

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

August 4, 2016

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

MEMBERS ABSENT: Mayor David Storke

OTHERS PRESENT: Town Manager Stephen Manster, Town Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Police Chief Steve Hoskins, and Town Attorney Andrea Erard.

AUDIENCE: Town Events Coordinator Jo-Elsa Jordan, Jay Johnson, Robyn Sieg, and Caroline Progress reporter Ken Snow.

The Vice-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:

Rob Clendenin and Lisa Corbett, Waste Management Representatives - Mr. Clendenin addressed Council to apologize for past troubles including inconsistent and missed trash pick-up, and malfunctioning trucks that resulted in leaked hydraulic and other fluids throughout Town. He assured Council that the issues, which were a result of personnel management and equipment maintenance, had been resolved. In direct response to a question from Mr. Satterwhite, Ms. Corbett stated that free replacement of broken trash and recycling totes was included in the Town's contract and that Waste Management was happy to provide new cans at the Town's request. Ms. Corbett stated that Waste Management would be able to change the trash pickup day if Council so chose. She explained that if pick up were earlier in the week, driver's would not run out of hours that they are legally allowed to be on the road which in the past has resulted in the Town's trash and recycling not being picked up as scheduled. Ms. Corbett said that it would take about 2 weeks to instate a new pick up date following notification from Council of its desire to change to a different pick up day. Mr. Satterwhite said he thought Thursday pick up seemed like the better option than Monday pick up, although he preferred Friday. Mr. McDearmon suggested that the Town ask its residents for input and then notify Waste Management of the Town's decision.

Tara Delaney, U.S. Department of Agriculture – Ms. Delaney informed Council that it was unlikely that the Town would receive a grant to fund 70% of the cost of the S. Main Street Sewer Replacement Project as she was told by the USDA that the FY16 grant funds had been depleted. Her suggestion to Council was to refinance its current Route 301 Water and Sewer Line Extension debt and borrow the full amount of funds (\$2,462,000) required to complete the S. Main Street Sewer Line Replacement Project. She stated that because the Town would be refinancing the current debt at a lower interest rate for a longer term, the annual payments for new debt plus refinancing of existing debt would be roughly equal to that of the annual payment the Town is currently paying for just existing debt. Ms. Delaney conservatively estimated that the annual payment for the joint debt of the Route 301 Water and Sewer Line Extension and the S. Main Street Sewer Line Replacement Project would be \$251,042. Currently the Town pays \$251,805 annually for the Route 301 Water and Sewer Line Extension debt alone. She noted that if the Town were to refinance, the old debt would go down to \$163,884 annually. The new debt would be about \$87,158 annually. Ms. Delaney noted that the financing option she is suggesting, approved by

the National office, is a 40 year simple interest loan with no fees, no trustee fees, and no pre-payment penalty. Upon questions from Council Ms. Delany stated that the interest rate of 1.625% is a standard rate and could not be lowered by securing a 30 year term. Mr. McDearmon stated that the savings that would result by refinancing existing debt could be passed on to the businesses that are currently assessed the special 301 corridor tax. Mr. Manster noted that in his report he has asked Council to consider allowing him to work with Ms. Delany and Davenport to form exact figures on the debt refinancing and new borrowing. He stated that Council will have the opportunity to vote on his request during New Business.

Jay Johnson, Chairman Bowling Arts Commission – Mr. Johnson presented Council with the figures from the 2016 John Cephas Piedmont Blues Festival. He noted that the Festival had net revenue of -\$9313.53, and that with a transfer of Arts Commission funds in the amount of \$9313.53 no Town funds were spent on the event. He hoped to save about \$3,000 on next year’s event by locating the performers on the courthouse lawn, similar to that of the Music on the Green set up. He stated that overall he felt that the John Cephas Piedmont Blues Festival was a success. Ms. Davis said that she did not feel the low attendance justified the high cost of the event and did not think the event should be held in 2017. Mr. Satterwhite said he thought that scaling the festival back to that of the size and scope of Music on the Green would be a better idea. In response to a question from Mr. McDearmon, Mr. Johnson stated that in an effort to regain media exposure and revitalize the event he has contacted artist Phil Wiggins who will become involved in the planning of next year’s event. Mr. Rowe commented that a different location for the Beer Garden should be considered next year.

