

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

01-01-2015

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

MEMBERS ABSENT: Jason Satterwhite.

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

AUDIENCE: Daniel Sherrier, Mark Gaines, Tammie Gaines, Dawn Chinault, and Kathryn Burchell.

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.

The Mayor welcomed Mr. Rowe to Council and congratulated Ms. Davis and Ms. Coleman on their re-election to Council.

PUBLIC HEARING:

ZP-2014-005 - The Mayor opened the Public Hearing at 7:33P.M. and read the notice published in the Caroline Progress on December 18 and December 25, 2014 for ZP-2014-005 – Application by Mark Gaines for Special Use Permit to operate a Bed and Breakfast at 115, 117, and 119 East Broaddus Ave., a property that is located in the R-1, Residential Zoning District.

The Mayor called for comments from the public.

Mark Gaines, applicant – Mr. Gaines asked Council to approve his application for a Special Use Permit to operate a Bed and Breakfast at property that he and his wife recently purchased. He said that he has received positive feedback from neighbors and that his goal is to bring new business to Bowling Green.

After asking for additional comments and hearing no further comments, the Mayor closed the public comment portion of the Public Hearing.

Mr. Wright asked Mr. Gaines if he would be using one of the houses on the property as his main residence. Mr. Gaines said that he will be living at 115 E. Broaddus Ave. and has already begun to move in. Mr. McDearmon asked if 115 E. Broaddus Ave. will be used to house guests of the Bed and Breakfast. Mr. Gaines said one room in the house will be used for guests. Mr. Wright inquired about the opening date. Mr. Gaines said that he would like to open as soon as possible and that he is currently working on furnishing the suites at 117 and 119. He said that he hopes to reach out to members of the military that are in Bowling Green for an extended stay while conducting business at Fort A.P. Hill. Mr. Wright asked if he and his wife owned a wedding business and if that business would be integrated into the operation of the Bed and Breakfast. Mr. Gaines said that his wife owns and operates a business that specializes in the planning of small weddings and does plan to integrate the business with the Bed and Breakfast in the

future. The Town Manager reminded Council that the Public Hearing was solely for the purpose of considering approval of a Special Use Permit allowing for the operation of the Bed and Breakfast only. Mr. McDearmon asked how Mr. Gaines will advertise the Bed and Breakfast. Mr. Gaines stated that he intends to use internet advertising and list it with the National Bad and Breakfast Registry. The Mayor asked for more questions from Council, hearing none he closed the Public Hearing at 7:40 p.m.

A report was given by Jean Davis, Town Council representative on the Planning Commission, recommending the Special Use Permit be approved without condition.

**On motion by Ms. Davis Council voted to approve ZP-2014-005 – Application by Mark Gaines for Special Use Permit to operate a Bed and Breakfast at 115, 117, and 119 East Broaddus Ave., a property that is located in the R-1, Residential Zoning District.**

**Roll Call Vote:**

<b>Wright</b> .....	<b>Aye</b>	<b>Webb</b> .....	<b>Aye</b>
<b>McDearmon</b> .....	<b>Aye</b>	<b>Rowe</b> .....	<b>Aye</b>
<b>Davis</b> .....	<b>Aye</b>	<b>Coleman</b> .....	<b>Aye</b>
<b>Satterwhite</b> .....	<b>Absent</b>		

DELEGATIONS/PUBLIC COMMENTS:

Dawn Chinault – Ms. Chinault thanked Council for approving a discounted Town Hall rental rate for an event the Fort Lee Dusters, an organization for which she serves as president, held on New Year’s Eve. She gave a brief review of the event and said that the organization was able to raise more money because of the discounted fee.

The Mayor thanked Ms. Chinault and said that he appreciated her coming back to give Council an update.

Kathryn Burchell, 138 Milford Street – Ms. Burchell thanked Council for the yoga classes offered at Town Hall and said that they have been very beneficial to her health. She said that she has been recruiting new attendees in an effort to make the program self-sustaining.

