

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

2-5-15

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

MEMBERS ABSENT: None

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

AUDIENCE: Daniel Sherrier, 32 residents of White Meadows Subdivision, Deputy Hall, and Leigh Baysden.

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:

White Meadows Subdivision Sewer Project - The Mayor opened the Public Hearing at 7:32P.M. and read the notice published in the Caroline Progress on January 22, 2015, soliciting input on local community development and housing needs in relation to Community Development Block Grant (CDBG) funding for a project in the White Meadows Community primarily related to sewer service.

The Mayor called for comments from the public.

James Earwood – 17147 Elm Street – Mr. Earwood asked Council how many of the 61% of surveys returned were for houses currently occupied.

The Town Manager said that all surveys returned were for occupied houses. Mr. McDearmon asked if the Town had reached out to the owners of the unoccupied houses. The Town Manager said that letters and surveys had been sent to the owners of all houses in the White Meadows Subdivision.

Carolyn Carter– 17191 White Meadows Dr.– Ms. Carter inquired about the monthly cost of adding sewer to the utility bill and whether the bill would break down water usage separately from sewer usage. Ms. Carter asked where in the neighborhood the sewage pump station would be placed and where sewage would be directed from the pump station.

The Town Manager explained that from the pump station sewage is directed down the sewer line owned by Caroline County to a line that runs past the Old Mansion and ends up at the Waste Water Treatment Plant where it is treated and processed. He said that the consultant believes the pump may be placed at the end of White Meadows Drive. The Town Manager offered to meet with Ms. Carter the next morning to explain the sewage rates in detail.

Cathy Gravatt– White Meadows Dr.– Ms. Gravatt expressed her concern over who will be responsible for the sewage line from the meter to the house and asked if her water would be contaminated if the sewage line were to break and leak sewage into the ground.

The Town Manager said that the home owner will be responsible for the line and added that because the pipes and system will be new, the owners should not experience any

issues.

Roger Scroggins – 17072 Elm Street – Mr. Scroggins stated that he understood the other homeowner's concerns but did not believe there was reason to worry about pipes breaking and sewage seeping into the ground.

Mr. McDearmon inquired about the timeline of the project. The Town Manager said that should Council authorize a Public Hearing for March 5. The engineer would have drawings and an estimated cost of the project at that time.

The Mayor stated that concerns of failing septic systems in the White Meadows Subdivision were brought to the Town and that because the Town supplies the subdivision with water service it agreed to facilitate securing a grant for the project. He noted that the White Meadows Subdivision is not in Bowling Green Town limits and homeowners in the subdivision do not pay Bowling Green Real Estate or Personal Property taxes and so the Town would not use tax revenue to fund the project. He said that he hoped the project would be fully funded by grant money should the town receive the grant and that the Town intended any cost above the grant amount would have to be worked out with the County.

The Mayor called for further comments from the public. Hearing none, he closed the Public Hearing at 7:52 p.m.

Upon Motion by Mr. McDearmon, with a second by Mr. Wright, Council voted to schedule the Second Public Hearing to solicit input on local community development and housing needs in relation to Community Development Block Grant (CDBG) funding for a project in the White Meadows Community primarily related to sewer service and to authorize the Town Manager to advertise for such hearing. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Davis, Coleman, and Rowe.

DELEGATIONS/PUBLIC COMMENTS:

Leigh Baysden and Deputy Chris Hall, TRIAD representatives - Deputy Hall and Ms. Baysden informed Council about a grant that SALT, an advocacy group for the prevention of crimes against senior citizens, received to be used to purchase security lighting for seniors who do not currently have adequate outdoor security lighting at their homes. They told Council that applications are available at the Sheriff's Office for seniors wishing to have lighting installed. Mr. McDearmon inquired about the criteria for applicants and details on the lighting being used. Ms. Baysden explained the application process and types of lighting being used. Deputy Hall related the security lighting grant to that of the Project Lifesaver grant that the CCSO applies for and receives annually. Mr. McDearmon mentioned that he works for a lighting manufacturer and may be able to assist in obtaining lighting through his company. The Mayor thanked Deputy Hall and Ms. Baysden and said that the Town would help inform seniors about the program.

Jo-Elsa Jordan, Town Events Coordinator - Ms. Jordan presented Council with a recap of the Christmas Parade and said that she received excellent feedback and felt that it was a great success. She then reported the final revenue and expenditures for the 2014 Harvest Festival which showed a total profit of \$1239.81. She noted that this was the first year that the Harvest Festival turned a profit. Ms. Jordan discussed ongoing efforts with the EDA to develop a comprehensive marketing piece to promote the Town and the current progress in the planning of the John Cephas Piedmont Blues Festival.

Mr. Satterwhite said that residents had expressed disappointment over the Town not holding Ladies Night Out and that there were also worries that Mayberry Days may not be held this year. Ms. Jordan said that both of those events had been volunteer based events supported by the Town rather than Town Events funded by the Town. She added that there had been discussion of the Town taking over Mayberry Days and combining it with Clean Sweep to attract a larger turn out. She said that she welcomed

feedback and input from Council.

