

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

10-2-2014

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

MEMBERS ABSENT: None.

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

PLANNING COMMISSION MEMBERS PRESENT: Chairman Martin Hauser, Vice-Chairman Matthew Rowe, Gene Self, Johnson Coleman, Chad Webb, and Jean Davis.

PLANNING COMMISSION MEMBERS ABSENT: Armando Flores.

AUDIENCE: Police Sargent Wendy Jones, Jo-Elsa Jordan, Sarah Vogelsong, and Joni Rollins-Davis.

The Mayor called the meeting to order at 7:34 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.

The Mayor asked Martin Hauser, Chairman of the Planning Commission, to call the Planning Commission to order. Chairman Hauser then called the Planning Commission to order at 7:35 P.M.

JOINT PUBLIC HEARING:

The Mayor opened the Joint Public Hearing for the Bowling Green Town Council and Planning Commission at 7:35 P.M. and read the notice published in the Caroline Progress on September 18 and 25, 2014 for RZ-2014-004 – Application by Ms. Joni Rollins-Davis for a Special Use Permit to use property at 108 West Broaddus Avenue (Caroline Square Shopping Center) for the purpose of expanding a Day Care Center to permit infant care.

The Mayor called for public comment on the Public Hearing matter. He called for comment a second and third time. Hearing none the Mayor asked the Applicant, Ms. Joni Rollins-Davis, to speak.

Ms. Rollins-Davis informed Council that her current day care operation accommodates 48 children ages 16 months and older and said that the demand is growing for infant care. She said that she has had several requests from parents asking her to accept infants 6 weeks up to 18 months of age which she is unable to do at this time because her current facility is licensed to accept children no younger than 16 months old. Ms. Rollins-Davis expressed her gratitude and thanked Council for considering her application.

The Mayor thanked Ms. Rollin-Davis. He called once more for public comments. Hearing none he closed the Public Hearing at 7:36 P.M.

The Mayor recessed the meeting of the Bowling Green Town Council at 7:36 P.M. asking that the Planning Commission meet and provide a recommendation to Town Council regarding Zoning Permit, RZ-2014-004, requested by Ms. Joni Rollin-Davis.

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The Mayor reconvened the Town Council meeting at 7:38 P.M. All Council members were present.

Ms. Davis, the Town Council representative serving on the Planning Commission, returned a recommendation by the Planning Commission to approve RZ-2014-004, Application by Ms. Joni Rollins-Davis for a Special Use Permit to use the property at 108 West Broaddus Avenue (Caroline Square Shopping Center) for the purpose of expanding a Day Care Center to permit infant care, with no conditions. The Mayor asked for questions and discussion from Council. Mr. McDearmon recommended Ms. Davis-Rollins look into installing a new higher efficiency air filtration system to combat against viruses and allergens among the children. He also asked Ms. Rollins-Davis if she had a plan for sick children. Ms. Rollins-Davis informed Council that she has renovated the lease space and replaced carpet, flooring and fixtures to prepare for the care of infants. She also stated that she follows all state regulations regarding allowing sick children to attend daycare and that three weeks ago she received her license permitting her to accept infants 6 weeks up to 16 months of age. Mr. McDearmon thanked Ms. Rollin-Davis for her hard work. The Town Manager mentioned for the Council’s information that Ms. Rollins-Davis appeared before the Planning Commission at a previous meeting and answered a series of questions to ensure that her operation was appropriate for that structure. There was no further discussion by Council.

Upon Motion by Mr. McDearmon, with a second by Mr. Satterwhite, Council voted to approve RZ-2014-004 – Application by Ms. Joni Rollins-Davis for a Special Use Permit to use property at 108 West Broaddus Avenue (Caroline Square Shopping Center) for the purpose of expanding a Day Care Center to permit infant care.

