

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday August 19th, 2024, 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, August 19th, 2024, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Arbogast, Braxton, Andrews, Michaelson, Haskins and Ramsey were present. Council Member Arbogast motioned to approve the agenda. The motion was seconded by Council Member Haskins and carried by voice vote: 6 ayes and 0 nays. Council Member Arbogast motioned to approve the July 2024 meeting minutes as presented. The motion was seconded by Council Member Andrews and carried by voice vote: 6 ayes and 0 nays. Council Member Arbogast motioned to approve the July 2024 financial statements. The motion was seconded by Council Member Haskins and carried by voice vote: 6 ayes and 0 nays.

Citizen Comments None

Water Operations/ Town Maintenance Report Samples Monitoring Services had no information to report. Sara Crawford, Town Manager stated Clay has purchased a boom truck and no longer has to rent or contract boom truck work. Council Member Arbogast asked Town Manager to follow up with Clay about the water line mapping completion. Council Members had discussion on water line breaks due to internet installation. Currently, we have had two breaks this far and there is concern about the cost of future repairs adding up. For any future repairs determined to be the responsibility of RiverStreet, the Town will bill RiverStreet for the actual repair cost.

Board of Zoning Appeals Term Expiration Town Council asked Town Manager to seek legal advisement on changing Board of Zoning Appeal member count from 5 to 3. The Planning Commission will add this their agenda.

Historic District Review Board Term Expiration Council Member Ramsey motioned to reappoint Cheryl Spencer to the Historic District Review Board. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes and 0 nays.

VDOT Parking Proposal Town Council reviewed a work order request for a study at the intersections of Routes 40 & 47. Council Member Ramsey motioned to hold a public hearing on September 16, 2024, at 6:30 p.m. with Town Council meeting after and to invite Scott Frederick with VDOT to attend. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes and 0 nays.

Lead Service Inventory Update RFPs (request for proposal) were sent and only one was received back, which was Clay Samples. VDH is scheduling a meeting with Clay Samples to discuss bid. Once the Town receives the approval of the bid the Town Council can review and approve.

Transfer to Water Fund Discussion of water transfer in FY 23-24 was held.

Cigarette Tax Update Cigarette stamps have been ordered and are expected to be delivered end of August. A letter will be sent to the businesses who sell cigarettes to attend an informative meeting.

Water Billing and Collection Policy Approval The Water Committee presented a Water Billing and Collection Policy for review. Council Member Arbogast motioned to approve the attached Water Billing and Collection Policy and reinstate the reconnection fee. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes and 0 nays.

Water Repairs from Internet Install Council discussed this item under Water Operations/Town Maintenance Report.

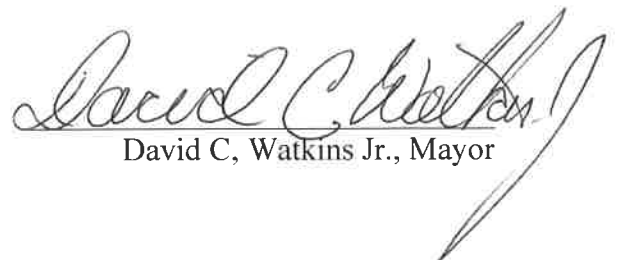
Planning Commission Report VDOT requested additions have been added and emailed to Brian Lokker for review. Town Council agrees to hold a joint public meeting on October 21, 2024. Robert Hendrick plans to retire November 20, 2025.

Committee Reports Buildings and Grounds: The town sign is falling apart. Council Member Arbogast will send the Town Manager some contacts for quotes.
Code Enforcement: Council Members reviewed nuisance ordinance. Council Member Ramsey motion to table until September meeting. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes and 0 nays.

Town Manager's Report A report was provided to each Council Member and reviewed by the Town Manager.

Council Comment Period Council Member Andrews made a motion to have a vote of confidence for the Town Manager in lieu of the evaluation. The motion was seconded by Council Member Arbogast and carried by voice vote: 5 ayes and 1 nays. Council Member Andrews asked for Council Members to think about Halloween ideas the Town can do to increase trick or treaters.

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



David C, Watkins Jr., Mayor

ATTEST:



Sara E. Crawford, Town Manager