

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

March 1, 2018

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

MEMBERS ABSENT: Jean Davis

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.

AUDIENCE: None

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 Amendment and Appropriation to FY18 Budget – The amount of the proposed amendment is \$50,000. Such funds would come from Town’s unassigned fund balance. The reason for the amendment is to provide funds for water system repairs.

At 7:01 P.M. the Mayor called for public comment on Proposed Amendment and Appropriation to FY18 Budget, he called a second and third time. Hearing none, he closed the Public Hearing.

On Motion by Mr. Gaines, seconded by Mr. Hauser, Council voted to Amend and appropriate the FY18 Budget to assign \$50,000 of unassigned funds to the Water fund for the purpose repairs and maintenance.

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

Voting Nay: none.

- B. O-2018-002 – To amend the Zoning Ordinance to add “Minor Event Facilities with conditions” as uses permitted by Special Use Permit in residential zoning districts.

At 7:03 P.M. the Mayor called for public comment on O-2018-002 – an ordinance to

amend the Zoning Ordinance to add “Minor Event Facilities with conditions” as uses permitted by Special Use Permit in residential zoning districts.

1. Tammie Gaines, 115 E. Braoddus Ave – Ms. Gaines spoke in favor of the proposed amendment and asked that Council adopt the Ordinance.

Mr. Hauser voiced his concerns over the Town’s ability to enforce the conditions that may be placed on a property during the application process if the ordinance were to be adopted.

Mr. Gaines was in favor of the Ordinance because it gave Council the ability to review each request and approve Minor Event Facilities on a case by case basis.

Mr. Gibson agreed that by adding the Ordinance to Town Code Council would have the ability to regulate the Minor Event Facilities.

Mr. McDearmon questioned whether Councilman Gaines could vote on the matter as he has a property for which he intends to apply for a Special Use Permit should the Zoning Ordinance be amended to add “Minor Event Facilities with conditions” in residential districts. The Town Attorney said that it was not a conflict of interest because the Ordinance was not specific to his property.

On Motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to postpone a decision on the Public Hearing to adopt O-2018-002 - an ordinance to amend the Zoning Ordinance to add “Minor Event Facilities with conditions” as uses permitted by Special Use Permit in residential zoning districts.

Voting Aye: McDearmon and Wright

Voting Nay: Gaines, Hauser, Coleman and Gibson.

The motion did not carry.

On Motion by Mr. Gaines, seconded by Mr. Gibson, Council voted to adopt O-2018-002 - an ordinance to amend the Zoning Ordinance to add “Minor Event Facilities with conditions” as uses permitted by Special Use Permit in residential zoning districts.

Voting Aye: Gaines, Coleman, Gibson, and Satterwhite

Voting Nay: McDearmon, Wright, and Hauser.

IV. PUBLIC COMMENTS:

There were no Public Comments.

V. STAFF REPORTS:

The following staff reports were noted:

- A. Public Works and Utilities Report – February 2018
- B. Police Chief’s Report – February 2018

- C. Events Coordinator’s Report – February 2018
- D. Clerk/ Treasurer’s Report – February 2018
- E. Town Manager’s Report – February 2018

VI. CONSENT AGENDA:

- A. Bills – February 2018 attached to these minutes.
- B. Minutes – February 1, 2018 Town Council Meeting
- C. Minutes – February 6, 2018 Joint Facilities and Ordinances & Policies Committee Meeting

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

Voting Nay: none.

VII. NEW BUSINESS:

- A. Set Public Hearing on Proposed Water and Sewer rates - The Town Manager asked that Council schedule a Public Hearing for the proposed Water and Sewer Rates and authorize him to advertise.

On Motion by Mr. Hauser, seconded by Mr. Gibson, Council voted to set a Public Hearing for the proposed Water and Sewer Rates on April 5, 2018 at 7:00 P.M. and authorized the Town Manager to publish notices to so advertise.

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

Voting Nay: none

- B. EDA Appointments

On Motion by Mr. McDearmon, seconded by Mr. Wright, Council voted re-appoint John Lane to the EDA with his new term expiring November 3, 2021 and appoint David Storke to the unexpired term left vacant by the resignation of Gary Moore to end November 2, 2020.

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

Voting Nay: none

- C. Authorize Town Manager to sign VACORP Disability Insurance for VRS Hybrid Employees Participation Agreement

On Motion by Mr. Hauser, seconded by Mr. Gaines, Council voted to Authorize the Town Manager to sign VACORP Disability Insurance for VRS Hybrid Employees Participation Agreement.

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

Voting Nay: none

VIII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Glenn McDearmon – Mr. McDearmon noted that the Facilities Committee met to set a list of priorities.

