

**TOWN OF CHARLOTTE COURT HOUSE  
REGULAR COUNCIL MEETING MINUTES  
Tuesday February 21, 2023 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Tuesday, February 21, 2023, at 7:00 pm. Vice-Mayor Andrews called the meeting to order. Council Members Andrews, Ramsey, Haskins Michaelson, Braxton & Arbogast (arrived after agenda item I) were present. Mayor Watkins was absent. Council Member Haskins motioned to approve the agenda as presented. The motion was seconded and carried by voice vote: 5 ayes, 0 nays. Council Member Ramsey motioned to approve the January 2023 meeting minutes as presented. The motion was seconded and carried by voice vote: 5 ayes, 0 nays. Council Member Haskins motioned to approve the financial statement as presented. The motion was seconded and carried by voice vote: 5 ayes, 0 nays.

**Citizen Comments** Gary Walker stated that several streetlights need to be replaced.

**Wilmouth Property Easement** Tyler Williams stated the need to have the easement properly sited and to ensure that the location of the convenience center fence is not encroaching on the easement. He requested that the issue be tabled until the March meeting to allow time for Trent Surveying to mark the easement.

**Code Enforcement Officer** Council Member Andrews stated that no progress has been made in recruiting a Code Enforcement Officer.

**Planning & Zoning Report** Council Member Ramsey reported that the Planning Commission continues to work on updating the Comprehensive Plan.

Mr. Ramsey stated that the Historic District Review Board has done a great job developing an application and guidelines.

Mr. Ramsey reported that the Town received a zoning appeal which was turned over to the Board of Zoning Appeals and that a public hearing has been scheduled for March 16, 2023. He stated that a staff report will be drafted by the Zoning Administrator, Robert Hendrick.

Mr. Ramsey reported that the Town learned of a proposed new sign to be erected at the Marathon Gas station via a request to locate utilities. He stated that changes to signage on the overhead canopy were already made and were in violation of the zoning ordinance. The sign company received a building permit through the County and stated that they were not advised that approval was required by the Town. Mr. Ramsey stated the need for a Memorandum of Understanding with the County to assure that approval is granted by the Town prior to the issuance of building permits.

**Committee Reports** Financial Committee – Council Member Ramsey stated that the Town will owe Suez more than is currently in the checking account. Mr. Ramsey motioned to authorize the Clerk to transfer funds from the investment pool to cover the expense when the bill comes in. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes, 0 nays.

Water Committee – A cost estimate of between \$500 & \$1,000 was received from Chase Parsons to repair the grounds around the courthouse tank, including stabilizing a couple of valves by pouring concrete around them. Mr. Ramsey motioned to approve up to \$1,000 to make the repairs. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes, 0 nays.

Mr. Ramsey stated that quotes received for replacing the sand filter tanks at well #7 were much higher than expected. He stated the need to engage an engineer and apply for grant funds and suggested the Town seek assistance from the Commonwealth Regional Council (CRC) in this regard. Mr. Ramsey motioned to engage the CRC to help with a water grant application and to determine whether their blanket arrangement with engineering firms will be allowed or if an engineer must be procured, and to include in the application: replacement of the sand filters; water line extension; meter replacements; and meter repairs. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes, 0 nays.

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Mr. Ramsey stated that the Town has received two new requests for water connections; one on Gold Leaf Drive and the other on George Washington Hwy., which will require boring under the road. He stated that the Council previously discussed charging the current fee of \$1,450 plus adding any additional cost involved with boring under the road. The Water Committee is looking into raising the new connection fee, but has recommended approving the two applications on hand at the current fee and sending letters offering the meter installations at the current rate, provided they are completed within 45 days, and to not accept new applications until an ordinance establishing a new fee is in place. Council Member Ramsey motioned to approve the two applications on hand at the current fee of \$1,450.00, plus any additional costs associated with boring under the road, if required, and to move forward with drafting a new ordinance to raise the fee for new connections, and to not accept new applications until the ordinance is approved. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes, 0 nays.

Personnel Committee – Council Member Michaelson reported that they are working on a job description and determining if a Town Manager position should be created or to continue with the current Clerk/Treasurer position. The Personnel Committee will meet on Tuesday, 2/28/23 at 6:15 pm.

**Water Operations Report** A written report stated that: Well 3 is still currently off-line due to producing air in the water. We (SMS) decided to let the well rest for a couple of months. In doing so we are waiting for fabricator to build a support frame to be able lift the well head so we can monitor the level in the well with water tape, and also be able to run the camera down the well with more easily. Hope to get it back online soon. In the upcoming weeks we will be routinely flushing hydrants all over town in preparation for our next round of Lead and Copper sample collections that are due by the end of March 2023. The Green Sand Filters at Well #7 are still operating properly. Several proposals have been received and passed along to Terry Ramsey in regard to the green sand filter replacement. We are waiting to hear back from Heyward (Adedge Rep) for any updates and suggestions. The water system is in operation and operating efficiently.

**Clerk's Report** Karen Price reported that there were 5 meters cut-off for non-payment. She stated that it was suggested there be an emergency number posted for water emergencies. Ms. Price stated that Chris McCarty noticed that the gutter was damaged over the garage doors at the rear of the building and needs to be repaired. She stated that the office would be closed on Thursday & Friday.

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

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Debra Andrews, Vice-Mayor

ATTEST:

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Karen K. Price, Clerk of Council