

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

01-07-2010

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

MEMBERS ABSENT: Mark Mallin.

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

Wick Coleman – Resolution of Appreciation – The Mayor informed Council they had a lot of thanks to give out to volunteers who have helped with Town events for the past year. He said the Council would especially like to recognize Wick Coleman with the following Resolution:

A RESOLUTION OF THE BOWLING GREEN TOWN COUNCIL
EXPRESSING APPRECIATION TO WICKHAM COLEMAN
FOR SERVICE TO THE TOWN OF BOWLING GREEN
AND TO THE RESIDENTS OF CAROLINE COUNTY

WHEREAS, the Town of Bowling Green provides for a number of activities and events for its residents and the residents of Caroline County and the surrounding area; and,

WHEREAS, the magnitude of many of the events throughout the year requires that the Town receive assistance from volunteers throughout the community as well as paid personnel; and,

WHEREAS, it is realized by Town Council that there is no major event that could be successful without the assistance of dedicated volunteers; and,

WHEREAS, Mr. Wickham B. Coleman has repeatedly provided his personal time, equipment, talents and energy in order to make many Town events successful; and,

WHEREAS, such successful events include the Bowling Green Harvest Festival and Christmas Parade, among others; and,

WHEREAS, it is known that the participation of Mr. Wickham B. Coleman in these events has made each of the events great successes and extremely enjoyable for the many residents in attendance,

NOW THEREFORE BE IT RESOLVED BY THE BOWLING GREEN TOWN COUNCIL,

That the Town Council expresses its sincere appreciation to Mr. Wickham B. Coleman

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for his service to the Town through his participation in many events presented by the Town of Bowling Green, and

That this Resolution be placed in the minutes of the January 7, 2010 meeting of the Bowling Green Town Council.

The Mayor presented Mr. Coleman with the Resolution and a monetary contribution for his help with the Harvest Festival and Parade and noted that Mr. Coleman's singing and Master of Ceremony abilities helped make these events a great success. Mr. Coleman thanked Council for their support and said he was happy to work with a group that didn't mind working hard to get things done.

Heather Foley – FY2009 Audit – The Mayor introduced Ms. Heather Foley of the Miller/Foley Group who are Certified Public Accountants under contract with the Town to prepare the Town Audit. Ms. Foley had prepared the FY2009 Audit Report for the Town and the draft report was provided to Council in their read ahead packets. Ms. Foley said she had met with the Budget Committee and Town Manager to review the FY2009 Audit Report. She said there were no unusual items that came across in the Audit and the Staff was very helpful in working with. Ms. Foley noted the Town was in good asset condition and even grew this year which is attributed to good management, cutting expenses, and planning for a drop in revenue. She said the economic situation did not affect the Town as much because they receive very little State funding. Ms. Foley asked Council to note the two letters Council had received from the Auditors which are required under standards. She said one lays out what the Audit Firm does, what they are responsibility for, and what the Audit entails. She stated the other letter is the significant deficiency letter and she noted that the Town has done as much as it could to correct deficiencies with the limited amount of personnel performing accounting duties. Some of the Material Weakness/Significant Deficiencies are noted below from the Audit report:

- Material Weakness – The internal control structure of the Organization has focused primarily on the objective of effectiveness and efficiency of operations. However, the system of internal control over the objectives of reliability of financial reporting contains certain deficiencies. A key element of financial reporting is the ability of management to select and apply the appropriate accounting principles to prepare financial statements in accordance with generally accepted accounting principles. For the year ended June 30, 2009, there was no one on staff with sufficient knowledge to prepare GAAP-based financial statements. As a result, several adjustments were required to be made to the accounting records subsequent to the start of the audit process. Material adjustments included accrual adjustments for leave balances, accounts payable, and recording of allowances for doubtful accounts. Several other adjustments were made to correct immaterial errors.
- Significant Deficiencies - The organization has a very limited number of personnel performing accounting duties. As a result, many of those duties are not performed by others while the responsible person is on vacation. Having alternate personnel perform these duties could bring errors or irregularities to management's attention that would not otherwise be noted.

She asked if anyone had questions and if not she would like approval of the draft so they can prepare the final report.

On motion by Hinson, seconded by Satterwhite, Council voted to approve the FY2009 Audit, as written and prepared by the Miller/Foley Accounting Group.