CONSENT AGENDA:

- A. Minutes – Town Council Meeting – December 4, 2014**
- B. Bills – December 2014**

<b>A &amp; M Home Center</b>	<b>1070.59</b>	<b>Advance Auto</b>	<b>291.98</b>
<b>Amerigas</b>	<b>608.37</b>	<b>Applied Industrial</b>	<b>2010.67</b>
<b>BMS Direct</b>	<b>14.80</b>	<b>Boltz, Kathryn</b>	<b>83.20</b>
<b>Bowling Green Auto Parts</b>	<b>80.77</b>	<b>Carroll, Rachael</b>	<b>24.00</b>
<b>Cintas of Richmond</b>	<b>331.03</b>	<b>Commonwealth Engineering</b>	<b>402.42</b>
<b>ComputerPlus</b>	<b>226.88</b>	<b>Dominion Chemical</b>	<b>253.30</b>
<b>Enviro Lab</b>	<b>1765.00</b>	<b>Erard, Andrea</b>	<b>1,500.00</b>
<b>Fantasy</b>	<b>112.50</b>	<b>Fire Safety Systems</b>	<b>357.95</b>
<b>G &amp; G Milford Farm Supply</b>	<b>151.23</b>	<b>Haun, Dawn</b>	<b>65.00</b>
<b>HD Supply</b>	<b>3637.48</b>	<b>Hill, Trish</b>	<b>144.00</b>
<b>John, Allison</b>	<b>105.00</b>	<b>Johnson’s Exterminating</b>	<b>505.00</b>
<b>Leap Audio Visual</b>	<b>240.00</b>	<b>Local Services</b>	<b>320.00</b>
<b>M &amp; W Printers</b>	<b>1623.24</b>	<b>McGinley, Michelle</b>	<b>70.00</b>
<b>Mid-Atlantic Lab</b>	<b>60.00</b>	<b>Minor &amp; Associates</b>	<b>1448.75</b>
<b>ODB Company</b>	<b>523.78</b>	<b>Pacello, Kristin</b>	<b>210.00</b>

Rutherford	252.05	Sorrow, Tammy	552.00
SOSMetal	969.27	Streamline Fence	285.00
The Supply Room	584.64	USA Blue Book	2520.55
VUPS	19.95	*Caroline Jr Women’s Club	150.00
*Cary, Crystal	150.00	*Devol, Jacob	200.00
*Dominion Virginia Power	5598.46	*Dunnington Hardy	100.00
*Fisher, Catherine	21.10	*Jordan, Jo-Elsa	1535.00
*Myers, Angela	24.34	*Nguyen, Phat	.53
*Oakley Farms	800.00	*REC	324.17
*Southworth, Sarah	32.34	*Stone, Gary	.53
*The Caroline Progress	497.90	*The Free Lance Star	1537.17
*VITA	720.71	*US Postal Service	112.00
*VML Insurance	15560.00	*Waste Management	84.00
*Webb, William	100.00	*B&B Trading Post	25.00
*Jordan, Jo-Elsa	1535.00	*K Jo’s To Go	100.00
*Old Country Café	25.00	*Shell Fleet Plus	928.90
*The Lincoln National	80.75	*VA DEQ	1200.00
*Verizon Wireless	40.01	*Williamson, Gloria	50.00

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

Mr. McDearmon asked if payments made to Jo-Elsa Jordan are reimbursements for up-front costs that she paid out of pocket. Mr. Manster informed Council that the payments are Ms. Jordan’s contracted rate that are paid bi-weekly to correspond with staffs pay periods. There was no further discussion by Council on the Consent Agenda.

