

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING  
MINUTES

3-6-2013

MEMBERS PRESENT: Mayor David Storke, Vice Mayor Glenn McDearmon, Jason Satterwhite, Mary Frances Coleman, Otis Wright, Daniel Webb (arrived 7:48 P.M.), Jean Davis and Mark Bissoon.

MEMBERS ABSENT: None.

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

AUDIENCE: Daniel Sherrier.

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:

Daniel Sherrier – Editor, The Caroline Progress – The Mayor welcomed Daniel Sherrier as the new Editor of the Caroline Progress.

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

CONSENT AGENDA: Upon Motion by Mr. Bissoon, with a second by Mr. Wright, Council voted to approve the Consent Agenda with the removal of the Town Council meeting minutes for February 6, 2014 minutes.

**A. Bills – February 2014**

<b>A &amp; M Home Center</b>	<b>580.11</b>	<b>Advance Auto</b>	<b>811.04</b>
<b>Amerigas</b>	<b>991.00</b>	<b>BAI Municipal Software</b>	<b>3,587.00</b>
<b>Bennett, Deborah</b>	<b>105.00</b>	<b>Blue Tarp Financial</b>	<b>410.92</b>
<b>Bowling Green Auto</b>	<b>83.88</b>	<b>Caroline Humane Society</b>	<b>15.24</b>
<b>CINTA’s of Richmond</b>	<b>288.12</b>	<b>Commonwealth Engineer</b>	<b>1,094.43</b>

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ComputerPlus	226.88	Dominion Chemical Co.	364.95
Enviro Lab	680.00	Erard, Andrea	1,500.00
Foley, Heather	1,400.00	G & G	5.49
Grainger	635.70	Haas, Maria	35.56
HD Supply	4,909.99	Hill, Patricia	12.00
Johnson's Exterminating	415.00	M & W Printers	91.39
Mallory, Johnny	40.00	McGinley, Michelle	105.00
Mid-Atlantic Lab	810.00	Pacello, Kristin	140.00
Pigg, Lisa	82.48	Rutherford	420.28
SOSMetal	764.07	Southern Corrosion, Inc.	16,873.50
Superior Lamp	467.23	Verizon	288.32
Verizon Wireless	229.30	Visa	2,392.57
VML Insurance	5,172.25	VUPS	14.70
Warner, Carol	105.00	*Bruce, Suzanne	71.88
*Dominion VA Power	6,802.15	*Grazier, Austyn	38.25
*Homesteps	123.96	*McKeithen, Diane	33.97
*Michelsen, Rebecca	85.55	*Oxford, John	35.56
*REC	597.26	*Department of Taxation	3.70
*Waste Management	7,973.94	*Amerigas	727.88
*Caroline Chamber	150.00	*Chaney Enterprises	150.00
*Chinault, Adam	150.00	*Patterson, Stuart	150.00
*REC	31.40	*Shell	1,163.02
*Thomas, Tish	150.00	*Verizon Wireless	40.01
*Waste Management	911.16		

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

Mr. Bissoon asked Mr. Manster if he would be able to look at the invoices from Bowling Green Auto and Advance Auto and identify which vehicles were receiving new parts. Mr. Manster responded that this information was available. In response to a question from Mr. McDearmon, Mr. Manster advised Council that the invoice received from Southern Corrosion was for the yearly maintenance contract.

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

**STAFF REPORTS:** The following informational items were noted:

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

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NEW BUSINESS:

Police Department Report – February 2014– The Police Chief reported that there had been one reportable crime (Vandalism) that had occurred in the Town of Bowling Green for the month of February. There were fourteen calls reported for the month and one 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 six warnings for speeding and three summonses for speeding. Deputies gave six warnings and one summons in Town this month. Town Officers had no arrests for the month. The Chief presented Council members with pictures of the current registered sex offenders.

Town Manager’s Report – January 2014:

Appointment of John Sieg as Interim Treasurer for the Town of Bowling Green – Mr. Manster advised Council that today was Kathryn McVay’s last day of employment with the Town of Bowling Green. He stated that she will begin her new duties immediately as the Voter Registrar for Caroline County. Mr. Manster said that we all thank her for her dedicated service over the more than 22 years that she was employed by the Town as Treasurer. He wished her well in her new endeavors.