Barbara Ledford, LCSW, Central Virginia Health Services – Ms. Ledford introduced herself to Council as a Licensed Clinical Social Worker with Caroline Family Practice. She discussed services offered at the practice and invited Council to attend the Community Health Center Week Fair to be held at their office located in the Caroline Square Shopping Center.

Jo-Elsa Jordan, Town Events Coordinator – Ms. Jordan presented a summary of her after action report on the Bowling on the Green Virginia Wine Festival to Council. She recommended to Council that a \$2,000 donation be made to the Caroline County Public Schools Education Foundation. She noted that the donation amount would come out of the event budget and would not require any further allocation of Town funds. Ms. Jordan gave a brief update on the Harvest Festival.

CONSENT AGENDA:

**A. Bills – July 2016**

<b>A &amp; M Home Center</b>	<b>390.74</b>	<b>Berry, Michael</b>	<b>150.00</b>
<b>Blake, Karen</b>	<b>250.00</b>	<b>Boltz, Kathryn L</b>	<b>12.80</b>
<b>Bowling Green Auto Parts</b>	<b>74.72</b>	<b>Caroline County Public</b>	<b>200.00</b>
<b>Caroline Garage</b>	<b>16.00</b>	<b>Caroline Historical Soc</b>	<b>50.00</b>
<b>Cintas</b>	<b>46.69</b>	<b>Cintas Of Richmond</b>	<b>358.52</b>
<b>Davis and Associates</b>	<b>4082.00</b>	<b>Dickinson Equipment Inc</b>	<b>530.34</b>
<b>Dominion Virginia Power</b>	<b>5195.14</b>	<b>E M Gray &amp; Son</b>	<b>37.16</b>
<b>Envirocompliance Lab Inc</b>	<b>1480.00</b>	<b>Erard, Andrea</b>	<b>1575.00</b>
<b>Fortune, Mitchell</b>	<b>806.25</b>	<b>G &amp; G Milford Farm Serv</b>	<b>36.48</b>
<b>Harris, Shantae</b>	<b>150.00</b>	<b>HD Supply waterworks LTD</b>	<b>712.75</b>
<b>Inkwell Printing Labs</b>	<b>1005.00</b>	<b>John, Allison</b>	<b>245.00</b>
<b>Johnson, Clarence</b>	<b>200.00</b>	<b>Johnson’s Exterminating</b>	<b>615.00</b>
<b>Beazley, Judy</b>	<b>22.14</b>	<b>M &amp; W Printers</b>	<b>670.58</b>
<b>McGinley, Michelle B</b>	<b>105.00</b>	<b>Mid-Atlantic Lab</b>	<b>180.00</b>
<b>Minor &amp; Associates</b>	<b>736.25</b>	<b>Mullen Inc</b>	<b>5458.94</b>
<b>Parker, Antonio</b>	<b>800.00</b>	<b>Pro Shred Security</b>	<b>63.00</b>
<b>Ramos, Fredo</b>	<b>300.00</b>	<b>Rappahannock Elec Coop</b>	<b>296.66</b>
<b>Roye, Constance</b>	<b>150.00</b>	<b>Sorrow, Tammy</b>	<b>996.00</b>
<b>Staples Advantage</b>	<b>325.04</b>	<b>Stemmler Plumbing Repair</b>	<b>1000.00</b>
<b>Sunbelt Rentals Inc</b>	<b>380.87</b>	<b>Superior Lamp Inc</b>	<b>567.51</b>

