

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

5-7-15

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, Public Works Operator Jonathan Ketterman and Town Attorney Andrea Erard.

AUDIENCE: Greg Glassner, Tammie Gaines, Mark Gaines, Kitty Pittsenbarger, and Jim Hanley.

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 Otis Wright followed with the invocation.

DELEGATIONS/PUBLIC COMMENTS:

The Mayor called for public comments. He called a second and third time. Hearing none he closed the Public Comments portion of the meeting.

CONSENT AGENDA:

- A. Minutes – Town Council Special Meeting – March 19, 2015
- B. Minutes – Town Council Meeting – April 2, 2015
- C. Bills – April 2015

A & M Home Center	871.72	Advance Auto	260.43
Amerigas	507.48	Applied Industrial	647.45
Arcet Equipment	130.0	BAI Municipal	150.00
Best Promotional Products	2343.85	Blue Tarp Financial	85.46
Bowling Green Auto Parts	34.77	Bud’s Automotive	530.60
Caroline Historical Society	16.00	Cintas of Richmond	518.30
Commonwealth Engineering	1421.10	Computer Plus	226.88
DeCrane, Patrick	160.00	Dominion Chemical	253.30
Dominion Power	598.59	Enviro Lab	1480.00
Environmental Resources	410.16	Erard, Andrea	1500.00
G & G Milford Farm Supply	373.20	HD Supply Waterworks	2348.99
Holmes, Margie	150.00	John, Allison	210.00
Johnson’s Exterminating	390.00	M & W Printers	936.13
McGinley, Michelle	105.00	Memorable Moments	130.00
Mid-Atlantic Lab	60.00	Minor & Associates	3325.00
On Site PC	333.60	On Site Testing	40.00
Pacello, Kristin	175.00	Pitts, Carol	50.00
Race Timing Unlimited	482.20	Rappahannock Electric Coop	449.93
Rutherford	784.85	Sorrow, Tammy	762.00
SOSMetal	1554.18	Stemmler Plumbing	4075.00
The Caroline Progress	584.32	The Free Lance Star	238.34
The Supply Room	329.32	The UPS Store #6358	141.00
Treasurer of Virginia	779.68	USA Blue Book	1459.83
Verizon	309.81	Verizon Wireless	224.86
VDOT	100.00	Visa	508.24
VUPS	47.25	Waste Management	8211.44
*Covington, Karen	150.00	*Dominion VA Power	5711.95
*Jordan, Jo-Elsa	1535.00	*Shell Fleet Plus	400.26

*Taylor, Brock	360.00	*The Caroline Progress	855.90
*Treasurer of Virginia	766.17	*Visa	571.26
*Waste Management	8295.44	*Caroline Care Group	10,000.00
*Bowling Green Fire Dept	1000.00	*Brown, Medra	150.00
*Byers, Michael	28.19	*Caroline Care Group	25,000.00
*D&J Meat Inc	16.80	*Gillis, Geneva	35.56
*Jordan, Jo-Elsa	1535.00	*Moore, Henrietta	150.00
*Taylor, Brock	380.00		

\*Bills previously or separately authorized by Council.

Mr. Wright inquired as to what Best Promotional Products was being paid for. Mr. Manster informed Council that Best Promotional Products supplied the t-shirts and bags for the Festival of Feet. Mr. McDearmon asked what the Town purchased from SOSMetal. Mr. Ketterman said that they had purchased chemicals and supplies to restock the Waste Water Treatment Plant.

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

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

NEW BUSINESS:

Police Department Report – April 2014– The Police Chief reported that there had been no reportable crimes that had occurred in the Town of Bowling Green for the month of April. There were eighteen calls reported for the month, one of which (larceny) 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 three warnings and no summonses for speeding. Deputies gave three warning and two summons in Town this month. There was no speed log conducted for the month of April. 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 a local news broadcast that reported incidences of gang activity in Bowling Green. He informed Council that the incidences referred to were not within Town limits and that he has seen no identifiable evidence of gang affiliation within the Town during his routine patrols. The Mayor expressed his frustration over the media’s failure to discern the difference between Bowling Green Town limits and the Bowling Green postal code which covers a large area within Caroline County that is not within the Town of Bowling Green.

