

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

10-06-11

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

MEMBERS ABSENT:

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. Kathy Beard – Harvest Festival Update – Ms. Beard was present to give an update on the 22nd Annual Harvest Festival scheduled for October 15, 2011, rain or shine. Ms. Beard said everything was going as planned although the weather forecast was not favorable. She noted the EVB would once again be the premier sponsor of the entertainment, Union First Market Bank would be the sponsor of the WFLS all day remote broadcast and Waste Management would sponsor the trash disposal for the day. Ms. Beard said they are expecting approximately 125 vendors and 200 cars. Unfortunately, the motorcycle show would not be present this year, due to cold weather, entry fee vs. trophy cost, location, etc. She also noted that Kilwinning Crosse Masonic Lodge would host their child identification program this year and the Rappahannock Model Railroad Club's extensive model train display would also be in the building. Some of the other features would be MC Wick Coleman along with County Fair Idol Winner J. R. Carter, Milford Station, Real Deal Band and Cactus Jack. Ms. Beard said the car show is what pushes the event financially over the top and it all depends on the weather. She said marketing the event would include printing approximately 14,500 Harvest Festival Guides with the bulk of them being sent out in the Free Lance Star Newspaper and various other sites. Finally, Ms. Beard asked that Council Members be at the stage by 9:00 AM for introductions and be available at the Welcome Tent anytime during the event. In answer to a question from Mr. Wright, Ms. Beard said she is the one who assigns spaces for the Harvest Festival. Also at Mr. Wright's inquiry, she said the retail businesses automatically are reserved a space in front of their store and other Town businesses can set up in the street. Responding to a question from the Mayor, Ms. Beard stated that the County has designated \$3,000.00 for the Harvest Festival this year which is the same as last year.

B. Cheryl English & Susan Durrett – Ladies Night Out – The Mayor introduced Cheryl English who was present to give Council information on the upcoming "Ladies Night Out" in Bowling Green. Ms. Susan Durrett was not able to be present at the meeting. Ms. English said this event had grown far beyond what the Committee had first envisioned. She noted that the merchants have been supportive by agreeing to have their stores open the night of the event. Ms. English said they are working on holiday music, hopefully to be held on the Courthouse Lawn. She noted that the tickets and posters/flyers had been printed and tickets would be for sale at the Harvest Festival as

Mayor _____ Clerk _____

well as flyers being distributed. Ms. English thanked the volunteers, especially Mark Mallin and Hardy Dunnington along with the rest of their Committee (Helen Hauser, Betty Rae Johnson, Kay Brooks, and Judy Beazley). She also expressed appreciation to Town Manager Steve Manster, the Town Public Works Department and the Town Office Staff. Mr. McDearmon asked if there was a lighted path from Town Hall to Main Street because he is concerned about foot traffic safety and security. Ms. English said they had not discussed lighting for pedestrians but would look into lighting options. Mr. Mallin stated that as for security, they would have the Town police available around the Town Hall Building. Mr. McDearmon suggested they look into additional security. Mr. Mallin said they were booked out with thirty vendors having registered. He said there would be door prizes but all of the profits from the event would be going to Relay for Life, Glory Outreach, Jr. Woman's Club, and Caroline Library. Mr. Mallin noted that the tickets to get into the event would be \$5.00 and there would be heavy hors d'oeuvres and a choice of beer, wine, coffee or tea served. He also said there would be a truck outside the Town Hall from Glory Outreach for donations of coats, canned goods, etc. for residents to support this ministry to the community. Mr. Mallin said that along with the music, there is a possibility of horse and carriage rides the night of the event.

