

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

05-05-2011

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

MEMBERS ABSENT: Glenn McDearmon.

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 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.

TOWN SEAL: The Town Manager (TM) and Building and Grounds Chairman Otis Wright removed the covering on the new Town Seal that had been made to hang in the Town Council Chambers. The Mayor noted that the Seal was a beautiful centerpiece for the Town Council Chambers. He expressed appreciation to the Building and Grounds Committee and the Town Staff who had worked so hard on this project.

DELEGATIONS:

Mark Mallin, 224 N. Main Street & Cheryl English, 12550 Fredericksburg Turnpike “Ladies Night Out” – Mr. Mallin and Ms. English were present at the Town Council meeting to request a waiver of the Town Hall fees for a function on November 17, 2011. Mrs. English said crafters and women owned businesses, home businesses and others in the County and Town would be invited to participate in the event to sell and display their products. She said each vendor would be asked to pay a fee of \$25.00 to participate. Mrs. English said there would also be a Chinese auction and each vendor would be asked to sell 25 tickets which sell for \$5.00 for 6 tickets. Mr. Mallin said this event would be similar to the “Mall in the Hall” event that was done at Town Hall two years ago. He stated that any proceeds made from the event would be divided between the four following charities:

- Caroline Library
- Caroline Jr. Woman’s Club
- Relay for Life
- Glory Outreach

Ms. English said there would be raffles, door prizes at the event and alcohol could be purchased. She said people would be asked to bring a canned food for Glory Outreach and ten percent of the cash received would also go to Glory Outreach. She said Glory Outreach will give a list of things that they need. Mr. Mallin said they would like to make this a yearly event and he thought this would be an economic boost for Caroline County and the Town.

On motion by Mr. Lanford, seconded by Ms. Davis, Council voted to approve the free use of Town Hall on November 17, 2011 for Mark Mallin and Cheryl English to hold a “Ladies Night Out” event similar to the “Mall in the Hall” that was held a couple of years ago. Voting Aye: Wright, Satterwhite, Webb, Lanford, Davis, and

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Coleman.

PUBLIC HEARING – PROPOSED 2012 BUDGET – The Mayor opened the public hearing on the proposed 2012 Budget and noted the public hearing ad that was published in the Caroline Progress on April 21 & 28, 2011. He called for comments from the public on the proposed FY2012 Budget. He called a second and third time. Hearing no comments, the Mayor closed the public hearing at 7:50 P.M. The TM said State Code does not allow the Budget to be adopted on the same night as the public hearing; therefore it would be placed on the agenda for the regular meeting on June 2, 2011.

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

- A. Minutes - Regular Meeting – 04-07-2011
- B. Bills – April, 2011

A & M Home Center	345.02	American Cancer Society	995.00
Amerigas Fredericksburg	539.10	Arcet Equipment Company	124.00
Bennett, Deborah T	450.00	Bowling Green Auto Parts	682.98
Bud’s Automotive	51.00	Caroline Sheriff’s Office	1,344.00
CE&O Inc.	2,142.00	Certified Laboratories	281.37
Chenault Lumber Inc.	280.00	Cintas of Richmond	301.64
Computer Plus	181.50	Dickinson Equip. Inc.	553.77
Doug’s Septic Service	200.00	Erard Andrea G	1,250.00
G & G Farm Service	972.50	Harrie Heating & Plumbing	1,060.68
Johnson’s Pest Control	190.00	Lakeway Publishers of VA	2,773.40
M & W Printers	206.80	Manster, Stephen	562.40
Mid-Atlantic Lab	60.00	Miller Foley Group	1,400.00
P.C. Goodlow & Son, Inc.	2,650.00	Peumansend Creek Ind.	1,114.50
REC	497.18	Safety Services	109.98
Sosmetal Products Inc.	367.76	The Supply Room Co.	197.47
Travelhost of Central VA	200.00	Treasurer of Virginia	809.60
USA Blue Book	127.83	Verizon	286.44
Verizon Wireless	180.78	VA State Police	1,145.00
VISA	1,435.36	Wardico	476.97
Waste Management	7,817.77	Winding Brook Auto	210.79
*Dominion VA Power	4,904.66	*Shell Fleet Plus	1,688.52
*Internal Revenue Service	379.65		

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

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

INFORMATIONAL ITEMS: The following informational items were noted

- A. Town Hall Rentals – April, 2011
- B. Police Department Report – April, 2011
- C. Public Works Director’s Report – April, 2011
- D. March, 2011 Treasurer’s Report

NEW BUSINESS:

- A. Town Manager’s Report

Golf Cart Ordinance – The TM reported that action by Council at their special meeting authorizing the advertisement for the Golf Cart Ordinance did not provide

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sufficient time to meet State requirements for advertising the required public hearing. He said they would submit the public hearing notice to be advertised twice in the local paper and hold the public hearing at the June, 2011 meeting. After a detailed discussion on decals for golf carts, costs of decals, the consensus of Council was that they charge \$18.00 for each decal for golf carts. It was also decided that they would use the same decal for golf carts as they use for motorcycles which also cost \$18.00.