Taylor, Brock	720.00	The Lincoln National	77.07
The UPS Store #6358	280.00	USA Blue Book	474.52
VA Dept of Health	2480.95	Verizon	264.94
Waste Management	1811.61	White Oak Electric	805.60
Xerox	178.55	*Dickerson, Gwendolyn	82.34
*Dolvin, Lydia	100.00	*Foxx, Candace Young	150.00
*Runyan, Betty A	35.65	*Taylor, William	14.67
*VISA	5694.14	*Babb, Jameson	500.00
*Johnson, Clarence	100.00	*Shell Fleet Plus	350.88
*Taylor, Brock	760.00	*Verizon Wirless	40.01
*Waste Management	85.26	*Johnson, Clarence	900.00
*Wells Fargo Corporate	90902.50		

\*Bills previously or separately authorized by Council.

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

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

STAFF REPORTS: The following informational items were noted:

A. Town Hall Rentals Report – July 2016

There were no comments from Council upon review of Staff Reports.

NEW BUSINESS:

Police Department Report – July 2016– The Police Chief reported that there had been two reportable crimes that had occurred in the Town of Bowling Green for the month of July. There were 13 calls reported for the month, none of which required investigation. All 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 five summonses for speeding and one warning. Deputies gave two warnings and one summons in Town for the month of July. There was no speed log conducted for the month. Town officers had no arrests. Mr. Satterwhite and Ms. Davis asked the Chief to conduct more speed monitoring in Town, especially on Main Street in the evenings and on Sundays. The Chief said that he would adjust officers’ schedules to accommodate the request.

Town Manager’s Report – July 2016 -

Mutual Aid Agreement with Caroline County: Mr. Manster noted that a draft Mutual Aid Agreement had been included in Council’s packets for review. The Town Manager recommended adoption of the Agreement pending the following editorial changes suggested by Council:

1. Invoicing and billing is to specify equipment and materials used.
2. Standardize wording throughout Agreement for consistency.
3. State that the County will not use sub-contractors when doing work for the Town.

The Town Attorney noted that she has reviewed the Agreement and does not see the need for any other changes.

**Upon Motion by Mr. Satterwhite, with a second by Mr. Wright, Council voted to Adopt the Mutual Aid Agreement with Caroline County pending the following changes:**

1. Invoicing and billing is to specify equipment and materials used.
2. Standardize wording throughout Agreement for consistency.

**3. State that the County will not use sub-contractors when doing work for the Town. Voting Aye: McDearmon, Wright, Webb, Satterwhite, Coleman, Davis, and Rowe.**

Amend Budget for Repair Work at Sewage Treatment Plant: Mr. Manster asked that Town Council approve a transfer of \$130,000 from the “lock box” and to amend the budget. He stated that the funds would be used for two projects. \$27,500 would be used to replace the shaft, 3 bearings, and reinstall brushes in our oxidation ditch at the sewage treatment plant. The Town Manager reminded Council that the shaft had been “re-worked” in the past, and now it has become necessary to replace this equipment. The additional funds (approx. \$100,000) would be used to purchase a new Influent Bar Screen to filter the influent at the treatment plant. The current screen has outlived its usefulness and DEQ has agreed to allow the Town to replace the screen by the end of the calendar year. The “lock box” currently has a balance of \$339,000. If Council approves this allocation, the “lock box” would still have a balance of \$209,000. The Town Manager recommended that the \$100,000 screen purchase be included in the borrowing, should the Department of Agriculture find it permissible. If this is not permissible, or if timing considerations are not appropriate, then the transfer noted above should be accomplished. Mr. Manster asked for authorization to advertise for a public hearing to amend the FY 2017 budget in order to accomplish these purchases.

