

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

08-05-2010

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

MEMBERS ABSENT: Daniel Webb.

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

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.

DELEGATIONS/PUBLIC COMMENTS:

Fort A. P. Hill Strategic Outreach Coordinator Ken Perrotte – Joint Land Use Study (JLUS) - Mr. Perrotte was present at the meeting to give a presentation on a Regional Joint Land Use Study. Mr. Perrotte also introduced Sergeant 1st Class Jeff Truex who was the non-commissioned officer in charge of the EOD Training School and a new resident of Bowling Green. Mr. Truex said he was looking forward to living in Bowling Green and working with the troops the next four years. Mr. Perrotte stated that the JLUS is a community involved, community directed tool that outlines mutual concerns and was designed specifically with the neighboring communities in mind. He said the Study is funded 90% by the DOD, with the community supplying 10% which can be “In-Kind” contribution. Mr. Perrotte said A. P. Hill had already gone through the nomination process and was approved for the Study. The Mayor noted that the Council needs to have continual dialogue with Fort A. P. Hill. The other localities that may join in the Study are Essex, Spotsylvania, King George, Caroline and the Town of Port Royal. The Mayor said it was important for Bowling Green to initiate this Study and take a leadership role so the Study will be beneficial to the Town as well as A. P. Hill. He said the Town has some land near Fort A. P. Hill that is impacted by some new development. Vice-Mayor McDearmon said the Town was the most impacted by A. P. Hill and he agreed they should take the lead in the Study. He said the JLUS will allow community

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planners to “bring to the table” any land development issues or concerns and deal with them appropriately. Mr. Perrotte stated that Jay Sweat is the Program Manager and he is hiring a contractor to conduct the Study. In answer to a question from the Town Manager, Mr. Perrotte stated that if the Town Council should proceed with this process, he is not aware of any preconceived ideas about what the Town will do on the 301 Corridor. **On motion by Lanford, seconded by Satterwhite, Council voted to initiate the process of the Joint Land Use Study with Fort A. P. Hill as soon as possible. Voting Aye: McDearmon, Wright, Davis, Coleman, Satterwhite, Lanford.**

John Shinholser – McShin Foundation - The TM said they were happy to have Mr. John Shinholser, Founder of the McShin Foundation present at the meeting to give a presentation. The TM said he had been invited to a meeting at the Bowling Green Methodist Church where the Commonwealth Attorney would be present and Mr. Shinholser would be making a presentation. The TM said he had attended a meeting of the Caroline County Board of Supervisors where Mr. Shinholser was making a presentation about the McShin Foundation and it was his understanding that the County had offered a location for the operation of the McShin Foundation. He said he had since found out that this was not the case and Mr. Shinholser is still looking for a location in Bowling Green. The TM said he felt it was important that Town Council be aware of the McShin Foundation operation and he mentioned to Mr. Shinholser and the other people in attendance that he felt nothing could begin in Bowling Green until there was a much more detailed presentation about the operation so he could insure that all zoning and building code requirements could be met. Mr. Shinholser said he was the president and founder of the McShin Foundation and a person of long term recovery from substance abuse disorders who has been clean and sober for 28 years. Mr. Shinholser said they have a recovery center that is run by recovering addicts and recovering alcoholics and is located in the basement of Hatcher Church at Lakeside in Richmond. He said he had met Caroline County Commonwealth Attorney Tony Spencer at a meeting in Hanover and Mr. Spencer had told him that this program is something that is needed in Caroline and invited him to come and make a presentation. Mr. Shinholser said he made a presentation to the County and they thought it was a great idea and could save them some money. He said the County thought the old cannery would be a good place for a recovery center but unfortunately the neighbors weren't in favor of them making that a recovery center. Mr. Shinholser said the recovery center in Richmond is a place where people can find immediate access to services which improves public safety and reduces the impact and costs on localities. He said they are also looking for a place in the area to have a picnic on September 18th because September is National Recovery Month all over the Country. He said these events help people see recovery in action and helps reduce the stigma associated with addiction and alcohol. Mr. Shinholser said they are non-profit and