Mr. Manster stated that an arrangement had been developed with former Caroline County Director of Finance, John Sieg, a Bowling Green resident, to oversee our accounting and financial matters until other arrangements are made with employees or contractors. He asked Council to designate Mr. Sieg as Interim Treasurer for the Town and be given authority necessary to carry out those duties. He said this would include approval to be one of two people who can sign checks for the Town (Treasurer and Mayor).

**On motion by Mr. McDearmon, seconded by Mr. Satterwhite, Council voted to authorize the Town Manager to hire and make a formal arrangement with John Sieg as Interim Treasurer for the Town of Bowling Green and authorize Mr. Sieg to sign checks and make appropriate banking transactions for the Town . Voting Aye: Coleman, Davis, Wright, Bissoon, McDearmon and Satterwhite.**

South Main Street Sewer Line Replacement - Mr. Manster stated that because of the collapse of a portion of the sewer line on South Main Street, between Maury Avenue and Cary Street, the Town solicited three bids for replacement of the line in that area. Two bids were received and the Water, Sewer and Trash Committee members are discussing the submissions with staff and the contractors, Mr. Manster reported. The Committee requests authorization to commence the project at the earliest convenience.

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Mr. Manster said that a determination and signing of a contract should occur after the Committee and staff have fully reviewed the information. This request is being made because of the need to accomplish this task at the earliest possible time, he said. Mr. Manster asked Town Council to authorize him to negotiate and develop a contract for the replacement of the sewer line on South Main Street, between Maury Avenue and Cary Street, not to exceed \$100,000 to be by the Town's savings account and pay for the project outright. In doing that the Committee will also talk about additional projects concerning the replacement of additional sections of the Main Street sewer line. The sewer line extends between Milford Street and Lafayette Avenue and all of the pipe is in similar condition, he said. The pipe is approximately 65 years old and is made out of clay. Mr. Manster said eventually it will all need to be replaced and the Committee would like to do it in phases. The first phase would replace the sewer line on South Main Street between Maury Avenue and Cary Street. In response to a question from Mr. McDearmon, Mr. Manster said that an engineer will not be needed for this phase of the project and Mr. William Stanley has met with Mr. Manster and Brock Taylor, Public Works Superintendent, concerning their input on the project. Mr. Bissoon asked Mr. Manster if the Town had records of where the lines were and what condition they were in. Mr. Satterwhite advised Council that phase II would be from Lafayette Avenue to Cary Street and phase III would be from Maury Avenue to Milford Street. Mr. Satterwhite said that phase III way require an engineer. Mr. Manster noted that he and Mr. Taylor were in discussions with VDOT concerning the extent of repaving of Main Street that would be required.

**On motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted to authorize Phase I in an amount not to exceed \$100,000 and to authorize the Town Manager to execute a contract for the replacement of the sewer line and street repair between Cary Street and Maury Avenue. Voting Aye: Coleman, Davis, Wright, Bissoon, McDearmon, Webb and Satterwhite.**

Dedication of John Cephas Historical Marker and Piedmont Blues Festival- Mr. Manster advised Council that the date of June 21, 2014 has been selected as the date for the dedication of the historic marker for John Cephas. He noted that a Piedmont Blues Festival will also be arranged for that date. Mr. Manster said that members of John Cephas' family have contacted him and will serve on the Committee to organize and arrange this event. Arts Commission member Jay Johnson will coordinate the music for this event, he said.

Filling Vacant Positions – Mr. Manster said that staff has been working with the Public Health, Safety and Personnel Committee to insure that vacant positions with the Town are filled at the earliest time. Advertisement has already appeared for the Maintenance Worker position for the Department of Public Works, he noted. Mr. Manster advised

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Council that discussion continues concerning a slight adjustment to the Events Coordinator position description and options are being discussed relating to the position of Treasurer for the Town.

Opportunity Presented by Caroline County Chamber of Commerce – Mr. Manster said that the Caroline County Chamber of Commerce recently held a fundraising dance here at the Bowling Green Event Hall. Funds received will be used for operation of the Chamber and to support their activities. Mr. Manster said in addition, revenues from the dance will be used to provide funding for scholarships for Caroline County seniors who will be furthering their education. The Chamber has already paid the full rental fee for use of the USO Ballroom, he said.

