

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

September 1, 2016

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

MEMBERS ABSENT: None

OTHERS PRESENT: Town Manager Stephen Manster, Town Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Police Sgt. Wendy Jones, and Town Attorney Andrea Erard.

AUDIENCE: Mark Gaines, Leonard Banks reporter from the Caroline Progress, 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. Vice-Mayor Glenn McDearmon followed with the invocation.

PUBLIC HEARING:

Resolution R-2016-004 – To amend the FY 2017 Budget and Appropriate \$130,000 for Purchase of Equipment at Sewage Treatment Plant: The Mayor opened the public hearing at 7:32 PM and called for comments on the proposed Resolution. Hearing none, he called for comments a second and third time. Hearing no comments, the Mayor closed the public hearing at 7:33 PM.

MOTION was made by Mr. McDearmon to approve Resolution R-2016-004. The motion was seconded by Mr. Satterwhite and approved by 7-0 roll call vote.

Roll Call Vote:

Wright	Aye	Satterwhite	Aye
McDearmon	Aye	Rowe	Aye
Davis	Aye	Coleman	Aye
Webb	Aye		

PUBLIC COMMENT:

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. Bills – August 2016

A & M Home Center	229.46	BAI Municipal Software	3934.00
Bowling Green Auto Parts	104.00	Brothers Mechanical	5100.00
CAS Severn	890.00	CASH	90.02
Cintas Corporation	21.52	Cintas Of Richmond	358.52
Commonwealth Engineering	308.94	Creative Catering 4U	400.00
Dickinson Equipment Inc	199.36	Dominion Chemical Co	233.00
Envirocompliance Lab, Inc	1155.00	Erard, Andrea G	1575.00
Haun, Dawn	40.00	James, Mary	70.00
John, Allison	210.00	Johnson’s Exterminating	690.00
K L Langford Excavating	2100.00	Local Services	750.00
M & W Printers	767.36	Manster, Stephen	28.33
McGinley, Michelle	140.00	Mid-Atlantic Labs	60.00
Sorrow, Tammy	996.00	SOSMetal Products Inc	560.24

Staples Advantage	725.79	Taylor, Brock	140.00
The Caroline Progress	125.35	The Supply Room Companies	184.09
The UPS Store #6358	220.00	Virginia Department Of	100.00
VUPS	23.10	Webb & Associates	4000.00
White Oak Electric	1473.00	*Burns, Christopher	100.00
*Corbin, Chris	208.20	*Cyrex Services LLC	60.28
*Ramos, Fredo	300.00	*Smithers, Shontell	150.00
*Virginia Department Of	100.00	*VISA	2022.36
*Godley, Callis	600.00	*Taylor, Brock	600.00
*At Once Staffing	439.35	*Treasurers' User Group	20.00
*Caroline CH. NO 174	150.00	*Caroline County Public	2000.00
*Cyrex Services LLC	150.00	*Daniel, Shirley	150.00
*Dominion Virginia Power	164.06	*Johnson, Clarence	100.00
*Lawrence, James	300.00	*Ochman, Christopher	27.69
*Shell Fleet Plus	413.18	*The Lincoln National	182.80
*Treasurer Of Virginia	727.38	*Vantagepoint Transfer	10.61
*Verizon Wireless	226.71	*Waste Management	8700.28

*Bills previously or separately authorized by Council.

On MOTION to approve the Consent Agenda was made by Mr. Wright and seconded by Mr. Satterwhite. The motion was approved by 7-0 vote as follows: Voting Aye: Mr. McDearmon, Mr. Wright, Mr. Satterwhite, Mr. Webb, Ms. Coleman, Ms. Davis, and Mr. Rowe.

STAFF REPORTS:

A. Town Hall Rentals Report – August 2016:

The Mayor called for comments or questions and there were none.

NEW BUSINESS:

A. Police Department Report: Sgt. Jones presented the report as Chief Hopkins was absent due to illness. Sgt. Jones noted that the Chief was improving and would be back to full duty in a couple of weeks.

Sgt. Jones advised that she had met with the Town Manager to address speeding on North and South Main Street. They had discussed several options for addressing the situation and based on that discussion, Sgt. Jones had made some adjustments in schedules and the Department’s approach to the problem. Mr. Satterwhite had received an email from a concerned citizen concerning speeding on Main Street. Since the person was unable to attend the Council meeting, Mr. Satterwhite referred to the e-mail and presented the information to Town Council. The resident noted that through his personal observation, there were about 20 – 25 trucks, logging & gravel per hour during parts of the day. He noted that most of them appeared to be traveling over 25 MPH, and the heavy weight of the trucks was adversely impacting infrastructure on Main Street.

Mr. Satterwhite advised that the Caroline County Sheriff’s Office Motor Carrier Inspector may be able to sit at either end of main to discourage trucks.