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do fundraisers but nothing they do for people has a fee but the housing. He said they are always looking for Federal Grants for these services. The TM said the Council is aware that there are citizens in the Town of Bowling Green that have needs. He said as Zoning Administrator, unless he has some detail about how McShin Foundation is conducted, he can not tell them that this operation is even permitted in the Town of Bowling Green. The TM said the Town has regulations concerning special events which are one of the things they are proposing. Mr. Shinholser said they are investigating the Episcopal Church pavilion to have the picnic. Mr. McDearmon said he felt it was important to reach out to the community and help in any way that they can and they support that. In answer to a question from Mr. Shinholser, the TM stated that if the McShin Group got approval from the Episcopal Church to have the picnic event, the Church would need to go to the Town to get a permit. Mr. Satterwhite suggested that Mr. Shinholser meet with Mr. Manster to go over the regulations to see what is allowed. The Mayor said there is nothing confrontational from the Council and they are open and welcome to anyone coming in to Town but the Zoning Administrator is in charge of the zoning regulations in Town. He said if Mr. Shinholser finds a piece of property in Town where they would like to locate, he should come in and discuss it with the Town Manager/Zoning Administrator. The TM invited representatives of the McShin Foundation to come to his office and present information about the operation of a recovery center that might be proposed and to discuss the picnic that was being planned.

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

- A. Minutes - Regular Meeting – 7-1-10**
- B. Minutes – Special Meeting - 7-20-10**
- C. Minutes – Special Meeting – 7-28-10**
- D. Bills – July, 2010**

A & M Home Center	254.68	Amerigas Fredericksburg	799.48
Bear Port A Potty	190.00	Bennett Deborah T	300.00
BMS Direct	1,200.44	Bowling Green Auto Parts	6.16
Caroline Garage	137.55	CE&O Inc.	2,142.00
CINTAS of Richmond	302.32	Colonial Scientific	98.00
ComputerPlus	181.50	Dominion Chemical Co.	241.00
Dominion VA Power	4,854.35	ERA	602.90
G & G Milford Farm Ser.	225.96	Green Gwen	150.00
Lakewood Publishers	745.96	Medic I	35.00
Mid-Atlantic Lab	60.00	Miller Foley Group	1,400.00

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Quill Corporation	5.99	Randall C Allen PC	5,568.50
REC	537.92	RRCJA	2,420.00
Ream-Away	590.00	Safety Services	219.98
Southern Corrosion	15,885.56	Staples Direct	369.96
The Free Lance Star	413.00	The Supply Room	317.72
Travel Host of Central VA	400.00	Treasurer of VA	747.30
USA Blue Book	137.40	VA Dept of Health	1,551.85
VA Energy Purchasing	56.00	VA Lab Supply Corp	276.20
VA Rural Water	300.00	VAMWA	68.90
Verizon	264.46	Verizon Wireless	166.97
VA Utility Protection Ser.	102.00	VISA	4,133.08
VML	525.00	Wardico	781.92
Waste Management	8,066.33	Xerox Corporation	161.48
*Erard Andrea G	1,250.00	* Shell Fleet Plus	701.02

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

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

INFORMATIONAL ITEMS: The following informational items were noted.

- A. Town Hall Rentals – July, 2010
- B. Police Department Report – July, 2010
- C. Public Works Director’s Report - July, 2010 - In answer to a question from Mr. Lanford, Public Works Director William Stanley stated that the two street cleaner machines were \$10,000.00 for both but will need some repairs. Mr. Stanley said he is hoping to break even on the machines in one to two years, compared to purchasing those services.
- D. Treasurer’s July, 2010 Report
- E. Report from Planning Commission Representative

NEW BUSINESS:

- A. Town Manager’s Report

Washington/Rochambeau Victory Park – The TM stated that Council had received the latest drawing and some cost estimates developed by County Staff for the proposed Washington/Rochambeau Victory Park. He noted that this item would be on the Caroline County Board of Supervisor’s agenda on August 10, 2010 and he is sure it will be asked

