

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

November 5, 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 Attorney Andrea Erard, Town Manager Stephen Manster, Town Clerk Melissa Lewis, and Police Chief Steve Hoskins.

AUDIENCE: Mark Gaines, Tammy Gaines, Mark Bissoon, Paul Hamilton, Melanie Hamilton, Crystal Carnes, Brian Carnes, Heather Lewis, Ken Snow – Caroline Progress reporter, and Jo-Elsa Jordan – Town Events Coordinator

The Mayor called the meeting to order at 7:30 P.M. and noted that a quorum of the Town Council was present. He led the group in the Pledge of Allegiance to the Flag of the United States of America. Vice Mayor Glenn McDearmon followed with the invocation.

DELEGATIONS/PUBLIC COMMENTS:

Mark Gaines, 115 W. Broaddus Ave. – Mr. Gaines informed Council that he and several other citizens were present to express their concerns over Maury Avenue. He stated that on his Facebook page, *We the Town’s People of Bowling Green*, he had received numerous comments regarding speeding, sidewalks, and lack of street lights on the street. Mr. Gaines said that he felt Maury Avenue was not safe for residents in its current state.

Paul Hamilton, 166 Maury Ave. – Mr. Hamilton said that he was present to voice his concerns about excessive speeding on Maury Avenue. He said that speeding paired with the lack of sidewalks and street lights made the street dangerous for residents living on Maury Ave. He asked that Council consider taking action to curb speeding on the road and to place more street lights on the west end of Maury Avenue.

Crystal and Brian Carnes, 160 Maury Ave. – Mr. and Mrs. Carnes said that they agreed with the concerns expressed by Mr. Gaines and Mr. Hamilton and said that while they appreciated the new dog waste station on Maury Avenue, it was not safe for pedestrians and pets due to the lack of sidewalks and streetlights on the west end of Maury Avenue. Mrs. Carnes stated that a family pet had been struck by a car several years ago near the new dog waste station which is across the street from her house.

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

Mr. and Mrs. Carnes urged Council to consider speed bumps on the road to deter speeding. They said that the Speed Radar recently placed in front of their house by Town Police flashes as people speed by but does not cause drivers to slow down.

Heather Lewis, 18205 Harding Dr. – Mrs. Lewis stated that she, her husband, and their five daughters used to live at 130 Maury Avenue. She and her family moved because she did not feel it was safe for her children to play in the front yard with constant speeding on the street. She stated that the sidewalks on Maury Ave only run from S. Main Street to 130 Maury Avenue, leaving most of the street without sidewalks for pedestrians. Mrs. Lewis said that even on Halloween with children trick-or-treating on the street drivers will speed down the street, and without sidewalks it is extremely dangerous for the children.

Mark Gaines, 115 W. Broaddus Ave. – Mr. Gaines informed Council that in addition to a lack of street lights, three existing street lights on Maury Avenue were out. He stated that in the area of 160 – 184 Maury Ave. there were poles but no lights mounted to the poles. He asked Council to contact Dominion Power about these lighting issues.

Mr. Gaines said that Maury Avenue was a very narrow road and that when residents put out their trash containers for pick up cars driving in opposite directions are not able to pass each other, adding to the danger of Maury Avenue. He suggested that the Town look into widening the street, stating that he understood that due to Virginia Department of Transportation requirements owners may be required to give up some of their property for the right of way. Mr. Gaines said that he was grateful that there have been no pedestrian casualties and would like Council to take action before any were to occur.

The Town Attorney asked Mr. Gaines for the name of his website that he was using to express these concerns. Mr. Gaines said that it was not a website but a Facebook page. He said that it could be found by searching “We the Towns People of Bowling Green” on Facebook.

The Mayor stated that Council does not usually discuss items addressed by the public during Public Comment until the New Business portion of the meeting but asked Council if they were willing to make an exception this time so that residents that came solely to discuss Maury Avenue did not have to sit through the entire Town Council meeting in order to have their concerns addressed by Council. Council agreed with the Mayor and a discussion ensued regarding speeding, sidewalks, and street lights on Maury Avenue. The Mayor noted that the issue of traffic volume and speed on Maury Avenue had been considered by Council several years ago. Following a traffic study conducted by VDOT it was determined by VDOT that the volume and average speed of vehicles traveling on Maury Avenue did not warrant traffic calming measures. Mr. Webb stated that widening the road would require an additional 4 feet of pavement to bring the road current with VDOT standards for secondary roadways. The Mayor said that neither he nor his neighbors on Maury Avenue had enough front yard to accommodate the road widening.

