

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING
MINUTES

3-7-2013

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

MEMBERS ABSENT: 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, George Spalding, Rod Manifold, Kenneth Compher, Alice Farmer, Kim and Robin Didlake, Gary DuVal 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.

PUBLIC HEARING:

Community Development and Housing Needs - The Mayor opened the Public Hearing and read the notice published in the Caroline Progress on February 28, 2013.

The Mayor called for comments from the public. He called a second and third time, hearing none he closed the public hearing at 7:34 P.M.

The Town Manager said that he had received comments from the Rev. David Upshaw, Concord Baptist Church, concerning the need for an Assisted Living Facility in the area. Rev. Upshaw is the Chairman of the Caroline Care Group, LLC. In addition, the Town Manager received eight letters supporting the need for an Assisted Living Facility.

On motion by Mr. McDearmon, seconded by Mr. Bissoon, Council voted to schedule a Public Hearing on Thursday, March 21, 2013 at 7:00 p.m. in the Rappahannock Reception Room to solicit public input on potential application for Community Development Block Grant (CDBG) funding for an Assisted Living Facility project in our community. Voting Aye: McDearmon, Webb, Davis, Coleman, Wright and Bissoon.

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DELEGATIONS/PUBLIC COMMENTS:

Gary DuVal, Fredericksburg Residency Administrator, VDOT – The Town Manager, the Streets and Sidewalks Committee and the Public Health, Safety and Personnel Committee met with Mr. DuVal and several other people concerning multiple issues that the Town needed to address with VDOT. Mr. DuVal stated that one of the issues that had been discussed was the possibility of a pedestrian crosswalk across Broaddus Avenue, connecting Food Lion and McDonalds to the apartment complex. He stated that there had been re-surfacing already done and VDOT would like to move forward with the installation of that crosswalk. In response to a question from Mayor Storke, Mr. DuVal stated that VDOT recommends only one crosswalk for safety reasons. The crosswalk would be up to code, having a pedestrian flashing light to signal awareness to the traveling public of a pedestrian crossing. The crosswalk would be placed near the entrance of the apartment complex across to the Food Lion parking lot. Another concern of Council was the pedestrian traffic coming from Anderson Avenue crossing Broaddus Avenue going to Food Lion. Mr. DuVal stated that VDOT would possibly use the wide shoulder on the right as you are coming into town from Route 207 near Anderson Avenue to put hash marks to delineate the traffic coming thru and not have two lanes through there. Another possibility would be to put in another crosswalk in that area. In response to a question from Mayor Storke, Mr. DuVal stated that the existence of a crosswalk would not change the speed limit in that area, but would have a calming effect on traffic. Mr. DuVal responded to a question from Mr. McDearmon stating that a speed study could be requested after the traffic calming project is done. Responding to a question from Mr. Webb, Mr. DuVal stated that at this time only one crosswalk will be installed. The other crosswalk near Anderson Avenue is still being studied. Mr. DuVal advised Mr. Webb, that once a speed study, if requested, is complete and Council chooses to change the speed limit then Council would not have an opportunity to change the speed limit back. After a speed study is done, Mr. DuVal said that he would come back to Council and make a recommendation.

Mayor Storke asked Mr. DuVal if the bike lane had been re-stripped when the road was resurfaced. Mr. DuVal said that he would make sure that it would be done as a part of this project. Mr. Manster asked Mr. DuVal if anything can be done to beautify a large piece of property that VDOT uses as a staging area as you are coming into Bowling Green from the south on route 301 under the bypass and another area coming off of 301 heading south and on to Broaddus Avenue. Council members had some concern about the appearance those areas reflected on the town. Mr. DuVal stated that there is a staging area in Massaponax near the exit ramp off of Interstate 95 that VDOT had beautified by planting 28 Japanese Cedar trees. The trees require little maintenance after the first year. Mr. DuVal said that VDOT would possibly ask the Town to partner with them and supply the water for the plants. The Town and VDOT could come up with a plan if funding is available. Mr. DuVal stated that VDOT was looking into other locations for staging. In response to a question from Mayor Storke, Mr. DuVal said that it would be very hard to enforce un-authorized use of the property and no parking signs may be an option. In response to a question from Ms. Coleman, Mr. DuVal said that other things can be

