

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

05-06-2010

MEMBERS PRESENT: Mayor David W. Storke, Eric Hinson, Otis Wright, Bobby Ketterman, Glenn McDearmon, Jason Satterwhite, Daniel Webb and Mark Mallin.

MEMBERS ABSENT:

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.

DELEGATIONS/PUBLIC COMMENTS:

Walton Mahon – Mr. Mahon said he had been privileged to serve on the Caroline 250th Anniversary Committee. Mr. Mahon said the Committee raised funds by selling Sydney King prints and they had \$1,100.00 surplus. He said the Committee agreed to present these funds to the Council for beautification of the Town. Mr. Mahon noted that the Town and County did not give enough thought to beautifying the Town and he thought these funds would help. He also noted the beautification project that the Webbs had done in the Town by planting trees, etc. He said in the mid nineties and seventies, willow oaks were planted in the Town as a beautification project. Mr. Mahon suggested they may want to use the funds to plant more trees but that would be left up to the Town to do what they think is best. He said it had been thirty years since the Committee was formed but it was never too late to plant a tree. Mr. Mahon said the members who served on this committee were Mac Saphir, Amos Clary, Wick Coleman, Jean Broaddus, Millard Pitts and Treasurer Jack Guthrie. The Council expressed appreciation to Mr. Mahon and the Committee for their donation.

George Atwell – Mr. Atwell who is a member of the Caroline Citizens for Historic Preservation (CCHP) and a volunteer with the Bowling Green Visitor’s Center was present to give the annual statistical report from the Visitor’s Center. He noted that

Mayor _____ Clerk _____

the CCHP members are pleased to man the Visitor’s Center for the Town. Mr. Atwell said there had been 56 visitors from the Town and 85 tourists from several different locations. Mr. Atwell noted that most of the visitors were looking for information and directions. Mr. Hinson asked if the volunteers compare the questions from visitors to the information on the web site. Mr. Atwell said he had not but that is something he will mention to his Board. Mr. Mallin said that was a good idea to use the web site more. The Mayor said the Council appreciates the CCHP’s help with the Visitor’s Center.

Bonnie Cannon – 123 S. Main Street – Ms. Cannon wanted to know if the Council had met with LTC Haefner and if the meeting was advertised because she did not know about the meeting. The Mayor stated that the meeting had been advertised in the local paper and it was a public meeting. He said information from that meeting would be shared with her. Ms. Cannon stated that she understood they were firing 100 lb charges on A. P. Hill and she would like the Town to stay involved. In answer to a question from Ms Cannon, the Mayor said there was not going to be a Memorandum of Understanding (MOU) because the County released a Resolution against the EOD School and A. P. Hill pulled out of the Committee that was working toward a MOU. He said the EOD School will not be coming until 2011 so any explosives that can be heard is training that has been approved. Ms. Cannon said she didn’t know if her house would stand the explosions that are occurring. Council Member Satterwhite informed Ms. Cannon that if there is damage to her property she could give A. P. Hill a date and time and they would work with her.

Amanda Combs – Caroline County High School Senior – The Mayor introduced Amanda Combs who was present to observe the meeting, as part of a Government Project that she was involved in at the high school.

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

- A. Minutes – Regular Meeting – 4-1-10**
- B. Bills – April, 2010**

A & M Home Center	273.26	Amerigas Fredericksburg	576.55
Arcet Equipment Co	124.00	Art & Sign F/X Inc.	8,995.00
Bear Port A Potty	295.00	Bennett Deborah T	400.00
Bowling Green Auto Parts	130.92	BG Vol. Fire Dept.	150.00
Brown Medra	150.00	Bud’s Automotive	99.14
Café of Main Street	200.00	Caroline County	560.98
Caroline Sheriff’s Office	1,772.10	CE&O Inc.	2,142.00