**Upon Motion by Mr. Wright, with a second by Ms. Davis, Council voted to approve the Consent Agenda. Voting Aye: McDearmon, Wright, Webb, Coleman, Davis, and Rowe.**

STAFF REPORTS: The following informational item was noted:

A. Town Hall Rentals Report – December 2014

Upon reviewing the Town Hall Rental report Ms. Coleman asked if Ms. Chinault was with the Fort Lee Dusters and if the group was a non-profit organization. Ms. Chinault said that she was President of the Fort Lee Dusters and the group is affiliated with the Virginia Shooting Sports Association which is a 501(c)3 organization. Mr. McDearmon asked the Town Manager if Council voted on the reduced rental rate for nonprofit organizations. The Town Manager informed Council that the Building and Grounds Committee determines who will receive the reduced rate. Mr. McDearmon asked if the decision was made at a committee meeting. The Town Manager said that due to time constraints the discussion between committee members is sometimes held by phone or email. Ms. Davis asked if the fee for security is included in the Town Hall rental fee. The Town Manager said that it was not included in the rental fee and was paid directly to the the Town’s Police Department. There was no further discussion by Council on the Staff Report.

NEW BUSINESS:

Police Department Report – December 2014 – The Police Chief introduced the Town’s new officer, George Honeycutt, to Council and noted officer Honeycutt’s numerous certifications. The Chief then presented his report to Council. He reported that there had

been one reportable crime (larceny) that had occurred in the Town of Bowling Green for the month of December. There were sixteen 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 three warnings and one summons for speeding. Deputies gave three warning and no summonses in Town this month. There was no speed log conducted during the month of December. Town Officers had no arrests for the month. There were no paid regular deputy hours for the month. The Police Chief concluded his report. Council had no questions for the Police Chief.

Town Manager's Report – December 2014:

**ZP 2014-005 – Application for a Special Use Permit to Operate a Bed and Breakfast at 115-119 East Broaddus Avenue – Mark Gaines:** Mr. Manster noted that Council already took action on this matter during the Public Hearing earlier in the meeting.

**White Meadows Sewer Project Community Meeting:** Mr. Manster informed Council that the Project Management Team for the White Meadows Sewer Project Planning Grant will conduct a community meeting regarding the project in Town Hall on Wednesday, January 14, 2015 at 6:00 PM. He said that representatives from the Virginia Department of Housing and Community Development, the funding agency, will also be attending the meeting. Community needs will be the topic of discussion and the needs for sewer service will be highlighted. He invited Town Council members to attend. Mr. Manster noted that the meeting is part of the Planning Grant process and that other community meetings and public hearings will also be scheduled in the next three months. The costs of advertising and notifying residents of these sessions will be charged to the grant and recovered by the Town. Mr. McDearmon asked if the meeting is open to the public. Mr. Manster said that it is and that all owners and residents were notified of the meeting by mail.

**Grant Received for Purchase of Pet Waste Bag Dispensers:** Mr. Manster told Council that the Town of Bowling Green has received \$540 from the Department of Environmental Quality through the Caroline-Hanover Soil and Water Conservation District to provide for the purchase of three pet waste bag dispensers. The dispensers have been purchased along with a supply of extra bags. He said that the newly designated Streets and Sidewalks Committee will meet with the Town Manager to determine the general location for these dispensers and they will be installed by the Town's Public Works Department. Mr. McDearmon inquired as to who would be responsible for emptying the waste. Mr. Manster informed Council that the Waste Stations dispense the plastic bags but do not contain a receptacle so the pet owner will be responsible for discarding the waste. Mr. Manster concluded his report.

Mr. McDearmon asked the Town Manager if the \$30,000 White Meadows Engineering Grant has been approved and if the Contract for the engineer has been reviewed by the Town's Attorney and Town Council. Mr. Manster said that the Grant has been approved but the Contract has not yet been reviewed by either the Town Attorney or Council. Mr. McDearmon said that he would like to see this action taken and direction given to the Water, Sewer, and Trash Committee. The Town Attorney said that she would be happy

to review the Contract. Mr. McDearmon then stated that he would like the Water, Sewer, and Trash Committee to be given a copy of the Agreement between the Town and County concerning the capacity at the Town’s sewage treatment plant for review as he was concerned about the implications of the Contract. Ms. Erard noted that she had reviewed the Agreement. Mr. Manster said he would furnish the Agreement to Committee members for review and that the Committee could then discuss its findings with Council. There was no further discussion by Council on the Town Manager’s report.