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done to beautify the property, but VDOT has found that the cedar trees, after about a year, are pretty much maintenance free. Mr. Manster asked Mr. DuVal if the Town would be allowed to hang banners or signs, on the side or above the road, to promote different town events on a piece of property that VDOT owns on the southeast corner of Broaddus Avenue and Main Street. He said that it would be ideal to put up two permanent posts to hang banners on. Mr. DuVal stated that he would like to work with the Town to allow signage to be hung, but would need to do some research and would get back with Mr. Manster with an answer. Town Council thanked Mr. DuVal for coming to the meeting and working with the Town.

Rod Manifold, Executive Director, Central Virginia Health Services- Caroline Family Practice – Mr. Manifold thanked the Town Manager and Mayor Storke for their instrumental help with the organization. The Central Virginia Health Services has been designated by the federal government as a non-profit 501(C) 3 organization. The center provides primary medical and dental care. Mr. Manifold gave Council an overview concerning the Caroline Family Practice. The facility offers a sliding fee discount to those with low income. They provide services such as physicals, chronic disease management, immunizations, screening for various diseases, general dentistry, including preventive, restorative and periodontal care. They offer behavioral health services for individuals and groups, including families and children over five. Pharmacy services are available as well. Mr. Manifold reported that at Caroline Family Practice they have two full-time Nurse Practitioners, one full-time Dentist and a part-time Psychologist and provides 14 jobs. The family practice saw 2,285 patients through 6,900 visits. He reported that 59% of patients were uninsured, 27% of patients had government sponsored insurance (Medicare, Medicaid, FAMIS) and 14% had private insurance.

Kenneth Compher – Running Event in Bowling Green – Mr. Compher came to Council asking to use the Town for a running event to benefit childhood cancer. His son was diagnosed with leukemia about a year ago. He asked Council to hold the event on September 7, 2013. The month of September has been designated as cancer awareness month. His plan is to utilize the existing race course possibly starting and finishing the race in front of the Bowling Green Playground. The Mayor noted that possible support for the proposed event would be discussed later in the meeting.

George Spaulding – Caroline County School Board - Bowling Green District Representative – Mr. Spaulding gave Council an update on what the School Board's Capital priorities are. He told Council about the current school Capital projects and advised Council of a proposed bond referendum for school projects.

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

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- A. Minutes – Town Council Regular Meeting – January 3, 2013
- B. Minutes – Town Council Regular Meeting – February 7, 2013
- C. Bills – February 2013

A & M Home Center	68.75	AECOM	32,110.00
BAI Software	500.00	Bennett, Deborah	280.00
Bowling Green Auto	165.02	CE & O	2,000.00
CINTA’s of Richmond	381.40	ComputerPlus	226.88
Davis & Associates	4,828.00	Dominion VA Power	6,269.06
Erard, Andrea G	1,250.00	ESITECH, Inc.	30.00
G & G	11.04	Johnson’s Exterminating	315.00
McGinley, Michelle	140.00	Mid-Atlantic Lab	1,558.00
Miller Foley	1,400.00	Pacello, Kristin	140.00
Page Designs & Printing	89.00	REC	664.76
Rutherford	1,030.41	SOSMetal	2,152.45
Stemmler Plumbing	1,395.00	The Caroline Progress	145.02
The Freelance Star	496.50	The Supply Room	170.49
Treasurer of VA (VITA)	679.29	USA Blue Book	123.87
Verizon	276.57	Verizon Wireless	180.86
Visa	1,347.36	VML Insurance	5,252.00
VUPS	53.55	Waste Management	7,986.33
Winding Brook Auto	396.64	*Cary, Crystal	150.00
*Worrell Management	1,000.00	*Caroline Chamber	150.00
*Waste Management	80.00	*Satterwhite, Jason	150.00
*Virginia Capital Realty	85.55	*Kuykendall, Rhonda	99.80
*Kravits, Nicole	70.48	*Kelly, Thomas	36.50
*Garnett-Madison, Crystal	150.00	*REC	78.95
*Shell	1,268.20	*Verizon Wireless	40.01
*Boltz, Katie	100.00	*Trout, Holly	100.00
*Verne, Taylor	100.00	*Carter, Amanda	100.00
*Crabtree, Zac	100.00	*Genedetto, Gloria	100.00
*Byrd, Barbara	100.00	*Butler, Helen	100.00