Mr. Manster advised Council that the Chamber of Commerce offers the Town the opportunity to donate some or all of the rental fee back to the Chamber. If this is done, the Chamber will use the funds donated by the Town to support its scholarship funding and will be combined with other Chamber scholarship funds, he said. Mr. Manster said that upon award of the scholarship, the Chamber will note that the scholarship is being given by the Chamber and the Town of Bowling Green. Responding to a question from Mr. McDearmon, Mr. Manster said that the Chamber of Commerce will set the parameters and guidelines for the scholarship.

Water and Sewer Availability Fees – After discussion with the Water, Sewer and Trash Committee and looking at ways in which our larger neighboring localities deal with larger residential facilities, Mr. Master asked that Town Council consider changing the way in which the Town charges availability fees for the type of facility being planned for in the Town. He said that currently availability fees are based on the size of the water meter. This is appropriate for most residential units; however, structures like the assisted living facility could and probably should be viewed a bit differently. A more appropriate standard to use would be the number of bedrooms within the facility. Mr. Manster said that since all units may not have the complete services an apartment or single home might have, it is the number of bedrooms within the unit that would more appropriately equate to the people and water and sewer utilization. Mr. Manster reported that this seems to be an accepted standard and would enable the Town to upgrade facilities more easily to meet the needs of future residents. He said that if Council is interested in this type of adjustment to the Town’s current practice, then he would ask Council to consider scheduling a Public Hearing for Council’s next meeting and adjustments be considered at that time. Mr. Manster attached a suggested adjustment for consideration.

**On motion by Mr. McDearmon, seconded by Mr. Bissoon, Council voted to authorize advertisement of a Public Hearing concerning the amendment of the**

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**Town Code to provide for a definition of an Institutional Assisted Living Facility and to establish separate water and sewer availability fees for this type of facility. Voting Aye: Coleman, Webb, Davis, Wright, Bissoon, McDearmon and Satterwhite.**

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 Streets and Sidewalks Committee.

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

D. Streets and Sidewalks – Mr. Bissoon stated that the Committee and Town Manager were working with VDOT regarding the sidewalks on Maury Avenue. Mr. Bissoon has received numerous calls regarding the condition of the sidewalks. Mr. McDearmon asked Mr. Bissoon if he had heard any more regarding the security cameras on Main Street. Mr. Bissoon suggested that Council ask the Town Manager to contact the security company to see if they would be able to come to Council’s next meeting to give a presentation and demonstration of the camera system.

E. Buildings and Grounds – Mr. Satterwhite said that the Committee is still working with flooring vendors to come up with best way to replace the existing carpet in the Rappahannock Reception Room.

F. Economic Development, Activities and Tourism – Mr. McDearmon said that the EDA had met with the building owners on Main Street concerning the Façade Improvement Program. He said that a lot of good ideas were brought up and the EDA will continue to work with the businesses and owners.

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

OLD BUSINESS:

Delinquent Tax Collection – The Town Attorney presented Council with information regarding tools for collection of delinquent taxes. She suggested that a Committee review the information and come back to Council at the next meeting with a recommendation on how to collect delinquent Town taxes. Ms. Coleman and Ms. Davis

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were assigned by the Mayor to serve on a special committee to review the information and make a recommendation to Council on a process for collection of delinquent taxes.

INFORMATIONAL ITEMS:

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 Town employees: 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
Webb .....Aye	McDearmon .....Aye
Wright .....Aye	

On Motion by Mr. Bissoon, seconded by Mr. Wright, Council voted unanimously to reluctantly accept the resignation of Ms. Kathryn McVay as Treasurer of the Town of Bowling Green. All Council Members thanked Ms. McVay for her many years of service and her dedication to the Town of Bowling Green.

ADJOURNMENT: There was a motion made by Mr. Satterwhite and seconded by Mr. Webb to adjourn at 9:12 P.M. Voting Aye: McDearmon, Satterwhite, Wright, Webb, Davis, Bissoon and Coleman.

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