

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

June 1, 2017

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

MEMBERS ABSENT: None

OTHERS PRESENT: Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Police Chief Wendy Jones, Town Attorney Andrea Erard, and Events Coordinator Jo-Elsa Jordan.

AUDIENCE: Stephen Manster, Jeff Sili, Beau Stanley, Jeff Voit, Mrs. Voit, Nik Riedl.

The Mayor called the meeting to order at 7:30 P.M. and led the group in the Pledge of Allegiance to the Flag of the United States of America. Council member Otis Wright followed with the invocation.

PUBLIC HEARINGS:

Proposed Budget FY18- At 7:33 P.M. the Mayor opened the Public Hearing for the Proposed FY18 Budget. He called for public comment, he called a second time. Hearing none, the Mayor declared the Public Hearing closed at 7:34 P.M. The Mayor stated that Council will vote on the proposed FY18 budget at its special meeting to be held on June 15, 2017 at 7:00 P.M.

O-2017-001- At 7:35 P.M. the Mayor opened the Public Hearing for O-2017-001 to set Tax and Utility rates for the fiscal year beginning July 1, 2017 and ending June 30, 2018. He called for public comment, he called a second time. Hearing none, the Mayor declared the Public Hearing closed at 7:35 P.M.

**On motion by Mr. Hauser and a second by Ms. Davis, Council voted to adopt O-2017-001 to set the Tax and Utility rates for the FY2018. Roll call vote:**

**McDearmon .....Aye**  
**Gaines.....Aye**  
**Coleman.....Aye**  
**Rowe.....Aye**

**Wright .....Aye**  
**Hauser.....Aye**  
**Davis.....Aye**

O-2017-002- At 7:36 P.M. the Mayor opened the Public Hearing for O-2017-002 to amend and re-ordain Article IV Meals Tax, Section 7-400. Imposition of tax; amount, for the purpose of increasing the Meals Tax from 4% to 6%, to open and if there were any public comments. He called for public comment, he called a second time. Hearing none, the Mayor declared the Public Hearing closed at 7:36 P.M.

**On motion by Mr. Wright and a second by Mr. Hauser, Council voted to adopt O-2017-002 increase meals tax from 4% to 6%. Roll call vote:**

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

R-2017-005 - At 7:37 the Mayor opened the Public Hearing on R-2017-050 - A Resolution authorizing the issuance and sale of general obligation and sewer revenue bonds of the Town of Bowling Green in a principal amount not to exceed \$6,316,000 and providing for the form, details and payment of the bond. He called for public comment, he called a second time. Hearing none, the Mayor declared the Public Hearing closed at 7:37 P.M.

**On motion by Mr. McDearmon and a second by Mr. Gaines Council voted to approve R-2017-005. Roll call vote:**

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

DELEGATIONS:

There were no Delegations

Public Comments:

Jeff Sili, Caroline County Board of Superviors – Bowling Green District– Mr. Sili spoke to Council on the following items:

- Restriping on E. Broaddus Ave.
- County funded SNAP for the Rt. 639 and Bowling Green Farmers Market
- Economic Development efforts with the Town

PUBLIC COMMENTS: The Mayor called for comments from the public. He called a second time. Hearing none, he closed the Public Comment Portion of the meeting.

CONSENT AGENDA:

**A. Minutes – Town Council Meeting – May 4, 2017**

**B. Bills – May 2017**

<b>A &amp; M Home Center</b>	<b>216.99</b>	<b>Boltz, Kathryn L</b>	<b>400.00</b>
<b>Carter Machinery Co. Inc</b>	<b>3242.03</b>	<b>Cintas Corporation</b>	<b>115.71</b>
<b>Cintas of Richmond</b>	<b>345.77</b>	<b>Commonwealth Engineer</b>	<b>1567.78</b>
<b>David L Brooks Hauling</b>	<b>1042.32</b>	<b>Drainfield Solutions, LLC</b>	<b>720.00</b>
<b>Envirocompliance</b>	<b>2315.00</b>	<b>Environmental Resource</b>	<b>416.57</b>
<b>Erard, Andrea</b>	<b>1575.00</b>	<b>G &amp; G Milford Farm Serv</b>	<b>99.99</b>
<b>Garcia, Karla</b>	<b>150.00</b>	<b>Harrie Plumbing &amp; Heating</b>	<b>321.29</b>
<b>Holland Plumbing</b>	<b>110.00</b>	<b>IBM Corporation</b>	<b>854.59</b>
<b>James, Mary</b>	<b>140.00</b>	<b>John, Allison</b>	<b>245.00</b>
<b>Johnson’s Exterminating</b>	<b>615.00</b>	<b>Local Services</b>	<b>80.00</b>
<b>Luck Stone Corporation</b>	<b>765.55</b>	<b>Matern Staffing</b>	<b>1999.81</b>
<b>McGinley, Michelle B</b>	<b>140.00</b>	<b>Melvin T. Morgan Roofing</b>	<b>10341.00</b>
<b>Metrocast Communications</b>	<b>317.21</b>	<b>Mid-Atlantic Lab</b>	<b>60.00</b>
<b>Mullen, Inc</b>	<b>61887.74</b>	<b>On Site PC</b>	<b>465.06</b>
<b>Pro Shred Security</b>	<b>45.00</b>	<b>Seal, Justin</b>	<b>162.50</b>
<b>SosMetal Products Inc</b>	<b>755.16</b>	<b>Staples Advantage</b>	<b>600.70</b>
<b>The Lincoln National</b>	<b>103.66</b>	<b>Tools Plus Industries</b>	<b>301.41</b>
<b>Verizon</b>	<b>283.55</b>	<b>Verizon Wireless</b>	<b>374.84</b>
<b>Waste Management</b>	<b>6769.27</b>	<b>Webb, Emily</b>	<b>140.00</b>
<b>White Oak Electric</b>	<b>68462.50</b>	<b>Xerox Corporation</b>	<b>368.91</b>
<b>*W W Webb &amp; Assoc</b>	<b>13427.50</b>	<b>*Matern Staffing</b>	<b>878.70</b>
<b>*Treasurer of Virginia</b>	<b>736.98</b>	<b>*Waste Management</b>	<b>2077.66</b>
<b>*Matern Staffing</b>	<b>659.03</b>	<b>*Dominion Energy</b>	<b>5385.42</b>
<b>*Rappahannock Electric</b>	<b>391.28</b>	<b>*Shell Fleet</b>	<b>555.42</b>
<b>*Verizon Wireless</b>	<b>40.01</b>		