The Mayor suggested that one way to curb speeding and volume of cut-through

traffic on Maury would be to turn White Street into a cul-de-sac making it less convenient for drivers to cut through from Milford and Broaddus Streets in an attempt avoid the stop light at Milford and Main Street. Mr. Rowe noted another solution maybe to cut Maury Avenue off to vehicles at White Street. Mr. McDearmon said both options sounded like good ideas but that ultimately any alterations to Maury Avenue must go through VDOT.

The Mayor asked the audience how they felt about closing off access to Maury Avenue from White Street. Mr. Carnes said that although he used White Street regularly he would be in favor of cutting off access to curb cut-through traffic. Mr. Hamilton said he was also in favor of turning White Street into a cul-de-sac and asked if self-funding the project would allow the Town to go ahead without VDOT approval. The Mayor said that it was not only a matter of money but also a matter of following VDOT's standards and regulations. The Town Attorney suggested putting together a timeline of vehicle related incidences that occurred on Maury Avenue to present to VDOT as support for why they should allow the Town to cut off access to Maury Avenue from White Street.

The Mayor asked the Police Chief if he could expand speed limit enforcement on Maury Avenue and ticket those found speeding. The Police Chief explained that due to the narrowness of the road it was not safe to conduct single officer enforcement on the road. He said that it would take two officers to safely expand speed limit enforcement and that due to number of officers in the department it would be difficult. The Police Chief said that in his experience vehicles were not going as fast as residents believed and that it was a matter of perception. He said drivers running the stop sign at White and Maury was more of a habitual issue and that he could be more vigilant to that. Mr. Webb stated that the only real solution to residents' concerns was to shut down White Street at Maury Avenue. The Mayor said the Town would gather the necessary information and take the proposal to VDOT.

Mr. Wright asked Mr. Gaines if he would wrap a ribbon around the street lights on Maury Avenue that are out so that Dominion may more easily locate the poles once the Town had reported the outages. Mr. Gaines said that he would.

The Mayor called for additional public comments. Hearing none, he invited Town Events Coordinator Jo-Elsa Jordan to address Council.

Ms. Jordan handed Council a copy of the 2015 Harvest Festival after action report that she had prepared. She noted that this year's Harvest Festival was the best to date due to both the atmosphere and the revenue vs. expenditure figures. She estimated net revenue of \$4,000 and said she would have more concrete numbers at the December Council meeting. Ms. Jordan attributed the success of the Festival to its whimsical Halloween feel. She noted that the most talked about feature of this year's Harvest Festival was the flash mob which was performed by volunteers in a variety of ages. She said that footage of the dance had appeared on several social media sights and was getting a lot of attention. The Mayor thanked Ms. Jordan for her hard work in putting together such a successful Festival. Ms. Jordan informed Council that one

complaint she had received from festival goers was the high number of political campaign booths this year which she attributed to the local election. Mr. Rowe stated that it would be difficult to regulate who can advocate and who cannot. Ms. Jordan said that she was ambivalent to the political booths but said that she would take direction from Council on how they would like to handle political booths at future festivals.

Ms. Jordan said now that the 2015 Harvest Festival was behind her she was focusing on the Town’s new website and upcoming Christmas Parade.

Mr. Gaines said that he was unhappy with the parking situation behind his building during the Harvest Festival and felt he should have been asked permission from the Town for use of the parking area. The Mayor said there was some confusion among volunteers and that in the future it can be blocked off and not used for parking during Town sponsored events. Hearing no further comments from the public, the Mayor closed the Public Comment period at 8:40 p.m.

**CONSENT AGENDA:**

- A. Minutes – Town Council Meeting – October 1, 2015**
- B. Bills – October 2015**

