

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

February 2, 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, Town Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Acting Chief Wendy Jones, and Town Attorney Andrea Erard

AUDIENCE: Jo Elsa Jordan, Jeff Voit, and Bonnie Cannon

The Mayor called the meeting to order at 7:32 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 Co-ordinator - The Haygood family sent an email to Ms. Jordan expressing their highest gratitude to Bowling Green Town Council and the Town of Bowling Green for the continued support for the memorial race for Mark Haygood, and are very pleased with the progress of the playground and the pavilion. With the progress on the pavilion and the decline in participants the family has elected not to have the Festival of Feet race this year.

Ms. Jordan stated that she and the Mayor met with the owners of the Old Mansion and have set a date for the 2nd Annual Bowling on the Green Virginia Wine Festival. It will be held on Saturday, July 1, 2017 from 1:00PM to 6:00PM. The owners were very pleased with last year's event and are looking forward to a bigger and better event this year. There is going to be a website: www.bowlingonthegreen.com. On the home page there will be basic information on the event, some history on the Old Mansion and advance ticket sales.

Ms. Jordan advised that she is working with the Town of Bowling Green, Town of Port Royal, Caroline County, and Fort A.P. Hill on a series of events starting on May 29, 2017 celebrating the 100th anniversary of World War I and 75th anniversary of World War II.

The State History Mobile will be here at Town Hall on September 20th, 21st, and 22nd. Kids from Caroline County Public Schools will be coming in to tour the history mobile Fort A.P. Hill will have story boards on display. This event is open to the public. Ms. Jordan stated that concurrently she is working in partnership with Caroline County, King George, Dahlgren, and Fort A.P. Hill to target marketing on the 301 Corridor.

Ms. Jordan also reported that she is working with Stacy Martin the Development Specialists for Virginia Tourism Corp to generate business in and awareness of Bowling Green.

PUBLIC COMMENTS:

Bonnie Cannon, 123 S. Main St. - would like to see if something can be done with the traffic in front of her house. She would like to have no parking zone posted in front of her house. Her husband was involved in an accident on Christmas day, as a result of parked cars blocking his view from oncoming traffic. Luckily no one was hurt.

CONSENT AGENDA:

A. Bills – January 2017

A & M Home Center	198.06	Amerigas Fredericksburg	613.91
B&H Site Improvement Inc	477.00	BMS Direct	521.74
C W Warthen Company	441.48	Cintas Corporation	32.20
Cintas Of Richmond	404.44	Dominion Chemical Co.	354.80
Dominion Virginia Power	7041.58	Envirocompliance	2735.00
Erard, Andrea	1575.00	IBM Corporation	854.59
James, Mary	105.00	John Allison	315.00
Johnson’s Exterminating	615.00	K L Langford Excavating	3913.50
Matern Staffing	575.70	McGinley Michelle B	35.00
Mid-Atlantic Lab	180.00	On Site PC	619.56
Pro Shred Security	45.00	Rappahannock Elec Coop	457.62
Sensus Metering Systems	1665.98	SOSMetal Products	984.54
Staples Advantage	416.92	Stemmler Plumbing Repair	5850.00
The Caroline Progress	605.10	The Lincoln National	103.66
Treasurer Of Virginia	60.00	USA Blue Book	155.90
Verizon	271.07	Verizon Wireless	282.32
VUPS	36.75	Waste Management	6886.02
Webb, Emily	280.00	White Oak Electric	32528.25
Winding Brook Auto	103.40	Xerox Corporation	209.07

*Alford, Virginia	73.73	*Dolgen Corp #0483	5.69
*First Data Merchant Serv	4.84	*Johnson, Theresa Michelle	10.33
*Mallory, Michael Timothy	68.98	*Maury Heights Corp	21.66
*Porter, Marianiani L	42.01	*Rite Aid Of Virginia Inc	36.86
*Schools, Carroll Ray	25.00	*Cary, Crystal	150.00
*Watts, Theresea	7.90	*Wells Fargo Corporate	160902.50
*Matern Staffing	462.08	*Rappahannock Electric	150.00
*Watts, Whitney	50.00	*VISA	619.25
*Shell Fleet Plus	522.31	*Virginia Department	180.00

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

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

Upon Motion by Mr. Gaines with a second by Ms. Davis, 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 – January 2017

B. Police Department Report - January 2017 – Lt. Jones reported that there were 9 calls responded to by the Town Police; one involved a reportable crime (larceny).

