

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING
MINUTES

2-7-2013

MEMBERS PRESENT: Mayor David Storke, Vice Mayor Glenn McDearmon, Mary Frances Coleman, Jason Satterwhite, Daniel Webb (7:53), Jean Davis, Mark Bissoon, and Otis Wright.

OTHERS PRESENT: Town Manager Stephen Manster, Town Treasurer Kathy McVay, Public Works Director William Stanley, Police Chief Steve Hoskins and Town Attorney Andrea Erard.

AUDIENCE: Tim Lewis, Valerie Coyle, Kay Brooks, Bonnie Cannon, Carl and Darlene Ackerman, George Spalding, Nancy Carson, Mac Wright, Tinka Harris, Dr. Mary Anderson, Becky Broaddus, Dr. Gregory Killough, Debbie Holt, Alice Farmer, Audrey Davis, and Tim Cox.

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 Glenn McDearmon followed with the invocation.

The Mayor amended the agenda because School Board members and staff were invited to attend the meeting so that the Town could recognize them for all their hard work and dedication that benefit the students of the Town of Bowling Green.

DELEGATIONS/PUBLIC COMMENTS:

Proclamation – School Board Appreciation Month – Mayor Storke presented Nancy Carson, School Board Chairman, with a Proclamation that states the month of February marks the annual observance of School Board Appreciation Month in Virginia. He thanked the School Board Members, (Nancy Carson, George Spaulding, Vice Chairman, Mack Wright, Tinka Harris, and Dr. Mary Anderson, Shawn Kelly was not present) Gregory Killough, Superintendent, and other school staff. Mayor Storke expressed the importance and appreciation that Town Council has for the Caroline County School System.

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Audrey Davis, Davis & Associates – FY12 Audit Presentation – Ms. Audrey Davis was present to give Council a formal exit conference of the FY12 Town Audit, present any Audit finding and to discuss any relevant issues. There are three parts of the Audit engagement. They are as follows: that the financial statements are presented fairly and in accordance with GAAP, all GASB requirements are met and to identify that the internal control requirements are met. Ms. Davis stated that there were no reportable Audit findings and found no reportable findings for the past three years. She thanked Ms. Kathy McVay and Ms. Heather Foley for their assistance. (The Town of Bowling Green FY12 Financial Audit and Audit presentation is on file in the Town Hall business office).

On motion by Mr. McDearmon, seconded by Ms. Davis, Council voted to accept the Financial Statement Audit for FY12, as presented. Voting Aye: Satterwhite, Coleman, Wright, McDearmon, Bissoon, and Davis.

Darlene Ackerman, Caroline Library - Ms. Ackerman thanked Council, the Mayor and Town Manager for allowing her to speak on behalf of the Caroline Library. Ms. Ackerman stated that the Caroline Library is a non-profit Library and Caroline County local government does not operate it. Caroline Library has four locations made possible in part thru efforts of the Friends of the Caroline Library. Due to budget cuts, the Caroline Library has received reduced funding from Caroline County and the Virginia State Library.

Councilman Daniel Webb entered at 7:53

Ms. Ackerman advised Council that they will be hosting a Silent Auction/Dinner here at the Bowling Green Event Hall on Friday, May 3rd to raise money for the Friends of the Caroline Library. The Friends of the Caroline Library host two big events each year as fundraisers to help the Caroline Library. One of those events is the Silent Auction/Dinner on May 3rd and the other is a holiday bazaar. Neither of these events has been bringing in the funds that had been received in the past. Therefore, they are asking Council to consider some support and allow them to use the facility for free. Mayor Storke advised Ms. Ackerman that Council will review the matter later in the meeting.

After asking for additional comments and hearing none the Mayor closed the Public Comments portion of the meeting.

CONSENT AGENDA: The Mayor asked that the January 3, 2013 minutes be removed from the Consent Agenda. On motion by Mr. McDearmon, seconded by Ms. Coleman, Council voted to approve the Consent Agenda, as amended. Voting

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Aye: Webb, Satterwhite, Coleman, Wright, McDearmon, Bissoon, and Davis.

- A. Bills – January 2013**
- B. Proclamation – School Board Appreciation Month**
- C. Proclamation - National Kids to Park Day**

