

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

August 6, 2015

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

MEMBERS ABSENT: Vice Mayor Glenn McDearmon

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

AUDIENCE: Greg Glassner – The Caroline Progress, Jo-Elsa Jordan, and David Upshaw

The Mayor called the meeting to order at 7:30 P.M. and noted that a quorum of the Town Council was present. He 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.

David Upshaw, The Caroline Care Group – Mr. Upshaw updated Council on the progress of the Assisted Living Facility to be built in Town. He stated that the Preliminary Architectural Study had been completed and submitted to the USDA and that the next step was to apply for the loan. He thanked the Mr. McDearmon and Mr. Manster for their support throughout the process and informed Council that if all goes as planned they would be breaking ground on the facility in January.

Jo-Elsa Jordan, Town Events Coordinator – Ms. Jordan presented Council with a packet from Revize, a website development group. She stated that she had spent a lot of time researching out sourcing options for web development of the Town's website and that her recommendation to Council was to hire Revize. Ms. Jordan noted remote training for Town staff, 24 hour a day technical support, the ability to do in house edits, real-time social media connectivity, and Revize's experienced staff as reasons for her recommendation. She said that through negotiations, she was able to get the \$1800 build fee waived and the Town would only have to pay an \$1800 annual fee. She asked Council to look at page 28 of the packet (attached to these minutes) for the price quote provided by Revize. In response to a question from the Mayor, Ms. Jordan said that the price included up to 100 pages of content, free upgrade of features as technology evolves, and online bill pay for customers. She said that she has spoken with several other municipalities and they have been extremely happy with the work Revize has provided to them. Once Revize is hired the website is expected to take 4 weeks to complete. The Town will be responsible for providing photos and forms for the website. Ms. Davis asked the term of the contract. Ms. Jordan said that it was a two year contract and the Town will own all of the content. Mr. Rowe asked if the fee would include unlimited content for public forms. Ms. Jordan said that it would. Council had no further questions about the the proposal from Revize. Ms. Jordan asked that Council look over the provided packet and to let her know at next Council meeting if this is the company that they'd like to use for the Town's website redesign.

Ms. Jordan informed Council that she had been working diligently on the planning of the Harvest Festival. She said that new features she has planned for this year include: a haunted house, combining new musical acts with old favorites, childrens' activities, a costume contest, and a late model car show. She noted that McKesson

Corporation is excited to sponsor the pumpkin painting station again this year. Ms. Jordan said that she was reviewing and referencing feedback from last year’s Harvest Festival to improve the process and experience of this year’s Festival. Council had no questions for Ms. Jordan.

The Mayor called for additional comments from the public. Hearing no other public comments, the Mayor closed Public Comments.

CONSENT AGENDA:

- A. Minutes – Town Council Meeting – July 2, 2015**
- B. Bills – July 2015**

A & M Home Center	2897.65	Advanced Auto Parts	218.97
Blue Tarp Financial	57.36	BMS Direct	2700.00
Bowling Green Auto Parts	17.37	Braswell, Nelson	300.00
Bud’s Automotive	1039.88	Cintas	782.72
Computer Plus	226.88	Commonwealth Engineering	360.00
Davis and Associates	2414.00	Dickinson Equipment	318.01
Enviro Lab	1965.00	Erard, Andrea	1500.00
Farmer, Brian	500.00	Ferguson Waterworks	104.18
G & G Milford Farm Supply	275.89	GH Watts Construction	1585.00
Grainger	154.92	John, Allison	140.00
Johnson’s Exterminating	525.00	Jordan, Jo-Elsa	1730.77
M & W Printers	1069.00	Manster, Stephen	889.70
Mid Atlantic Lab	120.00	Minor and Associates	1330.00
On Site PC	123.75	Pacello, Kristin	210.00
RAK Group	57.50	REC	416.16
Rapp Reg Criminal Justice Academy	1089.00	Reid Engineering Co	15,000.00
Rutherford	316.87	Sorrow, Tammy	726.89
Sigma Consulting	969.54	SOSMetal	2499.39
Stemmler Plumbing	36,801.50	Taylor, Brock	860.00
The Lincoln National	97.25	The Supply Room	429.79
The UPS Store	341.50	Treasurer of Virginia(VITA)	785.02
Treasurers’ Association of VA	110.00	USA Blue Book	4086.39
Va Dept of Health	2480.95	VA Municipal Clerk’s Assoc.	20.00
VAMWA	51.36	Verizon	252.23
Verizon Wireless	229.88	Visa	1544.27
VUPS	26.25	Waste Management	1606.00
*Jordan, Jo-Elsa	1730.77	*Taylor, Brock	500.00
*Verizon	176.52	*Verizon Wireless	184.85
*Waste Management	80.84	*Wells Fargo	91,987.50
*Dominion VA Power	4892.68	*REC	540.94
*The Caroline Progress	1383.26	*The Free Lance Star	1018.27
*Treasurer of VA (VITA)	774.43	*Verizon	132.96
*Visa	1987.54	* Waste Management	6290.05
*Ganoë, Matthew	36.08	*Killough, Gregory	21.10
*Shell Fleet Plus	773.47	*Waste Management	1574.55
*Jordan, Jo-Elsa	1730.77	*Taylor, Brock	820.00
*Vanaman, Jake	175.00	*Stone, Gary	500.00

*Bills previously or separately authorized by Council.