C. Sara Jordan, DEQ – Water Supply Plan – The Mayor introduced Sara G. Jordan, Senior Water Supply Planner with the Virginia Department of Environmental Quality. Ms. Jordan said she was present at the request of the Town Manager to give Council an update on the Local and Regional Water Supply Planning Regulations. She said these regulations became effective on November 2, 2005. Ms. Jordan said there was a real push for these regulations because of the drought at that time and the concern that local governments were not prepared or had not planned for a drought. She noted that regional groups have until November 2, 2011 to submit a plan. Ms. Jordan stated that if Bowling Green had chosen to submit its own plan, they would have been asked to submit it in November 2010. She said DEQ would review all local and regional plans to determine compliance with this regulation and consistency with the State Water Resources Plan. Ms. Jordan stated that localities are asked to review their plans every five years to assess adequacy and updates are required every 10 years. She presented Council with printed information and explained the process to complete the water supply plan. In answer to a question from the TM, Ms. Jordan stated that the Town and the County rely totally on ground water, which is not source based but based on the storage capacity. She said it is hard to know how much water is under their feet and how much is really available. Ms. Jordan agreed with the TM that the intent is not long term allocation. The TM said in discussion of water needs for the future and the possibility of interconnection with the County being a good idea and adopted as part of the Plan; would years from now, the Town be held to that recommendation? Ms. Jordan said recommendations are just that, a list of alternatives and they would not be held to any of those. She said that is the reason that every 10 years the Plan is required to be updated. In answer to a question from the TM, Ms. Jordan stated that it would not be a problem for the Town to approve their Plan on Nov. 3rd and the County to approve theirs on Nov. 1st since the Town had some problems with the text and had not had time to advertise the public hearing. Ms. Jordan, in answer to the TM's concerns about advertising, stated that the advertising for the public hearing should be once a week for two weeks prior to the public hearing.

D. David Swink – N. Main Street – Mr. Swink was present on behalf of his wife, Anna Swink who runs Snip and Trim Beauty Shop in a Main Street building with a side entrance. He indicated that one of his concerns is a travel food trailer that is semi-permanently parked in a parking spot reserved for customers of the restaurant and the beauty shop that reside in the same building. The travel food trailer is owned by the previous owner of the restaurant and apparently received permission to park her trailer there from the current restaurant owner, who does not own the property. The Town

Mayor _____ Clerk _____

Attorney suggested they contact the owner of the property about having the trailer moved and also look at Mrs. Swink’s lease. Mr. Swink stated that another issue he was concerned about is that his wife is not allowed to set up her business on Main Street for the Harvest Festival as other businesses are doing. The TM said there were health department issues concerning the cutting and treatment of hair. He said they would be happy to have her set up on Main Street to sell products, have displays, to show hours of operation, etc. Mr. Wright asked if the TM had a copy of that information from the health department. The Mayor said they would contact the health department the following day to see if there is a health department regulation that says you cannot cut hair near food, etc.

E. Mark Mallin – Proposed Playground – Mr. Mallin said he runs the Town’s activity program and he would like to express appreciation to Dale Ballou for the way he keeps up the building and the floors shining. He also thanked Council Member Webb for the first drawing of the proposed playground to be located in the field behind the police office. Mr. Mallin said they had conducted three different fundraisers for the playground which have added \$1,400.00 to their fund. He also noted that excess money in the activity fund is \$4,000.00 which has also been his vision to add that money to the fund for a total amount of \$5,400.00. Mr. Mallin said he would like to see a Playground Committee formed and he would like to serve on that Committee. He said he would like to build the playground in phases and Gary Watts and his sons had agreed to build a volleyball court at no charge. The Mayor said Metrocast had taken down the tower and wires which has freed up space in that area. He suggested they have one member of the committee from Council and he would also be glad to serve. The Mayor said they should get started with the volleyball court and then other people may come forward to help, financial and otherwise. Mr. Mallin said Walton Mahon had donated money several years ago for trees and they may be able to use this money to plant trees on the playground. Mr. Satterwhite also expressed an interest in serving on the Playground Committee.

Boy Scouts – The Mayor welcomed two boy scouts who were present with their leader. The scouts were working on a badge by attending this meeting.

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

- A. **Minutes - Regular Meeting – 09-01-2011**
- B. **Bills – September, 2011**

A & M Home Center	179.39	Bear Port A Potty	1,300.00
Beazley A W	300.00	Bennett Deborah T	420.00
BMS Direct`	477.21	Bowling Green Auto Parts	355.57
Bowling Green Fire Dept.	8,200.00	Bowling Green Rescue Sq.	1,000.00
Bud’s Automotive	44.00	Caroline County Ag. Fair	950.00
Caroline Sheriff’s Dept.	864.00	Caroline County Tourism	801.12
Caroline Garage	74.69	CE&O Inc.	2,268.00
Cecil Billy	323.50	Chad Neal-Leader	1,000.00
Chesterfield Insurers Inc.	310.00	CINTA’S of Richmond	452.46
ComputerPlus	181.50	Crown Trophy #103	231.50
DeJarnette & Beale Inc.	451.00	Dickinson Equipment, Inc.	341.96
Dominion Chemical Co.	334.00	Dominion VA Power	4,325.22
Erard Andrea G	1,250.00	G & G Milford Farm Ser.	31.98
Gall’s Inc.	169.96	Grainger	1,477.77
Gray Roxanne	350.00	HD Supply Waterworks	1,091.50
Lakeway Publishers of VA	182.90	M & W Printers	867.40

