

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING  
MINUTES

10-4-2012

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

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

AUDIENCE: Kathy Beard, Rebecca Ross, Mark Mallin, Matt Rowe, Eric Miller, Tim Lewis and Bonnie Cannon.

The Mayor called the meeting to order at 7:31 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:

Kathy Beard – Harvest Festival Coordinator – Ms. Beard was present to give Council an overview and information on the upcoming 23<sup>rd</sup> Annual Harvest Festival that will be held in the Town of Bowling Green on October 20<sup>th</sup>. Ms. Beard said they are expecting approximately 120 to 130 vendors with 112 vendors registered at this time and approximately 200 cars are expected. She noted that MetroCast is a new sponsor for the entertainment and has donated \$1,000.00 and McKesson is also a new sponsor and has donated \$900 for the children’s activities. She also stated that even though EVB has unfortunately closed they are still going to donate \$750. Wick Coleman will again be the Master of Ceremonies. The entertainment includes Patsy and the Country Classics, Milford Station, Hangin’ with Stogie, Real Deal Band and Show and Cactus Jack. Again Terry Harrison will help coordinate the Car Show and Billy Cecil is handling the Tractor Show. The Car Show will still have a DJ, Memorable Moments, and Just for Kicks will perform. The children’s activities will be the same as the past as well as the Farmers Market on the Courthouse Lawn. She also noted that Kilwinning Crosse Masonic Lodge will host their child identification program as they did in the past. She said that marketing the event would include printing approximately 16,500 Harvest Festival Guides with the bulk of them being sent out in The Free Lance Star Newspaper the

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Tuesday before the event. Finally, Ms. Beard asked that Council be at the stage by 9:00 A.M. for introductions. In response to a question from Mr. McDearmon, Ms. Beard said that there will be more activities for the children and may have a western type show on Milford Street as well. She stated that there may not be as many craft vendors as in the past. But other than that everything is about the same as prior years.

Mark Mallin – 224 North Main Street - Mr. Mallin was present to advise Council that the tiles for the playground project have been received. They had ordered 300 tiles with 12 different colors of glaze to begin the project. The tiles that are purchased will have handprints displayed on them. In prior Council meetings, there has been discussion about a mural on the Police Building and also discussion about a pavilion at the playground in the future. The Arts Commission will be selling tiles for \$20 apiece and would like to incorporate the tiles with the mural and possibly on the pavilion in the future. Mr. Mallin stated that Katie Boltz, who is the art teacher at the high school and a member of the Arts Commission, is in charge of this project. All the proceeds will come back to the Town. Mr. Mallin asked Council if they would allow the Arts Commission to have a free booth to sell the tiles at the 2012 Harvest Festival. He stated that they would need water supply at the booth due to it becoming a very messy project. He said that he would like to be as close as possible to the Farmers Market.

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 – Town Council Meeting – September 6, 2012
- B. Minutes – Town Council Special Meeting – September 27, 2012

<b>A &amp; M Home Center</b>	<b>481.14</b>	<b>Bear Port A Potty</b>	<b>1,300.00</b>
<b>Beazley, A. W.</b>	<b>350.00</b>	<b>Bennett, Deborah</b>	<b>280.00</b>
<b>Bowling Green Auto</b>	<b>661.17</b>	<b>Caroline Chamber</b>	<b>150.00</b>
<b>Caroline County Ag Fair</b>	<b>950.00</b>	<b>CE &amp; O</b>	<b>2,141.00</b>
<b>CINTA’s of Richmond</b>	<b>298.40</b>	<b>ComputerPlus</b>	<b>181.50</b>
<b>Crown Trophy</b>	<b>241.45</b>	<b>Dickinson Equipment</b>	<b>46.76</b>
<b>Dominion Chemical</b>	<b>254.00</b>	<b>Dominion VA Power</b>	<b>4,654.04</b>
<b>Erard, Andrea G</b>	<b>1,250.00</b>	<b>Godley, Patricia</b>	<b>450.00</b>
<b>Greenline Service Corp</b>	<b>795.00</b>	<b>Grey, Roxanna</b>	<b>400.00</b>
<b>HD Supply</b>	<b>316.40</b>	<b>J &amp; A</b>	<b>10.00</b>

