

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

January 18, 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:** Mary Frances Coleman, Vice-Mayor Glenn McDearmon

**OTHERS PRESENT:** Town Manager Reese Peck, Town Attorney Andrea Erard, Town Clerk/Treasurer Melissa Lewis

**AUDIENCE:** Accounts Clerk Judy Beazley, Events Coordinator Jo-Elsa Jordan, Police Chief David Lipscomb, Public Works and Utilities Director Billy Deavers, Planning Commission Chair-person Valarie Coyle, Caroline Progress Reporter, Evie Lewis

**I. RECONVENING OF JANUARY 4, 2018 MEETING AND QUORUM ESTABLISHED:**

The Mayor reconvened the meeting at 7:02 P.M. and noted a quorum was present. He stated that although Vice-Mayor McDearmon was unable to attend the meeting due to a personal business matter, he was present by speaker phone.

**II. COUNCIL TELEPHONIC PARTICIPATION POLICY:**

**On motion** by Ms. Davis, seconded by Mr. Gibson, Council voted to approve the Council Telephonic Participation Policy as presented.

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

**Voting Nay:** none.

After consulting with the Town Attorney, the Mayor stated that Mr. McDearmon did not meet the requirements of the Telephonic Participation Policy and would be unable to take action during the meeting but would be permitted to ask questions and participate in discussion.

**III. PUBLIC HEARING:**

A. O-2018-001 – Amend Chapter 2, “Administration of Government,” by adding Article V, “Planning Commission” and amending Composition, Appointments, Compensation and Removal of Planning Commission.

At 7:07 P.M. the Mayor reconvened the Public Hearing. He called for public comment on O-2018-001, he called a second and third time. Hearing none, he closed the Public Hearing.

**On Motion** by Mr. Hauser, seconded by Ms. Davis, Council voted to adopt O-2018-001

– Amend Chapter 2, “Administration of Government,” by adding Article V, “Planning Commission” and amending Composition, Appointments, Compensation and Removal of Planning Commission.

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

**Voting Nay:** none.

#### **IV. DELEGATIONS:**

There were no Delegations.

#### **V. PUBLIC COMMENTS:**

There were no comments from the public.

#### **VI. STAFF REPORTS:**

The following staff reports were noted:

- A. Public Works and Utilities Report – December 2017
- B. Police Chief’s Report – December 2017
- C. Events Coordinator’s Report – December 2017
- D. Clerk/ Treasurer’s Report – December 2017
- E. Town Manager’s Report – December 2017

#### **VII. CONSENT AGENDA:**

- A. Bills – December 2017 (*reports attached*)
- B. Minutes – December 7, 2017 Town Council Meeting
- C. Health Insurance Renewal

Consent items C was pulled from the Consent Agenda to be discussed separately.

**On Motion** by Mr. Gaines, seconded by Mr. Hauser, Council voted to approve Consent Agenda items A – Bills and B - Minutes.

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

**Voting Nay:** none.

**On Motion** by Mr. Gaines, seconded by Mr. Gibson, Council voted to approve Consent Agenda item C – Health Insurance Renewal.

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

**Voting Nay:** None.

#### **VIII. NEW BUSINESS:**

- A. Re-Appointment of Planning Commission Members with Terms

**On Motion** by Mr. Gibson, seconded by Mr. Wright, Council voted Re-Appoint the current Planning Commission Members with Terms as follows:

Jean Davis (Town Council Rep) - one year with term expiring on 12-31-2018;

Valarie Coyle – two years with term expiring on 12-31-2019;  
Armando L. Flores – three years with term expiring on 12-31-2020;  
Jeff Voit – four years with term expiring on 12-31-2021; and,  
Vacant – term to be set at time of appointment.

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

**Voting Nay:** None.

B. Set Public Hearing Date for Text Amendment on allowing Minor Events in Residential Zoning Districts

**On Motion** by Mr. Hauser, seconded by Mr. Gibson, Council voted to hold a Public Hearing at the March 1, 2018 Town Council Meeting for a Text Amendment allowing Minor Events in Residential Zoning Districts and authorize the Town Manager to have a public hearing noticed published.