**\*Bills previously or separately authorized by Council.**

- C. Amending Ordinance on Fence Height – refer to Planning Commission
- D. R-2017-006 – Resolution accepting Caroline County’s Solid Waste Management Plan
- E. R-2017-007 – Resolution of recognition for Robin Didlake
- F. R-2017-008 – Resolution of recognition for Sparta Ruritan Club
- G. R-2017-009 – FY18 Depository Designation

- H. R-2017-010 - FY 18 recurring Expenses
- I. Approval of Job Descriptions for Administrative Staff

**On Motion by Mr. Hauser and a second by Mr. Rowe, Council voted to approve the Consent Agenda. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.**

STAFF REPORTS:

The following informational items were noted:

A. Events Coordinator’s Report – May 2017

Ms. Jordan addressed Council, updating them on her progress on the following events:

- Clean Sweep – Ms. Jordan advised we have about 45 yard sales that will be in Town on Saturday.
- Bowling on the Green Virginia Wine Festival - Ms. Jordan noted that she has been talking with the YMCA about activities for kids at the Wine Festival.

B. Town Hall Rentals Report- May 2017

C. Clerk/Treasurer’s Report- May 2017

D. Police Department Report- May 2017

Chief Jones reported that for the month of May there were:

- 16 calls responded to by the Town Police; an investigation is pending regarding one of the calls.
- Eight traffic stops, during which five summonses were given and four warnings. 12 warnings for fire lane or parking violations issued by the Town Police.
- Caroline County Sheriff’s Office had 18 calls of service. Three informational reports were taken regarding these calls. CCSO had six traffic stops with one warning and one summonses issued by deputies in Town for May 2017.
- no speed logs conducted for the month.
- no new sex offenders had been registered as residing in the Town.

E. Town Manager’s Report- May 2017:

Mr. Peck reported the following:

- Metro Cast is bringing in a new underground fiber line and erecting a new a building that will be closer to the fence water tower fence.
- A.P. Hill Blvd. rezoning – Letter of Intent has been sent to the neighboring properties.
- Sewer upgrade- Mr. Peck stated that he met with the engineers and will be furnishing requested information to the USDA.

- Update on the Waste Water Treatment Plant repairs.

NEW BUSINESS:

A. Road re-striping of E. Broaddus Ave. - After much discussion Council decided to table this item until their July meeting at which they will ask a VDOT representative to be present to answer questions.

**On motion by Mr. Wright and a second by Mr. Rowe, Council voted to defer re-striping of E. Broaddus Ave. until the July 6<sup>th</sup> meeting. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.**

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Matt Rowe - Public Health, Safety, and Personnel Committee - Mr. Rowe had nothing to report.

B. Jean Davis - Budget Committee – Ms. Davis had nothing to report.

C. Mary Frances Coleman - Building and Grounds Committee – Ms. Coleman advised she had not yet received the proposal for the Walk About Sign.

D. Martin Hauser - Ordinance, Licenses, and Permits Committee – Mr. Hauser reported that the Ordinance, Licenses, and Permits Committee will be meeting next week to discuss AirBNB.

E. Mark Gaines - Streets and Sidewalks Committee – Mr. Gaines had nothing to report.

F. Otis Wright - Water, Sewer, and Trash Committee - Mr. Wright reported that Shawn Fortune is back to working 6 hours per day. The Street Sweeper will be in Town on June 1<sup>st</sup> and June 2<sup>nd</sup>. Nik Riedl will be taking his Wastewater License test on June 7<sup>th</sup>. The playground has been mulched.

G. Glenn McDearmon - Economic Development, Activities, and Tourism Committee - Mr. McDearmon stated that the EDA had met and discussed having enterprise zones in the Town. There will be details at the next meeting.

The Mayor advised that the Town Manager would like to meet with each committee and

set a standing day and time for committee meetings so that they can be properly advertised.

UNFINISHED BUSINESS:

A. R-207-011 Credit Card Processing and fees:

**On motion by Mr. Hauser and a second by Mr. Rowe Council voted to adopt R-2017-011 - A Resolution to allow the Town of Bowling Green to accept credit card, debit card, and ach debit for utility and tax payments, and other fees and charge to the customer a fee equal to the fee incurred by the Town for acceptance of payment.**

**Roll Call vote:**

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

B. Surplus of Items:

**On motion by Mr. McDearmon and a second by Mr. Hauser, Council voted to approve the sale of the surplus items listed in the Town Treasurer’s report. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.**

ADJOURNMENT: There was a motion made by Mr. Rowe, seconded by Mr. Wright to adjourn at 8:28 P.M. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.