

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES**

Monday April 17, 2023 7:00pm

A regular meeting of the Charlotte Court House Town Council was held on Monday, April 17, 2023, at 7:00 pm. Vice-Mayor Andrews called the meeting to order. Council Members Andrews, Ramsey, Braxton, Michaelson, Haskins and Arbogast were present. Mayor Watkins was absent. 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 March meeting minutes as presented. The motion was seconded and carried by voice vote: 6 ayes and 0 nays. Council Member Arbogast motioned to approve the March financial statement as presented. The motion was seconded and carried by voice vote: 6 ayes and 0 nays.

Citizen Comments None

Wilmouth Property Easement Tabled until May meeting.

Water Operations Report & Demonstration of Town Water System Map Clay Samples reported that his team located and marked meters, valves & fire hydrants and using GPS coordinates, created a digital map of the water system. He stated that he is looking for an outlet that can do a large print out of the map.

Board of Zoning Appeals Resolution Council Member Ramsey stated his preference that the BZA meet and approve the minutes or resolution regarding the Spencer zoning issue, prior to Council addressing the action that was taken. The matter was tabled until the May meeting.

Historic District Design Guidelines Council Member Ramsey stated that due to printer issues, the Town office was unable to send letters to Historic District property owners ahead of the public hearing. The public hearing will reconvene at 6:30 pm on May 15, 2023. Approval is postponed until the May meeting.

Thomas Jefferson Hwy. Sidewalk Project Vice Mayor Andrews reported that the application was due May 15th and the Town must decide whether or not to have VDOT build the sidewalk or solicit bids from private contractors. Council Member Braxton expressed concern about the complexity of the project area and the Town's liability if the project was handled privately. Council Member Arbogast motioned to cancel the project due to the increase in match requirements and to request a full refund. The motion was seconded by Council Member Ramsey and carried by voice vote: 5 ayes, 1 nay. Council Member Arbogast motioned that upon receiving the match funds from VDOT, and after hiring new office personnel, to get proposals from qualified contractors to construct the sidewalk from Union Cemetery Rd. to connect to the existing sidewalk on Thomas Jefferson. The motion was seconded by Council Member Michaelson and carried by roll call vote: Ramsey, nay; Haskins, aye; Michaelson, aye; Andrews, aye; Braxton, nay; Arbogast, aye.

Code Enforcement Officer Vice-Mayor Andrews stated that Tony Matthews will receive inspection certification in June and has agreed to help the Town address blighted properties. Council Member Ramsey advised that the Town have good legal support and requested that Town attorney Gary Elder be asked to attend the next Council meeting.

Planning & Zoning Report Council Member Ramsey reported that work continues on updating the Town Comprehensive Plan. Regarding the Marathon Sign application, Mr. Ramsey stated that the Planning Commission met with a representative from the sign company and were now waiting on a response from Marathon.

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Water Grant Application / Preliminary Report Council Member Ramsey reported that the application is being scaled back to include the sand filters, the addition of isolation valves and replacement of water meters. He stated that the Town was informed that the sand filter tanks were rusting from the inside out, but Council Member Braxton was able to determine that the problem involved outside surface rust. A meeting has been set with Clay Samples and Rodney from the VA Rural Water Assoc. to inspect the inside of the tanks.

Committee Reports Personnel Committee – Council Member Michaelson reported that the Town Manager job description is nearly complete. Council Member Ramsey stated that they propose having the office open four days per week with general office duties handled by a clerk. A Town manager would be hired at a salary of up to \$60,000 to handle projects and meetings etc. Financial Committee – Council Member Ramsey stated the need to fill out new signature cards for the LGIP and the Bank of Charlotte County. He stated that he would like to have access to the bank account for viewing purposes. Council Member Arbogast motioned to give the Financial Committee Chair “read only” access to the checking account and to remove Stephanie Atwood from the signature card. Grounds, Streets & Lights Committee – Vice-Mayor Andrews stated that the “Welcome to Charlotte Court House” sign fell over, and the Town should look into getting new signs. Water Committee – Council Member Ramsey reported that a policy for connecting to the water system has been drafted and needs to be forwarded to the Town attorney for review and advice on what is needed for its adoption.

Growers Association Lease Renewal Council Member Ramsey reported that the Grower’s Assoc. has agreed to the changes to the lease and have agreed to sign it for another year.

Clerk’s Report Karen Price reported that a business license was approved for “The Scoop.” She stated that there were 6 meters cut-off for non-payment. She stated that the office would be closed April 19-21.

Council Comment Period Council Member Ramsey encouraged everyone to attend a VML training for elected officials on June 14th. By consensus, a Financial Committee meeting will be held on May 8th at 4:00 pm to work on the FY 23-24 budget.

With no further business the meeting was adjourned.

Debra Andrews, Vice-Mayor

ATTEST:

Karen K. Price, Clerk of Council