

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING
MINUTES

3-1-2012

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

OTHERS PRESENT: Town Manager Stephen Manster, Town Treasurer Kathy McVay, Account Clerk Laura Gifford, Police Chief Steve Hoskins and Town Attorney Andrea Erard.

AUDIENCE: Tim Lewis, Heather Foley, Cheryl English.

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:

Miller Foley Group – Heather Foley, of Miller Foley Group, give an overview of the Towns finances for the past 5 years. Her finding for the Town is an increase in revenue and a decrease in expenditures. She stated there was a dip in revenues in 2010, now showing a 6% increase as of 2011. The Town decreased expense spending by nearly \$83,000 less than what was budgeted for 2011. The existing debt in the utility fund was completely extinguished for 2011 showing that the utility fund without the debt burden will be able to support itself through operations. A new debt issuance and capital project for the Route 301 corridor began in 2011. Payments on the debt service have already begun.

Spring Festival – Cheryl English, 12250 Fredericksburg Tpke., asked permission to hold a spring festival called Mayberry Days in Bowling Green which would be co-sponsored by the Arts Commission. This would be a family oriented event, with vendors setting up along Main Street. They anticipate having home based businesses, art vendors, crafts, games for children, and pie baking contest and possibly a public action, with no street closings. The proposed date is Saturday, April 21, 2012 along with the grand opening of the Farmers' Market.

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On motion by Mr. Wright, seconded by Mr. McDearmon, Council voted to approve Mayberry Days in Bowling Green, to be held on Saturday, April 21, 2012. Voting Aye: Webb, Davis, Wright, McDearmon, Coleman, Lanford, and Satterwhite.

Bowling Green Arts Commission – Mr. Hardy Dunnington, Chairman of the Bowling Green Arts Commission, was present to update the Town Council on the activities and plans of the Commission. They had their first meeting for 2012 and expect great things for 2012. He stated the Arts Commission would like to expand the organization by also including music and theater. They would like to also be involved with the celebration of the new Bowling Green Playground as well as hold an event in November 2012.

Caroline Care Group, Inc. – David Upshaw, 25119 Fork Bridge Rd., spoke regarding Caroline County's need for an assisted living facility. Caroline Care Group, Inc. was founded by a group of Caroline County citizens. The facility would be operated by a 501(c)(3) allowing assisted living for low to moderate income individuals. The plans would include a multi-family building that can support 40 assisted living residents and 26 Alzheimer's residents, with an option to add twenty additional beds when needed. It also would feature six cottages for independent seniors. The projected cost for the facility is eight million dollars. They are in the process of obtaining grants and have received a commitment from USDA for a loan guarantee based upon raising 20% of the principal and securing a commitment from a financial institution. The Caroline Care Group has asked the Town's assistance with applying for a planning grant. Glenn McDearmon stated we needed a letter of intent to request a grant from the Virginia Department of Housing and Community Development. This grant will help assist with determining need and developing the detailed financial package. Mr. Manster stated that there is no match of funds that is required for this program.

On motion by Mr. Lanford, seconded by Ms. Davis, Council voted to proceed with the application for a Community Development Block Grant Program Planning Grant through the Virginia Department of Housing and Community Development for Caroline Care Group, Inc. Voting Aye: Wright, Webb, Coleman, Lanford, Davis McDearmon and Satterwhite.

CONSENT AGENDA: **On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve the Consent Agenda without including Minutes for the Town Council Special Meeting, February 23, 2012, since they had not been completed. Voting Aye: Wright, Webb, Davis, McDearmon, Coleman, Lanford, and Satterwhite.**

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- A. Minutes - Regular Meeting – February 2, 2012
- B. Bills – February 2012

A & M Home Center	400.26	Amerigas	1,329.50
Beazley, Katrina	150.00	Bennett Deborah	455.00
Bourne & Sons Janitorial	88.05	Bowling Green Auto Parts	1,281.40
Caroline Sheriff's Office	1,080.00	CE&O	2,141.00
Certified Laboratories	128.18	CINTA's of Richmond	301.64
ComputerPlus	181.50	Dell Marketing	2,993.73
Dominion VA Power	5,176.98	Doug's Septic Service	400.00
Erard Andrea G	1,250.00	G H Watts Construction	1,200.00
HD Supply Waterworks	1,200.00	Johnson's Exterminating	291.20
Lakeway Publishers	117.60	M & W Printers	850.86
Manster Stephen	724.88	Mid-Atlantic Lab	60.00
Nicklin Steve	175.00	REC	610.48
SOS Metal Products	692.59	Stemmler Plumbing Repair	1,000.00
The Supply Room	209.65	Treasurer Comm of VA	600.00
USA Blue Book	129.00	Verizon	219.72
Verizon Wireless	43.01	VA Utility Protection Ser.	33.60
VISA	2,485.98	VRS Life Insurance	5.98
VRS Retirement	457.45	Wardico	416.03
Waste Management	8,066.33	Winding Brook	59.95
*Dominion VA Power	843.64	*Miller Foley	1,400.00
*VITA	700.05	*Visa	23.38
*Shell	1,170.35		

