

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

A regular meeting of the Charlotte Court House Town Council was held on Monday, November 20, 2023,

at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Michaelson, Arbogast, Ramsey, Haskins and Braxton (arrived after motion and vote to change agenda) were present. Council Member Andrews was absent. Council Member Ramsey motioned to move Robert Henrick, Zoning Administrator up on the agenda to item H. The motion was seconded and carried by voice vote: 4 ayes, 0 nays. Council Member Ramsey motioned to approve June 26th, August 1st and October 16th meeting minutes as presented. The motion was seconded and carried by voice vote: 5 ayes and 0 nays. Council Member Ramsey motioned to defer the financial statement approval to January 2024 council meeting. The motion was seconded and carried by voice vote: 5 ayes and 0 nays.

Citizen Comments None

36th Annual Tree Lighting The annual tree lighting will be Sunday, December 3rd at 5 p.m. Council Member Haskins has arranged music. Council Member Andrews has ordered wreaths and will place candles in windows. Patrick Andrews has been asked to get the Town's wreaths hung. Mayor Watkins will get the Christmas tree.

Approve PPTRA rate of the 2023 taxes Council Member Ramsey motioned to adopt the following PPTRA Resolution for Tax YEAR 2023. In accordance with the requirements set forth in VA CODE §58.1-3524 C.2 and §58.1-3912 E, any qualifying vehicle used within the Town of Charlotte Court House, Virginia commencing January 1, 2023 shall receive personal property tax relief in the following manner: Personal use vehicles with assessed value of \$1,000 or less will be eligible for 100% tax relief; and Personal use vehicles with assessed value of \$1,001 or more shall receive only 62% tax relief on the first \$20,000 in assessed value; and all other vehicles which do not meet the definition of "qualifying" (such as business use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

The motion was seconded by Council Member Braxton and carried by voice vote: 5 ayes, 0 nays.

Input on performance guideline/evaluation for Town Manager Mayor Watkins gave three suggestions: 1) be proficient in clerical duties 2) update the Town website 3) begin working toward becoming a Zoning Administrator. Council Member Michaelson suggested using the job position invitation as a guideline and having the Town Manager complete a self-evaluation. Council Member Haskins agreed with the self-evaluation. Council Member Ramsey suggestions were to have the minutes completed 7-10 days after the meeting, create a Town Manager report to provide with Council packet, develop more involvement with town citizen's, research Cigarette Tax, increase water cut off fee, and brainstorm for use of back of building space at Town Office after SVFVPA leave. These items would be on short term timeline while others such as record management, Safety Officer, Zoning Administrator, forms, and annual audit would be long term goals. The Town Manager should report at January 2024 meeting with goals and a timeline.

Zach McKinney Service & Maintenance Contract Renewal The contract will no longer be billed yearly and will begin monthly billing in 2024. Council Member Arbogast made a motion to accept the new 2024 Service & Maintenance Contract. The motion was seconded by Council Member Braxton and carried voice vote 5 ayes and 0 nays.

Planning Commission Report Council Member Ramsey stated the next meeting is Monday, November 27th.

Committee Reports Buildings & Grounds: Council Member Ramsey stated the back of the building needs to be cleaned up and metal placed on the open areas. Mayor Watkins stated he had spoken to Chris McCarty, and he will finish the task.

Water Committee.: Council Member Ramsey stated he spoke with Phil Bassett from USG Water. Phil is still working on the price to paint sand filters and the addendum to the Moses Drive repair.

Water Operator/Town Maintenance Report No report from Samples Monitoring Service was provided. Council Member Arbogast asked Samples if the Town is required to perform a Legionaries test.

Town Manager's Report Sara Crawford reported that 9 meters were cut-off for non-payment and one new business licenses for A Smoke Zone LLC were approved. She reported the Town received a Litter Grant for \$2,085. The Town did not receive water grant funds. The VDOT sidewalk project refund (\$90,953) was received. The 2024 tax roll was received from the Commissioner of the Revenue. 75% of the Lead Elimination Assistance Program (LEAP) applications have been completed. She attended the October 18th CRC meeting and the October 28th Mayor's Meeting. Vietnam Veterans Assoc. (VVA) has proposed to donate a new flagpole and provide landscaping around the flagpole. The Town Council requested a proposal from the VVA on their plans. The Piedmont Habitat Charlotte Co. Committee has requested to use the town meeting space. Council Member Arbogast offered a meeting space in a building he owns, and Council Member Michealson suggested space at SVCC in Keysville. Sentara Community Bus has proposed using the Town's parking lot 1-2 times a month to serve the community with prenatal and pediatric care. The Town Council was in favor of the Sentara Community Bus. Mrs. Crawford is also researching information about Cigarette Tax for potential additional revenue for the Town.

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 Arbogast and carried by voice vote: 5 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; Michaelson, aye; Haskins, aye; Ramsey, aye:

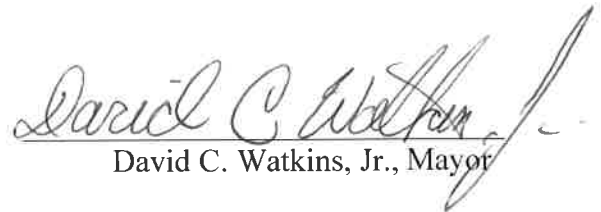
Whereas, the Town Council of Charlotte Court House has convened a closed session meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and Whereas, #2.2-3712 of the Code of Virginia requires a

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.

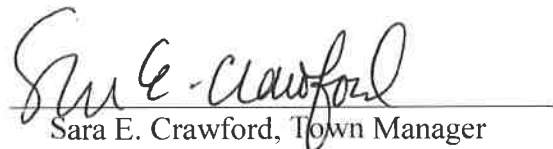
Council Member Ramsey made a motion for Town Council authorize Mayor Watkins to send a letter to Ann Crosby to request assistance for Robert Hendrick, Zoning Administrator on zoning violations at \$375 an hour. The motion was seconded by Council Member Haskins and carried by voice vote: 5 ayes and 0 nays.

Council Comment Period none

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


David C. Watkins, Jr., Mayor

ATTEST:


Sara E. Crawford, Town Manager