Sgt. Jones will be modifying the schedules to be on duty at peak traffic hours 7 am to 4 pm. Sgt. Jones reported that she had set up a speed log on Main Street yesterday and the average speed was 25.7 mph. She reported that she had issued one ticket at 39 mph. Mr. McDearmon advised that the issue is the number of trucks. We can’t force trucks to re-route but that we could control their speed. Council thanked Sgt. Jones for taking steps to address this major issue.

Town Manager Report -

Mutual Aid Agreement with Caroline County: The adjustments in the draft Mutual Aid Agreement that were suggested by Town Council at the August meeting have been made and sent to the County. As soon as we hear that the adjustments have been accepted and added to the document, signing will occur. The matter will come before the Board of Supervisors on September 13th.

Town Water Service to Hill Mobile Home Park and New Yorker Restaurant: Mr. Manster notified Town Council that the previous afternoon, he had received a telephone call from the Southeast Rural Community Action Project (SERCAP) notifying him that the Town had been awarded \$37,000 which was the full amount that had been applied for. This level of funding will be sufficient to cover the cost of pipe and meter purchase, installation, and hook-up for both the Hill Mobile Home Park and the New Yorker restaurant. Also covered in the grant are the availability fees and connection fees for both properties, and one year of water capital debt service payment by the mobile home park. Work on the project is likely to begin shortly. Mr. Manster stated that he had contacted Mr. Benson and Mr. Gaines and informed them of the award of the grant. He also spoke with William Stanley who will contact the contractor and schedule to work to be done as soon as possible.

Mr. Satterwhite asked if Mr. Benson would be responsible for 5 years back Access fees. Mr. Manster responded that in accordance with Council's determination at the last meeting, he would be responsible for those payments. The Town Attorney asked where the money came from and Mr. Manster stated that it was his understanding that there were several sources of funding for SERCAP but that most of their funding was Federal money.

Meeting with Waste Management: Mr. Manster stated that he has spoken with Rob Clendenin our contract administrator with waste Management several times and has also met with Waste Management's environmental clean-up contractor. He said that the Town will be getting streets power washed as a result of leakage from trash trucks. He also noted that he has observed that the driver of the trash truck is getting out of the truck and standing up all trash cans that are knocked over in the process of collection of trash. These things are being done by Waste Management in order to address several issues which have been brought to their attention.

Mr. McDearmon asked how Waste Management planned on addressing the leaking trucks.

Mr. Manster advised they will be repairing trucks so it does not happen. Mr. McDearmon expressed his extreme displeasure with the number of times that this problem has occurred and expected Waste Management to take care of the situation before more leakage occurs.

Ms. Coleman asked about possible Thursday pickup instead of Friday in order to avoid pick-up on weekends. Mr. Manster advised he will be sending survey to customers to get input. Mr. McDearmon asked for a time line for the survey and Mr. Manster replied 2-3 weeks. Mr. McDearmon stated that he would like to see this happen sooner.

Mr. Satterwhite noted that he had been speaking with some residents and asked Mr. Manster to speak with Waste Management and what the cost would be to have pickup twice a week from Memorial Day to Labor Day. He noted that this would be a way to eliminate smelling trash from sitting all week in the summer months. Once the cost was determined, Council could then determine whether this would be an acceptable adjustment.

Planning Commission Public Hearings: Mr. Manster stated that at its meeting on September 19th the Planning Commission will hold two public hearings on proposals to amend the Town Code. One hearing will be on the revised standards for permitting "Minor Event Facilities with conditions" by Special Use Permit in residential areas, and the second is to amend the Town Code to include certain requirements relating to

Chesapeake Bay Act standards in order to bring the Town Code into compliance with state Code requirements. Mr. Manster asked that in order to accelerate the process, Council authorize him to advertise for public hearings on these matters for the next Town Council meeting so Council can act on these matters at its October meeting.

On MOTION by Mr. McDearmon with a second by Ms. Davis Town Council by unanimous vote authorized the Town Manager to advertise for two public hearings on these matters at the next Town Council meeting.

Voting Aye: Mr. McDearmon, Mr. Wright, Mr. Satterwhite, Mr. Webb, Ms. Coleman, Ms. Davis, and Mr. Rowe.

Mr. McDearmon asked what the adjustments are in the Chesapeake Bay items and what, if any, would the financial impact be on the Town. Mr. Manster explained that most of the items related to required notations on Subdivision Plats and Site Plans. He noted several as being noting the requirement for septic pump out every five years, noting the need for a reserve drain field site, noting that development in an RPA can only be water-dependent development, and the need for a 100 foot vegetated buffer if developing in an RPA. Mr. McDearmon asked if there would be an impact on development along the 301 Corridor. Mr. Manster stated that there would be no special impact and that these adjustments were to assure that our Town Code was in compliance with. Mr. Webb confirmed that these changes were being made by other localities and were part of standard procedure without major impact on the locality or development.

