

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

11-6-2014

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

MEMBERS ABSENT: Jason Satterwhite.

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

AUDIENCE: Jo-Elsa Jordan, Daniel Sherrier, Matt Rowe, and Jennifer Stroud.

The Mayor called the meeting to order at 7:35 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:

Jennifer Stroud – Farmer Dr., Woodford – Ms. Stroud asked Council if they would donate back the \$250.00 rental fee paid to rent the Event Hall on November 8, 2014 for a benefit dance to raise money for the Aimee Floyd Foundation. She informed Council that the foundation was set up to raise money to help cover medical expenses for Aimee Floyd who suffers from Cystic Fibrosis. The Mayor thanked Ms. Stroud and told her that Council would discuss the matter during the New Business portion of the meeting.

The Mayor asked for additional Public Comments. Hearing none the Mayor closed the Public Comments portion of the meeting at 7:38 p.m.

Jo-Elsa Jordan, the Town's Events Coordinator, presented Council with an After Action Report that gave an overview of expenses and revenues of the 2014 Harvest Festival. She noted the pros and cons of various aspects of the planning and implementation of this year's Harvest Festival and suggested what changes she would make for next year's festival. Ms. Jordan then asked Council if they had any questions. The Mayor asked if her reported revenue included meals tax from food vendors on the day of the event. Ms. Jordan informed Council that proceeds from meals tax were not reflected in her figures as meals tax was not due until November 20<sup>th</sup>. She noted that as meals taxes were paid Council would see the revenue of the Harvest Festival increase. Ms. Coleman asked Ms. Jordan why she reported that she would like a stronger focus on the Farmer's Market at next year's Harvest Festival. Ms. Jordan said that this year she was very hands-off and that next year she would like to personally focus on the Farmer's Market because they are the only element of the Festival that truly relates to the "harvest." The Mayor said that he heard only positive comments about the Harvest Festival. Ms. Jordan then presented the first edit of the drone footage taken the day of the Harvest Festival. Council and the audience applauded the presentation. Ms. Jordan informed Council that due to copyright laws the Town could not use the music that was presented when using the video for public viewing and marketing purposes and noted that she was working on obtaining music that would not infringe on copyright laws. Ms. Coleman asked where the screen was located that had displayed the video on the day of the Harvest Festival. Ms. Jordan said the screen was located on the Courthouse lawn. The Mayor said that the video had turned out nicely and would be great for future marketing. He then expressed how appreciative he was to the businesses and residents who allowed free access to their properties during the Harvest Festival. The Mayor

thanked Ms. Jordan for a job well done.

CONSENT AGENDA:

- A. Minutes – Town Council Meeting – October 2, 2014  
B. Bills – October 2014

A & M Home Center	302.93	Advance Auto	264.48
Amerigas	421.09	Antil, Denise	150.00
Best Promotional Products	670.00	Blue Tarp Financial	878.17
Botkin, Susan	80.00	Bowling Green Auto Parts	13.98
Bud's Automotive	16.00	CW Warthen Company	810.93
CC Sheriff's Office	1638.00	Cecil, Billy	604.90
Cintas of Richmond	393.60	ComputerPlus	226.88
Dominion Chemical	253.30	Dominion Power	4795.55
Enviro Lab	1830.00	Environmental Resources	410.16
Erard, Andrea	1,500.00	G&G Milford Farm Supply	395.27
Haun, Dawn	400.00	HD Supply	1829.21
John, Allison	175.00	Johnson's Exterminating	845.00
M&W Printers	909.59	Manster, Stephen	772.08
McGinley, Michelle	175.00	Memorable Moments	1107.54
Mid-Atlantic Lab	60.00	Morton, Christina	50.00
MVP Awards	1085.00	Norogala	54.30
Pacello, Kristin	245.00	Poster Compliance	80.19
Professional Lock	325.00	RAK Group	999.00
REC	443.92	Rutherford	503.99
Sorrow, Tammy	378.00	SOSMetal	1515.62
Stemmler Plumbing	800.00	The Supply Room	231.87
Tools Plus	2532.84	Treasurer of Virginia	722.02
USA Blue Book	669.27	Verizon	305.10
Visa	2564.43	VUPS	44.10
*Andrews, Donna	150.00	*Dominion VA Power	153.00
*Minor & Associates	1615.00	*REC	406.75
*The Caroline Progress	135.20	*The Free Lance Star	485.22
*The Lincoln National	223.00	*Treasurer of Virginia	720.15
*Waste Management	6290.05	*Beazley, AW	600.00
*Caroline Ag Fair	950.00	*French, Bill	400.00
*JF Fick Inc	1208.63	*JR Brooks Inc.	2115.00
*Johnson, Clarence	675.00	*Jordan, Jo-Elsa	1462.00
*Lawhorne, Rik	500.00	*Local Services	1200.00
*Main Stage Productions	2239.80	*Memorable Moments	500.00
*Milford Station	500.00	*Minor & Associates	1615.00
*Neal, Chad	500.00	*REC	406.75
*Strawbridge, Kelli	1800.00	*Zimbro Arial Photography	900.00
*Bermand, Alexander	575.00	*Jordan, Jo-Elsa	1462.00
*Shell Fleet Plus	1148.45	*Shelton, Linda	150.00
The Lincoln National	80.75	*Verizon Wireless	40.01

