

**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES**

April 5, 2018

**MEMBERS PRESENT:** Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, Jean Davis, and Tyler Gibson.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Town Attorney Andrea Erard, Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Police Chief David Lipscomb, Public Works and Utilities Director Billy Deavers, and Events Coordinator Jo-Elsa Jordan, Deputy Clerk/Treasurer Tracy Wright.

**AUDIENCE:** 27 members of the public.

**I. CALL TO ORDER AND QUORUM ESTABLISHED:**

The Mayor called the meeting to order at 7:00 P.M. and noted a quorum was present.

**II. DELEGATIONS:**

There were no Delegations.

**III. PUBLIC HEARINGS**

A. Proposed FY19 Water and Sewer Rates – The Town Manager presented a slideshow detailing the reasons for his proposed FY19 Water and Sewer Rate recommendation:

Residential			Commercial		
In-Town			In-Town		
	Water	Sewer		Water	Sewer
Base	\$5	\$17	Base	\$10	\$37
Capital Charge	\$9	\$9	Capital Charge	\$9	\$9
Administrative	\$1	\$1	Administrative	\$1	\$1
0-4,000	\$1.52	\$9.55	0-4,000	\$1.52	\$9.55
4,000-8,000	\$1.83	\$9.85	4,000-8,000	\$1.83	\$9.85
8,000-10,000	\$4.25	\$10.13	8,000-10,000	\$4.25	\$10.13
Over 10,000	\$4.86	\$11.00	Over 10,000	\$4.86	\$11.00
Out-of-Town			Out-of-Town		
	Water	Sewer		Water	Sewer
Base	\$20	\$35	Base	\$20	\$35
Capital Charge	\$9	\$9	Capital Charge	\$9	\$9

Administrative	\$1	\$1	Administrative	\$1	\$1
0-4,000	\$1.52	\$9.55	0-4,000	\$1.52	\$9.55
4,000-8,000	\$1.83	\$9.85	4,000-8,000	\$1.83	\$9.85
8,000-10,000	\$4.25	\$10.13	8,000-10,000	\$4.25	\$10.13
Over 10,000	\$4.86	\$11.00	Over 10,000	\$4.86	\$11.00

At 7:02 P.M. the Mayor called for public comment on the Proposed FY19 Water and Sewer Rates.

1. Jim Day 123 Virginia Ave. – Mr. Day spoke about the differences in residential and commercial usage. He stated that he was in favor of the increase but felt it should have been done in smaller increments.
2. Bobby Beazley, Milford – Mr. Beazley stated that he was not in favor of the proposed increase.
3. Barbara Allen, 201 Travis St – Mrs. Allen stated that she was not in favor of the increase. Inquired about the Town applying for grants to fund repairs of failing infrastructure.
4. Spencer Allen, 201 Travis St – Mr. Allen stated that he was not in favor of the proposed rates and question the Town’s rate in comparison to those of surrounding localities.
5. Bonnie Cannon, 123 S. Main St. – Mrs. Cannon stated that she was not in favor of the proposed rate increase.
6. Dirk Farmer, 13792 Farmer Dr. – Mr. Farmer question the reason for the difference between in-Town and out of Town rates.

As directed by Council, the Town Manger answered questions from the audience regarding:

- Grants for which the Town has applied.
- Training of staff on maintenance practices.
- Useful life of major water and waste water equipment.
- Monthly vs. bi-monthly billing.
- Drinking water quality.

The Mayor reminded the public that the proposed rates were not set in stone and that the Town Manager would take the public’s comments into consideration when revising the rates. He stated that the rates would be set via Council vote at a future meeting.

No action was taken.

- B. O-2018-003 - To amend Chapter 1 – General Provision of the Town Code to add a section to collect an electronic summons system fee.

The Police Chief gave a brief summary of the proposed ordinance.

At 8:06 P.M. the Mayor called for public comment on O-2018-003 - To amend Chapter 1 – General Provision of the Town Code to add a section to collect an electronic summons system fee. He called a second and third time. Hearing no comments from the public, the Mayor closed the Public Hearing at 8:06 P.M.

