

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

November 02, 2017

**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 Manager Reese Peck, Town Attorney Andrea Erard, Town Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Police Chief Darrell Beazley, Director of Public Works and Utilities Billy Deavers, and Events Coordinator Jo-Elsa Jordan.

**AUDIENCE:** Jeff Voit, Katie Gibson, Justin Jordan, Kathy Burchell, Robyn Sieg, Theresa Satterwhite, Justin Cecil, David Lipscomb, Isabell Rivera, Wayne Brooks, 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. Wayne Brooks, President of Caroline Historical Society – Thanked Council for its \$1000 donation to the Caroline Historical Society.

B. Robyn Sieg, Director of Sidney E. King Foundation for the Arts – Thanked Council for its \$1000 donation and informed Council of upcoming events the Sidney E King Foundation for the Arts has planned.

C. Laurie Woolfort, Madison Elementary School Hospitality Committee - Asked Council for free rental of Town Hall on December 8 to host a faculty appreciation dinner.

D. Bonnie Cannon, 123 S. Main Street – Ms. Cannon spoke on her concerns about traffic on Main Street, parking at the Harvest Festival, and once a week trash pick-up.

**IV. CONSENT AGENDA:**

- A. Bills – October 2017 (reports attached)
- B. Minutes – October 5, 2017 Town Council Meeting
- C. Budget Amendment

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

- D. Approval to submit USDA grant application for Public Works vehicles
- E. Town Manager Contract Amendments
- F. FY 2018-2019 Budget Schedule
- G. Authorize Town Manager to issue a RFP for the recodification of the Town Code

**On Motion** by Mr. Hauser, seconded by Ms. Davis, Council voted to approve the Consent Agenda as presented.

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

**Voting Nay:** none.

**V. STAFF REPORTS:**

The following staff reports were noted:

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

**VI. NEW BUSINESS:**

There was no New Business to be discussed.

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

- A. Glenn McDearmon – Reported that the Economic Development, Activities, and Tourism Committee has not met and that he has joined the organization Strong Towns.
- B. Otis Wright – No report given on the Water, Sewer, and Trash Committee.
- C. Mark Gaines – No report was given on the Streets and Sidewalks Committee.
- D. Martin Hauser – No report was given on the Ordinance, Licenses, and Permits Committee.
- E. Mary Frances Coleman – No report was given On the Building and Grounds Committee.
- F. Jean Davis – Reported on the Budget Committee.
- G. Tyler Gibson – Reported on Public Health, Safety, and Personnel Committee and noted that a Personnel matter would be discussed in closed session.

**VII. INFORMATIONAL ITEMS:**

No informational items were presented.

**IX. CLOSED SESSION:**

**At 8:12 P.M. On motion** by Mr. McDearmon, seconded by Mr. Gibson, Council unanimously voted to go into Closed Session pursuant to VA Code §2.2-3711(A)(1) for the purpose of interviewing candidates for the Chief of Police position and discussion

and consideration of the duties, assignments, appointments, compensation, and performance of the Town Police Chief.

**X. RECONVENE IN OPEN SESSION:**

**At 10:20 P.M., on Motion** by Mr. McDearmon, seconded by Mr. Wright, 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>Davis .....Aye</b>	<b>Gaines.....Aye</b>
<b>McDearmon.....Aye</b>	<b>Hauser.....Aye</b>
<b>Gibson.....Aye</b>	

At 10:21 P.M. Councilman Wright excused himself from the meeting because he was not feeling well.

**On Motion** by Mr. Gibson, seconded by Mr. Hauser, Council voted to appoint W. David Lipscomb as Police Chief and offer him part-Time employment with an hourly wage of \$24 per hour.

