

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

April 2, 2015

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

MEMBERS ABSENT: Daniel Webb

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

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.

Delegates Buddy Fowler and Bobby Orrock presented Hebert Collins a Resolution from the Virginia General Assembly acknowledging Mr. Collins lifetime of dedication to historic preservation in Caroline County and the Towns of Bowling Green and Port Royal. Del. Fowler read the Resolution in its entirety. Mr. Collins thanked Del. Fowler and Del. Orrock and gave a short speech.

The Mayor asked all audience members that were present to view Mr. Collins accept his Resolution to head back into the USO Ballroom so that they may continue the reception in his honor.

PUBLIC HEARING:

Amendment to Town Code concerning signing of checks - The Mayor opened the Public Hearing at 7:45P.M. and read the notice published in the Caroline Progress on March 19 & March 26, 2015, soliciting input on the matter of O-2015-001 to amend the Bowling Green Town Code, Chapter 2, "ADMINISTRATION OF GOVERNMENT," Article III, "SPECIFIC OFFICERS," Section 2-305 "SIGNATURES ON TOWN CHECKS," by adding the Town Manager as a signatory on Town checks.

The Mayor called for comments from the public. The Mayor called a second time for comments from the public. Hearing no comments the Mayor declared the Public Hearing closed at 7:46 P.M.

The Mayor sought questions and comments from Council. There was no discussion on the matter by Council.

**Upon Motion by Mr. McDearmon, with a second by Mr. Wright, Council voted to approve O-2015-001 an amendment to the Bowling Green Town Code, Chapter 2, "ADMINISTRATION OF GOVERNMENT," Article III, "SPECIFIC OFFICERS," Section 2-305 "SIGNATURES ON TOWN CHECKS," by adding the Town Manager as a signatory on Town checks. Voting Aye: McDearmon, Wright, Satterwhite, Davis, Coleman, and Rowe.**

DELEGATIONS/PUBLIC COMMENTS:

In direct response to the Mayor's request the Town Manager informed the public and Council that input was being sought on the matter of altering trash schedules and rates. He noted that one option being considered was to move to once a week trash pick-up with once a week curbside recycling. He said that he had received emails from the public with opinions that were evenly divided on the matter. The Mayor further explained that residents are currently being charged \$17.44 per month for twice a week trash pick-up and that Waste Management charges the Town \$19.64 per customer per month for twice a week pick-up leaving the Town to cover the difference of \$2.20 per customer each month. He said that Waste Management has notified the Town that it will increase

its rate to \$20.03 monthly per customer, leaving an even greater amount for the Town to subsidize. In addition to the subsidized amount he noted that the Town also pays \$350 per month for the recycling dumpsters in the parking lot at Chase Street which could be removed if residents were offered curbside recycling. The Town Manager said that the second option was to give residents two trash totes that would be picked up once a week.

The Mayor called for comments from the public.

Kathy Self, 233 Meadow Lane – Ms. Self stated she was concerned about once a week trash pick-up because her Home Owners Association requires that trash totes be stored in the garage or back of the house. She said that she felt that having to store trash in the garage for an entire week, as most resident's in her neighborhood choose to do, will cause a foul odor especially in the summer and warmer months. Ms. Self said she was not in favor of once a week trash pick-up or curbside recycling.

Paul Taylor, 101 Lacy Lane – Mr. Taylor said he was not in favor of once a week trash pick-up or curbside recycling and felt that the Town should use tax dollars to cover the difference in price.

Gene Self, 233 Meadow Lane – Mr. Self said he was not in favor of once a week trash pick-up or curbside recycling and that he was not opposed to paying more for trash service so long as he could keep his current trash pick-up schedule.

Joyce Kay, 214 Milford Street – Ms. Kay noted that she walks in Town every morning and that trash cans are running over with garbage on trash pick-up days. She said that she was concerned about trash overflowing and being scattered on the streets and sidewalks throughout Town if trash were picked up just once a week. Ms. Kay said she was not in favor of once a week trash pick-up or curbside recycling.

