

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING
MINUTES

8-7-2014

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

MEMBERS ABSENT: Jason Satterwhite.

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

AUDIENCE: Daniel Sherrier, Robin Didlake, Ayana Baugh, Mark Garnett, Jo-Elsa Jordan.

The Mayor called the meeting to order at 7:30 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 HEARING:

O-2014-007 – Rezoning Application RZS-2014-001 - The Mayor opened the Public Hearing at 7:35 P.M. and read the notice published in the Caroline Progress on July 24, 2014 and July 31, 2014 for Ordinance O-2014-007 – Providing for the rezoning of Tax Map parcel 43A2-10-4, 112 Davis Court, from its current B-1 Business designation to R-1 Residence as pursuant to the grant of authority contained in VA Code section 15.2-2280 et seq. and as designated by the Bowling Green Comprehensive Plan.

The Mayor called for comments from the public. He called a second and third time; hearing none, he closed public hearing at 7:36 P.M.

A report was given by Jean Davis, Town Council representative on the Planning Commission, recommending the rezoning be approved.

On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to adopt Ordinance O-2014-007 – Rezoning Application RZS-2014-001 Providing for the rezoning of Tax Map parcel 43A2-10-4, 112 Davis Court, from its current B-1 Business designation to R-1 Residence, pursuant to the grant of authority contained in VA Code section 15.2-2280 et seq. and as designated by the Bowling Green Comprehensive Plan.

Roll Call Vote:

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

DELEGATIONS/PUBLIC COMMENTS:

- A. Ayana Baugh – Children’s Theater – The Mayor welcomed Ayana Baugh, local children’s book author, to speak on the upcoming stage performance of her book entitled, “Loopiethautamus: I Am Not Afraid.” Ms. Baugh asked Town Council for

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the Town’s support in anyway, including funding. Mr. McDearmon asked Ms. Baugh for further details on the play and asked the Town Manager to put the information on the Town’s public access network.

- B. Robin Didlake - Race for the Gold – The Mayor invited Robin Didlake, a representative of the fundraising 5K “Race for the Gold”, to address council. Ms. Didlake informed council that the proceeds from this year’s 5K will benefit Connor’s Hero’s, a non-profit organization that helps families and children during cancer treatment. She said that the race will be held on September 6, 2014. A children’s Fun Run will begin at 7:30 a.m. on Butler Street in front of the Town’s playground; the 5K will begin at 8:00 a.m. in the same location. Ms. Didlake asked for the Council’s permission to use the Rappahannock Reception Room and restrooms for registration of race participants beginning at 7:00 a.m. the morning of the race. The Mayor thanked Ms. Didlake. Ms. Didlake handed registration forms to the Accounting Analyst to be set out for the public in the Town Hall Business Office.

The Mayor asked for additional Public Comments. Hearing none the Mayor closed the Public Comments portion of the meeting at 7:50 p.m.

CONSENT AGENDA:

- A. Minutes – Town Council Meeting – May 1, 2014
- B. Bills – July 2014

A & M Home Center	1183.99	Advance Auto	242.57
AECOM Technical Services	3705.00	Bennett, Deborah	35.00
Blue Tarp Financial	2014.93	Bowling Green Auto Parts	189.17
Braswell, Amy	300.00	Brother’s Mechanical	830.00
Bud’s Automotive	573.92	Cintas of Richmond	414.38
ComputerPlus	226.88	D&J Meat	685.00
Dickinson Equipment	242.14	Dominion Chemical	313.30
EI Technical	386.00	Enviro Lab	1815.00
Erard, Andrea	1,500.00	G&G Milford Farm Supply	921.88
GenTune LLC	351.00	HD Supply	885.79
John, Allison	35.00	Johnson’s Exterminating	765.00
Jordan, Jo-Elsa	1462.00	Local Services	400.00
M & W Printers	1092.51	McGinley, Michelle	175.00
Mid-Atlantic Lab	3396.00	On Site PC	159.00
On Site Testing Inc.	80.00	Pacello, Kristin	280.00
Pollard Water	102.83	RAK Group	75.00
REC	464.80	RRCJ Academy	1452.00
Rutherford	798.18	Sieg, John	450.00
SOSMetal	2650.70	Streamline Fence Company	375.00
The Caroline Progress	505.70	The Free Lance Star	737.16
The Supply Room	513.86	Tools Plus Industries	570.25
Treasurer of Virginia	721.88	USA Blue Book	978.89
Verizon Wireless	185.07	Visa	1597.40
VUPS	33.60	White Oak Equipment	1104.26
*BMS Direct	14.89	*Dominion VA Power	494.44
*G&G Hardware	7.18	*Hill, Patricia	36.00
*Local Services	250.00	*M&W Printers	878.73
*On Site Testing Inc.	80.00	*REC	473.15
*Safety Services Co.	449.96	*Town of Bowling Green	200.72
*Treasurer of Virginia	731.13	*USA Blue Book	1770.00
*Verizon	292.85	*Verizon Wireless	135.28
*Visa	1028.52	*Waste Management	8211.44
*Xerox Corporation	203.22	*Chenault, Ashley	150.00