**On Motion** by Mr. Hauser, seconded by Mr. Gaines, Council voted to adopt O-2018-003 - an ordinance to amend Chapter 1 – General Provision of the Town Code to add a section to collect an electronic summons system fee.

**Voting Aye:** McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Gibson.

**Voting Nay:**

**IV. PUBLIC COMMENTS:**

- A. Bonnie Cannon, 123 S. Main St – Mrs. Cannon stated that she was disappointed with the state of the Town and would like to see more collaboration between the Town and the Bowling Green Economic Development Authority.

**V. STAFF REPORTS:**

The following staff reports were noted:

- A. Public Works and Utilities Report – March 2018
- B. Police Chief’s Report – March 2018
- C. Events Coordinator’s Report – March 2018
- D. Clerk/ Treasurer’s Report – March 2018
- E. Town Manager’s Report – March 2018

**VI. CONSENT AGENDA:**

- A. Bills – March 2018 *attached to these minutes.*
- B. Minutes – March 1, 2018 Town Council Meeting
- C. Personnel Policy Update
- D. Job Descriptions
- E. VML Insurance Renewal Proposal
- F. TSYS Merchant Card Processing

**On Motion** by Mr. Hauser, seconded by Mr. Gibson, Council voted to approve the consent agenda as presented.

**Voting Aye:** McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**VII. NEW BUSINESS:**

- A. Designate Newspaper of Record – Council agreed that the Free Lance Star should be the first paper of choice, when possible, to publish public notices. The Town Attorney stated it was not necessary to vote on this decision.
- B. Schedule Hearing for FY 2018-FY 2019 Budget & Utility Rates - Following a brief discussion, Council chose not to set a Public Hearing on the matter until a work session to further discuss the the Budget and Utility Rates had been held. Council agreed upon holding a work session on Monday April 23 at 6:30 p.m. to discuss the FY19 Budget and Utility Rates.
- C. Schedule Public Hearing for O-2018-004 – An ordinance allowing annual public utility and tax

rates to be set annually as part of the Town’s budget process and to increase the water reconnection fee – It was decided that the matter would be further discussed by the Town Manager and Town Attorney at a later time. No action was taken.

D. Schedule Public Hearing for O-2018-005 – An ordinance to repeal and replace the Town’s sign ordinance.

**On Motion** by Mr. Hauser, seconded by Mr. Gaines, Council voted to set a Public Hearing on May 3, 2017 at 7:00 P.M. for O-2018-005 – An ordinance to repeal and replace the Town’s sign ordinance and authorize the Town Manager to advertise the hearing.

**Voting Aye:** McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none

E. R-2018-001 – USDA Resolution of Governing Body

**On Motion** by Mr. Hauser, seconded by Mr. Gaines, Council voted to adopt R-2018-001 – USDA Resolution of Governing Body.

**Voting Aye:** McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none

**VIII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

A. Glenn McDearmon – Mr. McDearmon noted that the Facilities Committee and EDA both met. He stated that a new restaurant would be opening in early May.

B. Otis Wright – Stated that the Ordinances and Policies Committees met and will be bringing recommendations for recodification to Council its May meeting.

C. Mark Gaines – had no comments.

D. Martin Hauser – had no comments

E. Mary Frances Coleman – had no comments.

F. Tyler Gibson – had no comments.

G. Jason Satterwhite, Mayor – had no comments.

**IX. INFORMATIONAL ITEMS:**

A. An invitation from Caroline County’s Victim Witness Program to the Hero’s Ball to be held at Town Hall was noted.

**X. CLOSED MEETING:**

**At 9:16 P.M. On motion** by Mr. McDearmon, seconded by Mr. Wright, Council unanimously voted to go into Closed Session pursuant to Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion regarding the salaries of three specific employees.

**XI. RECONVENE IN OPEN SESSION:**

**At 9:37 P.M., on Motion** by Mr. McDearmon, seconded by Mr. Gibson, Council unanimously voted to come out of closed session.

