

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING
MINUTES

7-5-2012

MEMBERS PRESENT: Mayor David Storke, Vice Mayor Glenn McDearmon, Jean Davis, Otis Wright, and Glen Lanford.

MEMBERS ABSENT: Mary Frances Coleman, Jason Satterwhite, and Daniel Webb.

OTHERS PRESENT: Town Manager Stephen Manster, Account Clerk Laura Gifford, Police Chief Steve Hoskins, Public Works Director William Stanley and Town Attorney Andrea Erard.

AUDIENCE: Tim Cox, Tim Lewis, Bonnie Cannon, and Emily Erard.

The Mayor called the meeting to order at 7:32 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/PUBLIC COMMENTS:

The asked for Public Comments hearing none he proceeded with the meeting.

CONSENT AGENDA: **On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve the Consent Agenda after excluding the June 7, 2012 Minutes because the minutes had not been finalized. Voting Aye: Lanford, Wright, McDearmon, and Davis.**

- A. Minutes – Town Council Special Meeting – June 20, 2012
- B. Bills – June, 2012

A & M Home Center	1,187.60	Amerigas	188.74
Bennett, Deborah	245.00	Bourne & Sons Janitorial	50.10
Bowling Green Auto Parts	116.47	Café Express	244.80
Caroline Sheriff’s Office	432.00	Caroline Glass	250.00
CE & O	2,354.57	Chenault Lumber	70.00
CINTA’s of Richmond	301.64	ComputerPlus	181.50
D & J Meat	400.00	Dominion VA Power	4,146.20

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Envirocompliance Lab Inc.	1,035.00	Erard, Andrea G	1,250.00
Fisher Scientific	375.51	G & G	321.30
GH Watts	16,345.00	Grainger	855.50
Grapes of Taste	119.79	Harrie Plumbing & Heating	829.17
Johnson's Exterminating	230.00	Kirby Built	984.70
Manster, Stephen	291.88	McGinley, Michelle	140.00
Mid-Atlantic Lab	1,287.00	Miller Foley	1,400.00
Pacello, Kristin	140.00	REC	590.19
Rutherford	170.06	Sosmetal Products Inc.	1,494.31
Svare, Mark	134.00	The Supply Room	738.24
Treasurer of VA	713.21	USA Blue Book	132.05
VA Rural Water Assoc.	300.00	VAMWA	610.00
Verizon	274.21	Verizon Wireless	261.98
Visa	1,937.12	VML Insurance	5,252.00
VUPS	28.35	Waste Management	8,833.23
Wells Fargo	95,010.00	White Oak Equipment	88.58
Xerox	179.85	*Boynton, Justin	15.51
*Damon, Jessica	118.92	*Johnson, Magdalena	17.64
*Mitchell, Damon	65.89	*Sorrentino, Shirley	21.10
*Dominion VA Power	134.25	*Rappahannock Elec.	78.69
*Shell	1,606.58	*Verizon Wireless	43.01
*Golden, Antoine	150.00		

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

INFORMATIONAL ITEMS: The following informational items were noted:

- A. Town Hall Rentals Report – June 2012
- B. Public Works Director's Report – June 2012
- C. Treasurer's Report – June 2012

NEW BUSINESS:

A. Police Department Report – June 2012 – The Police Chief reported that the Caroline County Sheriff's Office had four reportable crimes in the Town of Bowling Green for June 2012. He stated that he had written five speeding tickets and given four warnings for speeding. Deputies gave one ticket in Town this month. Chief Hoskins reported to Council that Wendy Jones had been hired as a part-time police officer and had started on June 15, 2012. Mr. Hoskins stated there will be no paid Sheriff's Deputy hours

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for July.

B. Town Manager's Report

Playground Equipment and Installation- Mr. Manster reported that the playground behind the Police Building is complete and ready to use and has been used by a great number of children and their parents. The Town continues to receive contributions toward the project. Mr. Lanford stated that Union First Market Bank has made a commitment to the Town to donate \$1,000 a year for five years. Mr. Manster reported that more phases to the project are to come including a 6 foot chain length fence that will replace the current fence around the detention pond. Mr. Manster asked Council if they wished to have a ribbon-cutting ceremony for the opening of the playground. Council decided to hold a ribbon-cutting ceremony on August 7th in conjunction with National Night Out that will be held at Bowling Green Event Hall from 5:30 P.M. to 8:00 P.M. Mr. Manster offered an extensive thanks and appreciation to the Peumansend Creek Regional Jail and its staff for allowing inmates to assist in the creation of the playground.

Heating and Air-Conditioning Retrofit for Public Buildings – Mr. Manster informed Council that the George Washington Regional Commission, primarily through the work of Kevin Byrnes, granted the Town funds in the amount of \$40,000 to upgrade our HVAC equipment and appliances. George Washington Regional Commission made available to residents of the Towns of Bowling Green and Port Royal, Caroline County and the City of Fredericksburg a recent energy retrofit project that helped residents fund their heating and cooling systems and household appliance upgrades through a grant. Because not all of the grant funds were used by residents, the four local governments were able to use remaining funds to upgrade their equipment. The Town Manager requested authorization to award and sign contracts with Robert B. Payne for \$22,850 for improvements to the Event Hall Ballroom, Business office, file room, and kitchen; and a contract with Total Comfort Heating and Cooling for \$16,485 for work done at the Public Works office. The grant also provided a new refrigerator for the kitchen at the Event Hall.

On motion by Ms. Davis seconded by Mr. Wright, Council voted to authorize the Town Manager to sign a contract with Robert B. Payne for \$22,850 for improvements to the Event Hall and Total Comfort Heating and Cooling for \$16,485 for improvements to the Public Works building. Voting Aye: Davis, McDearmon, Wright and Lanford.