\*Bills previously or separately authorized by Council.

The Mayor asked Council to note the revisions made by the Account Clerk to the 10-2-14 minutes placed in Council's packets. The revisions were: Page 1, line 6 – Mark Bissoon noted as present, Page 3, line 15 – *upfor* changed to *up for*, and Page 4, line 8 – *CC Piublic Works* changed to *CC Public Works*.

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

Mr. McDearmon arrived to the meeting at 8:10 p.m.

STAFF REPORTS: The following informational items were noted:

- A. Town Hall Rentals Report – October 2014
- B. Public Works Department Report – October 2014

There was no discussion upon reviewing the October 2014 Staff Reports.

NEW BUSINESS:

Police Department Report – October 2014– The Police Chief reported that there had been four reportable crimes, three larceny and one domestic, that had occurred in the Town of Bowling Green for the month of October. There were twenty-two 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 three warnings and no summonses for speeding. Deputies gave five warning and no summons in Town this month. He presented to Council a speed log conducted by Sergeant Jones on October 28<sup>th</sup> near the Caroline Community Pool on Main Street. Town Officers had no arrests for the month. There were no paid regular deputy hours for the month. The Police Chief noted that there were paid deputy hours for the Harvest Festival totaling \$1638.00. Council had no questions for the Police Chief.

Town Manager’s Report – October 2014:

Two Planning Grant Projects Progressing: Mr. Manster updated Council on the progress of the two Planning Grant Projects stating that the White Meadows Project will “piggy-back” on the County’s work to secure engineering services in response to the RFP that they have issued. He said this will save the Town time and money in the securing of engineering services for the preparation of the Preliminary Engineering Report and other material for the project.

Work on the Preliminary Engineering Report and Environmental Study for the South Main Street Sewer Project is being accomplished by Reid Engineering. He noted that this is the same firm that prepared the design work for the Route 301 Water and Sewer Project. He said an inventory and study of the Town’s existing system in the area, including manholes, will be completed during the first week in November and that alternatives will then be developed and studied.

RAAA Representatives in Town Hall to assist Elderly Residents with Medicare Enrollment: Mr. Manster informed Council that three staff members from the Rappahannock Area Agency on Aging were in Town Hall for a full day last week to assist elderly residents with enrollment in the Medicare Program, as this is the time for open enrollment. He said he hopes to arrange other such assistance efforts with the Area Agency on Aging in order to provide convenient service to the elderly in our community.

Mr. Manster then asked Council to approve a 2014 Personal Property Tax Relief (PPTR) rate of 60%. He said that it is a change from the Town’s past percentage and is based on the Town’s revised tax rate. He noted the higher PPTR will provide a greater level of assistance to residents and that the money is received from the State of Virginia to be spread out among all residents. The Mayor asked if this would help offset the equalization of Personal Property Taxes voted on earlier in the year. Mr. Manster said that it would allow residents to pay a slightly lower tax as that was the intention of the

State when providing the funds.

