

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING  
MINUTES

2-6-2013

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: Jeff Sili, Melissa Lewis, Audrey Davis and Rev. Jay Biber.

The Mayor called the meeting to order at 7:31 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.

PUBLIC HEARINGS:

O-2014-002 – Approving Joint Powers Association Agreement - The Mayor opened the Public Hearing at 7:32 P.M. and read the notice published in the Caroline Progress on January 23, 2014 and January 30, 2014 for Ordinance O-2014-002 – Approving Joint Powers Association Agreement, allowing the Town of Bowling Green to execute a Joint Powers Association Agreement for the purpose of procuring insurance and other employee benefits programs, pursuant to VA Code §15.2-1300.

The Mayor called for comments from the public. He called a second and third time, hearing none he closed the public hearing at 7:33 P.M.

**On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to adopt Ordinance O-2014-002 - Approving Joint Powers Association Agreement, allowing the Town of Bowling Green to execute a Joint Powers Association Agreement for the purpose of procuring insurance and other employee benefits programs, pursuant to VA Code §15.2-1300.**

**Roll Call Vote:**

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<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>
<b>Satterwhite .....</b>	<b>Aye</b>		

O-2014-003 – Virginia Local Government Insurance Association Joint Powers Agreement - The Mayor opened the Public Hearing at 7:35 P.M. and read the notice published in the Caroline Progress on January 23, 2014 and January 30, 2014 for Ordinance O-2014-003 – Virginia Local Government Insurance Association Joint Powers Agreement, allowing the Town of Bowling Green to execute an agreement with and become a member of the Virginia Municipal League Insurance Programs, pursuant to VA Code §15.2-1300. The Mayor called for comments from the public. He called a second and third time, hearing none he closed the public hearing at 7:36 P.M.

**On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to adopt Ordinance O-2013-003 – Virginia Local Government Insurance Association Joint Powers Agreement, allowing the Town of Bowling Green to execute an agreement with and become a member of the Virginia Municipal League Insurance Programs, pursuant to VA Code §15.2-1300.**

**Roll Call Vote:**

<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>
<b>Satterwhite .....</b>	<b>Aye</b>		

DELEGATIONS/PUBLIC COMMENTS:

Audrey Davis, Davis & Associates – FY13 Audit Presentation – Ms. Audrey Davis was present to give Council a formal presentation of the FY13 Town Audit, present any Audit findings and to discuss any relevant issues. There are three parts of the Audit engagement. They are as follows: that the financial statements are presented fairly and in accordance with GAAP, all GASB requirements are met and to identify that the internal control requirements are met. Ms. Davis stated that there were no reportable Audit findings. She thanked Ms. Kathy McVay and Ms. Heather Foley for their assistance. (The Town of Bowling Green FY13 Financial Audit and Audit presentation is on file in the Town Hall business office).

**On motion by Ms. Coleman, seconded by Mr. Satterwhite, Council voted to accept**

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**the Financial Statement Audit for FY13, as presented. Voting Aye: Satterwhite, Coleman, Wright, McDearmon, Bissoon, Webb and Davis.**

Jeff Sili, 205 Travis Street – Mr. Sili was present to ask Council for free use of the Rappahannock Reception room on March 18<sup>th</sup> to hold a constituents meeting. No action was taken on the matter.

Rev. Jay Biber, St. Mary of the Annunciation Catholic Church - Rev. Jay Biber told Council that his congregation is celebrating its 100<sup>th</sup> Anniversary and would like to hold a dinner and dance on Friday, May 30<sup>th</sup> here at the Event Hall if that date was available. Rev. Biber stated that his congregation will have a countywide celebration on June 7<sup>th</sup>. No action was taken on the matter.

