

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

06-03-2010

MEMBERS PRESENT: Mayor David W. Storke, Eric Hinson, Otis Wright, Glenn McDearmon, Jason Satterwhite (Arrived at 8:00 P.M.), Daniel Webb and Mark Mallin.

MEMBERS ABSENT: Bobby Ketterman.

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

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. The Mayor noted that this would be the last official meeting for three of the Council Members and he would like to thank them for their service. The Mayor said Bobby Ketterman was not present but he wanted to express his appreciation to him on behalf of the Citizens and Council Members for his fiscal responsibility. He also noted that Mr. Ketterman had served longer than anyone else on the Council. The Mayor expressed his thanks to Mr. Hinson for all the hard work he has done since he has been on Council and especially for the web site that will be a part of his legacy. The Mayor also thanked Mr. Mallin for working to bring the Farmers' Market to Town and also the start of the Town Hall Activities Program. The Mayor thanked all the Council Members for their bravery in moving ahead with the extension of water and sewer to the 301 Corridor.

DELEGATIONS/PUBLIC COMMENTS:

Floyd Thomas – Mr. Thomas stated that he does not live in Town but lives on the outskirts of the Town of Bowling Green. He said he does somewhat represent the Town on the Caroline County Board of Supervisors. Mr. Thomas was present to ask the Town Council if they would consider allowing the newly formed Caroline County Museum and Cultural Center to use the Town Hall without a charge for an Antique Road Show event on November 13, 2010. **On motion by Webb, seconded by Wright, Council voted to grant the Caroline County Museum and Cultural Center free use of Town Hall on November 13, 2010 to hold an Antique Road Show type of fundraiser. Voting Aye: Webb, Wright, Hinson, Mallin, McDearmon.**

L. J. Moyer – Caroline County Chamber of Commerce Board Member – Ms. Moyer said she was present representing the Caroline County Chamber of Commerce in asking for free use of Town Hall for their annual Scholarship Dance on October 29, 2010. She said the business scholarships they give out annually are the J. Kemp Smith Award and the Bill Anderson Memorial Award. **On motion by Wright, seconded by Hinson, Council voted to approve free use of Town Hall for a Caroline Chamber of Commerce fundraiser dance on October 29, 2010 for their two scholarship funds. Voting Aye: Webb, Wright, Hinson, and McDearmon. Voting Nay: Mallin.**

Iris Chewning – N. Main Street - The TM stated that Ms. Chewning was present at the meeting to request that Council remove the fee for trash collection from one of the two utility bills that she will receive. Following is an excerpt from the Town Manager's report regarding Ms. Chewning's request:

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There are currently two dwelling units in the structure at 254 North Main Street, with each unit having a separate water meter and receiving a separate utility bill including a separate trash fee for each unit. Ms. Chewning and her family will be renting both dwelling units and occupying the entire structure (I note that the owner of the property will not be taking steps to convert the structure to a single-family dwelling, but desire to keep the structure as a two-family dwelling). Ms. Chewning will be paying for trash collection from the unit on one of the bills, but will request that Town Council remove the trash fee from the other bill. Town council is the only entity that can make this adjustment.

In answer to a question from Mr. Hinson, the TM stated that the adjustment for the trash bill would only be for the time the Chewning's occupy both units of the structure. In answer to a question from Mr. McDearmon, Ms. Chewning stated that she was okay with paying the two water and sewer bills but did not want to pay a deposit for both units and a trash bill for both units. Mr. McDearmon suggested the fair thing to do was add the consumption from both meters and combine them into one bill and only charge the Chewning's one bill. **On motion by McDearmon, seconded by Wright, Council voted to consolidate the consumption from the two meters into one bill which would mean only one trash fee, waive the deposit for the 2nd meter with the bill reverting back to two bills when the Chewning's no longer occupy the dwelling. Voting Aye: McDearmon, Wright, Hinson, Webb, Mallin.**