Lt. Jones reported that the State Police website had been checked and no new sex offenders had been registered as residing in the Town.

Lt. Jones also stated that the Town Officers had given 3 summonses for speeding, two warnings for other traffic offenses. Eight warnings for fire lane and parking violations were given by the Town Police.

Deputies gave four warnings and no summons in Town for January 2017. There was no speed log conducted for the month.

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

NEW BUSINESS:

A. Town Manager’s Report- January 2017

Water Treatment and Metering Project: The Town Manager reported that the

Water, Sewer, and Trash committee met and recommends that Town Council sign a contract with Dewberry Engineering to complete this project. The Town Manager also advised that Dewberry is highly qualified and is highly recommended for the job. The Town Manager is requesting authorization to sign the contract.

On motion by Mr. McDearmon and a second by Mr. Hauser Town Council authorized the Town Manager to sign the contract with Dewberry Engineering for the Water Treatment and Metering Project. Roll call vote:

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

Update on Interim Financing for Route 301 Refinance and South Main Street Sewer Project: The Town Manager stated VML/VACO Finance has issued a Request for Proposals to financial institutions on behalf of the Town of Bowling Green in order to seek the best terms for the Town’s interim financing for the noted project. According to VML/VACO Finance, the best terms was presented by Carter Bank, with an interest rate of 1.4% for 18 months for just over \$4 million. The Town Manager requested authorization from Council to advertise for the public hearing.

On motion by Mr. Rowe and a second by Mr. McDearmon Council voted to authorize the Town Manager to advertise for Public Hearing. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

Forms for USDA funding for South Main Street and Refinancing Project:

There are a number of forms that need to be signed and submitted as part of the Department of Agriculture process. The Town Manager informed Council that there are a number of activities and forms that the Town Attorney and Town Manager will be reviewing and submitting for the loan process.

Contract with Reid Engineering for South Main St. Sewer Replacement Project:

The Town Manager stated that a contract for the engineering of the South Main Street Sewer Replacement Project has been prepared and reviewed. It is a “model”

document. The Town Attorney has reviewed it and has suggested some modifications, but due to the length of the process of the USDA to review and approve such adjustments has caused the Town to opt for signing the “model” document previously approved by the USDA.

Replacement of Sewer Line on White Street and on Maury Avenue between White Street and Elliott Drive.

The Town Manager reported there was a partial collapse of an older sewer line Maury Ave. between White St. and Elliott Dr. The Town solicited estimates from six contractors that the Town generally uses and has received two estimates. The estimate from Mullen, Inc. from King George County has been accepted after the Water, Sewer and Trash Committee was consulted. The collapsed line was considered an “emergency” situation that needed to be addressed. The Town Manager also advised that the lines are being pumped out twice a day to minimize the inconvenience to the residents in that area. The estimate to replace the sewer line is \$97,543. The contractor is looking at the possibility of removing the sewer line from under the street to a location in the shoulder of the noted streets. The Town Manager requested authorization from Town Council to use funds from the “lock box” to provide for replacement of this sewer line. The project may also require additional funds since the connection into the Milford Street line will also have to be completed, and it was not part of the original estimate. Funds allocated for paving may be able to be used for this purpose if the new lines can be placed in the shoulder of the street.

On Motion by Mr. Wright and a second by Mr. McDearmon Council voted to authorize the Town Manager to use funds from the “lock box” to pay for replacement of sewer lines.