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 Meeting – December 5, 2013
- B. Minutes – Town Council JPH Meeting – December 12, 2013
- C. Minutes – Town Council Meeting – January 6, 2014
- D. Bills – January 2014
- E. Proclamation – School Board Appreciation Month

<b>A &amp; M Home Center</b>	<b>762.80</b>	<b>Advance Auto</b>	<b>175.87</b>
<b>Albuquerque, Janis</b>	<b>3,022.50</b>	<b>Amerigas</b>	<b>659.90</b>
<b>Bennett, Deborah</b>	<b>105.00</b>	<b>Blue Tarp Financial</b>	<b>270.47</b>
<b>Boltz, Kathryn</b>	<b>36.00</b>	<b>Bowling Green Auto</b>	<b>235.20</b>
<b>Caroline County Schools</b>	<b>300.00</b>	<b>CINTA’s of Richmond</b>	<b>358.80</b>
<b>ComputerPlus</b>	<b>226.88</b>	<b>Davis &amp; Associates</b>	<b>4,828.00</b>
<b>Dominion Chemical</b>	<b>223.30</b>	<b>Dominion Virginia Power</b>	<b>6,806.92</b>
<b>Enviro Lab</b>	<b>1,045.00</b>	<b>Erard, Andrea</b>	<b>1,500.00</b>
<b>Foley, Heather</b>	<b>1,400.00</b>	<b>G &amp; G</b>	<b>14.49</b>
<b>HD Supply</b>	<b>3,258.49</b>	<b>Hill, Patricia</b>	<b>80.00</b>
<b>Johnson’s Exterminating</b>	<b>315.00</b>	<b>M &amp; W Printers</b>	<b>1,560.84</b>
<b>McGinley, Michelle</b>	<b>70.00</b>	<b>Mid-Atlantic Lab</b>	<b>260.00</b>
<b>Nguyen, Dan</b>	<b>35.56</b>	<b>On Site PC</b>	<b>180.00</b>
<b>Pacello, Kristin</b>	<b>105.00</b>	<b>Pollardwater.com</b>	<b>213.51</b>
<b>Printech Inc.</b>	<b>282.21</b>	<b>R K Construction</b>	<b>560.00</b>
<b>REC</b>	<b>558.07</b>	<b>Rutherford</b>	<b>425.32</b>
<b>Sensus</b>	<b>1,524.60</b>	<b>SOSMetal</b>	<b>1,377.63</b>

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<b>Stemmle Plumbing</b>	<b>1,600.00</b>	<b>Superior Lamp</b>	<b>427.51</b>
<b>The Supply Room</b>	<b>807.15</b>	<b>Treasurer of VA (VITA)</b>	<b>686.98</b>
<b>USA Blue Book</b>	<b>380.75</b>	<b>VA Dept. of Taxation (Sales)</b>	<b>9.50</b>
<b>Verizon Wireless</b>	<b>189.37</b>	<b>Visa</b>	<b>1,705.29</b>
<b>VUPS</b>	<b>22.05</b>	<b>Warner, Carol</b>	<b>175.00</b>
<b>Waste Management</b>	<b>8,386.44</b>	<b>Xerox</b>	<b>250.37</b>
<b>*FARC</b>	<b>40.00</b>	<b>*Albuquerque, Janis</b>	<b>3,250.00</b>
<b>*Dominion VA Power</b>	<b>336.34</b>	<b>*Shell</b>	<b>908.28</b>
<b>*Caroline Progress</b>	<b>187.20</b>	<b>*Waste Management</b>	<b>84.00</b>
<b>*Davis &amp; Associates</b>	<b>4,828.00</b>	<b>*Waste Management</b>	<b>84.00</b>
<b>*Morgan, Pearl</b>	<b>150.00</b>		

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

**Mr. McDearmon moved, with a second by Mr. Bissoon, to approve the Consent Agenda noting a change on page 4 of the December 12<sup>th</sup> minutes, changing “B3” to “R3”. Voting Aye: Webb, Coleman, Wright, Satterwhite, McDearmon, Bissoon and Davis.**

STAFF REPORTS: The following informational items were noted:

- A. Town Hall Rentals Report – January 2014
- B. Public Works Department’s Report – January 2014
- C. Treasurer’s Report – January 2014

NEW BUSINESS:

Police Department Report – January 2014– The Police Chief reported that there had been two reportable crimes (Larceny and Vandalism) that had occurred in the Town of Bowling Green for the month of January. There were twenty-two calls reported for the month and none required investigation. All 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 five warnings for speeding and two summonses for speeding. Deputies gave four warning and one summons in Town this month. Town Officers had no arrests for the month. Mr. McDearmon asked the Chief what the total number of registered sex offenders was in the Town of Bowling Green. Chief Hoskins stated that he believed that the Town had three or four registered. He said that he would check on that and report back to Council.