Ken Perrotte – FT. A. P. Hill - Mr. Perrotte said he had recently been appointed by LTC Haefner to serve as Strategic Outreach and Sustainability Programs Coordinator. He said he had previously served as Public Affairs Officer for several years. Mr. Perrotte informed Council of the proposed construction and operation of a US Army Reserve Center at A P. Hill. According to the information provided, the project will provide fifteen acres of existing government land for a 200-member training facility with administrative, educational, assembly, library, learning center, vault, weapons simulator, and physical fitness areas for one Army Reserve unit (Bridge Company). The maintenance shop will provide work bays and maintenance administrative support. The project will also provide for unit storage and adequate parking space for military and privately-owned vehicles. The overall action is being analyzed through an environmental assessment scheduled to be available for review the end of July, 2010. Mr. Perrotte said the two proposed site alternatives are down Fort A. P. Hill Drive and about 2.4 miles from the Town of Bowling Green. He said the Department of the Army selected A. P. Hill because they thought it was a good fit for their regional training mission. Mr. Perrotte said Council could look for a lot of people coming from long distances to train with their reserve units at A. P. Hill. In answer to a question from Mr. Hinson, Mr. Perrotte said the reservist may eat some of their meals off base. Mr. Perrotte said the reservist will be coming once a month on weekends and the 25 housing units on Post may get maxed out. In answer to a question from the Town Manager, Mr. Perrotte stated that the units are not infantry and would have no heavy weapons, but would have an interior simulator and would most likely go on range to qualify with an M-16 weapon. He said the general scoping is June 24th, when they ask if anyone has comments.

Mr. Satterwhite arrived at this point in the meeting at 8:00 P.M.

Bonnie Cannon – 123 S. Main Street – Mrs. Cannon said she is very concerned about what Mr. Perrotte talked about and her major concern is what comes next at A. P. Hill. She said the Town and County should be concerned about property values and that no one would ever want to live here because of the actions at Fort A. P. Hill. Mrs. Cannon said she was also very disappointed Memorial Day because the Town displayed no patriotism and there were no flags or banners displayed in the Town. She said she hopes something will be displayed by the 4th of July.

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PUBLIC HEARING – FY2011 PROPOSED BUDGET: The Mayor opened the public hearing and noted the public hearing notice that was published in the Caroline Progress newspaper on May 27, 2010. The Mayor called for comments from the public on the proposed FY2011 Budget. The Mayor called a second and third time for comments from the public regarding the proposed FY2011 Budget. Hearing none, he declared the public hearing closed at 8:05 P.M.

The TM, in a memo to Council, proposed the following adjustments to the proposed FY2011 Budget:

DA: June 3, 2010

As I have noted in other correspondence, after the proposed budget for Fiscal Year 2011 was prepared and advertised for public hearing, we received notification from the Virginia Retirement System (VRS) that the employer’s contribution for employees’ retirement was increased by the VRS. VRS group life insurance premiums were also decreased. These were amounts that I felt needed revision in the budget that Town Council would consider for adoption. I have made certain adjustments in the proposed budget and these changes do not change the total amount of the budget that Council is considering. The adjustments are within the submitted budget and are as follows:

Adjusted amounts for needed Retirement contributions –

Line Item	Original Amount	Additional Amount	Revised Amount
Admin VRS	\$13,150	\$ 2,550	\$15,700
Treasurer VRS	6,850	1,310	8,160
Public Works VRS	34,950	11,537	46,487

To provide for this \$15,397 of additional expenditures, the following budget line items were reduced in the proposed amounts:

Line Item	Original Amount	Reduction	Revised Amount
Admin Group Life	\$ 600	\$ 350	\$ 250
Admin Econ Dev	35,000	1,000	34,000
Admin Tourism Dev	12,000	1,200	10,800
Treasurer Group Life	400	290	110
Treasurer Insurance	755	20	735
CIP Town Hall	12,500	500	12,000
CIP Snow Equip	4,000	500	3,500
Pub Wrk Group Ins	2,177	1,537	640
Pub Wrk Eng. Prof Sr	4,000	2,000	2,000
Pub Wrk Fuel/Oil	10,000	2,000	8,000
Water Op-Maint Main	4,000	1,000	3,000
Water Op Maint Well	5,000	1,000	4,000
Water Op Supp/Chem	3,500	1,000	2,500

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Water Op R&M Meter	3,500	1,000	2,500
Sewer Op Sludge Rem	7,000	1,000	6,000
Sewer Op Chemicals	3,000	500	2,500
Sewer Op R&M Supp	2,500	500	2,000

When the above adjustments are made, the total for each budget category will be as follows:

Administration – No change in total amount - \$203,740.

Treasurer – Total increased by \$1,000 to \$123,045.

CIP – Total reduced by \$1,000 to \$54,500.

Public Works – Total increased by \$6,000 to \$385,508.

Water Operations – Total reduced by \$4,000 to \$70,775.

Sewer Operations – Total reduced by \$2,000 to \$75,750.

These are the amounts that I ask Town Council to consider adopting as part of the budget for Fiscal Year 2011.

