

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

09-01-11

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

MEMBERS ABSENT: Jason Satterwhite, 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.

DELEGATIONS:

A. Kevin Byrnes – Home Energy Loss Prevention – GW Help Program – The Home Energy Loss Prevention (HELP) is a program being offered by the George Washington Regional Commission and funded by a grant from the Department of Energy. To participate in the program, the home owner must be a resident of the counties of Caroline, Spotsylvania, Stafford, the City of Fredericksburg, the Town of Bowling Green or Port Royal. Mr. Byrnes said this program was designed to pick up where the existing weatherization program that is offered by the Rappahannock Area Agency on Aging leaves off. He said this program helps lower and upper middle income people who have homes 10 years or older to receive some financial assistance to make their homes more energy efficient. Mr. Byrnes stated that the Town had agreed to send out the program information with water bills that are going out the following week. He discussed the eligibility requirements to receive financial assistance for upgrading a home’s energy efficiency. Mr. Byrnes said the GW-Help Program will provide and maintain a list of program approved contractors who must be used to be eligible to receive the program’s financial incentives. He said these contractors will perform a home performance assessment, recommend corrective actions to the homeowner and test the home again upon completion of the retrofit actions selected by the homeowner. He noted that some individuals may not be in a position to act on the recommendations of the

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Home Performance Energy Assessment, but could benefit from suggestions of what they can do to reduce their energy bills. Mr. Byrnes said they could be given a \$100.00 gift certificate to come to Town Hall and purchase do-it-yourself improvement items such as light bulbs, pipe wrap, water heater blankets, programmable thermostats, etc. The Town Manager (TM) expressed his appreciation and gratitude to Mr. Byrnes and his Staff for getting this program on board in one year. He said Mr. Byrnes had worked with Germanna to develop a training program that is subsidized for contractors. The TM said they had also developed a loan program that residents could take advantage of. He said he thought Council should encourage the residents to participate in this program.

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

- A. Minutes - Regular Meeting – 08-04-2011
- B. Bills – August, 2011

A & M Home Center	414.88	Art & Sign F/X Inc.	52.50
Bennett Deborah T	485.11	Bowling Green Auto Parts	131.26
Bowling Green Suites	423.50	Bud’s Automotive	299.06
Caroline Sheriff’s Office	864.00	Caroline County Tourism	779.37
CE&O Inc.	2,142.00	Certified Laboratories	125.32
CINTA’S of Richmond	226.23	ComputerPlus	181.50
DEQ Receipts Control	2,473.00	ERA	269.11
Erard Andrea G	1,250.00	G & G Milford Farm Ser.	76.36
HD Supply Waterworks	1,266.11	Johnson’s Exterminating	190.00
M & W Printers	379.00	Mid-Atlantic Lab	60.00
MSC Equipment Inc.	923.92	Nicklin Steve	175.00
P. C. Goodloe & Son, Inc.	3,800.00	REC	527.74
Sosmetal Products Inc.	2,548.76	The Supply Room Co.	167.51
Treasurer of VA (VITA)	803.41	Treasurers’ Assoc. of VA	100.00
Verizon	271.82	Verizon Wireless	183.71
VA Utility Protection Ser.	26.25	VISA	944.26
Wardico	1,067.02	Waste Management	9,197.06
*Dominion VA Power	4,831.02	*Shell Fleet Plus	1,616.97
*Caroline Circuit Court	44.00		

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

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

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INFORMATIONAL ITEMS: The following information items were noted:

- A. Town Hall Rentals Report – August 2011
- B. Public Works Director’s Report – August 2011
- C. Treasurer’s Report – July 2011

NEW BUSINESS:

A. Police Department Report – August, 2011 - The Police Chief gave a brief overview of his report. He noted that last month he received no reportable calls. He said he had been checking businesses with a spotlight and foot patrol. The Chief said that in August, he had also written nine speeding tickets and gave six warnings. In answer to a question from Mr. McDearmon, the Chief said one of their auxiliary officers was able to put in more hours with the Town and another auxiliary officer is in training with hopes of putting him on the road by October. Mr. McDearmon said he appreciated the efforts of the Police Chief.