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Town Manager's Report – January 2014:

White Meadows Subdivision Sewer Extension – Mr. Manster advised Council that work continues on developing submissions for utilization of the \$30,000 Planning Grant that has been awarded to the Town. He said that this process will create the material necessary for the submission of a construction grant application to extend the Town sewer system through the White Meadows Subdivision. No direct allocation of the Town funds will be involved in this project, he noted.

John Cephas Marker - Mr. Manster stated that the Virginia Department of Historic Resources has informed him that the historic marker commemorating “Bowling Green John Cephas” has been prepared and is ready for installation and dedication. Mr. Manster asked Council to recall that the intersection of Main Street and West Broad Avenue had been selected by Council as the site for placement of the marker. The state has asked the Town to set the date for the installation and dedication ceremony, he said. Mr. Manster advised Council that this matter has been presented to the Bowling Green Arts Commission and the Commission welcomes the idea of working with the Town Council on not only developing a dedication ceremony, but also to create and sponsor what would be the first Bowling Green Piedmont Blues Festival. The first festival will occur on the date that is chosen for the dedication of the marker. Mr. Jay Johnson, Arts Commission member, will work with Town staff and others to create this event, Mr. Manster said. The dedication ceremony will be scheduled for late spring or early summer.

Fiscal Year 2015 Budget Development - Mr. Manster advised Council that the process to develop the FY 2015 Budget for the Town of Bowling Green has begun. Staff input is being obtained and later this month meetings with the Budget Committee and others will begin. Mr. Manster said that a draft Budget will be presented to Town Council at its April meeting with the goal of having a Public Hearing on the document in May, and adoption in June.

Troy and Banks, Consulting Firm – Mr. Manster reported that he had received correspondence from a consulting company out of Buffalo, New York. The company specializes in doing audits of utility and phone bills, he said. They have contracts with the County of Prince George and other localities. Mr. Manster said that this group has saved a number of localities a substantial amount of money just by reviewing their phone and utility bills. Mr. Manster presented the Budget Committee with this opportunity and Ms. Coleman, Chairman of the Budget Committee and Mr. Wright, member of the Budget Committee, seeks Council's authorization to develop an agreement with Troy and Banks to be reviewed by the Committee and presented to Council at our next meeting to take advantage of this service. Mr. Manster said

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payments for this service do not occur unless they are able to save the Town money and it would only be a certain percentage of that savings. Responding to a question from Mr. McDearmon, Mr. Manster stated that Troy and Banks will only look at the bills and the rates that are being charged. He advised Council that there would be a fee of 24% of the amount saved and if there is ongoing savings then there is an amount that is charged for three years. This will be specified in the agreement.

**On motion by Ms. Coleman, seconded by Mr. McDearmon, Council voted to direct the Town Manager to develop a draft agreement allowing Troy & Banks to give the Town a proposal that will provide an audit of the Towns telephone and utility bills. Voting Aye: Coleman, Webb, Davis, Wright, Bissoon, McDearmon and Satterwhite.**

EDA Appointments – Lane & Williams – Mayor Storke advised Council that two members of the Economic Development Authority, Mr. John Lane and Mr. Rea Williams, terms are up for renewal. Mayor Storke reported that Mr. Lane and Mr. Williams are willing to serve another four year term.

**On motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted reappoint Mr. John Lane and Mr. Rea Williams for a term of four years on the EDA. Voting Aye: Coleman, Webb, Davis, Wright, Bissoon, McDearmon and Satterwhite.**

Appointments to Bowling Green Arts Commission – De Crane & Sieg – Mayor Storke advised Council that Mr. Patrick De Crane (Chairman) and Ms. Robyn Sieg terms are up for renewal on the Bowling Green Arts Commission. They have expressed interest in serving on the Commission for another two year term.

**On motion by Ms. Davis, seconded by Mr. Bissoon, Council voted reappoint Mr. Patrick De Crane and Ms. Robyn Sieg for a term of two years on the Bowling Green Arts Commission. Voting Aye: Coleman, Webb, Davis, Wright, Bissoon, McDearmon and Satterwhite.**

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health, Safety and Personnel – Mr. Bissoon stated that the Committee is still gathering information regarding security cameras on Main Street. He reported that the Committee has met with the majority of the business operators on Main Street and have received an equal number of comments in favor of the installation of security cameras on Main Street and those who don't think the system is necessary or well advised. Mr. Bissoon said that the Committee feels at this time that it would be best to have more discussion with all Council Members about this matter. Mr.

