

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

September 3, 2015

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

MEMBERS ABSENT: Daniel Webb

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: Ken Snow – The Caroline Progress, Jo-Elsa Jordan – Town Events Coordinator

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. Vice Mayor Glenn McDearmon followed with the invocation.

DELEGATIONS/PUBLIC COMMENTS:

The Mayor called for public comments. Hearing none, he closed Public Comments.

CONSENT AGENDA:

A. Minutes – Town Council Meeting – August 6, 2015

B. Bills – August 2015

A & M Home Center	908.78	Advanced Auto Parts	212.55
B & M Services of VA	175.00	Barros, Shaunte	150.00
Bowling Green Auto Parts	72.26	Brendle, Leslie	80.00
Cintas	645.29	Computer Plus	226.88
Davis and Associates	2414.00	Dominion Chemical	299.99
E & M Gray & Sons	1305.00	Enviro Lab	1575.00
Erard, Andrea	1500.00	G & G Milford Farm Supply	136.67
GH Watts Construction	325.00	Gagnon, Janice	28.00
Grainger	279.36	Grant Writing USA	455.00
Greenline Service Corp	172.60	HD Supply Waterworks LTD	1679.00
John, Allison	210.00	Johnson’s Exterminating	545.00
Jordan, Jo-Elsa	1730.77	Kelly’s Trailer World	1500.00
M & W Printers	690.00	McGinley, Michelle	140.00
Mid Atlantic Lab	180.00	Minor and Associates	2100.00
Nationwide Retirement SOL	482.90	Pacello, Kristin	315.00
Rutherford	684.27	Sorrow, Tammy	846.00
SOSMetal	515.48	Stemmler Plumbing	1895.00
Taylor, Brock	300.00	The Supply Room	173.34
Treasurer of Virginia	2678.00	USA Blue Book	2498.06
Verizon	249.66	VDOT	100.00
VML Insurance	5758.76	VUPS	23.10
Waste Management	1686.84	White Oak Electric	675.00
*Gesling, Michael	300.00	*Nationwide Golf Cart	4971.95
*Dominion Virginia Power	4972.47	*Waste Management	84.00
*Eastcoast Entertainment	625.00	*Jordan, Jo-Elsa	1730.77
*Merchant, Wilson	150.00	*Milford Station	500.00
*Styles, Camelia	150.00	*Taylor, Brock	960.00

*The Lincoln National	103.74	*Verizon	60.93
*Verizon Wireless	40.01	*Waste Management	80.84
*Bolden, Gloria	84.25	*Egan, Kenneth	52.86
*McKeithen, Diane	35.65	*Morton, Lakeisha	150.00
*Parker, Antonio	800.00	*Wilfong, Brian	35.65
*Shell Fleet Plus	706.16		

***Bills previously or separately authorized by Council.**

Upon reviewing the July bills that appeared in the August 6, 2015 minutes Mr. McDearmon inquired about the Bud's Automotive check in the amount of \$1039.88 and the Stemmler Plumbing check for \$36801.50. As these were both Public Works Department expenses, Mr. Ketterman informed Council that Bud's Automotive was paid for the repair and maintenance of the 2005 International Dump Truck and the repair of the 2002 Chevrolet Silverado 1500 Pick-Up Truck. Mr. Ketterman explained that the payment to Stemmler was for the repair and replacement of pumps in the Waste Water Treatment Plant. Mr. McDearmon then inquired about the payment to Wells Fargo in the amount of \$91,987.50. Mr. Manster informed Council that it was a payment of debt service for the Bond issue on the Rt. 301 Corridor water and sewer project. Mr. Wright asked if the amount paid to A & M Hardware was a standard monthly fee. Mr. Manster informed Council that the amount was for various items purchased over the course of the month and that the amount varied with items purchased. Mr. Ketterman clarified that one bill was for the purchase of a pump and equipment to test the well that has been dug at Maury Heights. Mr. Manster said that individual bills being paid by the checks in question were available for Council to review in the business office.

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

STAFF REPORTS: The following informational items were noted:

- A. Town Hall Rentals Report – August 2015
- B. Public Work's Department Report – August 2015
- C. Town Treasurer's Report – August 2015

Mr. McDearmon said that he appreciated the high revenue generated by Town Hall Rentals in the month of August.

NEW BUSINESS:

Police Department Report – August 2015– Police Chief Hoskins reported that there had been one reportable crime which had occurred in the Town of Bowling Green for the month of August. There were 16 calls reported for the month, none of which required investigation. Chief Hoskins reported that the State Police website had been checked and one new sex offender 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 three warnings and three summonses in Town for the month. There was no speed log conducted for the month. Town Officers had no arrests for the month.