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

INFORMATIONAL ITEMS: The following informational items were noted:

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

NEW BUSINESS:

A. Police Department Report – February 2012 – The Police Chief reported that the Caroline County Sheriff's Office had two reportable crime calls for February. One call was a reported abduction with an arrest; the other was a domestic disturbance

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with an arrest. Of the fourteen calls reported this month to the Town Officers none required investigations, all were routine calls. He stated that he had written four speeding tickets and given five warnings for speeding. Deputies gave seven warnings and wrote two tickets in Town this month. Due to having more calls in the evening, the PC thought it would be better to patrol nights for the spring and summer months. Mr. Wright asked Mr. Hoskins if the Auxiliary Officers would be able to come to a Council Meeting to be introduced. Chief Hoskins said that he would try to have the auxiliary officers come and meet Council but noted that the officers are all full-time employees elsewhere and having them come to a meeting may be difficult.

B. Town Manager's Report

Bowling Green Arts Commission – Grant Application - The TM stated the Virginia Commission for the Arts has granted a \$5,000 award of funds for the past two years for the Bowling Green Arts Commission. These funds were matched with \$5,000 of locally generated funds from Town Council. The Bowling Green Arts Commission requests that Town Council make application for funding again from the State. If the grant is received, The Town would need to match those funds with local money for the Commission's program. The TM asked for Town Council's approval to apply for \$5,000 of funding from the Virginia Commission for the Arts. The program will consist of conducting two or more major art shows in Town.

On motion by Mr. Lanford, seconded by Mr. McDearmon, Council voted to proceed with the application to apply for \$5,000 of funding from the Virginia Commission for the Arts. If awarded, an equal amount of local matching funds will have to be allocated by the Town. Voting Aye: Wright, Lanford, McDearmon, Webb, Coleman, Davis and Satterwhite.

Bowling Green Community Farmers' Market – The TM reported that the participants in the Bowling Green Community Farmers' Market held their first meeting this year. The Bowling Green Community Farmers' Market will open its Early Spring Market on Saturday March 17, 2012 and the official grand opening event for the market will occur on Saturday, April 21, 2012. The Market will be open every Saturday between 8:00 A.M and 1:00 P.M. at least until the Harvest Festival in October with more vendors and additional activities this year.

Joint Land Use Study – The TM asked Council for approval to sign a Joint Land Use Study contract as the lead agency. This study would include 8 local localities participating in the project. A bid of \$274,450 came from AECOM to complete the

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project. The funding for the project would come from a federal grant that the Town would receive to pay for the study. The TM stated the study would take around 10 months to complete. After a discussion was held, Town Attorney Andrea Erard suggested the wording of the contract needs to be changed to include a memorandum of understanding with the other localities that are involved. Mr. Webb suggested the contract read “not to exceed lump sum of contract” to secure the price.

Mr. Lanford made a motion to grant authority to town representatives to sign the Joint Land Use Study Contract with AECOM. The motion was seconded by Mr. McDearmon. Voting Aye: Lanford. Nay: McDearmon, Coleman, Wright, Davis, Webb and Satterwhite.

The Town Mayor questioned Council on their reason for not participating in this study after previously deciding to participate. An extensive conversation between Council, Town Mayor and TM was held. Council members expressed their concern relating to the potential “liability” that would be assigned to the lead agency after signing the contract and accepting the federal funds.

On motion by Mr. McDearmon, seconded by Mr. Webb, Council voted to authorize the Mayor to sign the Joint Land Use Study Contract only if all participating localities would sign a Memorandum of Understanding offering to share in any existing or future liability relating to the consulting contract and the acceptance of federal funds. Voting Aye: Wright, Davis, Lanford, McDearmon and Satterwhite. Nay: Webb and Coleman.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health & Safety/Personnel – The TM reported to Council that the employee benefits packet was raised about 5%, from \$520.53 to \$547.50 per month because that level of funding had been included in the current budget and although that amount did not cover the full increase in premium it would be a help to employees. He noted that this amount will not change for FY13 in the Town Manager’s recommended budget.

B. Streets and Sidewalks – There was no report from Streets and Sidewalks Committee. Ms. Coleman stated the Streets and Sidewalks Committee should meet this month.

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

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Trash Committee.

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 – There was no report from the Economic Development/Activities/Tourism Committee.

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

H. Bowling Green Park Committee – Mr. Satterwhite said the playground equipment has been ordered.

ADJOURNMENT: There was a motion made by Mr. Webb and seconded by Mr. McDearmon to adjourn at 9:35 P.M. Voting Aye: Wright, McDearmon, Webb, Satterwhite, Davis, Lanford, and Coleman.

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