Mayor _____ Clerk _____

Certified Laboratories	446.07	CINTA’s of Richmond	302.32
Colonial Scientific	90.35	ComputerPlus	181.50
Dominion Chemical	241.00	Dominion VA Power	4,650.19
Food Lion Inc.	109.68	G & G Farm Ser.	235.52
G. H. Watts Const. Inc.	71,092.00	Johnson’s Exterminating	190.00
Kelly, Jean	1,250.00	Lakeway Publishers	407.10
M & W Printers	86.60	Manster, Stephen	749.84
Mid-Atlantic Lab	60.00	Miller Foley Group	1,400.00
On Site PC	281.61	Peumansend Creek	1,212.00
Poster Compliance Ctr.	79.00	Race Timing Unlimited	320.00
REC	666.67	The Free Lance Star	228.00
The Supply Room CO.	104.11	Treasurer of VA	757.05
USA Blue Book	293.60	VA Lab Supply Corp	485.41
Verizon	266.97	Verizon Wireless	175.22
VA Utility Protection Ser.	112.00	VISA	1,191.91
VML	649.00	Wardico	191.79
Waste Management	8,953.43	Xerox Corporation	236.96
*Shell Fleet Management	1,094.80		

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

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

INFORMATIONAL ITEMS: The following informational items were noted.

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

NEW BUSINESS:

- A. Town Manager’s Report

Caroline County Day of Caring – The Town Manager (TM) announced that Tana McDonald had contacted him about a “Day of Caring” which will be held on May 18, 2010. As part of the Day of Caring Committee, Ms. McDonald has asked the Town

Mayor _____ Clerk _____

Council to participate in this event. The TM said this is a very beneficial event for the County in which volunteers will be assigned projects such as painting, planting flowers, doing yard work, etc. to help serve the community and help the less fortunate. He asked Council Members to let him know if they would like to volunteer.

2nd Annual Art and Garden Walk in Bowling Green – The TM said on May 14 & 15, 2010 there will be an event called the Art and Garden Walk where people who have created and maintained gardens will show their gardens. He said local artists will also be in those gardens and other public places such as the Courthouse Lawn doing art work and selling their paintings. He asked Council to consider removing the need for each artist to obtain a business license since this is a once a year event. The TM said this would be similar to what they do for Harvest Festival Vendors once each year. **On motion by Mr. Ketterman, seconded by Mr. McDearmon, Council voted to exempt the Art & Garden Artists from business license tax on May 14 & 15, 2010 during the Art and Garden walk. Voting Aye: McDearmon, Wright, Ketterman, Satterwhite, Hinson, Webb, and Mallin.** The TM said that during the recodification of the Town Code, Council may want to consider having a section in the Code to address this type of situation where activities are held once each year.

EVB Proclamation – The TM said the Council has at their table a proposed Proclamation recognizing Eastern Virginia Bankshares (EVB) on their 100th year anniversary. He said the bank had contacted him about proclaiming May 1, 2010 “EVB” Day in Bowling Green. **On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to adopt a proclamation recognizing EVB Bank and making May 1, 2010 “EVB” day in the Town of Bowling Green. Voting Aye: McDearmon, Wright, Ketterman, Satterwhite, Hinson, Webb, and Mallin.**

Miss Alyson’s Daycare – The TM announced that Miss Alyson’s Daycare at the Caroline Square Shopping Center has opened and is fully operational with 11 children initially enrolled. He said visits from Town Council members would be welcomed.

Festival of Feet – The TM reported that the 3rd Annual Festival of Feet was a wonderful event and they hope to do it again next year on the 1st Saturday in May. Council Member Mallin said he would like to thank the Bowling Green Fire Department for giving out water, bananas and apples during the race. The Mayor said he would like to thank the Committee for all the work they did preparing for the event.

Public Address System – The TM noted that at the Festival of Feet event, they used the new public address system which was a very beneficial expenditure. He said

Mayor _____ Clerk _____

this is something that can be used for many activities, both outdoor and indoor. Funding for the purchase of the PA System was provided by the Activities Program.