B. Process and Determination of Appointments to Bowling Green Economic Development Authority – The TM noted that at the last meeting the Council had created the Bowling Green Economic Development Authority and now they need to fill seven positions on the Authority governing body. He said at the last meeting, the Mayor had asked Council Members to bring to the next meeting some suggested appointees for the Authority. The TM suggested Council should consider interviewing potential appointees, by a Committee, and bring the recommended final seven appointees before the Council at the next meeting for final approval of appointments. The Mayor said he has a list of eight people who come from the Town or the County but the ones from the County own a business or land in the Town. He indicated that they would need to be asked if they would like to serve and suggested it may be awkward to ask candidates who are highly qualified to submit to an interview. After some discussion, Council decided to ask that all names be in on the 8th. Town Attorney Andrea Erard strongly recommended an interview process for all candidates for the Authority because Council needed to treat all the candidates the same. Mr. Webb asked about the potential conflicts of interest for business or property owners’ ties to the Town if they were selected to serve on the Authority. Ms. Erard proposed that such conflicts would have to be considered on a case-by-case basis. It was decided that a panel made up of the Mayor, Town Manager and the Economic Development Committee (Glen Lanford & Daniel Webb) will begin interviewing candidates the week of the 19th. Council discussed the best ways to advertise to get the most qualified candidates. It was noted that up to three EDA seats

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could be held by members of Town Council. Mr. McDearmon recommended that the candidates be given a copy of the information from the State Code on the creation and powers of an Economic Development Authority. Council discussed the best ways to advertise to get the most qualified candidates and decided to use the cable channel, the web site and rely on the reporters who were present to let the public know that they are searching for active, interested people to serve on the EDA.

C. Town Manager's Report

Regional Water Supply Plan and Drought Response Ordinance – The TM said at the last meeting they had listened to a presentation from a consultant who was developing a draft Regional Water Supply Plan and he encouraged Council to set a public hearing for this month. He said Council authorized the advertising for that public hearing. The TM said based on Staff review of the proposed Plan, it was his determination that the Plan was not ready for public review and could not be made ready by the potential public release date. For that reason, the TM did not place the advertisement for a public hearing or the start of the public comment period. The TM said he and Public Works Director William Stanley had agreed that the Plan does not address the Town's ideas effectively and may need adjustments. He said they also discussed this with the Water, Sewer and Trash Committee. The TM said he had contacted Sara Jordan of the Department of Environmental Quality and asked if there were possibilities for an extension of the deadline for planned submission. He said they were going to meet with County Staff and look at something that they can both adopt.

Revision of Zoning and Subdivision Regulations in Advance of Development along Route 301 Corridor, etc. - Because of the increased development potential brought on by the expansion of water and sewer service along the Route 301 Corridor, the TM said he believed that the Town's Zoning and Subdivision Regulations must be reviewed in order to provide for development flexibility and control in areas of Town that may receive development pressures in the near future. He said the review should include the possible creation of new Zoning Districts and/or the modification of existing Districts in order to bring about the Town's development goals, primarily in the Route 301 Corridor. The TM said they also needed to investigate possible modification of the Town's development and subdivision review process and procedures in order to provide a modified process for minor divisions of land that will not require any major infrastructure improvements. He noted that any possible modifications of zoning and subdivision regulations require study, review and development of the document and a recommendation from the Planning Commission. The TM said he asked that Council refer these matters to the Bowling Green Planning Commission with a directive to bring

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back a recommended ordinance amendment at their earliest convenience after a public hearing and public comment session. **On motion by Mr. Wright, seconded by Mr. McDearmon, Council voted to direct the Planning Commission to work on modifications to the Zoning and Subdivision Ordinances.** In answer to a question from Mr. Webb, the TM said he hoped to have something back from the Planning Commission by Council's November meeting. He said he plans to have a proposal to the Planning Commission at their September meeting. **Voting Aye: McDearmon, Wright, Webb, Davis, and Coleman.** The TM noted that special meetings can be scheduled by Council, if needed.