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

**Voting Nay:** none.

**XI. ADJOURNMENT:**

**On motion** by Mr. McDearmon, seconded by Mr. Hauser, Council unanimously voted to adjourn at 10:25 P.M.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22904	33	AMERIGAS FREDERICKSBURG	000	10/13/2017	1.24	.00
22905	973	ATRIUM CONSTRUCTION, LLC	000	10/13/2017	1,750.00	.00
22906	807	CAROLINE HISTORICAL SOC	000	10/13/2017	1,000.00	.00
22907	733	CCPS EDUCATIONAL FOUN	000	10/13/2017	1,000.00	.00
22908	10	DOMINION VIRGINIA POWER	000	10/13/2017	5,017.04	.00
22909	999999	GAINES MARK	000	10/13/2017	00	.00
22910	974	GLOBAL DOMAIN LISTINGS	000	10/13/2017	194.00	.00
22911	936	MATERN STAFFING	000	10/13/2017	333.30	.00
22912	944	METROCAST COMMUNICATIONS	000	10/13/2017	166.90	.00
22913	844	MINOR & ASSOCIATES	000	10/13/2017	760.00	.00
22914	999999	RIEDL NIK	000	10/13/2017	241.39	.00
22915	653	STEMMIE PLUMBING REPAIR	000	10/13/2017	19,165.00	.00
22916	999999	TH FURNITURE	000	10/13/2017	.00	.00
22917	999999	TH RENOVATIONS	000	10/13/2017	.00	.00
22918	975	THE SIDNEY E. KING	000	10/13/2017	1,312.10	.00
22919	999999	WARNER ALICIA	000	10/13/2017	.00	.00
22920	12	WASTE MANAGEMENT	000	10/13/2017	1,760.50	.00
22921	999999	WHTTMAN MICHAEL	000	10/13/2017	.00	.00

ACH TOTAL .00  
 CHECK TOTAL 32,701.47  
 FINAL TOTAL 32,701.47

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 32,701.47 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22922	9999999	BEASLEY BROOKS	000	10/20/2017	150.00	.00
22923	477	BEAZLEY A W	000	10/20/2017	600.00	.00
22924	976	BROWN STEPHEN	000	10/20/2017	1,000.00	.00
22925	803	CAROLINE AG FAIR	000	10/20/2017	1,100.00	.00
22926	865	CASH	000	10/20/2017	600.00	.00
22927	9999999	CHENAULT FRANKIE	000	10/20/2017	600.00	.00
22928	550	COLEMAN WICK	000	10/20/2017	100.00	.00
22929	805	FRENCH BILL	000	10/20/2017	500.00	.00
22930	931	HEDRICK MICHAEL	000	10/20/2017	700.00	.00
22931	958	HOCKADAY PATRICIA	000	10/20/2017	600.00	.00
22932	848	J F FITZ INC	000	10/20/2017	1,173.00	.00
22933	846	LAWHORNE RIK	000	10/20/2017	600.00	.00
22934	416	MAIN STAGE PRODUCTIONS	000	10/20/2017	2,822.00	.00
22935	593	NEAL CHAD	000	10/20/2017	600.00	.00
22936	9999999	PECK REESE	000	10/20/2017	43.87	.00
22937	900	TINNEY DAVE	000	10/20/2017	600.00	.00
22938	934	TOTAL POWER SWEEPING	000	10/20/2017	1,875.00	.00
		CLASS TOTAL			13,663.87	.00
		ACH TOTAL			.00	
		CHECK TOTAL			13,663.87	
		FINAL TOTAL			13,663.87	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 13,663.87- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

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

API00B 10/24/2017 TOWN OF BOWLING GREEN  
 TIME-14:30:29

A/P CHECK REGISTER  
 Check Date - 10/24/2017

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22939	977	SHEEHY FORD	000	10/24/2017	29,788.00	.00
22940	978	WYNIA RACHEL	000	10/24/2017	150.00	.00
		CLASS TOTAL			29,938.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			29,938.00	
		FINAL TOTAL			29,938.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 29,938.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22944	936	MATERN STAFFING	000	10/27/2017	840.83	.00
22945	11	RAPPAHANNOCK ELEC COOP	000	10/27/2017	365.94	.00
22946	13	SHELL FLEET PLUS	000	10/27/2017	769.45	.00
22947	707	THE CAROLINE PROGRESS	000	10/27/2017	324.70	.00
22948	821	THE LINCOLN NATIONAL	000	10/27/2017	79.14	.00
22949	256	VERIZON WIRELESS	000	10/27/2017	40.01	.00
22950	12	WASTE MANAGEMENT	000	10/27/2017	823.97	.00
		CLASS TOTAL			3,244.04	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,244.04	
		FINAL TOTAL			3,244.04	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 3,244.04- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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