

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING
MINUTES

1-6-2013

MEMBERS PRESENT: Mayor David Storke, Vice Mayor Glenn McDearmon, Jason Satterwhite, Mary Frances Coleman, Otis Wright, Daniel Webb, Jean Davis and Mark Bissoon.

MEMBERS ABSENT: None.

OTHERS PRESENT: Treasurer Kathy McVay, Town Attorney Andrea Erard, Account Clerk Laura Gifford, Police Chief Steve Hoskins and Town Manager Stephen Manster.

AUDIENCE: Patrick De Crane and Robyn Sieg.

The Mayor called the meeting to order at 7:32 P.M. and led the group in the Pledge of Allegiance to the Flag of the United States of America. Council Member Glenn McDearmon followed with the invocation.

DELEGATIONS/PUBLIC COMMENTS:

Patrick De Crane, Chairman, Bowling Green Arts Commission – Mr. De Crane was present to give Council an overview of what the Bowling Green Arts Commission has accomplished this past year. He reported that the Commission has adopted bylaws, designed a logo and created a mission statement. He said that the Sunset Art Walk, Music on the Green and the annual Art Show were successful events. Mr. De Crane stated that on September 26, 2013 the Sidney E. King Arts Center opened and will remain open Wednesday through Saturday from 11:00 am to 4:00 pm. The Commission has been a part of a couple of other projects, Mr. De Crane reported. He said that the Arts Commission is looking into establishing a 501(C)3 non-profit foundation with the Internal Revenue Service. The Commissions goals for the calendar year are as follows:

1. Operate the Sydney E. King Arts Center, increasing publicity and attendance with the aim of retaining the artwork past 5 years.
2. Increase participation, appreciation and awareness of the arts and the artist community to enrich the public and organizing lectures and classes in the arts.
3. Organize, conduct, sponsor and cosponsor public performances of the arts.
4. Seek funding for art and events, using some events for fund raising.
5. Advise the Town on arts related projects and public art.
6. Advocate and support arts education at all levels.

Council members Mr. Bissoon and Mr. McDearmon as well as Mayor Storke complemented Chairman De Crane and the Bowling Green Arts Commission on their activities and program over the past year.

The Mayor asked for additional Public Comments. Hearing none the Mayor closed the Public Comments portion of the meeting.

CONSENT AGENDA:

- A. **Minutes – Town Council Regular Meeting – November 7, 2013**
- B. **Minutes – Town Council Meeting – November 20, 2013**
- C. **Minutes – Town Council Regular Meeting – December 5, 2014.**
- D. **Minutes – Town Council Meeting – December 12, 2014**

Mayor _____ Clerk _____

E. Bills – December 2013

A & M Home Center	370.28	Albuquerque, Janis	3,282.50
Amerigas	651.91	Anderson, Jimmie	25.00
Bennett, Deborah	280.00	Bowling Green Auto	39.16
Butler, Helen	76.00	C W Warthen Co.	374.00
CAS Severn	105.00	Certified Lab	524.04
Chinault, Adam	150.00	CINTA's of Richmond	287.04
Commonwealth Engineer	573.00	ComputerPlus	226.88
Crown Trophy	225.50	De Crane, Patrick	68.00
Dominion Virginia Power	1,351.64	Doug's Septic	250.00
Enviro Lab	670.00	Erard, Andrea	1,500.00
Evan's Heating & Air	109.00	Fire Safety System	344.24
Frantz, Michele	440.00	G & G	672.98
Henderson Productions	160.00	Hill, Patricia	148.00
Johnson's Exterminating	395.00	Luck Stone Corp.	229.77
M & W Printers	564.79	Mason, Ann	15.45
McGinley, Michelle	70.00	Mid-Atlantic Lab	60.00
Miller Foley	1,400.00	On Site PC	400.83
Pacello, Kristin	140.00	Page Designs	290.00
Power & Flow Solutions	873.13	Robert B Payne	223.00
Rutherford	615.27	Sensus	656.25
SOSMetal	523.44	The Free Lance Star	274.00
Treasurer of VA	28.00	USA Blue Book	2,978.52
VA Dept. of Taxation (Sales)	46.85	Verizon	285.36
Verizon Wireless	229.06	Visa	985.25
VML Insurance	5,172.25	VUPS	25.20
Warner, Carol	35.00	Waste Management	8,386.44
*Wells Fargo	159,002.50	*The Scottish Horse Thief	100.00
*The Dirty Dog	50.00	*Cindy's Corner Crafts	25.00
*BG Fire Dept.	50.00	*Anderson's General Store	25.00
*A & M Home Center	25.00	*3337, LLC.	150.00
*Caroline Jr. Woman's Club	150.00	*Dominion VA Power	5,904.98
*Foley, Heather	1,400.00	*Houser, Jessica	152.92
*Lentz, Natalie	21.10	*REC	150.00
*REC	772.08	*Shell	1,025.27
*Singer, Balwinder	150.00	*The Caroline Progress	479.70
*VA Capital Realty	100.00	*Waste Management	84.00
*REC	150.00	*Verizon	230.93
*Verizon Wireless	40.01	*De Crane, Patrick	56.75
*Ladysmith Ruritan Club	150.00	*Verizon	57.55

*Bills previously or separately authorized by Council.

Mr. Bissoon moved, with a second by Mr. Satterwhite, Council voted to approve the Consent Agenda removing the Town Council meeting minutes for November 7 and November 20, 2013. Voting Aye: Webb, Coleman, Wright, Satterwhite, McDearmon, Bissoon and Davis.

