

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING  
MINUTES

7-9-2013

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

MEMBERS ABSENT: Jason Satterwhite.

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

AUDIENCE: Tim Cox, Jeff Sili, James Beazley, John Sieg, George Bean, Tim Lewis and Alice Farmer.

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 Glenn McDearmon followed with the invocation.

PUBLIC HEARING:

O-2013-001 Bowling Green Fee Structure- Trash Services - The Mayor opened the Public Hearing and read the notice published in the Caroline Progress on June 20, 2013 and June 27, 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.

**On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve Ordinance O-2013-001 which amends the Bowling Green Town code, to increase the fee for monthly residential trash collection from \$16.50 per month (billed bi-monthly) to \$17.44 per month and increase the fee for commercial trash collection from \$25 per month (billed bi-monthly) for a small dumpster to \$26.25 per month. Ordinance 2013-001 is considered pursuant to the grant of authority contained in VA code section 15.2-930 ET SEQ.**

**Roll Call Vote:**

<b>Wright</b> .....	<b>Aye</b>	<b>Webb</b> .....	<b>Aye</b>
<b>McDearmon</b> .....	<b>Aye</b>	<b>Bissoon</b> .....	<b>Aye</b>
<b>Davis</b> .....	<b>Aye</b>	<b>Coleman</b> .....	<b>Aye</b>

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_

DELEGATIONS/PUBLIC COMMENTS:

James Beazley, Dominion Virginia Power – Mr. Beazley told Council that in support of the Economic Development Authority, Dominion Virginia Power will be providing the Authority with a \$1000 grant. He also reported that Dominion Virginia Power has spent over \$1.5 million on the hardening of the infrastructure of our system. Since the hardening of the infrastructure, Dominion has seen a reduction in outages throughout the Town due to the storm trouble. Dominion will monitor the system through the hurricane season. Mayor Storke thanked Dominion and Mr. Beazley for their support with the EDA and the \$1000 donation. The storms have caused a lot of damage and the difference of outages from before the system was hardened is tremendous, said Mayor Storke. He asked Mr. Beazley if he had an update regarding the old poles that need to be removed. Mr. Beazley informed Mayor Storke that a ticket has been submitted through a national authority form to notify all parties of the issue and he would update Mr. Manster on the status of that ticket.

George Bean, FLARE – Mr. Bean had made a formal request previously to Council regarding the usage of the Town Hall water tower to allow FLARE to place radio equipment on the tower to be utilized in an emergency situation or for an event. Mr. Bean is a member of an amateur radio organization. An extensive discussion was held. Mr. Manster presented a draft agreement. The Town Attorney noted that as a result of the discussion she would note some changes and present the revised agreement to Town Council.

John Sieg, Bowling Green Economic Development Authority, Chairman - Mr. Sieg was present to percent and explain a Façade and Streetscape Improvement Program that the EDA is sponsoring (which is attached to these minutes as attachment A). The purpose of this program is to provide limited grant financial assistance to businesses for improvements or repairs to the visible exterior portions of buildings in the commercial areas of the Town, to clean and improve their appearance, make them more aesthetically pleasing and attractive, improve accessibility and commercial utility and provide greater pedestrian/customer comfort and convenience. Mr. Sieg thanked Council for their support.

The Mayor asked for additional Public Comments, hearing none the Mayor closed the Public Comments portion of the meeting.

**CONSENT AGENDA: On motion by Mr. McDearmon, seconded by Ms. Davis, Council voted to approve the Consent Agenda, as presented.**

Mr. Manster responded to a question from Mr. Wright regarding the bill from Sullivan’s Auto Body for work done to the police vehicles.

