

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

June 4, 2015

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 Attorney Andrea Erard, Town Manager Stephen Manster, Treasurer Laura Gifford, Clerk Melissa Lewis, Police Sergeant Wendy Jones, Public Works Operator Jonathan Ketterman, and Maintenance Workers: Shawn Fortune, Justin Jordan, and Devin Skinner.

AUDIENCE: Greg Glassner – The Caroline Progress, Rachel Rinker – County Waste, Tammie Gaines, Mark Gaines, Kathleen Pitsenbarger, Jim Hambley, Mark Bissoon, and Bonnie Cannon.

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:

Proposed Fiscal Year 2016 Budget and Tax Rates – At 7:32 P.M. the Mayor opened the Public Hearing and read the notice published in the Caroline Progress on May 28, 2015. He called for comments from the public on the proposed budget and tax rates and he reminded the public that the matter of trash collection schedule and rates was open for discussion during the Public Hearing.

Mark Gaines, 115 E. Broaddus Avenue – Mr. Gaines stated that he was in favor of the Town Manager's recommendation of changing the trash schedule to once a week collection with once a week curbside recycling.

James Hambley, 350 N. Main Street – Mr. Hambley expressed his support of once a week trash collection with once a week curbside recycling citing the convenience of placing all recyclables in one receptacle and the monetary savings for both the Town and residents.

Bonnie Cannon, 123 S. Main Street – Ms. Cannon told Council that she did not agree with the Town Manager's proposal to change the trash collection schedule to once a week with curbside recycling and would like the option to opt out of trash service altogether if Council chooses this new schedule. Ms. Cannon said that if she were not able to opt out she would have to haul excess trash to the landfill and did not feel it was fair to charge residents for trash pick-up if they had to haul their own trash due to an insufficient number of trash collection days per week. She asked Council to remember that at the April meeting there were 4 or 5 residents not in favor of changing the trash schedule.

The Mayor called a second and third time for additional comments. Hearing none, he closed the Public Hearing at 7:37 P.M. He informed the Public that Council would meet on June 18 at 7:30 p.m. to vote on the proposed budget.

DELEGATIONS/PUBLIC COMMENTS:

The Mayor acknowledged the Public Works staff that was present in the audience: Jonathan Ketterman, Shawn Fortune, Devin Skinner, and Justin Jordan, and informed Council that as of Mr. Skinner’s hire two weeks earlier, the Department was now fully staffed. He commended the staff for the excellent work they are performing.

The Mayor called for public comments.

Mark Bissoon, 109 Morgan Court – Mr. Bissoon encouraged Council not to move to once a week trash collection and said that if Council did vote to change to once a week he would like to opt out of trash service.

CONSENT AGENDA:

- A. Minutes – Town Council Meeting – May 7, 2015**
- B. Bills – May 2015**

A & M Home Center	630.50	Advance Auto	458.23
American Water Works	295.00	Anderson, Samantha	23.34
BAI Treasurer Users Group	350.00	Bowling Green Auto Parts	57.99
Cash (Petty Cash)	77.22	Cherry Hill Glass	210.02
Cintas of Richmond	353.71	Coleman, Mary Frances	600.00
Computer Plus	226.88	Davis, Jean	600.00
Enviro Lab	1520.00	Erard, Andrea	1500.00
G & G Milford Farm Supply	115.51	GH Watts	1660.00
HD Supply Waterworks	969.04	Int Institute of Municipal Clerks	155.00
John, Allison	140.00	Johnson’s Exterminating	390.00
M & W Printers	941.62	McDearmon, Glenn	600.00
McGinley, Michelle	105.00	Mid-Atlantic Lab	60.00
Minor & Associates	1353.75	On Site PC	154.00
Pacello, Kristin	280.00	Rappahannock Electric Coop	422.79
Rowe, Matt	600.00	Rutherford	284.70
Satterwhite, Jason	600.00	Sorrow, Tammy	816.00
SOSMetal	226.94	Stemmler Plumbing	1000.00
Storke, David	900.00	The Supply Room	331.32
Tools Plus	87.16	VAMWA	680.00
Verizon	309.52	Verizon Wireless	224.86
VML	688.00	VUPS	22.05
Waste Management	9029.05	Webb, Daniel	600.00
Wright, Otis	600.00	Ziadeh, Clinton	150.00
*PCRJ	6675.95	*Crenshaw, Samantha	21.10
*Dominion Virginia Power	4530.12	*Foundation residential	36.03
*Gayle, Susan	150.00	*Jordan, Jo-Elsa	1535.00
*Stover, Daniel	15.88	*Taylor, Brock	770.00
*Waste Management	84.00	*Stagemasters Inc	394.75
*Williams Mullen	8225.00	*Jordan, Jo-Elsa	1535.00
*Latney, Rodney	150.00	*Shell Fleet Plus	505.87
*St James Baptist Church	150.00	*Taylor, Brock	400.00

