

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

09-02-2010

MEMBERS PRESENT: Mayor David W. Storke, Jean Davis, Mary Frances Coleman, Otis Wright, Glenn McDearmon, Jason Satterwhite, Daniel Webb and Glen Lanford.

MEMBERS ABSENT:

OTHERS PRESENT: Town Manager Stephen Manster, Treasurer Kathy McVay, Town Clerk Virginia Brooks, Public Works Director William Stanley, Police Chief Steve Hoskins, Town Attorney Andrea Erard.

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 Wright followed with the invocation.

Introduction of New Town Attorney: The Mayor said he was pleased to introduce the new Town Attorney, Ms. Andrea Erard. He noted the former Town Attorney Jean Kelly who resigned July 1, 2010 had been with the Town for several years and had also served on Town Council. The Mayor said Ms. Erard lives in Richmond and is a native of Stafford County. He said she specializes in municipal/government law and teaches at the University of Richmond. He also noted that Ms. Erard is the Town Attorney for West Point, Ashland, Colonial Beach, and Remington. The Mayor stated that Ms. Erard brings a wealth of knowledge to this Council.

DELEGATIONS/PUBLIC COMMENTS:

Kathy Beard – Harvest Festival Update – Mrs. Kathy Beard was present at the meeting to update Council on the progress of the 2010 Harvest Festival. Mrs. Beard noted that typically, the Harvest Festival has approximately 175 to 180 vendors and currently they are standing at 40 which is about normal. She said generally they have about 225 cars in the car show but she said these people don't usually make a decision to come until the last minute when they can tell what is going to happen with the weather. Mrs. Beard said the car show element of the Harvest Festival is by far the strongest revenue producer. She said this is the third year for the motorcycle show. Mrs. Beard said a new feature for the Harvest Festival is the Caroline Museum and Cultural Center

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and she noted that the Museum would be open for that one day and there will be some exciting things inside the building. She said the Masonic Lodge will also be open and along with other things the Rappahannock Model Railroad Club will have a display. She noted that Wick Coleman will once again be the MC for the Festival and the Idol winner from the Caroline County Fair will be performing along with many others. Mrs. Beard said 12,000 Harvest Festival publications would be printed and distributed throughout the area. She said the budget this year is tight, mainly because revenues were down last year with the rainy/cold weather. She again expressed appreciation to the Town Staff for their support. In answer to a question from the Mayor, the Town Manager (TM) stated that they would not need to do an emergency ordinance to ban dogs from the Festival because it is now covered in the new Town Code. Mrs. Beard said the Mayor would be giving the welcome at the Festival and she invited the Council Members to sit in at the welcome tent during the Festival and greet guests.

Susan Sili – Arts Commission Chairman – Mrs. Sili commented favorably on the upgrades being done to the Town Council Chambers and welcomed the new Town Attorney. She passed a pamphlet around to Town Council that gives the history of the Bowling Green Arts Commission. She also read the Mission Statement and asked Council to note the calendar of events in their packet. Mrs. Sili stated that the Arts Commission will be holding an art show on December 11, 2010 and a spring show will be announced at a later date. Mr. McDearmon suggested that it would enhance the Council Chambers to have rotating art when the renovations are complete.

Hardy Dunnington – Arts Commission Member – Mr. Dunnington said they have been actively trying to create a critical mass of artists in Caroline County. He said what they want to do with the art is create Bowling Green as a destination. He noted they had created enthusiasm in the community already. Mr. Dunnington stated that the Commission's next goal is to talk to the merchants in Town and ask them to display works of local artists because they want to promote the Town of Bowling Green through art. He said to let him know if anyone knows of any artists in the area. Mrs. Sili stated that the following day there was going to be a reception for a number of local artists at Classic Cottage on Milford Street.

Mark Mallin – 224 North Main Street – Mr. Mallin stated that the past week-end they had two artists demonstrate their art at the Farmer's Market. He said art lessons are being given at the Classic Cottage on Milford Street. Mr. Mallin said they also have another artist display and a yoga demonstration at the Farmer's Market the following Saturday. In answer to a question from Mr. Lanford, Mr. Mallin said they get the word out about artists at the Farmer's Market by e-mail. Mr. McDearmon suggested these new

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artists may be able to help out with painting the backs of the businesses on Main Street.