Bonnie Cannon, 123 S. Main Street – Ms. Cannon stated that when trash pick-up had been delayed due to inclement weather, her trash was so full that she had to haul it to the County convenience site herself. Ms. Cannon said she was not in favor of once a week trash pick-up or any type of recycling and added that she felt the recycling dumpsters in the Chase Street parking lot were a nuisance and that she rarely sees anyone using them nor does she use them herself.

In direct response to a question from the Mayor, the Town Manager stated that the Department of Environmental Quality requires a certain percentage of recycling based on the size of a locality, a requirement that the Town meets by offering the recycling dumpsters on Chase Street that are picked-up twice a week.

Mark Bissoon, 109 Morgan Court – Mr. Bissoon stated that he was not in favor of once a week trash pick-up and that if the Town were to move to a once a week schedule he would like the option to opt out of trash service all together and he would haul his family's trash to the dump himself. He noted that the commercial dumpster behind his business is often used by residents for overflow trash dumping and that it had become such a problem he was forced to put a lock on the dumpster.

Jim Day, 123 Virginia Avenue – Mr. Day said that in his experience recycling containers are often not utilized unless mandated by government entities. He asked Council if the curbside recycling bin and trash totes would be picked up at the same time. The Mayor said that the recycling and trash pick-up schedule depended on which company the Town decided to use for trash services.

Council discussed the current number of residents using trash services and the potential additional cost to the Town if it were to stay with Waste Management and its current schedule at the increased rate. Mr. Satterwhite noted that the next trash service contract could be signed for a one year term in the event that residents are unhappy with any new schedule and want the Town to make changes. Mr. Satterwhite said that the Water, Sewer, and Trash Committee will meet again before the next Council meeting to further discuss the options and consider the points made by the public and will return to the May Council meeting with a report on their findings.

The Mayor, seeing no other persons who desired to comment on trash service, called

for public comment on matters other than trash service.

Jim Day, 123 Virginia Avenue – Mr. Day addressed Council in regards to a letter that he sent to Council members in October of 2014 concerning an incident that took place in Town that he felt was an offense against historic preservation in the Town of Bowling Green. He expressed his dissatisfaction in the way the Town Manager failed to take action after he voiced his concerns in a meeting with the Town Manager. He noted that in the letter he also asked Council to consider amending the Town Code to prohibit large commercial trucks and buses from parking at residences. He said that he has yet to hear a response from Council.

The Mayor apologized for not getting back to Mr. Day and said that he would ask the Ordinance Committee to look in the matter of large commercial vehicles parking at residences.

Bonnie Cannon, 123 S. Main Street – Ms. Cannon stated that she is in support of Council reviewing the ordinance on Historic Preservation.

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 – February 5, 2015
- B. Minutes – Town Council Work Session – February 10, 2015
- C. Bills – February 2015

A & M Home Center	487.30	Advanced Auto Parts	163.95
AECOM Technical Service	12,350.00	Amerigas	724.36
BAI Municipal Software	3747.00	Bowling Green Auto Parts	27.98
Caroline Historical Society	37.60	Caroline Humane Society	15.31
Cintas	488.34	Commonwealth Engineering	7815.85
Computer Plus	226.88	David Brooks Hauling	103.41
Envirocompliance Lab	1600.00	Erard, Andrea	1500.00
Fire Safety Systems	143.50	G & G Farm Services	443.48
GH Watts Construction	3350.00	Greenline Service Corp	1159.72
HD Supply Waterworks	757.20	John, Allison	105.00
Johnson’s Exterminating	540.00	Jordan, Jo-Elsa	1535.00
K Jo’s To Go *VOIDED*	205.00	M & W Printers	918.21
McGuinley, Michele	105.00	Mid-Atlantic Lab	60.00
Pacello, Kristin	210.00	REC	553.24
Rappahannock Regional	45.00	Shell Fleet Plus	506.23
Sorrow, Tammy	639.00	SOS Metal	405.63
Tencarva	5436.60	The Caroline Progress	244.30
The Supply Room	187.59	USA Blue Book	1087.37
Verizon	313.70	Verizon Wireless	295.49
VUPS	34.65	Waste Management	8211.44
*Bermard, Alexander	45.84	*Brown, Elizabeth	100.00
*FARC	40.00	*Foundation Residential	188.31
*Leap Audio Visual (replaced check)	240.00	*Lewis, Patricia	50.00
*Russell, Megan	38.16	*Waste Management	84.00
*Wesjack Rental Investment	150.00	*Dominion Virginia Power	6613.24
*Jordan, Jo-Elsa	1535.00	*Visa	729.71
*268 Main Street LLC	100.00		