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

Letter of Understanding – Controller/CFO Services – Miller/Foley Group -The Town Manager (TM) requested that Item VI.C be moved to this point. He said it deals with some findings that were noted in the FY2009 Audit report concerning the limited staff and the way the Town conducts business. The TM said they had received a letter from the Miller/Foley Group which would help the Town overcome their deficiencies and provide service to the Town of Bowling Green in different financial areas. Ms. Foley said in discussions with the Town Manager, the reason for this letter is moving forward and looking at adding another level of internal control and recording analysis. She noted that adding this level of control will allow the next Audit Firm to come in and just produce the Audit itself. The TM reminded Council that in their last budget development process they had discussed the need for more internal control and funds have already been allocated in the current budget for this purpose.

On motion by Ketterman, seconded by Hinson, Council voted to authorize the signing of a “Letter of Understanding” for the provision of Controller/CFO (Chief Financial Officer) services to the Town for a six month period. Voting Aye: Webb, Hinson, Satterwhite, Wright, Ketterman and McDearmon.

The TM noted that in his cover memorandum he noted that if the “Letter of Understanding” was approved, they would need to seek the services of a new accounting firm to provide the Town’s annual audit. He asked for authorization to work with the Miller/Foley Group and Staff to begin the process of seeking an appropriate qualified accounting firm.

On motion by Hinson, seconded by Wright, Council voted to authorize the Town Manager to work with the Miller Foley Firm to select a new auditor for the Town. Voting Aye: Webb, Hinson, Satterwhite, Wright, Ketterman and McDearmon.

William Newborg – General Manager of MetroCast - Mr. William Newborg, General Manager of MetroCast for the Virginia Systems, was present at the meeting to discuss rate changes, channel additions and changes to the cable system that will become effective February 2010. He expressed his apologies for Danny Jobe, Regional Manager who was not able to be present at the meeting. Mr. Newborg introduced Rob Tenbroeck, Technical Operations/Rebuilt Manager and Becky Percel, Customer Service Manager for six area offices. Mr. Newborg said MetroCast was rebuilding its network infrastructure in all of Bowling Green and portions of Caroline County with “Fiber to the Home” (FTTH) broadband connection technology. Mr. Newborg stated that with the “Fiber to the Home” technology, MetroCast will be able to deliver video on demand, high speed internet and digital telephone services directly to the home over a dedicated fiber optic cable network. He noted that FTTH connections are the only technology with enough bandwidth to handle projected consumer demands during the next decade and they expect to have the rebuild completed by March/April 2010. Mr. Rob Tenbroeck said MetroCast was changing from a coax plant to a fiber optic plant which brings higher reliability of services to homes. He said in running cable, they are trying to cause the minimum amount of impact to utility lines in and around the Town. In answer to a question from Mr. McDearmon, Mr. Tenbroeck said regarding changes to wiring inside the house, a box would be placed outside the house and a dedicated coax line would be run into the home to where a device is located which runs the high speed internet and telephone. Mr. Tenbroeck said they would check the internal home wiring before anyone is switched over to MetroCast. He said if the customer has wiring that is pre-wired into the house, they will test that line and make sure it passes their specifications so they can use that line. Mr. Newborg stated that they do most of their own work and subcontract very little. He said they have been very pleased with the contractors who are helping them install the

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fiber optic cable. In answer to a question from Mr. Hinson, Mr. Newborg said when their work is completed, MetroCast representatives will be going door to door to solicit new subscribers. Mr. Hinson suggested working with the Town Manager to put a couple of paragraphs on the website informing residents that MetroCast is working in the area and will be coming to homes to inform them of new services. Mr. Newborg said MetroCast would also be sending out some communication to the citizens. Mr. Tenbroeck stated that another change was the government channel 15 would need to be changed to number 7. In answer to a question from the Mayor, Mr. Newborg said in Virginia, they would be spending over six million dollars for the conversion effort. Mr. Newborg said he and Mr. Manster had already discussed redoing the lease for the property where the head end building and tower is located. In answer to a question from the Town Manager, Mr. Newborg stated there would be a minimal fee increase for cable in February. He said there could also be future increases because it is just the cost of doing business. Mr. Newborg said MetroCast had not increased fees since they took over the business. He said programming is very expensive but they are going to try to be sensitive about rate increases. Mr. Newborg said he would continue to communicate with the Town Manager and try to resolve any customer concerns.

