

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING
MINUTES

5-3-2012

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

MEMBERS ABSENT: Glen Lanford.

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, Jimmy Sanderson, Davenport and Associates, and Naeda Gustard.

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.

Modify Agenda – The Mayor asked Council to modify the agenda to add a closed session to the end of the agenda.

On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to modify the Agenda and hold a Closed Session pursuant to VA Code §2.2-3711(A)(5) concerning an Economic Development prospect. Voting Aye: Webb, Satterwhite, Coleman, Wright, McDearmon, and Davis.

PUBLIC HEARING:

Proposed Fiscal Year 2013 Budget and Tax Rates – The Mayor opened the Public Hearing and read the notice published in the Caroline Progress on April 26, 2012.

The Mayor called for comments from the public on the proposed budget. He called a second and third time for comments. Hearing none, he closed the Public Hearing at 7:33 P.M.

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Proposed Fiscal Year 2013 Budget and Tax Rates – Mr. Manster stated that state law says the proposed Fiscal Year 2013 Budget can't be approved by Council at the same meeting at which the Public Hearing is held. He stated that Council will be able to approve the FY13 Budget at the June meeting. Mr. Manster also noted that there are no Tax Rate or fee increases and wanted to note some adjustments to the budget that have been made since the Work Session. The change is regarding employee salaries and the allocation to the Virginia Retirement System. Mr. Manster received a letter from the Governor stating that all employees will be responsible of paying their 5% portion to the Virginia Retirement System and to compensate for that, the Legislature has required the Town of Bowling Green and all localities to give all employees a 5% raise. Because of tax considerations, an additional amount equal to tax payments has also been added to each employee's salary so that all paychecks will remain unchanged as a result of the "5 and 5" adjustment.

DELEGATIONS/PUBLIC COMMENTS:

Bowling Green Elementary School Playground and Gymnasium – Naeda Gustard, Milford, spoke regarding the need for a playground and a gymnasium for the proposed Bowling Green Elementary School which does not include a playground or gymnasium. She asked Council if they would help by supporting a 5K race on September 8, 2012, to benefit the construction of a playground at the school. She is in the process of creating a committee and would appreciate Council's support. Council members then expressed their support for this project.

The Mayor closed the Public Comments portion of the meeting.

CONSENT AGENDA: On motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted to approve the Consent Agenda, as presented. Voting Aye: Webb, Satterwhite, Coleman, Wright, McDearmon, and Davis.

- A. Minutes - Regular Meeting – 04-05-2012**
- B. Bills – April, 2012**

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|----------------------------------|-----------------|-------------------------------------|-----------------|
| A & M Home Center | 614.04 | American Water Works | 295.00 |
| Amerigas | 507.48 | Arcet Equipment Co. | 124.00 |
| Bennett, Deborah | 140.00 | Bourne & Sons Janitorial | 125.90 |
| Bowling Green Auto Parts | 464.15 | Bud's Automotive | 16.00 |
| Caroline Sheriff's Office | 1,080.00 | CE & O | 2,141.00 |

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|-----------------------------------|-----------------|------------------------------------|-----------------|
| CINTA's of Richmond | 377.05 | ComputerPlus | 181.50 |
| Crown Trophy | 187.50 | Dominion VA Power | 4,348.50 |
| Envirocompliance Lab Inc. | 930.00 | Erard, Andrea G | 1,250.00 |
| Food Lion | 200.00 | G & G | 220.93 |
| Grainger | 923.15 | Hach Company | 200.43 |
| HD Supply Waterworks | 3,149.75 | Johnson's Exterminating | 190.00 |
| M & W Printers | 95.12 | Mid-Atlantic Lab | 465.00 |
| Miller Foley | 1,400.00 | Nicklin, Steve | 140.00 |
| On Site PC | 517.36 | Page Designs & Printing | 89.00 |
| Power & Flow Solutions | 286.30 | Race Timing Unlimited | 146.25 |
| REC | 709.40 | Sosmetal Products Inc. | 1,024.02 |
| Staples Direct | 224.92 | The Caroline Progress | 177.98 |
| The Supply Room | 324.52 | Treasurer of VA (VITA) | 703.40 |
| USA Blue Book | 178.10 | VA Energy Purchasing | 55.00 |
| Verizon | 272.67 | Verizon Wireless | 265.41 |
| VUPS | 35.70 | Waste Management | 8,066.33 |
| Xerox Corporation | 184.83 | *Dominion Virginia Power | 47.59 |
| *Shell | 1,625.06 | *VA Information Tech | 705.36 |
| *Visa | 3,222.58 | *Raymond Cooper | 97.92 |
| *Virginia State Police | 1,322.76 | *American Cancer Society | 1,182.55 |
| *Erica Hammond | 150.00 | | |

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

INFORMATIONAL ITEMS: The following informational items were noted:

- A. Town Hall Rentals Report – April 5, 2012
- B. Public Works Director's Report – April 2012
- C. Treasurer's Report – April 2012

NEW BUSINESS:

B. Police Department Report – April 2012 – The Police Chief reported that the Caroline County Sheriff's Office had no reportable crime in the Town of Bowling Green for April 2012. He stated that he had written three speeding tickets and given three warnings for speeding. Deputies gave one warning in Town this month. Chief Hoskins worked two day shifts to run radar for the month of April and will continue to work more night shifts for the spring and summer months.