Investigation of the Creation of Tourism Zones – Mr. Manster informed Council that the State Code authorizes any city, county or town to establish one or more Tourism zones for the purpose of granting tax incentives and providing regulatory flexibility within such zones. He asked that Council refer to its Budget Committee and other committees, including the Planning Commission the study of the benefits and impacts of the creation of such Zones in Bowling Green and bring a recommendation to Council as soon as possible. **On motion by Mr. McDearmon, seconded by Mr. Webb, Council voted to ask the Budget Committee to look at the creation of Tourism Zones. Voting Aye: McDearmon, Wright, Webb, Davis and Coleman.**

Grand Opening/Celebrations – The TM announced the following events that would be coming up soon:

September 10, 2011 – Grand Opening of the new Dawn Library at 10:00 A.M. located at 31046 Richmond Turnpike.

September 10, 2011 – Ribbon cutting and open house ceremony at the State Farm Insurance office for new State Farm Agent Matt Brant at 10:00 A. M. to 3:00 P. M. located on East Broaddus Avenue.

September 17, 2011 – 2nd anniversary celebration for Minor's Variety Shop at 10:30 A. M. to 1:00 P. M. located on Chase Street.

November 17, 2011 – The preparation for "Ladies Night Out" has begun and representatives from the Planning Committee will be present at the next Council meeting to brief Council on some of the events.

Retirement of Town Clerk – The TM announced that the Town Clerk would be retiring on December 30th of this year. The Mayor expressed appreciation to the Clerk for

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her 21 years of service to the citizens of the Town of Bowling Green. **On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to regretfully and with much gratitude accept the resignation of Town Clerk Virginia Brooks, effective December 30, 2011. Voting Aye: McDearmon, Wright, Webb, Davis, and Coleman.**

Harvest Festival – Ordinance Concerning Pets and Car Show Safety – The TM noted a memorandum from Kathy Beard that Council had received regarding the car show and some safety considerations. He said that over the past couple of years they have had some near misses at the end of the car show with some of the drivers of the antique vehicles leaving around 1:30 PM which is a primary point in time when a number of people are coming to the Harvest Festival. The TM said they are recommending approval of a resolution (on the second page of the memorandum) which would be sent out with the registration forms letting the vehicle owners and operators know that the Town expects them to stay until at least 3:00 PM. The Mayor said trying to force the car show participants to stay later may irritate them and preclude them from participating in other Harvest Festivals. The Mayor noted that around 1:30 PM, the awards are presented and the participants leave, so he suggested that the solution would be to ask the organizers of the car show to delay the presentation of the awards until 3:00 PM. Council briefly discussed moving the car show to another location. The consensus of Council was that they take no action on the resolution but request the car show participants to stay longer and delay or stagger the presenting of the awards. The TM noted that Council had previously approved an ordinance to limit animals at the Harvest Festival to service animals only or animals participating in the Festival.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

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

B. Economic Development

Park in Town – Mr. Webb said he had been working on a plan for a park. He said he would have it completed in the next couple of weeks.

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

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

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E. Public Health, and Safety/Personnel

Treasurer's Report – Mr. McDearmon ask Council to note the Treasurer's report in their packets. He said he appreciated the format and work that had gone into the report.

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

G. Ordinances, Licenses, Permits – There was no report from the Ordinances, Licenses, Permits Committee.

MAYOR'S REPORT:

A. Power Outage - The Mayor said they had just come through their first significant hurricane of the season and he would like to thank the Town Staff for all their work. He said he couldn't say enough good things about the Public Works Department who were out there taking generators to pump stations and well sites and solving problems that arose from the storm. The Mayor said the TM was keeping Council apprised of what was being done. He said Dominion Virginia Power's response and speed of getting the power back on was remarkable. He noted that the Town's strengthened partnership with Dominion Virginia Power that has recently been facilitated deserves a lot of credit for that response. The Mayor said the residents have no idea about all the preparations that the Public Works Department has do to get ready for a storm like Hurricane Irene and the additional work following the storm.

ADJOURNMENT: On motion by Mr. Webb seconded by Mr. McDearmon, Council voted to adjourn the meeting at 9:00 P.M. Voting Aye: McDearmon, Wright, Webb, Davis, and Coleman.

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