Request for Allocation of \$5,000.00 Matching Funds for the Art Grant – The TM noted that the Town of Bowling Green and its Arts Commission have been awarded a \$5,000 grant for this Fiscal Year in order to support the development of a program to support the arts in Bowling Green. The Grant requires the allocation of \$5,000 matching funds from the Town, with the funds to come from the current Fiscal Year's revenues. The TM stated that their Arts Commission requests the allocation of \$5,000 to be used along with grant funds to implement the Commission's program of developing Bowling Green as a center for the arts. **On motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted to allocate \$5,000 from the Tourism Development Line Item and create another line item to receive the grant and to place the matching grant funds in that line item for the benefit of the Arts Commission's expenditures. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

Frank Nadeau – Virginia Rural Water Association – Mr. Nadeau stated the Virginia Rural Water Association was a group of professional water and wastewater operators who assist, advise and help train water and wastewater operators across the state. He said they are a small group but they cover the State regularly and he travels between 2500 to 3000 miles each month. Mr. Nadeau said wastewater treatment operators are required to receive continuing professional education training. He said they have accelerating their training for these water and wastewater operators. Mr. Nadeau requested to hold an electricity class in Town Hall on September 15, 2010 from 8:00 AM to 4:00 PM and that the fees be waived so he can reach more people. He said it benefits the Town because Town personnel can attend without traveling a long distance and can reduce the costs to municipalities by not having to call in a professional electrician when a fuse blows or a breaker trips. In answer to a question from the Mayor, Mr. Nadeau said the municipalities are not charged for their classes unless Rural Water has to pay for an instructor. The Public Works Director said the Town is a member of the Rural Water Association and participates in the classes at no charge. **On motion by Mr. McDearmon, seconded by Mr. Lanford, Council voted to grant free use of the Town Lobby for the Rural Water Association to hold an electricity class on September 15, 2010 from 8:00 AM to 4:00 PM. for water and wastewater operators. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

Susan Sili – Caroline Museum and Cultural Center – Mrs. Sili stated that she was Chairman of the Development, Marketing and Collections Committee for the Caroline Museum and Cultural Center. She said it will be a mammoth task but they are planning

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to open the museum on Harvest Festival Day with many activities. She said there would also be another soft opening on December 11<sup>th</sup>. Mrs. Sili said they are hoping to have the grand opening sometime in April/May 2011. She noted the Caroline Historical Society has donated its large collection of paper work and artifacts to the Museum and it was delivered on September 1<sup>st</sup> to its permanent home at the Museum.

Kathy Burchell – 138 Milford Street – Mrs. Burchell said she came to the meeting to thank Council for the activities program that they support, especially yoga. She said she is the poster child for the yoga program and she invited all of Council to attend and spread the word about the program.

Tony Spencer – Caroline County Commonwealth Attorney - Mr. Spencer said he was not able to attend the meeting on August 5 when Mr. John Shinholser made a presentation to Council regarding the McShin Foundation. Mr. Spencer said he knows Mr. Shinholser very well and thinks he has probably saved more lives than any person he has every met. He suggested Mr. Shinholser may not have made the best impression when he made his presentation because he cares about getting things done and not as much about appearances. Mr. Spencer says Mr. Shinholser has recovery centers in many places and he is a national leader. He shared with Council newspaper articles that had been written about Mr. Shinholser's work. Mr. Spencer said he was present to dispel any bad first impressions that Mr. Shinholser may have made. He said he would like to see Bowling Green welcome Mr. Shinholser into this Town. In answer to a question from the Mayor, Mr. Spencer said the courts in Richmond send substance abusers to the McShin Foundation Recovery Center and if a center was set up in Bowling Green/Caroline County, he would like to be able to request the judge to send substance abusers to that recovery center for treatment. Mr. Spencer said the McShin Foundation Recovery Centers have a close to 50% success rate with substance abuse disorder recoveries which is the highest of any Center he has ever seen. The Mayor said Council had expressed some concerns about the center having unusual hours which may be where the Town's ordinances come into effect. Mr. Lanford said he appreciated everything Mr. Shinholser had to say but suggested he needed to come up with a direct plan of action for his recovery center for Council to look at closely. Mr. Spencer said they are currently looking for a place to hold a picnic and he had checked on using the Courthouse Lawn or maybe the Little League Park. The Mayor said the Episcopal Church had sent a letter to Council saying they would allow the McShin Foundation to hold a picnic at their pavilion on Dorsey Lane. Mr. Spencer was concerned that the attendance would be over 100 people which apparently violate the Town's ordinance. Mr. Satterwhite said he was under the impression that the Town would work with people on the permit if the amount may go over the 100 people. The TM said Mr. Spencer was talking about a "Mass

