

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING
MINUTES

11-7-2013

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

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

AUDIENCE: Tim Lewis, Kyle Anderson, Janis Albuquerque, Kathy Burchell, Eric Miller, and Melissa Lewis.

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:

Kyle Anderson – Anderson’s General Store – 101 N. Main Street – Mr. Anderson advised Council that the Saturday after Black Friday has been dedicated as the “Shop Small Saturday” for small business owners. He also informed Council that American Express is now offering both businesses and consumers incentives by using and accepting American Express. Mr. Anderson stated that any small business may sign up for free and will receive free advertisement, logos and other helpful marketing tools.

Johnathan Ketterman and Cody Kidd – Mayor Storke welcomed Johnathan Ketterman (present) and Cody Kidd, two new Public Works Department employees to the Town of Bowling Green. Mayor Storke shared a letter from the State Fair of Virginia concerning the help received from the Town’s Public Works Department employees in helping with the Farmer’s Market. The State Fair of Virginia’s Farmer’s Market this year was a huge success largely because of the contribution the staff and the Town of Bowling Green made towards the effort. Mayor Storke personally thanked Johnathan Ketterman, Cody Kidd, Brock Taylor and Charles Seal for their great customer service and dedication.

Kathy Burchell – 138 Milford Street and Melissa Lewis – 117 Maury Avenue – Ms. Burchell and Ms. Lewis were present representing the Caroline Chapter #174 Order of the Eastern Star and asked Council to consider a different night for the Ladies Night Out for 2014. Their members have expressed their enjoyment attending this event. Ms. Burchell advised Council that the Eastern Star meets every third Thursday of every month. She said that the organization had to get a dispensation from the state to change their meeting night and pay a small fee so that their members could attend Ladies Night Out. The Mayor noted that the information would be passes along to those responsible for organizing and conducting the event.

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

CONSENT AGENDA: **Mr. Satterwhite moved, with a second by Mr. Bissoon, Council voted to approve the Consent Agenda with the noted changes.**

Mayor _____ Clerk _____

- A. Minutes – Town Council Regular Meeting – October 3, 2013
- B. Minutes – Town Council Regular Meeting – October 15, 2013
- C. Bills – October 2013

A & M Home Center	593.95	Advanced Auto Parts	483.33
Albuquerque, Janis	2,250.63	BAI Software	3,434.00
Bennett, Deborah	210.00	Blue Tarp Financial	39.99
Boltz, Kathryn	12.00	Bowling Green Auto	79.38
C L Flora	3,968.55	Bowling Green Fire Dept.	18,000.00
Bowling Green Rescue	1,000.00	Bud’s Automotive	16.00
Caroline Sheriff’s Office	1,998.00	Caroline Garage	273.60
CE & O	2,389.93	Chesterfield Insurers Inc.	310.00
CINTA’s of Richmond	355.70	ComputerPlus	226.88
Creative Catering 4U	268.00	David L. Brooks Hauling	98.37
Dominion Chemical	253.30	Dominion Virginia Power	4,801.55
Enviro Lab	735.00	Environmental Resource	407.97
Erard, Andrea	1,500.00	G & G	471.46
GH Watts Construction	700.00	HD Supply Waterworks	812.40
Jack’s Cafe	21.00	Johnson’s Exterminating	615.00
Local Services	1,340.00	M & W Printers	96.40
Martin Marietta	224.07	McGinley, Michelle	140.00
Memorable Moments	120.00	Mid-Atlantic Lab	60.00
Miller Foley	1,400.00	Old Courthouse Café	28.00
Pacello, Kristin	150.00	Power & Flow Solutions	6,243.48
REC	516.90	Raresky Studios	225.00
Rutherford	405.84	SOSMetal	2,330.07
The Journal Press	700.00	Supply Room	174.00
Treasurer of VA (VITA)	699.64	USA Blue Book	226.72
Verizon	285.24	Verizon Wireless	236.19
Visa	1,748.11	VML Insurance	3,434.00
VUPS	30.45	Warner, Carol	70.00
Waste Management	8,836.44	Winding Brook	562.13
Xerox Corporation	240.55	*Caroline Co. Recovery Prog.	150.00
*Williams, G. Nancy	150.00	*Antil, Denise	150.00
*Hill, Trish	150.00	*Katto, Cirena	100.00
*Boltz, Katie	50.00	*Hilker, Steve	350.00
*Boltz, Katie	200.00	*Car. Alliance Against Viol.	100.00
*Caroline Co. Treasurer	255.00	*Computer Telephone Tech.	408.74
*The Caroline Progress	1,394.65	*Coles, Barbara	85.55
*Eastern VA Properties	97.92	*Set, K	0.53
*Nguyen, Dan	35.56	*Roney, John III	97.94
*Taylor, Amy	69.54	*VA Dept. of Taxation	1.99
*Ferrer, Elizabeth	150.00	*Waste Management	84.00
*Grapes of Taste, LLC.	507.38		

*Bills previously or separately authorized by Council.

Voting Aye: Webb, Coleman, Wright, Satterwhite, McDearmon, Bissoon and Davis.