Town Manager’s Report – April 2015:

Joint Land Use Study: Mr. Manster informed Council that the since its last meeting, the Town of Port Royal and Caroline County had both adopted Resolutions in relation to the Fort A.P. Hill Joint Land Use Study and asked Council what action they would like to take. In direct response to a question from Mr. McDearmon, the Town Manager said that he did not know of any negative ramifications if Council chose to take no action at all. The Mayor noted that the four localities that had adopted a Resolution on the matter did so in varying degrees. He stated that unlike Spotsylvania and King George, Caroline County and Port Royal resolved to accept only the portions that pertained to them. Mr. Rowe noted that Port Royal used the language “good-faith effort” in its Resolution and suggested that Bowling Green could use something similar in its Resolution. The Town Manager suggested that Council not approve or accept the JLUS in its entirety because not all recommendations were in the best interest of the Town. He suggested instead

that Council consider a Resolution that only applies to the sections of the JLUS that pertain to and are agreeable to the Town of Bowling Green.

**Upon Motion by Mr. McDearmon, with a second by Ms. Davis, Council voted to authorize the Town Manager to draft a Resolution accepting the Final Draft of the Fort A.P. Hill Joint Land Use Study as it refers to the Town of Bowling Green to be brought before Council for review at its June 4, 2015 meeting. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Davis, Coleman, and Rowe.**

Troy & Banks Utility Audit: Mr. Manster presented Council with information on Troy & Banks, a utility auditing firm, which would look for savings in the Town's Utility Billing and other Utility matters. He informed Council that the company only receives payment when the Town sees savings from implementing the company's recommendations. He asked Council to review the handouts included in their packets and recommended discussing the matter at the June Council meeting. Mr. McDearmon inquired about the terms of payment to Troy & Banks for their work. Mr. Manster said that the Town would pay 24% of the amount it saved from the company's recommendations for three years. In direct response to a question from the Mayor, the Town Attorney said that she has seen the effectiveness in Utility Audits with other localities that she works with.

Mr. Manster reminded Council about the Commander's Open House at Fort A.P. Hill on May 19 at 8 a.m. to which all Council Members were invited. He then noted that Council had also received invitation to Caroline County's Annual Business Gala to be held at Meadow Events Park on May 21 at 7:30p.m.

Mr. Manster informed Council that street sweeping had begun. In direct response to a question from Mr. McDearmon, Mr. Ketterman told Council that street sweeping will take place between 7 a.m. and 3 p.m. every Wednesday.

Proposed Budget FY16: Mr. Manster presented his proposed budget for Fiscal Year 2016 and asked Council to refer to the reports included in their packets. He noted the proposed budget was \$1,555,960, a 9.5% decrease from last year's budget. The following items were noted as key points on the Town Manager's Proposed Budget:

- No recommended increase in Real Estate or Personal Property tax rates.
- 5% increase in all water and sewer rates, which were last increased in 2007.
- 3% salary increase for employees serving under the Town Manager.
- A change for residential customers to once a week trash collection with curbside recycling to reduce cost of trash collection and lessen the impact on residents due to the increased water and sewer fees. This action would also eliminate the Town's \$2.20 monthly subsidy per resident.
- Increased allocations for water and sewer system operations.
- Very little funding for capital improvement projects.

