

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Tuesday February 20, 2024 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Tuesday, February 20, 2024, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Michaelson, Ramsey, Haskins, and Andrews were present. Council Member Arbogast and Braxton were absent. Council Member Andrews motioned to approve the agenda. The motion was seconded by Council Member Haskins and carried by voice vote: 4 ayes and 0 nays. Council Member Ramsey motioned to approve the January 2024 meeting minutes as presented. The motion was seconded by Council Member Michaelson and carried by voice vote: 4 ayes and 0 nays. Council Member Haskins motioned to approve the January 2024 financial statements. The motion was seconded by Council Member Andrews and carried by voice vote: 4 ayes and 0 nays.

Citizen Comments None

Water Operations/ Town Maintenance Report Samples Monitoring Services had no report.

Note: Council Member Braxton arrived at 7:07 p.m.

Electronic Meeting Policy Town Manager, Sara Crawford presented an Electronic Meeting Policy. A policy is to allow Council Members to attend meetings virtually. Council Member Ramsey made a motion to approve the Electronic Meeting Policy. (see attached policy) The motion was seconded by Council Member Braxton and carried by voice vote: 5 ayes and 0 nays.

Letter to County Regarding Building Permits Council Member Ramsey suggested a letter be written to the County to request all building permits within Charlotte Court House town limits to be reviewed and approved by the Town. This would eliminate zoning ordinance violations and provide clear communication between Town and County. Council Member Ramsey made a motion for the Town Manager to prepare a letter for the Mayor to send to the County requesting the County only issue a building permit(s) in Charlotte Court House town limits after the County has first received zoning clearance from the Town Office. The motion was seconded by Council Member Braxton and carried by voice vote: 5 ayes, 0 nays.

Land Use Attorney Update Robert Hendrick, Zoning Administrator, updated Council that Ann Crosby the Land Use Attorney has spoken with Gary Elder, the Town Attorney and requested to hold a meeting with the Board of Zoning Appeals to explain the appeals procedure and have an annual organizational meeting. The Town Manager will contact all Board of Zoning Appeal Members to schedule a meeting and review member terms.

Assign Town Manager the Duties of Treasurer/Clerk Council Member Ramsey made a motion to assign the Town Manager all the duties of Treasurer and Clerk. The motion was seconded by Council Member Andrews and carried voice vote 5 ayes and 0 nays.

Lead Service Line Inventory Offer Letter Virginia Department of Health responded to the grant application with an offer letter for \$100,000, principal forgiveness. Council Member

Braxton made a motion to accept the grant for Lead Service Line Inventory. The motion was seconded by Council Member Haskins and carried by voice vote: 5 ayes and 0 nays.

Town Chater Update Council Member Ramsey suggested that the Town Chater be updated for staggered Council Member terms. The Council elected to defer the matter at this time.

VAcorp Insurance Renewal VAcorp annual renewal is due in March and renewal summary was presented. Council Member Ramsey asked the Town Manager to follow up on the accuracy of water tower values. Council Member Ramsey made a motion to renew VAcorp Insurance. The motion was seconded by Council Member Andrews and carried by voice vote: 5 ayes and 0 nays.

Financial Management System Renewal Table until further notice.

Zoning and Water Matter Discussion on a mobile home meeting the zoning compliance was presented due to the age of the mobile home and being vacant for many years. Robert Hendrick stated there was no zoning violation, the mobile home was there prior to the newly adopted zoning ordinance and has not been removed from the property. Discussion was presented on the water hook-up for the mobile home. The existing line is not hooked to the new lines, the meter is 80 plus feet off the road, and the meter is also outdated. A new service connection is required, and the new meter will need to be placed near the road consistent with other meters. The Homeowner will be responsible for the connection from meter to the home. Council Member Ramsey made a motion that all Council Members agree this connection be treated as a new service connection at the road consistent with the water system and connection ordinance Council approved in June 2023. The motion was seconded by Council Member Braxton and carried by voice vote: 5 ayes and 0 nays.

Planning Commission Report Council Member Ramsey stated the comprehensive plan was almost complete and they will meet February 26, 2024.

Committee Reports

Water Committee.: Town Manager, Sara Crawford reported the Town has 16 meters that are in between the sidewalk and curb in town.

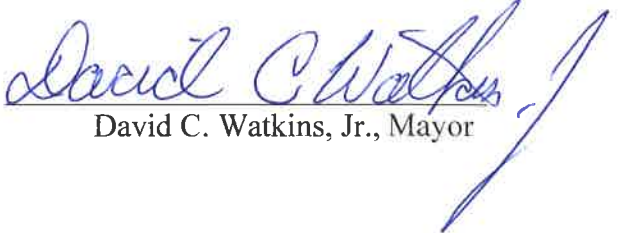
Ordinance Enforcement: Council Member Andrews reported that ordinance enforcement was moving forward.

Town Manager's Report Town Manager, Sara Crawford reported as follows: 4 meters were cut-off for non-payment in January. One new business license from Roundman's BBQ. Information on cigarette tax was presented from the visit to the Town of Farmville. This will be considered in the new budget. Taxes and business license renewals were mailed February 2, 2024. \$8,606.06 is delinquent taxes 2008-2022 to be collected. \$9,549.99 has been collected as of February 16, 2024, for 2023 tax. Approved minutes for the safe deposit box will be taken to the bank for update and inventory of the box. Virginia Department of Health funding for water improvements for FY2025 is open and due by April 15, 2024. The Finance committee will meet in April and May to work on the FY2024-25 budget. The Grower's Association lease renews in April. The terms will remain the same: rent \$300.00 a month and pay the monthly electric bill

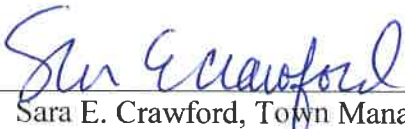
for the municipal building. The first session to the Va Women's Municipal Leadership Institute is March 20-22 in Roanoke.

Council Comment Period Dozer Watkins proposed the Town sell him a portion of land so that he came meet setbacks on his renovation/addition to his home. He stated he will correspond with Virginia Ethics Council on how to proceed since he currently is Town Mayor.

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


David C. Watkins, Jr., Mayor

ATTEST:


Sara E. Crawford, Town Manager