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if the Town Council approves this design. The TM said this design was developed by a Staff Committee and he brings this to Council for consideration. He said in the approved Town Budget they have \$15,000.00 allocated in their Capital Improvement Program for this project and the County has 75,000.00 allocated. The TM noted that based on the estimates given to Council, the required matching funds would be a little over \$41,000.00 to complete the entire project. He said the Council had also discussed the possibility of resurfacing the parking lot behind the businesses on Main Street at the same time this project is being accomplished. The TM said he would need some guidance in working with the Supervisors at their next meeting. He said if Council chooses, because this deals with negotiations with Caroline County, the financial participation could be discussed in Closed Session. In answer to a question from the Mayor, the TM said nothing has been placed in the design or estimate regarding signage and historical interpretation for the Washington/Rochambeau Victory Park. However, he noted that he has mentioned many times, at committee meetings, the need for this type of signage for this particular project. He said that need would be restated at the next Supervisor's meeting. In answer to a question from Mr. McDearmon, the TM said the Grant could not fund the paving at the back of the businesses because it is a private parking lot. The PWD said the estimated cost to pave the parking lot is five to ten thousand dollars. He said the Camp Two inmates could help them out with the painting on the backs of the businesses and maybe have the High School Art students paint a mural. The Public Works Director noted that all merchants are in favor of the project. Mr. Satterwhite said he would like to see the addition of the historical signs. There was a question raised about who would water the plants and Mr. Satterwhite suggested the County would be responsible for watering. Council discussed what kind of language or key points should be made on the historical interpretation regarding Washington/Rochambeau and their route. Mr. Lanford said he liked the Vice Mayor's idea to proceed with the project. **On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve the conceptual design/drawing for the Washington/Rochambeau Victory Park with the addition of historic interpretative signage of the Washington/Rochambeau route, plus a match of \$5,000.00 and the Town will repave the parking lot behind the Main Street businesses as part of the Town's contribution to making the whole area more improved. Voting Aye: McDearmon, Wright, Coleman, Davis, Lanford, Satterwhite.**

Selection of Auditing Firm – The TM Manager informed Council that he had received five proposals for auditing services as a result of advertising. He noted that the Budget Committee, Staff and the Town's Chief Financial Officer are currently reviewing proposals. The TM asked that the Budget Committee and Staff be allowed to complete their review of the proposals and then to meet with and negotiate with one or more of the

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submitters and bring a draft contract to Town Council for review and consideration at the September meeting. **On motion by Mr. Satterwhite, seconded by Ms. Coleman, Council voted to authorize the Budget Committee and Staff to move forward with the selection of an auditing firm and bring a recommendation back to the September meeting. Voting Aye: McDearmon, Wright, Coleman, Davis, Lanford, Satterwhite.** The TM said he would like the Budget Committee to stay a few minutes after the meeting to set up a committee meeting for the auditor selection process.

Recommendation of Appointment to BZA – The TM asked that Council give some consideration to the recommendation of an appointment to the Board of Zoning Appeals to replace Ms. Davis and bring some names back to the next meeting.

Caroline Family Practice – The TM said Council had received an invitation to an open house at the Caroline Family Practice on August 10, 2010 at 4:30 – 7:00 PM. He said there would be a tour of the facility and also are meeting with the new doctor and dentist.

Environmental Assessment – The TM said Council had received an e-mail of the environmental assessment, and a draft Finding Of No Significant Impact, for the reserve center at Ft. A. P. Hill which showed there was no significant impact. He said Council had also received a disk which contains the complete environmental assessment. The TM said the citizen comment period remains open for thirty days which takes them to approximately the next Council meeting. He asked Council to review the Finding Of No Significant Impact, at least, and if they have time the entire assessment. If there are comments, the TM asked the Council to let him know and it would be on the agenda for the next meeting and the comments of the body would be sent to A. P. Hill.

Arts Commission – The Mayor said it had been brought to his attention that the Arts Commission that had been formed two years ago was set up for an appointed term of two years. He said the members, Susan Sili, Jean Farmer, Barbara Byrd, Trish Hill, and B. L. Trahos would like to be reappointed. The Mayor said they created the Commission to promote arts in the Town and to be a vehicle to receive funding from the State or Federal entities to promote the arts. He said the Commission had recently applied for, and received a \$5,000.00 Grant which was awarded by the Virginia Council for the Arts. Previously the Town Council had approved the application for the Grant and the \$5,000.00 in matching funds. The Mayor said he would like to ask Council's permission to enlarge the Commission by two members. He said he is asking for this to bring new energy to the Commission and some well placed additions that can help them be more inclusive and promote the arts. He noted that to make this change the Resolution creating

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the Commission would need to be amended. **On motion by Ms. Davis, seconded by Mr. Wright, Council voted to amend the Arts Commission Resolution to increase the Arts Commission from five members to seven members, serving two year terms. Voting Aye: McDearmon, Wright, Davis, Coleman, Satterwhite, and Lanford.**