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*Seig, John	3120.00	*The Caroline Progress	1386.75
*The Free Lance Star	1296.37	*Waste Management	84.00
*Campbell, Kim	150.00	*Jordan, Jo-Elsa	1462.00
*Lewis, Aleta	150.00	*VA Dept of Health	2233.15
*Washington, Nicole	150.00	*Wells Fargo	92995.00
*Nationwide Retirement	51.48	*REC	90.65
*Seals, Charles	29.55	*Shell Fleet Plus	1158.92
*VA Dept of Taxation (Sales)	11.82	*Johnson, Clarence	300.00
*Sisson Excavation	7000.00	*VEC	1491.30
*Dream City University	300.00	*Jordan, Jo-Elsa	1462.00
*Hancock, Katherine	75.00	*Memorable Moments	1793.00
*Flowers, Robert	500.00	*Verizon	311.55
*Verizon Wireless	40.01	*Walker, Lorraine	150.00
*Waste Management	8211.44	*Dominion VA Power	4437.54

*Bills previously or separately authorized by Council.

Upon Motion by Mr. Bissoon, with a second by Ms. Davis, Council voted to approve the Consent Agenda with the removal of the Town Council meeting minutes for May 1, 2014.

Roll Call Vote:

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

STAFF REPORTS: The following informational items were noted:

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

Upon reviewing the June 2014 Town Hall Rental Report, Mr. McDearmon asked the Town Manager what the SALT Group was. The Town Manager informed Mr. McDearmon that the acronym SALT stands for Seniors And Law Enforcement Together and that the group was created by the Caroline County Sherriff’s Office to bring awareness of fraud and violence against senior citizens in the county.

NEW BUSINESS:

Police Department Report – July 2014– The Police Chief reported that there had been two reportable crimes (one domestic and one larceny) that had occurred in the Town of Bowling Green for the month of July. There were thirty four calls reported for the month and three 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 three warnings for speeding and no summonses for speeding. Deputies gave three warnings and one summons in Town this month. Town Officers had one arrest for the month. There were no paid deputy hours for the month. Mr. McDearmon asked the Chief if he could confirm that a registered sex offender moved back into his residence on Davis Ct after recently being released from jail. Chief Hoskins stated that he was not certain and that he would check on that and report back to Council.

Town Manager’s Report – July 2014:

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Agreement Between Town and County Concerning Placement of Antennae on Town Water Tower – Mr. Manster invited Caroline County Deputy Fire-EMS Chief Mark Garnett to speak to council about a proposed agreement between the Town and the County concerning placement of antennae for the County’s new radio system on the Town’s water tower at the corner of Butler and Chase Streets. Deputy Chief Garnett described the dishes that the County is proposing to install and informed council that they would be installed Fall of 2014. He also stated that the agreement offers the Town a gift of four portable radios that will work with the new narrow band radio system in lieu of payment of rent to the Town. Mr. McDearmon asked how critical the placement of the antennae was, for equipment specification, rental value, and lease term. Deputy Chief Garnett said that he was unsure of the rental value but that the initial lease term would be ten years with five year renewal periods thereafter. The Mayor asked for the current locations of antennae; Deputy Chief Garnett responded with several locations though out the county. The Mayor then asked if the current broad band radios would become obsolete once the narrow band system was activated; Deputy Chief Garnett said that they would. The Mayor also asked where the Town’s request to add an additional two radios for the Town’s Police cars to the original proposal of four portable radios stood; Deputy Chief Garnett said that he would recommend approval of the amendment to the agreement to the Caroline County Board of Supervisors.

Upon Motion by Mr. McDearmon, with a second by Mr. Wright, Council voted to approve the Agreement Between County of Caroline, Virginia and The Town of Bowling Green, Virginia Regarding Antenna Installation on Town Water Tower pending approval of the agreement by the Town Attorney.

Roll Call Vote:

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

Deputy Chief Garnett told council that he would update the verbiage of the agreement to include the two additional car radios. Mr. Manster thanked the Deputy Chief.

White Meadows Subdivision Sewer Planning Grant – Mr. Manster advised Council that, based on a directive from the Department of Housing and Community Development, staff prepared and distributed a survey of utility needs to the residents of the White Meadows Subdivision. He informed council that the surveys are due back to Town Hall August. After the results are compiled they will be evaluated to determine whether we qualify for funds to prepare a Preliminary Engineering Report for the project.

South Main Street Sewer Replacement Project - Mr. Manster informed council that Phase I and Phase II of the project have been completed and that there is now a new ten inch sewer line along Main Street between Maury Avenue and Lafayette Avenue. He stated that the Town is applying for funds through the Rural Development office of the Department of Agriculture to prepare a Preliminary Engineering Report and an Environmental Report on the remainder of the project which will include replacement of the lines between Maury Avenue and Milford Street, and reversing the flow of sewage toward Milford Street. The feasibility of eliminating the connector line between Maury Avenue and Milford Street is being evaluated; Reid Engineering is assisting with this project.