B. Otis Wright – Stated that the Ordinances and Policies Committees had met and would like Council to consider an Ordinance that would allow the Town to collect an e-summons fee for tickets written by Town police.

C. Mark Gaines – had no comments.

D. Martin Hauser – Mr. Hauser noted that the Budget and Personnel Committee had met and would be discussing personnel matters during closed session.

E. Mary Frances Coleman – had no comments.

F. Tyler Gibson – had no comments.

On Motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to set a Public Hearing for the proposed collection of e-summons fees on April 5, 2018 at 7:00 P.M. and authorized the Town Manager to publish notices to so advertise.

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

Voting Nay: none

IX. INFORMATIONAL ITEMS:

A. Free or Discounted Town Hall Rental Request form CCPS - After reviewing the letter received from Superintendent of Caroline County Public Schools, Council agreed to waive the rental fee of \$575 for the use of a recognition dinner to be held by CCPS.

X. CLOSED MEETING:

At 8:59 P.M. On motion by Mr. McDearmon, seconded by Mr. Gibson, Council unanimously voted to go into Closed Session in accordance with Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion and consideration of schedules, duties, and assignments of the Police Chief and Clerk/Treasurer.

XI. RECONVENE IN OPEN SESSION:

At 9:35 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:

Wright.....	Aye	Coleman.....	Aye
Gaines.....	Aye	Gibson.....	Aye
McDearmon.....	Aye	Hauser.....	Aye

XI. ADJOURNMENT:

On motion by Mr. Gaines. Coleman, seconded by Mr. Wright, Council unanimously voted to adjourn at 9:36 P.M.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23223	990	FLORANCE GEORGE	000	2/13/2018	200.00	.00
23224	28	G & G MILLFORD FARM SERV.	000	2/13/2018	75.14	.00
23225	996	ICMA MEMBERSHIP RENEWAL	000	2/13/2018	646.00	.00
23226	497	INDUSTRIAL CHEM LABS	000	2/13/2018	218.23	.00
23227	999999	MCWHIRTER EURAINIA	000	2/13/2018	150.00	.00
23228	944	METROCAST COMMUNICATIONS	000	2/13/2018	173.15	.00
23229	83	RAPPANNOCK REGIONAL	000	2/13/2018	44.00	.00
23230	918	STAPLES ADVANTAGE	000	2/13/2018	837.28	.00
23231	19	VERIZON	000	2/13/2018	271.36	.00
		CLASS TOTAL			2,615.16	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,615.16	
		FINAL TOTAL			2,615.16	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 2,615.16- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23233	33 AMERIGAS FREDERICKSBURG	000	2/16/2018	2,289.87	.00
23234	500 CARTER MACHINERY CO INC	000	2/16/2018	4,091.43	.00
23235	998 COPY CAT	000	2/16/2018	377.25	.00
23236	200 DEPARTMENT OF MOTOR	000	2/16/2018	66.85	.00
23237	980 DEWBERRY ENGINEERS, INC	000	2/16/2018	11,502.00	.00
23238	10 DOMINION VIRGINIA POWER	000	2/16/2018	7,615.80	.00
23239	546 JOHNSON'S EXTERMINATING	000	2/16/2018	7,550.00	.00
23240	995 LAWRENCE EQUIPMENT, INC	000	2/16/2018	7,723.08	.00
23241	994 PB ELECTRONICS INC	000	2/16/2018	213.00	.00
23242	970 SIRCHIE	000	2/16/2018	58.58	.00
23243	653 STEMMLE PLUMBING REPAIR	000	2/16/2018	1,600.00	.00
23244	707 THE CAROLINE PROGRESS	000	2/16/2018	160.30	.00
23245	12 WASTE MANAGEMENT	000	2/16/2018	6,816.53	.00
23246	878 WHITE OAK ELECTRIC	000	2/16/2018	5,936.00	.00
	CLASS TOTAL			49,000.69	.00
	ACH TOTAL			.00	
	CHECK TOTAL			49,000.69	
	FINAL TOTAL			49,000.69	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 49,000.69- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

