

**TOWN OF CHARLOTTE COURT HOUSE  
REGULAR COUNCIL MEETING MINUTES  
Monday, May 19, 2025, 6:00 P.M.**

A regular meeting of the Charlotte Court House Town Council was held on Monday, May 19, 2025, at 6:00 pm. Mayor Watkins called the meeting to order. Council Members Andrews, Haskins, Braxton and Ramsey were present. Council Members Michaelson and Arbogast were absent. Council Member Haskins motioned to approve the agenda. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays. Council Member Andrews motioned to approve the April 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 April 2025 financial statements. The motion was seconded by Council Member Haskins and carried by voice vote: 4 ayes and 0 nays.

**Citizen Comments** Blair Trent, candidate for Charlotte County Commonwealth Attorney came to introduce herself and observe the meeting.

**Water Operations/ Town Maintenance Report** Samples Monitoring Services reported all is normal and nothing else to report. Council Member Andrews reported the hole near the water meter at the Early Learning Center needs to be filled and the Country Club is still having issues with water smell and sediments.

**Building Opportunities on Main Street (BOOMS) and Community Development Block Grant (CDBG)** Council Members discussed BOOMS and CDBG. Council Member Ramsey made a motion to adopt BOOMS resolution sample provided by Commonwealth Regional Council (CRC) with changes to remove Drakes Branch and replace with Charlotte Court House. Mayor Watkins will sign, and Town Manager Crawford will submit before June 1<sup>st</sup>. The motion was seconded by Council Member Braxton and carried by roll call vote: Ramsey aye; Andrews aye; Haskins aye; Braxton aye.

**Back Room Space Lease Status** Tabled until current renters are completely moved out.

**Proposed Nuisance Ordinance Information** Council Member Andrews made a motion to set a public hearing on June 16, 2025, at 6 p.m. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays.

**Playground Planning** Council Members discussed the playground budget and considered holding a community meeting.

**VRS (Virginia Retirement Systems) and Health Insurance** Lauren Pugh from Commonwealth Regional Council is coordinating a meeting with all towns to discuss providing health insurance to employees. Council Members Ramsey suggested the meeting also discuss VRS and life insurance.

**Metering Services Questionnaire** USG Water has provided a questionnaire to assess new water meter needs. Council Members agreed to table the questionnaire at a later date.

**Clay Samples Contract FY25/26** Council Member Ramsey made a motion to work on extension to the contract with Town Manager Crawford and then email all Council Members. The motion was seconded by Council Member Braxton and carried by voice vote: 4 ayes and 0 nays

**Southern Software (FMS) Contract** Council Members agreed to place the agreement on hold for now.

**FY 25/26 Budget Preview** The proposed budget synopsis and tax rates will need to be advertised the newspaper.

**Planning Commission Report** Council Members Ramsey states the Planning Commission will meet Tuesday, May 28<sup>th</sup> to discuss amending the use matrix to allow the new uses in those districts and conditional use permit for the Town playground.

**Committee Reports:**

Buildings and Grounds: none

Code Enforcement: none

Water Committee: Updates on the Town Manager's Report.

Finance Committee: none

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

**Closed Session/Employee Performance** Council Member Ramsey made a motion to convene in closed session to discuss salaries for employees as authorized by section 2.2-3711.A.1 of the Code of Virginia. The motion was seconded by Council Member Andrews and carried by voice vote: 5 ayes and 0 nays.

The public meeting was reconvened.

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, #2.2-3712 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.

The resolution was read and adopted by roll call vote: Watkins aye; Ramsey aye; Andrews aye; Haskins aye; Braxton aye.

Council Member Ramsey made a motion to increase employees' salaries for FY2026 as follows:

Joann Lacks-increase hourly rate from \$21 to \$22.

Chris McCarty- increase hourly rate from \$25 to \$26.50.

Sara Crawford-increase annual salary from \$68,000 to \$75,000.

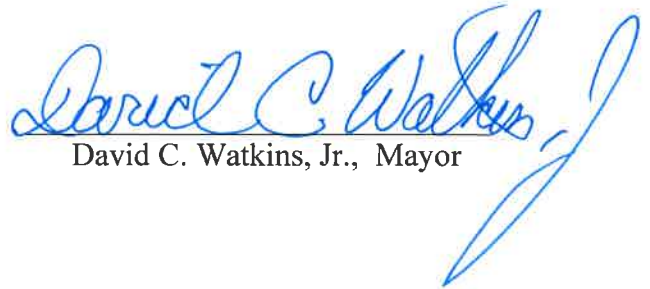
Motion was seconded by Council Member Andrews. Motion was unanimous by voice vote.

**Council Comment Period** none

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

ATTEST:

Sara E. Crawford, Town Manager



David C. Watkins, Jr., Mayor