**Voting Aye:** Wright, Gaines, Hauser, and Gibson.

**Voting Nay:** Davis.

C. Committee Assignments

The Mayor appointed Council to committees as follows:

- Budget & Personnel – Tyler Gibson, Mark Gaines and Martin Hauser (Chair)
- Facilities – Jean Davis, Mary F. Coleman and Glen McDearmon (Chair)
- Ordinances & Policies – Otis Wright (Chair) and the Chairs of Budget & Personnel (Martin Hauser) and Facilities (Glen McDearmon)

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

- A. Otis Wright – No report was given.
- B. Martin Hauser – No report was given.
- C. Mary Frances Coleman – No report was given.
- D. Jean Davis – No report was given.
- E. Tyler Gibson – Reported that the Economic Development Authority met on January 16, 2018 and discussed façade improvement of the downtown business district.
- F. Jason Satterwhite, Mayor – Reminded Council of the Fort A.P. Hill Community Leader’s Reception on January 26, 2018. He noted that all of Council was invited and anyone that had not yet RSVP’d could let the Town Clerk know and she would contact the Public Affairs Office.

**X. INFORMATIONAL ITEMS:**

No informational items were presented.

**XI. ADJOURNMENT:**

**On motion** by Mr. Gaines, seconded by Mr. Gibson, Council unanimously voted to adjourn at 8:06 P.M.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23078	9999999	ATKINS PATRICIA	000	12/14/2017	100.00	.00
23079	9999999	BROADDUS DANIELLE	000	12/14/2017	35.89	.00
23080	9999999	CROPPER PAT	000	12/14/2017	100.00	.00
23081	9999999	HAWKINS NICOLE	000	12/14/2017	100.00	.00
23082	9999999	JACKSON TINA	000	12/14/2017	1.22	.00
23083	9999999	LOCKLEAR ROSS	000	12/14/2017	75.40	.00
23084	9999999	MELSON DANIEL	000	12/14/2017	100.00	.00
23085	9999999	MYERS ANGIELA D	000	12/14/2017	150.00	.00
23086	9999999	PITTS RONALD S & LAURIE D	000	12/14/2017	150.00	.00
23087	9999999	PREFERRED REAL ESTATE	000	12/14/2017	269.86	.00
23088	9999999	REEDY DAN	000	12/14/2017	30.29	.00
23089	9999999	SPEARIE LORRY J	000	12/14/2017	1.52	.00
23090	9999999	VIRGINIA HOME BUYERS LLC	000	12/14/2017	74.34	.00
23091	9999999	WEBB CHAD	000	12/14/2017	100.00	.00
		CLASS TOTAL			1,288.52	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,288.52	
		FINAL TOTAL			1,288.52	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 1,288.52- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23092	988	BALLEW DALE	000	12/15/2017	300.00	.00
23093	999999	CLATBORNE BRUCE	000	12/15/2017	150.00	.00
23094	617	CROWN TROPHY #103	000	12/15/2017	227.50	.00
23095	55	GALLI'S LLC	000	12/15/2017	1,211.16	.00
23096	953	JOE WHEELER'S SEPTIC TANK	000	12/15/2017	450.00	.00
23097	514	K I LANGFORD EXCAVATING	000	12/15/2017	3,608.00	.00
23098	986	LAWRENCE MANDY	000	12/15/2017	200.00	.00
23099	906	MCLEROD RICKY	000	12/15/2017	600.00	.00
23100	987	MINCZ TIRE SERVICE	000	12/15/2017	90.00	.00
23101	999999	SATTERWHITE TERESA	000	12/15/2017	50.00	.00
23102	707	SYDOR HYDRO INC	000	12/15/2017	1,080.00	.00
23103	75	THE CAROLINE PROGRESS	000	12/15/2017	713.70	.00
23104	852	US POSTAL SERVICE	000	12/15/2017	116.00	.00
23105	256	VERIZON WIRELESS	000	12/15/2017	40.01	.00
		CLASS TOTAL			8,836.37	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,836.37	
		FINAL TOTAL			8,836.37	.00

