

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

December 7, 2017

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

**MEMBERS ABSENT:** Mark Gaines

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

**AUDIENCE:** Accounts Clerk Judy Beazley and Bonnie Cannon

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

The Mayor called the meeting to order at 7:30 P.M. and noted a quorum was present.

**II. DELEGATIONS:**

There were no Delegations.

**III. PUBLIC COMMENTS:**

A. Bonnie Cannon, 123 S. Main Street – Ms. Cannon stated that she disagreed with Council moving the meeting time to 7:00 p.m.

**IV. CONSENT AGENDA:**

- A. Bills – November 2017 (reports attached)
- B. Minutes – November 2, 2017 Town Council Meeting
- C. Part-Time Office Assistant and Police Chief Job Descriptions
- D. Town Council Meeting Schedule for Calendar Year 2018
- E. Authorize Town Manager to Advertise for a Public Hearing on Planning Commission Composition, Appointments, Compensation and Removal.
- F. December 2017 and Calendar Year 2018 Holiday Schedule

Councilman McDearmon asked that Consent items C, D, and F be pulled from the Consent Agenda to discuss separately.

**On Motion** by Mr. Gibson, seconded by Mr. Wright, Council voted to approve Consent Agenda items A, B, and E.

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

**Voting Nay:** none.

In response to Councilman McDearmon’s request, staff provided further explanation of Consent Agenda items C, D, and F. Council voted on Consent Agenda item C as two items.

**On Motion** by Mr. Gibson, seconded by Mr. Hauser, Council voted to approve Consent Agenda item C - Part-Time Office Assistant Job Description.

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

**Voting Nay:** Davis.

**On Motion** by Mr. Wright, seconded by Mr. McDearmon, Council voted to approve Consent Agenda item C – Police Chief Job Description.

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

**Voting Nay:** none.

**On Motion** by Mr. Hauser, seconded by Mr. Gibson, Council voted to approve Consent Agenda item D – Town Council Meeting Schedule for Calendar Year 2018.

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

**Voting Nay:** none.

**On Motion** by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve Consent Agenda item F - December 2017 and Calendar Year 2018 Holiday Schedule.

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

**Voting Nay:** none.

**V. STAFF REPORTS:**

The following staff reports were noted:

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

**VI. NEW BUSINESS:**

There was no New Business to be discussed.

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

A. Jason Satterwhite, Mayor – Gave update on speed signs to be placed north and south of Town. He stated that he was currently reviewing committee assignments that he will announce at the January meeting.

B. Glenn McDearmon – Reported that the Economic Development, Activities, and Tourism Committee did not meet in the month of November.

C. Otis Wright – No report given on the Water, Sewer, and Trash Committee.

D. Martin Hauser – No report was given on the Ordinance, Licenses, and Permits

Committee.

E. Mary Frances Coleman – Reported that the Building and Grounds Committee plans to meet to discuss Town Hall Rental fees.

F. Jean Davis – Reported the Budget Committee met to discuss the funding of Part-Time Assistant position.

G. Tyler Gibson – Reported that the Public Health, Safety, and Personnel Committee met to discuss the police Chief and Part-Time Assistant job descriptions.

**VII. INFORMATIONAL ITEMS:**

No informational items were presented.

**VIII. ADJOURNMENT:**

**On motion** by Mr. Hauser, seconded by Mr. Gibson, Council unanimously voted to adjourn at 9:00 P.M.

API00B 11/06/2017 TOWN OF BOWLING GREEN  
 TIME-10:35:15

A/P CHECK REGISTER  
 Check Date - 11/06/2017

ActPd - 1120/17

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
229992	898	JAMES MARY	000	11/06/2017	140.00	.00
229993	836	JOHN ALLISON	000	11/06/2017	315.00	.00
229994	725	MCGINLEY MICHELLE B	000	11/06/2017	70.00	.00
229995	930	WEBB EMILY	000	11/06/2017	315.00	.00
		CLASS TOTAL			840.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			840.00	
		FINAL TOTAL			840.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 840.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