Planning Grant for Assisted Living Facility – Mr. Manster reported that the

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Virginia Department of Housing and Community Development has awarded the Town of Bowling Green a Planning Grant for up to \$30,000 to study the need for an Assisted Living Facility. There are six required tasks that must be achieved to receive funding for the project and a letter from DHCD listing those tasks is available at the Town of Bowling Green Business office. The tasks are as follows: Completion of an initial public meeting, completion of an initial management team meeting, completion of housing demand and feasibility assessment, draft RFP for professional services, identification of potential site needs and completion of a second management team meeting. The Town will be granted \$3,000 to accomplish the six tasks by August 15th. Remaining funds will be determined once required materials and activities are submitted. Mr. Manster asked Council to authorize him to accept the funding from the state and allow him to spend up to \$3,000 to accomplish these tasks.

On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to allow the Town Manager to spend up to \$3,000 to accomplish the six tasks. Voting Aye: Davis, McDearmon, Wright and Lanford.

Mr. Manster asked Council to allow him to enter into a contract with the George Washington Regional Commission to accomplish two of the required task, one being a written summary of the housing demands and feasibility assessment and the other being a draft RFP for professional services. Mr. Manster asked Council to set the date to hold a public meeting noted as item one on the letter. Mr. McDearmon thanked Mr. Manster for all of his hard work with the project.

On motion by Ms. Davis, seconded by Mr. Wright, Council voted to authorize the Town Manger to enter into the contract with the George Washington Regional Commission to accomplish the needs assessment and prepare a draft RFP for professional services and to hold a public meeting on July 24, 2012 at 7:00 P.M. in the Rappahannock Reception Room. Voting Aye: Davis, McDearmon, Wright and Lanford.

Art Commission Grant – Mr. Manster was pleased to report to Council that the Town was awarded a \$5,000 Local Government Challenge Grant from the Virginia Commission for the Arts. Mr. Manster also reminded Council that the Town will match \$5,000 which was adopted in the budget for this coming year. Mr. Manster asked Council to allow him to accept the funds from the state and allocate these funds to the Bowling Green Arts Commission to carry out its mission.

Regional All-Hazard Mitigation Plan Adoption – Mr. Manster asked Council to

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take action regarding the Regional All-Hazard Mitigation Plan which had been discussed previously by Council. George Washington Regional Commission has completed and adopted the plan. All localities in the region are now being asked to adopt a resolution.

On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve R-2012-016 Resolution for adoption of the Multi-Jurisdictional Hazard Mitigation Plan. Voting Aye: Davis, McDearmon, Wright and Lanford.

29th Annual National Night Out – Mr. Manster invited Council to attend the 29th Annual National Night Out on Tuesday, August 7th in conjunction with the ribbon-cutting ceremony for the playground.

New Railings for Event Hall Entrances – Mr. Manster asked Council to authorize him to spend \$9,000 to replace the two railings along the main entrance and railing to the Business Office. Mr. Manster asked Council to reallocate \$5,000 from funds that were budgeted for the parking area next to the Washington/Rochambeau Victory Park and to reallocate \$4,000 from funding for fencing at the playground which will now be provided by MetroCast.

On motion by Mr. Lanford, seconded by Ms. Davis, Council voted to allocate funds to purchase decorative railings for \$9,000 and to adjust the budget as recommended by the Town Manager. Voting Aye: Davis, McDearmon, Wright and Lanford.

C. Bowling Green Planning Commission – Mr. Manster asked Ms. Davis and Council if Ms. Davis could continue to serve on the Planning Commission due to her term expiring. Ms. Davis stated she would be pleased to serve on the Planning Commission until December 31, 2014 if Council wished to reappoint her.

On motion by Mr. Lanford, seconded by Mr. Wright, Council voted to reappoint Jean Davis to the Planning Commission as the Council representative with the term to expire on December 31, 2014. Voting Aye: Davis, McDearmon, Wright and Lanford.

D. Truck Restriction on Main Street – Ms. Bonnie Cannon asked the Mayor if she could speak regarding the through truck traffic. Ms. Cannon asked Council to take action on the requirements to restrict through truck traffic in the Town. She stated the truck traffic on Main Street needs to be dealt with. She said she was almost hit by a truck that had crossed over the double yellow lines to pass a turning car. Mr. Wright advised Council that he has spoken with merchants and residents from Bowling Green

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regarding the truck traffic. Mr. Wright stated that it would be costly to the Town to restrict truck traffic and that everyone he spoke with was satisfied with the way things are.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health & Safety/Personnel – Mr. McDearmon invited Council to attend a ceremony for Konstantinos Kouvaras as he is inducted as an Eagle Scout on July 15, 2012. Mr. McDearmon also asked Council if they wish to recognize him for all that he has done at the August meeting of the Town Council.

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

C. Water, Sewer and Trash – Mr. McDearmon received a letter from the Julie Sturt asking Council to relieve the Caroline County Museum and Cultural Center from paying for their utility services. Mr. McDearmon inquired about the 301 project. Mr. Manster stated that the project is complete.

On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to not charge water, sewer and trash fees to the Caroline County Museum which is located at 109 Courthouse Lane. Voting Aye: Davis, McDearmon, Wright and Lanford.

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

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

F. Economic Development/Activities /Tourism – The Lanford stated the Economic Development Authority has had five or six meetings and expects good thing to come. He also stated that the Authority will soon be asking Council for funding to implement a program that is currently being developed.

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

H. Bowling Green Park Committee – There was no report from the Bowling Green Park Committee.

ADJOURNMENT: There was a motion made by Mr. Wright and seconded by Mr. Lanford to adjourn at 8:24 P.M. Voting Aye: Davis, McDearmon, Wright and Lanford.

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