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Outside Social Gathering” and that requires a 30 day advance permit application to Town Council and that is required when you go over 100 people. He said there are other issues involved in having these events at St. Asaphs Church Pavilion. The TM said he has requested certain pieces of information but has not received them. Mr. Spencer said for these reasons, he is looking at holding the picnic/music gathering on Courthouse Lawn which had been approved by Caroline County and the Judge. In answer to a question from Mr. Webb, the TM explained that the problem with using the St. Asaphs Church Pavilion is that it is in a residential district and what is permitted in a residential district is a church and its accessory buildings. He said the pavilion was permitted as an accessory building to the church and it is not appropriate to rent that out or have other activities that are not accessory to the Church. He said he has asked the Church to assume some responsibility and sponsorship or acknowledgment that they are associated with the activity which creates the accessory aspect and can be used without any permit. In answer to a question from Mr. Webb, the TM said they did not have the information needed to consider a waiver of the permit. The Mayor said he had received a call from a neighbor who did not want the picnic to be held at the pavilion and if that number went slightly over the 100 people that neighbor may call. He said the Council is very open and willing to work with people and did not want anything to cloud that issue. Mr. Spencer stated that when they come back, they are going to have a definite proposal on a recovery center. In answer to a question from a Council Member, Mr. Spencer said the McShin Foundation was funded by some tenants, grants, donations, recovery services in jail, and money in lieu of jail. Mr. Spencer said for the first time in 2007, Caroline County paid over one million dollars to house inmates in other jails and in the last two years, they went over one and one half million. He said the County has agreed that for every dollar they save from an incarceration, they will give fifty cents to the recovery program. He noted that if the County could save \$500,000 dollars off of incarceration, the McShin Foundation could get \$250,000. Mr. Satterwhite suggested they need more clarification on the issues.

**CONSENT AGENDA: On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve the following Consent Agenda, as presented, except Item A. (the minutes of the Aug. 5, 2010 meeting) which at a request of Mr. Webb were removed and voted on separately. Mr. Webb noted that he was not present at the Aug 5<sup>th</sup> meeting.**

- A. Minutes - Regular Meeting – 8-1-2010
- B. Minutes – Special Town Council Meeting – 8-24-2010
- C. Bills – August, 2010

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<b>A &amp; M Home Center</b>	<b>776.16</b>	<b>Bennett, Deborah T</b>	<b>390.00</b>
<b>BMS Direct</b>	<b>475.00</b>	<b>Bowling Green Auto Parts</b>	<b>170.94</b>
<b>Caroline Sheriff’s Office</b>	<b>736.00</b>	<b>Caroline Garage</b>	<b>26.00</b>
<b>Caroline Glass, Inc.</b>	<b>247.68</b>	<b>CE&amp;O, Inc.</b>	<b>2,142.00</b>
<b>CINTA’s of Richmond</b>	<b>306.22</b>	<b>ComputerPlus</b>	<b>181.50</b>
<b>D. R. Wanless &amp; Assoc.</b>	<b>150.00</b>	<b>DeJarnette &amp; Beale Inc.</b>	<b>234.00</b>
<b>Dominion Chemical Co</b>	<b>241.00</b>	<b>G &amp; G Milford Farm Ser.</b>	<b>194.95</b>
<b>Johnson’s Exterminating</b>	<b>190.00</b>	<b>Langford Marlon</b>	<b>150.00</b>
<b>M &amp; W Printers</b>	<b>203.00</b>	<b>Manster, Stephen</b>	<b>428.48</b>
<b>Medic I</b>	<b>35.00</b>	<b>Mid-Atlantic Lab</b>	<b>60.00</b>
<b>Miller Foley Group</b>	<b>1,400.00</b>	<b>On Site PC</b>	<b>157.50</b>
<b>On Site PC</b>	<b>157.50</b>	<b>REC</b>	<b>455.17</b>
<b>Staples Direct</b>	<b>277.86</b>	<b>Storke David</b>	<b>384.68</b>
<b>The Free Lance Star</b>	<b>487.34</b>	<b>The Supply Room</b>	<b>440.73</b>
<b>Treasurer of VA (VITA)</b>	<b>799.74</b>	<b>Treasurer of VA (VPDES)</b>	<b>2,461.00</b>
<b>Troutman Sanders LLP</b>	<b>2,109.50</b>	<b>USA Blue Book</b>	<b>59.40</b>
<b>Verizon</b>	<b>265.34</b>	<b>Verizon Wireless</b>	<b>189.50</b>
<b>VA Utility Protection Ser.</b>	<b>30.45</b>	<b>VISA</b>	<b>990.17</b>
<b>Wardico</b>	<b>51.10</b>	<b>Waste Management</b>	<b>8,066.33</b>
<b>*Dominion VA Power</b>	<b>4,302.04</b>	<b>*Shell Fleet Plus</b>	<b>949.71</b>