IBM Server: Mr. Manster stated that the Town's current server is close to ten years old and will no longer be supported by IBM. Over the past six weeks, the Town's computer maintenance contractor has had to come to the office to provide new elements for the server and the equipment has been off-line several times. It has, of course, outlived its usefulness and needs to be replaced. The contractor that we work with is the same one used by the County. The Town, along with the County has been looking at new software that can better meet the needs of both localities in a more effective manner. Should new software be agreed upon, the County could provide the host server to which the Town could link. For this and other reasons relating primarily to software, stated his preference and recommendation to lease a new IBM server for three years working within current budget constraints. At the end of the leasing period, a reassessment of our situation would be in order and hardware and software needs and opportunities would be re-evaluated.

Mr. McDearmon asked about the cost to the Town should a decision be made to work with the County and share a server. Mr. Manster stated that at this time, no discussions have been conducted on that matter. There was just some preliminary discussion about the topic and discussion of possibilities in the future because both the Town and County were looking at different options.

USDA Refinancing and Borrowing: Mr. Manster stated that as he had informed Council at its last meeting, the Town has an opportunity to refinance our existing debt for the Route 301 water and sewer extension project, and also to borrow funds for the South Main Street Sewer Replacement Project, borrowing USDA funds at 1.625 interest for a term of 40 years (no prepayment penalty). The "payoff" on our current debt would be \$3,884,000 and the borrowing for our new South Main Street Sewer project would be \$2,432,000. This would yield a total borrowing from USDA of \$6,316,000. The annual debt service on the total new borrowing for both projects would be \$215,250, saving the Town an estimated \$35,000 each year in debt service. With that savings, we would be paying for the Route 301 project plus the complete South Main Street project. Mr. Manster noted that the complete South Main Street project included upgrading sewer lines from eight inch to ten inch on Main Street, from Milford to Maury; on one-third of Maury Avenue; the connector between Maury and Milford Street; and all sewer pipes on Milford Street from Main to Anderson. The

project will also include repairing the sewer line on Dorsey Lane. Mr. Manster recommended that Town Council approve this action. Based on his discussion with the Town Attorney, Mr. Manster also asked Council for authorization to advertise for a public hearing on this borrowing for the next Town Council meeting.

On MOTION by Mr. McDearmon, Seconded by Mr. Satterwhite, Council voted 7-0 to approve the refinancing of the Route 301 VML–financed project and borrowing for the complete South Main Street Project through borrowing from the United States Department of Agriculture loan fund and to advertise for a public hearing on the matter at the next Council meeting.

On discussion of the motion, Mr. McDearmon asked what impact this action will have on payments by property owners in the Route 301 Tax District. Mr. Manster stated that the annual payment of each property owner will decrease by at least half. Mr. Webb asked whether the current scope of project could be expanded. Mr. Manster advised that this could be better accomplished under separate borrowing because of timing considerations. Mr. McDearmon said that this would be a great benefit for the Route 301 property owners. Mayor Storke thanked Mr. Manster for pursuing this matter.

Voting Aye: Mr. McDearmon, Mr. Wright, Mr. Satterwhite, Mr. Webb, Ms. Coleman, Ms. Davis, and Mr. Rowe.

Ft. A.P. Hill Correspondence: Mr. Manster stated that he had handed out correspondence from Fort A.P. Hill concerning a study that will be prepared relating to a new vehicle maintenance building and area that is proposed for an area beyond the new reserve center on Post. He asked that if members have questions or comments they should send them to him and he will submit them as Bowling Green’s comments. The comments would be used as input into preparation of environmental studies relating to the proposed construction. There were no questions or comments.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health, Safety and Personnel – Mr. Rowe updated Town Council on interviews being conducted for entry level positions in our Public Works Department. He said that several interviews were conducted. He said that the position of Superintendent of Public works was still open but the Committee was waiting for Town a decision on whether we should hire a Superintendent or work with the County. Mr. Rowe stated that the Town might be better served if we filled our positions and possibly considered working with the County at a later date if the need presented itself. He stated that they had received some good resumes and would look to filling vacant positions and keep council updated on progress and possible change in direction if necessary. Mr. Rowe said that the Committee would like to hire a Superintendent and come back to the County in the future if doesn’t work out. He said that we need to find the right person looking to stick around. Mr. Rowe said that the Committee did not like the oversight aspects of the proposed agreement and that there seemed to be a lack of Town involvement in the proposed operation of our utility systems.

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 – 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. McDearmon noted that the Town had received a letter from Caroline County School Superintendent thanking Council for the \$2000 donation to the School Foundation for innovative teaching and projects. He noted that this was a very worthwhile cause and that the school system deserved our support.

UNFINISHED BUSINESS:

There was no Unfinished Business to be discussed.

ADJOURNMENT:

Upon motion by Mr. Wright, seconded by Mr. Rowe, Council voted unanimously to adjourn the meeting at 8:10 pm.