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 THE TOTAL 8,836.37- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23108	10	DOMINTON VIRGINIA POWER	000	12/22/2017	6,329.36	.00
23109	28	G & G MILFORD FARM SERV.	000	12/22/2017	134.23	.00
23110	486	MOSCA DESIGN	000	12/22/2017	3,164.07	.00
23111	11	RAPPAHANNOCK ELEC COOP	000	12/22/2017	655.34	.00
23112	13	SHELL FLEET PLUS	000	12/22/2017	711.47	.00
23113	700	TREASURER OF VIRGINIA	000	12/22/2017	29.61	.00
23114	12	WASTE MANAGEMENT	000	12/22/2017	896.13	.00
23115	878	WHITE OAK ELECTRIC	000	12/22/2017	11,701.20	.00
		CLASS TOTAL			23,621.41	.00
		ACH TOTAL			.00	
		CHECK TOTAL			23,621.41	
		FINAL TOTAL			23,621.41	.00

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 THE TOTAL 23,621.41- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
231117	18	A & M HOME CENTER	000	1/05/2018	159.00	.00
231118	18	A & M HOME CENTER	000	1/05/2018	9.97	.00
231119	897	CINTAS CORPORATION	000	1/05/2018	144.26	.00
231120	14	CINTAS OF RICHMOND	000	1/05/2018	135.13	.00
231121	972	COLLIER JR CLYDE WAYNE	000	1/05/2018	1,200.00	.00
231122	980	DEWBERRY ENGINEERS, INC	000	1/05/2018	3,501.00	.00
231123	234	ENVIROCOMPLIANCE LAB INC	000	1/05/2018	1,185.00	.00
231124	234	ENVIROCOMPLIANCE LAB INC	000	1/05/2018	1,675.00	.00
231125	648	ERRARD ANDREA G	000	1/05/2018	1,667.00	.00
231126	151	FIRE SAFETY SYSTEMS	000	1/05/2018	376.00	.00
231127	79	G H WATTS CONST INC	000	1/05/2018	2,200.00	.00
231128	55	GALLI'S LLC	000	1/05/2018	836.60	.00
231129	9999999	GORDON VALERIE	000	1/05/2018	150.00	.00
231130	9999999	HONEYCUTT GEORGE	000	1/05/2018	35.00	.00
231131	932	IBM CORPORATION	000	1/05/2018	854.59	.00
231132	998	JAMES MARY	000	1/05/2018	140.00	.00
231133	836	JOHNSON'S EXTERMINATING	000	1/05/2018	245.00	.00
231134	546	JOHNSON'S EXTERMINATING	000	1/05/2018	2,665.00	.00
231135	725	MCGINLEY MICHELLE B	000	1/05/2018	105.00	.00
231136	48	MID-ATLANTIC LAB	000	1/05/2018	60.00	.00
231137	844	MINOR & ASSOCIATES	000	1/05/2018	712.50	.00
231138	919	PRO SHRED SECURITY	000	1/05/2018	51.00	.00
231139	961	RAZORBACK CONTRACTORS	000	1/05/2018	59.50	.00
231140	9999999	ROLLINS-FELLS JOWANDA	000	1/05/2018	150.00	.00
231141	544	SAFETY SERVICES COMPANY	000	1/05/2018	424.97	.00
231142	659	SOSMETAL PRODUCTS INC	000	1/05/2018	1,271.42	.00
231143	54	SOUTHERN POLICE EQUIP CO	000	1/05/2018	31.49	.00
231144	918	STAPLES ADVANTAGE	000	1/05/2018	318.58	.00
231145	707	THE CAROLINE PROGRESS	000	1/05/2018	259.60	.00
231146	291	USA BLUE BOOK	000	1/05/2018	1,711.14	.00
231147	989	VACO SERVICES	000	1/05/2018	100.00	.00
231148	19	VERIZON WIRELESS	000	1/05/2018	278.35	.00
231149	256	VERIZON WIRELESS	000	1/05/2018	40.01	.00
231150	44	VUPS	000	1/05/2018	17.85	.00
231151	12	WASTE MANAGEMENT	000	1/05/2018	6,816.53	.00
231152	930	WEBB EMILY	000	1/05/2018	280.00	.00
231153	691	WELLS FARGO CORPORATE	000	1/05/2018	78,167.50	.00
231154	451	XEROX CORPORATION	000	1/05/2018	196.43	.00
		CLASS TOTAL	000		107,230.42	.00
		ACH TOTAL			.00	
		CHECK TOTAL			107,230.42	
		FINAL TOTAL			107,230.42	.00

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 THE TOTAL 107,230.42- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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