

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

9-4-2014

MEMBERS PRESENT: Mayor David Storke, Vice-Mayor Glenn McDearmon, Jason Satterwhite, Otis Wright, and Daniel Webb.

MEMBERS ABSENT: Jean Davis, Mark Bissoon, and Mary Frances Coleman.

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

AUDIENCE: Sarah Voglesong reporter for The Caroline Progress, and Jo-Elsa Jordan Town Events Coordinator.

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 Glenn McDearmon followed with the invocation.

DELEGATIONS/PUBLIC COMMENTS:

Jo-Elsa Jordan, the Town's Events Coordinator, updated Council on the current status of the 2014 Harvest Festival. She stated that there were not a lot of new things to report and that everything was progressing nicely. She said that the Harvest Festival Committee met last week and that with such a great committee to support her she was confident that this year's festival will be a great success. Ms. Jordan said that some features that are new to the Harvest Festival this year include a beer garden, drones taking overhead footage, and a Go-Pro camera taking street vantage footage. She stated that the video footage will be edited on site and played on a large screen during the festival. She also mentioned that although the beer garden is not a budgeted feature it will create its own revenue stream. Ms. Jordan said she has contacted the Caroline High School Art Director to enlist students to create a design celebrating the 25th anniversary of the Harvest Festival to be printed on t-shirts. She has asked the Caroline Community Theater Group to perform a scene from one of their productions and to mingle, while in character, with patrons of the beer garden. Ms. Jordan briefed Council on her current marketing efforts noting that she is focusing on digital marketing. She said that she is currently working on securing balloon arches that she envisions stretching across Main Street to give the festival a celebratory feeling. The arches will cost \$400 to make. Ms. Jordan gave an update on her ongoing endeavors. She stated that her main focus was on vendor recruitment and asked Council for its help in recruiting arts and craft vendors. She stated that she had secured MetroCast as a Happy Harvest Sponsor with a donation of \$1500 and that if she is able to sell all corporate sponsorship packages this year's committee will be able to save the Town thousands of dollars and be seen as the most progressive and successful group to have ever put on a Harvest Festival. Ms. Jordan informed Council that Fort A.P. Hill has offered the use of its new dunking tank and that Council should expect to receive letters inviting them to participate in being dunked along with Caroline County officials. She said that she has booked all of the entertainment and is currently writing purchase orders for critical items such as portable toilets and the entertainment stage. Ms. Jordan asked for questions from Council. Mr. McDearmon thanked her for her enthusiasm. The Town Manager asked about an EOD (Explosive Ordnance Disposal) display. Ms. Jordan said that she had received verbal confirmation from Fort A.P. Hill on its participation on the EOD display but was ultimately awaiting approval from Fort Lee. She said that she would like to locate the military display on Milford Street to attract more foot traffic to the area just before the post office. The Mayor thanked her for the

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update.

The Mayor asked for additional Public Comments. Hearing none the Mayor closed the Public Comments portion of the meeting at 7:48 p.m.

CONSENT AGENDA:

- A. Minutes – Town Council Meeting – August 7, 2014**
- B. Bills – August 2014**

A & M Home Center	496.33	Advance Auto	124.99
BAI Municipal Software	3675.48	Beautiful Floors	6111.60
Bowling Green Auto Parts	24.98	Bud’s Automotive	280.00
Cintas of Richmond	306.00	ComputerPlus	226.88
Curbside Comfort Foods	60.00	Dominion Power	5378.89
Enviro Lab	1340.00	Erard, Andrea	1,500.00
G&G Milford Farm Supply	30.85	GH Watts Construction	500.00
HD Supply	857.71	John, Allison	105.00
Johnson’s Exterminating	540.00	Jones, Wendy	135.00
Jordan, Jo-Elsa	1462.00	Local Services	100.00
McGinley, Michelle	140.00	Memorable Moments	55.00
Mid-Atlantic Lab	870.00	ODB Company	3153.88
Pacello, Kristin	245.00	Quill Corporation	144.39
RAK Group	150.00	REC	517.53
Rutherford	325.39	Shell Fleet Plus	1000.85
Sieg, John	390.00	Sorrow, Tammy	322.08
SOSMetal	2310.39	Stancil, Betty	150.00
The Supply Room	76.48	Treasurer of VA (DEQ)	2640.00
Verizon	305.08	Verizon Wireless	224.96
Visa	2216.99	VITA	751.51
VUPS	18.90	Waste Management	8211.44
*Beautiful Floors	6111.60	*Bouy, Amber	300.00
*Waste Management	6495.60	*Bridges, Michelle	15.86
*Carter, Natalie	300.00	*Chenault, Eric	36.66
*Crawford, Katoya	150.00	*Foley, Cullen	36.03
*HL SDI LLC	100.00	*HL SDI Inc.	35.56
*Huff, Jacquelyn	100.00	*Johnson, Clarence	500.00
*Jordan, Jo-Elsa	1462.00	*Logan, Michelle	150.00
*Old Courthouse Café	100.00	*Preferred Real Estate	100.00
*Salem Baptist Church	100.00	*Scott, Joseph	39.08
*Taylor, Kenneth Jr	26.50	*TMG Services Inc	50.26
*The Whole Truth Church of Christ			150.00
*Dominion VA Power	5233.60		

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

Upon Motion by Mr. Wright, with a second by Mr. McDearmon, Council voted to approve the Consent Agenda.