Mayor _____ Clerk _____

Main Stage Productions	2,034.00	Manster Stephen	674.88
Memorable Moments	500.00	Mid-Atlantic Lab	150.00
Milford Station	500.00	Miller Foley Group	9,800.00
MVP Awards	1,127.00	Nicklin Steve	140.00
Page Designs & Printing	405.00	Rapp. Electric Coop.	481.99
Raresky Studios	1,250.00	Real Deal Band & Show	700.00
Safety Services	236.23	Sosmetal Products Inc.	956.33
Superior Lamp Inc.	670.24	The Journal Press	700.00
The Supply Room Co.	248.56	Treasurer of VA (VITA)	825.11
Trolley Tours of Fred.	720.00	Vayra Melissa D	150.00
Verizon	271.34	Verizon Wireless	297.17
VA Dept. of Transportation	100.00	VA Utility Protection Ser.	22.05
VISA	2,080.50	Wardico	621.46
Waste Management	8,066.33	Xerox Corporation	155.88
*Shell Fleet Plus	1,541.23	*M & W Printers	371.03

*Bills previously or separately authorized by Council.

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

INFORMATIONAL ITEMS: The following information items were noted:

- A. Town Hall Rentals Report – September, 2011
- B. Public Works Director’s Report – September, 2011
- C. Treasurer’s Report – Mr. McDearmon expressed his appreciation to the Treasurer for her report. He said it gave a nice snapshot of the Town’s finances.

NEW BUSINESS:

A. Police Department Report – September, 2011 – The Police Chief stated there were no reportable crimes for September. He said deputies had six traffic stops and had given three warnings in Town. The Chief said he had given 11 speeding tickets and 6 warnings for the month. He also said he is getting deputies lined up for the Harvest Festival. The Chief stated he had received the computer from the Sheriff’s office and would be starting his training. He noted that one or two of the auxiliary officers will probably be working during the Harvest Festival. Mr. McDearmon said he would like to know the hours the deputies are working for the Town each month.

B. Town Manager’s Report

Water Supply Plan - The TM said following the report from Sara Jordan, the appropriate action would be to authorize an advertisement for a public hearing on the Water Supply Plan at the next meeting. He said the Water, Sewer and Trash Committee members were concerned about some elements of the first draft and there were some modifications made and the Committee is now satisfied with the modifications. The TM said he would have a full report at the next meeting. **On motion by Mr. Webb, seconded by Ms. Davis, Council voted to advertise to hold a public hearing on the Water Supply Plan and the Drought Ordinance at the next meeting on November 3, 2011 at 7:30 P. M. at Town Hall. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.** The TM asked the Water, Sewer and Trash Committee to meet with him briefly after this meeting to set a Committee meeting.

Litter Grant – The TM announced that the Town had received \$833.00 from the Department of Environmental Quality for their Litter Prevention Recycling Program.

Mayor _____ Clerk _____

He said they usually use those funds to purchase decorative trash cans for the Town.

Planning Commission Public Hearings – The TM said two items had been referred to the Planning Commission at Council’s last meeting. He said Planning Commission would be holding public hearings on those referrals. The TM said the items were a minor subdivision review and approval process, also the creation of an additional zoning district concerning development along the 301 Corridor and making some modifications to the existing zoning regulations. He said the draft had been advertised for a public hearing on Oct. 17th and Planning Commission will consider a recommendation to Council after that hearing.

Economic Development Authority – The TM said they had received seven applications from the list of thirty one names submitted by Town Council and who had each received a letter and application from the Town. He said they had received one unsolicited application. The TM asked the Committee to meet with him at the close of this meeting to schedule some dates for the interviews.