A & M Home Center	175.73	Amerigas	216.58
Bennett, Deborah	210.00	Bowling Green Auto	366.44
CW Warthen Company	372.00	CAS Severn	1,300.00
CINTA’s of Richmond	354.25	ComputerPlus	226.88
DeCrane, Patrick	192.10	Dominion Chemical	274.00
Dominion VA Power	7,741.92	Erard, Andrea G	1,250.00
Firehouse Embroidery	45.00	G & G	58.55
HD Supply	1,796.44	M & W Printers	1,087.59
McGinley, Michelle	140.00	Mid-Atlantic Lab	150.00
Miller Foley	1,400.00	Oakley Farm Carriage	850.00
On Site PC	110.00	Pacello, Kristin	175.00
Power & Flow	24,308.72	REC	611.27
Rutherford	403.89	Sensus Metering Systems	1,524.60
SOSMetal	1,605.89	Southern Corrosion	16,607.78
Stemmler Plumbing	3,820.00	Superior Lamp	656.10
The Caroline Progress	983.83	The Freelance Star	472.50
The Supply Room	503.42	Treasurer of VA (VITA)	670.49
Verizon	180.84	VDOT	750.00
Visa	808.09	VUPS	36.75
Waste Management	7,986.33	WFLS	500.00
Xerox Corp	285.71	*Bullock, Kathy	800.00
*FARC	40.00	*Friends of Caroline Library	500.00
*AECOM	19,760	*Boltz, Kathryn	45.55
*GWRC	10,650	*Amerigas Propane, LP	204.69
*REC	77.50	*Shell	1,037.56
*Verizon Wireless	40.01	*Waste Management	80.00
*Williams, Carrie	150.00	*Seal, Charles	145.37

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

STAFF REPORTS: The following informational items were noted:

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- A. Town Hall Rentals Report – January 2013
- B. Public Works Director’s Report – January 2013
- C. Treasurer’s Report – January 2013

NEW BUSINESS:

Police Department Report – January 2013 – The Police Chief reported that there had been one reportable crime that had occurred in the Town of Bowling Green for the month of January. There were sixteen calls received and two required investigation. All others were routine calls. The Chief reported that the 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 forty-nine warnings for speeding and thirty-five summonses for speeding. Deputies gave five warnings and one summons in Town this month. Chief Hoskins stated that there were no paid deputy hours for the month of January. Town Officers had two arrests this month. One was a DUI and the other for shoplifting/drunken in public. Chief Hoskins presented speed logs for targeted areas of the Town to Council.

Town Manager’s Report – January 2013

Joint Land Use Study with Fort A.P. Hill – In January, there were three public meetings that were held concerning the Study. Mr. Manster reported that these meetings, which were held at three different locations, were well attended with a total of over 100 people to review material assembled by the consultant and to provide comments. The same content and format was provided at all three meetings. He reported that the consultant is ready to begin several analyses of land use in the area and reports will be forthcoming. In response to a question from Mr. McDearmon, Mr. Manster stated that Council should have a report around September.

Economic Development Authority – Availability Fee Reimbursement Program – Mr. Manster reported to Council that a notification of the creation of the EDA Availability Free Reimbursement Program has been sent to all property owners within the Route 301 Tax District who have existing structures. He stated that the property owners had been presented with the ability to meet with the EDA or Council’s Water, Sewer and Trash Committee to discuss the program. The property owners were made aware that the program is in effect for only ninety days and phone calls will be made to property owners to insure that all questions about the program are answered.

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Economic Development Authority – Strategic Plan Development Process–Mr. Manster reported that Linda Worrell, Worrell Management Group, has begun working with the EDA on the development of an action-oriented Strategic Plan. The funding for this effort has been provided by Town Council. Ms. Worrell has conducted a planning session with the EDA Board members and another similar session with members of the business community. Sixteen people were in attendance at that exercise. He also reported that a short seven question strategic planning survey has been sent to all Bowling Green business operators. The information that is gathered will assist Ms. Worrell and the EDA in the development of their plan for business improvement in Town. He stated that a Phase I draft report is projected to be ready in March.

Position Concerning Tolls on Interstate 95 – At the last meeting, Town Council heard a presentation and received printed material concerning a proposal to charge tolls on Interstate 95. Town Council, at that time, did not determine whether it wanted to take a position on the issue, so Mr. Manster advised Council that he had attached some material that was considered by other localities, including Caroline County, with his report to help with deliberation.

Festival of Feet – Mr. Manster advised Council that information and on-line registration for the 6th Annual Festival of Feet Memorial Race is now available on the Town's web site and the web site of racetimingunlimited.org. The event will occur on April 27th and will start at 8:00 AM at our Police Station. Other activities will take place at the playground.

Grant to Upgrade Police Equipment – Mr. Manster stated that in an effort to upgrade existing equipment, Chief Hoskins has determined that funds are available through the Virginia Department of Criminal Justice Services to purchase new radar equipment, bicycles and other accessories in order to improve our speed enforcement efforts in Town. He stated that the application deadline did not permit staff to present the application to Council prior to submission. The application is for \$9,162. A match of \$1,018 will be necessary if the Town chooses to accept the funds from the State. He stated that at this time, we feel that no new funds will have to be allocated by the Town to implement this project. He gave a special thanks to Auxiliary Police Officer John Oxford for his efforts in preparation of the grant application. Mr. Manster said that efforts will continue to seek other sources of funding for continued improvement and upgrade of equipment used by our Police Force.

