

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

02-03-2011

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

MEMBERS ABSENT:

OTHERS PRESENT: 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.

PRESENTATION:

Tommy Satterwhite – Woodmen of the World - Mr. Tommy Satterwhite, representing Woodmen of the World Insurance Company was present at the meeting to present an American flag to Town Council for use at Town Hall. Mr. Satterwhite said Woodmen of the World were second only to the Federal Government in the presentation of American flags to churches, schools and other non-profit organizations. He expressed appreciation to the Council for inviting him and allowing him to present the Flag on behalf of Bowling Green Lodge 345. Mr. Satterwhite stated that if the Town ever needed assistance with a flag, they would be glad to help out in that area.

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

- A. **Minutes - Regular Meeting – 01-06-2011**
- B. **Bills – January, 2011**

<b>A &amp; M Home Center</b>	<b>284.05</b>	<b>Amerigas Fredericksburg</b>	<b>2,850.58</b>
<b>Bennett, Deborah T</b>	<b>390.00</b>	<b>BMS Direct</b>	<b>734.27</b>

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<b>Bowling Green Auto Parts</b>	<b>34.31</b>	<b>Bud's Automotive</b>	<b>692.08</b>
<b>Caroline Sheriff's Office</b>	<b>1,344.00</b>	<b>Caroline Garage</b>	<b>581.28</b>
<b>CINTA's of Richmond</b>	<b>304.98</b>	<b>ComputerPlus</b>	<b>181.50</b>
<b>Dominion Chemical Co.</b>	<b>266.00</b>	<b>Dominion Equipment</b>	<b>713.60</b>
<b>ERA</b>	<b>152.56</b>	<b>Erard Andrea G</b>	<b>1,250.00</b>
<b>Food Lion Inc.</b>	<b>38.58</b>	<b>G &amp; G Farm Service</b>	<b>5.20</b>
<b>HD Supply Waterworks</b>	<b>3,608.56</b>	<b>M &amp; W Printers</b>	<b>203.00</b>
<b>Mid-Atlantic Lab</b>	<b>1,050.00</b>	<b>Miller Foley Group</b>	<b>3,400.00</b>
<b>Race Timing Unlimited</b>	<b>100.00</b>	<b>REC</b>	<b>655.86</b>
<b>Riley Charles</b>	<b>80.00</b>	<b>Rydin Decal</b>	<b>1,574.63</b>
<b>Sensus</b>	<b>1,452.00</b>	<b>Sosmetal Products Inc.</b>	<b>1,663.70</b>
<b>The Supply Room Co.</b>	<b>213.63</b>	<b>Thomas, Michael</b>	<b>175.08</b>
<b>TravelHost of Central VA</b>	<b>200.00</b>	<b>Treasurer of VA</b>	<b>794.60</b>
<b>USA Blue Book</b>	<b>704.66</b>	<b>VAMWA</b>	<b>78.53</b>
<b>Verizon</b>	<b>275.03</b>	<b>Verizon Wireless</b>	<b>169.40</b>
<b>VA Utility Protection Ser.</b>	<b>12.60</b>	<b>VISA</b>	<b>2,297.93</b>
<b>Wardico</b>	<b>704.69</b>	<b>Waste Management</b>	<b>8,085.03</b>
<b>Xerox Corporation</b>	<b>170.81</b>	<b>*Dominion VA Power</b>	<b>6,630.04</b>

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

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

INFORMATIONAL ITEMS: The following informational items were noted.

A. Town Hall Rentals – December, 2010

B. Police Department Report – December, 2010 - Mr. McDearmon suggested that the Police Report be reformatted to make it more usable. He noted that in January there were only two violations, which could have been attributed to bad weather. Mr. McDearmon proposed that they be significantly more robust about information and activities that are going on in Town. In answer to a question from Mr. McDearmon, Police Chief Hoskins stated that several of the police auxiliary officers had not been working. He said he had discussed this with the Town Manager and they may be eliminating some of them for non-participation. Mr. McDearmon said he would like to discuss that with the Chief. He also asked the Chief to meet with the Town Manager (TM) and get his report in a more understandable format. In response to a question from the Mayor, Police Chief Hoskins stated that of the Town's five auxiliary officers, only one was active. Mr. Satterwhite suggested the Chief give them some ideas on how they

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can get more participation in the auxiliary program. The Chief said the latest information he had was that the Personnel Committee had put a freeze on hiring. The Mayor suggested that action was temporary and the Committee would be meeting with the Town Manager and may have a name of an individual who would like to serve on the auxiliary.