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

AP100B 11/09/2017 TOWN OF BOWLING GREEN  
 TIME-12:12:01

A/P CHECK REGISTER  
 Check Date - 11/10/2017

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22997	790	ADVANCE AUTO PARTS	000	11/10/2017	121.99	.00
22998	980	DEWBERRY ENGINEERS, INC	000	11/10/2017	7,002.00	.00
22999	199	DICKINSON EQUIPMENT, INC	000	11/10/2017	120.87	.00
23000	234	ENVIROCOMPLIANCE LAB INC	000	11/10/2017	520.00	.00
23001	320	MORTON'S POWER EQUIPMENT	000	11/10/2017	8,399.30	.00
23002	15	TREASURER OF VIRGINIA	000	11/10/2017	696.45	.00
23003	228	VIRGINIA DEPARTMENT OF	000	11/10/2017	100.00	.00
		CLASS TOTAL			16,960.61	.00
		ACH TOTAL			.00	
		CHECK TOTAL			16,960.61	
		FINAL TOTAL			16,960.61	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 16,960.61- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

AP100B 11/13/2017 TOWN OF BOWLING GREEN  
TIME-11:43:50

A/P CHECK REGISTER  
Check Date - 11/13/2017

ActPd - 2017/11

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23004	512	MID-ATLANTIC	000	11/13/2017	5,941.00	.00
					5,941.00	.00
					.00	
					5,941.00	
					5,941.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 5,941.00 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23005	33	AMERIGAS FREDERICKSBURG	000	11/17/2017	59.99	.00
23006	644	BMS DIRECT	000	11/17/2017	528.99	.00
23007	32	BOWLING GREEN AUTO PARTS	000	11/17/2017	81.65	.00
23008	10	DOMINION VIRGINIA POWER	000	11/17/2017	161.91	.00
23009	28	G & G MILFORD FARM SERV.	000	11/17/2017	398.85	.00
23010	981	GEL LABORATORIES LLC	000	11/17/2017	5,553.00	.00
23011	787	HOLLAND PLUMBING	000	11/17/2017	209.00	.00
23012	944	METROCAST COMMUNICATIONS	000	11/17/2017	166.90	.00
23013	844	MINOR & ASSOCIATES	000	11/17/2017	570.00	.00
23014	919	PRO SHRED SECURITY	000	11/17/2017	45.00	.00
23015	13	SHELL FLEET PLUS	000	11/17/2017	630.19	.00
23016	650	TREASURER OF VIRGINIA	000	11/17/2017	72.86	.00
23017	12	WASTE MANAGEMENT	000	11/17/2017	88.33	.00
23018	451	XEROX CORPORATION	000	11/17/2017	229.38	.00
		CLASS TOTAL			8,796.05	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,796.05	
		FINAL TOTAL			8,796.05	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 8,796.05- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

API00B 11/28/2017 TOWN OF BOWLING GREEN  
 TIME- 7:58:11

A/P CHECK REGISTER  
 Check Date - 11/24/2017

ActPd - 2017/11

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23021	9999999	BAILEY KELLY	000	11/24/2017	150.00	.00
23022	9999999	PALMI MORGAN	000	11/24/2017	150.00	.00
23023	148	THE FREE LANCE STAR	000	11/24/2017	1,223.13	.00
23024	861	THE UPS STORE #6358	000	11/24/2017	87.50	.00
23025	902	WBQB/WFVA RADIO	000	11/24/2017	1,500.00	.00
		CLASS TOTAL			3,110.63	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,110.63	
		FINAL TOTAL			3,110.63	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 3,110.63- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

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



API00B 11/28/2017 TOWN OF BOWLING GREEN  
TIME-10:28:57

A/P CHECK REGISTER  
Check Date - 11/17/2017

ACTPd - 2017/11

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23026	28	G & G MILFORD FARM SERV.	000	11/17/2017	19.75	.00
		CLASS TOTAL			19.75	.00
		ACH TOTAL			.00	
		CHECK TOTAL			19.75	
		FINAL TOTAL			19.75	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 19.75- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23027	515	MEMORABLE MOMENTS	000	11/28/2017	500.00	.00
23028	982	RADARSIGN	000	11/28/2017	8,820.00	.00
		CLASS TOTAL			9,320.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,320.00	
		FINAL TOTAL			9,320.00	.00

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 THE TOTAL 9,320.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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