

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

March 02, 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 Stephen Manster, Accounts Clerk Judy Beazley, Acting Chief Wendy Jones, and Town Attorney Andrea Erard.

AUDIENCE: Jo-Elsa Jordan, Jeff Voit, Bonnie Cannon, Shoshannah Childs, Charles Danato, and David Beale.

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 Hearing:

R-2017-002 - At 7:34 P.M. the Mayor opened the Public Hearing on R-2017-002, a Resolution of the Town Council of the Town of Bowling Green, Virginia, authorizing the issuance and sale of its bond anticipation note, series 2017 in an aggregate principal amount not to exceed \$4,000,000, and the execution and delivery of certain documents prepared in connection therewith. He called for comments from the public on the Resolution R-2017-002 Resolution. The Mayor called a second and third time. Hearing no comments from the public, Mayor Satterwhite closed the Public Hearing at 7:35 P.M.

DELEGATIONS:

Charles Danato, Dominion Power External Affairs Manager -

Mr. Danato advised that Dominion Power will change its name to Dominion Energy.

Other topics discussed by Mr. Danato included: Storm preparation, phone scams, strategic underground initiatives, and working with the Town Manager on outdoor lighting projects.

David Beale, Virginia Department of Transportation Representative -

Mr. Beale discussed ongoing local projects on which VDOT is currently working. He spoke about no parking signs and handicapped parking permits. Mr. Beale advised Council that VDOT has set aside funds to repair the sidewalks in Town upon completion of the Town’s current Water and Sewer projects.

Jo-Elsa Jordan, Town Events Co-ordinator –

In response to a request from Mr. Gaines, Ms. Jordan presented a budget report on the Wine Festival and on the Piedmont Blues Festival. The estimated net revenue on the Wine Festival is \$3,620.00. The estimated net revenue on the Piedmont Blues Festival is a loss of \$4,100.00. Ms. Jordan stated that she is currently looking for food vendors for the Wine Festival.

CONSENT AGENDA:

- A. Minutes – Town Council Meeting – February 2, 2017
- B. Bills – February 2017

A & M Home Center	155.89	Katie Amato	150.00
BAI Municipal Software	4190.00	Bowling Green Auto Parts	825.14
Caroline Garage	553.66	Cash	90.26
Cintas Corporation	41.06	Cintas of Richmond	404.44
Commonwealth Engineer	813.02	Drainfield Solutions, LLC	150.00
Envirocompliance	1290.00	Erard, Andrea	1575.00
Escobar, Tammy	50.00	Holland Plumbing	132.00
IBM Corporation	854.59	James, Mary	140.00
John, Allison	210.00	Johnson’s Exterminating	615.00
K L Langford Excavating	11963.97	Matern Staffing	590.85
McGinley Michelle B	105.00	Mid-Atlantic Lab	60.00
Minor & Associates	1686.25	Montgomery, Sylvia	50.00
Pro Shred Security	45.00	Professional Lock	140.00
Rappahannock Elec Coop	455.02	Richmond Times Dispatch	1452.50
Staples Advantage	431.53	Stemmler Plumbing Repair	9450.00
The Lincoln National	103.66	Tools Plus Industries LLC	207.14
Treasurer of Virginia	730.66	USA Blue Book	481.50
Verizon	268.17	Verizon Wireless	194.59
VUPS	25.20	Waste Management	6800.76
Webb, Emily	180.00	White Oak Electric	3424.40
Xerox Corporation	173.29	*A & M Home Center	25.69
*Amerigas Fredericksburg	282.70	*Dominion Virginia Power	6211.25
*Matern Staffing	833.25	*Treasurer of Virginia	4200.00

*Waste Management	85.26	*Dominion Virginia Power	245.64
*Shell Fleet Plus	517.14	*Verizon Wireless	40.01

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

There was no discussion by Council upon reviewing the Consent Agenda.

Upon Motion by Mr. McDearmon with a second by Mr. Wright, 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. Town Hall Rentals Report – February 2017

B. Public Works Department Report – February 2017

C. Police Department Report – February 2017

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

- seven calls responded to by the Town Police; none involved a reportable crime.
- no new sex offenders had been registered as residing in the Town.
- six summonses for speeding, four warnings for other traffic offenses, four warnings for fire lane and parking violations issued by the Town Police.
- four warnings and three summonses issued by deputies in Town for February 2017.
- six speed logs conducted for the month.