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

**Voting Aye: Lanford, Wright, McDearmon, Satterwhite, Coleman, Webb and Davis.**

**MINUTES – AUGUST 5, 2010: On motion by Mr. Lanford, seconded by Mr. Wright, Council voted to approve the minutes of the August 5, 2010 meeting, as presented. Voting Aye: McDearmon, Wright, Coleman, Davis, Lanford, and Satterwhite. Abstained: Webb.**

**INFORMATIONAL ITEMS: The following informational items were noted.**

A. Town Hall Rentals – August, 2010

B. Police Department Report – August, 2010 – The Mayor expressed appreciation to the Police Chief for parking the extra police car in different locations in Town to deter speeding.

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C. Public Works Director's Report – August, 2010D. Treasurer's August, 2010 Report

E. Intent to have Picnic at St. Asaphs Church – Mary Hatch - Mr. Lanford asked about the letter from Mary Hatch who represents the McShin Foundation. The TM said the letter from Mary Hatch was in response to his discussion with Ms. Hatch and others concerning the picnic they want to have. He informed the Church that all they needed to do was to say that they approved of the event, they were assisting with the sponsorship of that event and they were accepting some responsibility for how it will be conducted. The TM said he believes at this time the Church feels it can allow anyone and everyone to use that property for any purpose. He said that was not the intent when they got the permit for the structure and he does not believe that is permitted in a residential area. The TM said it was his opinion that the accessory nature of an activity on that property has not been established. The Mayor said he would not like to see this issue get out of hand and he especially does not want the church to have a problem with their nice pavilion. He said he feels the church built the pavilion to use as a ministry. Mr. McDearmon said he believes the Town Manager wants the Church to adopt this activity as a mission of the Church but the Church had not said that. The TM said Mr. Nunnally, Chairman of the Vestry of the Church did not want to adopt the McShin Foundation picnic as a ministry. Mr. Satterwhite and Mr. Webb thought the rules for holding events were too restrictive and the Town should be willing to negotiate certain restrictions. In answer to a question from Mr. Webb, the TM said he believes that technically the McShin Foundation would be required to have a permit to hold the picnic on the Courthouse Lawn but if they get the Caroline County Board of Supervisors' approval, as the owner of the property and the Judge's approval, he could not see them coming to the Town for a permit. Mr. Lanford said they needed to come up with something to make Mr. Shinholser feel like he is welcome to present a plan to the Town for them to consider. The TM said he had requested Mr. Shinholser, Mr. Spencer and two representatives of the McShin Foundation to come into his office and tell him exactly what they want to do about the picnic and the recovery center and no one has come in. In answer to a question from the Town Manager, Town Attorney Erard noted that if a property owner gives their permission to have something occur on their property, although they may not be a sponsor or an advocate for that, they are not relieved of all responsibility as to what goes on at their property. The TM said with the answer from the Town Attorney, he now accepts the McShin Foundation picnic as an accessory use and activity to the St. Asaphs Church and they can hold their event with less than 100 people in attendance.

NEW BUSINESS:

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A. Town Manager's Report

Route 301 Corridor Water and Sewer Line Extension – The TM in his written report stated the following:

Having complied with all requirements of the Code of Virginia and the PPEA Guidelines of the Town of Bowling Green, I ask for authorization to sign all contractual documents with Infrastructure Solution, LLC, such documents having been developed, reviewed and accepted by Council, in order to implement the Route 301 Corridor Water and Sewer Line Extension Project. In addition, I ask for Council's authorization to sign documents that will enable our participation in the VML/VACO Finance Group Bond Pool and to advertise for any required public hearings as directed by the staff of VML/VACO Finance in order to meet requirements of the Code of Virginia and the Bond Pool Program.