Fort A. P. Hill – Memorandum of Understanding – The TM said at the table the Council has correspondence relating to Fort A. P. Hill and the new EOD School. He said they have a Memorandum of Understanding (MOU) that was developed by A. P. Hill and presented to Caroline County, Town of Bowling Green and Port Royal. He said they also have a letter that was sent to County Administrator Percy Ashcraft from A. P. Hill Commander LTC Haefner that talks about removal of the Base from a process that was started to develop the MOU. The TM said the Base removed itself from the process after the County put into affect a resolution that it had adopted opposing the EOD School. He said the understanding was that if there was going to be a memorandum to be developed, the resolution was not going to be put into affect. The TM noted that in the letter to Mr. Ashcraft, LTC Haefner said there would still be several different opportunities for communication between Ft. A. P. Hill and the localities. Vice Mayor McDearmon said he saw in the MOU that Bowling Green was listed as participating and he was not aware of this. The Mayor said the Post Commander first invited the Town to attend the meetings and then Mr. Ashcraft invited the Town to participate. The Mayor said the MOU implies that the Town had input and also the rebuttal MOU from the County also implied that the Town had input. The Mayor stated that he did not want a document going out representing the Town Council that Council had no input in. Mr. McDearmon expressed concern that the Town was not given the opportunity to be involved if they wanted to. He said he would reserve comment on the correspondence until he reads all the information. Mr. Satterwhite said A. P Hill recommended signing up for the Caroline alert system that notifies you when something is happening at A.P. Hill as well as other areas.

FY2011 Proposed Budget - The Town Manager had given Council copies of his proposed FY 2011 Budget which consists of computer printouts and a brief summary. According to the summary, the proposed FY2011 is balanced at a level of \$1,408,528.00 which is slightly higher than the budget level for the current fiscal year which is \$1,378,492.00. He noted in the summary that without new sources of revenue or major increases in the Town's existing sources the Town's budget has likely found a stable level for some time to come. However, he also noted that major capital expenditures can change the budget for some time to come, such as the 301 Corridor Water and Sewer Extension Project, if the Council decides this should be undertaken. The Town Manager thanked Budget Committee members Eric Hinson and Mark Mallin for their advice and guidance and also the Town Staff. Please find listed below some of the highlights from the Town Manager's Proposed Budget that was presented to Council:

Mayor _____ Clerk _____

- Suggested scheduling a work session before the next regular meeting. Ask the Town Council to authorize the TM to advertise to hold a public hearing on the budget at the regular meeting on June 3, 2010.
- No increase in any tax rate and one proposed increase in the Town Hall rental fee.
- The bank stock tax is declining due in part to the closing of Stellar I Branch Bank and a reduction in deposits due to the banks paying back their stimulus funds they had deposited in the Town.
- Projection of a small increase in sales tax and business license tax.
- Largest revenue source is Meals tax with a projected increase of 8%.
- Most revenues to remain constant from this fiscal year until next year. One revenue source to watch is the 599 revenue sources for police departments which are anticipated to decline.
- Town Hall rental fees are proposed to increase from \$400 to \$450 with the extra fifty dollars to go into a special fund toward the purchase of replacement furniture for Town Hall.
- Water and sewer revenues are expected to be on a slight decline.
- No across the board salary increases for employees. Increases are built in for public works employees who obtain additional licenses, advanced licenses or certifications. The cost for personnel will be increasing because the proposed Budget continues the Town's policy of providing 100% of the payment for health benefits equal to the cost of the highest level of health care insurance available to Town employees. These insurance costs are increasing.
- No change in the number of employees.
- Administration provides for the Town Clerk's position and part of the Town Manager's position.