*Bills previously or separately authorized by Council.

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 – May 2015**

Upon reviewing the Town Hall Rentals report, Mr. McDearmon asked staff for a yearly average and cumulative total of the revenue and expenses associated with the rental of Town Hall. The Town manager said that he would work with staff to collect that information and present it to Council at its July meeting.

NEW BUSINESS:

Police Department Report – May 2014– Police Sergeant Wendy Jones reported that there had been one reportable crime (domestic) that had occurred in the Town of Bowling Green for the month of May. There were 24 calls reported for the month, one of which (domestic) required investigation. All others were routine. Sgt. Jones reported that the State Police website had been checked and no new sex offenders had been registered as residing in the Town. She stated that the Town Officers had given five warnings and no summonses for speeding. Deputies gave four warning and six summons in Town this month. There was a speed log conducted on May 18 on N. Main Street in front of the Caroline Community Club Pool. Town Officers had no arrests for the month. There were no paid regular deputy hours for the month.

Mr. McDearmon asked the Sergeant why County Deputies had written more traffic tickets in Town than Town Police had written and what criteria Town Officers use for writing tickets. Sergeant Jones said that that she did not know of any reason Town Officers had written less tickets than County Deputies and that tickets are written based on the officers judgment of the situation.

Town Manager’s Report – May 2015:

Mr. Manster said prior to presenting his report to Council, that he would like Jo-Elsa Jordan, Events Coordinator, to give a report on her activities for the past month. Ms. Jordan handed Council Members a report that detailed her efforts over the month of May 2015 and read aloud key points from the report. *Such report is attached to these minutes.*

Mr. McDearmon asked why she and the Town Manager had chosen to travel to Courtland to meet with USDA representatives. Ms. Jordan informed Council that the USDA area office was located in Courtland.

Mr. McDearmon then asked Ms. Jordan how far along she was in the completion of her development in a marketing publication aimed at recruiting potential businesses to the Town. Ms. Jordan said that she was about 50% complete but was held up in her progress because she was waiting for Caroline County Department of Economic Development to return her request for information.

Mr. McDearmon inquired as to why there was no link to the John Cephas Blues Festival on the Town website. Ms. Jordan said that the website was out dated and that it needed an overhaul but that web design is not her area of expertise and she is seeking a professional to help with the overhaul. She said that the John Cephas Blues Festival website was being promoted in other ways including social media and printing of QR codes on promotional flyers and posters. She noted the strong media interest in the Festival from areas as far as Chicago stating that the Festival was a nice branding opportunity for the Town. Mr. McDearmon asked how local merchants had been prepared for the upcoming Festival. Ms. Jordan said she had briefed businesses and told them to expect heavier than usual foot traffic.

In direct response to a question from Mr. McDearmon, Ms. Jordan said that the email campaign to recruit prospects to utilize the Town Hall as a facility for meetings was ongoing and that she was sending out emails weekly.

In response to a question from Mr. Rowe, Ms. Jordan informed Council that Main Street will be closed from Milford Street north to the Pitts and Manns building so that food vendors may set up in the street while craft vendors will set up on the Courthouse lawn as permission had been given by Judge Kelly for use of the lawn for this event.