Signage for Caroline Museum and Cultural Center – The TM noted that at the last Council meeting, Council authorized an expenditure of \$2,280.00 for one-half of a signage package for the new Caroline Museum and Cultural Center. He said he was pleased to report that the Caroline Board of Supervisors has allocated funds in next year's budget to pay for the other half of the signage package. The TM said this would provide for all proposed signs to be installed prior to the opening of the Museum.

Heat Pump at Wastewater Treatment Plant – The TM said the Wastewater Treatment Plant was in need of a new heat pump. The Public Works Director (PWD) said he had asked for three estimates and had received two. He said Ladysmith Heating and Cooling was \$6,800.00 and Brothers Mechanical was \$7,020.00. The PWD said they were recommending Brothers Mechanical because their heat pump was 7½ ton and Ladysmith Heating & Cooling was 4 ton. The TM said the funds for payment of the pump would come from the Unallocated General Fund Reserve Account. **On motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted to approve the purchase of a 7½ ton heat pump from Brothers Mechanical at a cost of \$7,020.00 with the funds to come from Unallocated Reserve General Fund. Voting Aye: Wright, Satterwhite, Webb, Lanford, Davis and Coleman.**

301 Water and Sewer Project – The TM said they had received final approval from VDOT to begin the Water and Sewer Project on the 301 Corridor. He said they would need to schedule a ground breaking ceremony soon. The TM said they should start digging by the end of the month. He asked Council Members what day of the week and time would be best for them. The Mayor said they would be inviting people from Richmond, elected officials, VML, A. P. Hill and State agencies. Council agreed upon the date of May 24, 2011 at 11:00 AM. The TM said he hoped that would work for everyone.

Environmental Assessment – The TM said the notification of an environmental assessment is online.

Dominion Virginia Power Representatives – The TM said Dominion Virginia Power representatives would be coming to the June Council meeting.

Special Tax District – **On motion by Mr. Satterwhite, seconded by Mr. Webb, Council voted to advertise to hold a public hearing on June 2, 2011 regarding an ordinance to create a new tax district for the 301 Corridor to help fund the water and sewer extension project. Voting Aye: Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.** The TM said there had been some interest in holding a special meeting with the property owners on the 301 Corridor. In answer to a question from Mr. Lanford, the TM said nothing had changed since they had last met with the property owners. Mr. Satterwhite suggested they invite them to the public hearing and to the ground breaking. It was also suggested that they invite the property owners on East Broaddus and West Broaddus Avenue.

Festival of Feet - The TM said the Festival of Feet that was held on April 30th was very successful with 211 people registered. He said he was pleased to report that they have checks from that event going to the American Cancer Society for \$995.00, the

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Virginia State Police Association Emergency Relief Fund for \$1,145.00, and \$994.96 to be placed in a special fund for the future Bowling Green Park.

Art & Garden Walk & Art Show and Sale – The TM reported that thanks to the Bowling Green Arts Commission and Mark Mallin, an Art Show and Sale and an Art and Garden Walk would be held on May 13 & 14, 2011 from 10:00 AM to 4:00 PM. The Art Show and Sale would be held on the Courthouse Lawn.

Farmer's Market – The TM stated that the Farmer's Market had opened the previous Saturday and would continue to be open on Saturdays. He said it was located on Main Street in front of the Union First Market Bank.

Traffic Calming on Main Street – The TM said the Streets and Sidewalks Committee were looking into the issues that have been brought up about speeding on Main Street. He said they were going to approach VDOT about traffic calming on Main Street and bring back recommendations to Council. Council had no objections.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

- A. Public Health and Safety/Personnel – There was no report from the Public Health and Safety/Personnel Committee.
- B. Building and Grounds – There was no report from the Building and Grounds Committee.
- C. Ordinances, Licenses, Permits – There was no report from the Ordinances, Licenses, Permits Committee.
- D. Streets and Sidewalks – There was no report from the Streets and Sidewalks Committee.
- E. Budget – There was no report from the Budget Committee.
- F. Economic Development – There was no report from the Economic Development Committee.
- G. Water Sewer and Trash: There was no report from the Water, Sewer and Trash Committee.

MAYOR'S REPORT:

A. Town Hall Name Change – The Mayor said they had discussed the Town Hall name changes at the special meeting of Council. He said there were two Council Members and six citizens who gave a lot of thought and time to this project. Mr. Wright suggested they postpone the decision on the Town Hall name changes for thirty days. The Mayor asked that each Council Member give some thought to the name changes and be prepared to make a decision at the next meeting. Mr. Lanford and Mr. Webb said they liked the recommendations from the Committee. The consensus of Council was that they bring input back to the next Council meeting on names for the Town Hall, Lobby and Ballroom.