CERTIFICATION:

**Council certified 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:**

<b>Wright.....Aye</b>	<b>Coleman.....Aye</b>
<b>Gaines.....Nay</b>	<b>Gibson.....Aye</b>
<b>McDearmon.....Aye</b>	<b>Hauser.....Aye</b>
<b>Davis.....Aye</b>	

A discussion ensued about the salaries of the Assistant Administrative Director, Administrative Director, and Police Chief. Mr. McDearmon voiced his concern over the salaries impact on the FY19 budget.

**XI. RECESS:**

**On motion** by Mr. McDearmon, seconded by Mr. Wright, at 9:39 P.M. Council unanimously voted to recess its meeting until 6:30 P.M. on April 23, 2018.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23301	999999	ALL VIDEO LLC	000	3/06/2018	100.00	.00
23302	999999	CALLENDER JAN L &	000	3/06/2018	295.23	.00
23303	999999	COURTHOUSE LANE II	000	3/06/2018	5.40	.00
23304	999999	HOMETOWN REALTY	000	3/06/2018	116.85	.00
23305	999999	IRVING JERRY	000	3/06/2018	17.81	.00
23306	999999	MACDOC PROPERTY MANAGEMENT	000	3/06/2018	200.00	.00
23307	999999	MCI COMMUNICATIONS SERVIC	000	3/06/2018	19.03	.00
23308	999999	MCI METRO ACCESS TRANS SE	000	3/06/2018	11.97	.00
23309	999999	MCMAHON JR MICHAEL EDWARD	000	3/06/2018	197.88	.00
23310	999999	MOORE ANGELA L	000	3/06/2018	.80	.00
23311	999999	MORRIS JIM	000	3/06/2018	100.00	.00
23312	999999	ORITZ TINA	000	3/06/2018	3.61	.00
23313	999999	REDBOX AUTOMATED RETAIL L	000	3/06/2018	33.59	.00
23314	999999	SANDERS DOUGLAS R & ANGEL	000	3/06/2018	1,512.00	.00
23315	999999	SANDERS DOUGLAS RAY	000	3/06/2018	642.20	.00
23316	999999	SHORE EXPLORATION	000	3/06/2018	89.72	.00
23317	999999	TELEPORT COMMUNICATIONS A	000	3/06/2018	6.26	.00
23318	999999	VERIZON SOUTH INC	000	3/06/2018	6,631.31	.00
23319	999999	WRIGHT RUTH C LIFE ESTATE	000	3/06/2018	90.57	.00
		CLASS TOTAL			10,074.23	.00
		ACH TOTAL			.00	
		CHECK TOTAL			10,074.23	
		FINAL TOTAL			10,074.23	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 10,074.23- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23322	980	DEWBERRY ENGINEERS, INC	000	3/16/2018	2,664.00	.00
23323	10	DOMINION VIRGINIA POWER	000	3/16/2018	6,677.31	.00
23324	999999	JACKSON MICHELLE	000	3/16/2018	50.00	.00
23325	546	JOHNSON'S EXTERMINATING	000	3/16/2018	100.00	.00
23326	944	METROCAST COMMUNICATIONS	000	3/16/2018	167.90	.00
23327	491	SOUTHERN CORROSION, INC	000	3/16/2018	18,084.82	.00
23328	707	THE CAROLINE PROGRESS	000	3/16/2018	271.40	.00
23329	19	VERTZON	000	3/16/2018	7.94	.00
23330	12	WASTE MANAGEMENT	000	3/16/2018	7,842.65	.00
		CLASS TOTAL			35,866.02	
		ACH TOTAL			.00	
		CHECK TOTAL			35,866.02	
		FINAL TOTAL			35,866.02	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 35,866.02- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

API00B 3/20/2018 TOWN OF BOWLING GREEN  
 TIME-15:42:36

A/P CHECK REGISTER  
 Check Date - 3/23/2018

ActPd - 2018/03

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23331	11	RAPPAHANNOCK ELEC COOP	000	3/23/2018	623.21	.00
23332	13	SHELL FLEET PLUS	000	3/23/2018	815.08	.00
23333	54	SOUTHERN POLICE EQUIP CO	000	3/23/2018	31.49	.00
23334	15	TREASURER OF VIRGINIA	000	3/23/2018	1,521.05	.00
23335	1002	VACORP	000	3/23/2018	129.66	.00
		CLASS TOTAL			3,120.49	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,120.49	
		FINAL TOTAL			3,120.49	.00
		THE TOTAL			3,120.49	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_



