

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday May 20th, 2024, 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, May 20, 2024, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Michaelson, Andrews, Ramsey, Haskins, Braxton and Arbogast were present. Town Manager Sara Crawford was absent. Council Member Arbogast motioned to approve the agenda. The motion was seconded by Council Member Andrews and carried by voice vote: 5 ayes and 0 nays. Council Member Arbogast motioned to approve the April 2024 meeting minutes as presented. The motion was seconded by Council Member Andrews and carried by voice vote: 5 ayes and 0 nays. Council Member Arbogast motioned to approve the April 2024 financial statements. The motion was seconded by Council Member Haskins and carried by voice vote: 5 ayes and 0 nays. Note: Council Member Braxton arrived after approval of financial statements.

Citizen Comments None

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

Sidewalk Update from VDOT Mr. Jay Brown from VDOT spoke regarding the Route 47 Sidewalk Project. Mr. Brown stated the Route 47 Sidewalk Project will be fully funded with 100% of Highway Safety Improvement Program (HSIP) funds. The project is scheduled to be approved in June and funding will be available July 1st. VDOT will pick up where they left off and begin work in the Fall with the same scope as the original plan. VDOT requires no agreement or commitment from the Town.

Reschedule Public Hearing/Discussion Meeting was turned over to Vice Mayor, Debra Andrews. The council discussed the public hearing date and the advertisement details. Council Member Ramsey motioned the public hearing on the Tanyard Spring property be held on Wednesday, June 5, at 6 p.m. and that the advertisement include: The property is proposed to be sold to David Watkins, Jr., Mayor of the Town of Charlotte Court House at his request, the dimensions of the property proposed to be sold including approximate acreage, the proposed purchase price in dollars, and the Council may act on the sale at the meeting after the public hearing. The Town Manager will prepare documents to make available to the public which, in addition to the preceding information, and a drawing with dimensions showing the Tanyard Spring property and what is proposed to be sold and what will remain. Council Member Ramsey motioned to sell a 20 foot strip parallel not including the road of Tanyard Spring property for \$10,000 dollars. There was not a second. Council Member Arbogast motioned to sell .79 acres of the Tanyard Spring property. The motion was seconded by Council Member Andrews. No vote was taken. Council Member Arbogast motioned to sell .79 acres, 103 feet from the existing land owned by David Watkins Jr of Tanyard Spring property. The motion was seconded by Council Member Andrews. A roll call vote was taken: Arbogast, aye; Braxton, aye; Andrews, aye; Michaelson, aye; Haskins, aye; Ramsey, nay.

Council Member Ramsey motioned to amend the price to sell .79 acres of Tanyard Spring property to \$50,000 dollars. There was not a second.

Council Member Arbogast motioned to sell .79 acres of Tanyard Spring property at 25% over appraisal value. Council Member Arbogast motions to amend motion the 25% over appraisal value plus cost of appraisal. The motion was seconded by Council Member Braxton. Council Member Ramsey motioned an amendment for the appraisal to include any diminishment to Tanyard Spring property. No vote was taken.

Council Member Braxton motioned to sell .79 acres of Tanyard Spring property for \$8,000 dollars to David Watkins Jr. The motion was seconded by Council Member Arbogast. A roll call vote was taken: Arbogast, aye; Braxton, aye; Andrews, aye; Michaelson, aye; Haskins, aye; Ramsey, nay.

Council Member Ramsey read the public hearing advertisement as follows:

The Town of Charlotte Court House proposes to sell the following property to David Watkins Jr., Town of Charlotte Court House Mayor at his request. The property is known as tax map #038-A4-A-87, 103 feet off of southern portion approximately .79 acres. The purchase price is \$8,000 dollars and further information is available at the Town Office.

Cigarette Tax Discussion Moved to after (L) on the agenda.