Roll Call Vote:

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

STAFF REPORTS: The following informational items were noted:

- A. Town Hall Rentals Report – August 2014**
- B. Public Works Department’s Report – August 2014**

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

NEW BUSINESS:

Police Department Report – August 2014– The Police Chief reported that there had been three reportable crimes (all larceny) that had occurred in the Town of Bowling Green for the month of August. There were twenty-five 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 twenty-one warnings for speeding and six summonses for speeding. Deputies gave three warnings and one summons in Town this month. There was one speed log for the month conducted at the intersection of Main Street and Courthouse Lane by Officer Jones. Town Officers had no arrests for the month. There were no paid deputy hours for the month. The Mayor asked the Chief if he had been in contact with Luck Stone regarding the engine braking and speed of trucks along Main Street. The Chief said he had not. Mr. Wright said that he had spoken with the owner of the company himself about the issue. The Mayor said it was apparent that the word had gotten out to the truck drivers and that there was a notable difference in the speed of trucks traveling through town.

Town Manager’s Report – August 2014:

South Main Street Sewer Replacement Project - Mr. Manster informed Council that the Town of Bowling Green has been awarded a \$30,000 Special Evaluation Assistance for Rural Communities and Households (SEARCH) Grant (Planning Grant) from the Rural Development Office of the U.S. Department of Agriculture for the purpose of preparing a Preliminary Engineering Report and preparing an Environmental Report for Phase III of this project. He said that the study will develop and evaluate alternatives for replacing the final section of the South Main Street Sewer line from Maury Avenue to Milford Street and includes investigating the possible change of direction of the flow in the pipes as well as evaluating the need for improvement of other sections of sewer line in Milford Street and Maury Avenue along with the connection currently existing between the two streets. He stated that the Town will be working with Reid Engineering in Fredericksburg to complete this SEARCH Grant. He noted that Reid has prepared similar studies for other localities and has done work with the Town in the past. Mr. Manster presented Council with a Resolution to officially accept the grant funds. He said that all required forms have been executed contingent upon Council approval and the Town complies with all Federal requirements for this program.

Upon Motion by Mr. McDearmon, with a second by Mr. Satterwhite, Council voted to approve Resolution R-2014-013 to accept a \$30,000 Special Evaluation Assistance for Rural Communities and Households (SEARCH) Grant (Planning Grant) from the Rural Development Office of the U.S. Department of Agriculture for the purpose of preparing a Preliminary Engineering Report and preparing an Environmental Report for Phase III of the South Main Street Sewer Replacement Project.

Roll Call Vote:

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

Stormwater Management Program – Mr. Manster told Council that one of the final items the Town of Bowling Green needs to approve in order for its Provisional Approval of its Stormwater Management program to become final is the adoption of a Memorandum of Understanding for review of Stormwater Management Plans and the Inspection of

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stormwater management facilities. He provided a draft Memorandum of Understanding (MOU) for Council’s consideration. He stated that for the past 15 years, the Town of Bowling Green and Caroline County have had a signed MOU in place relating to site plan and subdivision plat review, erosion and sediment control review and inspection, and building inspection. Caroline County has provided these services to the Town under this MOU. He said that what he is presenting to Council is the same MOU under which the Town and County currently operate, with the addition of the words “Stormwater Management” and the word “applicant” changed to “Town” when dealing with applications and distribution of fees paid by the applicant. He said that both Town and County staff feel that these minimal changes provided the only adjustments to the current agreement that were necessary. The Caroline County Board of Supervisors at their last meeting on August 26th voted their approval of the revised MOU. Mr. Manster asked that Council approve the revised MOU.

Upon Motion by Mr. McDearmon, with a second by Mr. Wright, Council voted to adopt the Memorandum of Understanding Between the Town of Bowling Green and Caroline County for review of Stormwater Management Plans and the Inspection of stormwater management facilities.

Roll Call Vote:

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

Agreement Between Town and County Concerning Placement of Antennae on Town Water Tower: Mr. Manster informed Council that the Caroline County Board of Supervisors approved, at its last meeting, a revised Agreement which provides space to the County to attach two antennae to the Town’s water tower with no rental fees involved. He stated that the agreement does include a provision which calls for the County to provide the Town with four portable radios and two mobile radio units at no charge to the Town. The addition of the two mobile units was added as a result of discussion by Council at its August 7, 2014 meeting. Mr. Manster presented the Agreement to Council for informational purposes, pending approval by the Town Attorney. The Town Attorney stated that she had no changes and approved of the Agreement as presented. No action by Council was required as action was taken at last meeting. Mr. McDearmon inquired about the time frame of installation. Mr. Manster responded that he was unsure. Mr. Satterwhite said that he had read that the County would begin installation in fall 2014. Mr. McDearmon expressed concern that the Town would not receive the radios in a timely manner. The Police Chief said he spoke with Major Moser of the Caroline County Sherriff’s Office who informed him that the Town will receive, and have installed, its equipment at the same time that the County receives and installs its own equipment.