There was no discussion upon reviewing the February 2017 Staff Reports.

NEW BUSINESS:

A. Town Manager’s Report- February 2017:

1. Resolution R-2017-002 - The Town Manager asked Council to consider adopting Resolution R-2017-002, a Resolution of the Town Council of the Town of Bowling Green, Virginia, authorizing the issuance and sale of its bond anticipation note, series 2017 in an aggregate principal amount not to exceed \$4,000,000, and the execution and delivery of certain documents prepared in connection therewith.

On Motion by Mr. McDearmon and a second by Mr. Hauser, Council voted to adopt Resolution R-2017-002 Resolution of the Town Council of the Town of Bowling Green, Virginia, authorizing the issuance and sale of its bond anticipation note, series 2017 in an aggregate principal amount not to exceed \$4,000,000, and the execution and delivery of certain documents prepared in connection therewith.

Roll call vote:

McDearmon.....Aye	Wright.....Aye
Gaines.....Aye	Hauser.....Aye
Coleman.....Aye	Davis.....Aye
Rowe.....Aye	

2. Water Treatment and Metering Project - The Town Manager reported that the contract with Dewberry Engineering has been signed and work on the project has started. The consultant will be working with staff and the Water, Sewer and Trash Committee to develop alternatives and bring recommendations to Town Council. The project is expected to take about five months to complete.

3. Update on Interim Financing for Route 301 Refinance and South Main Street Sewer Project - Mr. Manster reported that on the agenda for the Council meeting was a public hearing, held earlier in the meeting, on the Interim Financing Borrowing from Carter Bank. Documents have been prepared by Bond Counsel. Closing on this interim financing should then occur shortly thereafter.

4. South Main Street Sewer Line Replacement Project - Mr. Manster advised that the contract with Reid Engineering has been signed and Reid had begun work on the project. The first step is to accomplish surveying of the project area and developing accurate topographic maps. The current Maury Avenue/White Street sewer replacement project will be integrated with this larger project.

5. Replacement of Sewer Line on White Street and on Maury Avenue between White Street and Elliott Drive - Mr. Manster advised that Mullen Inc. of King George began work on the project on time as indicated on February 20th. The project is scheduled to take three weeks to complete. Because of meetings with VDOT and placement of the pipes in the shoulder of the street, the cost of the project has been reduced by about \$10,000. Updates will be provided to Council members as the project progresses.

6. Bowling Green Community Farmers Market - Mr. Manster reported that the Farmers Market will open every Saturday from 9:00 AM until 1:00 PM beginning Saturday, April 1st and will conclude with the Harvest Festival on Saturday, October 21st.

Mr. Manster advised he received a letter of interest from Jeff Voit of 139 Courthouse Lane in becoming a member of the Bowling Green Planning Commission. He asked Council to consider appointing Mr. Voit to the Planning Commission left vacant by Martin Hauser’s election to Town Council.

Matt Rowe questioned why Council was not holding an interview before appointing a new commission member as has been customary in the past.

On Motion by Mr. McDearmon and a second by Mr. Gaines, Council voted to appoint Jeff Voit to the Bowling Green Planning Commission.

Roll call vote:

McDearmon.....Aye	Wright.....Aye
Gaines.....Aye	Hauser.....Aye
Coleman.....Aye	Davis.....Aye
Rowe.....Abstained	

Mr. Rowe abstained from the vote because an interview of the Planning Commission candidate had not been held.

Mr. Manster stated that the Town has received notification from DEQ that the Town is in full compliance of the Chesapeake Bay Act with no conditions.

Mr. Manster reported to Council that two of the sand filters at the waste water treatment plant needed to be repaired. The best estimate the Town received is \$115,000. The Town Manager is asking for authorization by Council to transfer the funds from the “Lock Box” account into the general operating account to pay for the expenditure.

On motion by Mr. Wright and a second by Mr. Hauser, Council approved transferring \$115,000 out of the “Lock Box” account and into the general operating account to repair the sand filters at the Waste Water Treatment Plant. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

The Mayor mentioned that he had a casual conversation with Jeff Sili about the Town County Sewer Agreement.

Note Purchase Agreement for Borrowing/Debt Refinance – Town Manager requested Council adopt this agreement for the interim financing.