Roll Call Vote:

Wright	Aye	Davis	Aye
McDearmon	Aye	Bissoon	Aye
Webb	Aye	Coleman	Aye
Satterwhite	Aye		

DELEGATIONS/PUBLIC COMMENTS:

Jo-Elsa Jordan, the Town’s Events Coordinator, updated Council on the current status of the 2014 Harvest Festival. She stated that more than 120 vendors had signed up to participate and that she had secured \$5,500.00 in corporate sponsorship donations. She informed Council that the corporate sponsor logos will appear on the t-shirt being sold at the Car Show. Ms. Jordan briefed Council on plans for video footage by Zimbrow Technology and on her digital advertising efforts. She stated that 3,186 people had viewed the Harvest Festival YouTube video and 5,942 had been reached through Facebook posts. Ms. Jordan said that she distributed posters throughout Caroline, Ashland, and Fredericksburg. She informed council on the progress of the dunking booth challenge and stated that half of all proceeds will be donated to Caroline Relay for Life. The Mayor stated that Ms. Coleman was the first elected official to sign up for the dunking booth, followed by Mr. Satterwhite and Mr. Webb and that more names were coming in daily. He said that an unnamed local celebrity will be throwing the balls to dunk participants once a predetermined amount of money is raised for each individual. Ms. Jordan thanked the council members that had volunteered to participate. She stated that radio commercials are now airing in all major time slots and that the corporate sponsors are very happy with the commercials. She said that print ads are running in The Caroline Progress, Caroline Magazine, and The Freelance Star. Ms. Jordan thanked the team of volunteers that have been helping her with the planning of

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this year’s Harvest Festival. Mr. McDearmon said he appreciated Ms. Jordan’s hard work. The Mayor said that using social media to promote the Harvest Festival this year was a huge first and that the video was awesome. He said that he had received great feedback from other organizations wanting to create their own YouTube videos and that it was money well spent.

The Mayor asked for additional Public Comments. Hearing none the Mayor closed the Public Comments portion of the meeting at 7:47 p.m.

CONSENT AGENDA:

- A. Minutes – Town Council Meeting – September 4, 2014**
- B. Bills – September 2014**

A & M Home Center	766.61	Advance Auto	182.90
AECOM Tech Services	9880.00	Applied Industrial	516.91
BAI Municipal Software	3587.00	Boltz, Kathryn	40.00
Bowling Green Auto Parts	358.82	Byrd, Barbara	2.80
CC Public Works	190.00	Caroline Garage	73.66
Cintas of Richmond	306.00	Commonwealth Engineering	310.00
ComputerPlus	226.88	Dominion Chemical	253.30
Dominion Power	5042.02	Edgecomb, Anthony & Sarah	35.56
Enviro Lab	1485.00	Erard, Andrea	1,500.00
Eyer, Daniel	97.92	Food Lion	24.99
G&G Milford Farm Supply	347.30	GH Watts Construction	375.00
HD Supply	2649.90	John, Allison	140.00
Johnson’s Exterminating	395.00	Jordan, Jo-Elsa	1462.00
McGinley, Michelle	105.00	Mid-Atlantic Lab	1690.00
Pacello, Kristin	175.00	Rutherford	543.94
Shell Fleet Plus	1020.71	Sieg, Robyn	245.00
Sorrow, Tammy	132.00	SOSMetal	1212.26
Stemmle Plumbing	8600.00	Torres, Juan	125.96
Umble, Scott	85.55	USA Blue Book	574.44
Verizon	304.88	Verizon Wireless	225.00
Visa	1289.71	VUPS	38.85
Waste Management	2005.39	West, Willett	3.75
Whittaker, Dennis	150.00	*Caroline Relay for Life	1436.41
*Durham, Reaver	150.00	*Jordan, Jo-Elsa	1462.00
*Race Timing Unlimited	100.00	*Seller, Simona	150.00
*VDOT	100.00	*VSP Emergency Relief	1426.44
*Visa	127.80	*VML Insurance	6067.50
*Waste Management	270.76		

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

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

STAFF REPORTS: The following informational item was noted:

- A. Town Hall Rentals Report – September 2014**

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There was no discussion upon reviewing the September 2014 Staff Report.

