

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

May 5, 2016

MEMBERS PRESENT: Mayor David Storke, Otis Wright, Jason Satterwhite, Daniel Webb, Jean Davis, Mary Frances Coleman, and Matt Rowe.

MEMBERS ABSENT: Vice-Mayor Glenn McDearmon

OTHERS PRESENT: Town Manager Stephen Manster, Town Clerk Melissa Lewis, Police Chief Steve Hoskins, and Town Attorney Andrea Erard.

AUDIENCE: Mark Bissoon - Caroline County Commissioner of Revenue

The Mayor called the meeting to order at 7:30 P.M. and led the group in the Pledge of Allegiance to the Flag of the United States of America. Council Member Otis Wright followed with the invocation.

DELEGATIONS/PUBLIC COMMENTS:

Mark Bissoon, 109 Morgan Court - Mr. Bissoon introduced himself as Caroline County's new Commissioner of Revenue. He extended an open invitation to Council and staff to visit his office should they have questions or concerns and stated that he'd like to continue the great working relationship that the County and Town have maintained in the past.

The Mayor called for additional public comments. Hearing none, he closed the public comments portion of the meeting.

CONSENT AGENDA:

A. Bills - April 2016

A & M Home Center	250.63	American Water Works	300.00
Bowling Green Auto Parts	24.87	Bealenet	275.00
Cintas Corp. First Aid	17.70	Cintas of Richmond	270.84
Computer Plus	206.88	Dept. of General Services	133.18
Dominion Chemical Co	843.30	Dominion VA Power	5599.20
Enviro Lab	1476.57	Erard, Andrea	1500.00
G & G Milford Farm Supply	239.39	Harrie Plumbing and Heating	143.75
Haun, Dawn	45.00	Inkwell Printing Labs	773.50
James, Mary	140.00	John, Allison	315.00
Johnson's Exterminating	615.00	K.L. Langford	16628.37
M&W Printers	526.18	McGinley, Michelle	70.00
Memorable Moments	82.50	Mid-Atlantic Lab	515.00

Minor & Associates	1323.75	Peumansend Creek Industries	360.00
Rutherford	254.26	Sorrow, Tammy	768.00
SOSmetal Products	125.87	Stemmler Plumbing	1000.00
The Supply Room Companies	303.51	Treasurer of Virginia	695.86
USA Blue Book	664.94	Verizon	403.73
Verizon Wireless	186.70	VUPS	19.95
White Oak Electric	6735.20	Xerox	175.73
*Brooks, Faith	35.00	*Jordan, Jo-Elsa	1730.77
*Taylor, Brock	1000.00	*Clark, Shelva	150.00
*Navarrete, Katie	200.00	*SCC	70.00
*Verizon Wireless	40.01	*Heidenescher, Kathy	1392.25
*Jordan, Jo-Elsa	1730.77	*Taylor, Brock	380.00

***Bills previously or separately authorized by Council.**

There was no discussion by Council upon reviewing the Consent Agenda

Upon Motion by Mr. Wright, with a second by Mr. Rowe, Council voted to approve the Consent Agenda. Voting Aye: Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

STAFF REPORTS: The following informational items were noted:

A. Town Hall Rentals Report – April 2016

There was no discussion upon reviewing the April 2016 Staff Report.

NEW BUSINESS:

Police Department Report – April 2016– The Police Chief reported that there had been one reportable crime that had occurred in the Town of Bowling Green for the month of April. There were 17 calls reported for the month, none of which required investigation. All were routine. The Chief reported that the State Police website had been checked and no new sex offenders had been registered as residing in the Town. He stated that the Town Officers had given four warnings and two summonses for speeding. Deputies gave four warnings and one summons in Town this month. There was no speed log conducted for the month.

Town Manager’s Report – April 2016 -

Proposed Budget for FY 2017: The Town Manager noted that his proposed FY 2017 budget for Bowling Green was included in Council’s packets and presented the material to Town Council (attached to these minutes). Following his presentation and in response to a question from Mr. Webb, Mr. Manster stated that commercial trash customers pay less when obtaining service through the Town than if they were to sign a contract on their own for dumpster service. The proposed rate of \$24 bi-monthly per

cubic yard for once a week pick up would cover the cost to the Town for providing dumpsters, a service that businesses appreciate.

Mr. Webb questioned the proposed 5% water and sewer rate increase asking the Town Manager why he did not consider raising rates 10%. Mr. Manster said that a 5% increase would generate roughly an additional \$30,000 in revenue and that his proposal is to implement rate increases over the next few years so as to minimize the immediate burden on residents. He explained that the reason for the rate increase was to fund the much needed replacement of utility infrastructure. The total cost for the project to replace sewer lines on S. Main Street, Maury Avenue, and Milford Street is \$2.2 million. The project could be broken into phases. Addressing a question from Mr. Rowe, Mr. Manster said that the collapse of sewer lines in the S. Main, Maury, Milford area is imminent. He noted that a line had collapsed and was repaired about 18 months ago and that there is often a need for lines to be flushed costing the Town money. A discussion ensued on possible alternatives and the cost of debt service on the project.

Mr. Manster asked if Council would like to schedule a work session to discuss the proposal in greater detail and schedule a public hearing on the budget. He reminded Council that the budget cannot be adopted at the same meeting as the public hearing.