The Mayor said they could not adopt the budget that night so they would need to set a date for another meeting. The TM suggested that they set a meeting when they can adopt the proposed FY2011 Budget, hold a public hearing on the changes to the Town Code and also receive a report from the Personnel Committee (who will schedule a meeting at their earliest convenience) where they have some options for new employees concerning their retirement payment situation. He suggested the dates of June 22, 23 or 24, 2010 which would give Staff time to advertise to hold the public hearing on the adoption of the new Town Code. **On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to hold an additional meeting of Council on June 23, 2010 at 7:00 PM to adopt the FY 2011 Budget, adopt tax rates, increase the fee for the rental of Town Hall and advertise to hold a public hearing on the proposed changes to the Town Code. Voting Aye: McDearmon, Satterwhite, Hinson, Wright, Webb, Mallin.**

CONSENT AGENDA: On motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted to approve the following Consent Agenda, as presented:

- A. Minutes - Special Meeting – 4-19-10
- B. Minutes – Regular Meeting – 5-6-10
- B. Bills – May, 2010

A & M Home Center	243.74	American Water Works	295.00
BAI Municipal Software	3,185.00	BAI Treasurers’ User Group	300.00
Bennett Deborah	250.00	B. G. Auto Parts	15.53
B. G. Fire Department	107.71	Caroline County	777.47
Caroline Sheriff’s Dept.	156.42	CE&O Inc.	2,142.00
CINTAS of Richmond	302.32	Colonial Scientific Inc.	224.82
ComputerPlus	181.50	Dominion Chemical Co.	241.00
Food Lion Inc.	9.58	G & G Milford Farm Ser.	97.22
G. H. Watts Const. Inc.	5,120.00	Gall’s Inc.	90.98
Kelly, Jean	1,250.00	Mid-Atlantic Lab	501.00
Minor Lavarro C	150.00	P.C. Goodloe & Son	36,200.00

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Page Designs & Printing	565.28	Petty Cash	66.89
Pleasants Samatha	54.37	Quill Corporation	45.84
Radio Shack	3.99	Rapphannock Elec Coop.	630.38
The Supply Room Co.	190.66	Treasurer of VA	750.77
Union Bank & Trust Co.	12,416.30	VA Lab Supply Corp	337.68
VAMWA	600.00	Verizon	267.41
Verizon Wireless	185.60	VA Utility Protection Ser.	53.00
VISA	1,309.53	Wardico	291.18
Waste Management	8,066.33	*David W Storke	900.00
*Eric Hinson	600.00	*Daniel C. Webb	600.00
*Glenn McDearmon	600.00	*Mark S. Mallin	600.00
*Jason Satterwhite	600.00	*Bobby Ketterman	600.00
*Otis Wright	600.00	*Dominion Virginia Power	4,417.38
*Shell Fleet Plus	584.37	*Eric Hinson	50.00

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

Voting Aye: Hinson, Wright, McDearmon, Webb, Satterwhite and Mallin.

INFORMATIONAL ITEMS: The following informational items were noted.

- A. Town Hall Rentals – May, 2010
- B. Police Department Report – May, 2010
- C. Public Works Director’s Report - May, 2010
- D. Treasurer’s April, 2010 Report
- E. Report from Planning Commission Representative

NEW BUSINESS:

- A. Town Manager’s Report

Courthouse Lane Apartments – Chase Street – The TM noted that approximately a year ago the representatives of the property owners of the Courthouse Lane Apartments came to a Council meeting and asked for support for an application for some tax credits to renovate the Courthouse Lane II Apartments. He said the Council strongly supported their application and the renovation project would be started shortly through the use of tax credits.

Automobile Dealership – 17398 A. P. Hill Blvd. – The TM said a permit from DMV has been issued to Paul Robinson for the sale of cars on the property at 17398 A. P. Hill Blvd. He said Mr. Robinson has complied with all regulations and the business should be up and running soon.

Samuel Koski – 109 Dorsey Lane - The TM reported that the house at 109 Dorsey Lane is being converted from a two-family dwelling to a single-family dwelling status.

2nd Annual Art and Garden Walk in Bowling Green – The TM stated that on May 14 & 15, 2010 there was an Art and Garden Walk. He said it was a very successful event and the proceeds from the event benefited the Caroline County Museum and Cultural Center. The TM thanked Mr. Mallin for arranging the event.

Community Farmers Market – The TM informed Council that the Farmers’ Market will be held in the Town again this year and will begin June 12th. He said the Market would be open every Saturday between the hours of 8:00 AM and Noon until October 16th (Harvest Festival). The TM said the new location would be the Union First Market

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Bank property (vacant property next to the Bank) on North Main Street. He said they were very fortunate to have a number of farmers who support the effort and hopefully will have another successful year.

