

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday, March 17, 2025, 6:00 P.M.**

A regular meeting of the Charlotte Court House Town Council was held on Monday, March 17, 2025, at 6:00 pm. Mayor Watkins called the meeting to order. Council Members Andrews, Michaelson, Haskins, Arbogast and Ramsey were present. Council Member Braxton was 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 February 18, 2025; Council meeting 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 February 2025 financial statements. The motion was seconded by Council Member Arbogast and carried by voice vote: 5 ayes and 0 nays.

Citizen Comments None

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

Back Room Space Lease Council Members discussed the possibilities of the use and improvements to back room space and suggested that a Building Committee meeting should be held after the Growers Association has moved out to determine the needs of the space.

Proposed Nuisance Ordinance Draft/Schedule Public Hearing and Community Meeting Council Members discussed the proposed draft and suggested that Town Manager Crawford research an appeals process and report to Council at the April meeting. Council Members suggest that the #2 under the cutting of grass and weed section should read as: The owners of a parcel within the Town, shall maintain the grass, and weeds on the parcel at a height of not greater than twelve (12) inches from the ground for a minimum of twenty-five (25) feet from the street or sidewalk whichever the greater. Council Members agreed to reschedule the Community Meeting for the proposed nuisance ordinance for Tuesday, April 22, 2025, at 6 pm.

Grass Contract Council Member Ramsey clarified that the grass contract was for a one year term consistent with the Town's fiscal year and payment is on per unit basis for each grass cutting and the bill Chris McCarty submits to the town must show the date a cutting started and was completed. Council Member Ramsey made a motion that Chris McCarty, town employee will record hourly work on a timesheet with details of work performed at normal rate of \$25.00 an hour and will submit an invoice for equipment use time at \$15.00 an hour. If equipment needs to be rented the Town will be responsible for the bill. The motion was seconded by Council Member Arbogast and carried by voice vote: 5 ayes and 0 nays. Town Manager Crawford agreed to revise the timesheet to provide more room for recording the details of the work performed.

Policy and Procedure for Records Management Council Member Ramsey made a motion to accept and adopt the policy and procedure for records management. The motion was seconded by Council Member Arbogast and carried by voice vote: 5 ayes and 0 nays.

Lead Service Line Inventory Update Paperwork has been completed for the reimbursement and submitted to the Commonwealth Regional Council for review.

PPTRA Council Member Ramsey suggested Council Members consider providing 100% tax relief on qualifying vehicles valued at less than \$20,000. Town Manager Crawford suggested after reviewing feedback from legal counsel it may be easier to consider not mailing bills less than \$5.00. After the Council discussion, Town Manager Crawford will contact the county for their policy and include this in the upcoming budget discussion.

Note: Council Member Braxton arrived, 7:00 p.m.

Playground Planning Town Manager Crawford and Council Member Ramsey shared information provided by Tyler Hull with Sparks@Play on playground equipment options under \$25,000 and \$25,000-\$50,000. Town Manager Crawford played a campaign video for National Fitness outdoor wellness courts. Council Members discussed and agreed the age range for the future playground would be for children ages 5-12. Council Member Ramsey asked Mayor Watkins and Town Manager Crawford to meet with Dan Witt, County Administrator, to discuss land lease and Town Manager Crawford to contact VaCorp regarding insurance requirements. Council Member Ramsey also suggested a community meeting be considered for citizen input.

Planning Commission Report Planning Committee Secretary Ramsey reported Andy Carwile was reappointed as Chair, Jim Watkins as Vice Chair and Terry Ramsey as Secretary and presented the 2024 Annual Report. Council Members discussed the County Planning Commission town representation. A motion was made by Council Member Arbogast to reply to the County Administrator that Council wishes to leave town representation for the County Planning Commission unchanged. The motion was seconded by Council Member Michaelson and carried by roll call vote: Arbogast aye; Ramsey abstained; Andrews aye; Michaelson aye; Haskins aye; Braxton aye.

Committee Reports:

Buildings and Grounds: none

Code Enforcement: none

Water Committee:

Woodfork Road- Meter Box Hole in Front of Nursing Home Clay Samples with Samples Monitoring Services will build a cinder block vault. He has removed the back flow devices. The meters are working.

Clay Samples Contract FY 25-/26 No increase in monthly cost.

Lead Service Line Inventory Records Samples Monitoring Services has provided the excel file of inventory records.

Meter Order on Handheld This requires a report from FMS to be printed and Chris orders the addresses the way he wishes then assigning each address a read sequence number manually.

System for Recording in a Permanent Record Water System Repairs The GIS app will be downloaded on the Town iPad and records and data will be entered.

Mini-PER Phase Discussion Town Manager Crawford will speak to VDH regarding phases 1-3 to include in the FCAP grant.

One Meter at 175 & 179 Morrison Grove Dr. Town Manager Crawford informed Council this location is one parcel with two rented dwelling structures which have been served by a single meter with service in the name of the property owner for many years and there have been continuing issues with which tenant should pay the bill. Town Council agreed with the Town Manager’s recommendation that a single bill will be sent to the property owner who will be responsible for payment. If this is not satisfactory for the property owner, the owner can request a new meter to be installed so that each dwelling is served by its own meter. Council members noted that the current “Water Ordinance” requires a separate meter for each dwelling.

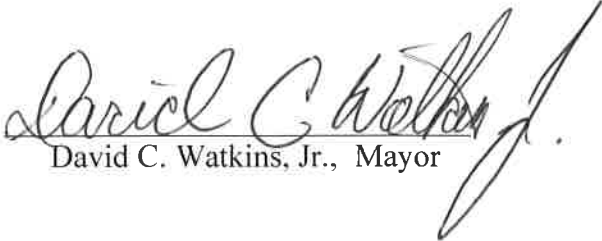
Finance Committee: Committee Chair Ramsey suggested to Council considering posting a delinquent tax list on the county website. The council agreed with Town Manager Crawford’s suggestion to wait until after delinquent tax past due notices are mailed.

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

Council Comment Period Council Member Andrews asked for any update on the speed enforcement cameras. No update was known by Council Members.

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

ATTEST: 
Sara E. Crawford, Town Manager


David C. Watkins, Jr., Mayor