Upon Motion by Mr. Rowe, with a second by Ms. Davis, Council voted to schedule a Work Session to discuss the FY2016-17 budget and tax and utility rates for Thursday May 12, 2016 at 6:30 p.m. Voting Aye: Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

Memorandum of Understanding – JLUS Follow-up: Mr. Manster stated that one of the major recommendations of the recently completed Fort A. P. Hill Joint Land use Study was the creation of a group of elected officials and the Post Commander (and a representative from the Virginia Department of Veterans Affairs) to meet on a regular basis (twice a year) to increase communication and coordination among the participating entities. This is an extension of the Policy Committee that met to develop the original JLUS. The recommendation of the JLUS includes formalizing the group and the relationship among the participants through the adoption of a Memorandum of Understanding that would be adopted by the governing bodies of the participating localities. The only obligation created through the MOU is the agreement to have an elected official participate in the meetings and to share appropriate information and opinion. Included in the agenda package for the Town Council meeting was a proposed MOU developed by the Policy Committee members and staff. He asked that Town Council review the proposed document and consider adoption of the MOU.

Upon Motion by Mr. Webb, with a second by Mr. Rowe, Council voted to adopt and authorize the Mayor to sign the Fort A. P. Hill Joint Land Use Study Memorandum of Understanding. Voting Aye: Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

Staffing Additions: Mr. Manster noted that the Town has a new employee, Christie Simmons, who is a temporary employee filling the position of Account Clerk/Receptionist until the Town is able to hire a permanent full-time person for that position. The position has been advertised and people can submit their applications until May 23rd. A permanent employee will be hired as quickly as possible and Christie will be with the Town until we are able to do that.

Summer Lunch Program: Mr. Manster informed Council that the Town had been approached by the Director of Kids on the Go, a program of the Fredericksburg Area Food Bank, to become a location for their Summer Lunch Program. They asked to utilize the USO Ballroom from 11:30 a.m. – 1:30 p.m. on Tuesdays, Wednesdays, and Thursdays from the end of May until school starts in mid-August. Mr. Manster asked that Council authorize him to sign an agreement designating Town Hall as a Summer Food Services Site.

Upon Motion by Mr. Webb, with a second by Mr. Rowe, Council voted to authorize the Town Manager to sign an agreement designating Town Hall as a Summer Food Services Site. Voting Aye: Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

Commission Appointments -

Upon Motion by Mr. Wright, with a second by Mr. Satterwhite, Council voted to re-appoint Robyn Sieg to the Bowling Green Arts Commission for a 2 year term retro-actively beginning on February 3, 2016 and ending on February 2, 2018. Voting Aye: Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

Upon Motion by Mr. Satterwhite, with a second by Mr. Rowe, Council voted to re-appoint Chad Webb to the Planning Commission for a 4 year term retro-actively beginning on March 5, 2016 and ending on March 4, 2020. Voting Aye: Wright, Satterwhite, Coleman, Davis, and Rowe. Due to his relationship to the appointee, Mr. Webb abstained from the vote.

Upon Motion by Mr. Satterwhite, with a second by Mr. Rowe, Council voted to re-appoint John Sieg to the Economic Development Authority for a 4 year term retroactively beginning on November 4, 2015 and ending on November 3, 2019. Voting Aye: Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

- A. Public Health, Safety and Personnel – Mr. Rowe stated that the Public Works Department was on its way to being fully staffed.
- B. Water, Sewer and Trash – There was no report from the Water, Sewer, and Trash Committee.
- C. Ordinance, Licenses, and Permits – There was no report from the Ordinances, Licenses and Permits Committee.
- D. Streets and Sidewalks – There was no report from the Streets and Sidewalks Committee.
- E. Buildings and Grounds – There was no report from the Buildings and Grounds Committee.
- F. Economic Development, Activities and Tourism – There was no report from the Economic Development, Activities and Tourism Committee.
- G. Budget – Ms. Davis reported hat the Budget committee met last week.

Mr. Rowe noted that he had learned of a zoning violation at 115 E. Broaddus Avenue where weddings were being conducted on a property with a residential zoning designation. The owners had previously obtained a Special Use Permit to operate a Bed and Breakfast on the premises but were not authorized to conduct weddings. He said that the owners will be applying for a rezoning to allow them to continue conducting weddings at the Bed and Breakfast.

OLD BUSINESS:

There was no Old Business to be discussed.

CLOSED SESSION:

At 8:32 P.M. on motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted to go into Closed Session in accordance with Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion and consideration of the duties,

assignment, promotion, salaries, and performance of Town Treasurer and Public Works Maintenance Worker.

Roll Call Vote:

Wright	Aye	Satterwhite	Aye
Davis	Aye	Coleman	Aye
Webb	Aye	Rowe	Aye

At 8:53 on motion by Mr. Rowe, seconded by Mr. Davis, Council voted to come out of Closed Session. Voting Aye: Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

CERTIFICATION: In responding to a question from the Mayor, Council voted unanimously to certify that only public business matters lawfully exempted from open session requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were discussed or considered in the closed meeting.

Roll Call Vote:

Wright	Aye	Satterwhite	Aye
Davis	Aye	Coleman	Aye
Webb	Aye	Rowe	Aye

On motion by Mr. Satterwhite, seconded by Mr. Rowe, Council voted to create two new positions:

- 1. Account Clerk/Receptionist with an annual salary range of \$26,000 - \$29,000**
 - 2. Consolidate the Clerk and Treasurer positions to create a Clerk/Treasurer with an annual salary of \$43,000 and appoint Melissa Lewis Clerk/Treasurer.**
- Voting Aye: Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.**

In response to a comment from Mr. Wright, Mr. Manster apologized for not informing the Personnel Committee immediately upon receiving the resignation of a Public Works staff member. Mr. Rowe said he would have appreciated being notified in a timelier manner as he had just reported that Public Works was almost fully staffed, a statement that is no longer true. Mr. Satterwhite suggested that all Council members be immediately notified upon the resignation of a staff member. Mr. Manster said that in the future he will inform Council promptly upon the departure of staff.

ADJOURNMENT:

Hearing no further business to come before Council, the Mayor adjourned the meeting at 8:58 P.M.