

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Tuesday June 20, 2023 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Tuesday, June 20, 2023, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Arbogast, Andrews, Braxton, Ramsey and Michaelson were present. Council Member Haskins was absent. 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 May minutes as presented. The motion was seconded and carried by voice vote: 5 ayes, 0 nays. Council Member Arbogast motioned to approve the May financial statement as presented. The motion was seconded and carried by voice vote: 5 ayes, 0 nays.

Citizen Comments None

Proposed Ordinance Council Member Arbogast motioned to adopt the following ordinance:

Connection to system required. Every dwelling unit, residence, and commercial or government establishment including any structure or parcel with a sewage system located within the town shall be connected to the town water system, unless the water system is inaccessible to the parcel. It shall be the duty of the town clerk or town manger to determine whether or not the water system is accessible in each case; if he determines that it is inaccessible, he shall certify the finding in writing to the town council, which, if it approves the finding, shall cause a permanent record thereof to be recorded in its minutes.

Parcels split between inside and outside the town which do not have a dwelling, places of business, or other structure located inside the town, may be permitted to connect to the water system if meter is located within town limits and with approval of town council.

State Law reference— Code of Virginia, § 15.2-2143 Water supplies and facilities.

Application for service. Every person desiring a supply of water shall make an application to the town clerk on such forms as may be prescribed by the council and provided for that purpose. The application shall state fully and truly all the uses to which the water is to be applied; no different or additional use will be allowed, except by written permission made therefor.

Each dwelling unit, residence, commercial or government establishment shall have a separate connection. Not more than one structure or business shall be supplied through one (1) water tap or connection, except with written permission of town council, and not then in any case unless provision is made for each structure or business may be shut off independently of all others.

Water connection charge. The basic connection fee is to cover the cost of the service tap with stop, service line, meter setter, and meter box. The basic connection fee shall be assessed on all residential, commercial, government, and other connectors and the payment shall accompany the application for water service as set forth in the schedule of basic connection fees below:

Residential, up to 1" tap, per unit: \$2,000.00

Commercial and other greater than 1" and up to and including 2" tap , per unit: \$5,450.00

Commercial and other greater than 2" and up to and including 3" tap , per unit: \$10,900.00

If the town's actual cost of installing water service is more than the applicable basic connection fee, the applicant shall pay such difference plus an administrative fee equal to ten (10) percent of total cost. Examples of additional costs the applicant must pay include the cost to bore under the road, extend the water line, or other facilities costs necessary to provide service.

When water requirements of a connector exceed that originally applied for, the town shall require additional connection fees in accordance with the schedule of fees in effect at that time.

All meter boxes shall be placed on Virginia Department of Transportation (VDOT) right-of-way or other provisions made to provide town legal access to the meter and lines connecting to the meter.

All connection fees shall be paid before connection.

The motion was seconded by Council Member Andrews and carried by roll call vote: Arbogast, aye; Andrews, aye; Braxton, aye; Michaelson, aye; Ramsey, aye.

Proposed Water Rate Increase Council Member Arbogast motioned to increase the Town water rates as follows: increase the base rate from \$25.00 to \$27.50; increase the rate from \$4.00 to \$4.50 per thousand gallons of consumption up to 25,000 gallons; increase the rate from \$5.00 to \$5.50 per thousand gallons of consumption over 25,000 gallons. The motion was seconded by Council Member Braxton and carried by roll call vote: Arbogast, aye, Andrews, aye; Braxton, aye; Michaelson, aye; Ramsey, aye. (A copy of the revised rates and additional changes are attached).

Proposed Real Estate Tax Rate Increase Council Member Arbogast motioned to increase the real estate tax rate by one cent, from \$0.09 to \$0.10 per hundred dollars of assessed value. The motion was seconded by Council Member Braxton and carried by roll call vote: Arbogast, aye, Andrews, aye; Braxton, aye; Michaelson, aye; Ramsey, aye.

Water System Management Contract Council Member Arbogast motioned to approve the proposed Water Management Contract, which will be in effect July 1, 2023, through June 30, 2025, for a monthly fee of \$3200.00. The motion was seconded by Council Member Braxton and carried by roll call vote: Arbogast, aye, Andrews, aye; Braxton, aye; Michaelson, aye; Ramsey, aye.

Proposed Changes to the Zoning Ordinance Council Member Ramsey motioned to make the following changes to Zoning Ordinance Appendices B, C, and E and to update Appendix D representative zoning map based on approved changes:

Changes to Appendices B and C:

Virtual Pin Numbers HDW 5, 6, 7, and 8 are deleted from Appendices B and C and the numbers are reserved.

Addition to Appendix E:

Historic District West

Any portions of the following structures and grounds which are visible from David Bruce Avenue:

- 1939 Home Economics Building associated with Randolph Henry High School (National Registry of Historic Places, VDHR File Structure Number 185-23-28).
- 1939 Randolph Henry High School Building and attached structures (National Registry of Historic Places, VDHR File Structure Number 185-23-29).
- 1939 Randolph Henry High School Shop Building (National Registry of Historic Places, VDHR File Structure Number 185-23-30).

The motion was seconded by Council Member Arbogast and carried by roll call vote: Arbogast, aye, Andrews, aye; Braxton, aye; Michaelson, aye; Ramsey, aye.

FY 23-24 Budget Preview By consensus, a called meeting will be held Tuesday, June 27, 2023, at 6:00 p.m. to approve the FY 23-24 budget.

Committee Reports Grounds, Streets & Lights – Council Member Andrews reported that she contacted Tony Mathews for an update on his certification progress.

Water Committee – Council Member Ramsey reported that he has not heard anything back regarding the water grant application. Building & Grounds – Council Member Ramsey reported that he checked with Joanne Jones about repairing the gutter on the west side of the municipal building.

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

- The Green Sand Filters at Well #7 are still operating properly;
- Bacteriological samples were collected and both samples came back negative for bacteria;
- The water system is in operation and operating efficiently.

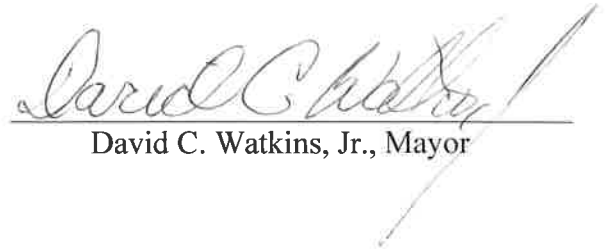
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Clerk's Report Karen Price reported that a business license was approved for the Statesmen Grill. She stated that there were 2 water cut-offs due to nonpayment.

Council Comment Period Following discussion there was consensus to call an emergency Council meeting on Wednesday, June 21, 2023, to review the applications for Town Manager.

With no further business the meeting was adjourned.



David C. Watkins, Jr., Mayor

ATTEST:

Karen K. Price, Clerk of Council