

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

May 4, 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, Chief Wendy Jones, and Town Attorney Andrea Erard.

AUDIENCE: Stephen Manster, Jo-Elsa Jordan, Jeff Voit, Shoshannah Childs.

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.

DELEGATIONS:

Jo-Elsa Jordan, Town Events Coordinator –

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

- Caroline County Remembers – Ms. Jordan advised she represented the Town of Bowling Green at the WWI and WWII Commemorative Ceremony recognizing local Veterans of Caroline County and their families. She stated that it was a lovely event.
- Clean Sweep will be held on June 3<sup>rd</sup>.
- Ms. Jordan stated that she and Mr. Peck met with the Caroline County Public School Education Foundation and discussed use of the proceeds raised at the Bowling on the Green Wine Festival.
- Bowling on the Green Virginia Wine Festival - Ms. Jordan noted that she has been talking with the YMCA about offering activities for kids at the Wine Festival.

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

CONSENT AGENDA:

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

- A. Minutes – Town Council Meeting – April 6, 2017
- B. Bills – April 2017

A & M Home Center	216.99	Boltz, Kathryn L	400.00
Carter Machinery Co. Inc	3242.03	Cintas Corporation	115.71
Cintas of Richmond	345.77	Commonwealth Engineer	1567.78
David L Brooks Hauling	1042.32	Drainfield Solutions, LLC	720.00
Envirocompliance	2315.00	Environmental Resource	416.57
Erard, Andrea	1575.00	G & G Milford Farm Serv	99.99
Garcia, Karla	150.00	Harrie Plumbing & Heating	321.29
Holland Plumbing	110.00	IBM Corporation	854.59
James, Mary	140.00	John, Allison	245.00
Johnson’s Exterminating	615.00	Local Services	80.00
Luck Stone Corporation	765.55	Matern Staffing	1999.81
McGinley, Michelle B	140.00	Melvin T. Morgan Roofing	10341.00
Metrocast Communications	317.21	Mid-Atlantic Lab	60.00
Mullen, Inc	61887.74	On Site PC	465.06
Pro Shred Security	45.00	Seal, Justin	162.50
SosMetal Products Inc	755.16	Staples Advantage	600.70
The Lincoln National	103.66	Tools Plus Industries	301.41
Verizon	283.55	Verizon Wireless	374.84
Waste Management	6769.27	Webb, Emily	140.00
White Oak Electric	68462.50	Xerox Corporation	368.91
*Matern Staffing	363.60	*The Caroline Progress	160.00
*Treasurer of Virginia	736.11	*Dominion Va Power	5745.00
*Matern Staffing	530.25	*Porch, Holly	150.00
*Verizon Wireless	40.01	*VUPS	47.25
*Waste Management	88.33	*Woolfolk, Irving	150.00
*Dominion Va Power	97.83	*Shell Fleet	360.74

\*Bills previously or separately authorized by Council.

- C. Approval of revised Ft. A.P. Hill JLUS Memorandum of Understanding
- D. Authorize Town Manager to sign VDOT Stakeholder Roles and Responsibilities
- E. Set Public Hearing on Bond Resolution and authorize Town Manager to advertise
- F. Adoption of R-2017-003 – USDA SEARCH Grant
- G. Adoption of R-2017-004 – Updated Hazard Mitigation Plan
- H. Authorize Town Manager to sign and submit Application for USDA Police

**Car Grant**

**I. Adopt Initiating Resolution RZS – 2017-001 – Rezoning of 17518 A.P. Hill Blvd. from R-1 to B-1**

There was discussion by Council to remove Item H from the Consent Agenda.

**Upon Motion by Mr. McDearmon, seconded by Mr. Gaines, Council voted to approve the Consent Agenda items A-G & I. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.**

**Discussion on Item H - Authorizing Town Manager to sign and submit Application for USDA Police Car Grant:** In response to a question from Mr. McDearmon, the Town Manager stated that the older of the two police cruisers will be sold as surplus upon purchase of the new vehicle. Mr. McDearmon also requested an inventory of all the items belonging to the Town currently in the Police Station. The Police Chief said that she would complete the inventory and present it to Council at its June meeting.

