

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

12-01-2011

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

MEMBERS ABSENT: Glen Lanford.

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

The Mayor called the meeting to order at 7:30 P.M. and led the group in the Pledge of Allegiance to the Flag of the United States of America. Council Member Wright followed with the invocation.

PUBLIC HEARINGS: The public hearings scheduled for this meeting were postponed until the January meeting because the newspaper neglected to advertise the notice for a second week.

DELEGATIONS:

A. Cheryl English, Mark Mallin and the “Ladies Night Out” Committee - Ms. English said she and Mr. Mallin were present at the meeting to give Council a summary of the “Ladies Night Out” event. She noted that they don’t have their figures together yet but they have roughly \$2,700.00 to split among their charities. Ms. English said Glory Outreach was very appreciative of the van load of food which they received. She indicated that 90% of the vendors were very pleased with their sales. She said the merchants in Town were happy with the event and everyone enjoyed the horse and buggy rides. She expressed appreciation to Town Council for their support and a special thanks to Mr. Manster and Jean Davis along with the Office Staff, and Public Works Department. Ms. English said they sold over 450 tickets and everyone wanted to know when there would be another event like this. She also wanted to thank the Caroline Progress for the advertising and the merchants for keeping their lights on. Mr. Mallin said they would like to make this an annual event because it is good for the Town. Mrs. Susan Durrett who owns Stone Creek Antiques said their business was busy that night

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and it also continued into the following week. The Mayor said this event was a “home run” for the Town and he was sorry he was out of Town during that time. He said the event made money, helped charities and promoted the Town. He also thanked the Caroline Progress for the nice article they did about the event. Mayor Storke said this is the first event that he has seen that every merchant in Town was happy about. Mr. Mallin thanked the other committee members who were Betty Rae Johnson, Helen Hauser, Judy Beazley, Kay Brooks, Hardy Dunnington, Steve Manster and Susan Durrett who came in as a merchant representative. Mrs. Durrett said the comments from customers were overwhelming and they all want to do it again.

B. Mark Mallin – Arts Commission – Mr. Mallin said the Arts Commission has a new project they are working on. He said they came up with the idea to collect art work from all the schools for a calendar so they met with art teachers who gave them approximately fifty pieces of art. Mr. Mallin said they have created a calendar that they will begin selling at their art show in the Bowling Green Event Hall on December 10, 2011. He said one half of the profits from the sale of the calendars will benefit the art classes in the school system because they do not have a budget for supplies. Mr. Mallin said each student must pay \$30.00 to take an art class and some of the art teachers are paying for students to take the class. The printing costs for the calendars were absorbed by the Arts Commission and paid advertisers. Mr. Mallin thanked the Council for their support of this project. He said this calendar is also an event calendar for the County. He noted that they are looking at is possibly providing scholarships with some of the money.

CONSENT AGENDA: In answer to a question from Council Member Davis, Mr. Manster stated that the bill from the Free Lance Star was for advertising for the Harvest Festival. **On motion by Ms. Davis, seconded by Mr. Wright, Council voted to approve the Consent Agenda, as presented.**

- A. **Minutes - Regular Meeting – 11-03-2011**
- B. **Bills – November, 2011**

A & M Home Center	480.99	BAI Municipal Software	3,185.00
Bennett Deborah	455.00	Caroline Sheriff’s Office	900.00
Caroline County Tourism	395.12	CINTA’s of Richmond	301.64
Coleman, Johnson	100.00	Coleman, Mary F.	600.00
Computerplus	181.50	Costco Membership	55.00
D & J Meat	1,600.00	Davis Jean	700.00
Dominion Chemical Co.	174.00	Doug’s Septic Service	2,160.00

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Erard Andrea G	1,250.00	Flores Armando L	100.00
G & G Milford Farm Ser.	248.57	Grainger	864.44
Greenline Service Corp	16.57	Hauser Martin	125.00
Jack’s Café	15.76	Johnson’s Exterm. Ser.	190.00
Lanford Joseph Glen	600.00	Luck Stone Corporation	816.51
M & W Printers	1,187.15	Manster, Stephen	224.96
McDearmon, Glenn	600.00	Miller Foley Group	1,400.00
Nicklin Steve	105.00	Oakley Farm Carriage Ser.	850.00
Page Designs & Printing	117.48	Peumansend Creek Ind.	270.00
REC	345.24	Rowe Matthew	100.00
Satterwhite Jason	600.00	Self Gene	100.00
Sosmetal Products Inc	940.36	Stemmle Plumbing Repair	875.00
Storke David	900.00	The Free Lance Star	3,143.70
The Free Lance Star	3,188.50	Umble, Kim	38.84
Verizon Wireless	270.09	VFW Post 10295	279.53
VDOT	100.00	VA Utility Protection Ser.	28.35
VISA	1,837.77	Wardico	561.49
Waste Management	8,066.33	Webb Chad	100.00
Webb Daniel	600.00	Wright Otis	600.00
*Page Designs & Printing	489.00	*VDOT	100.00
*Treasurer of VA	626.44	*Visa	1,071.76
*Verizon	211.73	*Dominion VA Power	5,242.60
*Grapes of Taste	476.70	Crown Trophy	321.80
*Lap Dog LLC	75.00	*Stone Creek Antiques	100.00
*Nationwide Insurance	50.00	*Howard, Debra	75.00
*Donald Jennifer	50.00	*Vossberg, Joss	25.00
*Boltz, Katie	75.00	*Stephens, Jeanne	50.00
*English, Cheryl	25.00	*Young, Amanda	100.00
*Hill, Patricia	100.00	*Shell Fleet Plus	1,368.75
*English Cheryl	854.59		