Washington/ Rochambeau Victory Plaza – The TM said he had placed at Councils' table and given to incoming Council Members a sketch/drawing of the proposed Washington/Rochambeau Victory Plaza that has been developed by Town and County Staff as a result of Caroline County Economic Development Director Gary Wilson's recent presentation to Town Council. He said there were already modifications being discussed. The TM said Mr. Wieber of Caroline County who was working with them as architect on the project is no longer working for the County. He said the drawing does not provide for any demolition or closing of streets, but it provides for new walkways, entrances, green space, benches, lights, trash receptacles, planting, expansion of walkways and interpretive signage in the Central Courthouse Complex. The TM said they are asking for input and suggestions on the proposed Plaza. Mr. McDearmon suggested that lights be installed on Ennis Street for safety reasons. Mr. Hinson proposed that they replace existing sidewalks so they will all match when the new ones are installed. It was suggested that the property owners on Main Street be approached about improving or shielding the back of their businesses. Mr. McDearmon suggested that the Art Department at the High School be contacted about painting a mural on the back of the buildings. In answer to a question from Mr. Webb, the TM said the Committee would make the preliminary decision on architectural styles with final approval from the Town Council and County Supervisors. Mr. Hinson asked about placing sidewalks on Ennis Street and suggested that be a consideration. Mr. Mallin suggested the artists from the Art & Garden Walk may be interested in painting a mural on the back of the Main Street businesses. The TM said he would take back to the Committee the ideas suggested by Council such as sidewalks on Ennis St. He said he would also approach the businesses on Main Street about the opportunity to pave the parking lot and place murals on the back of the buildings.

Correspondence from Fort A. P. Hill Concerning Construction and Operation of a U. S. Army Reserve Center - The TM noted that, included in the Council's Agenda Package, was correspondence he had recently received from Lt. Col. Haefner asking for Council's input regarding "Scoping" for an Environmental Assessment that will be prepared for the construction and operation of a United States Army Reserve Center and supporting facilities at A. P. Hill. He said Council is being asked for input into the initial elements of the process and those comments must be received by the end of June, 2010. The TM said the Army had indicated that they would look into each issue that is brought to their attention. Mr. Hinson said the biggest concern is an environment issue of petroleum leaks and disposal especially as close as the proposed facility is to a water feature.

Virginia Retirement System Contribution for New Employees – The TM reported that the Town currently pays the 5% employee contribution to the Virginia Retirement System. He noted that the contribution paid by the Town for each employee is increasing by over 20% which is a substantial amount. The TM said based on action by the State Legislature, the Town, as does every other locality has the opportunity to determine that each new employee after July 1, 2010 would pay their own 5% employee contribution. He TM asked to schedule a meeting of the Public Health and Safety/Personnel Committee to discuss this issue and bring a recommendation back to Council at the June 23rd meeting.

Random Drug Testing - The TM stated that a new Random Drug Testing Program has been instituted. He said they have changed their provider to Medic I. The TM said their Public Works Department and Police Department will be undergoing random drug

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testing. He said one employee has already been tested and the results were appropriate. The TM said the program would continue by sending an employee for testing every week or so. In answer to a question from Mr. Hinson, the TM said he would look into the option of having the screening brought to the employee, as Caroline County presently does. Mr. Hinson suggested truly random drug testing should be done immediately after an employee is notified, not thirty or forty minutes later after travel time. Mr. Wright said this issue had been brought up before. Mr. McDearmon suggested they get the information from the County on how they do their drug testing. The Public Works Director said drugs could not be hidden because they test you for any masking agent or anything else that has been taken. The TM said he did not consider this to be an issue.

Planning Commission Vacancy – The TM announced that they currently have one vacancy on the Planning Commission and in the summer there would be another vacancy. He said they have done the advertising suggested by Council and have received three applications. **On motion by Wright, seconded by Webb, Council voted to hold a special meeting on June 16, 2010, beginning at 6:30 PM, with thirty minutes each to interview candidates for the vacancies on Planning Commission with the three incoming Council Members invited to sit in on the meeting. Voting Aye: McDearmon, Webb, Hinson, Wright, Mallin, Satterwhite.**

Town Attorney Vacancy - The TM said Council had asked him to advertise for a Town Attorney and so far he had received one resume. He said he would like some guidance on how Council wants to handle that process. The TM said he would continue to advertise and make contacts with law firms. The Mayor said they need more than one application. The consensus of the Council was that they advertise for a few more weeks and give suggestions to the TM.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health, Safety/Personnel - There was no report from the Public Health, Safety/Personnel Committee.