Appointments to the Arts Commission - With the consent of Council, the Mayor reappointed Susan Sili, Jean Farmer, Barbara Byrd, Trish Hill and B. L. Trahos to the Arts Commission and also appointed Mark Mallin and Hardy Dunnington to the Arts Commission. The Mayor said he is also a member of the Commission and will do a better job of following the Resolution. He asked Council to be thinking about how they want to spend the \$10,000.00. Mr. McDearmon said they would like some feedback from the Commission. The TM said it would be on the agenda for the next meeting with a plan of action to be presented to Council.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Building and Grounds

Improvements to Council Chambers - Following is the written report for the Building and Grounds Committee regarding the improvements to the Council Chambers:

At the direction of Town Council, the Buildings and Grounds Committee, assisted by Council member Coleman, has been developing a project to improve the appearance and usefulness of the area of Town Hall used for Council Chambers. In addition, the Committee has sought and is receiving the excellent advice, guidance and assistance of Ms. Bethany Webb, a local interior designer. Our goal is to improve the appearance, expand the usefulness and enhance the elegance of this area of our historic Town Hall that is used as the seat of our Town government.

The Committee recommends that this project be accomplished through the implementation of five immediate activities, and then moving on to one or more additional phases to complete the project. In order to effectively accomplish these immediate activities which include installation of a new ceiling, painting, and installation of new carpeting, the Committee asks Council for a degree of latitude in moving forward.

The Committee asks Town Council for its authorization to move forward to accomplish these tasks and make the selection of the appropriate ceiling tiles, carpeting and paint colors without a requirement to present each of these details to Town Council prior to implementation of these activities. With the three Council members actively involved in

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the project, and the assistance and guidance from a professional designer, we ask that Council set the budget expenditure limit and direct the Committee to accomplish its task. It is our goal to complete these immediate activities by September 1 of this year. Allowing the Committee to operate with the requested degree of latitude is essential to the timely completion of this project.

The Committee has also sought three estimates from local contractors to accomplish this work. The Committee recommends that Town Council approve the signing of an agreement with Mr. Ray Kidd of Bowling Green to accomplish the work on this project. We have recommended Mr. Kidd because of the quality of his work, his knowledge of Town Hall and its structural elements, his awareness of the needs of the project expressed by the Committee and staff, and the favorable pricing he has offered to the Town.

In order to provide funds for this project, Town Council has included \$12,000 in the adopted Capital Budget for the current fiscal year. In addition, the Town Manager has informed the Committee that there remains in the General Funds Capital Program a total of \$9,000 that has been allocated to Town Hall Improvements over the past several years and has not been spent. This provides a total of \$21,000 that is already in the budget and allocated for Town Hall Improvements. Should Town Council approve the Committee's request to move forward with the project and complete it by September 1 without having Council review things like colors and ceiling tile, we also ask for authorization to complete this phase of the project spending monies not to exceed \$20,000. We trust that Council members are aware that the Committee will be very cost-conscious while still developing a final product that merits the level of elegance that we all seek for Council Chambers.

The following items will be the focus of the immediate activities that the Committee recommends to take place:

- Demolish and remove refreshment stand;
- Remove existing ceiling and replace with new dropped ceiling and a minimum of 20 canister lights (with speakers to be relocated in ceiling);
- Prime and paint walls and doors;
- Install new carpeting to cover entire floor of room;
- Install baseboards and crown molding along with additional trim on doors.

Future activities will include the installation of different window treatments and other enhancements.

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On motion by Wright, seconded by Lanford, Council voted to give permission for the Building and Grounds Committee to proceed with the renovations to the Town Hall Council Chambers by contracting with R. K. Construction at a cost not to exceed \$20,000.00, follow the Committee's five recommendations and allow the Committee to make selections of colors, ceiling tile, etc. without further action by Council. Voting Aye: McDearmon, Wright, Coleman, Davis, Lanford, Satterwhite.

The Mayor said they would do an open house for the Community when the renovations are complete. Mr. McDearmon suggested updating the art in the Council Chambers, after the renovations, possibly with some local artists. Mr. Wright also expressed appreciation to Ms. Coleman, Ms. Davis, Town Manager Stephen Manster and Interior Designer Beth Webb (wife of Council Member Webb) for their help with this project. Mr. McDearmon suggested the next project be the Town office.