**Upon motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve Item H of the Consent Agenda, Authorizing the Town Manager to sign and submit an Application to the USDA for the Police Car Grant. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.**

STAFF REPORTS:

The following informational items were noted:

A. Town Hall Rentals Report – April 2017

B. Police Department Report – April 2017

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

- 10 calls responded to by the Town Police; none involved a reportable crime.
- no new sex offenders had been registered as residing in the Town.
- Eight traffic stops, four summonses for speeding, four warnings for other traffic offenses, 19 warnings for fire lane and parking violations issued by the Town Police.
- 14 service calls, six traffic stops, three warnings and three summons issued by deputies in Town for April 2017.
- 7 speed logs conducted for the month.
- The Police Chief will be at the Farmer’s Market the 1st Saturday of each month.

C. Town Manager’s Report- April 2017:

Mr. Peck reported the following:

- New Business in Town - Apollo & Zeus 100 S. Main St. will be open on Friday's & Saturday's.
- 301 Project – Letter of Intent has been sent.
- AirBNB – Mr. Peck stated that he attempted to contact the owner of the current AirBNB at 308 Roper Drive and could not reach him. A certified letter explaining that he is in violation has been mailed to him at the 308 Roper Drive.

NEW BUSINESS:

A. Presentation of Town Manager's Proposed FY2018 Budget:

- This proposal begins the process of establishing utility funds as "enterprise funds" or those funds which are self-sustaining and not dependent on subsidies from the Town's General Fund.
- The proposed budget for the Fiscal Year 2018 totals \$1,626,940.
- Beginning July 1, 2017 the rates for water and sewer will increase 5%.
- A 3% salary increase for all employees
- Mr. Manster advised that Council should schedule a work session to discuss the FY2018 Budget.

**On motion by Ms. Davis and a second by Mr. Rowe, Council voted to hold a special meeting on Wednesday, May 10th at 7:00 to discuss the FY2018 Budget. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.**

The Mayor asked that a Public Hearing for the Budget be set on Council's regular meeting night of June 1, 2017. The Mayor also asked Council to authorize the Town Manager to advertise the Public Hearing on proposed utility rate increase.

**On motion by Ms. Davis and a second by Mr. McDearmon, Council voted to set and authorize the Town Manager to advertise Public Hearings on the FY2018 Budget and proposed utility rate increase. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.**

The Mayor advised that Council needed to set a date for a special meeting of Council to adopt the FY2018 Budget, he recommended a date of June 15th, at 7:00 pm

**On motion by Mr. Rowe, seconded by Mr. Wright, Council voted to hold a special meeting of Council to adopt the FY2018 Budget on June 15, 2017 at 7:00 PM. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.**

B. Approve Bond Counsel Engagement Letter – The Town Manager noted that a copy of the letter had been included in Council’s packets.

**On motion by Mr. Gaines, seconded by Mr. Rowe, Council voted to approve and authorize the Town Manager to sign the Bond Counsel Engagement Letter with Webster Day. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.**

C. Professional Services Agreement with William Stanley- The Town Manager advised, that under Council’s direction, he and the Town Attorney drafted an agreement with William Stanley offering a flat monthly rate of \$3400 for his services.

**On motion by Mr. Rowe, seconded by Mr. Wright, Council voted to approve the Professional Services Agreement for William Stanley. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.**

D. Proposed job classifications and pay scales for the Public Works and Utilities Department - The Town Manager advised that he is working on restructuring the Utilities Department and hiring a Public Works Director. He noted that the current job descriptions are outdated and contain no associated pay scales.