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

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

INFORMATIONAL ITEMS: The following informational items were noted:

- A. Town Hall Rentals Report – November, 2011
- B. Public Works Director’s Report – November, 2011

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C. Treasurer's Report

NEW BUSINESS:

A. Police Department Report – November, 2011 – The Police Chief reported that the calls for November were routine calls and he checked and there were no new sex offenders who had moved into the Town. He said he had issued seven speeding tickets and gave four warnings and the deputies gave one warning and three tickets. He said one of the Town's paid deputies made an arrest for driving under the influence. The Chief said he had been meeting with Major Moser and Lieutenant Lambert regarding the parade and that had been finalized. He said on Tuesday evening at approximately 9:00 PM there was an armed robbery at the Subway Shop and they took an undisclosed amount of money and put the two employees in the freezer. The Chief said they have very little information on the subject since the subject was wearing clothing that covered the body and they couldn't even identify his race. He said he is working with the Sheriff's Department on this case.

B. Planning Commission Report – The Planning Commission did not meet in November, consequently there was no report.

C. Town Manager's Report

Contract with Davenport and Company – Mr. Manster said the contract with Davenport and Company had been signed after the Town Attorney reviewed it and suggested some changes which have been made. He said work on Phase 1 of the Agreement is under way. Mr. Manster said they had provided Davenport with the information they had requested and they are looking at the Town's financial status. He noted that discussions had been held with Davenport Representative David Rose concerning actions that could be taken by the Town to improve their economic position and to provide assistance to the Town's new Economic Development Authority. Mayor Storke asked that letters be sent to the individuals who were not selected to serve on the Economic Development Authority, thanking them for their time and willingness to serve.

Joint Land Use Study (JLUS) – Fort A. P. Hill and Surrounding Localities – As a result of the Town's advertising, Mr. Manster said they had received six proposals from consulting teams to prepare the Joint Land Use Study. He said the proposals will be reviewed in detail by the Technical Working Group and they will probably meet in December to review the proposals and make a recommendation to the Policy Committee. He said the Policy Committee would then meet in January 2012 to interview two or three

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of the consultants that have been recommended by the Working Group. Mr. Manster said the consultants will come around to each locality to finalize the scope of services and then contracts will be in order after that occurs.

Parade and Art Show – Mr. Manster informed Council that the Art Show would be held at the Bowling Green Event Hall on December 10, 2011 from 11:00 AM – 5:00 PM and the Parade would begin at 5:00 PM on Main Street. He said they had been told that the Old Guard Fife and Drum Core will once again be in the parade. Mr. Manster said they were very pleased with the number of floats from different groups and organizations that were taking the time to participate in the parade. He invited everyone to come and enjoy the day in Bowling Green.

Letter from Metrocast – Mr. Manster said they had received a letter from Metrocast informing them of adjustments in channels and fees. The letter was provided to Council Members.

Joint Land Use Study (JLUS) Cont. – Mayor Storke asked if it was appropriate to bring Council up to speed on the proposals that were received for the JLUS Study. He said he wanted Council to know that he would be hard pressed to be in favor of moving forward with a Study that involves the amount of money requested by the consultants who submitted proposals. He said times are tight and taxpayer's money is our money and the Council is the authority of those funds and he hopes something really good comes from this Study, if they proceed with it. Mr. Manster said the final scope of services has not been negotiated as of yet and the cost has not been determined.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Budget – Ms. Davis said the Committee had met with Auditor Audrey Davis to review a draft of the Fiscal Year 2011 Audit Report. She said Financial Officer Heather Foley, Town Treasurer Kathy McVay and Town Manager Stephen Manster were also present at the meeting. Due to continued development and adjustment of “notes” in the audit report, the final audit report for FY2011 will be presented to Town Council by Audrey Davis at the regular meeting on January 5, 2012.