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REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health & Safety/Personnel – As a result of the last Council meeting and approving the employee bonuses ordinance, Mr. Bissoon reported to Council that the Committee had met twice during the last couple of days and is recommending a one-time net bonus in the amount of \$1000 to the full-time employees of the Public Works Department. This was due in large part to the extra responsibilities and work load the five full-time employees' had accepted since July. In response to a question from Mr. McDearmon, Mr. Bissoon stated that information is still being gathered to compare employees' salaries to other similar localities employee salaries. Mr. Wright asked Mr. Bissoon if the Committee had spoken to any insurance agencies regarding employee insurance. Mr. Bissoon stated that Mr. Manster is working with two different insurance agencies to find out what other options are available for employees and that there should be an option selected in a couple of days.

On motion by Mr. Bissoon, seconded by Mr. Wright, Council voted to give a one-time bonus to the full-time employees of the Public Works Department in the amount of \$1000 net, each. Voting Aye: Satterwhite, Coleman, Wright, Webb, McDearmon, Bissoon and Davis.

B. Streets and Sidewalks – Ms. Davis reported that the Streets and Sidewalks and the Public Health, Safety and Personnel Committees met with VDOT representative Marcie Parker, Assistant District Administrator and others regarding several issues. The first topic discussed was the potential re-routing truck traffic off of Main Street. It was made clear to the Committees that although this matter may have been discussed by Town Council and other VDOT staff in the past, there has never been any official study that has ever been conducted concerning the re-routing of truck traffic from Main Street. VDOT representatives had reviewed the entire process that had to be followed in order for VDOT to consider the request. They stressed the need for a public hearing and the presentation of alternate Routes (which they will help us determine). Because one alternate Route will be located in the County, the County needs to be included in the process as a courtesy. Ms. Davis stated that VDOT noted that once the process is set in motion and the studies are complete and VDOT approves the alternate Route then the Town has no further option. Traffic will be re-routed. She did note that delivery trucks and trucks under a certain weight could be exempt from the re-routing. Another option that VDOT suggested is that the Town creates a speed enforcement program and to ask the State Police to provide enforcement assistance and inspection of trucks for weight and operational aspects of the vehicles on Main Street. Ms. Davis said that the Committees do realize that this topic of re-routing truck traffic off of Main Street has been presented

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to Council and discussed in the past and no action has been taken. Now that the two new Council Committees have discussed the matter with VDOT, and have additional information, they feel that it is important that Council's position on the matter be either restated or we call for the investigation of re-routing. The Committees had no recommendation, but feel that Council should review and discuss the matter and make what should be its final determination based on current information (a copy of the Committees report is on file in the Town Hall business office). A discussion was held.

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

D. Water, Sewer and Trash – Mr. Satterwhite reported that the Water, Sewer and Trash Committee will be meeting in two weeks.

E. Building and Grounds – Mr. Satterwhite stated that the Town Manager was in the process of analyzing the cost to run the facility for events, like electricity, cleaning, supplies and etc. The Committee has previously set a policy for rental of the Event Hall to not allow for free use. Since the policy has been enforced, no one has received free use. Council had made a donation of \$500 (the amount of the Event Hall rental) to the Bowling Green Elementary School Playground and Gym fundraiser. Mayor Storke was very supportive of giving a donation to the Friends of the Caroline Library to offset the cost of the rental. Mr. McDearmon expressed some concern about granting free uses since there are fixed cost involved with cleaning, utilities, supplies and future renovations.

On motion by Ms. Coleman, seconded by Mr. Satterwhite, Council voted to make a \$500 donation to the Friends of the Caroline Library. Voting Aye: Satterwhite, Coleman, McDearmon, Bissoon, Webb and Davis. Nay: Wright.

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.

OTHER BUSINESS:

Bowling Green Arts Commission – The Mayor stated that he would like to appoint Patricia Jackson to the Bowling Green Arts Commission for a two year term. The Mayor stated that Patrick DeCrane, Bowling Green Arts Commission Chairman, had made that

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recommendation.

On motion by Mr. McDearmon, seconded by Ms. Davis, Council voted to confirm the appointment of Patricia Jackson to the Bowling Green Arts Commission for a two year term. Voting Aye: Satterwhite, Coleman, Webb, Wright, McDearmon, Bissoon and Davis.

INFORMATIONAL ITEMS:

Bowling Green Planning Commission – Ms. Davis, Planning Commission member, advised Council that the Planning Commission had elected Martin Hauser as Chairman and Matt Rowe as Vice Chairman for a one year term. She also reported that the Planning Commission will begin reviewing the Town’s Comprehensive Plan.

ADJOURNMENT: There was a motion made by Mr. McDearmon and seconded by Mr. Satterwhite to adjourn at 9:03 P.M. Voting Aye: McDearmon, Satterwhite, Webb, Wright, Davis, Bissoon and Coleman.

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