A discussion was held on the Bi-Monthly Residential Utility Alternatives as presented on page 4 of the Proposed Budget with a focus on trash collection options. Mr. McDearmon and Mr. Webb expressed their opposition to once a week trash collection. Mr. Webb said that his concern was that the trash would sit in the trash can for a week before being collected and begin to smell bad. Mr. McDearmon stated that he was not opposed to replacing the recycling dumpsters on Chase Street with curbside recycling for residents but wanted to still maintain twice a week trash pick-up. He noted that for residents of Bowling Green Meadows, most of whom keep their trash in their garages due to Home Owner Association regulations, once a week trash collection would cause trash to sit in their garages for up to a week creating a bad smell and become a nuisance for the residents. Mr. Manster stated that twice a week trash pick-up plus

weekly curbside recycling would cost considerably more and that his intention when suggesting trash collection alternatives was to reduce the cost to customers, therefore minimizing the burden of the proposed 5% increase of water and sewer rates. Mr. Rowe noted that with curbside recycling, residents would be producing less trash because much of what is currently thrown in the trash can instead be recycled.

Ms. Coleman said that she had driven through Town the mornings of Tuesday and Friday before trash was picked up to count how many trash cans had been placed curbside for pick up. She that by her count roughly half of all customers put their trash out for collection each day and that she felt that once a week trash pick-up would be sufficient for most residents. Ms. Gaines spoke up from the audience stating that her household only produces enough trash to warrant putting their trash to the curb once a week for collection. Mr. Satterwhite stated that the issue of changing to once a week trash collection and adding curbside recycling was more than just about the cost to residents, that it was also about being good stewards of the environment.

Mr. Webb said that he felt that residents should get twice a week trash pick-up and curbside recycling for the same amount that they are paying for the current trash collection schedule. He said he did not feel that the the amount covered by the Town was a subsidy because it used that tax dollars paid by residents to cover the difference and that residents did not receive any other amenities for the extra tax they pay for living in Town. Mr. Manster acknowledged his statements as true.

Mr. Manster noted the Town's main sources of revenue are meals tax, real estate tax, and bank stock fees. Mr. Rowe asked Mr. Manster to further explain his statement in the report in regards to possible drastic decline in bank stock fees. Mr. Manster said that should Union Bank and Trust move its investment management operations out of the Bowling Green office, as they have discussed in the past, the Town would lose the fees generated from that portion of Union Bank and Trust's business.

Mr. Manster informed Council that in his proposed budget the General Fund would not be used as a major source of revenue. He noted a nearly \$40,000 decrease in Administration expenditures and said that this was due to separating the Arts Commission and Economic Development out of the Administration funds and into their own funds.

Mr. Manster asked Council to consider scheduling a work session to discuss the the proposed budget and increase in water and sewer rates prior to the June Town Council meeting and to authorize him to advertise a public hearing on the proposed budget at the June 4, 2015 Council meeting.

**Upon Motion by Mr. Rowe, with a second by Ms. Davis, Council voted to hold a special work session on May 20 at 7:00 p.m. to discuss the Proposed Budget for Fiscal Year 2016 and to authorize the Town Manager to advertise a Public Hearing on the FY16 Proposed Budget and proposed Water and Sewer rate increases. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Davis, Coleman, and Rowe.**

Noticing two residents in the audience that arrived to the meeting after Public Comment, Mr. McDearmon invited them to stand and speak on matters that they would like to address.

Jim Hanley, 356 N. Main Street – Mr. Hanley spoke in favor of once a week trash pick-up and curbside recycling.

#### 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 had met and discussed the trash pick-up schedule alternatives at length.
- 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. McDearmon, 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 Treasurer and Town Clerk. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

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

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

At 9:02 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		

Upon Motion by Mr. Rowe, with a second by Mr. Satterwhite, Council voted to appoint Laura Gifford Town Treasurer and Melissa Lewis Town Clerk and increase their salaries by 5% effective beginning May 16, 2015. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Davis, Coleman, and Rowe.

ADJOURNMENT:

There was a motion made by Mr. Rowe and seconded by Ms. Davis to adjourn at 9:05 P.M. Voting Aye: Wright, McDearmon, Satterwhite, Webb, Davis, Coleman, and Rowe.