C. Public Works Director's Report – December, 2010

D. December, 2010 Treasurer's Report

DELEGATIONS:

Ron Curlings - Mr. Curlings stated that a couple of months ago there was a ceremony honoring all veterans in Caroline County who had served in either the Korean or the Viet Nam Conflicts. He said the American Legion presented each of them a citation for their service. Mr. Curlings said he was the Master of Ceremonies at that event and he informed all the veterans who came that they should be honored with three things they didn't receive when they came home from service. Those three things were a thank you from the Government, a thank you from the citizens of their community and they didn't get a thank you in a welcome home parade. Mr. Curlings told the veterans that at that ceremony he wanted to give them two of the three. He said he felt there was still a need to have a thank you parade. Mr. Curlings stated that Fort A. P. Hill had not had active duty personnel assigned there in many years but that was changing and approximately 30 full time soldiers who are a part of the EOD School are going to be stationed there in the Spring. He asked if the Town would be willing to hold a parade to welcome these new soldiers, honor approximately 200 Veterans of Caroline County, and involve the Jr. ROTC and marching band in the parade along with the Old Guard and the American Legion Riders. Mr. Curlings said he would like to hold the parade on May 7, 2011 at 1:00 PM. with a military ceremony on the Courthouse Lawn. In response to a question from Mr. Webb, Mr. Curlings said he would organize the parade and secure advertising for the event. The Mayor said it sounded like a nice event. Mr. Curlings said they should only need to close the streets for no more than an hour. The consensus of Council was that Mr. Curlings get with the Town Manager and work out the details with status reports presented to Council.

FY2010 AUDIT PRESENTATION – AUDREY DAVIS, DAVIS AND ASSOCIATES CERTIFIED PUBLIC ACCOUNTANTS, PLLC: Ms. Davis was in attendance to present the Town of Bowling Green's FY2010 Financial Statement Audit. Ms. Davis noted the following audit findings:

- The Town's financial statements and related footnotes, taken as a whole, are presented fairly in all material respects, and in conformity with GAAP

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- No issues were noted regarding internal Control over financial reporting
- No issues were noted over compliance with laws and regulations
- Town has a strong system of internal control
- Accounting/Finance personnel are well trained and knowledgeable and aware of the proper functioning of controls
- No reportable conditions were noted
- Town has good focus on internal controls which is essential to ensuring that any potential misstatements or errors are detected – keep these practices in place
- Personnel responsible for the accounting and finance functions within the Town are well trained and knowledgeable – this is important for insuring the proper management of this function

The Mayor noted that Financial Consultant Heather Foley would be present at the next meeting to go over the financial statements with Council. Ms. Davis stated that the Budget Committee has reviewed the Audit Report, met with the Auditor and Staff and recommends the Town Council accept the Audit Report for FY2010.

**On motion by Davis, seconded by Lanford, Council voted to accept the FY2010 Audit Report as presented by Ms. Audrey Davis. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis and Coleman.**

NEW BUSINESS:

A. Town Manager’s Report - In the absent of the Town Manager, who was ill, the Mayor presented Mr. Manster’s written report.

Route 301 Project – The Mayor stated that the Town is about a week or two away from having the approval from the Health Department on the 301 Project. He said all the other permits have been issued. He noted that the Governor’s office had made a call to the Health Department on behalf of the Town and a couple of days later they got a call from the Health Department that they would have the paperwork in a week or two. The consensus of Council was to wait for final approval before they advertise the groundbreaking ceremony. In response to a question from Mr. McDearmon, the Public Works Director (PWD) said they would be talking with the Health Department the following day. He said the Town and Contractor had answered some comments from VDOT and the final plans were rearranged. The PWD said they should hear back from VDOT the following week.

MetroCast Representative – The Mayor reported that after some concerns were

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expressed at the last meeting regarding cable service in Town, the TM contacted Metrocast and asked General Manager William Newborg to attend this meeting. Unfortunately Mr. Newborg had a prior engagement and could not attend this meeting but does plan to be at the March Council meeting.

4<sup>th</sup> Annual Bowling Green Festival of Feet (5K-10K Walk/Run – The Mayor announced that the 4<sup>th</sup> annual Bowling Green Festival of Feet would be held on Saturday, April 30, 2011. He said he had been told plans were well under way and a larger event than last year was expected.