B. Budget - There was no report from the Budget Committee.

C. Streets and Sidewalks - Following is a written report from the Streets and Sidewalks Committee:

The Streets and Sidewalks Committee has met with the Town Manager and the Director of Public Works to discuss several projects and purchases. The Committee discussed issues concerning the possible purchase of two street sweepers, and the replacement and extension of the sidewalk on the north side of Courthouse Lane between Main Street and the eastern end of the Visitor Center property. After discussion of these two matters, the Committee makes the following recommendations to Town Council:

Purchase of Two Motorized Street Sweepers

It has been made known to the Town of Bowling Green that there are two used motorized street sweepers available for sale by a contractor in Fredericksburg. Both vehicles were manufactured in the late 1990's. Both vehicles have features which provide not only brushes for street sweeping, but also a street washing feature, and a vacuum and container system to assist in the collection of dirt and debris. The cost of a new vehicle of this type is upwards of \$60,000. Smaller street sweepers are available for approximately \$35,000, but these do not have the beneficial features that are available on the larger vehicles.

The available used vehicles have been inspected by the Town's Director of Public Works and by Councilman Webb. Reports indicate that one of the vehicles is ready and able to be put into service immediately. The second vehicle would need some maintenance and

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repair work to be made fully operational, but since this second vehicle is of the same make and model as the better vehicle, it could be used for parts that would keep the first vehicle operational for a longer period of time.

The Committee is aware that clean streets and sidewalks have always been important to the residents of Bowling Green and to Town Council. Currently, streets are either cleaned by our Public Works Department staff manually at great cost in manpower, or streets are cleaned by a contractor who has street sweeping equipment. Each time the Town hires a contractor to clean our streets, and generally only those streets with curb and gutter are cleaned, each cleaning costs the Town a minimum of \$1,600. Currently, streets are cleaned approximately two or three times a year.

The Streets and Sidewalks Committee recommends to Town Council that the Town of Bowling Green offer to the owner of the used equipment \$10,000 for the purchase of both motorized street sweepers. With the purchase of the two vehicles, and the institution of a regular street cleaning program covering all streets in Town (including those without curb and gutter), the cost of the purchase will be recovered within a relatively short period of time. This realized savings will be the case even though operational costs for the purchase of gasoline and the cost of vehicle repair will increase with the purchase and use of these vehicles. In addition, because the demand on the time of our Public Works employees is increasing in other areas of activity, the use of the vehicles for street cleaning will allow our employees to accomplish a greater level of additional tasks.

Sidewalk on the North Side of Courthouse Lane (Main Street to Eastern End of Visitor Center Property)

For some time, the replacement and extension of the sidewalk on the north side of Courthouse Lane has been discussed. The sidewalk is cracked and deteriorating in a number of places and presents a number of hazards to the pedestrian. In addition, a step in the sidewalk makes the facility unusable for many and hazardous for most people. This area of sidewalk provides access not only to private offices, but also to our public Visitor Center. In addition, the residents of the Courthouse Lane area, including elderly residents of the Courthouse Lane Apartments, use this walkway for access to Main Street and commercial and governmental facilities. Because of the narrow configuration of Courthouse Lane at this point, people are placed at greater risk because of the perceived need to walk in the street at this location because of the condition of the sidewalk.

Recently, due to the replacement of a sewer line, Courthouse Lane, between Main Street and Ennis Street has been repaved. In addition to this repaving, and because of the sewer

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line project, the concrete parking area of the insurance office on Main Street was also reconstructed. As this was being accomplished, our Director of Public Works secured several estimates for the reconstruction and extension of the sidewalk on Courthouse Lane.

The sidewalk reconstruction project would include the creation of a concrete apron at the entrance to the driveway located at the rear of the DeJarnette & Beale insurance office, the installation of a four foot wide sidewalk that will extend beyond the end of the current sidewalk to the utility pole at the driveway entrance that leads to the area behind the Town’s Visitor Center. In addition, a handicapped entrance to this new sidewalk will be installed and a “cross-walk” marked across Courthouse Lane to a corresponding handicapped sidewalk entrance on the other side of the street. Also, the project would include reconstruction of the concrete entrance to the Visitor Center. Although most of this project will occur within public street right-of-way, a small portion will be constructed on private property. Of course, the same portion of sidewalk currently exists on private property and there will be no further incursion on these properties. Property owners have agreed to allow this reconstruction to occur. The Town would be responsible for all costs associated with the improvement for public benefit.

Estimates show that this entire project can be accomplished for an amount not to exceed \$8,000. The Streets and Sidewalks Committee recommends that Town Council approve the expenditure of these funds to accomplish this project. The Committee feels that this is one of the areas of greatest need for expenditure on sidewalks in Bowling Green. Other areas in Town would require much larger investment in the creation, replacement or extension of sidewalks. The Committee is continuing to work with staff to develop additional projects to create or extend sidewalks for the benefit of our community.

