

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday September 16, 2024, 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, September 16th, 2024, at 7:15 pm. Mayor Watkins called the meeting to order. Council Members Arbogast, Braxton, Andrews, and Ramsey were present. Council Member Michaelson and Haskins were absent. Council Member Andrews motioned to approve the agenda. The motion was seconded by Council Member Arbogast and carried by voice vote: 4 ayes and 0 nays. Council Member Ramsey motioned to approve the August 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 Ramsey motioned to approve the August 2024 financial statements. The motion was seconded by Council Member Arbogast and carried by voice vote: 4 ayes and 0 nays.

Citizen Comments Sarah G. Martinez spoke and asked the Council for suggestions to bring more business to the Town. She also stated she had interest in a playground in Town. Terry Ramsey Moved to the public podium and asked the Council for an adjustment on the September and October water bill due to a leak which Town reported to him as on the customer side but when repairing the leak was found on the Town side of the meter connection. He showed Council members the part which had failed. Additionally, he requested reimbursement on the repair bill.

VDOT Parking Proposal Scott Frederick from VDOT was present to answer any questions. Council Member Ramsey discussed the yellow paint on the curbs in Town and possible extension of the distance of parking signs on route 47. All Members agreed the yellow paint in Town should be refreshed. Council Member Arbogast made a motion to thank Scott Frederick for coming to meeting and to leave parking on Route 40/47 as is in the Town. The motion was seconded by Council Member Ramsey and carried by voice vote: 4 ayes and 0 nays.

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

Nuisance Ordinance Council Members discussed options for revising ordinance to comply with VA state code. Council Member Arbogast made a motion to ask Gary Elder, Town Attorney, to prepare a revised draft which complies with the Code of Virginia. Then the Town Manager will bring it to October's meeting. The motion was seconded by Council Member Andrews and carried by voice vote: 4 ayes and 0 nays.

Lead Service Inventory Update Sara Crawford, Town Manager stated as of Friday, September 13, 2024, VDH needed one more document before approval letter. Council Member Ramsey suggested that the contract clearly state the contractor is responsible for all VDH requirements exactly as they are required. Additionally, the Town Council, Town Attorney and Insurance Company should review the final contract.

Grass Cutting Inventory Council Members discussed changes to the current contract. To change the dates to a fiscal year, remove item #9, #11, and #13 and replace the Personnel Committee Chair with Mayor or Vice Mayor. Council Member Ramsey made a motion to revise the contract with the details in discussion and then email the new revision to Council Members to approve. The motion was seconded by Council Member Arbogast and carried by voice vote: 4 ayes and 0 nays.

Cigarette Tax Live Date Change Council Member Ramsey made a motion to move Cigarette Tax “live” date from October 1, 2024, to November 1, 2024. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays.

Vendor/Event Application Council Members discussed an application for vendors or a one day event. Council Members agreed to use the new form. The approved application will be valid for one year. The application should be complete for each location of vendor.

Personal Property Taxes Write Off Request Sara Crawford, Town Manager requested Town Council to write off personal property taxes of deceased in the amount of \$94.24 and 2008-2018 uncollected personal property taxes in the amount of \$1,844.88. Council Member Ramsey made a motion to authorize the write offs of tax amount as presented. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays.

Board of Zoning Appeals (BZA) Term Expiration Sara Crawford, Town Manager gave an update of the BZA meeting held on September 11, 2024. The BZA reversed the notice of violation issued by the Zoning Administrator.

Planning Commission Report Robert Hendrick plans to retire November 20, 2025. Council Member Ramsey suggested Sara Crawford, Town Manager take training offered by Virginia Commonwealth University to be a certified planning commissioner and certified in BZA member. Also, any new BZA members should make a commitment and take the BZA training online or in Richmond. The Planning Commission is waiting for a reply from Gary Elder, Town Attorney, about taking BZA member to 3 from 5.

Committee Reports Buildings and Grounds: none.

Code Enforcement: Council Member Ramsey will reach out to Blue Line for more information about speed enforcement in school zones.

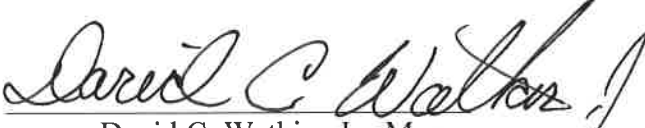
Water Committee: Council Member Arbogast asked the Town Manager to email Patrick Andrews, Chris Russell and himself a GIS map of water service valves in the courthouse square.

Town Manager’s Report A report was provided to each Council Member and reviewed by the Town Manager. (see attached)

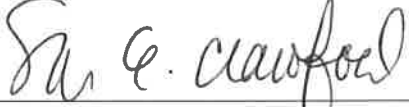
Council Comment Period Council Member Andrews suggest removing “questions” from the public hearing agenda under #2.

Council Member Ramsey suggested seeking proposals for the annual audit for fiscal year ending June 30, 2025.

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: 4 ayes and 0 nays.


David C, Watkins Jr., Mayor

ATTEST:


Sara E. Crawford, Town Manager



TOWN COUNCIL MEETING

CHARLOTTE COURT HOUSE, VIRGINIA

Town Manager's Report September 21st, 2024

1. VWMLI (Va Women's Municipal Leadership Institute): Session 7 is in Staunton, September 19-20th.
2. WBOP (waterworks business operations plan): Continuing to work on WBOP worksheet.
3. Mini PER (preliminary engineering review): working with Denise at VDH to complete a PER for future water projects. Meet with Robbie Corbett and Clay Samples, August 31st to go over needs of water system. Clay took him to isolation value locations and provided him with GIS website login.
4. BZA meeting: Spencer violation appeal was held September 11th. Andy Carwile's term expires in September. He will not continue to serve.
5. Comp Plan: VDOT items have been added. Public Hearing set October 21st at 6.
6. Water & Wastewater Training Course: Found this training very useful administratively.
7. VAcorp: Completed and emailed on 9-3-2024.
8. SERCAP: Started working with Mitch Rieley on ERP & RRA.
9. TAV (Treasurers Assoc. of VA): continue taking online courses to re certify by November 2024.
10. Cigarette Tax: on the Agenda, I suggest the "go live" date be extended to November 1, 2024, to allow the Town to order single pad stamps for smaller retailers.
11. LSL (Lead Service Inventory): on Agenda, still waiting for approval. As of Friday, 9/13/24, VDH needed one more item.
12. FY 23-24 Audit: Began working with Robin.
13. VML Conference: October 13-15th in Va Beach.

Water cut-offs: none

Business license: August: none

Past tabled items:

1. Emails, Website, IT and Glerin: Tabled until further discussion.
2. Town signs: Tabled until further discussion.
3. VA Veteran Assoc. Donation: I suggest using the Town of Phenix sign landscape as an example with a new flagpole. Tabled until further discussion.
4. Well #7: A/C parts are obsolete. Replace thermostat on heater. Stephen Walker is going to replace.