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Satterwhite asked what concerns or questions did the Business Owners have. Mr. Manster stated that they received a mixture of concerns from vandalism to people walking up and down Main Street providing problems in front of some stores, and some Business owners had none at all. Mr. Bissoon said that some additional suggestions were more lighting and police presence. Mr. Bissoon reported to Council that the security company that the Committee has been working with will give the Town a 30 to 60 day free trial of the security cameras. A discussion was held. Council asked the Committee members if they would ask the security company to come and give Council a demonstration. Mr. Manster stated that he would make those arrangements.

B. Streets and Sidewalks – Ms. Davis reported to Council that the Committee had met regarding the trimming of trees along the Dominion Virginia Power lines. Mr. Manster stated that the Committee had a meeting with Mr. Woods, Forester for Dominion Virginia Power, and Mr. Marshall, sub-contractor Supervisor, regarding the trimming and cutting away of trees along the power lines. Mr. Manster said that three years ago was the last time that the power lines were cleared of debris and at that time Council Members and residents had major concerns. The Committee found them very receptive to considering the ideas, which would minimize the cutting that they did on most of the trees. An agreement has been developed whereby if there is substantial cutting that had to occur, then they would contact the Committee members to notify them. They also offered to remove dead trees and replanting of trees by Dominion Virginia Power, Mr. Manster reported. All this is being done to preserve trees and also to insure the reliability of power service to Town of Bowling Green residents and businesses.

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 February 11 at 4:30 P.M. as the date and time of their Committee meeting. Mr. Manster reported that the Committee is recommending the town only have one container for recycling, which is dumped twice a week. He said that it would drastically reduce the cost while still supporting those who recycle. Mr. McDearmon raised concern regarding delinquent taxes. Mr. Manster reported to Council that based on information from staff, he believes that the Town has not made an effort to collect back taxes. In the interest of fairness, equity and the maximization of revenue in the appropriate budget cycle, the Committee recommends that Town Council direct staff, including the Town Attorney to either implement measures that are currently specified in the Town Code to collect these delinquent taxes, or if sufficient regulations do not exist at this time, to develop policies and/or Code Amendments that would

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enable the collection of these revenues.

E. Buildings and Grounds – There was no report from the Buildings and Grounds Committee. Chairman Satterwhite requested that a Committee meeting be scheduled. The Committee set February 19 at 4:30 P.M. as the date and time of their Committee meeting.

F. Economic Development, Activities and Tourism – Mr. McDearmon said that the EDA had met and is finalizing the plans for the Main Street store fronts improvement project. The Authority will be meeting with the owners of the buildings to discuss the plans and to inform them of what the opportunities are.

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

OLD BUSINESS:

INFORMATIONAL ITEMS:

Planning Commission Bylaws

**CLOSED SESSION: On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to go into closed session pursuant to VA Code §2.2-3711(A)(1) for the purpose of discussion and consideration of promotion, performance and salaries of Superintendent of Public Works, Maintenance Worker I & II, Utility Operator I & II and in accordance with VA Code 2.2-3711(A)(7) to discuss with legal counsel certain contractual matters related to Business Development Specialist: Voting Aye: Satterwhite, Bissoon, Davis, Wright, Webb, McDearmon and Coleman.**

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

**CERTIFICATION: Council voted to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, as stated above, 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 meeting by the Council:**

**Satterwhite.....Aye      Bissoon.....Aye  
Davis .....Aye      Coleman .....Aye**

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_



**Webb .....Aye    McDearmon .....Aye**  
**Wright .....Aye**

**On Motion by Mr. Wright, seconded by Ms. Davis, and by unanimous vote Town Council voted to promote Mr. Brock Taylor to the position of Superintendent of Public Works with an accompanying salary increase to \$33, 915 and because of exemplary performance to increase the salary of Mr. Charles Seal to \$28,540. Voting Aye: Wright, Webb, Satterwhite, Bissoon, Coleman, McDearmon and Davis.**

**ADJOURNMENT: There was a motion made by Mr. Satterwhite and seconded by Mr. Webb to adjourn at 10:17 P.M. Voting Aye: McDearmon, Satterwhite, Wright, Webb, Davis, Bissoon and Coleman.**

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_