NEW BUSINESS:

Police Department Report – September 2014– The Police Chief reported that there had been two reportable crimes, both larceny, that had occurred in the Town of Bowling Green for the month of September. There were twenty-five calls reported for the month and none 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 one warning and no summonses for speeding. Deputies gave one warning and one summons in Town this month. There was no speed log for the month. Town Officers had no arrests for the month. There were no paid deputy hours for the month. The Police Chief noted that the shooting that occurred in Bowling Green was not within Town limits. Mr. McDearmon stated that he had received an email from Channel 12 news notifying him that the Caroline County Public Schools had sent a notice home with students informing parents of the shooting in the Town of Bowling Green. He pointed out that although the address is considered Bowling Green, it was not within the Town's limits. A discussion ensued on how to address the matter with the Caroline County Public School Superintendent. Council asked the Town Manager to draft a letter to the Superintendent requesting an apology and retraction of the statement.

Town Manager's Report – September 2014:

Annual Litter Grant - Mr. Manster told Council that the Town of Bowling Green has received \$1059 from the Virginia Department of Environmental Quality for the purpose of purchasing trash receptacles on the Town streets. He noted that there are no matching funds required for this program.

Agreement for Accounting Services – Mr. Manster informed Council that after reviewing several options, he recommends that they approve signing an agreement with Ms. Sheila Minor for the provision of accounting services and consultation on finance and accounting matters. He presented Council with the agreement and Ms. Minor's resume and statement of qualifications for review. Mr. Manster stated that he has discussed the matter with the Budget Committee members and they support the recommendation. The Town Attorney asked that the agreement be subject to review by the Town Attorney. Mr. Bissoon asked if Ms. Minor will assume the title of Treasurer. Mr. Manster said that she will not, but he will have a recommendation for council at the next meeting. The Mayor asked if she will provide the same services as Heather Foley. Mr. Manster informed Council that she will assume the same duties as well as perform month end close.

Upon Motion by Mr. McDearmon, with a second by Ms. Davis, Council voted to approve signing an agreement with Ms. Sheila Minor for the provision of accounting services and consultation on finance and accounting matters. Voting Aye: Wright, McDearmon, Webb, Satterwhite, Davis, Bissoon, Coleman.

Agreement for Janitorial Services: Mr. Manster told Council that for the past two months the Town Hall has been cleaned and prepared for events by Tammy Sorrow, trading as Powerclean on a temporary basis while other options were explored. He said that he had considered filling the vacant maintenance worker position and he had also received proposals from other janitorial companies. After discussing the matter with the Building and Grounds Committee he said that he recommends that Council approve signing a one year agreement for janitorial services at Town Hall and for the placement and removal of furniture for Town Hall Events with Powerclean. He noted that Ms. Sorrow has been performing these duties for the past two months and has met all of the Town's requirements. He said that if Council chooses to approve the signing of the agreement, the Town's Maintenance Worker position will remain unfilled until Council determines otherwise. Mr. McDearmon asked if the agreement was for a one year term. Mr. Manster said that it was. Mr. Satterwhite asked if the Town Attorney needed to

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review the agreement before a motion was made. Mr. Manster said that it was not necessary. A discussion ensued on the scope of Ms. Sorrow's duties and the quality of her work. During such discussion and in direct response to Mr. McDearmon's question Ms. Lewis stated that Ms. Sorrow has done a wonderful job with the cleaning of Town Hall and the set up and take down of equipment for events held at Town Hall. Mr. Manster confirmed this statement.

Upon Motion by Mr. Satterwhite, with a second by Mr. Wright, Council voted to approve signing a one year agreement with Powerclean for janitorial services at Town Hall and for the placement and removal of furniture for Town Hall Events. Voting Aye: Wright, McDearmon, Webb, Satterwhite, Davis, Bissoon, Coleman.