*Bills previously or separately authorized by Council.

STAFF REPORTS: The following informational items were noted:

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

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NEW BUSINESS:

Police Department Report – February 2013 – The Police Chief reported that there had been six reportable crimes that had occurred in the Town of Bowling Green for the month of February. Three of the reportable crimes were for breaking and entering and the other three were larcenies. There were eighteen calls received and none 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 twelve warnings for speeding and thirteen summonses for speeding. Deputies gave five warnings and three summonses in Town this month. Chief Hoskins stated that there were no paid deputy hours for the month of February. Town Officers had one arrest for a drunk in public violation. Chief Hoskins presented speed logs for targeted areas of the Town to Council.

Town Manager’s Report – February 2013

Director of Public Works position – Mr. Manster reported to Council that the position of Director of Public Works has been advertised in a number of places. The position ad can be found on the Town web site and Virginia Municipal League web site. He also asked the County to place the ad on their site. The position has been registered with the Virginia Employment Commission. An advertisement for the position was placed in the Caroline Progress and the Fredericksburg Free Lance – Star. The Town Manager and the Public Health, Safety and Personnel Committee will present Council with a proposed agreement between the Town and William Stanley to assist the Town in meeting requirements of the Virginia Department of Health and the Virginia Department of Environmental Quality. These requirements relate primarily to having an appropriately licensed operator to oversee our sampling, reporting activities and inspecting our operation on a regular basis. This arrangement with Mr. Stanley has also been approved, in concept, by the Water, Sewer and Trash Committee Chairman.

Economic Development Authority – Availability Fee Reimbursement Program – Mr. Manster stated that the EDA Availability Fee Reimbursement Program is in effect and will remain available until the end of April. Three property owners expressed interest in the program. Mr. Manster reported that he will be making contact with all property owners to determine their level of interest and to respond to their questions.

Bowling Green Community Farmers Market Opens This Month – Mr. Manster said that the Bowling Green Community Farmers Market will begin on March 30. The Market will be open every Saturday from 9:00 AM until 1:00 PM. The Market will offer home grown fruits, vegetables and plants, along with homemade crafts and other items.

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Mayberry Day coming again to Bowling Green – Mr. Manster advised Council that the Second Annual Mayberry Day is being planned to occur on April 20th. Craft vendors, live music, displays, contests and other activities are being planned.

Medical Insurance Coverage for Employees – Mr. Manster said that for many years the Town of Bowling Green has “partnered” with Caroline County to provide its employees with medical insurance coverage. By doing that, the Town was obligated to offer our employees the same coverage and types of plans that were offered by the County to its employees. The same premiums that the County was charged for its employees and other enrollees were also being charged to the Town. Mr. Manster stated that he had been working with two consulting groups to determine whether there were other options for the Town to provide appropriate coverage for its employees in a more cost-effective manner than continuing to partner with the County. In addition, there had been discussions, for some time, with the Peumansend Creek Regional Jail about different ways the Jail and the Town could partner in order to provide effective service to the Town while making use of the Jail’s community-oriented programs.

