

**TOWN OF CHARLOTTE COURT HOUSE  
REGULAR COUNCIL MEETING MINUTES  
Monday June 17th, 2024, 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, June 17, 2024, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Michaelson, Andrews, Ramsey, and Braxton were present. Council Members Arbogast and Haskins were absent. Council Member Andrews 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 Andrews motioned to approve the May 2024 meeting minutes as presented. The motion was seconded by Council Member Michaelson and carried by voice vote: 4 ayes and 0 nays. Council Member Ramsey motioned to approve the May 2024 financial statements. The motion was seconded by Council Member Andrews and carried by voice vote: 4 ayes and 0 nays.

**Citizen Comments** None

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

**Approval of Water Rate Increase** Council Member Ramsey motioned to approve the water rate increase the rate from \$4.50 to \$5.00 per thousand gallons of consumption up to 25,000 gallons; increase the rate from \$5.50 to \$6.00 per thousand gallons of consumption over 25,000 gallons and additional changes. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes, 0 nays.

**Approval of Real Estate and Mobile Home Tax Rate Increase** Council Member Ramsey motioned to approve the real estate and mobile home tax rate increase by .01 cent, 0.10 cent to 0.11 cent. The motion was seconded by Council Member Andrews and carried by voice vote: 4 ayes, 0 nays.

**Approval of Meal Tax Increase** Council Member Ramsey motioned to approve the increase of the meal tax from 5% to 6%. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes, 0 nays.

**Approval of Cigarette Tax** Tabled to June 24, 2024, council meeting.

**Approval of Water Reconnection Fee** Council Member Ramsey motioned to approve the increase of the water reconnection fee from \$25.00 to \$75.00. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes, 0 nays.

**Approval of Water Management Contract Increase** Council Member Ramsey motioned to approve the water management contract. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes, 0 nays.

**Approval FY 2024-2025 Budget** Tabled to June 24, 2024, council meeting.

**RFP Selection for Lead Service Inventory** Sara Crawford, Town Manager asked Council how they would like to handle the RFPs for the lead service inventory selection. Would they like the water committee to review, or the town manager to make the selection. Council Member Ramsey requested to have the water committee review, then present to Town Council after review for selection of contractor.

**Water Cut Off Code Changes** Table to June 24, 2024, council meeting and present VA code sections and new house bill.

**Code Enforcement** Code Enforcement committee met and presented to Town Council they would like to begin the enforcement process with two ordinances: Nuisance and Weed. The town manager will create/update ordinances and submit them to the Enforcement Committee, Town Council then Gary Elder, Town Attorney for approval. At the August council meeting the ordinances will be presented to the Town Council for approval and discuss the next steps.

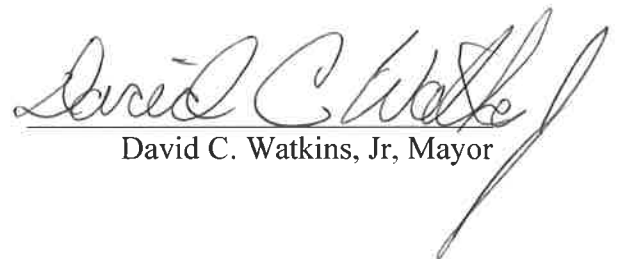
**Planning Commission Report** Council Member Ramsey sent the Comprehensive Plan to VDOT and Brian Lokker replied with lots of suggestions. Commission met in May and discussed the VDOT comments and additions to the Comp Plan. The town manager will complete as many of the additions from VDOT as possible for the August meeting. There will be no meeting in June or July. The BZA met June 13, 2024, for their annual organizational meeting.

**Committee Reports** Personnel Committee will do the Town Manager's 6 month review. Town Council will invite Karen Price to the August meeting to recognize her years of service to the town.

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

**Council Comment Period** Council Member Michaelson stated the town should consider an AED for the town office. She also expressed her opinion to the mayor regarding a letter written to the editor in the Charlotte Gazette. Council Member Andrews stated she would like to piggyback off Council Member Michaelson's letter.

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

  
David C. Watkins, Jr, Mayor

ATTEST:

  
Sara E. Crawford, Town Manager