NEW BUSINESS:

**Appointing Vice Mayor** – The Mayor asked that a motion be made to appoint a Vice Mayor as this was the first meeting of the New Year. **Upon Motion by Mr. Wright, with a second by Ms. Davis, Council voted to re-appoint Mr. McDearmon as Vice Mayor.**

**Roll Call Vote:**

Wright .....	Aye	Webb .....	Aye
McDearmon .....	Abstain	Rowe .....	Aye
Davis .....	Aye	Coleman .....	Aye
Satterwhite .....	Absent		

**Appointing a Council Member to Planning Commission** – The Mayor asked that a motion be made to appoint a Council Member to Planning Commission as this was the first meeting of the New Year. **Upon Motion by Mr. McDearmon, with a second by Mr. Rowe, Council voted to re-appoint Ms. Davis to Planning Commission.**

**Roll Call Vote:**

Wright .....	Aye	Webb .....	Aye
McDearmon .....	Aye	Rowe .....	Aye
Davis .....	Abstain	Coleman .....	Aye
Satterwhite .....	Absent		

The Mayor noted that there is a vacancy on the Planning Commission due to Mr. Rowe’s recent election to Town Council. He asked Council how they would like to inform the public that they are seeking a resident to fill the vacancy. Mr. McDearmon said that advertising in The Caroline Progress had been successful in the past and suggested that they advertise in the paper again. Mr. Gaines expressed his interest in serving on the Planning Commission. The Mayor thanked Mr. Gaines and said that he would be considered for the position.

**Setting Town Council Meeting Date and Time** – The Mayor asked that a motion be made to set the first Thursday of each month at 7:30 p.m. as the regularly scheduled Town Council Meeting date and time as this was the first meeting of the New Year. **Upon Motion by Mr. Wright, with a second by Ms. Coleman, Council voted to set the first Thursday of each month at 7:30 p.m. as the regularly scheduled Town Council Meeting date and time. Voting Aye: McDearmon, Wright, Webb, Coleman, Davis, and Rowe.**

**Committee Assignments** – The Mayor informed Council of their Committee assignments as this was the first meeting of the New Year. The assignments were:

- Budget : Chair Person - Jean Davis, Member - Jason Satterwhite
- Building & Grounds: Chair Person - Mary Frances Coleman, Member - Daniel Web

Economic Development, Activities, & Tourism: Chair Person - Daniel Webb, Member - Glenn McDearmon

Ordinances, Licenses, & Permits: Chair Person - Glen McDearmon, Member - Mary Frances Coleman

Public Health, Safety & Personnel: Chair Person - Matt Rowe, Member - Otis Wright

Streets & Sidewalks: Chair Person - Otis Wright, Member - Matt Rowe

Water, Sewer, & Trash: Chair Person - Jason Satterwhite, Member - Jean Davis

The Mayor handed a copy of the Committee assignments to the Account Clerk to be recorded.

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 the Committee had met and the meeting was productive.
- C. Ordinance, Licenses, and Permits – There was no report from the Ordinances, Licenses and Permits Committee.
- D. Streets and Sidewalks – There was no report from the Streets and Sidewalks Committee.
- E. Buildings and Grounds – There was no report from the Buildings and Grounds Committee.
- F. Economic Development, Activities and Tourism – Mr. McDearmon said that the Committee met to develop a budget for downtown renovations and also discussed the coming and going of businesses in Town. He said that he was expecting some new activity in the spring.
- G. Budget – There was no report from the Budget Committee.

There were no further items to come before Council.

**ADJOURNMENT: There was a motion made by Ms. Davis and seconded by Mr. Wright to adjourn at 8:13 P.M. Voting Aye: Wright, McDearmon, Webb, Coleman, Davis, and Rowe.**