**Upon Motion by Mr. McDearmon, with a second by Mr. Bissoon, Council voted to approve a 2014 Personal Property Tax Relief rate of 60%. Voting Aye: Wright, Webb, Davis, Bissoon, Coleman, McDearmon.**

Mr. Manster presented and asked Council to consider approval of a Resolution of the Bowling Green Town Council in Support of an Application for Federal Financing for an Assisted Living Facility Submitted by the Caroline Care Group. He informed Council that the Caroline Care Group made the decision to apply for financing for the Assisted Living Facility through the USDA Rural Development Office and as part of the application process they need to show support from the Town of Bowling Green. He noted that the Town has already shown its support by approving a Rezoning, creating special zoning regulations to allow for this type of use, and issuing a Special Use Permit to allow for the construction of the facility. Mr. Manster handed all Council members a draft of the Resolution and said approval of the Resolution was more of a formality as the Town has already shown great support for the facility in its actions. Mr. McDearmon asked if the Resolution reflected the in-kind services that the Town has provided to the Caroline Care Group. Mr. Manster said that it did speak generally about it. The Mayor asked if the financing entity asked for this Resolution. Mr. Manster said that it was a requirement of the application to provide written support from the locality. Ms. Coleman asked if there was a date on the Resolution. Mr. Manster informed Council that in the final Resolution that is to be signed there will be a date.

**Upon Motion by Ms. Davis, with a second by Mr. Wright, Council voted to approve a Resolution in Support of an Application for Federal Financing for an Assisted Living Facility Submitted by the Caroline Care Group. Voting Aye: Wright, McDearmon, Webb, Davis, Bissoon, Coleman.**

Mr. Manster reminded Council that the Bowling Green Arts Commission was holding its Sixth Annual Art Show on November 15 and said that it will be the largest art show they have held to date with 20 artist displaying 44 works of art as well as 10 vendors and student artwork on display in the Rappahannock Reception Room. He invited all members of Council to attend. Mr. Manster said that another of the Arts Commission's projects that was on going was the selling of garden flags that are printed with one of six works of art by local artists, three of which are students in the local schools. He said that the flags may be purchased for \$20 each. Mr. Manster said he had no further items to report. Mr. Bissoon asked if the Town's Events Coordinator would be helping to promote the November 15 Art Show through social media. Mr. Manster said that she does meet regularly with the Arts Commission and has coordinated promotion of this event and others that are held by the Arts Commission. Ms. Coleman noted that there was art work on display in the vacant lease space next to the old Union Bank building on Main Street. Mr. Manster said that there had been, but it was removed so that it could be displayed in the Art Show. He said the display was part of the Art Commission's Commercial Vacant Window Project. The Mayor asked if the pink spray paint on all of the sewer manholes was part of one of the sewer studies that Mr. Manster mentioned in his earlier report. Mr. Manster said that the paint was from an inventory done on all of the Town's manholes. There were no other questions from Council on the Town Manager's Report.

**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 – Mr. Wright said that there was an upcoming meeting that he, Mr. Satterwhite, and Mr. Manster would be attending.
- C. Ordinance, Licenses, and Permits – There was no report from the Ordinances,

## Licenses and Permits Committee.

- D. Streets and Sidewalks – Mr. Bissoon said that the committee had met with VDOT representatives to discuss a number of matters. He said that they discussed drainage problems in Bowling Green Meadows and that VDOT was very receptive and offered to come in and work with the Town and property owners to resolve the issue. Mr. Bissoon told Council that the committee will work with VDOT to coordinate the timing of the scheduled paving to coincide with the Town's water and potential sewer line project expected to take place in the spring. The committee spoke about the installation of pressed pattern crosswalks during repaving and VDOT said that it could not be done during repaving because it was not considered to be maintenance related. VDOT did suggest that the Town can apply for Enhancement Grant Funds for the crosswalk project and also include other improvements such as new signage and paved public parking areas. He said that VDOT will arrange for the Town to meet with their contractor to discuss the possible use of milled materials to create paved parking areas within the Town. Also discussed was the upgrade of handicapped ramps to meet Federal ADA standards. Mr. McDearmon asked who would be responsible for paying for the ADA upgrades. Mr. Bissoon said that VDOT would be responsible because it is a Federal mandate. Ms. Davis said that the committee also spoke about the two hour parking situation in the Town's business district and decided to take no action at this time. She said that the Town Manager and the Police Chief were discussing the matter further and will be presenting a recommendation to Council at a future meeting.
- E. Buildings and Grounds – There was no report from the Buildings and Grounds Committee.
- F. Economic Development, Activities and Tourism – Mr. McDearmon informed Council that there is an Economic Development Authority meeting scheduled for November 20 and that the Assisted Living Facility would be discussed. He then asked Mr. Manster to give Council an update. Mr. Manster told Council that the Caroline Care Group had applied for funding and also decided to initiate a Capital Campaign to raise additional funds. Mr. McDearmon said that the process was not moving rapidly and that things had come up to delay the process.
- G. Budget – There was no report from the Budget Committee.

