

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday, April 21, 2025, 6:00 P.M.**

A regular meeting of the Charlotte Court House Town Council was held on Monday, April 21, 2025, at 6:00 pm. Mayor Watkins called the meeting to order. Council Members Andrews, Michaelson, Haskins, Arbogast, Braxton (arrived 6:06 p.m.) and Ramsey were present. No Council Member 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 Ramsey motioned to approve the March 17, 2025; Council meeting minutes as presented. The motion was seconded by Council Member Arbogast and carried by voice vote: 5 ayes and 0 nays. Council Member Ramsey motioned to approve the March 2025 financial statements. The motion was seconded by Council Member Haskins 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 Status Southside Va Fruit and Vegetables Producers Association (SVFVPA) lease expired April 12, 2025. SVFVPA has not completely moved out. Council Member Ramsey suggested that Town Manager Crawford collect rent and electricity due and notify the association to complete the move and clean up the space.

Building Opportunities on Main Street (BOOMS) and Community Development Block Grant (CDBG) Lauren Pugh, Planning Director from Commonwealth Regional Council presented information on BOOMS and CDBG grant opportunities. A resolution for the BOOMS is required by June 1, 2025, if the Town elects to participate. The CDBG grant application is due June 15, 2025.

Proposed Nuisance Ordinance Information Town Manager Crawford shared information with Council Members about hearing/appeals process for nuisance ordinance violations and a formal complaint form example. A community meeting regarding the proposed nuisance ordinance will be held April 22, 2025, at 6 p.m.

Playground Planning Playground options and ideas were discussed by Council Members. Council Member Arbogast offered to share playground equipment information and quotes he had received for another project and informed council the elementary school would have used equipment going to auction in the near future.

Emergency Response Plan (ERP) final draft the final draft ERP was presented to Council Members for review and approval. Council Member Arbogast motioned to approve the Emergency Response Plan (ERP) 2025. The motion was seconded by Council Member Michaelson and carried by voice vote: 6 ayes and 0 nays.

Lead Service Line Inventory Update Full reimbursement of \$100,000.00 was received on April 18, 2025

Movie Night/Food Trucks Town Manager Crawford suggested to the Council that the town host a family movie night and invite food trucks to visit the town periodically. All Council members were in favor.

Southern Software (FMS) Contract Tabled until May 2025 regular meeting.

Budget Planning A finance committee meeting was scheduled for May 19th, 2025, at 5:00 p.m. to review and discuss the FY 25-26 budget.

Use of Town Office Policy Council Member Arbogast motioned to give the Town Manager authority to allow non-profit community use of the town office. The motion was seconded by Council Member Michaelson and carried by voice vote: 6 ayes and 0 nays. The Town Manager will email all council members of any scheduled uses.

Planning Commission Report There was no meeting in March 2025 and the next meeting is scheduled on April 28, 2025.

Committee Reports:

Buildings and Grounds: A committee meeting was scheduled for April 24, 2025, at 5.00 p.m.

Code Enforcement: none

Water Committee: A committee meeting was scheduled for April 24, 2025, at 5.15 p.m.

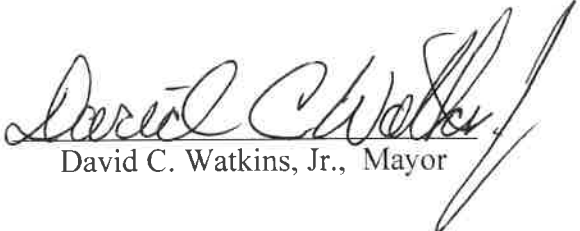
Finance Committee: A committee meeting was scheduled for May 19, 2025, at 5.00 p.m.

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

Council Comment Period Council Member Arbogast expressed performance recognition for the Town Manager. Council Member Andrews inquired about The Scoop's sign permit application. Council Member Ramsey inquired digging at a residence on Thomas Jefferson Hwy and suggested to consider a future plan for town wastewater services.

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

ATTEST: 
Sara E. Crawford, Town Manager


David C. Watkins, Jr., Mayor