Proposed Playground Cont. – **On motion by Mr. Lanford, seconded by Ms. Coleman, Council voted to appoint Town Staff, Council Members Daniel Webb, Jason Satterwhite, Otis Wright, and Mayor David Storke along with Mark Mallin to the Playground Committee. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.** The Mayor said they would, hopefully, add other citizens to the Committee.

Death of George Davis – The Mayor said the past week they had lost a businessman in Town, George Davis. He said he would like to offer condolences to Council Member Jean Davis and their children. The Mayor said Mr. Davis was given a nice memorial service at Town Hall, following by an excellent reception. He noted there were over 300 people in attendance.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Economic Development – There was no report from the Economic Development Committee.

B. Budget – Ms. Davis stated that the Budget Committee had met to discuss having a Tourism Zone in Town. She said the Committee recommends that Council take action to authorize the Town Manager to schedule and advertise a public hearing for its next regular meeting on November 3, 2011. **On motion by Ms. Davis, seconded by Mr. Wright, Council voted to authorize the Town Manager to schedule and advertise to hold a public hearing on November 3, 2011 at 7:30 PM in the Town Hall to deal with an ordinance that will create Tourism Zones.** The TM said the proposed Tourism Zones are designed to enable Council to grant tax incentives and provide for regulatory flexibility. He said the Committee recommends that the Tourism Zones be placed over those properties that are located within the Route 301 Tax District, the Downtown Business District, the two shopping centers and related commercial property on East and West Broaddus Avenue. The TM said in their agenda packets, they have a copy of a suggested draft ordinance which would allow Council to carry out the goals of the Tourism Zones. **Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

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

D. Water, Sewer and Trash - There was no report from the Water, Sewer and Trash

Mayor _____ Clerk _____

Committee.

E Ordinances, Licenses, Permits - There was no report from the Ordinances, Licenses, Permits Committee.

F Building and Grounds Committee – Mr. Wright noted the Town Hall rentals for September.

G. Public Health and Safety/Personnel – Mr. McDearmon stated that they had held a Committee meeting and had an extensive discussion regarding hazard mitigation. The TM noted that there is an All-Hazard Mitigation Plan that was developed about six years ago which does include the Town of Bowling Green. He said there is a requirement for the updating of that Plan and that is what is taking place now. The TM said on the last page of the Committee report that was given to Council there is a list of things that the Committee is considering for inclusion in the Plan. He said that list deals with things like designation of emergency shelters, the need for a shelter in Bowling Green, the need for a second electrical feed into the Town, the need to work with VDOT on a cooperative arrangement to ensure that the Town’s storm sewer is free of clog gages, and develop information about what people can do in case of an earthquake. The TM said they were also looking at the feasibility of developing an early warning system. He said they do have the Caroline Alert but not everyone has access to that. The TM said the Committee also focused on residents in Town who have mobility issues and may not be able to get to a shelter. He said they need to look into developing a registry of residents with mobility issues and a registry of people who could assist them in emergency situations. The TM said this is being brought to Council for information purposes because within several months there will be a draft plan that will be presented to Town Council and they would be asking for adoption of that Plan. He said in the development of this draft, they would be asking for consideration of the items just mentioned and any others suggestions Council might have. The Mayor said they had discussed Town Hall being used as a shelter and the possibility of using the Fire Department’s generator. The TM said the County has a large generator across the street that may be feasible to connect to. Mr. McDearmon stated that in rare situations they need mass notification.

Rochambeau Park – The TM said there had been some progress with the Rochambeau Park. He said VDOT has approved the Park area. The TM said Mr. Wieber, who is still under contract with the County had informed him that he is proceeding with detailed plans for the Park. He said the Public Works Director has given Mr. Wieber the specifications for street lights in that in the proposed area which are the same as the ones on Main Street. In answer to a question from Mr. McDearmon, the TM said he did not have enough information to provide a start date for the park, possibly some time in 2012. The Mayor asked about requesting Mr. Wieber to come to the next Council meeting to give them an update on the park. Mr. McDearmon suggested they reemphasize the parking lot and the backs of the buildings of the Main Street businesses. He said the businesses have agreed to the sprucing up of the backs of the businesses.

ADJOURNMENT: On motion by Mr. Wright seconded by Ms. Davis, Council voted to adjourn the meeting at 9:08 P.M. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.

Mayor _____ Clerk _____