Mr. Wright said that he felt that moving the Christmas Parade Trophy Ceremony from Town Hall to Roma’s Italian Restaurant may have had a negative impact on the ceremony’s attendance. Ms. Jordan said that her intent was to increase business at the restaurant and to generate meals tax for the Town. She said that in addition to Roma’s, D&J Meat, K Jo’s To Go, and Old Country Café all reported more business than usual as a result of the Parade.

The Mayor called for additional public comments. Hearing none he closed the Public Comments portion of the meeting.

CONSENT AGENDA:

A. Minutes – Town Council Meeting – January 1, 2015

B. Bills – January 2015

A & M Home Center	596.64	Advance Auto	569.40
Amerigas	863.87	Arcet Equipment	49.03
Bowling Green Auto Parts	173.93	Carroll, Rachael	64.00
CAS Severn	1732.50	Cintas of Richmond	399.10
Commonwealth Engineering	1250.00	David L Brooks Hauling	103.14
Department of General Services	628.00	Dominion Chemical	253.30
EM Gray	198.00	Enviro Lab	2010.00
Erard, Andrea	1500.00	G & G Milford Farm Supply	79.99
GH Watts Const	1761.00	Haun, Dawn	55.00
HD Supply	3420.30	John, Allison	210.00
Johnson’s Exterminating	495.00	Jordan, Jeanne	50.00
Jordan, Jo-Elsa	1535.00	King George County	266.67
M & W Printers	320.75	Martin Marietta Aggregate	248.68
McGinley, Michelle	105.00	Mid-Atlantic Lab	150.00
Minor & Associates	2470.00	Pacello, Kristin	175.00
Power & Flow Solution	585.69	REC	522.73
Rutherford	756.17	Sensus Metering Systems	1570.34
Shell Fleet Plus	1000.02	Sorrow, Tammy	468.00
SOSMetal	1862.43	Stemmler Plumbing	1000.00
Superior Lamp Inc	415.91	The Lincoln National	80.75
The Supply Room	333.91	Treasurer of Virginia	738.20
Treasurer of Virginia	40.00	Treasurer of Virginia	60.00
USA Blue Book	1459.83	Verizon	313.38
Verizon Wireless	273.29	VDOT	750.00
Visa	80.92	VUPS	36.75
Waste Management	8206.44	White Oak Equipment	2446.76
Xerox	216.57		
*American Cancer Society	238.00	*Dominion VA Power	6192.87
*Charles Gray	150.00	*Jordan, Jo-Elsa	1535.00
*REC	449.74	*The Caroline Progress	819.00
*VITA	740.09	*Verizon	307.11
*Verizon Wireless	184.99	*Visa	2761.11
*Waste Management	8300.44	*Wells Fargo Corp	157995.00
*Jordan, Jo-Elsa	1535.00	*AECOM Tech Services	12350.00
*REC	150.00	*Shiloh Baptist Church	150.00

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

There was no discussion by Council upon reviewing the Consent Agenda

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

STAFF REPORTS: The following informational item was noted:

A. Town Hall Rentals Report – January 2015

There was no discussion upon reviewing the January 2015 Staff Report.

NEW BUSINESS:

Police Department Report – November 2014– The Police Chief reported that there had been two reportable crimes, both larceny, that had occurred in the Town of Bowling Green for the month of January. There were thirteen calls reported for the month, two of which required investigation. All others 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 seven warnings and no summonses for speeding. Deputies gave one warning and no summons in Town this month. A speed log was conducted on January 28 by Sgt. Jones. Town Officers had no arrests for the month. There were no paid regular deputy hours for the month. The Police Chief noted that there had been two instances of Town businesses receiving counterfeit \$20 bills. Mr. McDearmon asked how businesses and residents were informed of the circulation of counterfeit bills. The Chief said that usually a flier would be distributed detailing the marks of a possible counterfeit bill but had not yet distributed a flier because at this time the occurrences were isolated. Mr. McDearmon informed Council that two counterfeit \$20 bills had unknowingly been placed in the offering plate at his church by members of the congregation who were unaware they had received the counterfeit bills as change. The Police Chief concluded his report.

Ms. Davis asked the Police Chief if he was aware of a larceny that had taken place on Martin Street. The Chief said he was not aware but would check with the Sheriff's Office to confirm the occurrence and obtain the details.

Town Manager's Report – January 2015:

Planning Commission Vacancy: Mr. Manster informed Council that the only resident that has expressed interested in filling the vacant spot is Mr. Mark Gaines, resident of 115 East Broadus Avenue. Mr. McDearmon asked the Town Manager if there was any reason not to accept Mr. Gaines as a Planning Commission Member. Mr. Manster said that the decision was Council's to make. Mr. McDearmon then asked if the Town was required to advertise twice for the vacancy. The Town Attorney said that they were not. The Mayor asked what it cost to advertise the vacancy in the Caroline Progress. The Town Manager then asked the Account Clerk if she could remember the amount spent on the last advertisement. The Account Clerk said that the last ad cost about \$75 to run.