**On motion by Mr. McDearmon, seconded by Mr. Wright, Council approved the job classifications and pay scales for the Public Works and Utilities Departments as presented. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.**

Council directed the Town Manager to reclassify existing staff into appropriate classifications and define pay scales within six months.

**On motion by Mr. Rowe, seconded by Mr. Gaines Council voted to direct the Town Manager to reclassify existing staff into appropriate classifications and define pay scales within six months.**

E. Compensation Guidelines – The Town Manager recommended that the Town align its Compensation Guidelines with that of Commonwealth of Virginia Base Pay Practices.

**On motion by Mr. Rowe, seconded by Mr. Wright, Council voted to adopt the Compensation Guidelines - Commonwealth of Virginia Base Pay Practices as presented. 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 reported that there will be discussion on personnel issues during a closed session later in the meeting.

B. Jean Davis - Budget Committee – Ms. Davis reported that the Budget Committee has met and the Budget has been presented by Mr. Manster.

C. Mary Frances Coleman - Building and Grounds Committee – Ms. Coleman advised that the Building and Grounds Committee met with Mr. Webb about the Walk About sign on Main St. and he gave the Town permission to repair the sign. Ms. Coleman called Mr. Roberts at the High School and left a message for him to call her about fixing the Walk About sign; she had not yet heard back from him. The Mayor advised that the Public Works sign on Anderson Avenue needed some work.

D. Martin Hauser - Ordinance, Licenses, and Permits Committee – Mr. Hauser reported that the Ordinance, Licenses, and Permits Committee met and discussed AirBNB's. They planned to meet again on the subject. The committee had discussed a noise ordinance with the Town Manager to remedy the “Jake Brake” noise in town. It was decided not to move forward with the noise ordinance. Mr. Hauser stated that the Committee decided not to move forward with the Proposed Historic Business District Overlay. He hoped that the Planning Commission would look at future use upon their review of the Comprehensive Plan.

E. Mark Gaines - Streets and Sidewalks Committee – Mr. Gaines reported that the Streets and Sidewalks Committee had not met. Mr. Gaines stated that the last thing he heard from VDOT in regards to sidewalk repairs was that they planned start on Milford Street and move north, but no start date had been set.

F. Otis Wright - Water, Sewer, and Trash Committee - Mr. Wright had nothing to report.

G. Glenn McDearmon - Economic Development, Activities, and Tourism Committee - Mr. McDearmon stated that the EDA had met and discussed development on the Route 301 corridor. He advised that developer is moving forward with the hotel.

UNFINISHED BUSINESS:

Council discussed the used car lot on Main St. and the conditions that were outlined in the Zoning Administrator's zoning verification letter to the business owner.

Informational Items:

A. Broken Window Theory Article – Mr. McDearmon advised that Council is an offender of letting things go. We have merchants in Town with buildings that are falling apart and need painting. When someone rides through our Town and sees the back of the buildings, it looks awful. There are broken windows and holes in the back of the walls. There are trash cans on the streets and sidewalks. We need to take pride in our Town. There are several houses in Town where the grass is almost taller than the front door. The Town Police building needs to be painted. Mr. McDearmon mentioned that maybe the art classes at Caroline High School would be interested in painting murals on the back of the buildings on Main St. The Town would donate the paint.

CLOSED SESSION:

**At 9:20 P.M., on Motion by Mr. Gaines, seconded by Mr. Rowe, Council voted to go into Closed Session pursuant to VA Code §2.2-3711(A)(1) for the purpose of discussion of appointment, duties, performance, salary, and hiring of Superintendent of Public Works and Utilities Department. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.**

OPEN SESSION:

**At 9:48 P.M., on Motion by Mr. McDearmon, seconded by Mr. Gaines, Council voted to come out of closed session. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.**

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

There was no discussion by Council following CLOSED SESSION.

**ADJOURNMENT: There was a motion made by Mr. Rowe, seconded by Mr. McDearmon, to adjourn at 9:49 P.M. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.**