

**TOWN OF CHARLOTTE COURT HOUSE  
REGULAR COUNCIL MEETING MINUTES  
Tuesday, February 18, 2025, 6:30 P.M.**

A regular meeting of the Charlotte Court House Town Council was held on Tuesday, February 18, 2025, at 6:30 pm. Mayor Watkins called the meeting to order. Council Members Michaelson, Haskins, Arbogast and Ramsey were present. Vice Mayor Andrews 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: 4 ayes and 0 nays. Council Member Arbogast motioned to approve the January 21, 2025 Council meeting minutes as presented. The motion was seconded by Council Member Haskins and carried by voice vote: 4 ayes and 0 nays. Council Member Ramsey motioned to approve the January 2025 financial statements. The motion was seconded by Council Member Arbogast and carried by voice vote: 4 ayes and 0 nays.

**Citizen Comments** None

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

**Growers Association Lease Status** Joanne Jones, from the Extension Office notified the Town Office the Southside Virginia Fruit and Vegetable Producers Association plan to have the building cleaned out by April 1, 2025. Council Member Ramsey suggested Council revisit the lease for the space at March's meeting.

**Proposed Nuisance Ordinance Draft/Schedule Public Hearing and Community Meeting** Council Members discussed the proposed draft and suggested focusing on one ordinance at a time. Council Member Ramsey made a motion to table until Council Member Braxton and Andrews are present. The motion was seconded by Council Member Arbogast and carried by voice vote: 4 ayes and 0 nays.

**New Computer Request** Town Manager Crawford requested a new computer. All Council Members present agreed to approve the purchase.

**Policy and Procedure for Records Management** Council reviewed a policy and procedures for records management draft. Suggestion was made to add the sentence "All employees and Council Members are responsible for copying the Town Manager on all emails so a copy of all emails are stored on the Town email system." Council Members will review again at the March meeting.

**Lead Service Line Inventory Update** Lead Service Line Inventory is completed and invoices received. The Virginia Department of Health (VDH) has emailed a draft of the funding agreement and the Council Members present reviewed.

**Planning Commission Report** The next planning commission meeting will be held February 24, 2025. A motion was made by Council Member Ramsey to reappoint Andy Carwile to the

Planning Commission for a four year term ending January 2029. The motion was seconded by Council Member Arbogast and carried by voice vote: 4 ayes and 0 nays.

### **Committee Reports**

Buildings and Grounds: none

Code Enforcement: none

Water Committee: See Town Manager's Report

Finance Committee: Committee Chair Ramsey reported the Town's debt owed balance, interest rate, annual expense and paid off dates. Council Member Ramsey made a motion for the Town to get a credit card in Town Manager Crawford's name and the monthly statement to be provided with the financials each council meeting. The motion was seconded by Council Member Arbogast and carried by voice vote: 4 ayes and 0 nays. Council Member Ramsey also discussed looking at the website expense at budget planning and suggested selling the old Dixon mower. Council Member Ramsey requested a meeting with Chris McCarty, Town Manager Crawford and Council Member Andrew and Mayor Watkins to discuss the grass contract.

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

**Personnel Evaluation** Council Member Michaelson made a motion to convene in closed session to discuss a performance evaluation for Sara Crawford as authorized by section 2.2-3711.A.1 of the Code of Virginia. The motion was seconded by Council Member Arbogast and carried by voice vote: 4 ayes and 0 nays.

The public meeting was reconvened. The following resolution was read by Council Member Michaelson, and adopted by roll call vote: Arbogast, aye; Ramsey, aye; Michaelson, aye; Haskins, aye:

Whereas, the Town Council of Charlotte Court House has convened a closed session meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, section 2.1-344.1 of the Code of Virginia requires a certification by this Town Council of Charlotte Court House that such closed meeting was conducted in conformity with Virginia law; and

Now, therefore be it resolved that the Town Council of Charlotte Court House hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council of Charlotte Court House.

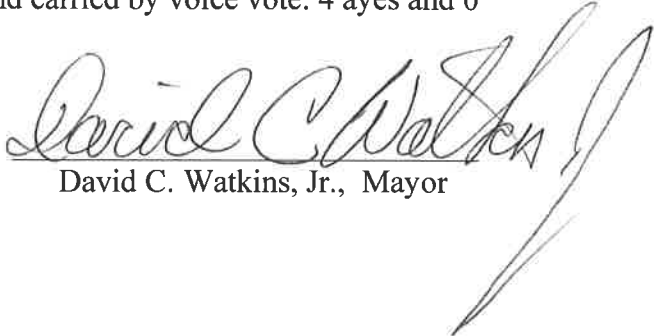
Council Member Arbogast made a motion of vote of confidence that the new Town Manager has done an exceptional job at handling all duties assigned to her this year. The motion was seconded by Council Member Michaelson and carried by voice vote: 4 ayes and 0 nays.

**Council Comment Period** Town Manager Crawford read a card received from The Still Waters Band thanking the Town for their gift for their performance at the Christmas Tree Lighting.

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

ATTEST:

  
Sara E. Crawford, Town Manager

  
David C. Watkins, Jr., Mayor