

**TOWN OF CHARLOTTE COURT HOUSE  
REGULAR COUNCIL MEETING MINUTES  
Monday April 15, 2024, 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, April 15, 2024, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Michaelson, Andrews, Braxton and Arbogast were present. Council Members Ramsey and Haskins were absent. Council Member Arbogast motioned to approve the agenda. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays. Council Member Arbogast motioned to approve the March 2024 meeting minutes as presented. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays. Council Member Arbogast motioned to approve the March 2024 financial statements. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays.

**Citizen Comments** None

**Reschedule Finance Committee Meeting** Town Manager, Sara Crawford asked to reschedule the Finance Committee meeting from May 20, 2024, at 6 p.m. to May 13, 2024, at 6 p.m. due to a schedule conflict. All Council Members agreed.

**Water Operations/ Town Maintenance Report** Samples Monitoring Services had no information to report. The Town Manager, Sara Crawford, did send an email to Clay regarding the water service connection for Mr. Johnson and the repair to the leak near Thomas Jefferson Museum to get an update. Council Member Andrews stated the Country Club water smelled like sulfur.

**Regional Hazard Mitigation Plan Resolution** Town Manager, Sara Crawford presented the resolution for the Regional Hazard Mitigation Plan. Council Members reviewed. Council Member Arbogast made a motion to approve and adopt the Regional Hazard Mitigation Plan. The motion was seconded by Council Member Braxton and carried voice vote 4 ayes and 0 nays.

**Board of Zoning Appeals Meeting & Invoices Update** No organizational meeting date has been set. Zoning Administrator, Robert Hendrick has emailed Ann Crosby with meeting dates available. The Town has received no invoices for Ann Crosby to date.

**Samples Monitoring Services Contract Extension** Contract has been signed by Mayor Watkins and Clay Samples. The Town Manager, Sara Crawford made note that the 2023 contract had a clerical error and it was corrected and re-signed by Mayor Watkins and Clay Samples.

**Pool Water Rate** The Town Manager, Sara Crawford presented that the Council consider increasing the fee for pool water request. Council Members had discussion and agreed to keep the administrative fee at \$25.00 and .01 cent per gallon for 2024 season. The Town Manager, Sara Crawford, will check with other town rates and follow up at the next meeting.

**Cigarette Tax Discussion** The Town Manager, Sara Crawford presented a rough draft example of an ordinance for cigarette tax, initial cost figures and revenue to date that the Town of Keysville has received after adopting the cigarette tax. Council tabled until next meeting.

**Planning Commission Report** There was no March meeting. The Commission will meet April 22, 2024, at 6 p.m. VDOT has reviewed the Comp Plan.

**Committee Reports** Council Member Andrews reminded that the weed ordinance should be placed in water bills for reminder to citizens. Council Members would like to create an Enforcement Committee and have Tony Matthews, Town Manger form Kenbridge meet with them to discuss the code enforcement process and development. The Town Manager, Sara Crawford, will schedule that meeting.

**Town Manager's Report** Town Manager, Sara Crawford reported as follows: 5 meters were cut-off for non-payment in March. The inventory of the safe deposit box is still needed. Tamara Anderson with VDH, Lead Service Inventory has provided a to do list for closing. Tamara Anderson suggests the VDH Water Systems Improvements grant should possibly be submitted next year after Lead Service Inventory is completed. VWMLI session 2 is April 18-19. Sara met with Tony Matthew, March 20<sup>th</sup> after CRC. He suggests we select a few violations we would like to enforce, then create and adopt ordinances. He will not be certified until August 2024. Council Member Ramsey and Sara Crawford have the SLFRF report filed and appears accepted by the Treasury system and all funds were reported as Revenue Replacement. Mayor Watkins, Council Member Ramsey, and Sara Crawford meet with Phil Bassett to discuss Year 4 projects on water tanks and cost for upcoming budget planning. Meeting with Jeanne Francis from VDH to create a Waterworks Business Operations Plan on April 23rd. The mayor's meeting is April 25, 3pm at CRC. Todd Fortune last day with CRC is April 24<sup>th</sup>. Sara Crawford met with CRC March 26<sup>th</sup> to discuss future plans and ideas on playground development. Mr. Walker is working on repair/replacement of items at Well #7.

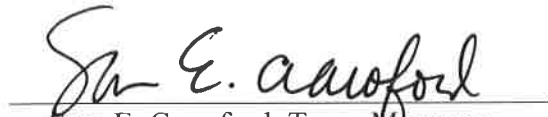
**Letter from David C. Watkins, Jr.** Mayor Watkins turned the meeting over to Vice Mayor Andrews. David C. Watkins, Jr. came to the Town as a citizen presenting his letter to request purchase of approximately 100 feet of the town's property adjoining his property to meet setbacks of Town ordinance for an addition to his home at 232 David Bruce. Council Members had discussion. The Town's Tanyard Spring (well) is on this property. Council Member Arbogast suggested a boundary space, 25-50 feet, to protect any encroaching back to the Spring. Council Member Arbogast made a motion to pursue the sale of property at value cost. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays. Council Member Arbogast made a motion to have a public hearing at the next available date and determine the assessment value. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays.

**Council Comment Period** Council Member Michealson stated a citizen approached her concerned about a registered sex offender in rental property in town.

With no further business, Council Member Andrews motioned that the meeting be adjourned. The motion was seconded by Council Member Arbogast and carried by voice vote: 4 ayes and 0 nays.

  
David C. Watkins, Jr, Mayor

ATTEST:

  
Sara E. Crawford, Town Manager