<b>A &amp; M Home Center</b>	<b>457.49</b>	<b>Amerigas</b>	<b>145.68</b>
<b>Blue Tarp Financial</b>	<b>160.48</b>	<b>Bowling Green Auto Parts</b>	<b>23.56</b>
<b>Brendle, Leslie</b>	<b>94.27</b>	<b>Bud’s Automotive</b>	<b>94.68</b>
<b>CCPS Transportation</b>	<b>200.00</b>	<b>Caroline Garage</b>	<b>77.19</b>
<b>Cintas – First Aid</b>	<b>153.34</b>	<b>Cintas – Uniforms</b>	<b>509.16</b>
<b>Commonwealth Engineering</b>	<b>4073.16</b>	<b>Computer Plus</b>	<b>206.88</b>
<b>Dominion Chemical</b>	<b>334.50</b>	<b>Doug’s Septic</b>	<b>200.00</b>
<b>E &amp; M Gray &amp; Sons</b>	<b>326.38</b>	<b>Enviro Lab</b>	<b>1715.00</b>
<b>Environmental Resource</b>	<b>412.79</b>	<b>Erard, Andrea</b>	<b>1500.00</b>
<b>Fire Safety Systems</b>	<b>418.94</b>	<b>G &amp; G Milford Farm Supply</b>	<b>382.81</b>
<b>GH Watts Construction</b>	<b>2350.00</b>	<b>Haley, Andrew</b>	<b>60.00</b>
<b>Haun, Dawn</b>	<b>200.00</b>	<b>HD Supply Waterworks</b>	<b>491.45</b>
<b>James, Mary</b>	<b>105.00</b>	<b>John, Allison</b>	<b>315.00</b>
<b>Johnson’s Exterminating</b>	<b>490.00</b>	<b>K.L. Langford Excavating</b>	<b>2292.41</b>
<b>Local Services</b>	<b>1200.00</b>	<b>M &amp; W Printers</b>	<b>520.85</b>
<b>McGinley, Michelle</b>	<b>105.00</b>	<b>Memorable Moments</b>	<b>655.04</b>
<b>Mid Atlantic Lab</b>	<b>60.00</b>	<b>MVP Awards</b>	<b>1280.00</b>
<b>RAK Group</b>	<b>57.52</b>	<b>Rutherford</b>	<b>296.77</b>
<b>Sigma Consulting</b>	<b>375.00</b>	<b>Sorrow, Tammy</b>	<b>864.00</b>
<b>SOSMetal Products</b>	<b>438.21</b>	<b>Stemmler Plumbing</b>	<b>5672.50</b>
<b>The Supply Room</b>	<b>178.18</b>	<b>The UPS Store</b>	<b>1428.00</b>
<b>Treasurer of Virginia (VDACS)</b>	<b>40.00</b>	<b>USA Blue Book</b>	<b>4428.39</b>
<b>Verizon</b>	<b>249.46</b>	<b>Verizon Wireless</b>	<b>40.01</b>
<b>VDOT</b>	<b>100.00</b>	<b>VUPS</b>	<b>17.85</b>

<b>WW Associates</b>	<b>1950.00</b>	<b>Xerox</b>	<b>10.14</b>
<b>*Davis and Associates</b>	<b>2414.00</b>	<b>*VML Insurance</b>	<b>839.00</b>
<b>*Dominion VA Power</b>	<b>5015.09</b>	<b>*Revize LLC</b>	<b>1800.00</b>
<b>*The Caroline Progress</b>	<b>244.00</b>	<b>*Treasurer of Virginia (DEQ)</b>	<b>250.00</b>
<b>*Verizon</b>	<b>311.37</b>	<b>*Visa</b>	<b>1367.88</b>
<b>*Waste Management</b>	<b>84.00</b>	<b>*Beazley, A.W.</b>	<b>600.00</b>
<b>*Caroline Ag fair</b>	<b>950.00</b>	<b>*Cash (Till Money)</b>	<b>200.00</b>
<b>*Cecil, Billy</b>	<b>602.84</b>	<b>*French, Bill</b>	<b>500.00</b>
<b>Harley Boone LLC</b>	<b>625.00</b>	<b>*JF Fick Inc</b>	<b>1116.11</b>
<b>*Johnson, Clarence</b>	<b>1800.00</b>	<b>*Jordan, Jo-Elsa</b>	<b>1730.77</b>
<b>*Main Stage Productions</b>	<b>2239.80</b>	<b>*Memorable moments</b>	<b>500.00</b>
<b>*Taylor, Brock</b>	<b>600.00</b>	<b>*The Real Deal Band</b>	<b>560.00</b>
<b>*Tinney, Dave</b>	<b>400.00</b>	<b>*Wright Jaqueline</b>	<b>150.00</b>
<b>*Figliomeni, Vicki</b>	<b>85.57</b>	<b>*Shell Fleet Plus</b>	<b>567.55</b>

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

Council had no questions upon reviewing the Consent Agenda.

**Upon Motion by Mr. McDearmon, with a second by Mr. Wright, 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 – October 2015

Council had no questions upon reviewing the Staff Report.