Mayor _____ Clerk _____

- The Town will be given an option by the Commonwealth of Virginia to change the Town's election to November because the State will no longer provide funding or assistance for elections held in May. The State will provide assistance for State wide elections in November. If the election is changed to November, the voter turnout in November would most likely increase. If the Town decided to change their election from May to November, it would require a Charter change. The voter turnout rate for the recent election in Town was 28%.
- Economic Development Budget is proposed to increase by \$1,000 to a level of \$35,000. This provides funding for staffing for the Harvest Festival and all costs, the Christmas Parade, Clean Sweep, Festival of Feet, advertising in Travelhost and the publication of a brochure that would appear in locations around the State. Funds in the amount of \$6,000 would be available for the Town to take advantage of economic development related opportunities. He said one opportunity that was presented to them is a slide presentation running constantly at the County Visitor's Center in Carmel Church.
- A slight decline is proposed in the Tourism Budget but will still retain \$12,000 for the ability to pay part-time personnel for the Visitor's Center where they could also provide assistance with other activities throughout the year.
- A slight increase of 0.6% is proposed in the Treasurer's Budget. It provides funds to pay for a Chief Financial Officer from the Professional Services line item. The annual audit also comes from this budget category.
- The Police Department Budget shows a proposed decrease of 23.3% from \$107,775 to \$82,655. This reduction comes as a result of the reorganization that occurred in the Police Department in the current fiscal year. There will be no difference in the police coverage that the Town is currently receiving.
- A slight increase is proposed in the Streets and Sidewalks Budget related primarily to increases in parking lot maintenance and electricity for the streetlights.
- The Refuse Collection is proposed to show a decline mainly because of the new fairly long-term contract recently signed between the Town and Waste Management.
- A part-time public works employee will continue to be funded out of the Town

Mayor _____ Clerk _____

Hall Budget and only minor fluctuations are proposed in this Budget.

- An increase is proposed in the Capital Improvement Fund from \$35,000 to \$59,000. The proposed Capital Budget provides for the following five projects that will be funded by funds received during the year: Equipment to assist with snow removal (\$8,000), replacement of ceiling and carpet in Town Hall Lobby (\$2,500) water and sewer line replacement (\$12,000 each), and a \$25,000 allocation from reserves for the Washington/Rochambeau Victory Plaza.
- The proposed Budget for the Harvest Festival is approximately \$20,000 of out of pocket expenditures. For the first time in a number of years the 2009 Harvest Festival revenues did not equal the cost to produce the event, mostly because the weather was very bad. Potential sponsorships are being investigated to bring in more revenue.
- The Public Works proposed budget is \$379,508, increasing by \$5,055. There are no major changes within the line items in this category.
- The aging infrastructure calls for increased allocation in the amount of \$8,075. Also increasing in costs are chemicals, supplies and testing to operate the water system.
- Sewer Operations are proposed to increase by \$12,985 with the increase of costs similar to those in the water system, primarily for maintenance and repair of system. The allocation for electricity to operate elements of the system has also increased by 10%.
- The proposed Budget for repayment of Water and Sewer Loans (Debt Service) is \$200,000. These loans were for improvement and expansion of the sewage treatment plant, and two loans for the creation of the Town's water well on West Broadus Avenue. In two months the Town will pay off one of those loans from Union Bank and in two more years the large loan from VA Resources Authority will be paid. It is suggested that when these loans are paid off, the funds should not be reallocated to other things, but be placed in a Debt Service Reserve.

The TM asked for Council's consideration in scheduling a work session and hoped to hold a public hearing at their next regular meeting. He asked Council to contact him if they had any questions that he could respond to so they can have as much information as possible going into the work session. **On motion by Mr. Hinson, seconded by Mr.**

Mayor _____ Clerk _____

Wright, Council voted to schedule a Work Session on May 13, 2010 at 6:30 P.M. to discuss the FY2010 Proposed Budget and the recodification of the Town Code. Voting Aye: McDearmon, Wright, Ketterman, Satterwhite, Hinson, Webb, and Mallin.

Pending File – On motion by Mr. Wright, seconded by Mr. Ketterman, Council voted to adopt a Pending File to be placed under Informational Items and reviewed on a monthly basis. Voting Aye: McDearmon, Wright, Ketterman, Satterwhite, Hinson, Webb, and Mallin. It was suggested they begin with the list Council Member Hinson had prepared. Other members were also asked to submit items for the list.