Dawn Harris – Café on Main Street – Ms. Dawn Harris who owns the Café on Main Street was present to express her appreciation, especially to the Public Works Director and his staff for all the work they did on the parade and decorations. She said she saw an increase in their sales of 35% during that time and she indicated that the other merchants on Main Street were also pleased. Ms. Harris said despite the bump up in sales during the holidays, she was also present to inform the Town Council that the merchants on Main Street are dying. She said Council had promised a billboard on the bypass and after sixteen months, it had still not materialized. Ms. Harris said the merchants would appreciate any help the Council could do. She indicated the County's move to N. Main Street had also hurt their business. Ms. Harris said they had seen a decline in sales of up to 30% and the merchants were open to any ideas that may help. Mayor Storke thanked Ms. Harris for participating on the Parade Committee along with Susan Sili, Dan Webb, Whitney Watts and Staff. He said it was a great success because of all the planning and work that was done. The Mayor said they had a meeting the following day with the property owner to locate the site for the billboard, so they can get VDOT's approval. The Mayor said he also had a business to run and a family but he would take a lot of the blame for not getting the billboard up earlier. He said he also has a building in Town that he has not been able to rent so he understands the merchants' problem. The Mayor said he didn't know of a magic bullet but they need to work on a lot of bullets such as the billboard. Ms. Harris said they need something to bring people into the Town and hopefully the billboard will help. Mr. McDearmon said they were sensitive to the Town's plight and that is one of the reasons they fought the proposed County rezoning at Brookwood south of Town because it would have taken business away from the Town. Ms. Harris suggested they look at finding a university that has a marketing department that may want to do a case study on a small town and how to revitalize it. Mr. Webb said they should encourage everyone to shop local. He said the Economic Development Committee had been looking at some advertising opportunities. Ms. Harris said she had started a marketing campaign in Myrtle Beach saying her place is the half way point from Myrtle Beach to New Jersey and she sells delicious fried oysters. She said there were a lot of people who do the snowbird thing and she wanted to capitalize on that. Ms. Harris said they do get a lot of people who are traveling and stop to tell her they are there for her oysters. Mr. Hinson said they had just heard there were going to be a lot of construction crews doing work here in the month of January so they should take advantage of this by contacting them telling them what they have to offer such as carry-out, etc.

CONSENT AGENDA: Mr. Webb asked that the minutes be pulled from the Consent

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Agenda to be voted on separately because he was not present at the December meeting and therefore could not vote on the minutes. **On motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted to approve the Consent Agenda which includes the following December, 2009 bills, as presented:**

B. Bills – December, 2009

A & M Home Center	670.82	Amerigas	1,979.16
Bennett, Deborah T	275.00	Bourne & Sons	152.50
Bowling Green Auto Parts	93.96	Café on Main Street	66.29
Caroline Circuit Court	20.00	Caroline Sheriff's Office	1,447.68
CINTAS of Richmond	377.90	Colonial Scientific Inc.	97.00
ComputerPlus	181.50	Crown Trophy #103	409.80
Dominion Chemical	241.00	Dominion VA Power	6,024.16
Fire Safety Systems	273.50	Flower Fashions	592.00
G & G Milford Farm Ser.	306.24	Gotta Go Inc.	440.00
HD Supply Waterworks	45.65	Kelly Jean	1,250.00
Lakeway Publishers	2,263.20	M & W Printers	86.20
Mid-Atlantic Lab	60.00	Miller Foley Group	22,000.00
Munsey John R	270.00	On Site P. C.	163.10
Radio Shack	10.45	Rappahannock Electric	437.68
Shear Albert Lewis	180.00	The Supply Room Co.	249.87
Treasurer of VA	732.77	U. S. Postal Service	536.60
USA Blue Book	165.89	Verizon	389.00
Verizon Wireless	182.40	VA Utility Protection Ser.	22.00
VISA	2,839.77	Wardico	1,216.69
Waste Management	8,035.83	Whispering Pines	45.00
*Postmaster of Ashland	242.48	*Shell Fleet Plus	861.52
*McVay Kathy	28.05		

*Bills previously or separately authorized by Council.