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<b>Johnson's Exterminating</b>	<b>1,450.00</b>	<b>King George Family Chiro.</b>	<b>75.00</b>
<b>Local Services</b>	<b>300.00</b>	<b>M &amp; W Printers</b>	<b>785.24</b>
<b>Main Stage Productions</b>	<b>2,124.00</b>	<b>Manster, Stephen</b>	<b>807.03</b>
<b>McGinley, Michelle</b>	<b>140.00</b>	<b>Memorable Moments</b>	<b>500.00</b>
<b>Mid-Atlantic Lab</b>	<b>60.00</b>	<b>Milford Station</b>	<b>575.00</b>
<b>Miller Foley</b>	<b>1,400.00</b>	<b>MVP Awards</b>	<b>1,127.00</b>
<b>Neal, Chad</b>	<b>1,100.00</b>	<b>ODB Company</b>	<b>225.00</b>
<b>Orlett, Richard</b>	<b>10.00</b>	<b>Pacello, Kristin</b>	<b>105.00</b>
<b>Page Designs &amp; Printing</b>	<b>500.00</b>	<b>Pigg, Lisa</b>	<b>36.50</b>
<b>Power &amp; Flow Solutions</b>	<b>622.73</b>	<b>REC</b>	<b>477.55</b>
<b>Raresky Studios</b>	<b>1,350.00</b>	<b>Real Deal Band &amp; Show</b>	<b>775.00</b>
<b>Reese Music, LLC</b>	<b>400.00</b>	<b>Rutherford</b>	<b>358.64</b>
<b>Shell</b>	<b>1,425.63</b>	<b>Singer, Arthur</b>	<b>400.00</b>
<b>Smith, Betty</b>	<b>10.00</b>	<b>Sosmetal Products Inc.</b>	<b>1,726.87</b>
<b>Superior Lamp, Inc.</b>	<b>634.08</b>	<b>The Freelance Star</b>	<b>511.50</b>
<b>The Journal Press</b>	<b>700.00</b>	<b>Tools Plus</b>	<b>731.95</b>
<b>Treasurer of VA (VITA)</b>	<b>687.98</b>	<b>Treasurer of VA (VDACS)</b>	<b>36.00</b>
<b>Trolley Tours</b>	<b>720.00</b>	<b>Verizon</b>	<b>276.53</b>
<b>Verizon Wireless</b>	<b>264.52</b>	<b>VDOT</b>	<b>100.00</b>
<b>Visa</b>	<b>1,903.64</b>	<b>VLGMA</b>	<b>200.03</b>
<b>VML Insurance</b>	<b>5,252.00</b>	<b>VUPS</b>	<b>27.30</b>
<b>Waste Management</b>	<b>7,986.48</b>	<b>White Oak Equipment</b>	<b>72.01</b>
<b>Xerox</b>	<b>181.87</b>	<b>*Samperton, Michelle</b>	<b>150.00</b>
<b>*Byrd, Donna</b>	<b>150.00</b>	<b>*Beveridge, Kathy</b>	<b>150.00</b>
<b>*American Allstar Realty</b>	<b>150.00</b>	<b>*Bowie, Lyda</b>	<b>150.00</b>
<b>*Shell</b>	<b>1,604.26</b>	<b>*Waste Management</b>	<b>80.00</b>

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

**STAFF REPORTS:** The following informational items were noted:

- A. Town Hall Rentals Report – September 2012
- B. Public Works Director's Report – September 2012

**NEW BUSINESS:**

Police Department Report – September 2012 – The Police Chief reported that there were two reportable crimes during the month of September. There were twenty calls received with one requiring investigation, all others were routine calls. The Chief reported that the

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State Police website had been checked and no new sex offenders had been registered as residing in the area. He stated that the Town Officers had given twelve warnings for speeding and deputies gave one warning. Chief Hoskins stated that the Sheriff's Office returned the radar trailer and it was utilized on September 29<sup>th</sup> for the Outdoor Living Event and did not seem like it was working properly. He will be in contact with the radio shop to see if the radar trailer can be fixed and what the cost would be. In response to a question from Mr. Satterwhite, Mr. Hoskins will advise Council the cost to fix the trailer as well as a cost to purchase a new trailer. He also reported that he had Auxiliary Officer John Oxford on bike patrol for the Outdoor Living Event and had wonderful comments from the community about that. He thanked Mr. Oxford for his hard work and dedication. He also stated that in recent weeks there had been several minor calls regarding someone throwing trash in commercial trash receptacles, newspapers missing and a prowler in Town. In discussing this issue with the Town Manager, the Police Department has ordered a gaming/trail camera. This camera has an infrared feature so there is no flash that is seen. It will be set up where the problems are happening within the next couple of days. Mr. Hoskins responded to a question from Mr. McDearmon regarding the fourteen animal control calls that have been received in the last two months. He stated that the calls were minor and stems from either stray dogs in the area or concerned citizens.

#### Town Manager's Report

Council Position Concerning Possible Tolls on Interstate 95 – Mr. Manster advised Council that Mr. Michael Estes, VDOT, would be able to come to the November Town Council meeting to make a presentation and answer any questions from Council that they may have concerning development of the Town's position relating to the institution of tolls on Interstate 95. At the September meeting Council had asked Mr. Manster to see if he could have a representative speak at the October Town Council meeting, but Mr. Estes was unable to come to that meeting.