Mr. Manster recommended to Councils’ Public Health, Safety and Personnel Committee that we partner with the Regional Jail to provide Town employees with medical insurance, dental insurance and eye care insurance programs, after reviewing a number of different insurance programs. The Committee reviewed the recommended program and cost and agreed with the Town Manager that a change in coverage be made. In general, the programs offered with the Jail provide the Town’s employees with coverage that is equal to or better than the coverage offered in the County plan. Additionally, the premiums are significantly less than those of the County. The new insurance carrier is Coventry Insurance, with dental coverage being provided through a plan with Met Life.

Appointment of Armando Flores and Martin Hauser to Bowling Green Planning Commission for a 4 year term:

On motion by Ms. Davis, seconded by Mr. McDearmon, Council voted to reappoint Armando Flores and Martin Houser to the Bowling Green Planning Commission for a four year term. Voting Aye: Davis, McDearmon, Wright, Webb, Coleman and Bissoon.

Kenneth Compher, Running Event in Bowling Green:

On motion by Mr. Wright, seconded by Mr. Webb, Council voted to allow the group headed by Kenneth Compher to hold a running event in the Town of Bowling Green on September 7 and use of the Rappahannock Reception Room from registration in the morning and use of the streets and to coordinate with staff to put on this event. Voting Aye: Davis, McDearmon, Wright, Webb, Coleman and Bissoon.

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REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health, Safety and Personnel – Mr. Bissoon suggested to Council the need to establish a set scheduled work session for Bowling Green Town Council once a month.

On motion by Mr. Bissoon, seconded by Ms. Coleman, Council voted to hold a work session for the Bowling Green Town Council on the third Thursday of each month at 7:30 p.m.

A discussion was held and the motion was amended.

On motion by Mr. Bissoon, seconded by Ms. Coleman, Council voted to hold a work session for the Bowling Green Town Council on the third Tuesday of each month at 7:30 p.m. Voting Aye: Wright, Bissoon and Coleman. Voting Nay: Davis and McDearmon.

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

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

D. Water, Sewer and Trash – There was no report from Water, Sewer and Trash Committee.

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

F. Economic Development/Activities/Tourism – In response to a question from Mr. McDearmon, Mr. Manster said that Ms. Linda Worrell should have a report for Council concerning the Strategic Plan for the Economic Development Authority at the next Council meeting.

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

OTHER BUSINESS:

William Stanley – Public Works Director – Mayor Storke expressed his appreciation to William Stanley for his dedicated service to the Town of Bowling Green for 17 years. The Mayor showed Town Council members a clock that will be presented to Mr. Stanley in appreciation for his service.

INFORMATIONAL ITEMS: None.

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CLOSED SESSION: On motion by Mr. Bissoon, seconded by Ms. Davis, Council voted to go into closed session pursuant to VA Code §2.2-3711(A)(1) for the discussion or consideration of performance and compensation of the following positions, Director of Public Works, Utility Worker I/Operator I, Utility Worker II/Operator II, Utility Worker II/Operator II Maintenance Worker I, Maintenance Worker II, Clerk, Treasurer and Police Chief and the hiring of a temporary, part-time Public Utility Worker: Voting Aye: Wright, Davis, Webb, Bissoon, Coleman and McDearmon.

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

CERTIFICATION: Council voted to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, as stated above, 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	Bissoon.....	Aye
McDearmon	Aye	Coleman	Aye
Davis	Aye	Webb	Aye

On motion by Mr. Wright, seconded by Ms. Coleman, Council voted the following pay increases effective at the beginning of the next pay period; three Operator II/Utility Worker II (Brock Taylor, David Anderson and Charles Seal) salaries will be increased in the amount of \$1 per hour and that the salary of Utility Worker I (Dion Taylor) shall be increased at the beginning of the next pay period in the amount of \$2 per hour. Voting Aye: Wright, Bissoon, Davis, McDearmon, Webb and Coleman.

ADJOURNMENT: There was a motion made by Mr. Webb and seconded by Ms. Coleman to adjourn at 10:25 P.M. Voting Aye: McDearmon, Webb, Wright, Davis, Bissoon, and Coleman.

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