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C. Town Manager's Report

Playground Equipment and Installation - Mr. Manster reported that the playground equipment has been delivered to the Police Station. The Playground Committee has obtained two proposals for the cost of installation. The recommended proposal is \$21,000 from G. H. Watts Construction Inc. Due to certain credits that G.H. Watts Construction will apply to the Town and this project, the project will cost the Town approximately \$17,000 or less, to include assembly of the equipment, cost of the ground cover and border around the play areas, and a drainage system to carry storm water away from the play areas. American Stone donated one hundred eighty pound bags of concrete, due to the efforts of Mr. Gene Self. Mr. Manster stated that they are in the process of talking with local business about donating mulch and other material to help lower the cost. Mr. Satterwhite stated that he received an email from Mr. Lanford with Union First Market Bank expressing they would like to help.

On motion by Ms. Coleman, seconded by Mr. Satterwhite, Council voted to accept G.H. Watts Construction proposal. Voting Aye: Webb, Coleman, Davis, McDearmon, Wright and Satterwhite.

Joint Land Use Study (JLUS) with Fort A.P. Hill – Mr. Manster reported that the application for funds has been submitted. The Federal Committee that will review the submitted material will meet on May 8th and respond with their comments or suggestions within about ten days. Based on the Committee's findings, Mr. Manster will bring a recommendation to Council with a possible request for a motion by Council to permit the signing of the grant agreement at Council's June meeting.

Transfer Funds for Water Line Replacement Project – Town Council members received Mr. Manster's recommended budget for Fiscal Year 2013 at the last Council meeting. Mr. Manster's recommendation to Council includes bringing \$163,000 from Fund Balance in next year's budget and transferring \$35,000 from a sewer line project in the current Capital Improvement Budget to the new Water Line Replacement project within the current Capital Budget.

On motion by Ms. Davis, seconded by Mr. Wright, Council voted to transfer \$35,000 from a sewer line project in the current Capital Improvement Budget to the new Water Line Replacement project within the current Capital Budget. Voting Aye: Webb, Coleman, Davis, McDearmon, Wright and Satterwhite.

Washington/Rochambeau Victory Park – Mr. Manster updated Council regarding

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the status of Washington/Rochambeau Victory Park. Mr. Manster stated that he had been informed by the Assistant County Administrator that this would not be the best time for a project update because determination will not be made about the project until the Board of Supervisors' meeting on May 22nd. It is possible that the project will be part of the budget cuts that will be instituted by the Board. This is due to the required 20% local matching dollar amount that is required by the Transportation Enhancement Program.

Grand Opening of John's Place – Mr. Manster reported to Council that on May 11th there will be a Grand Opening Ceremony of John's Place, 152 E. Broaddus Ave, at 10:45 A.M. and Council is invited to attend.

5th Annual Festival of Feet – Mr. Manster reported to Council that the Festival of Feet was a great success. The proceeds from the event are given to three entities. Mr. Manster reported to Council the amounts that will be distributed are as follows; Caroline Relay for Life \$1,186.11; Virginia State Police \$1,101.10; Bowling Green Playground \$1,246.13 totaling \$3,533.34. The event had the largest registration ever with 265 people registered with additional people participating after registration had closed.

C: Golf Cart Ordinance Changes

Golf Cart Ordinance - Mr. Manster reported to Council that the Golf Cart Ordinance needed several amendments in order to be more specific about requirements. The proposed Ordinance specifies that June 1st is the due date for stickers and those decals must be displayed in the center of the slow moving vehicle emblem. This change is, in part, to insure that the Golf Carts are inspected yearly. Mr. Manster stated there would need to be two advertisements to hold a Public Hearing to change the Golf Cart Ordinance. After the Public Hearing then Council can vote to change the Ordinance at the June meeting. Ms. Coleman stated that the word "annually" should be included in the ordinance and the word "proof" should be capitalized.

On motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted to hold a Public Hearing to consider changing the Golf Cart Ordinance in accordance with the proposal and to include the word "annually" in the ordinance and also to capitalize "proof". Voting Aye: Webb, Coleman, Davis, McDearmon, Wright and Satterwhite.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health & Safety/Personnel – There was no report from Public

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Health & Safety/Personnel Committee.

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

C. Water, Sewer and Trash – There was no report from the Water, Sewer and 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 – There was no report from the Bowling Green Park Committee.

Council Comments:

A: Street Sweeping – Mr. Webb had a concern about the need to have our streets swept. Mr. Stanley, Public Works Director, reported to Council that they plan to do a street sweeping soon. Mr. Storke inquired about the spraying that VDOT has been doing along the roads and how it's making the surface extremely rough and the bike lane is barely visible on West Broaddus Ave. Mr. Stanley stated that he spoke with VDOT about their spraying schedule due to the construction that is going on at Broaddus Ave and they stated they had a schedule and had to stick to it and could not change it. Mr. Webb asked that we write a letter to VDOT to see if a representative would come and speak regarding the need for spraying.

B: Relay for Life Week – Mr. Storke received a letter from Carolyn Lane, Luminary Chair Person for Relay for Life, and they are requesting that the Town recognize the week leading up to the Relay and designate June 2nd-9th as the Relay for Life week in Bowling Green. The 15th Annual Caroline County Relay for Life will be held on June 9th at the Caroline County Agriculture Fairgrounds from 10:00 A.M to 10:00 P.M.

On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to adopt a resolution to designate June 2nd-9th as Relay for Life Week. Voting Aye: Webb, Coleman, Davis, McDearmon, Wright and Satterwhite.

C: Town Hall Showcase Event – Mr. Storke reported to Council that he and

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Mr. Manster had meet with Kathy Beard about holding a two day public event to market the Town Hall. Kathy Beard will be working with an event planner to set up Town Hall to showcase what the Town Hall would look like decorated for an elaborate event. Ms. Beard is working with the Town's two Florists, Jeweler, Bowling Green Suites, and our Caterers to invite them to be here for those two days. This event has no cost for the Town. This event will be open to the public on June 23rd and 24th. The Town of Bowling Green will be hosting a welcome reception for the new Fort A.P. Hill Commander, Lt. Colonel Peter Dargle, on June 23rd at 6:00 P.M.

The Mayor also reminded Town Council members that the Fort A.P. Hill Change of Command Ceremony will be held on June 18th at 10:00 A.M. at the Beaverdam Parade Area. All Council members are invited to attend.

Intern – Mr. Storke spoke regarding hiring another person to help with overseeing events, special projects, help market Town Hall, and write or look for grants which all comes under the Town Manager at this time. With the budget not allowing for another position to be created, Mr. Storke suggested to Council the idea of having an unpaid summer Intern or advertising a position that is unpaid in the newspaper as an Assistant to the Town Manager or Mayor. Mr. McDearmon stated that the Public Health and Safety/Personnel Committee will hold a meeting regarding this position and report back to Council.

(Town staff: Laura Gifford, William Stanley, and Steve Hoskins, were excused from attending the closed session. The Town Attorney, Andrea Erard, and Town Manager, Stephen Manster, and Jimmy Sanderson of Davenport and Associates were asked to attend.)

(The Town Manager, Stephen Manster, will be providing minutes from this point.)

CLOSED SESSION: On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to go into Closed meeting pursuant to VA Code §2.2-3711(A)(5) for discussion concerning a prospective business in the community: Voting Aye: Wright, Satterwhite, Webb, Davis, McDearmon and Coleman.

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

CERTIFICATION: On motion by Mr. McDearmon, seconded by Ms. Davis, Council

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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:

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|--------------|-----|-------------------|-----|
| Wright | Aye | Satterwhite | Aye |
| Webb | Aye | McDearmon..... | Aye |
| Davis | Aye | Coleman | Aye |

Mr. Wright left the meeting at this time.

CLOSED SESSION: On motion by Mr. McDearmon, seconded by Mr. Satterwhite, Council voted to go into Closed meeting pursuant to VA Code §2.2-3711(A)(5) for discussion concerning a prospective business in the community: Voting Aye: Satterwhite, Webb, Davis, McDearmon and Coleman.

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

CERTIFICATION: On motion by Mr. Satterwhite, seconded by Mr. McDearmon, 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:

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|-------------------|-----|----------------|-----|
| Satterwhite | Aye | Coleman | Aye |
| Webb | Aye | McDearmon..... | Aye |
| Davis | Aye | | |

ADJOURNMENT: There was a motion made by Mr. Webb and seconded by Ms. Satterwhite to adjourn at 10:04 P.M. Voting Aye: Webb, Satterwhite, Davis, McDearmon and Coleman.

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