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

MINUTES – December 3, 2009 MEETING: – The Town Attorney asked that a correction be made to the minutes for clarification and because a portion of the statement was not relevant to the discussion. **On motion by Hinson, seconded by Ketterman, Council voted to adopt the December 3, 2009 minutes with the following amendment:**

On page 5, near the bottom of the page, delete the part beginning with “She said the reason” and ending with “Council is protected” and add in its place “She said Council can rely on the Commonwealth Attorney’s advice.”

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

INFORMATIONAL ITEMS: The following informational items were noted.

A. Town Hall Rentals – December 2009

B. Police Department Report – December 2009

C. Public Works Director’s December 2009 Report - The Mayor expressed appreciation to Public Works Director William Stanley and his Staff for their hard work

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on a recent water break on Lacy Lane that was late at night when it was very cold.

NEW BUSINESS:

A. Town Manager's Report

Permitting Bed and Breakfast and Special Event Facility in A-1 – Agriculture Zoning District – Referral from Town Council to Planning Commission - The Town Manager (TM) noted in his report that the December Planning Commission meeting was cancelled due to inclement weather and the Planning Commission would discuss this matter at its January 2010 meeting.

Christmas Parade and Other Activities of December 12th - The TM noted that the activities on December 12th were a tremendous success. He thanked the Police Department and the Public Works Department for their efforts. The TM stated that in light of comments that were made earlier, they need to give a lot of credit to Treasurer Kathy McVay for what he called an extraordinary event that took place at the new Caroline County Museum and Cultural Center on December 12th. He said this may very well be one of the things in the future that will draw people into Bowling Green and possibly some combination of the Museum and the old Jail which they hope will be renovated. He also expressed thanks to all the volunteers who helped make the parade and activities on December 12th a success.

Washington-Rochambeau Victory Park – The TM stated that this Monday January 11th, will be the 1st meeting relating to the Washington-Rochambeau Victory Park which is possibly another area that will bring people into Town. He said he had been invited to the meeting along with the Mayor, to represent the Town. The TM said he would bring a report back to the Council. He said Council will be intimately involved with the development of proposals for this Park.

Draft Personnel Policies – The TM said when they presented the draft Personnel Policies, there were some comments on a need for adjustments. He said he would like to thank Council Member Hinson for his contribution and he has copies of the revised draft for Council which would be given out at the end of the meeting. The TM said the Personnel Committee would be meeting to discuss those proposed adjustments and will have a report at the February meeting. He asked Council to review the draft and be prepared for discussion at the February meeting and possible action on the revised draft.

FY2011 Proposed Budget – The TM said they are beginning their Budget process and would be working very closely with the Budget Committee and Staff to develop a proposal that will come to Council in the spring. He said some of the Council Committees have begun the process of reviewing the reorganization of the Police Department and creating an evaluation report for Council which will be coming to Council at a later date.

Boy Scout Jamboree – Mr. Hinson asked about the meeting with the representatives of the Boy Scout Jamboree that the TM had noted in his report, and how that had worked out. The Mayor said the meeting included the Economic Development Committee Members Dan Webb and Mark Mallin, Caroline County Economic Development Director Gary Wilson, Caroline County Tourism Director Kathy Beard, himself and the Town Manager. He said they received a lot of good information. The Mayor said there was a lot of talk about the County's and Town's Web Sites being linked to the National Scout Jamboree Web Site. Mr. Hinson stated that the Jamboree Web Site is already linked to the Town Web Site. The Mayor said everyone wants to link to the Scouts Web Site. He announced that this meeting was on Thursday December 17, 2009

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and on the following Saturday, National Scout Jamboree Director John Alline died. He said it was a real shock to everyone and he is sure the leaders in Texas are scrambling to keep things going. The Mayor said there was another leader named Jim Horner at the meeting who hopefully can keep the Jamboree on track. The TM said they also talked about Town representatives being present at the General Information Booth to respond to questions about the Jamboree and also to let people know about Bowling Green. The Mayor said the whole area at the Jamboree would be a free WIFI zone sponsored by AT&T. He said the Jamboree is guaranteed to be here this year and possibly again in 2013 if their new site they have purchased in West Virginia is not ready.