Council had no questions upon reviewing the Consent Agenda.

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

STAFF REPORTS: The following informational items were noted:

- A. Town Hall Rentals Report – July 2015

- B. Public Work's Department Report – July 2015
- C. Town Clerk's Report – July 2015

There was no discussion by Council upon reviewing the Staff Reports.

NEW BUSINESS:

Police Department Report – July 2015– Police Chief Hoskins reported that there had been two reportable crimes, both larcenies, which had occurred in the Town of Bowling Green for the month of July. There were 22 calls reported for the month, none of which required investigation. Chief Hoskins 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 warnings and six summonses for speeding. Deputies gave four warnings and six warnings in Town this month. There was a no speed log conducted for the month. Town Officers had no arrests for the month.

The Police Chief said that since preparing his report, more reports from citizens were received on the incident that had occurred on July 26. He said that there had actually been 9 vehicles vandalized and rummaged through, one of which was set on fire leaving significant damage. The Chief said he is making adjustments to the officers' schedules so that there will be police coverage during the hours of the occurrence. He informed Council that the Virginia State Police are investigating the crimes due to Virginia State statute requirements regarding arson. He was informed by the VSP that they have a few leads but no suspects or arrests at this time. Mr. Rowe asked if the disturbed vehicles had been parked in driveways or on the street. The Chief said that they had been parked both in driveways and on the street but all had been left unlocked. He suggested that residents lock their vehicles.

Town Manager's Report – July 2015:

Events in Bowling Green - Mr. Manster informed Council that the Caroline Family Practice will hold an event in honor of National Health Center Week. He said that free backpacks and school supplies would be distributed to families who attended the event. He then told Council that they would soon be receiving an invite to meet and greet Caroline County Public Schools' new Superintendent.

Free Use of Town Hall - Mr. Manster brought before Council a request from the Virginia Department of Environmental Quality for free use of the Rappahannock Reception Room in September for two meetings of the Mattaponi River Watershed TMDL Advisory Committee. One of the sessions will be for a public information session and the other for a meeting of the Committee. He said that both meetings will occur during the week, one during the day and one in the evening. He informed Council that the Town Manager and County Environmental Planners are members of the Committee and will participate in all sessions. Mr. Manster said that in a related matter, the Virginia Environmental Professionals' Organization (VAEPO) is seeking venues to conduct stormwater management training sessions across the state. This training program will be for Stormwater Program Administrators and Inspectors. He said that he would like to offer the organization free use of the Rappahannock Reception Room if used during the week. Should the USO Ballroom be desired because of the large number of anticipated attendees he suggested that the Organization be advised that they will have to pay the "Not-for-Profit" rate. He informed Council that the Town Manager and County personnel will likely attend these sessions. Mr. Wright suggested that Council continue to allow free use of Town Hall for meetings held during on a weekday. Mr. Satterwhite said that he agreed with the points made by the Town Manger in his report and agreed with Mr. Wright's suggestion. The Mayor stated that these requests are in line with previously set policy set that allows for free use during the week for meetings or events that bring people to Town. He said that he believed the Town Manger should be allowed to grant permission for free use of Town Hall when the Town Manager deems it to be in the best interest of the Town.

Upon Motion by Mr. Wright, with a second by Mr. Rowe, Council voted to

authorize the Town Manager to grant free usage of Town Hall so long as it is on a weekday and is in the best interest of the Town. Voting Aye: Wright, Satterwhite, Webb, Davis, Coleman, and Rowe.

Designation of Records Officer - Mr. Manster informed Council that each locality in Virginia is required by the Code of Virginia to designate a Records Officer. He asked that Town Council, by motion, confirm the designation of Melissa Lewis, Town Clerk, as the Bowling Green Records Officer. He stated that as the Town's Records Officer, Ms. Lewis will be responsible for the "creation, maintenance, retention, preservation, and disposal of public records consistent with rules, regulations, and standards established by the State Library Board". He said that she will be the Town's liaison with the State Library and that she has presented some additional notes on this matter as part of her report to Town Council.

Upon Motion by Mr. Satterwhite, with a second by Mr. Rowe, Council voted to approve Town Clerk Melissa Lewis as designated Records Officer for the Town of Bowling Green. Voting Aye: Wright, Satterwhite, Webb, Davis, Coleman, and Rowe.

Mr. Manster informed Council that the Waste Water Treatment Plant had experienced damaged to one of its pumps caused by a lightning strike during the last storm. He commended Mr. Ketterman and the Public Works staff for performing a temporary repair to the pump to keep operations running until an insurance claim could be filed.

P-2015-002 Women's Equality Day – The Mayor signed P-2015-002 Proclaiming the Town of Bowling Green's recognition of August 25, 2015 as Women's Equality Day, as observed by the Commonwealth of Virginia.

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 – 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 stated that he had been in talks with a contractor with whom he expects to meet to discuss construction of the Playground Pavilion. He also noted that Mr. Wright is securing fresh sand for the toddler section of the Playground.

OLD BUSINESS:

There was no Old Business to be discussed.

ADJOURNMENT:

There was a motion made by Mr. Wright, seconded by Mr. Rowe to adjourn at 8:12 P.M. Voting Aye: Wright, Satterwhite, Webb, Davis, Coleman, and Rowe.