Ms. Davis asked Mr. Manster to report on the Committee recommendations concerning the payment acceptance by credit card that had been discussed by the Committee. Mr. Manster stated that in the Committee's written report they have a lot of information regarding credit card and on line payments that have has prepared primarily by Treasurer Kathy McVay. He said the Committee discussed with Town Staff four options for being

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able to accept credit card and other types of electronic payment methods for utility bills and other types of billings. He also said the Budget Committee supports the Staff recommendation of working with Vanco Services to establish processes which would allow the Town to accept certain credit cards for payment and to pay bills on-line. Mr. Manster said they believe this is the best company to work with because of the extent of their services offered and at a relatively low cost. The Committee recommends that Town Council authorize the Staff to begin the process of implementing the Vanco Services option to provide credit card payments and on-line payment of bills. In conjunction with this matter, Mr. Manster said there is a recommendation to upgrade their computer equipment for the three staff members in Town Hall. He said the computers and software have not been upgraded in over six years. Mr. Manster said they would be bringing other recommendations to Council prior to the purchase of any equipment. He said by March they should have the entire system in place and that will enable Town residents and people on the utility system to pay their bills on-line and come into the office and use credit cards. He noted there were limitations, such as using only Master Card if paying a bill at the office, but if paying on-line most credit cards can be accepted. Mr. Manster said the issue was that other types of credit cards used on-site such as Visa cards do not permit the fees to be passed on to the credit card holder and such fees would have to be paid by the Town. Mr. Manster said they are looking at the possibility of having a separate computer terminal in Town Hall for people who may bring in a Visa card and they could then be able to pay on-line by using that computer. He said the other issue is residents must realize that if a bill is paid on-line it could take up to 48 hours after the payment is entered before the Town could actually receive the funds. Mayor Storke noted that few people have a Master card. Council Member Satterwhite also expressed concern about not being able to use other cards such as Visa debit/credit cards. Mr. Manster said he did not believe you could pay by credit card at the Caroline County Treasurer's Office but they do accept payments on-line. Ms. Davis said one of their recommendations was that they try this for six months and they can do that because the Vanco Agreement is on a month to month basis. In answer to a question from Council Member McDearmon, Mr. Manster said they are going to work through their current provider, Dreamhost to have a secure site. **On motion by Ms. Davis, seconded by Mr. Webb, Council voted to give the Town Manager the authority to begin the process of implementing the Vanco option for credit card and on-line bill payments. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Davis, and Coleman.**

B. Streets and Sidewalks – There was no report from Streets and Sidewalks Committee.

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

D. Ordinances, Licenses, Permits – Mr. Satterwhite stated that the Park Committee had met in the morning to discuss future plans for a park.

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

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

G. Public Health and Safety/Personnel - Mr. McDearmon asked Council to note the memorandum that had been included in their packet including a job description for a new position that is proposed for the Town. Mr. Manster said Town Clerk Virginia Brooks would be retiring at the end of December. He said in order to accomplish part of the duties of the Town Clerk and Town Treasurer, in a re-organizational effort, the creation of a new position has been recommended to the Committee by the Staff. Mr. Manster said the Committee recommends to the Council that a new position of “Account Clerk/Receptionist” be approved. He said the creation of this new “primarily clerical” position will allow Town Treasurer Kathy McVay to be more involved with their Financial Officer in accomplishing higher-level duties of the Treasurer and other functions, some of which have been accomplished by Mrs. Brooks. Mr. Manster noted that other adjustments may become necessary in the not to distance future but he believes it is important that this position be created at this point in time so they can advertise to fill this position. In his written report, Mr. Manster stated that after December 31, 2011, the position of Town Clerk as it currently functions will no longer exist. He said the salary of the new position will ultimately depend on the training and experience that the new person would have but they envision an initial offer being made in the mid to upper \$20,000.00 range. **On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve the creation of the new position of “Account Clerk/Receptionist” and authorize the Town Manager to advertise the position and work with the Personnel Committee to fill that position. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Davis and Coleman.**

BOWLING GREEN HEALTH CARE CENTER: The Mayor informed the Council that the Administrator from the Bowling Green Health Care Center was scheduled to be present at this meeting but had a conflict with the Senior Citizen Gala that was being held at the High School. Mayor Storke said he had attended a reception at the Health Care

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Center last month, in which the owners of the Center were there to honor Staff for their perfect, no deficiency report for the past two years. He said this type of report is unheard of by the State. Mayor Storke said the Health Care Center is a very nice facility and they are fortunate to have it in the Town.

COMMUNITY SURVEY: Mr. Wright informed Council of a community survey that had been conducted by the Town of Culpeper and he would like to see a similar survey sent to the Town residents to receive input from them on the services provided by the Town. He said he would like to have a revised survey prepared for the next meeting to be sent out. Mr. McDearmon said it was a nice survey that was easy to read and only included thirteen questions and could possibly be included in the water bills. He said it would be good to have feedback from the citizens of the Town.

ADJOURNMENT: **There was a motion made by Mr. McDearmon and seconded by Mr. Wright to adjourn the meeting and also included an expression of thanks to Town Clerk Virginia Brooks for her great attitude, hard work and dedication during her employment with the Town. The time of the adjournment was 8:25 P.M. Voting Aye: McDearmon, Wright, Webb, Satterwhite, Davis, and Coleman.**

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