Resolution of Support – Caroline County Solid Waste Management Plan - The TM said a memorandum had been placed in Council's packet concerning support for the Caroline County Solid Waste Management Plan, which included about 12 pages that had been copied from a much larger document. He said Caroline County has prepared a required Solid Waste Management Plan for all of Caroline County, including the Towns of Port Royal and Bowling Green. The TM said the County has asked the Town to express support, initially, for the entire Plan. He said in looking at the Plan, he noticed some inaccuracies in some of the information. The TM said what he had done is prepare a resolution of support for the goals and objectives as expressed in the Plan. He said it is necessary for the localities to express support, especially if the County proceeds with some of its initiatives relating to the securing of some permits from the Department of Environmental Quality. He asked for approval of the support of the goals and objectives of the Plan. Mr. Hinson suggested the Town should have been involved in the preparation of this document. The TM said the Town would be involved in the preparation of future documents. **On motion by Hinson, seconded by Webb, Council voted to adopt a Resolution of Support for the Goals and Objectives of the Caroline County Solid Waste Management Plan, as written. Voting Aye: Hinson, Ketterman, Wright, Satterwhite, Webb, and McDearmon.**

Adoption of the Town Council Meeting Schedule for 2010 – **On motion by Wright, seconded by Satterwhite, Council voted to adopt the Town Council meeting schedule for 2010, as presented. Voting Aye: McDearmon, Hinson, Wright, Ketterman, Satterwhite, and Webb.**

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health and Safety/Personnel:

Personnel Policy Draft – Mr. McDearmon stated that several meetings had been held to work on the Personnel Policy draft. He said he was very satisfied with the progress that had been made. He also expressed appreciation to Mr. Hinson for his input on the proposed Personnel Policy. Mr. McDearmon asked if Council had comments on the Policy to get them back to the Town Manager as soon as possible so it can be ready for the February meeting.

Caroline County Board of Supervisors' Meetings – Mr. McDearmon said, in discussions with the Town Manager, they had talked about the Town not being included in a lot of the things the County has done. He said he thinks they don't push that issue as much as they need to. Mr. McDearmon said the Town Manager had suggested that he (Town Manager) should attend all of the Board of Supervisors' meetings. Mr. McDearmon noted that he didn't think that was an appropriate thing for the TM to do because he has enough on his schedule now. Mr. McDearmon said they did talk about a rotation of Council Members who would attend the Board of Supervisors' meetings, so if there are issues that come up in the meeting, the Council would be aware of them. He said he also did not think the Council was getting enough feedback from the Town's

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representative on the Board. The Mayor said Mr. Ketterman attends most of the Boards' meetings so Council would appreciate any report he could bring back to Council. Mr. McDearmon said they need to be more aware of things happening that affect the Town.

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

C. Budget

FY2011 Budget - Mr. Hinson said the Budget information had been discussed.

Web Site - Mr. Hinson said the Web Site was moving along well. He said he had put the reviews from the Free Lane Star for Jack's Café and Café on Main Street on the web site. Mr. Hinson said he had also put the news article regarding Town Residents Earl and Emily Chilton on the web site.

Caroline County's Strategic Plan – Mr. Hinson said he had volunteered to participate on one of sub groups of Caroline County's Strategic Plan. He said he is on the Careers and Technical Education Sub Group.

D. Streets and Sidewalks - There was no report from the Streets and Sidewalks Committee.

E. Ordinances, Licenses, Permits:

Ordinances, Licenses, Permits Committee Meeting – Mr. Satterwhite stated that the Ordinances, Licenses, Permits Committee meeting will be held on January 19th at 5:30 PM. The Mayor congratulated Mr. Satterwhite on becoming Chief of the Bowling Green Volunteer Fire Department.

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

F. Water, Sewer and Trash – Mr. Webb noted that the PPEA Group had met with the Contractor/Engineer that they are working with and discussed how they would like to proceed. He said the next PPEA meeting would be on January 19th at 4:00 PM and they plan to make a presentation to Town Council at the February meeting.

ADJOURNMENT: On motion be Ketterman, seconded by Wright, the meeting was adjourned at 9:05 P.M. Voting Aye: Webb, Satterwhite, Ketterman, Hinson, Wright, and McDearmon.

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