**On motion by Mr. Webb, seconded Mr. McDearmon, Council voted to authorize any and all advertisements and public hearings that may be necessary under the PPEA for the Route 301 Corridor Water and Sewer Extension Project and to authorize the Town Manager to execute any and all documents related to the Route 301 Corridor Water and Sewer Extension Project, provided that the documents are approved as to form by the Town Attorney. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

Permanent Vehicle Decals – The TM noted that at its meeting on August 10, 2010, the Caroline County Board of Supervisors took action to go to a system of permanent vehicle decals for residents of Caroline County. He said there is still an annual fee associated with personal property tax so there is no loss of revenue and the County estimates that it will actually see an increase in revenue. He asked if Council was interested in looking at that type of action for the Town. The TM said the decal is needed for residents to display when they use the Caroline County Landfill. He noted that each year a fee will be added to the personal property tax bill so revenues will not decline, but no new sticker will be issued. The Mayor asked that they have input into what the decals will look like. **On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to authorize the Town Manager to work with the Staff, Town Attorney and Caroline County to develop a proposal and appropriate ordinance amendments to enable the Town to consider and possibly adopt a "Permanent Vehicle Decal" arrangement for the Town. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

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Your Vision, Our Future – The TM informed Council that on September 21, 2010 at 6:30 to 8:30 PM the George Washington Regional Commission will hold a community workshop at the Town Hall on a project entitled “Your Vision, Our Future”. He said the Council had received a presentation of the project and has permitted the free use of Town Hall for this event.

New Town Code Available – The TM said Council had received copies of the new Town Code. He said the Town Charter has not been replaced or reprinted so they need to leave that in their notebooks when they replace the Code. He said the Town Code was also posted to the Town’s Web Site and is available to the public.

Environmental Assessment – The TM said Council may recall that during the scoping period for the Environmental Assessment for the Army Reserve Center, the Town noted its concern that the impact of petroleum storage, leakage and seepage over the long-term needed to be studied. The TM said the Study does not go into detail on the potential for impact on groundwater resources. He said the Study also does not talk extensively about the long term impacts. The Mayor said he could not imagine they haven’t already addressed leaking fuel. Mr. McDearmon said he would like to see them address long term storage of vehicles. The consensus of Council was that the Town Manager be directed to send a letter to the Army to bring to the Army’s attention the need for additional investigation concerning the long term impact on groundwater from the EOD School with that many vehicles.

**VA Retirement System – Agreement for Long Term Care Insurance – On motion by Ms. Davis, seconded by Mr. Webb, Council voted to approve and authorize the Town Manager to sign an Agreement/Resolution between the Town and the Virginia Retirement System which will enable the Town employees to participate in a Long Term Care Insurance Program with participation voluntary and no contribution required by the Town. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health and Safety/Personnel – There was no report from the Public Health and Safety/Personnel Committee.

B. Building and Grounds

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Street Sweepers - Mr. Wright asked about the Street Sweepers. The Public Works Director said they are getting some repairs done so they can get the sweeper on the streets.

Town Hall Renovations – Mr. Wright said the target date to complete the renovations on the Town Hall Lobby was the following Thursday or Friday. The TM said the main renovations were coming along fine, but the carpet selected will take approximately six weeks to come in. He said the Committee will be looking at other samples that the warehouse has in stock. The Mayor thanked Mr. Wright for spearheading this idea and the Committee for all their hard work pulling it together. He also thanked Interior Decorator Beth Webb for her expertise in coordinating and selecting colors, etc.

C. Ordinances, Licenses and Permits Committee

Washington/Rochambeau Victory Plaza – Mr. Satterwhite stated that he did not have anything to report under Ordinances but he would like to know if there was an update on the Victory Plaza. The TM stated that the next time the Victory Plaza is discussed will be at the Caroline County Board of Supervisors’ meeting on September 14, 2010. In answer to a question from Mr. Satterwhite, Public Works Director William Stanley stated they were still waiting on one estimate but hope to get started on the replacement of the sidewalk on Courthouse Lane the following week.

Painting of Back of Buildings on Main Street – In answer to a question from Mr. McDearmon, Mr. Stanley said they are planning on the Camp 2 inmates to do the painting of the buildings when they finish some other projects that they are being paid for by other entities.