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_

**Voting Aye: Webb, Coleman, Wright, McDearmon, Bissoon and Davis.**

- A. Minutes – Town Council Regular Meeting – May 2, 2013**
- B. Minutes – Town Council Regular Meeting – May 2, 2013**
- C. Bills – June 2013**

<b>A &amp; M Home Center</b>	<b>333.91</b>	<b>Allen, James</b>	<b>25.00</b>
<b>BAI</b>	<b>300.00</b>	<b>Bennett, Deborah</b>	<b>245.00</b>
<b>Bowling Green Auto</b>	<b>354.32</b>	<b>Brother’s Mechanical</b>	<b>3,100.00</b>
<b>Bud’s Automotive</b>	<b>433.40</b>	<b>CINTA’s of Richmond</b>	<b>247.44</b>
<b>ComputerPlus</b>	<b>226.88</b>	<b>Dominion Chemical</b>	<b>364.95</b>
<b>Dominion VA Power</b>	<b>5,064.49</b>	<b>Enviro Lab</b>	<b>765.00</b>
<b>G &amp; G</b>	<b>374.96</b>	<b>Grainger</b>	<b>29.60</b>
<b>HD Supply</b>	<b>824.83</b>	<b>Johnson’s Exterminating</b>	<b>300.00</b>
<b>M &amp; W Printers</b>	<b>921.86</b>	<b>McGinley, Michelle</b>	<b>105.00</b>
<b>Meadowview Bio Research</b>	<b>150.00</b>	<b>Memorable Moments</b>	<b>60.00</b>
<b>Mid-Atlantic Lab</b>	<b>330.00</b>	<b>Miller Foley</b>	<b>1,400.00</b>
<b>Pacello, Kristin</b>	<b>105.00</b>	<b>Petty Cash</b>	<b>41.14</b>
<b>Power &amp; Flow Solutions</b>	<b>18,458.70</b>	<b>REC</b>	<b>415.77</b>
<b>Rutherford</b>	<b>306.52</b>	<b>SOSMetal</b>	<b>1,201.72</b>
<b>Sullivan’s Auto Body</b>	<b>2,500.00</b>	<b>Supply Room</b>	<b>334.91</b>
<b>USA Blue Book</b>	<b>139.07</b>	<b>VAMWA</b>	<b>625.00</b>
<b>Verizon</b>	<b>283.05</b>	<b>Verizon Wireless</b>	<b>187.74</b>
<b>Visa</b>	<b>362.24</b>	<b>VUPS</b>	<b>34.65</b>
<b>Waste Management</b>	<b>7,986.33</b>	<b>Xerox Corporation</b>	<b>225.00</b>
<b>*CE &amp; O</b>	<b>2,000</b>	<b>*Erard, Andrea</b>	<b>1,500.00</b>
<b>*Wells Fargo Corp.</b>	<b>94,002.50</b>	<b>*Visa</b>	<b>495.10</b>
<b>*Thomas’ Art &amp; Sign</b>	<b>625.00</b>	<b>*Design Service Company</b>	<b>672.00</b>
<b>*Smarr, Mary</b>	<b>123.96</b>	<b>*Taylor, W G Jr.</b>	<b>150.00</b>
<b>*Hansen, Dan</b>	<b>36.50</b>	<b>*Race Timing Unlimited</b>	<b>100.00</b>
<b>*REC</b>	<b>78.92</b>	<b>*Shell</b>	<b>894.56</b>
<b>*The Caroline Progress</b>	<b>390.60</b>	<b>*Free Lance-Star</b>	<b>533.45</b>
<b>*Amerigas</b>	<b>111.00</b>	<b>*Bowman, Gertrude</b>	<b>150.00</b>
<b>*VITA</b>	<b>722.10</b>	<b>*VA Dept. of Health</b>	<b>2,233.15</b>
<b>*Verizon</b>	<b>105.56</b>	<b>*Waste Management</b>	<b>1,125.28</b>
<b>*Kelly, Patricia</b>	<b>150.00</b>	<b>*Rock, Nina</b>	<b>150.00</b>
<b>*Verizon</b>	<b>125.79</b>		

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

STAFF REPORTS: The following informational items were noted:

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_

- A. Town Hall Rentals Report – June 2013
- B. Treasurer’s Report – June 2013

NEW BUSINESS:

Police Department Report – June 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 May. The crime was one of a domestic nature. There were twenty-five calls received and none required investigation. All 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 fifteen warnings for speeding and thirteen summonses for speeding. Deputies gave three warnings and no summons in Town this month. Chief Hoskins stated that there were no paid deputy hours for the month of May. Town Officers had no arrests for the month.

