

TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Tuesday, February 17, 2026, 6:30 P.M.

A regular meeting of the Charlotte Court House Town Council was held on Tuesday, February 17, 2026, at 6:30 pm. Mayor Watkins called the meeting to order. Council Members Andrews, Arbogast, Haskins, Michaelson, and Ramsey were present. Council Member Braxton was absent. Council Member Arbogast motioned to approve the agenda. The motion was seconded by Council Member Andrews and carried by voice vote: 5 ayes and 0 nays. Council Member Ramsey motioned to table the approval of the January 20, 2026 Meeting Minutes as presented until the next meeting. The motion was seconded by Council Member Haskins and carried by voice vote: 5 ayes and 0 nays. Council Member Andrews motioned to approve the December 2025 and January 2026 financial statements. The motion was seconded by Council Member Arbogast and carried by voice vote: 5 ayes and 0 nays.

Citizen Comments None, but Mayor Watkins invited County Administrator Landon Green and Board of Supervisors member Sherry Tharpe to address the council. County Administrator Green expressed appreciation for the opportunity to attend and stated that their purpose was to introduce themselves and to support the continued strengthening of the working relationship between the Town and Charlotte County.

Zack McKinney Backup Software Zack McKinney explained his company's role as the town's managed service provider (MSP) and detailed the manual backup process for the town's utility billing software, FMS which was not originally backed up by FMS. He introduced Synology as a partner for automated backups, explaining the benefits of their cloud-based solutions. He presented a document outlining the proposed automated backup solution and its costs; will edit line 7 to show that 7 regarding the No Compliance or Legal Guarantee. Council Member Ramsey made a motion to approve the Synology C2 white glove service for \$80 monthly for five terabytes of storage. The motion was seconded by Council Member Haskins and carried by voice vote: 5 ayes and 0 nays.

Committee Reports:

Water Committee:

The Moses water tank will be tested and back online soon and there was discussion about the need to replace the valve and that we paid for a valve, but flanges were used in the repair. Town Manager to coordinate repair/replacement work and billing for the Moses

water tank valve/flange issues and confirm whether the correct valve will be installed or the flange will be used as a permanent fix. The need for fire hydrant testing and the need to exercise the valves was discussed. Council Member Ramsey made a motion to hire Samples Monitoring Service to flush and exercise all fire hydrants for \$30 per hour which will end up costing approximately \$1,000 plus \$300 for additional materials which was seconded by Council Member Arbogast and carried by voice vote: 5 ayes and 0 nays. Town Manager is to schedule the work along with Statesman Hydrant repair and provide the Council with progress reports and scheduling details.

Town Hall Committee Report:

Mayor Watkins reported on the MOU for the Christmas Parents where we had discussed with Morgan Quicke with VAcorp who provided some suggestions and advised to send to our attorney for review.

The Extension Office wants to provide the Town with the gift of a Trek park bench for our playground. Council member Ramsey motioned that the Town accept the gift and seconded by Council member Arbogast and carried by voice vote: 5 ayes and 0 nays.

Council member Arbogast will get with Town Manager Wiley on getting quotes on playground table from the state. There was additional discussion regarding the parking lot lighting. Additionally, Council member Arbogast will get with Chris on the install of the playground sign.

With reference to storm and winter weather preparedness. Have the town manager arrange for someone to inspect and repair the interior piping related to the frost-free hydrant in the back room and shut off unnecessary heating for that back room to save costs.

Work with Dexter Andrews to obtain updated pricing for basic minimum electrical upgrades at the town hall and report back with options and costs.

Personnel Committee Report:

Mayor Watkins recommends hiring Bo Wiley as a town employee to assist Town Manager Wiley with both clerical and maintenance work; this would be at same pay rate as Chris McCarty. Council member Michaelson motioned that the Town hire Bo Wiley as an employee to have the same pay rate as Chris McCarty and report his hours monthly on the town manager's report and process any required payroll/actions to formalize employment and seconded by Council member Andrews and carried by voice vote: 5 ayes and 0 nays. The Town will name it "Bo Time".

Financial Committee Report:

Council Member Ramsey presented two options for the Personal Property Tax Relief Act (PPTRA) resolution for 2025 taxes:

- **Option 1:** 100% relief on vehicles assessed at \$1,000 or less and 83% relief on qualifying vehicles with assessed values of \$1,001 to \$20,000. All other vehicles which do not meet the definition of “qualifying vehicles” (e.g., business use and motor homes) will not be eligible for any form of tax relief under this program.
- **Option 2:** 100% relief on the first \$20,000 of assessed value for all qualifying vehicles. All other vehicles which do not meet the definition of “qualifying vehicles” (e.g., business use and motor homes) will not be eligible for any form of tax relief under this program.

After some discussion, Council Member Ramsey moved to approve **Option 1** and to set the PPTRA relief percentage at **83%**. The motion was seconded by Council Member Arbogast and carried by voice vote: 5 ayes, 0 nays.

Approval of 2024-2025 Audit invoice by Creedle Jones & Associates motioned by Council member Ramsey and seconded by Council member Arbogast and carried by voice vote: 5 ayes and 0 nays.

Town Manager Report:

A report was provided to each Council Member and reviewed by the Town Manager. There was discussion regarding an upcoming Southern Software (FMS) Users Conference and the need for a laptop for more efficiency. Council member Ramsey motioned to approve the purchase of a 16” laptop with a \$1500 budget which was seconded by Council member Arbogast and carried by voice vote: 5 ayes and 0 nays.

Council Comment Period

There was discussion regarding the County’s speed control recently put in place with a 60-day trial period. Additionally, discussion pertaining to helicopter pad beside Farm Bureau and who will maintain.

Council Member Andrews raised the potential need for volunteer services. Following discussion, Council directed the Town Manager to draft a volunteer policy and procedures for student volunteers, including defined work scope and limitations, so that volunteers may be utilized by the Town when appropriate. The draft policy will be presented to Council for review and approval.

Mayor Watkins will work with Dexter Andrews to obtain updated pricing for basic minimum electrical upgrades at the town hall and report back with options and costs.

Follow up on code enforcement cases: contact the two properties previously flagged, coordinate with the town manager, and confirm next steps with Nehemiah (or the designated contact) to ensure compliance follow-up.

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

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

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