The Mayor asked Council to notice in their packets a letter from Mr. Jim Day. In the letter Mr. Day expressed his dissatisfaction over a home owner on Main Street parking a school bus in his yard. The Mayor said that he had been approached by the resident asking if parking a school bus on Main Street was allowed. After discussion with Sgt. Jones and the Mayor, the resident decided to not park the bus on the street but instead park it in his own front yard. In order to accommodate the bus, the owner had to remove two brick pillars that stood on his property. Mr. Day's letter went on to describe his outrage over the demolition of the brick pillars that he felt to be historically significant. The Mayor explained that the pillars once marked the entrance of the drive way that led to the historic home that Mr. Day now resides in. The pillars stood on private property and were visible from Main Street. The Mayor described his interaction with Mr. Day on the day the pillars were demolished. A discussion ensued regarding the events that took place and whether buses are permitted to park along Main Street. Mr. Manster said he was looking into the matter.

The Mayor then referenced a request from Ms. Stroud earlier in the meeting to make a donation to the Aimee Floyd Foundation in the amount of \$250.00, the same amount that the Foundation paid to the Town to rent the Event Hall to hold a benefit dance. **Upon Motion by Mr. Wright, with a second by Mr. Bissoon, Council voted**

to donate \$250 to the Aimee Floyd Foundation. Voting Aye: Wright, Webb, Davis, Bissoon, Coleman. Abstaining: McDearmon. Mr. McDearmon abstained from the vote because he was not present for Ms. Stroud’s presentation and felt he did not have sufficient information.

**CLOSED SESSION:** On motion by Mr. Bissoon, seconded by Mr. Wright, 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 assignment and performance of the Town Manager, Accounting Analyst, and Account Clerk/Receptionist. Voting Aye: Wright, Coleman, Bissoon, Webb, Davis and McDearmon.

Following a 10 minute recess, Council went into closed session at 8:55 p.m.

**OPEN SESSION:** On motion by Mr. Wright, seconded by Ms. Davis, Council voted to reconvene in open session. Voting Aye: Wright, Coleman, Bissoon, Webb, Davis and McDearmon.

At 9:20 p.m. Council reconvened in open session.

**CERTIFICATION:** In responding to a question from the Mayor, Council voted 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 session was convened were discussed or considered in the meeting by Council:

<b>Wright .....</b>	<b>Aye</b>	<b>Webb.....</b>	<b>Aye</b>
<b>McDearmon.....</b>	<b>Aye</b>	<b>Bissoon .....</b>	<b>Aye</b>
<b>Davis .....</b>	<b>Aye</b>	<b>Coleman .....</b>	<b>Aye</b>

A discussion was held regarding whether the Public Health, Safety and Personnel Committee or the Ordinance, Licenses, and Permits Committee should take action on the business discussed during closed session. The Town Attorney suggested that the Ordinance, Licenses, and Permits Committee work with staff on the matter.

**A motion was made by Mr. McDearmon, and seconded by Mr. Wright to adopt the Separation of Financial Duties defining the financial duties of the Town Manager, Accounting Analyst, and the Accounts Clerk as discussed in closed session. Voting Aye: Wright, Coleman, Bissoon, Webb, Davis and McDearmon.**

**ADJOURNMENT:** There was a motion made by Mr. McDearmon and seconded by Mr. Webb to adjourn at 9:25 P.M. Voting Aye: Wright, McDearmon, Webb, Davis, Bissoon, Coleman.