On Motion by Mr. Hauser and a second by Ms. Davis, Council voted to adopt Note Purchase Agreement for Borrowing/Debt Refinance.

Roll call vote:

McDearmon.....Aye	Wright.....Aye
Gaines.....Aye	Hauser.....Aye
Coleman.....Aye	Davis.....Aye
Rowe.....Aye	

The Mayor advised that he had met with the Arts Commission. Three members were present. The Mayor expressed his concerns on how they were spending their money. He let them know that the \$5000.00 that they received from the Town might not be available every year. The Mayor stated that he had pulled the John Cephas Piedmont Blues Festival from the Arts Commission and has given it to the Events Coordinator. At the meeting Jay Johnson resigned from the Arts Commission.

The John Cephas Piedmont Blues Festival: The Mayor asked Council their thoughts on the Blues Festival. Council held a lengthy discussion noting the positives and negatives of the previous Piedmont Blues Festivals. Council decided not to hold the John Cephas Piedmont Blues Festival this year, but will consider perhaps making changes and holding it in future years.

On motion by Mr. Wright and a second by Ms. Davis, Council voted not to hold the John Cephas Piedmont Blues Festival in 2017. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

Ms. Jordan stated that she will draft a letter letting the family know of the decision.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Matt Rowe - Mr. Rowe reported that the **Public Health, Safety, and Personnel Committee** met last week and talked about the vacancies that the Town has for Town Manager and Public Works Director. The committee also met with Wendy Jones about the nature of policing in Bowling Green. He stated that following a meeting with Sheriff Lippa, the committee recommends the Town not make any changes to the Police Department at this time.

B. Jean Davis – Ms. Davis reported that Bowling Green Planning Commission voted to appoint Valarie Coyle as Chairman and Gene Self as Vice-Chairman. She had no report on the **Budget Committee**.

C. Mary Frances Coleman – Ms. Coleman advised that the **Building and Grounds Committee** met on February 8th and recommends that Council not allow sub-leasing of Town Hall. She noted that there are a lot of improvements that need to be done to the Hall including: repairing or replacing the side doors, painting, refinishing floors, and replacing broken propane heaters. Ms. Coleman and Mr. Wright are asking Council to approve raising the price to rent Town Hall to \$575.00 with the additional \$75.00 being set aside to make improvements to the Hall. The committee recommended that the four “Welcome to Town of Bowling Green” signs be repainted and that Katie Boltz be hired to repaint the signs with Public Works painting the posts.

On motion by Ms. Coleman and a second by Mr. Wright, Council voted to increase the price of renting Town Hall from \$500.00 to \$575.00. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

D. Martin Hauser – Mr. Hauser reported that **Ordinance, Licenses, and Permits Committee** has not yet met.

Mr. Rowe stated that he has an ordinance on mixed use that he would like the Committee to take a look at.

Mr. McDearmon asked if the Town has Ordinance in place to cover an Airbnb in the Town. The Town Attorney said that she would look into the matter.

E. Mark Gaines – Mr. Gaines reported that the **Streets and Sidewalks Committee** met and compiled a list of the sidewalks that need to be repaired and curbs to be painted. The Committee also investigated the blind spot at Ms. Cannon’s house.

F. Otis Wright - Mr. Wright reported that the project status board is hanging and up to date with all current projects as requested by the **Water, Sewer and Trash Committee**.

G. Glenn McDearmon - Mr. McDearmon stated that the **Economic Development, Activities, and Tourism Committee** has not met but that there is a meeting scheduled for the end of the month.

CLOSED SESSION: At 10:19 P.M., on Motion by Mr. McDearmon, 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 and consideration of appointment, duties, performance, salary and hiring of Town Manager, as well as the appointment of interim Police Chief. Voting aye: McDearmon, Wright, Gaines,

Hauser, Coleman, Davis and Rowe.

OPEN SESSION: At 10:55 P.M., on Motion by Mr. Rowe, seconded by Mr. Wright, Council voted to come out of closed session. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

CERTIFICATION: Council voted to certify 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:

McDearmon.....Aye	Wright.....Aye
GainesAye	HauserAye
Coleman.....Aye	DavisAye
Rowe.....Aye	

ADJOURNMENT: There was a motion made by Mr. Rowe and a second by Mr. Wright, to adjourn at 10:59 P.M. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.