STAFF REPORTS: The following informational items were noted:

- A. Town Hall Rentals Report – December 2013
- B. Public Works Department's Report – December 2013
- C. Treasurer's Report – December 2013

NEW BUSINESS:

Mayor _____ Clerk _____

Police Department Report – December 2013 – The Police Chief reported that there had been one reportable crime (Larceny) that had occurred in the Town of Bowling Green for the month of December. There were ten calls received for the month and none required investigation. All others were routine calls. 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 three warnings for speeding and two summonses for speeding. Deputies gave one warning and no summonses in Town this month. Town Officers had one arrest for the month.

Town Manager's Report – December 2013:

Draft Stormwater Management Ordinance: – Mr. Manster noted that he had included in the agenda package a copy of a proposed Draft Stormwater Management Ordinance for Council's review. Mr. Manster stated that implementation of State regulations will create the need for the development of a working relationship with Caroline County staff to review submissions, inspect work accomplished on properties and enforce the regulations. Therefore, the content of our proposed Ordinance, for the most part, mirrors that of the County. He said that the Town is required to submit a draft to the state for review by January 15, 2014. Mr. Manster asked Council to authorize the submission of the proposal. He reported to Council that they will still have the opportunity to adjust and modify that draft before voting on a final Ordinance for State review for compliance. Mr. Manster said that he will schedule at least two informational sessions for Town Council prior to finalization of any submission. Mr. Webb questioned some of the proposed language relating to enforcement of the Ordinance. Mr. Manster stated that he will check to see how flexible the State will be concerning language in our final Ordinance.

On motion by Mr. Webb, seconded by Mr. McDearmon, Council voted to authorize the Town Manager to submit the proposed draft Ordinance to the State concerning Stormwater Management. Voting Aye: Coleman, Webb, Davis, Wright, Bissoon, McDearmon and Satterwhite.

Adoption of Ordinance Concerning Participation in VML Disability Insurance Program: Mr. Manster attached two proposed documents that must be adopted in order for the Town to participate in the VML Disability Insurance Program. Mr. Manster stated that although Council had already authorized participation in the Program, it is now necessary for Council to adopt the enclosed documents to complete the process.

On motion by Mr. McDearmon, seconded by Ms. Davis, Council voted to authorize the Town Manager to advertise for the next Town Council meeting a Public Hearing for Ordinance O-2014-002, Approving Joint Powers Association Agreement and a Public Hearing for Ordinance O-2014-003, Virginia Local Government Insurance Association Joint Powers Agreement. Voting Aye: Coleman, Webb, Davis, Wright, Bissoon, McDearmon and Satterwhite.

Acceptance of Utility Easements: Mr. Manster advised Council that attached to his report were two Resolutions with utility easement documents and plats. They will provide for the Town utility easements in areas where sewer lines are already located. Mr. Manster stated that the easements extend from Chase Street to Roper Drive. He said that by adopting the attached Resolutions, Council will accept the easements.

On motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted to adopt Resolution R-2014-001 Deed of Easement and Resolution R-2014-002 Deed of Easement. Voting Aye: Coleman, Wright, Satterwhite, McDearmon, Bissoon and Davis. Abstained: Webb.

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REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health, Safety and Personnel – Mr. Bissoon read a report from the Public Health, Safety and Personnel Committee. The Committee had a couple of meetings regarding the on-going reorganization of the Public Works Department. The Committee has discussed a number of options and recommends that the position of Superintendent of Public Works be created. This is intended to be the “lead position” in our Public Works Department, stated Mr. Bissoon. This new position results from the elimination of the position of Director of Public Works and will be the highest ranking position in that Department. A job description has been developed for this position, he said. Mr. Bissoon said the Committee recommends that Council vote to create the position of Superintendent of Public Works and adopt the job description for the position.

On motion by Mr. Bissoon, seconded by Ms. Coleman, Council voted to create the position of Superintendent of Public Works and accept the job description as proposed. Voting Aye: Coleman, Wright, Satterwhite, McDearmon, Webb, Bissoon and Davis.

Security Cameras Along Main Street Business District: Mr. Bissoon reported to Council that the Committee had met with a couple of security companies regarding the placement of cameras in the business district. The Committee had a couple of concerns and wanted to speak with Main Street business owners and operators before making any recommendation. This survey will be accomplished prior to the next Town Council meeting.

B. Streets and Sidewalks – There was no report from the Streets and Sidewalks Committee.

C. Ordinances, Licenses, Permits – There was no report from the Ordinances, Licenses and Permits Committee.

D Water, Sewer and Trash – There was no report from the Water, Sewer and Trash Committee. Chairman Wright requested that a Committee meeting be scheduled. The Committee set January 15 at 4:45 P.M. as the date and time of their Committee meeting.

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.

G. Budget – There was no report from the Budget Committee.

OLD BUSINESS:

Bowling Green Arts Commission Appointment – Mayor Stoke appointed Mr. William Thornton to the Bowling Green Arts Commission. It was the consensus of Town Council to confirm that appointment.

INFORMATIONAL ITEMS:

Mr. Manster noted that Council members had received an invitation to attend a special reception to meet the new Director for Caroline County Department of Social Services.

Mr. Bissoon reported to Council Members that Mr. Paul Wells with the Virginia

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Department of Health made visits to town businesses and dropped off a packet notifying them of the required treatment of bed bugs for any type of fabric. This includes furniture, clothing and bedding. Mr. Manster noted that he would follow up with Mr. Wells concerning future activities of the Department of Health.

ADJOURNMENT: There was a motion made by Mr. Satterwhite and seconded by Mr. Webb to adjourn at 8:47 P.M. Voting Aye: McDearmon, Satterwhite, Wright, Webb, Davis, Bissoon and Coleman.

Mayor _____ Clerk _____