**D. Bills – March 2015**

A & M Home Center	717.12	Advanced Auto Parts	930.25
Amerigas	645.52	Applied Industrial	2565.36
Beasley, Katrina	150.00	Bowling Green Auto Parts	288.98
Bowling Green Fire Dept	1000.00	Brothers Mechanical	355.00
Bud’s Automotive	392.16	Caroline Garage	180.73
Cherry Hill Glass	191.60	Cintas	367.76
Commonwealth engineering	5847.20	Computer Plus	453.76
Dickinson Equipment	423.01	Dominion Chemical	253.30
Envirocompliance Lab	1870.00	Erard, Andrea	1500.00
G & G Farm Supply	112.87	Girls Scout Troop #3467	12.00

Grainger	167.60	Harrie Plumbing & Heating	1031.06
HD Supply Waterworks	194.98	John, Allison	175.00
Johnson’s Exterminating	525.00	Jones, Wendy	38.00
Jordan, Jo-Elsa	1535.00	M&W Printers	246.13
Martin Marietta Aggregate	249.33	McGuinley, Michele	105.00
Memorable Moments	110.00	Mid-Atlantic Lab	60.00
Minor & Associates	2090.00	Modern Marketing	225.72
On Site Testing Inc	55.00	Pacello, Kristin	315.00
RAK Group, LLC	107.50	REC	465.67
Rutherford Janitorial Supply	622.44	Sorrow, Tammy	624.00
SOS Metal	285.59	Southern Corrosion	20,072.24
Stemmler Plumbing Repair	695.00	Sunbelt Rentals Inc	703.02
Taylor, Brock	1240.00	The Supply Room	244.40
Town of BG Petty Cash	84.59	USA Blue Book	1595.38
Verizon	307.80	Verizon Wireless	184.78
VUPS	118.65	XEROX	261.45
*Dominion Virginia Power	6542.68	*Pernell, Jamie	150.00
*The Caroline Progress	594.40	*The Lincoln National	80.75
*Treasurer of Virginia	741.14	*VA Energy Purchasing	54.00
*VISA	457.23	*VML Insurance	6067.50
*Waste Management	84.00	*WFLS	340.00
*Shell Fleet Plus	506.23	*CAS Severn	2319.19
*Jordan, Jo-Elsa	1535.00	*Shell Fleet Plus	106.73
*Taylor, Brock	700.00	*The Lincoln National	80.75
*WW Associates Inc	20,150.00	*Beautiful Floors	.53
*Beazley, Lisa	60.00	*Cooper Madelyn	123.96
*Delozier, Anne	35.56	*Flora, Wendy	150.00
*Lane Tina Ann	5.26	*Seay, Marc	80.00
*The Scottish Horse Thief	.53	*Thompson, Bruce	35.56
*Verizon Wireless	40.01	*Wright, Kevin	90.26

\*Bills previously or separately authorized by Council.

There was no discussion by Council upon reviewing the Consent Agenda.

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

STAFF REPORTS: The following informational item was noted:

- A. Town Hall Rentals Report – February 2015
- B. Town Hall Rentals Report – March 2015

There was no discussion upon reviewing the Staff Reports.

