

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES**

Monday October 16, 2023 7:00pm

A regular meeting of the Charlotte Court House Town Council was held on Monday, October 16, 2023, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Michaelson, Arbogast, Ramsey and Braxton were present. Council Member Andrews and Haskins were absent. Council Member Ramsey motioned to approve the agenda as presented. The motion was seconded and carried by voice vote: 4 ayes, 0 nays. Council Member Ramsey motioned to approve August 21st and September 18th meeting minutes as presented. The motion was seconded and carried by voice vote: 4 ayes and 0 nays. Council Member Arbogast motioned to approve the financial statement as presented. The motion was seconded and carried by voice vote: 4 ayes and 0 nays.

Citizen Comments None

Samples Monitoring Service LLC Clay Samples explained the Lead and Cooper Rule requirements that are mandated by the State. Each service meter will need to be dug up 3 ft. before and after each meter to determine the material of each line. 100% of homes built before 1986 will need to be tested. However, a Homeowner can sign an exemption waiver. A scratch test must be performed by a licensed plumber or a waterworks operator. Only 20% of homes built after 1986 must be sampled. Lead data samples cannot be used in inventory because the Town uses lead prohibitors. A plan is in place to develop an Excel spreadsheet to keep up with time spent on the project. VDH LEAP Program Grant is available and should be submitted before November 22, 2023. Recommendation is to request \$350 per tap. If lines are deemed to need to be replaced in homes, there is a grant available to assist homeowners (\$5,000 per home). The LEAP application can be found on VDH website and Tamara Anderson is overseeing the program. Council Member Arbogast made a motion to complete the application to submit to Tamara Anderson, VDH for Lead Inventory Grant by November 22, 2023. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays.

Update Bank Signatures Town Manager Sara Crawford stated that the Bank of Charlotte County (BCC) requires approved meeting minutes to update the bank account signatures. Council Member Arbogast made a motion to have David C. Watkins, Jr., Mayor, Debra Andrews, Vice Mayor, Sara Crawford, Town Manager to have check signing ability with two signatures required for both the BCC and LGIP accounts and for Terry Ramsey, Finance Committee Chairman to have read only rights to BCC and LGIP accounts. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays.

Planning Commission Report Council Member Ramsey stated they are making good progress on the Comprehension Plan and the Zoning Administrator has followed up on Red Barn signs.

Committee Reports Bldg. & Grounds: Council Member Ramsey stated the Grower's Assoc. will be moving out in the future and we will need ideas for someone to occupy the space.
Water Comm.: Council Member Ramsey stated he spoke with Phil Bassett from USG Water. Phil is working on the price to paint sand filters and the addendum to the Moses Dr. repair.

Water Operator/Town Maintenance Report none

Town Manager's Report Sara Crawford reported that 5 meters were cut-off for non-payment and two new business licenses for Scruggs Real Estate and Whiskey Wine BBQ (one day event) were approved. She presented the information on SAT grant opportunity. Council Member Ramsey suggested PK Pettus of the Museum Board be given this grant information. The water system grant is delayed on award letters per Tamara Anderson and letters should go out this month. A new water meter was installed on Rocky Knoll Lane. A quote for a new town sign in front of the building was requested. The form to request the approximately \$90,000 refund from VDOT on the sidewalk project was submitted.

Discuss Land Use Attorney Council Member Ramsey made a motion to convene into closed session to discuss briefing matter of probable litigation with the Town Zoning Administrator as permitted by VA Code Section 2.2-3711 A-7. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays.

The public meeting reconvened.

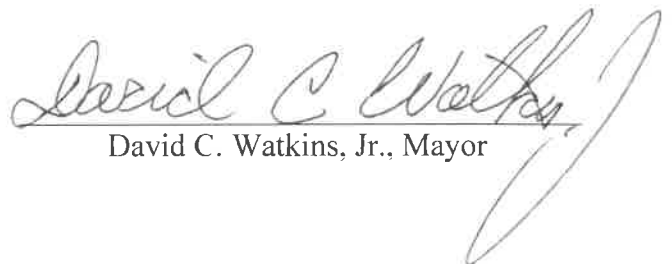
The following resolution was read by Mayor Watkins, and adopted by roll call vote: Arbogast, aye; Braxton, aye; Andrews, aye; Michaelson, aye; Haskins, aye; Ramsey, aye:

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.

Council Member Arbogast made a motion for Robert Hendrick, Zoning Administrator, to research options for legal counsel to advise the Town on how to proceed on zoning violations and report back at the November Council meeting. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays.

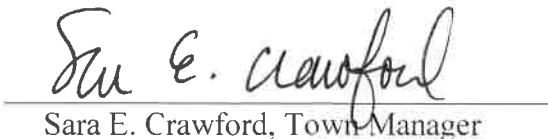
Council Comment Period Council Member Ramsey stated a Mayor's Meeting will be held October 26, 2023, at 3pm at CRC Boardroom in Keysville. This is open to all Mayor's and staff. He also met Sara McGuffin at the VML conference and thanked her for her help with the Town Manager position. Additionally, a performance guideline should be created for the Town Manager position.

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



David C. Watkins, Jr., Mayor

ATTEST:



Sara E. Crawford, Town Manager