Budgeting for the Two Recommended Expenditures

The Streets and Sidewalks Committee recommends that the funds for the two recommended expenditures be taken from the Town’s current General Fund Capital Program Funds. The Town Manager has informed the Committee that over the past several years, the Town has allocated \$30,500 for sidewalks in our Capital Program. The ability and advisability of using these funds to provide the \$8,000 for the Courthouse Lane Sidewalk Project seems fairly clear. The Committee, based on the recommendation of the Town Manager, also feels that the allocation of funds for the purchase of vehicles in order to assist in providing for clean streets and sidewalks is also a justifiable expenditure from General Fund Capital funds already allocated for sidewalks, and therefore makes this recommendation for use of these funds for the recommended

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\$10,000 purchase of street cleaning vehicles.

On motion by Coleman, seconded by Satterwhite, Council voted to proceed with the purchase of two used street sweepers at a cost of \$10,000.00 and replace the sidewalk on the north side of Courthouse Lane at a cost not to exceed \$8,000.00. Voting Aye: McDearmon, Wright, Coleman, Davis, Lanford, Satterwhite.

D. Economic Development, Activities, Tourism – Mr. Lanford expressed appreciation to the Town for sending Ms. Coleman, Ms. Davis and himself to the Newly Elected Officials Conference in Richmond.

E. Ordinances, Licenses, Permits - Mr. Satterwhite questioned when they would be getting their new Town Code Books. The TM reported that they should be ready to go to the printer in about ten days.

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

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

MEETING WITH CONGRESSMAN WITTMAN: The Mayor said he, the Town Manager and Mr. Webb met with Congressman Wittman to make a formal request to raise the Government per diem rate in hope of getting a motel on the 301 Corridor.

BOY SCOUT RECEPTION: The Mayor expressed appreciation to Ms. Davis for all her help with the Boy Scout Reception.

THANK YOU NOTES: The Mayor informed Council that they had received thank you notes from LTC Haefner and Boy Scout Leader Robert Noland for their support. He said Mr. Noland said nothing compared to the welcome they received from the Town.

BOY SCOUT JAMBOREE AT FORT A. P. HILL: The Mayor suggested there was more interest, shopping and meals purchased during this Jamboree than any other that had been held at Ft. A. P. Hill. He said he had heard nothing but good things from the Town merchants. The Mayor said the Town should feel proud to have been such a good host for the Boy Scout Jamboree.

CLOSED SESSION: **On motion by Mr. Wright, seconded by Mr. McDearmon,**

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Council voted to go into Closed Session in accordance with State Code Section 2.2-3711-A 1 under Personnel to discuss prospective employment of a Town Attorney. Voting Aye: McDearmon, Wright, Davis, Coleman, Lanford, and Satterwhite.

The Clerk left after the motion to go into Closed Meeting and the Town Manager recorded the remainder of the meeting.

OPEN SESSION: On motion by Wright, seconded by Lanford, 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 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, Wright, Davis, Coleman, Lanford, and Satterwhite.

PPEA PUBLIC HEARING: On motion by Mr. McDearmon, seconded by Mr. Wright to provide advertisement for a 30 day comment period as required by PPEA Guidelines and to designate August 24th at 7:00 PM in Town Hall as the date and time for a Special Meeting of Town Council for the purpose of holding a public hearing on the PPEA proposals and contract documents and to meet with the Route 301 Corridor property owners. In preparation for the meeting, the Water and Sewer Committee and staff including Attorneys were authorized to work through any adjustments to contract documents that might be suggested by our potential contractor. Voting Aye: McDearmon, Wright, Coleman, Davis, Lanford, and Satterwhite.

LETTER OF AGREEMENT FOR LEGAL SERVICES: On motion by Ms. Davis, seconded by Mr. Wright, Council voted unanimously to accept the Letter of Agreement for legal services offered by Ms. Andrea Erard. Voting Aye: McDearmon, Wright, Coleman, Davis, Lanford, and Satterwhite.

ADJOURNMENT: On motion by Mr. Satterwhite, seconded by Ms. Coleman, Council voted to adjourn the meeting at 10:17 P. M. Voting Aye: McDearmon, Wright, Davis, Coleman, Satterwhite, and Lanford.

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