API00B 3/28/2018 TOWN OF BOWLING GREEN  
TIME-14:23:25

A/P CHECK REGISTER  
Check Date - 3/26/2018

AcPd - 2018/03

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23336	256	VERIZON WIRELESS	000	3/26/2018	40.01	.00
					40.01	.00
					.00	
					40.01	
					40.01	
					40.01	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 40.01- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23337	18	A & M HOME CENTER	000	4/06/2018	266.05	.00
23338	1004	ACS SOLUTIONS LLC	000	4/06/2018	644.72	.00
23339	1005	BLAKE KAREN	000	4/06/2018	500.00	.00
23340	644	BMS DIRECT	000	4/06/2018	444.39	.00
23341	32	BOWLING GREEN AUTO PARTS	000	4/06/2018	6.49	.00
23342	114	BOWLING GREEN ELECTRONICS	000	4/06/2018	275.00	.00
23343	318	BUD'S AUTOMOTIVE	000	4/06/2018	16.00	.00
23344	47	CAROLINE GARAGE	000	4/06/2018	71.48	.00
23345	789	CHERRY HILL GLASS	000	4/06/2018	238.10	.00
23346	897	CINTAS CORPORATION	000	4/06/2018	88.90	.00
23347	14	CINTAS OF RICHMOND	000	4/06/2018	830.80	.00
23348	10	DOMINION VIRGINIA POWER	000	4/06/2018	5,661.54	.00
23349	234	ENVIROCOMPLIANCE LAB INC	000	4/06/2018	1,290.00	.00
23350	234	ENVIROCOMPLIANCE LAB INC	000	4/06/2018	540.00	.00
23351	648	ERRARD ANDREA G	000	4/06/2018	1,667.00	.00
23352	28	G & G MILFORD FARM SERV.	000	4/06/2018	1,123.96	.00
23353	932	IBM CORPORATION	000	4/06/2018	854.59	.00
23354	497	INDUSTRIAL CHEM LABS	000	4/06/2018	453.27	.00
23355	898	JAMES MARY	000	4/06/2018	105.00	.00
23356	836	JOHN ALLISON	000	4/06/2018	315.00	.00
23357	546	JOHNSON'S EXTERMINATING	000	4/06/2018	715.00	.00
23358	514	K L LANGFORD EXCAVATING	000	4/06/2018	1,335.55	.00
23359	743	LOCAL SERVICES	000	4/06/2018	80.00	.00
23360	944	METROCAST COMMUNICATIONS	000	4/06/2018	167.90	.00
23361	48	MID-ATLANTIC LAB	000	4/06/2018	90.00	.00
23362	1003	MIDLOTHIAN BUSINESS FORMS	000	4/06/2018	415.42	.00
23363	919	PRO SHRED SECURITY	000	4/06/2018	171.00	.00
23364	321	PROFESSIONAL LOCK	000	4/06/2018	144.00	.00
23365	991	RGS&S COMMERCIAL CLEANING	000	4/06/2018	289.00	.00
23366	918	STAPLES ADVANTAGE	000	4/06/2018	842.20	.00
23367	291	USA BLUE BOOK	000	4/06/2018	164.85	.00
23368	19	VERIZON	000	4/06/2018	286.61	.00
23369	256	VERIZON WIRELESS	000	4/06/2018	486.32	.00
23370	44	VUPS	000	4/06/2018	19.95	.00
23371	12	WASTE MANAGEMENT	000	4/06/2018	6,816.53	.00
23372	930	WEBB EMILY	000	4/06/2018	245.00	.00
23373	451	XEROX CORPORATION	000	4/06/2018	479.54	.00
		CLASS TOTAL			27,141.16	.00
		ACH TOTAL			.00	
		CHECK TOTAL			27,141.16	
		FINAL TOTAL			27,141.16	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 27,141.16- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_