Roll call vote:

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

Employee Health Benefit-Medical, Dental and Vision Insurance:

The Town Manager stated that due to the closing of Peumansend Creek Regional Jail (PCRJ), the Town has had to solicit proposals for medical insurance for employees. The Town Manager met with the Public Health, Safety, and Personnel Committee as well as the Budget Committee agreed on with a plan from United Healthcare. This plan is comparable to the one the employees had. The new plan will cost about \$536.41 and the old one cost \$531.45 per month per employee through PCRJ. The Town Manager stated that the Budget Committee and the Public Health, Safety, and Personnel Committee will continue to review personnel policies in an effort to provide benefits for staff in a manner that is affordable for the Town. This will be accomplished during the budget preparation process. The Town Manager also advised that today the Town was notified that the premium is going to go down about \$100.00 lower per month. The new plan was effective 02/01/2017.

The Town Manager also advised that the Town Manager and the Superintendent of Public Works positions have been advertised twice in the Richmond Times Dispatch and on various websites. The application period closes on February 28th for the Town Manager position.

The Town Manager informed Council that an advertisement for volunteers to serve on the Planning Commission had been published in the Caroline Progress.

The Town Manager stated that the Town is currently soliciting proposals for work to be done on the roof of the Public Works building. He hoped the work would be within the constraints of our current budget.

The Town Manager said there is a chance that there might be an infrastructure stimulus package coming from the Federal Government. For an additional \$10,000 - \$12,000 the consultants that the Town is currently working with can present an estimate on replacing all water lines in Town. The Town Manager thinks that having a prepared estimate might create an advantage for the Town. The Town Manager would like to know if Council would be interested in taking \$10,000 to \$12,000 out of its reserves to prepare the study that would allow the Town to determine the actual cost of replacing certain water lines in the Town of Bowling Green. Council decided not to do that at this time and instead wait to see what Congress is going to do. If Congress acts quickly, Council will retroactively authorize the Water, Sewer, and Trash Committee along with the Town Manager to activate this study so that Council does not have to wait for Town Council meeting.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health, Safety and Personnel - Mr. Rowe reported that the health care plan chosen is the one that was most similar to the previous plan. He noted that there are 3 vacancies on the Planning Commission. He stated that they need to be filled as soon as possible. Currently, there are only 4 members on the Planning Commission and 4 members are required for a quorum.

The Superintendent of Public Works position has been advertised as well as the Town Manager position. Both positions will close on February 28, 2017. Mr. Rowe stated that there are a couple of applications for the Town Manager job and one application for the Superintendent of Public Works.

He informed Council that Wendy Jones had been appointed the Acting Chief of Police. He noted it is required to have a Chief of Police to meet state obligations. Mr. Rowe stated that there are council members that want to have a discussion on the nature of our police force. Following those discussions Council will know how to move forward in regards to the Police Department.

B. Water, Sewer and Trash – Mr. Wright reported that he will be making changes to the WWTP. He wants to have a board that lists the projects that are in the works. He will be going to the plant weekly to check the status of maintenance and ongoing projects.

C. Ordinance, Licenses, and Permits – Mr. Hauser reported that he and Ms. Coleman had not met yet.

D. Streets and Sidewalks – Mr. Gaines reported that he and Ms. Davis had not met yet. He advised that VDOT will be at the March meeting. David Beale will be the VDOT representative present.

E. Buildings and Grounds – Ms. Coleman advised that she and Mr. Wright had not had a chance to meet but they do plan on meeting. They will be looking into the rental rates for the Hall and the use of the pavilion. They will also address the 4 entrance signs into the Town of Bowling Green.

F. Budget – Ms. Davis reported that the committee met and talked about the health insurance.

G. Economic Development, Activities, and Tourism – Mr. McDearmon stated that there has not been an EDA meeting as of yet.

Mr. Rowe asked if he needs to present a letter from the Town when he goes to the office of the Clerk of the Circuit Court to be sworn in. The Town Manager stated that he

did.

The Mayor thanked Council members for attending the Community Leaders event at Fort A.P. Hill.

The Mayor stated that he will be meeting with the Arts Commission very soon and will have a report on the Arts Commission at the March meeting.

The Mayor advised that there needs to be a vote by Council to appoint Mr. Rowe to the EDA.

On motion by Ms. Davis and a second by Mr. Gaines Council voted to have Mr. Rowe on the EDA. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

ADJOURNMENT: There was a motion made by Mr. McDearmon and a second by Mr. Gaines, to adjourn at 8:55 P.M. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.