Art Commission Grant- Mr. Manster stated that the Bowling Green Arts Commission has once again been granted \$5000 from the Virginia Commission for the Arts to support its fiscal year 2015 activities. The \$5000 in matching funds was already included in the Town’s fy15 budget.

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Stormwater Management Program – Mr. Manster informed council that the Town’s Stormwater Management Program has been granted provisional approval by the Virginia Department of Environmental Quality and that the Town will continue to work with DEQ to finalize the program. He stated that the Town is now able to implement its own program without administration by the DEQ, and is working with Caroline County staff to develop an implementation and plan review process which includes the development of a Memorandum of Understanding between the Town and County relating the assignment of implementation activities to staff.

Bright System Training for staff – Mr. Manster informed council that a representative from Bright Accounting Software System, the system used by the Town and Caroline County, will be coming to Bowling Green on August 21 and 22, 2014 to instruct staff on various modules within the Bright System. He also noted that there will be a joint training session with the County on Utility Billing; the Town and County will share the cost for this portion.

Miller Foley Group Dissolved - Mr. Manster advised Council that the Miller Foley Group, the accounting firm that the Town had used for the past five years, has dissolved and Heather Foley, CPA, would no longer be able to assist the Town. Mr. Manster then asked council to allow the Budget Committee to secure service from another accounting firm.

Upon Motion by Mr. Bissoon, with a second by Ms. Davis, Council voted to allow the Budget Committee to secure service from a new accounting firm.

Roll Call Vote:

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

Deed of Easement R-2014-012 – Mr. Manster presented council with a resolution that would allow Allen Durrett, property owner of 141 East Broaddus Avenue to deed an easement to the Town so that the property at 141 East Broaddus Avenue and 106 Lakewood Road may be connected to the Town’s sewer system. The Mayor asked who would be responsible for the pump on Mr. Durrett’s property and Mr. Manster informed council that the the pump would be the Mr. Durrett’s responsibility. Mr. McDearmon asked Mr. Webb’s opinion on the matter; Mr. Webb, who’s company prepared the the plat, said that the deed of easement made sense. Mr. Manster added that the new pipe located within the easement will become the property and responsibility of the Town of Bowling Green but the Town wouldn’t be responsible for any other lines.

Upon Motion by Mr. Wright, with a second by Mr. McDearmon, Council voted to accept Resolution R-2014-012 allowing the Town of Bowling Green to accept a Deed of Easement, located on Tax Map 43 A2-A-6B and 43A2-A-6C, from Allen Durrett, property owner.

Roll Call Vote:

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

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Mr. Manster informed council of the various meetings he attended for the past two months that relate to council’s current agenda. He also reminded council that National Night out is being held the upcoming Tuesday at the Town’s Playground and that Music on the Green on the Courthouse lawn has been a great success.

Jo-Elsa Jordan, the Town’s Events Coordinator, updated the council on the current status of the 2014 Harvest Festival. She stated everything was on track for a successful event. She discussed entertainment, advertising, and corporate sponsorship. Mr. McDearmon inquired about food trucks; Ms. Jordan said that it was an ongoing effort. The Mayor asked about an ABC license from the state for the event and Ms. Jordan said that she had secured the license.

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 he’d like to set a meeting for the Water, Sewer, and Trash committee.

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

D. Streets and Sidewalks – Ms. Coleman said that she has received concerns from the public on the tar patches that VDOT placed on the sidewalks and would like to inform residence that they are just a temporary fix until VDOT is able to permanently repair the broken sidewalks.

E. Buildings and Grounds – Speaking for himself and Mr. Satterwhite, Mr. McDearmon reported that roof repairs and a door replacement were taking place at Town Hall. Mr. McDearmon reported that council members reviewed flooring options and have come to a consensus to allow Beautiful Floors to replace the existing carpet in the Rappahannock Reception Room with Luxury Vinyl Flooring.

Upon Motion by Mr. McDearmon, with a second by Mr. Wright, Council voted to allow the Town Manager to sign a contract with Beautiful Floors to replace the existing carpet in the Rappahannock Reception Room with Luxury Vinyl Flooring.

Roll Call Vote:

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

F. Economic Development, Activities and Tourism – Mr. McDearmon said that the EDA had no takers on the facade improvement match program it is offering.

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

Mr. Wright told council that he is concerned with large trucks carrying heavy sand hauls engine breaking on Main Street. Mr. Manster said that he would defer to VDOT on the

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issue. A discussion ensued regarding possible action to take on the matter. No action was taken at this time.

Mr. Manster reminded council that Swanky Franks and K Jo's To Go will be serving food at tomorrow's Music on the Green. Mr. Bissoon informed Council that the vacant lease space at 103 N. Main Street would soon be occupied by a furniture refinishing business.

ADJOURNMENT: There was a motion made by Mr. McDearmon and seconded by Ms. Davis to adjourn at 8:40 P.M. Voting Aye: McDearmon, Wright, Webb, Davis, Bissoon, and Coleman.

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