NEW BUSINESS:

Police Department Report – September 2015– Police Chief Hoskins reported that there had been three reportable crimes which had occurred in the Town of Bowling Green for the month of October consisting of a larceny, a break and enter, and an assault. There were 19 calls reported for the month, one of which required investigation. The Chief reported that no new sex offenders had moved to Town in October. He stated that the Town Officers had given four warnings and two summonses for speeding. Deputies gave four warnings and four summonses in Town for the month. There was no speed log conducted for the month. Town Officers had one arrest for the month.

Chief Hoskins stated that October had been a very busy month for the Police Department citing the Harvest Festival and the filming of The Loving Movie. He informed Council that he had worked an accident on Maury Avenue in which a vehicle struck a telephone pole leaving Maury Avenue without electricity for several hours. The Police Chief said that he did not feel that speeding was a factor in the accident but

believed the driver may have been texting. In direct response to a question from Council the Chief said that there were no new leads on the break-ins that had occurred in Town a couple of months ago.

Town Manager's Report – October 2015:

Superintendent of Public Works - Mr. Manster informed Council that Jonathan Ketterman left the employ of the Town, leaving the Superintendent of Public Works Position vacant. He assured Council that the Public Works Department was operating as usual but asked that they include on their December Agenda a discussion on filling the vacant position.

Leaf Collection – Mr. Manster informed Council that leaf collection will begin on November 16<sup>th</sup>.

Golf Cart Signs - Mr. Manster told Council following a meeting with VDOT representatives and upon the request of VDOT, the Town will be supplying and maintaining a limited number of signs concerning the use of Golf Carts in Town limits. Following a question from Ms. Coleman, Mr. Webb said that the signs are required by VDOT for safety purposes and that Council members present at the meeting with VDOT representatives were able to lower the number of signs required by VDOT.

Litter Prevention Grant – Mr. Manster informed Council that the Town was awarded \$1071 by the Department of Environmental Quality for its annual litter prevention program. He stated that in the past the funds have been used primarily for the purchase of trash cans to be placed along major streets and in the playground.

Walkway Shoe Outlet – Mr. Manster invited Council to attend the Grand Opening on November 7<sup>th</sup> for a new shoe store in the Caroline Square Shopping Center.

In a final item Mr. Manster told Council that he had met with Ron Curlings of the local American Legion. He said that Mr. Curlings had received specialized training on Veteran Benefits and would like to set up at Town Hall the second Thursday of each month to offer Veterans assistance in applying for Veteran's benefits. Mr. Manster asked for Council's authorization to accommodate this.

**Upon Motion by Mr. Wright, with a second by Mr. McDearmon, Council voted to authorize Ron Curlings of American Legion Post 221 use of Town Hall the second Thursday of each month for the purpose of assisting Veterans in applying for Veterans' Benefits. Voting Aye: McDearmon, Wright, Webb, Coleman, Davis, and Rowe.**

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

- A. Public Health, Safety and Personnel – Mr. Rowe stated that as the Town Manager had noted in his report, the Town has an opening for Public Works

Superintendent and is advertising the position.

- B. Water, Sewer and Trash – There was no report from the Water, Sewer, and Trash Committee.
- 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 – There was no report from the Economic Development, Activities, and Tourism Committee.
- G. Budget – There was no report from the Budget Committee.

OLD BUSINESS:

There was no Old Business to be discussed.

CLOSED SESSION:

**On motion by Mr. Wright, seconded by Mr. Rowe, Council voted to go into closed session In accordance with Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion and consideration of the duties, assignment, promotion, salaries, and performance of the Public Works Superintendent, Operator(s), and Maintenance Worker(s). Voting Aye: McDearmon, Wright, Webb, Coleman, Davis, and Rowe.**

Council went into closed session at 8:50 p.m.

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

At 9:46 p.m. Council reconvened in open session.

**CERTIFICATION:** In responding to a question from the Mayor, Council voted to certify that only public business matters lawfully exempted from open session requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed session was convened were discussed or considered in the meeting by Council:

McDearmon.....	Aye	Coleman.....	Aye
Wright .....	Aye	Davis.....	Aye
Rowe .....	Aye	Webb .....	Aye

**ADJOURNMENT:**

There being no further business to come before Town Council, a motion was made by Mr. Webb, seconded by Mr. Rowe to adjourn the meeting at 9:47 P.M. Voting Aye: McDearmon, Wright, Webb, Coleman, Davis, and Rowe.