Ms. Davis said that she would like to see more summonses issued for speeding particularly on Route 2 in the area in front of her house as speeding is a persistent issue on that stretch of the road. She said that she spoke with Sgt. Jones about the protocol for issuing summonses for speeding and that Sgt. Jones said that a summons is not usually issued until the second time a driver is stopped. Mr. McDearmon asked what criteria are used to determine if a vehicle should be stopped for speeding. The Chief said that he personally will stop any driver going in excess of 10 miles above the posted speed limit but that it is up to each officer to use their own discretion. Chief Hoskins said that he would speak to his officers to inform them of Council's concern. Mr. McDearmon suggested that a Speed Log be conducted in front of Ms. Davis' house. The Police

Chief said that he had discussed borrowing the Caroline County Sheriff's Office Speed Radar and placing it on Route 2 near the entrance to the pool to deter speeding. Mr. Satterwhite asked if the Chief had considered parking a vacant Police Cruiser on the side of the road to discourage speeding. The Police Chief said that the Police Department did not have a car that they could spare for that purpose.

Chief Hoskins said that in light of recent incidences involving law enforcement that have been occurring nationally and in relation to a situation he recently encountered, that he would like to install a security light on the back of the Police Station. Mr. McDearmon suggested some effective lighting options that the Chief may want to consider. Council directed the Town Manager to work with the Police Chief to have the lighting installed. Chief Hoskins thanked Mr. McDearmon for his suggestion. Mr. Rowe asked the Police Chief if he had a list of where speeding summonses had been issued. The Police Chief said that he did not have one with him but would be happy to provide one to Council in the upcoming week.

In direct response to a question from Council, Mr. Ketterman said that due to the design of the Street Sweeper Tuck, only streets with curb and gutter are able to be swept. Mr. McDearmon commended the Public Works staff on their vigilance in maintaining the street sweeping.

Town Manager's Report – August 2015:

Purchase of Golf Cart - Mr. Manster informed Council that the Town had purchased a Golf Cart to be used by the Public Works Department and Events Coordinator.

New Copier at Town Hall - Mr. Manster informed Council that the Town has replaced its old copier with a new machine leased under a State contract from a new business in Town, Document Technologies of Virginia.

Mr. McDearmon asked if the new copier would save the Town money. Mr. Manster said that he did anticipate a savings as several other office machines and their maintenance contracts were being replaced by the new copier. He noted that the old copier was no longer eligible for a maintenance contract and if it were to have failed, repair and part replacement would have been extremely expensive. He informed Council that under the lease all repair and maintenance including toner for the copier is covered.

New Stove for Event Hall Kitchen - Mr. Manster informed Council that the Town has replaced one of the stoves in the kitchen because the old stove was in need of repair, and due to its age, parts were no longer available to fix it.

Mr. McDearmon asked if the new stove was residential or commercial grade. Mr. Manster said that the stove that was purchased is residential grade as at this time it is what currently meets the needs of those who rent Town Hall for events. He stated that a commercial grade stove would be considered when the kitchen is upgraded.

Revize Contract – Mr. Manster informed Council that Ms. Jo-Elsa Jordan was present to answer any questions Council may have about the draft contract with Revize to rebuild the Town's website. He asked Council to act by either accepting or declining the contract with Revize that was initially presented at the August 6 Town Council meeting. The Mayor called for a motion. Following a brief discussion by Council on the timeline, security, training, and technical assistance provided by Revize in the rebuilding and maintenance of the new website, a motion was made by Council.

Upon Motion by Mr. Satterwhite, with a second by Ms. Davis, Council voted to accept the contract with Revize to rebuild the Town of Bowling Green website. Voting Aye: McDearmon, Wright, Satterwhite, Davis, Coleman, and Rowe.

P-2015-003 National Public Land's Day – The Mayor signed P-2015-003 Proclaiming September 26, 2015 as National Public Land's Day in the Town of Bowling Green, 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.

The Mayor offered his condolences to Sgt. Jones over the recent loss of her father. The Mayor noted that a new Shoe Store would soon be opening in the Rite Aid shopping center.

OLD BUSINESS:

Upon the request of Mr. McDearmon, the Mayor updated Council on the current happenings related to the Loving Movie that is to be filmed in Town in early October. He said that Caroline County had taken the lead on working with the production team to meet their needs but that he had personally been contacted by the production team to allow use of a property he owns on Main Street in the filming of the movie. He noted that the Town should notice residual business due to cast and crew being in Town for filming. Mr. Rowe mentioned that the Town should get a premier or special showing of the movie due to its historical significance in the story and its use as a filming location in the movie. The Mayor agreed that it was a good Public Relations opportunity for the Town.

ADJOURNMENT:

There being no further business to come before the Board, a motion was made by Mr. Satterwhite, seconded by Mr. Rowe to adjourn the meeting at 8:05 P.M. Voting Aye: McDearmon, Wright, Satterwhite, Davis, Coleman, and Rowe.