to hold a hearing and decide on the matter. Mr. Ramsey reported that Verizon has inquired whether all paperwork for the proposed cell tower is complete. He stated that they will be reminded of the conditions set forth in the zoning approval, and advised that no further paperwork is needed for the Town.

Committee Reports Water Committee – Council Member Ramsey reported that Hurt & Proffit and Samples' Monitoring Service are getting estimates to replace the sand filter tanks at well #7. Mr. Ramsey reported that the Town has not yet received an invoice from Suez for the work done on the courthouse tank. He stated that Suez has contracted with Chase Parsons to fix the grounds around the tank that were left in poor shape by the contractor. Mr. Ramsey stated that Mike Wilson of Hurt & Proffit has indicated that there might still be time to apply for grant funds.

Water Operator/Town Maintenance Report A written water report was provided stating:

- Well 3 is currently off-line due to producing air in the water. We decided to let the well rest for a couple of months. In doing so we are waiting for fabricator to build a support frame to be able lift the well head so we can monitor the level in the well with water tape. And also be able to run the camera down the well with more easily.
- The Green Sand Filters at Well #7 are still operating properly. We have reached out to Thomas Stanton who is currently putting together a few different options for replacing the green sand filter tanks. We are also trying to get contact with Adedge, the current tank brand, to get answers on why the tank has started

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leaking and see what they can do for the town. As soon as the info comes in this matter, I will pass it along to Councilman Terry Ramsey

- The water system is in operation and operating efficiently.

Chris McCarty reported that the rear of the building has termite damage. He stated that he has started cutting trees on Moses Dr., and that he would like to rent a chipper to take care of the brush on both Moses Dr. and at the spring. Chris stated that the cost of the chipper would run about \$300.00 for a weekend. The Council approved the request by consensus. He stated that he will contact VDOT about making a legal entrance to the tank fence from Moses Dr.

Clerk's Report Karen Price reported that Town taxes were being prepared. She stated that Zack McKinney would be coming on the 18th of January to set things up for computer maintenance. Ms. Price stated that there were five water meters cut-off for non-payment. Regarding the Town Clerk position, Ms. Price reminded of the need for the Personnel Committee to meet and to advertise for the position.

Council Comment Period Council Member Ramsey stated that the Clerk's salary should be increased. Council Member Ramsey motioned to convene in closed session to discuss the Clerk's salary as authorized by §2.2-3711.1 of the Virginia Freedom of Information Act. The motion was seconded and carried with a voice vote of 6 ayes and 0 nays. The public meeting reconvened. The following resolution was read by Mayor Watkins, and adopted by roll call vote: Arbogast, aye; Braxton, aye; Andrews, aye; Michaelson, aye; Haskins, aye; Ramsey, aye: Whereas, the Town Council of Charlotte Court House has convened a closed session meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and Whereas, #2.2-3712 of the Code of Virginia requires a certification by this Town Council of Charlotte Court House that such closed meeting was conducted in conformity with Virginia law; and Now, therefore be it resolved that the Town Council of Charlotte Court House hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council of Charlotte Court House. A motion was made, seconded, and approved by voice vote: 6 ayes, 0 nays, to raise the Clerk's salary to \$35.00 per hour.

With no further business, Council Member Arbogast motioned that the meeting adjourn. The motion was seconded and carried by voice vote: 6 ayes and 0 nays.

David C. Watkins, Jr., Mayor

ATTEST:

Karen K. Price, Clerk of Council