

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
WORK SESSION
MINUTES

December 21, 2016

MEMBERS PRESENT: Mayor-Elect Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Daniel Webb, Jean Davis, Mary Frances Coleman, and Matt Rowe.

MEMBERS ABSENT: Mayor David Storke

OTHERS PRESENT: Town Manager Stephen Manster, Town Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Town Attorney Andrea Erard, Member Elect Mark Gaines, and Member Elect Martin Hauser

AUDIENCE: Tammy Gaines and Susan Minarchi - Clerk of the Circuit Court

The Vice-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.

Vice-Mayor McDearmon noted that a retirement breakfast for Mr. Manster had been held earlier in the day. He stated that Mr. Master had been with the Town for 10 years and expressed his appreciation for the guidance and wisdom Mr. Manster had shared with the Town during his time as Town Manager. He wished the Town Manager the best in his future endeavors.

Susan Minarchi, Clerk of the Circuit Court, administered the Oath of Office for Mayor – Elect Jason Satterwhite, Members Elect Mark Gaines and Martin Hauser, and Re-elected Members Otis Wright and Glenn McDearmon. The terms for the newly elected Mayor and Council Members begins January 1, 2017.

Vice-Mayor McDearmon welcomed the new members to Council.

CLOSED SESSION: At 7:43 P.M. on motion by Mr. Rowe, seconded by Ms. Davis, Council voted to go into Closed Session in accordance with Va. Code § 2.2-3711(A)(1) for the purpose of discussion and consideration of the duties, assignment, promotion, salaries, and hiring of Town Manager.

Mayor _____ Clerk _____

At 8:05 P.M. on motion by Mr. Wright, seconded by Mr. Rowe, Council voted to come out of Closed Session in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia for the purpose of discussion and consideration of the duties, assignment, promotion, salaries, and hiring of Town Manager.

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:

Satterwhite.....Aye	Rowe.....Aye
DavisAye	ColemanAye
WebbAye	McDearmonAye
WrightAye	

Town Attorney Andrea Erard briefed Council on various topics that are pertinent to their roles as public figures. Topics discussed included the following:

- ❖ The Virginia Freedom of Information Act requires that all meetings be open to the public and all documents that are used in transaction of public business be accessible to the public.
- ❖ During Closed Sessions the Mayor, Council members, Town Attorney and Town Manager are permitted to meet with no minutes being taken. No action is permitted while in Closed Session. Council is limited to talk specifically about what is stated in the motion. Once the closed session is over Council has to certify that while in Closed Session only the specified topic was discussed. It is important while in Closed Session to stay on topic.
- ❖ It is not a good idea for public figures to make promises to citizens stating that they will do or can take a specific action.
- ❖ The Town Attorney represents every Council member. Council members can call, text, or email the Town Attorney. The Mayor is her point of contact.
- ❖ Proclamations are civic-minded, feel-good items that the Mayor usually signs. They do not have to be approved by Council.
- ❖ Council speaks and takes action through motions, resolutions, and ordinances.
- ❖ A resolution can be approved at any time.
- ❖ An Ordinance has to be advertised and a public hearing held. The ad has to run once a week for two weeks with a week in between.
- ❖ Both ordinances and resolutions must have a roll call vote, which means each member votes individually.
- ❖ Dillion’s rule states that local governments only have the authority that is expressly given to the locality to do or is necessarily implied.

- ❖ A lawful meeting is one that is called properly, noticed properly, conducted properly, a quorum is established, and minutes are recorded.
- ❖ Council members are not to gather in groups of three or more and discuss town business.
- ❖ Committee meetings are public meetings that are to be posted.
- ❖ Once the agenda is distributed to members of Council the public needs to be able to access it as well.
- ❖ On a FOIA record request there is a 5 business day turnaround. If it is a lot of paperwork, it can be extended for an additional 7 business days.
- ❖ All Council members should have a Town email address and use it for all Town business correspondence.

The Town Attorney stated that she looks forward to working with Council and the new Mayor.

ADJOURNMENT: Upon motion by Ms. Davis, seconded by Mr. Satterwhite, Council voted to adjourn the meeting at 9:11 P.M.