

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday, August 18, 2025, 6:00 P.M.**

A regular meeting of the Charlotte Court House Town Council was held on Monday, August 18th, 2025, at 6:00 pm. Mayor Watkins called the meeting to order. Council Members Michaelson, Arbogast, Andrews, Haskins and Ramsey were present. Council Member Braxton was absent. Council Member Arbogast motioned to approve the agenda. The motion was seconded by Council Member Andrews and carried by voice vote: 5 ayes and 0 nays. Council Member Arbogast motioned to approve the July 21, 2025, Council meeting minutes as presented. 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 July 2025 financial statements. The motion was seconded by Council Member Arbogast and carried by voice vote: 5 ayes and 0 nays.

Public Comments Present: Landon Green, Janet Early and PK Pettus. PK Pettus updated council members on the old school buildings, Phase One Environmental Assessment conducted on June 25-26, 2025.

Early Property-Conservation Easement Letter Janet Early spoke and explain her wish to place approximately 145 acres in a conservation easement, which approximately 7 acres are within town limits. She requested a letter from the town stating that property located within town limits is consistent with the town's comprehensive plan. The Town Manager worked with Robert Hendrick, Zoning Administrator to provide a letter.

Water Operations/ Town Maintenance Report Reported on the Town Manager Report. Council Member Ramsey asked the Town Manger to check with Clay Samples on vegetation management at the well sites in town.

Use of Interns Council members discussed the use of interns. The Town Manager will seek a raising senior in college in the Spring for Summer use.

Farmers Market & Vendor Use, Policy The task of creating guidelines for vendors, food trucks and farmers market was given to the Building and Grounds Committee and to presented to Council at the September 15th, 2025, council meeting.

CBDG Planning Grant Council Member Arbogast motioned to move forward with the CBDG Planning Grant. The motion was seconded by Council Member Andrews and carried by voice vote: 5 ayes and 0 nays.

Water Supply Plan Update CRC has created a Teams group for the region to work on the plan together and periodically holding meetings. The plan is due in 2029.

Floodplain Ordinance Council Member Ramsey made a motion to proceed with the floodplain ordinance. The Planning Commission is scheduled to review the ordinance on August 25, 2025, and will provide a recommendation to the Town Manager. Public hearing requirements will be

met, and the ordinance will then be presented to the Town Council on September 15, 2025. Additionally, the Town Manager will confirm whether a town manager may be designated as the Floodplain Administrator. The motion was seconded by Council Member Arbogast and passed by voice vote with 5 ayes and 0 nays.

Vacorp Valuation Council Members reviewed the valuation provided by Vacorp and agreed to accept.

Quotes/Bids for Electrical Work for Building This was discussed with committee reports.

Code Enforcement Update The Town Manager gave an update on the most recent complaint. Council Member Ramsey suggested that a written response from the property owner stating the corrective action plan. Council Member Ramsey made a motion to offer Tony Matthews, Code Enforcement Officer his hourly rate pay and mileage reimbursement when he drives his personal vehicle to address town business. The motion was seconded by Council Member Andrews and passed by voice vote with 5 ayes and 0 nays.

Personal Property Write Offs and Delinquent List The Town Manager provided a letter of request to write off deceased accounts totaling \$240.00, 5 year statute of limitations accounts totaling \$14.41 and to publish the delinquent tax list to the town's website totaling \$3,488.12. Council Member Arbogast motioned to approve all three items. The motion was seconded by Council Member Ramsey and carried by voice vote: 5 ayes and 0 nays.

Reappoint Shelby Walker to the Historic District Review Board Council Member Arbogast motioned to reappoint Shelby Walker to the Historic District Review Board for a five year term ending, August 2030. The motion was seconded by Council Member Ramsey and carried by voice vote: 5 ayes and 0 nays.

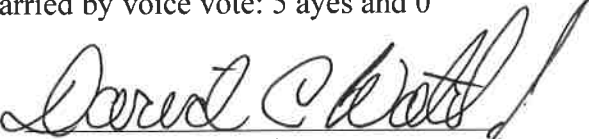
Planning Commission Report Council Member Ramsey reports the Planning Commission will meet August 25, 2025.

Committee Reports: Council Member Andrews asked if anyone had been updated in the school zone speed enforcement. Council Member Arbogast stated he last heard there was a design delay with VDOT.

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

Council Comment Period Council Member Andrews reminded all members Halloween is getting close.

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


David C. Watkins Jr., Mayor

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