Trash Truck Leakage - Mr. Webb stated that he had heard they were once again having problems with the trash truck leaking throughout the Town. He asked that the TM call Waste Management to make them aware of the problem.

Speeding on Main Street – Mr. Webb said he had also heard some concerns from citizens about speeding on Main Street. It was also mentioned that there had also been some complaints about deputies doing some unnecessary speeding on Main Street.

D. Water, Sewer and Trash - There was no report from the Water, Sewer, and Trash Committee.

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Joint Land Use Study – In answer to a question from Mr. Webb, the TM said that at this point, the Council has not committed to anything except to support an investigation process. The TM said the next step would be the presentation of a Resolution asking the Council to participate in the process and some kind of agreement to make a good faith effort to implement the results of the Study and responding to the Army’s request to adopt the Resolution. At a request by Mr. Webb, the TM said he would provide him with an updated version of the Program Guidance Manual. Mr. Webb said he has real issues with the Town participating in the Regional Joint Land Use Study because he doesn’t know what the Town has to gain by participating in the process. The TM said Program Manager Jay Sweat would be coming to a Town Council meeting to answer any questions the Town has about the Study.

The TM asked the Water, Sewer and Trash and Trash Committee if they could meet for a short period after this meeting.

MEALS TAX: The Mayor asked if Council could get a report at the next meeting on meals tax from the Boy Scout Jamboree period. Mr. Webb stated that at Roma’s Restaurant where they typically sell fifty pizzas a day, on some days during the Jamboree, they were selling six hundred a day.

E. Streets and Sidewalks – Ms. Coleman said a couple of items had already been brought up about streets and sidewalks.

Lighting in Town Hall Lobby – Ms. Coleman expressed some concern about the new lighting being too dim in the lobby. Council discussed some ideas for improvements.

F. Budget – Ms. Davis presented the following report to Council:  
The Budget Committee, with the assistance and concurrence of Town Staff, including our Chief Financial Officer, Heather Foley, is pleased to present to Town Council the attached draft Letter of Engagement for audit services with a recommendation for town Council’s acceptance and approval of the association created by the Letter. The Letter of Engagement provides for auditing services for the town to be provided by the firm of Davis and Associates of Columbia, Maryland. The President and Managing Director of the Company, Ms. Audrey R. Davis, CPA, maintains a home in Essex County and is very familiar with Bowling Green. The Committee feels that the company is well-qualified to provide the full scope of services required by the Town.

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Based on an advertised Request for Proposals for auditing services, the town received five proposals for such service. After the Committee and Staff reviewed all proposals, three companies were selected to come to Town Hall for interviews. Based on this process, Ms. Davis' company was selected as the one best suited to provide service to the Town, and the Committee, therefore, recommends that Council approve the Letter of Engagement. As Council will see in the attachment, the amount of the Engagement is well within the budgeted amount for this service. **On motion by Ms. Davis, seconded by Mr. Lanford, the Council voted to approve the Letter of Engagement from Davis and Associates of Columbia, Maryland for auditing services for the Town. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

Recommendation for Appointment to Board of Zoning Appeals - **On motion by Ms. Davis, seconded by Mr. Wright, Council voted to accept the recommendation of Planning Commission, and recommend to the Circuit Court that Mr. Gene Self fill the seat on the Board of Zoning Appeals left vacant by Mr. Eric Hinson, and that he serve as the appointee from Planning Commission. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

Board of Zoning Appeals Vacancy – The Mayor noted that there was another vacancy on the Board of Zoning Appeals. The Council directed the TM to ask Mr. William Thornton if he would serve on the Board of Zoning Appeals since he had run for Council in the last election and had submitted an application for the Planning Commission position. The consensus of Council was that he has shown an interest in serving the Town.

G. Economic Development /Activities, Tourism – There was no report from the Economic Development/Activities, Tourism Committee.

TOWN COUNCIL SPECIAL Work Session: **On motion by Lanford, seconded by Mr. Wright, Council voted to schedule a Town Council Special Work Session on September 16, 2010 at 7:00 PM in the Town Hall. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

ADJOURNMENT: **On motion by Mr. Webb, seconded by Ms. Satterwhite, Council voted to adjourn the meeting at 9:45 PM. Voting Aye: McDearmon, Wright, Davis, Coleman, Satterwhite, Webb and Lanford.**

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