VDOT Repaving Schedule: Mr. Manster presented council with a schedule of repaving of the Town's streets prepared by VDOT. He said that work on the streets will begin next spring.

Mr. Manster informed Council of an event to be held the upcoming Tuesday at Town Hall held by the Caroline Alliance Against Violence. The event is a memorial for those who have lost their lives due to domestic violence. He said that all Council Members are invited to attend. He then notified Council that the Public Works Superintendent, Brock Taylor, successfully completed his training and exam to obtain his Water Works Class III operator license. He said that as a result Mr. Taylor now qualifies as the director of Water Operations and will take on the duties of that role allowing the contractor with the Town that is currently filling the role to work reduced hours. He noted that Mr. Taylor will continue to work towards obtaining his Class II Sewer license. Mr. Manster said that the Town received word that they can continue to work under a Planning Grant to provide sewer to the White Meadows Subdivision. Mr. Manster told Council that the donation checks for money raised during Festival of Feet have been sent. The checks were for the Virginia State Police Association Emergency Relief Fund in the amount of \$1426.00, Caroline Relay for Life in the amount of \$1436.00, and the Bowling Green Play Ground Pavilion in the amount of \$1426.00. He then asked if Council had any questions. Mr. McDearmon asked if there were any updates from the United States Department of Agriculture (USDA) on funding for infrastructure on the South Main Street Sewer project. Mr. Manster informed council that the Town was waiting on results from the study recently funded by the USDA and it is his understanding that the Town will qualify for some combination of grant and loan funding. The Mayor inquired about the timeline of paving and if during paving crosswalks could be stamped to resemble brick. Mr. Manster said the Streets and Sidewalks committee would put that on their agenda for discussion at their next meeting.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

- A. Public Health, Safety and Personnel – There was no report from the Public Health, Safety and Personnel Committee.
- B. Water, Sewer and Trash – There was no report from the Water, Sewer and Trash Committee. Mr. Wright said that he would like to schedule a meeting.
- C. Ordinance, Licenses, and Permits – There was no report from the Ordinances, Licenses and Permits Committee.
- D. Streets and Sidewalks – Mr. Bissoon said that he would like to schedule a meeting to discuss the Two Hour Parking signs along Main Street in the Business District. He informed Council that it had been brought to his attention that the time limit restriction is not being obeyed and questioned the Town's authority in enforcing the two hour time limit. The Police Chief said that he has also received complaints and that he has begun enforcement by chalking tires and returning two hours later to check if the vehicle has moved. He said he was

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concerned with the visibility of the signs and offered to take whatever action that Council saw fit. A discussion ensued regarding what action should be taken and whether it was shop owners or customers that were not obeying the time limit. Mr. Bissoon said that the Streets and Sidewalks committee would look into these issues.

E. Buildings and Grounds – Mr. Satterwhite reported that he was waiting on G.H. Watts to return a quote for the playground pavilion.

F. Economic Development, Activities and Tourism – There was no report from the Economic Development, Activities and Tourism Committee. Mr. McDearmon said that he would like to schedule a meeting of the Economic Development Authority for next month. Mr. Manster said that he would contact the members and schedule a date to meet.

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

The Mayor asked the Town Manager if it was necessary to enact an ordinance prohibiting dogs from the upcoming Harvest Festival. The Town Manager informed Council that it was done on a permanent basis and that no action is necessary at this time. The Mayor asked the Town Manager if he was addressing an inquiry from Glory Outreach located on East Broaddus Avenue regarding the amount of recycling waste they produce through their operation. The Town Manager said that the issue will be discussed at the next Water, Sewer, and Trash committee meeting.

There were no other items to come before Council.

ADJOURNMENT: There was a motion made by Mr. Satterwhite and seconded by Ms. Davis to adjourn at 8:35 P.M. Voting Aye: Wright, McDearmon, Webb, Satterwhite, Davis, Bissoon, Coleman.

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