Bright System Training for Staff: Mr. Manster informed council that for two days a representative from the Bright Accounting Software System provided training for Laura Gifford, Accounting Analyst, and Melissa Lewis, Account Clerk. Most of the training occurred in Town Hall, but some also occurred in the County utilities office. He noted that the Town and County will share in the cost of the training that occurred at the County office.

Application for Special Use Permit – Expansion of Day Care Center – Caroline Square Shopping Center: Mr. Manster told Council that Ms. JoNi Rollins-Davis, operator of Ms. JoNi’s Shining Stars Day Care Center in the Caroline Square Shopping Center has applied for a Special Use Permit to expand the facility into another unit of the shopping center. He said that the purpose of this expansion is to provide care for infants up to 18 months old. Per Town Council directive, the Planning Commission has received the

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application and has scheduled a Public Hearing for its next meeting on September 15th. Mr. Manster informed Council that the appropriate action to take at this time is to schedule a public hearing on the matter and to authorize the Town Manager to advertise for that hearing. He noted that a copy of the application (ZP-2014-004) was included in Council’s packet for Council’s review. A discussion ensued regarding a fenced in area in an adjacent field west of the Caroline Square Shopping Center and how it related to the daycare operation.

Upon Motion by Mr. Satterwhite, with a second by Mr. Wright, Council voted to authorize the Town Manager to advertise for a public hearing on ZP-2014-004, Application for Special Use Permit – Expansion of Day Care Center – Caroline Square Shopping Center, scheduled to be held at Council’s next meeting.

Roll Call Vote:

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

Mr. Manster informed council of the various meetings he attended over the past month that related to Council’s current agenda. He also reminded Council that Ayana Baugh’s play on bullying will be held on September 19 and 20, and that tickets are available for purchase at Town Hall.

Mr. Manster advised Council that the terms were expiring for Planning Commission members Matt Rowe, Gene Self, and Johnson Coleman, and that all were interested in continuing to serve on the Planning Commission. He then asked if Council would like to advertise for the positions or reappoint the members whose terms were expiring. Mr. Webb suggested that Council reappoint current members.

Upon Motion by Mr. Wright, with a second by Mr. McDearmon, Council voted to reappoint Matt Rowe, Gene Self, and Johnson Coleman to the Planning Commission for an additional 4 year term to expire on July 1, 2018.

Roll Call Vote:

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

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 and the Town Manager had met with a representative from Waste Management earlier in the week to discuss the Town’s trash collection contract. Mr. McDearmon asked if they had discussed the leaking truck. Mr. Wright said they had. He said that they also discussed plans to place decals on the recycling dumpsters to better clarify what was acceptable to place in the dumpsters and to inform public they are not to be used for trash. He expected to hear back from the Waste Management representative in the next 30 days on when the decals will be placed.
- C. Ordinances, Licenses, Permits – There was no report from the Ordinances, Licenses and Permits Committee.

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D. Streets and Sidewalks – There was no report from the Streets and Sidewalks Committee.

E. Buildings and Grounds – Mr. Satterwhite reported he spoke with G.H. Watts about the pavilion at the playground and is now awaiting a proposal before bringing designs to the committee. He noted that the floor in the Rappahannock Reception Room had been replaced and looked great. Mr. Satterwhite said it had been brought to his attention that the old Caroline Cleaners store front had a broken window. Mr. Manster informed Council that the window was repaired earlier in the day.

F. Economic Development, Activities and Tourism – There was no report from the Economic Development, Activities and Tourism Committee.

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

The Mayor mentioned that a new restaurant is scheduled to open in October in the former Old Courthouse Café spot. He said that he and the Town Manager had met with the proprietor a few times and discussed signage. The proprietor showed them the new booths, tables, and equipment she installed, discussed her plans for the future and asked for the Town’s support. The Mayor noted that she was very energetic and optimistic. Mr. Wright asked if the Town will hold a grand opening. The Mayor said that they would but is waiting for an opening date and he will keep Council posted. Mr. McDearmon asked if K Jo’s To Go was planning to have a grand opening. The Mayor said that he offered but that they opted to have a silent opening instead.

The Mayor presented invitations addressed to Council to the Caroline High School Ground Breaking Ceremony and a Columbia Gas Reception at the Caroline County Visitors Center.

There were no other items to come before Council.

ADJOURNMENT: There was a motion made by Mr. Satterwhite and seconded by Mr. Webb to adjourn at 8:12 P.M. Voting Aye: McDearmon, Wright, Webb, and Satterwhite.

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