Upon Motion by Mr. Rowe, with a second by Mr. Wright, Council voted to run an advertisement seeking interest from residents who wish to fill the Planning Commission vacancy with a submission deadline of February 28, 2015. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Davis, Coleman, and Rowe.

Joint Land Use Study - Mr. Manster presented the Final Draft of the Fort A.P. Hill Joint Land Use Study to Council along with a memo in which he outlined options for Council to take. He said that no other governing bodies had yet taken action and that once each locality has taken appropriate action the JLUS group (Policy Committee and Working Group) intends to develop a Memorandum of Understanding through which an ongoing group of elected officials will meet regularly with the Commander of Fort A.P. Hill to discuss matters of concern. A discussion ensued in which Mr. Webb asked the legal ramifications if the Town did not abide by the parameters in the Joint Land Use Study. The Town Attorney stated that she did not know of any recourse but added that when dealing with the Federal Government it is uncertain. Mr. Satterwhite asked that Council table the matter until the March Town Council meeting to see what actions other localities choose to take.

No action was taken by Council. The Mayor asked the Town Manager to place the matter on the agenda for the March 5, 2015 meeting.

Town-County Sewer Agreement - Mr. Manster presented Council with the Waste Water Treatment Agreement made between Caroline County and the Town of Bowling Green on April 11, 2000 and the two subsequent revisions made on April 24, 2001 and June 8, 2004 and asked if Council wished to send a specific request to the Board of Supervisors to enter into discussions related to the current agreement as the needs and conditions of both the Town and the County have changed since the last revision. Mr. Satterwhite suggested that Council hold a work session before scheduling a meeting with the Caroline BOS so that all Council Members are in agreement with the terms to be discussed with the County. Mr. Rowe asked if the Town-County Sewer Agreement had an expiration date. The Town Manager said that it did not expire, that it was in effective in perpetuity.

Upon Motion by Mr. Rowe, with a second by Ms. Davis, Council voted to hold a special work session on February 10 at 6:30 p.m. to discuss the Wastewater Treatment Agreement between the Town and County. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Davis, Coleman, and Rowe.

White Meadows Sewer Project - Mr. Manster noted that this item had been discussed and action taken earlier in the meeting.

Festival Feet - Mr. Manster informed Council that the Festival of Feet has been scheduled for Saturday April 25, 2015 and that plans are underway to make the event larger than in years past.

Mr. Manster informed Council that a celebration will be held on March 20th at the Event Hall for the Angelwood Apartments and that Council will be receiving invitations to the event.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

- A. Public Health, Safety and Personnel – Mr. Rowe said that there were personnel matters to be discussed in closed session.
- B. Water, Sewer and Trash – Mr. Satterwhite said that he'd like to solicit input from residents on changing the trash pick-up schedule.

Upon Motion by Mr. Satterwhite, with a second by Mr. Rowe, Council voted to authorize the Town Manager to advertise for the solicitation of public input on Trash Service at the March 5, 2015 meeting. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Davis, Coleman, and Rowe.

- 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 – Ms. Coleman said that she would like to meet with the previous Building and Grounds Committee to discuss where matters were left off the previous year.
- 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. Rowe, seconded by Mr. Satterwhite, 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 assignment, promotion, salaries, and performance of the Town Manager, Treasurer, Clerk, Accounting Analyst, Account Clerk, Superintendent of Public Works, and Maintenance Workers. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

Council went into closed session at 9:20 p.m.

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

At 9:32 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
Satterwhite	Aye	Rowe	Aye
Webb	Aye		

Mr. Webb exited the meeting at 9:32 p.m.

Upon Motion by Mr. Rowe, with a second by Mr. Satterwhite, Council voted to appoint Charles Seal to Interim Superintendent of Public Works for a 6 month trial and increase his salary to \$31,000 with authorized overtime. Voting Aye: McDearmon, Wright, Satterwhite, Davis, Coleman, and Rowe.

Upon Motion by Mr. Rowe, with a second by Mr. Satterwhite, Council voted to create a Maintenance Worker II position with a salary of \$20,800 and to authorize the Town Manager to advertise for such position. Voting Aye: McDearmon, Wright, Satterwhite, Davis, Coleman, and Rowe.

Upon Motion by Mr. McDearmon, with a second by Mr. Wright, Council voted to schedule a public hearing on a proposed amendment to the Town Code that would allow the Mayor and the Treasurer or Town Manager to sign checks and authorized the Town Manger to advertise for such hearing. Voting Aye: McDearmon, Wright, Satterwhite, Davis, Coleman, and Rowe.

ADJOURNMENT:

There was a motion made by Mr. McDearmon and seconded by Mr. Wright to adjourn at 9:37 P.M. Voting Aye: Wright, McDearmon, Satterwhite, Davis, Coleman, and Rowe.