Bypass Signs – Mr. McDearmon asked for an update on the billboard bypass signs. The TM said the signs had been paid for and manufactured and they are working on the installation. In answer to a question from Mr. McDearmon, Mr. Webb said he didn't think the company would be bringing the signs down prior to installation so people could view them. Mr. Webb said the site preparation is the hold up and he will help get that accomplished in another 30 days. He said one of the problems was they had to pick an alternate site for one of the signs.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health, Safety/Personnel

Drug Testing Policy – Mr. McDearmon asked for an update on the drug testing policy. He asked that updates be given on a monthly basis. The TM reported that they have an arrangement with a new company which is Medic I in Fredericksburg.

B. Building and Grounds - There was no report from the Building and Grounds Committee.

C. Budget – There was no report from the Budget Committee.

D. Streets and Sidewalks – Mr. Ketterman noted that the Town Hall door had been damaged.

E. Ordinances, Licenses and Permits – Mr. Satterwhite said they are looking ahead to the follow up session on the recodification of the Town Code on the 13th.

Mayor _____ Clerk _____

Attorney Jean Kelly said there would need to be a public hearing on the recodification of the Town Code but there would not be enough time for advertising to hold it at the June meeting, possibly the 1st meeting in July.

F. Economic Development /Activities Tourism

Travelhost Ad – Mr. Mallin shared with Council the Travelhost Ad that had been approved previously. He discussed splitting the costs of the page with the Bowling Green Merchants and noted that he would be meeting with the merchants. Mr. Hinson noted that since they had committed to four issues, they would need to plan activities ahead and modify copy so it is pertinent to the timeframe. Mr. Mallin indicated that this was the plan, since the Town would be advertising in each of the four issues of the magazine.

G. Water, Sewer and Trash –

PPEA – Mr. Webb said the Committee has been working on the PPEA and they would be discussing it later in the meeting.

DONATION OF MONEY FOR BEAUTIFICATION OF BOWLING GREEN: Council discussed where in Town the donation of funds should be allocated. The Mayor suggested the well site on Broaddus Avenue is very unsightly and needs some top soil and shrubs or trees such as Leland Cypress. Mr. Hinson noted the forestry report that was presented to Council previously. He said there was an agreement for the Forester to look at the trees in Town to see which ones are diseased or damaged and need to be removed. It was decided that the Council would table the discussion of the donation of funds until they had more information.

RESIGNATION OF PLANNING COMMISSION MEMBER MEG WATTIKER: The Mayor said he had given the Town Manager a copy of the e-mail he had received on March 15, 2010 from Meg Wattiker resigning her position from Planning Commission. The Mayor asked how they wanted to go about filling the position. Council decided to advertise on the web site, Channel 15 and contact people who had previously expressed an interest in serving on the Planning Commission. The Mayor said they would take these steps for a month and then if there is no response they could think about paying for advertising. Council also discussed what they could do for members who are resigning such as resolutions, etc.

CLOSED SESSION: **On motion by Mr. Webb, seconded by Mr. Satterwhite,**

Mayor _____ Clerk _____

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 and Mr. Steve Mulroy of VML into the Closed Session.

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

Mr. Ketterman left before the start of Closed Session.

OPEN SESSION: On motion by Mr. Wright seconded by Mr. Hinson, 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, Hinson, Mallin, Wright, Satterwhite, and Webb.

RESOLUTION: On Motion by Mr. Webb, seconded by Mr. McDearmon, Council voted to adopt a resolution authorizing the development of a PPEA Comprehensive Agreement, Service District and funding source for Route 301 Utility Improvement Project, as presented. Voting Aye: McDearmon, Hinson, Satterwhite, Wright, Webb, and Mallin.

Mayor _____ Clerk _____

ADJOURNMENT: On motion by Mr. Webb, seconded by Mr. Satterwhite, Council voted to adjourn the meeting at 10:53 P. M. Voting Aye: McDearmon, Hinson, Satterwhite, Wright, Webb, and Mallin.

UNOFFICIAL

Mayor _____ Clerk _____