

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Tuesday, January 20, 2026, at 6:30 P.M.**

A regular meeting of the Charlotte Court House Town Council was held on Tuesday, January 20, 2026, at 6:00 p.m. Mayor Watkins called the meeting to order. Council Members Michaelson, Arbogast, Andrews, Haskins, Braxton and Ramsey were present. No Council Member was absent.

Amend Agenda Council Member Ramsey motioned to amend the agenda, adding PFAS Sampling, and SCADA System upgrade with remote monitoring, which was added under Water Committee.

Council Member Arbogast motioned to approve the agenda as presented, with the amendment, and Council Member Haskins seconded. The motion carried by a voice vote: 5 ayes and 0 nays.

The approval of the Financials were deferred to February. Council Member Arbogast motioned to approve December 7, 2025, meeting minutes as presented. The motion was seconded by Council Member Haskins and carried by a voice vote: 5 ayes and 0 nays

Citizen Comments None.

Christmas Parent Donation Request Desiree Lee spoke in favor of the Town allowing the back storage area for storage of Christmas gifts and items. Candice Clowdis offered an extended insurance policy. They also requested a table for their Thursday meetings.

Council Member Andrews arrived during this time.

Farmer's Market Girl Scout Troop 593 Cookie Sales Fundraiser Booth Request for Saturday, February 21, 2026. Kathleen Gregory presented the need for the space. Council Member Ramsey motioned to approve. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes and 0 nays

Charlotte Learning Center Special Event Request Addendum Heather Montgomery was not in attendance, so Town Manager Wiley reviewed the addendum to the original request with Town Council. Due to the nature of the addendum which includes contained open-flame cooking which will take place in Charlotte County and not the Town. This is being sent to the county for County Administrator Green and Chief Russell to review.

Council Member Braxton motioned that pending the approval from the County Administrator Green and Fire Chief Russell the Town approves the event. The motion was seconded by Council Member Arbogast.

Council Member Ramsey motioned to amend the original motion to include a no alcohol provision and Fire Chief Russell has no objection to the open-flame cooking. Council Member Michaelson seconded the amendment. and carried by voice vote: 6 ayes and 0 nays.

CCPS RFP Council Member Arbogast briefed Town Council on proposed changes to the back of Randolph-Henry High School which will be outside the Historic District.

Committee Appointments To be emailed to Town Council. Also, this process is to be completed at the beginning of Town Council member's terms.

FOIA Officer Appointment Council Member Ramsey motioned that Town Manager Wiley be appointed Town CCH FOIA Officer, seconded by Council Member Arbogast, and carried by voice vote: 6 ayes and 0 nays.

Planning Commission Report Council Member Ramsey advised HDRB meeting to discuss Charlotte County Health Department's Application for Certificate of Appropriateness for New Roof. Council Member Ramsey motioned to waive the \$35 zoning fee, seconded by Council Member Arbogast and carried by voice vote: 6 ayes and 0 nays.

Committee Reports

1. Water Committee:

- a. PFAS Sampling \$500 per sample per well head, per entity, twice per year at annual cost of \$1,000 per well, and SCADA System upgrade with remote monitoring, which was added under Water Committee.
- b. Council Member Ramsey motioned to upgrade SCADA system at a cost of \$5,000 each for two units (one at a water tank and one at the Arcadia well) plus \$1,000 annual maintenance fee as recommended by Clay Samples and seconded by Council Member Arbogast and carried by voice vote: 6 ayes and 0 nays.
- c. Town Manager Wiley will contact Appomattox Well Drilling for a quote to replace the water pump on Well #4. Council Member Braxton motioned to approve up to \$5,000, which was seconded by Council Member Arbogast and carried by voice vote: 6 ayes and 0 nays.

2. Finance Committee:

- a. Discussion about FMS backups; Councilman Ramsey wants backup to be tested.
- b. PPTRA discussion. Councilman Ramsey motioned to move both Personal Property and Real Estate Tax due dates to April 6, 2026, and seconded by Council Member Arbogast and carried by voice vote: 6 ayes and 0 nays. The Town manager will ensure proper public notice.

Set 2026 Meeting Schedule There was agreement to maintain same schedule as last year and meet at 6 p.m. on the third Monday of each month with exceptions that when third Monday is a State holiday to meet on the following Tuesday at 6:30 p.m. and for the December meeting to be set later to coincide with the annual Christmas Tree lighting.

Council Comment Period

Note: Council Member Arbogast left the meeting.

Christmas Parents Storage Request Discussion

Council Member Ramsey motioned with second by Council Member Braxton to notify Christmas Parents to move out within the next 30 days and that Town Council would consider allowing them to use the back room as as staging area next year. The motion failed by voice vote of 1 ayes, 2 nays, and 2 abstentions.

Council Member Braxton motioned and seconded by Council Member Michaelson to allow Christmas Parents to stay during the off season, if they consolidate, and use only a specific amount of area they will use, 300-400 sq. feet, we will tape it off and this is temporary, they will not sign a contract. If the Town does have someone come in wanting to use another parcel space, Christmas Parents would have to work with them and share the floor space or will have to leave if someone wants to use the whole space. There will be a written agreement. The motion carried by a voice vote: 4 ayes and 1 nay.

Code Enforcement Update Council Member Andrews brought up the need to review and enforce ordinance. There was discussion pertaining to streetlights and photo speed enforcement.

Town Manager's Report A report was provided to each Council Members and reviewed.

ATTEST: Tammy L. Wiley
Tammy L. Wiley, Town Manager

David C. Watkins Jr.
David C. Watkins Jr., Mayor