AP100B 2/21/2018 TOWN OF BOWLING GREEN
TIME-15:36:25

A/P CHECK REGISTER
Check Date - 2/21/2018

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23247	999	VCE SPOTSYLVANIA	000	2/21/2018	100.00	.00
			CLASS TOTAL		100.00	.00
			ACH TOTAL		.00	
			CHECK TOTAL		100.00	
			FINAL TOTAL		100.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 100.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23248	979	CAROLINE COUNTY HEALTH DE	000	2/22/2018	169.02	.00
23249	10	DOMINION VIRGINIA POWER	000	2/22/2018	66.85	.00
23250	7	NATIONWIDE RETIREMENT SOL	000	2/22/2018	2,895.59	.00
23251	322	TOWN POLICE SUPPLY OF	000	2/22/2018	665.29	.00
23252	984	TROY & BANKS	000	2/22/2018	115.80	.00
23253	256	VERIZON WIRELESS	000	2/22/2018	40.01	.00
23254	12	WASTE MANAGEMENT	000	2/22/2018	88.33	.00
		CLASS TOTAL			4,040.89	.00
		ACH TOTAL			.00	
		CHECK TOTAL			4,040.89	
		FINAL TOTAL			4,040.89	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 4,040.89- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23256	18	A & M HOME CENTER	000	3/02/2018	378.17	.00
23257	18	A & M HOME CENTER	000	3/02/2018	81.93	.00
23258	790	ADVANCE AUTO PARTS	000	3/02/2018	26.54	.00
23259	117	BAT MUNICIPAL SOFTWARE	000	3/02/2018	4,400.00	.00
23260	32	BOWLING GREEN AUTO PARTS	000	3/02/2018	265.39	.00
23261	999999	CAROLINE CHAPTER NO 174	000	3/02/2018	150.00	.00
23262	979	CAROLINE COUNTY HEALTH DE	000	3/02/2018	70.85	.00
23263	47	CAROLINE GARAGE	000	3/02/2018	510.92	.00
23264	950	CAROLINE HEATING & AIR	000	3/02/2018	229.00	.00
23265	999999	CAROLYN FINCH	000	3/02/2018	150.00	.00
23266	897	CINTAS CORPORATION	000	3/02/2018	67.77	.00
23267	14	CINTAS OF RICHMOND	000	3/02/2018	664.64	.00
23268	972	COLLIER JR CLYDE WAYNE	000	3/02/2018	200.00	.00
23269	778	COMMONWEALTH ENGINEERING	000	3/02/2018	270.00	.00
23270	998	COPY CAT	000	3/02/2018	270.00	.00
23271	939	DRAINFIELD SOLUTIONS, LLC	000	3/02/2018	1,540.00	.00
23272	234	ENVIROCOMPLIANCE LAB, INC	000	3/02/2018	1,290.00	.00
23273	648	ERRARD ANDREA G	000	3/02/2018	1,667.00	.00
23274	28	G & G MILFORD FARM SERV.	000	3/02/2018	47.27	.00
23275	70	GREENLINE SERVICE CORP	000	3/02/2018	282.34	.00
23276	932	IBM CORPORATION	000	3/02/2018	854.59	.00
23277	898	JAMES MARY	000	3/02/2018	140.00	.00
23278	836	JOHNSON'S EXTERMINATING	000	3/02/2018	245.00	.00
23279	546	JORDAN JUSTIN	000	3/02/2018	890.00	.00
23280	999999	JORDAN JUSTIN	000	3/02/2018	50.00	.00
23281	725	MCGINLEY MICHELLE B	000	3/02/2018	105.00	.00
23282	48	MID-ATLANTIC LAB	000	3/02/2018	120.00	.00
23283	844	MINOR & ASSOCIATES	000	3/02/2018	6,837.50	.00
23284	1000	MPH INDUSTRIES INC	000	3/02/2018	2,515.00	.00
23285	257	ON SITE PC	000	3/02/2018	470.60	.00
23286	919	PRO SHRED SECURITY	000	3/02/2018	45.00	.00
23287	321	PROFESSIONAL LOCK	000	3/02/2018	157.00	.00
23288	11	RAPPAHANNOCK ELEC COOP	000	3/02/2018	755.63	.00
23289	999999	RAPPAHANNOCK ELEC COOP	000	3/02/2018	150.00	.00
23290	991	RGS&S COMMERCIAL CLEANING	000	3/02/2018	289.00	.00
23291	659	SOSMETAL PRODUCTS INC	000	3/02/2018	732.39	.00
23292	54	SOUTHERN POLICE EQUIP CO	000	3/02/2018	35.00	.00
23293	1001	TREASURER OF VIRGINIA	000	3/02/2018	71.64	.00
23294	291	USA BLUE BOOK	000	3/02/2018	720.30	.00
23295	19	VERIZON	000	3/02/2018	278.53	.00
23296	256	VERIZON WIRELESS	000	3/02/2018	484.32	.00
23297	44	VUPS	000	3/02/2018	18.90	.00
23298	930	WEBB EMILY	000	3/02/2018	210.00	.00
23299	878	WHITE OAK ELECTRIC	000	3/02/2018	3,147.80	.00
23300	451	XEROX CORPORATION	000	3/02/2018	1,173.84	.00
		CLASS TOTAL	000		31,961.32	.00
		ACH TOTAL			.00	
		CHECK TOTAL			31,961.32	
		FINAL TOTAL			31,961.32	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 31,961.32- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.