STAFF REPORTS: The following informational items were noted:

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

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NEW BUSINESS:

Police Department Report – October 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 October. There were thirty-five 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 twenty-six warnings for speeding and fifteen summonses for speeding. Deputies gave no warnings and one summons in Town this month. Town Officers had no arrests for the month.

Town Manager's Report – October 2013:

Stormwater Management Ordinance: – Mr. Manster told Council that he had attached, for their review, a draft of a proposed Stormwater Management Ordinance for the Town of Bowling Green. He stated that staff has been working with a regional group to develop ordinances and processes that will comply with new state regulations. All localities are required to develop such ordinances and processes, he reported. The proposal assumes a continued relationship between the Town and Caroline County staff in order to accomplish the review of Stormwater Management, and Erosion and Sediment Control plans along with review of development plans submitted by developers and contractors. Mr. Manster stated that a draft has to be submitted to the State by mid-December and a final ordinance has to be submitted in April. Mr. Manster said that by next Council meeting, he will have a final draft ready for Council's review and he will ask for permission to submit the document as a draft for the State to review in order to determine compliance with their regulations.

Request for Free use (or reimbursement) of the Event Hall: Mr. Manster reported to Council that he has received several requests recently for free use of the Event Hall for various purposes. The requests are as follows:

- Friends of the Caroline Library – Dinner and auction in May of 2014
- Sheriff's Department – staff and family Holiday party
- American Legion – hold monthly meetings in the Event hall

Mr. Manster asked Council for their recommendation. A discussion was held.

On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to grant free use of the Event Hall to the Caroline County Sheriff's Office. Voting Aye: Webb, Coleman, Wright, Satterwhite, McDearmon, Bissoon and Davis.

Mr. Manster was given direction from Council to notify the American Legion regarding the use of the Event Hall. It was the general consensus of Town Council to have the Town Manager notify the American Legion that if other arrangements could be made it would be best for the Legion to seek other opportunities, since it is the goal of Council to make the Event Hall available for a number of added events on a regular basis.

Janis Albuquerque – Business Development Coordinator – Ms. Albuquerque gave Council a brief update on the projects that she has been working on. She stated that she has been working on brochures for the Event Hall and the Sidney E. King Arts Center. She has been gathering information from the business owners in Town as well. She reported that she has been working on the Christmas Parade and hopes it will be a great success. Ms. Albuquerque would like to hold a meeting with Town Council and the Economic Development Authority to see what they envision for the Town's future.

Mr. Manster advised Council that he had scheduled a Water, Sewer and Trash

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Committee meeting on Tuesday, November 12 at 4:45 P.M. to discuss connection to the Town's sewer system. He noted that this might be brought to Council for consideration in the near future. Mr. Satterwhite invited all Council members to attend the committee meeting.

Mr. Manster advised Council that he had some concerns regarding the scheduled work session meetings that occur on the third Tuesday of every month. He reported that the Town Attorney has prior obligations on those days.

On motion by Mr. McDearmon, seconded by Mr. Bissoon, Council voted to cancel all the Town Council Work Session meetings scheduled to occur on the third Tuesday of every month. In addition, Council will schedule a Town Council Work Session meeting for Wednesday, November 20 at 7:30 P.M. Voting Aye: Webb, Coleman, Wright, Satterwhite, McDearmon, Bissoon and Davis.

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. 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 Streets and Sidewalks Committee.

E. Buildings and Grounds – Ms. Davis asked to be recognized and to be reported to Council that beautification had been done to the towns' signage. She thanked Johnathan Ketterman for his help with the project. Ms. Davis also reported to Council that the committee will soon meet with VDOT regarding the planting of Trees.

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.

Caroline County Countryside Alliance – Mr. Manster reported to Council that he had received a letter from Nancy Long, President of the Caroline County Countryside Alliance regarding free use of the Event Hall on December 11 for an educational workshop for landowners considering leasing their land for gas or oil drilling and for elected officials and members of the public concerned about landowner rights and the impacts of gas development. Mr. Satterwhite advised Council that the Buildings and Grounds Committee does not recommend giving free use to the Caroline County Countryside Alliance.

On motion by Mr. Satterwhite, seconded by Mr. Wright, Council voted to deny free use of the Event Hall to the Caroline County Countryside Alliance on December 11. Voting Aye: Webb, Coleman, Wright, Satterwhite, McDearmon, Bissoon and Davis.

OLD BUSINESS:

Mutual Aid Agreement – Mr. Manster reported to Council that a draft of a Mutual Aid Agreement between the Town and Caroline County Sheriff's Office will be presented to

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Council soon.

Security Cameras – Mr. McDearmon stated that a security company will be coming around the middle of the month and will develop a quote for Committee review and consideration.

INFORMATIONAL ITEMS:

ADJOURNMENT: There was a motion made by Mr. Bissoon and seconded by Mr. Satterwhite to adjourn at 8:50 P.M. Voting Aye: McDearmon, Satterwhite, Wright, Webb, Davis, Bissoon and Coleman.

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