**Upon Motion by Mr. Satterwhite, with a second by Ms. Davis, Council voted to authorize the Town Manager to advertise for a public hearing to amend the FY 2017 budget in order to replace the shaft, 3 bearings, and reinstall brushes in the oxidation ditch at the sewage treatment plant and also to purchase a new Influent Bar Screen to filter the influent at the treatment plant. Voting Aye: McDearmon, Wright, Webb, Satterwhite, Coleman, Davis, and Rowe.**

Agreement with Hill Mobile Home Park: Mr. Manster noted that the Town Attorney is drafting an agreement between the Town and the owner of Hill Mobile Home Park relating to payments concerning the Tax District which was created along the Route 301 Corridor. He stated that all other payments including availability fees, connection fees and bi-monthly payments have been agreed to, and he recommended that Town Council approve the connection of the Hill Mobile Home Park to the Town’s water system. The mobile home park will be served through one 1.5 inch connection with one meter. The owner will be billed for 20 individual units with the bi-monthly payment of at least 20 minimum bills for water service. The Town Manager noted that an annual access fee, equal to that of the tax district payment, will be charged. Mr. Webb stated that he’d like to see the owner pay retro-active access fees dating back to when the Tax District was created. The Town Attorney stated that she would add that into the agreement. Council discussed the potential maximum number of connections, where the meter was to be placed within the easement and the size of the line necessary to accommodate the water flow.

The Town Attorney stated that she would revise:

1. Paragraph #1 to make it clear that the owner is responsible for the line from the meter to the residences.

2. Paragraph #4 to identify 20 units and state that each unit will be charged a minimum bill with all overage being charged to the owner of Hill Mobile Home Park. The owner must notify the Town if more units are added and additional minimum bills will be assessed per unit.

Following a question from Mr. Satterwhite, Mr. Manster stated that the Tax District was instated 5 years ago. The Town Attorney calculated that Mr. Benson, the

owner of Hill Mobile Home Park, would owe about \$585.00 per month for 24 months to get caught up on retro-active access fees, in addition to the annual access fee of approximately \$2,800. A discussion ensued on the fairness of charging an availability fee in addition to the annual access fee and retroactive fees to Mr. Benson. Mr Webb said that the Town Ordinance clearly states that an availability fee is to be charged when connecting to Town water and that he saw no reason to not adhere to the Ordinance.

**Upon Motion by Mr. Satterwhite, with a second by Ms. Davis, Council voted to authorize the Town Manager to sign an Agreement with SMG LLC and James Benson to extend lines and provide water service to Hill Mobile Home Park pending the following changes to be made by the Town Attorney:**

**1. Paragraph #1 to make it clear that the owner is responsible for the line from the meter to the residences.**

**2. Paragraph #4 to identify 20 units and state that each unit will be charged a minimum bill with all overage being charged to the owner of Hill Mobile Home Park. The owner must notify the Town if more units are added and additional minimum bills will be assessed per unit. Voting Aye: McDearmon, Wright, Webb, Satterwhite, Coleman, Davis, and Rowe.**

Potential Grant for Hill Mobile Home Park: Mr. Manster informed Council that the Southeast Rural Community Assistance Project (SERCAP) makes funds available to localities to provide low income housing areas funds for connecting such areas to public utility systems. The funding comes to the locality. SERCAP was made aware of the situation with the Hill Mobile Home Park by the Virginia Department of Health. There are funds available to assist with the connection of the park to the Town's water system. Mr. Manster stated that the funds come to the locality, and there are no matching funds that are required. He asked for Council's authorization to apply for such funding and then to use the funds to connect the mobile home park to our system.

**Upon Motion by Mr. Rowe, with a second by Mr. Satterwhite, Council voted to authorize the Town Manager to apply for a Southeast Rural Community Assistance Project (SERCAP) Grant on behalf of Hill Mobile Home Park. Voting Aye: McDearmon, Wright, Webb, Satterwhite, Coleman, Davis, and Rowe.**

**AMENDED MOTION: Upon Motion by Mr. Satterwhite, with a second by Mr. Wright, Council voted to amend the previous motion to authorize the Town Manager to apply for a Southeast Rural Community Assistance Project (SERCAP) Grant on behalf of Hill Mobile Home Park and that the cost incurred will be billed to Hill Mobile Home Park. Voting Aye: McDearmon, Wright, Webb, Satterwhite, Coleman, Davis, and Rowe.**

Stormwater Management Fee Schedule: Mr. Manster stated that with the adoption of a Stormwater Management Program by a locality, as the Town of Bowling Green has done, there are fees that are required to be paid by permit applicants. A portion of these fees goes to the Virginia Department of Environmental Quality (DEQ) and a portion goes to Caroline County for their help with plan review and monitoring, along with assistance relating to enforcement. He noted that the State has revised the fee schedule and asked that Town Council authorize the Town Manager to advertise for a public hearing so that the Town may amend its existing ordinance to have its fee schedule mirror the schedule required by the State.