Following Ms. Jordan’s report, Mr. Manster acknowledged that Rachel Rinker of County Waste was present at the meeting to answer any questions that Council may have on the proposed contract for trash service. Ms. Rinker gave a brief presentation explaining the type of truck County Waste uses and the logistics of their operation.

Mr. Manster then invited Robyn Sieg to address Council on the matter of the two Sidney King murals donated to the Town by Union Bank and Trust. She explained to Council that, while the Arts Commission appreciated the donated paintings, there was

no suitable location in either Town Hall or the Sidney King Arts Center to display the paintings. She said that she had discussed with a member of the Kilwinning Crosse Masonic Lodge gifting the paintings to the Lodge and would like Council's permission to do so. In response to a question from the Mayor, Ms. Sieg confirmed that the bank did give the paintings to the Town and noted that the Town Attorney had drafted a Deed of Gift outlining the conditions of the gift, as was presented to Council.

Upon Motion by Mr. McDearmon, with a second by Mr. Wright, Council voted to authorize the transfer the two Sidney E. King murals entitled "The Last Meeting of Lee and Jackson" and "The Battle of Chancellorsville" to Kilwinning Crosse Lodge 2-237 and authorize the Mayor to sign the Deed of Gift. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Davis, Coleman, and Rowe.

Joint Land Use Study: Mr. Manster presented Council with a proposed Resolution concerning a Final Draft of the Fort A.P. Hill Joint Land Use Study. He asked Council to consider taking action by adopting, modifying, or rejecting the resolution or to take no action at all, and suggested that whatever direction Council decided to take, that the matter no longer be retained on Council's agenda. A brief discussion was held on the benefits and implications of adopting the resolution.

Upon Motion by Mr. Rowe, with a second by Mr. Satterwhite, Council voted to adopt R-2015-001 a Resolution of the Bowling Green Town Council Concerning a Final Draft of the Fort A.P. Hill Joint Land Use Study. Voting Aye: McDearmon, Wright, Satterwhite, Davis, Coleman, and Rowe. Voting Nay: Daniel Webb

Mr. Manster presented Council with the final report on the Festival of Feet noting total donations of \$4,054.60 and total expenditures of \$4,495.06. He informed Council, that as per usual policy, donations will be divided and appropriated as follows:

\$1343.20 to the Virginia State Police Emergency Relief Fund

\$1353.20 to Caroline Relay for Life

\$1358.20 to the Playground Fund

Ms. Coleman asked if the contribution amounts were what remained after expenses had been paid. The Mayor informed Council that all money received through registrations and donations is donated to the three groups and the Town covers all expenses related to the Festival of Feet. A discussion was held about the expenses and number of attendees at the event. Mr. Satterwhite said that local restaurants had noted an influx in business the day of the race and that he felt it was important to remember the spirit of the event. He said that although the Town could write checks to the three causes in lieu of covering the expenses, it would not be honoring the memory of Mark Haygood for whom the memorial race was started. The Mayor stated that it was important to evaluate events to ensure they are beneficial to the Town each year. Mr. Satterwhite agreed that all events should be equally evaluated.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

- A. Public Health, Safety and Personnel – Mr. Rowe noted, that as acknowledged earlier in the meeting, the Public Works Department is now fully staffed.
- 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.

Mr. Satterwhite noted that the pavilion is back on track and that Mr. Webb had brought to his attention a new vendor that may be used in the completion of the project.

The Mayor said that the Town of Bowling Green website needed updating and that he had used good local talent on his own business' website. Mr. Manster said that he would take the directive from Council to work with local people to update and revise the Town's website.

OLD BUSINESS:

There was no Old Business to be discussed.

ADJOURNMENT:

There was a motion made by Mr. Satterwhite and seconded by Mr. McDearmon to adjourn at 8:35 P.M. Voting Aye: Wright, McDearmon, Satterwhite, Webb, Davis, Coleman, and Rowe.