FY 2024-2025 Budget Preview Council Members had discussion on the FY 2024-2025 as follows:

- Remove employee bonus in General and Water fund.
- Increase the Town Manager's salary by \$3,000 from \$65,000 to \$68,000 per year. Adjust budget draft and fringes accordingly. Request agreement from Town Manager to amend contract Article IV, Section 4:01, Resignation from providing minimum of 30 days to minimum of 60 days' notice to the Town. The personnel committee will work on the evaluation.
- Increase assistant's pay from \$20 to \$21 per hour. No adjustment to budget draft.
- Tabled until June meeting discussion of hourly rate for WF maintenance operator as Council did not have current rate information. As a budget adjustment only increase salaries maintenance operators from \$11K to \$12K and adjust fringes accordingly.
- Agreed with splitting insurance bill 2/3 GF & 1/3 WF.
- Increase contribution to VFD from \$18,000 to \$18,600 by increasing monthly payment from \$400 to \$450 per month.
- Increased budget line for grass contract from \$27K to \$28K. This is a budget increase only. Any changes in contract will be handled in contract negotiations.
- Increase transfer to WF to cover losses from \$36K to \$60K. This is only a cash transfer between funds. Note at the June 2024 meeting we need to approve a \$60K cash transfer from GF to WF paid out of this year's budget (this is within the budgeted amount of \$78K).
- Increase water repairs from \$30K to \$35K to have sufficient budget for emergencies.
- Purchase utility billing software requested by Town Manager at estimated cost of \$3600 and cost to be split 50/50 between GF & WF.

Approved to advertise for the following tax, fee, and other increases with public hearing at the June Council meeting:

- o Real estate – increase tax rate by one penny from 10 cents to 11 cents per \$100.
- o Meal tax -increase rate from 5% to 6%.
- o Cigarette tax – impose a cigarette tax of 30 cents a pack.
- o Increase water rate per thousand gallons by .50 cents and leave base rate unchanged.
- o Increase water cut off penalty from \$25 to \$75. Tabled discussion re water cut-off changes in state law to June meeting.

Council Member Ramsey motioned to accept the budget worksheet, adjustments, and advertisements for public hearing on Monday, June 17, at 6 p.m. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes and 0 nays.

Cigarette Tax Discussion Discussion was made in the Budget Preview.

Water Cut Off Code Changes Tabled for June’s agenda.

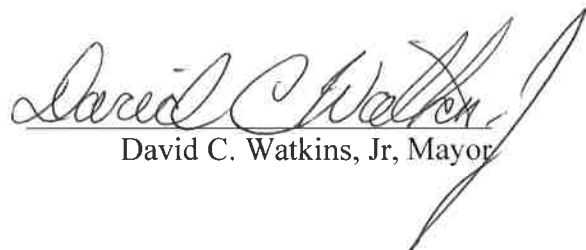
Planning Commission Report Council Member Ramsey sent the Comprehensive Plan to VDOT and Brian Lokker replied with lots of suggestions. Commission meets Tuesday, May 28th to discuss. Mimmo’s Restaurant installed a new sign and the application was approved. BZA meets June 13th. Council Member Ramsey will attend BZA training in June.

Committee Reports Personnel Committee will do the Town Manager’s 6 month review. Discussion was held in regard to Karen Price’s recognition of employment from the Town. Council Member Ramsey motioned to pay Karen Price, previous Clerk, \$1,000 dollars and the Town will pay the withholding as a bonus. The motion was seconded by Council Member Andrews and carried by voice vote: 6 ayes and 0 nays. The Code Enforcement Committee will meet with Tony Matthews, Kenbridge Town Manager, June 3rd to discuss code enforcement.

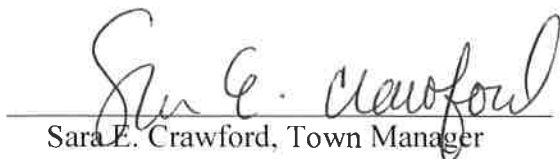
Town Manager’s Report Report was provided to each Council Member and reviewed.

Council Comment Period None

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


David C. Watkins, Jr, Mayor

ATTEST:


Sara E. Crawford, Town Manager