

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Tuesday, January 21, 2025, 7:00 P.M.**

A regular meeting of the Charlotte Court House Town Council was held on Tuesday, January 21, 2025, at 7:00 pm. Vice Mayor Andrews called the meeting to order. Council Members Michaelson, Haskins, Arbogast and Ramsey were present. Mayor Watkins and Council Member Braxton were absent. Council Member Arbogast motioned to approve the agenda. The motion was seconded by Council Member Haskins and carried by voice vote: 5 ayes and 0 nays. Council Member Arbogast motioned to approve the November and December 2024 Council; meeting minutes and November Joint Public Hearing minutes as presented. The motion was seconded by Council Member Ramsey and carried by voice vote: 5 ayes and 0 nays. Council Member Ramsey motioned to approve the November and December 2024 financial statements. The motion was seconded by Council Member Arbogast and carried by voice vote: 5 ayes and 0 nays.

Citizen Comments Gary Walker spoke in favor of the Town supporting and having a Town representative on the County Planning Commission.

County Planning Commission Dan Witt, County Administrator, spoke to explain and receive the Town's input on the County's Planning Commission representation.

Water Operations/ Town Maintenance Report Samples Monitoring Services reported all is normal and nothing else to report.

Set 2025 Meeting Schedule Council Member Ramsey made a motion to approve 2025 meeting schedule to hold regular monthly meetings on the 3rd Monday of every month at 6:00 pm, unless it falls on a holiday and in that case the meeting is held the following Tuesday at 6:30 pm. The December meeting is held in conjunction with the Lighting of the Tree on the first Sunday of the month. The motion was seconded by Council Member Michaelson and carried by voice vote: 5 ayes and 0 nays.

New Water Connection Administrative Fee Clarification Council Member Ramsey made a motion to clarify that the new water connection administrative fee of 10% does not apply to the basic connection fee. The administrative fee is only applied to the cost over the basic connection fee. The motion was seconded by Council Member Arbogast and carried by voice vote: 5 ayes and 0 nays.

Wells and Water Tanks Clean Up Water Committee Member Ramsey reported the wells and water tanks will be cleaned up with removal of trees and clearing an access road. The Moses Drive tank and the 2200 gallon mixing tank at Well #7 will be painted this Summer once school is dismissed. Council Member Ramsey made a motion to refund Rock River Homes new water connection fee if they choose to not install meter. (Only a portion of the parcel is in town and the home is not.) The motion was seconded by Council Member Michaelson and carried by voice vote: 5 ayes and 0 nays. Council agreed for Chris McCarty to clear a strip between the

Moses Drive lot and the tank access road wide enough for a truck to drive through and grind the stumps by the end of March at his normal rate plus reimbursement for equipment.

IT Annual Contract Council Member Arbogast made a motion to renew the IT contract with Zachary McKinney Technology. The motion was seconded by Council Member Ramsey and carried by voice vote: 5 ayes and 0 nays

Credit Card Reader for Payments Council agreed for Manager Crawford to purchase a card reader for in office payments research options for automatic payments and discontinue taking card payments over the phone or in a manner where the Town has access to the credit card information.

Town Sign Council agreed to order new town sign from Lake Gaston Signs for \$1295.00, \$100.00 shipping cost and the Town will install.

Policy and Procedure for Records Management Council reviewed a policy and procedures for records management draft. Suggestion was made to have separate emails for each Council Member. Manager Crawford will research email pricing.

Lead Service Line Inventory Update Lead Service Line Inventory is completed, invoices received, and Manager Crawford will follow-up on making payment, obtaining reimbursement from the grant, and obtaining a copy for the Town records of the results of the inventory.

Planning Commission Report The next planning commission meeting will be held January 27, 2025.

Committee Reports

Buildings and Grounds: none

Code Enforcement: Sara Crawford, Town Manager shared information about nuisance ordinance process provided by Sara McGuffin, Town Manager of Amherst. Council discussed Manager Crawford holding an information meeting on the nuisance ordinance at a date prior to the public hearing and agreed to have further discussion at the February Council meeting.

Water Committee: Committee Member Ramsey shared update with wells and water tank clean up and security. Council requested Manager Crawford to write Samples' Monitoring Services an official letter requesting all water tank and well locations to be kept locked at all times. Manager Crawford will request Samples' Monitoring Service to schedule the repair of the hole on Woodfork Road in front of the old nursing home and to determine what is needed to install a meter at that location. Manager Crawford agreed to research and report back to Council at the February meeting on: (1) a system for recording water system incidents and repairs in a system by location; and (2) reordering the handheld meter reader to match the order of the meters.

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

Council Comment Period Council Member Ramsey provided background on Town representation on the County’s Planning Commission. Vice Mayor Andrews stated the Tree Lighting service was great.

With no further business, Council Member Arbogast motioned that the meeting be adjourned. The motion was seconded by Council Member Michaelson and carried by voice vote: 5 ayes and 0 nays.

ATTEST: Sara E. Crawford
Sara E. Crawford, Town Manager

David C. Watkins, Jr.
David C. Watkins, Jr., Mayor