Town Seal for Town Hall – The Mayor said the TM had informed him that he had received two proposals for the creation of a three dimensional routed, hand painted Town Seal to hang in the Town Council Chambers. He said one proposal was from Art & Sign in the amount of \$1,700.00 and they were the group that fabricated and installed the Town signs on Route 301 and 207. The Mayor said the second proposal was from Carousel Signs in the amount of \$2,400.00 and they were the company that prepared the directional signs for Caroline County. He said Staff has recommended that they be allowed to work with Art & Sign and other contractors and proceed with a maximum expenditure of \$1,700.00 if that is what Council desires. Mr. McDearmon said the quote was higher than he had expected but this is a long term investment and he would like people who walk into the building to know where they are. In answer to a question from Mr. McDearmon the Town Clerk stated that Titan Signs who did the entrance signs to Bowling Green, had not yet given a quote. **On motion by Wright, seconded by Webb, Council voted to authorize the Town Manager to spend up to \$1,700.00 for a Town Seal to display in the Town Council Chambers. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.** Mr. Webb asked that the Building and Grounds Committee be consulted before the decision on the seal is made.

Rochambeau Victory Park – In response to a question from Mr. McDearmon, the Mayor said the County Administrator wanted to set another meeting on the Rochambeau Victory Park Project. He suggested this meeting would be held before March 12<sup>th</sup> which is when the County Administrator leaves to accept another position.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Economic Development/Activities and Tourism – Mr. Lanford said there was no report from the Economic Development Committee but they do have a Committee meeting scheduled for February 14<sup>th</sup> and he will make a report at the March meeting.

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B. Budget – Ms. Davis said she did not have a report from the Budget Committee but she and Ms. Coleman had attended the Ft. A. P. Hill Change of Responsibility Ceremony. The Mayor said Command Sgt Major Brandenburg has retired and Command Sgt. Major Reyna from Hawaii is the new Command Sgt. Major at A. P. Hill.

C. Streets and Sidewalks – Ms. Coleman reported that two signs were down in front of the post office. She said they may have been pushed down by the snow removal plows. The PWD said he would pick up the signs and notify VDOT.

D. Public Health, Safety/Personnel – Mr. McDearmon said they did not have a report from the Personnel Committee but they would be discussing the addition of auxiliary officers to the police force.

E. Building and Grounds – Mr. Wright did not have a report but noted the amount of Town Hall rentals for January.

F. Ordinances, Licenses, Permits – Mr. Satterwhite said the Committee had met and discussed the Golf Cart Ordinance. He said the Town Attorney is working on some questions they had about the Ordinance and they would be meeting again in a couple of weeks. Town Attorney Erard stated that to operate a golf cart, insurance is required and you cannot have a restricted license. She said if you operate the Cart on your own property, insurance is not required. Mr. Satterwhite said he would look into a quote on insurance.

G. Water, Sewer and Trash – Mr. Webb said he did not have a report from the Water, Sewer and Trash Committee but he would like to see a schedule for the street sweeper. The PWD said it takes a day to completely sweep the Town. He said he uses water and is concerned about the antifreeze on the streets when the weather is cold. The PWD said he would be checking the streets to see what needs to be done.

HOTEL PROSPECT: The Mayor said he and the Vice Mayor met with someone from the Governor's Office and asked for help with the hotel issue on the 301 Corridor. He said within a couple of days the Governor's Office had made contact with A. P. Hill. The Mayor suggested the TM draft a letter to the Governor's Office and thank them for their help with the hotel issue and also the call to the Health Department. He said the hotel prospect had met privately that day with the bank. The Mayor said he has an appointment tomorrow with a gentleman from the bank on another matter and the bank

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representative will give him the status of what happened today.

WALK ABOUT SIGN: The Mayor said the bottom decorative piece of the Walk about Sign is broken and hanging down. The PWD said he would take care of the sign.

THANKS TO STAFF: Mr. McDearmon thanked the Staff for the good financial picture that was laid out to for them by Ms. Davis.

BONNIE CANNON – 123 S. Main Street – Mrs. Cannon asked to speak about the zoning permit for the Caroline Recovery Community Center that was approved for 103 County Street. The Mayor said several months ago, John Shinholser of the McShin Foundation attended a Town Council meeting and made a presentation along with Commonwealth Attorney Tony Spencer. He said they talked about the need to have a recovery center in Caroline and specifically in Bowling Green. The Mayor said they looked at several places and decided on 103 County Street. He said the Town Manager and the Caroline Building Inspector looked over the property, inspected it and noted that the use is permitted in commercial zoning categories. The Mayor said the McShin Foundation leased the second floor from the Masonic Welcome Lodge for a recovery center. He said they are holding AA & NA meetings there. The Mayor apologized for skipping that but noted that usually the permits are for decks, additions, etc. that are there just for informational purposes only. Mrs. Cannon thanked him for the information.

ADJOURNMENT: **On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to adjourn the meeting at 9:05 PM. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

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