Town Manager’s Report – June 2013

Increase in Trash Collection Fees – Mr. Manster reported to Council that the cost of our contracted services for trash collection through Waste Management would be increasing. The proposed increase is brought about by the 5% increase assessed to the Town by Waste Management as part of our five year contract for trash collection. He said that we are starting the fourth year of our contract and at this point, the contract calls for the only increase we will experience during the entire contract period (5% in all collection categories). The Water, Sewer and Trash Committee has recommended and Council has accepted a proposed increase to keep the monthly “subsidy” that the Town provides its customers for trash collection at the same \$2.20 level has been the case over the past three years of the contract with Waste Management.

Contribution from Rappahannock Electric Co-operative – Mr. Manster reported to Council that the Town has received the second \$1,000 contribution (second of five) for the playground, per the pledge made from Rappahannock Electric Co-Operative. He thanked REC for their support.

Town Receives Grant Award for Arts Commission – Mr. Manster reported to Council that correspondence has been received from the Virginia Commission for the Arts as a result of an application submitted by the Bowling Green Arts Commission for another \$5,000 grant. The grant will support the program of the Arts Commission. He stated that Council had already approved \$5,000 in “matching funds” with the adoption of budget for FY 2014.

Joint Land use Study (JLUS) – Mr. Manster stated that a preliminary draft report has been prepared by the consultants. The report is currently under review by staff. He said that on July

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_

18<sup>th</sup> the Policy Committee and Working Group will hold their next meeting. Mr. Manster said that the consultant proposes to schedule a series of public meetings during the week of September 9<sup>th</sup> if, in the view of the committees, the documents are ready for review and discussion.

Letter of Support for Dental Clinic – Mr. Manster reported to Council that a letter of support has been sent to the Central Virginia Health Services (CVHS) Director in support of having the organization amend its program to include the operation and provision of services provided by the Dental Clinic currently being operated by the Rappahannock Area Health District. Funding for that program through the Health Department has been eliminated and the program had been removed from the Health District’s offerings, Mr. Manster stated. Mr. Manster said that CVHS, after preliminary review of the program, is prepared to include the program in its activities. Mr. Manster sent a letter of support both as a member of the Board of Directors of CVHS and as Town Manager. Mr. Manster noted in the correspondence that Council has felt that the program has been a benefit to the residents of the Town and the County. The benefits of the program will continue under the operation and guidance of the CVHS.

Sunset Art Walk – Mr. Manster stated that on June 20<sup>th</sup>, the Bowling Green Arts Commission held another successful event in the Town, the Second Annual Sunset Art Walk. He said that there were more artists and musicians involved this year than last year.

Public Works Position Vacancies – Mr. Manster reported to Council that a Public Works employee, David Anderson, has submitted his resignation and will be taking a new position. Mr. Manster said that he would begin advertising for a Maintenance Worker on our staff. He said that he is sorry to see Mr. Anderson leave and thanked him for serving on our staff and wishes him well on his new job position. Mr. Manster stated that we will hire for these two positions as quickly as possible.

Sewer Service to White Meadows Subdivision – Mr. Manster said that he has been made aware that residents of the White Meadows subdivision, just south of Bowling Green in Caroline County, are experiencing substantial problems with the operation of septic systems. The Town already provides water service to that area, Mr. Manster said. Mr. Manster said that after he had brief discussions with the County, the Board of Supervisors has stated that the area is part of the “service area for the Town of Bowling Green”. Mr. Manster asked Council to authorize him to apply for a Planning Grant in the amount of \$30,000 (no matching funds required) to prepare a Preliminary Engineering Report and conduct an income survey for the area. He reported that this funding is the same that the Town received for the study of the Assisted Living Facility. Other grant applications could be prepared as a result of the study in order to enable the Town to provide sewer service to that section of the County. He also stated that if funds are available, Council may want to investigate the possibility of replacing some or all of the water lines serving that area as the system is very old and experiencing a number of water line problems.