NEW BUSINESS:

Police Department Report – February 2015 – The Police Chief reported that there had been one incidence of larceny and one incidence of vandalism that had occurred in the Town of Bowling Green for the month of February. There were 15 calls reported for the month, none of which required investigation. 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 last month. Town Officers had no arrests for the month. There were no paid regular deputy hours for the month.

Police Department Report – March 2015 – The Police Chief reported that there had been one incidence of larceny that had occurred in the Town of Bowling Green for the month of March. There were 13 calls reported for the month, one of which required investigation. 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 four warnings and no summonses for speeding. Deputies gave four warnings and two summonses in Town this month. Town Officers had no

arrests for the month. There were no paid regular deputy hours for the month. The Police Chief noted that on both his February and March CCSO worksheet the February call total should have read 26, not 260.

Mr. McDearmon asked if the larcenies had been resolved. The Police Chief said that at this time both are still under investigation.

Town Manager's Report – March 2015:

Mr. Manster informed Council that they had all been invited by Caroline County to the John Wilkes Booth event that was taking place throughout the County April 24 – 26. He then reminded Council that candidates wishing to fill the Planning Commission vacancy would be interviewed beginning at 6 p.m. the evening of the May Town Council meeting. The Town Manager said he had nothing further to report on the JLUS at this time but expected to have additional information to report at May's Council meeting. Mr. Manster told Council that the Arts Commission had applied for a \$5,000 grant which would be reflected in the budget that he would present at next month's meeting. He said he hoped to hold a Public Hearing on the presented budget at June's Council meeting and be able to adopt the budget at a Special Town Council meeting following June's Public Hearing. Before concluding his report, Mr. Manster noted that Jonathan Ketterman was in attendance at this evening's meeting and would soon be preparing monthly Public Works reports for Council to review.

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. Satterwhite said that the committee would meet to further discuss the trash pick-up schedule.
- C. Ordinance, Licenses, and Permits – There was no report from the Ordinances, Licenses and Permits Committee.
- D. Streets and Sidewalks – Mr. Wright reported that Dominion will be installing new infrastructure throughout Town and has notified Verizon and Metrocast to move their lines to the new poles.
- E. Buildings and Grounds – Mr. Satterwhite reported that the Building and Grounds Committee along with the Playground sub-committee met to get quotes on the pavilion but had not yet received any for Council to review.
- 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.

The Mayor presented Council with P-2015-001, a Proclamation proclaiming Saturday May 16, 2015 as National Kids to Parks Day. Council gave its unanimous support for the Mayor to sign and record the proclamation.

**CLOSED SESSION: On motion by Mr. McDearmon, seconded by Mr. Satterwhite, Council voted to go into closed session in accordance with Section 2.2-3711 (A)(5) of the Code of Virginia for the purpose of briefing and updating members of**

the Council on a potential request to the Council for financial assistance to facilitate the location of one or more prospective businesses or industries where no previous announcement has been made of the business’ or industry’s interest in locating its facilities in the community. Voting Aye: McDearmon, Wright, Satterwhite, Coleman, Davis, and Rowe.

Following brief recess Council went into closed session at 8:45 p.m.

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

At 9:17 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

Upon Motion by Mr. McDearmon, with a second by Mr. Satterwhite, Council voted to appropriate \$60,000 to the Bowling Green EDA for the purpose of economic development related to an assisted living facility and one more, as yet, unnamed business prospects. Voting Aye: McDearmon, Wright, Satterwhite, Davis, Coleman, and Rowe.

In response to a question from Ms. Coleman, Mr. Satterwhite noted that the EDA would allocate up to \$50,000 to the Caroline Care Group as invoices are presented and the remaining \$10,000 will be allocated to the undisclosed business as discussed in closed session. Mr. Satterwhite said that he had received a comment from the public indicating that the Town was “giving away” the money, and noted in fact the money going to the Caroline Care Group is a loan that will be repaid.

**ADJOURNMENT:**

There was a motion made by Mr. Satterwhite and seconded by Ms. Coleman to adjourn at 9:20 P.M. Voting Aye: Wright, McDearmon, Satterwhite, Davis, Coleman, and Rowe.