B. Building and Grounds

Water Breaks – Mr. Wright inquired about the five hundred feet of service line that had been replaced at Edwards Road and Richmond Turnpike, as was reported in the Public Works Director's report. He suggested that was a lot of water line to replace at one time. The Public Works Director said there was a long water line extended to reach one customer and it was in a swampy area and the line had deteriorated. Mr. Wright suggested they inspect the water lines in that area and identify any problems before the lines break. The Public Works Director said their Department had reviewed a water and sewer map and highlighted areas that have issues that the Town needs to be looking at in the future.

C. Budget

Web Site – Mr. Hinson said the Web Site Developer was finishing up the notification capability on the web site and will soon have it ready to be tested. He said there would be two types of content that would be tied to the notification, with one being emergency information (water main break or street closure) which would be sent out to everyone who subscribes to those notifications. They would get that information directly. Mr. Hinson said the other one would be a newsletter notification or routine information that would be sent out on a monthly or bimonthly basis.

D. Ordinances, Licenses and Permits – There was no report from the

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Ordinances, Licenses, Permits Committee.

E. Economic Development /Activities Tourism - There was no report from the Economic Development Committee.

F. Water, Sewer and Trash – There was no report from the Water, Sewer, and Trash Committee.

G. Streets and Sidewalks – There was no report from the Streets and Sidewalks Committee.

UPGRADES TO CABLE SYSTEM – In answer to a question from Mr. McDearmon, the TM said Metrocast had scheduled the upgrades to their cable system to be completed by April or May, 2010. The Public Works Director said Metrocast had completed most of the main line work but had not notified property owners when they were going to be working on their property and had damaged lines on some of the homeowners’ property. The TM said if residents would let him know of problems, he would contact Metrocast.

BYPASS SIGNS: Mr. McDearmon asked what the progress was with the bypass signs. Mr. Webb said they were 90% finished getting the grounds prepped. He said they hope to finish the following week. The TM said most of the work is being done by volunteers and these people are saving the Town a lot of money.

TOWN CLEAN-UP DAY: Mr. Hinson noted that the Town Clean-up Day is the following Saturday. He said when the signs are put up, they will be putting a face on the Town of Bowling Green and they should clean it up and make it presentable. The Public Works Director said they take care of the islands and also edge the sidewalks in the late summer.

CLOSED SESSION: **On motion by Mr. Webb, seconded by Mr. Satterwhite, Council voted to go into Closed Session in accordance with State Code Section 2.2-3705.6.11b concerning PPEA matters dealing with records provided by a private entity to a responsible public entity or affected local jurisdiction pursuant to the PPEA, to the extent that such records contain trade secrets or other information submitted by the private entity where if such records were made public prior to the execution of an interim or comprehensive agreement, the financial interest or bargaining position of the public or private entity would be adversely affected: and,**

Section 2.2-3711A6, discussion or consideration of the investment of public funds whether competition or bargaining is involved; and,

Section 2.2-37711A29, discussion of award of public contract involving expenditure of public funds.

Town Council would like to include the three new Council Members elect Mary F. Coleman, Jean M. Davis, Glen Lanford into the Closed Session.

Voting Aye: McDearmon, Hinson, Wright, Satterwhite, Webb, and Mallin.

OPEN SESSION: **On motion by Mr. Webb, seconded by Mr. Satterwhite. Council voted to reconvene in Open Session and certify that to the best of (their) knowledge, only public business matters lawfully exempted from open meeting requirements under Chapter 37 of the Code of Virginia, as amended, and only such public business matters as were identified in the motion by which the Closed meeting was convened were heard, discussed or considered in the closed meeting by Town**

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Council and that no action was taken by Town Council in closed session on any matters discussed. Such motion and corresponding certification passed by 6-0 vote. Voting Aye: McDearmon, Hinson, Mallin, Wright, Satterwhite, and Webb.

RT. 301 CORRIDOR: In response to a request by the Town Manager, Town Council authorized the TM to work with the Economic Development Committee and the Public Health and Safety/Personnel Committee to develop a marketing option for the Rt. 301 Corridor.

ADJOURNMENT: **On motion by Mr. Wright, seconded by Mr. McDearmon, Council voted to adjourn the meeting at 10:43 P. M. Voting Aye: McDearmon, Hinson, Satterwhite, Wright, Webb, and Mallin.**

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