CLOSED SESSION: On motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted to go into Closed meeting pursuant to VA Code §2.2-37711(A)(1) for the discussion or consideration of the performance and compensation of the following positions: Town Manager, Treasurer, Clerk, Director of Public Works, and Police Chief. Voting Aye: Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.

OPEN SESSION: On motion by Mr. Satterwhite, seconded by Mr. Lanford, Council voted to reconvene in open meeting. Voting Aye: Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.

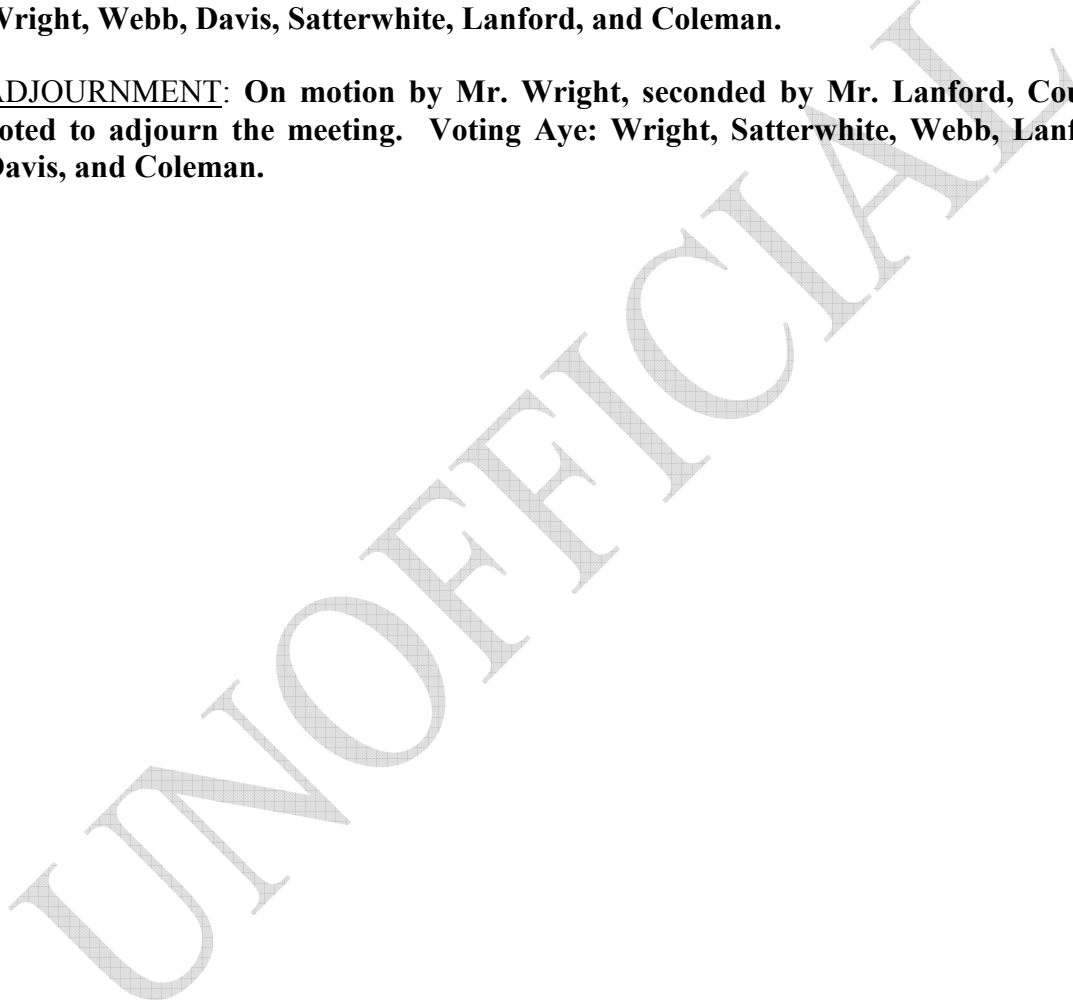
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CERTIFICATION: On motion by Mr. Webb, seconded by Mr. Satterwhite, Council voted to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were discussed or considered:

Wright	Aye	Satterwhite	Aye
Webb	Aye	Lanford	Aye
Davis	Aye	Coleman	Aye

TOWN MANAGER EVALUATION/SALARY INCREASE: On motion by Mr. Wright, seconded by Mr. Lanford, Council voted to approve the Town Manager’s evaluation and to increase his base salary by 4%, effective July 1, 2011. Voting Aye: Wright, Webb, Davis, Satterwhite, Lanford, and Coleman.

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



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