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_

Mr. Manster met with the Water, Sewer and Trash Committee to present this matter, and the Committee, Mr. Manster said, recommends that we proceed with the Planning Grant application. The Committee also suggests that in the near future we contact the County to insure that there is an understanding of the Town’s role in providing water and sewer service to areas of the County.

**On motion by Mr. McDearmon, seconded by Ms. Davis, Council voted to authorize the Town Manager to apply for a Planning Grant in the amount of \$30,000 for the White Meadows Subdivision for a study. Voting Aye: Webb, Coleman, Wright, McDearmon, Bissoon and Davis.**

Upcoming Events - August 2<sup>nd</sup> - The Bowling Green Arts Commission has requested permission from the Board of Supervisors to use the Courthouse Lawn for a “Music on the Green” event during the evening of August 2<sup>nd</sup> from 6:30 to 8:30 PM, reported Mr. Manster. Commission member Jay Johnson will highlight the program.

August 6<sup>th</sup> – Mr. Manster stated that Bowling Green will once again host a National Night Out event in support of our law enforcement officers in the Town and the County. Activities will center around the playground. Food and activities will be provided, he said.

August 13<sup>th</sup> – Mr. Manster reported that Caroline Family Practice will sponsor a Family Fun Day from 3:00 to 6:00 PM at the Caroline Square Shopping Center on August 13th. Health screenings, activities, music, free back-packs and school supplies (valued at \$75) will be available to attendees (while supplies last), he said. Mr. Manster said that Ms. Jacquelin Richardson is Chairman of the committee organizing the event. Scout troops will also be heavily involved in this event, he said.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health, Safety and Personnel – Mr. Bissoon said that a meeting needs to be scheduled. In response to a question from Mr. Bissoon, Mr. Manster said that the ads for the two vacant positions for the Public Works Department were published in the Caroline Progress and also may be found on the County and Town web sites. The Business Development and Events Coordinator position would be in next week’s Caroline Progress as well as both web sites.

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

C. Ordinances, Licenses, Permits – Mr. Webb said that a meeting needs to be scheduled. The primary concern was the creation of a noise ordinance for Council to consider. All Council members were invited to attend the meeting and participate in the discussion.

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_

**On motion by Mr. Webb, seconded by Mr. Bissoon, Council voted to hold Ordinances, Licenses and Permit Committee meeting on July 17 at 6:00 P.M. Voting Aye: Webb, Coleman, Wright, McDearmon, Bissoon and Davis.**

D Water, Sewer and Trash – Mr. Wright reported to Council that the Committee had met regarding the hiring of two additional positions for the Public Works Department. He also said that they looked into a planning grant that would help the Town do research to see if there is a need for sewer services in the White Meadows subdivision just outside of Town limits. The Committee recommends proceeding with the grant application. Mr. Wright advised Council that the Public Works staff, to include William Stanley and Brock Taylor, had completed a revision of the Towns quality and assurance policy book for the Waste Water Treatment Plant along a Waste Water Treatment procedures book to comply with all state and federal regulations for operation of our Water and Sewer Treatment Plant.

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

F. Economic Development, Activities and Tourism – Mr. McDearmon thanked Mr. Sieg for his dedication and hard work that he has done for the Economic Development Authority.

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

OLD BUSINESS:

Mr. McDearmon asked Mr. Manster if Naeda Gustard had more information for Council regarding a 5k timed run in the Town of Bowling Green to raise funds for Bowling Green Elementary, Madison Elementary and Lewis and Clark Elementary Schools. Mr. Manster said that at this time he did not think that the 5k event would take place, but may be replaced by a family carnival.

INFORMATIONAL ITEMS:

The Mayor advised Council that Tim Cox, Reporter for The Caroline Progress, would no longer cover meetings for the Town of Bowling Green. He thanked Mr. Cox for his good coverage on the Town and wished him well with his new position.

**ADJOURNMENT: There was a motion made by Mr. McDearmon and seconded by Ms. Davis to adjourn at 8:45 P.M. Voting Aye: McDearmon, Wright, Webb, Davis, Bissoon and Coleman.**

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_