

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday June 21, 2021 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, June 21, 2021, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Andrews, Arbogast, Braxton, Ramsey, Michaelson & Haskins were present. Council Member Arbogast motioned to approve the agenda as presented. The motion was seconded and carried by voice vote: 6 ayes, 0 nays. Council Member Arbogast motioned to approve the May 2021 minutes as presented. The motion was seconded and carried by voice vote: 6 ayes and 0 nays. Council Member Andrews motioned to approve the financial statement as presented. The motion was seconded and carried by voice vote: 6 ayes and 0 nays.

Citizen Comments Cheryl Spencer stated that her father received a letter about his property where he keeps his cars and other things and that the letter stated that the neighbors complained. She asked who the complainers were and stated that it is a residential property that they have had for over 40 years. She stated that people leave their trucks there and then come back and pick them up. Ms. Spencer requested the name, time, date and what was said in the complaint. She stated that other properties nearby are a mess and asked if the Town is doing anything about it.

Vellie Hall stated that she was surprised that the Town didn't know that a letter was being sent to the Spencers and that if it happened to them, it could happen to her too. She stated that she was scared. Ms. Hall stated that she walks around the Town to see what improvements could be made to the community. She stated that there are several fallen branches from the ice storm that are an eyesore and asked who was responsible to clean them up.

Approval of FY 2021-2022 Budget Council Member Arbogast motioned to approve the FY 21-22 budget as presented. The motion was seconded by Council Member Ramsey and carried by roll call vote: Andrews, aye; Arbogast, aye; Braxton, aye; Haskins, aye; Ramsey, aye; Michaelson, aye.

Appropriation of FY 2021-2022 Budget Council Member Haskins motioned to appropriate the FY 21-22 budget as presented. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes, 0 nays.

Litter Grant Funds Karen Price stated that the litter grant funds are usually spent on cleanups, but none were scheduled over the last year due to the pandemic. She stated that \$1,032.00 was available and needed to be expended before June 30th. Council Member Andrews stated that more and more people are walking with their dogs in Town and dog waste is becoming a problem. She suggested purchasing bag dispensers for people to clean up their dog waste. There was consensus that an additional trash can would be helpful.

Weed Ordinance & Brush Council Member Ramsey reported that there are several places in Town where brush piles remain from the ice storm, and that now have tall grass growing in and around them, which may constitute a violation of the weed and nuisance ordinances. Discussion followed regarding the need to revise the ordinances to incorporate the penalties and consequences for non-compliance, that were adopted by a separate resolution, into the ordinances themselves, and better enable the Town to take corrective action.

Building Code Update Mayor Watkins stated that according to County Administrator Dan Witt, the hiring of a building inspector to handle blighted buildings in the Town, would not prevent the County Building Inspector, John Hess from providing other services to Town residents. Council Member Arbogast stated that he was visited by a member of the Museum Board regarding their goal of renovating the old school buildings, and stated that the issue of what to do with them doesn't ever seem to get resolved.

Water Operations Report June 2021 Bacteriological Samples were collected on 06/01/2021 at 555 LeGrande Ave and 705 David Bruce. Both samples were absent for Total Coliform and E Coli. After reviewing the EPA Circuit Rider Recommendations, SMS is in agreeance with the EPA Circuit Rider's Recommendation of a formal agreement between all the towns in Charlotte County that will allow a partnership between the towns in the future. SMS will continue to update the Town of Charlotte Court House Asset Management program as assets are being updated in the town. SMS can also work on an updated asset inventory list for all spare assets and parts. And look into preventive maintenance programs for all current assets. The Green Sand Filters at Well #7 are still operating properly. The water system is in operation and operating efficiently.

Planning Commission Report Council Member Ramsey reported that the Zoning Ordinance draft was forwarded to Monica Elder for review and comment.

Committee Reports Personnel Committee - Council Member Andrews reported that of three candidates that interviewed for the Clerk position, only one was qualified, but she backed out. Ms. Andrews stated that a late application was received and the candidate was interviewed, which went well, and the Personnel Committee would like to recommend that she be hired to fill the position. Council Member Ramsey motioned to enter into a closed session as authorized by Section 2.2-3711.A.1 of the Freedom of Information Act to discuss a personnel matter. The motion was seconded by Council Member Arbogast and carried by roll call vote: Arbogast, aye; Braxton, aye; Andrews, no; Michaelson, aye; Haskins, abstain; Ramsey, aye. The meeting reconvened. The following resolution was read by Mayor Watkins and adopted by roll call vote: 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, #2.1-344.1 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. Arbogast, aye; Haskins, aye; Michaelson, aye; Braxton, aye; Ramsey, aye; Andrews, aye.

Council Member Arbogast motioned to amend the agenda to add a vote on the Personnel Committee's recommendation. The motion was seconded by Council Member Braxton and carried by voice vote: 5 ayes, 1 nay. Council Member Andrews stated that the Personnel Committee would like to recommend that the Town hire Michelle Kole to eventually become the Clerk/Treasurer after a six month probationary period, with a starting salary of \$28,730.00, and an additional stipend of no more than \$350.00 per month, in the form of a reimbursement for an individual insurance policy that she is to obtain, and to require that she take a course in Microsoft Excel and other applicable accounting courses as needed, and to work toward attaining certification as a municipal clerk. The motion was seconded by Council Member Braxton and carried by roll call vote: Arbogast, aye; Haskins, aye; Michaelson, aye; Braxton, aye; Ramsey, nay; Andrews, aye.

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Clerk's Report Karen Price reported that one business license application was approved for a proposed coffee shop. She stated that a business license application is pending approval for a person who is requesting to set up a stand on the municipal building grounds and sell handcrafted jewelry. Following discussion there was consensus to not approve the application for liability concerns. Ms. Price stated that the Town has submitted the required form to receive Coronavirus State & Local Fiscal Recovery Funds and expects to receive over three hundred thousand. She stated that she will be out of the office several days in July.

Council Comment Period Council Member Braxton stated that the letter sent to Mr. Spencer regarding the commercial garage advised that the neighbors had complained. He stated that he thought the Council was going to discuss the letter before sending it. He stated that the letter should have just said that they were violating the zoning ordinance and that stating that the neighbors are complaining made it personal. Mr. Braxton stated that since action was taken, the Town must now enforce the ordinance. He stated that the Spencer's don't think anyone complained and feel that the Town is picking on them. He stated that the issue will go to court and the Town will lose.

With no further business, Council Member Arbogast motioned that the meeting be adjourned. The motion was seconded and carried by voice vote: 6 ayes and 0 nays.

David C. Watkins, Jr., Mayor

ATTEST:

Karen K. Price, Clerk of Council