**Upon Motion by Mr. Webb, with a second by Mr. Wright, Council voted to authorize the Town Manager to advertise for a public hearing so that the Town may amend its existing ordinance to have its fee schedule mirror the schedule**

**required by the State. Voting Aye: McDearmon, Wright, Webb, Satterwhite, Coleman, Davis, and Rowe**

Suggested Special Use Permit Regulations – Minor Event Facility: Mr Manster informed Council that as of a result of Planning Commission discussions, suggested regulations for permitting Minor Event Facilities in Residential Zoning Districts have been developed. These proposals were sent to the Town Council in their packets. Mr. Manster stated that prior to further consideration by the Commission, or the scheduling of a public hearing, Town Council should provide the Planning Commission its thoughts on the matter by either officially “referring” the matter to the Commission or providing some other form of direction for the Commission. Council held a discussion on the matter.

**Upon Motion by Mr. Satterwhite, with a second by Mr. Wright, Council voted to refer the matter of Suggested Special Use Permit Regulations to the Planning Commission to reconsider and address #'s 3 – 8 of the Suggested Special Use Permit Regulations. Voting Aye: McDearmon, Wright, Webb, Satterwhite, Coleman, Davis, and Rowe.**

Refinancing of Current Debt: Mr. Manster noted that this matter had been discussed by Ms. Delaney with the USDA earlier in the meeting.

**Upon Motion by Mr. Webb, with a second by Mr. Satterwhite, Council voted to authorize the Town Manager to pursue refinancing of current debt and financing of the S. Main Street Sewer Line Replacement Project through the USDA. Voting Aye: McDearmon, Wright, Webb, Satterwhite, Coleman, Davis, and Rowe.**

Advertisement for Town Manager Position: Mr. Manster stated that the Town Attorney had brought three ads and job descriptions for Town Managers from other localities for Council's review.

**Upon Motion by Ms. Davis, with a second by Mr. Satterwhite, Council voted to authorize the Town Manager to advertise the Town Manager position using the job description recommended by the Personnel Committee. Voting Aye: McDearmon, Wright, Webb, Satterwhite, Coleman, Davis, and Rowe.**

**REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

- A. Public Health, Safety and Personnel – Mr. Rowe stated that the Personnel Committee is looking into hiring a temporary worker for the Public Works Department to cut down on overtime and bridge the gap until a decision is made on whether the County will be assisting water and sewer operations for the Town.
- 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 Ordinance Licenses, and Permits Committee.
- D. Streets and Sidewalks – There was no report from the Streets and Sidewalks Committee.
- E. Buildings and Grounds – Mr. Satterwhite informed Council that the contractor that was to build the Pavilion backed out of the project with the Town. He said that after a few minor adjustments G.H. Watts has agreed to construct the Pavilion. Work will begin soon.
- 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.

Ms. Davis asked Mr. Snow, the Caroline Progress reporter, to run a letter received by Council in the newspaper as a letter to the editor. The letter commended Ms. Lewis and the Public Works staff on their swift response in resolving an issue in the Bowling Green Meadows subdivision. Mr. Snow said he would see that it was done.

Mr. McDearmon welcomed Mrs. Beazley as a new employee of the Town.

UNFINISHED BUSINESS:

There was no Unfinished Business to be discussed.

ADJOURNMENT:

**Upon motion by Mr. Satterwhite, seconded by Mr. Rowe, Council voted unanimously to adjourn the meeting at 10:15 pm.**