Litter Prevention Grant – Mr. Manster stated that the Virginia Department of Environmental Quality has allocated \$1,203 for the Town's annual litter control grant. The amount that was received is higher than the amount received for the past several years and does not require matching funds. In the past the Town has used the funds to purchase trash receptacles for Main and Milford Streets and last year we purchased several trash cans for the playground.

Planning Grant for Assisted Living Facility – The Virginia Department of Housing and Community Development reviewed and accepted all the submissions relating to the

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application for funding for the Assisted Living Facility project. The Town has been allocated an additional \$27,000 as part of the planning grant for the Assisted Living Facility. No matching funds are required for this program. Mr. Manster stated that arrangements to conduct a Facilitated Planning Strategy meeting will come soon, which will result in the development of a work plan and budget related to the expenditure of the funding.

More Successful Events in September in Bowling Green – Mr. Manster told Council that the Town has a new business, Tina’s Nook, located on the corner of Main and Milford Street. On September 22<sup>nd</sup>, the Town held a ribbon-cutting ceremony for the grand opening of this new antique and gift shop. The Outdoor Living Event, which was held on September 29<sup>th</sup>, was a great success. He stated that the event brought out hundreds of people to the Town. The event was sponsored by the Bowling Green Community Farmers Market. He thanked the Committee for making this event a success, especially Cheryl English and Lisa Pigg, the main coordinators. In response to a question from Mr. McDearmon, Mr. Manster stated that the Town web site and cable channel are being utilized to promote upcoming events.

Fort A.P. Hill Joint Land Use Study Update – Mr. Manster stated that members from the Policy and Technical Committees had met on September 10<sup>th</sup>. At the meeting, they reviewed the Scope of Consultant Services and project timeline. The Technical Committee will be meeting on October 3<sup>rd</sup>. A “data Call” has been sent out by the consultant, AECOM, and the members of the Technical Committee are currently assembling the necessary information. In addition, the consultants are calling for a listing of potential stakeholder groups and individuals. These people will be interviewed in order to familiarize the consultants with the major issues concerning the installation and the surrounding area. Mr. Manster asked Council Members to submit names of possible stakeholder groups, if they had any in mind.

Four Zoning Applications Received - Mr. Manster reported that four zoning applications had been received and two of the four have already been approved. The two applications that were approved are a new single-family dwelling on Milford Street and the other is a trailer sales business on East Broaddus Avenue. The other two applications will be reviewed for the first time by the Planning Commission at the October 15<sup>th</sup> Planning Commission meeting. The first application is from Joyce Carter, 218 North Main Street, for a conditional rezoning from R-1 to B-1 for use as a Flower Shop and Gift Shop in the main structure and Special Use Permit to use the accessory structure as a dwelling unit. The second application is from Robert and Danielle Bouy, 211 South Main Street, for a Special Use Permit to operate a Family Care Home and Bed and

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Breakfast. These two applications require review by the Planning Commission and a public hearing by the Commission is required before any recommendation can be made to Council. Council will then have to conduct its own hearing (unless a joint public hearing is held) before taking action.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health & Safety/Personnel – Mr. McDearmon thanked Chief Hoskins and his staff for their hard work and dedication.

B. Streets and Sidewalks – Ms. Coleman was pleased to see that the Courthouse Road entrance had been fixed. Ms. Coleman stated that she had received concerns from a citizen regarding the dirt and debris that is stirred up from the street sweeper and asked if there is anything that can be done to help control it.

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.

**CLOSED SESSION: On motion by Ms. Davis, seconded by Mr. Wright, Council voted to go into closed meeting pursuant to VA Code §2.2-3711(A)(1) for interviewing, discussion and consideration of candidates for appointment to the Town Council to fill the unexpired portion of Mr. Glen Lanford's term: Voting Aye: Wright, Satterwhite, Davis, Coleman and McDearmon. Abstain: Webb.**

Mr. Webb excused himself from the Closed Session and left the building in order to avoid an appearance of conflict of interest, since he is related by marriage to one of the candidates.

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

Mr. Webb returned to the Open Session.

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**CERTIFICATION: On motion by Mr. McDearmon, seconded by Ms. Davis, 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 in the meeting by the Council:**

Wright .....Aye      Satterwhite .....Aye  
McDearmon .....Aye      Coleman .....Aye  
Davis .....Aye

**Mr. Wright made a motion to appoint Mr. Mark Bissoon, to the Bowling Green Town Council, to fill the unexpired portion of Mr. Glen Lanford’s term. The motion was seconded by Mr. McDearmon: Voting Aye: Wright, Satterwhite and McDearmon. Voting Nay: Coleman and Davis. Abstain: Webb.**

**ADJOURNMENT: There was a motion made by Ms. Davis and seconded by Ms. Coleman to adjourn at 10:14 P.M. Voting Aye: McDearmon, Satterwhite, Webb, Wright, Davis, and Coleman.**

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