

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

December 1, 2016

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

MEMBERS ABSENT: None

OTHERS PRESENT: Town Manager Stephen Manster, Town Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Police Chief Steve Hoskins, and Town Attorney Andrea Erard

AUDIENCE: Jo-Elsa Jordan, Mark Gaines, and William Stanley

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/PUBLIC COMMENTS:

Jo-Elsa Jordan- Town Of Bowling Green Events Coordinator:

Ms. Jordan reported that the Fall Clean Sweep on November 19<sup>th</sup> was a success. There were 30 Town residents with yard sales and 8 Caroline County residents with yard sales in the Town Hall parking lot. Ms. Jordan also reported that two trucks for Goodwill were filled with donations.

She stated that the Christmas Parade of Lights will be on Dec 10. Ms. Jordan advised that she hand delivered letters to the residents on Maury Ave with a 20% off coupon from Roma's.

Roma's will be hosting the awards ceremony after the parade. Ms. Jordan advised that Mr. Rowe and Mayor Storke are going to be helping her with the parade this year. The judges will be Lt. Colonel Jordan and Sgt. Major Parker of Fort A. P. Hill, Dr. George Parker, Superintendent of Caroline County Schools, and Mayor-elect Jason Satterwhite. She stated that at this time we have 30 entries for the parade. Maury Avenue will be closing at 3:00 P.M. and Main St. will close at 5:00 P.M. Ms. Jordan advised that she has met with Lt. Jones and the Police Chief about the street closings.

Ms. Jordan advised that 2016 was a successful year for events. She said that she was looking forward to meeting with the Town Manager, and the new Mayor to see what 2017 will be bringing. Mr. McDearmon thanked her for all her hard work.

The Mayor called for additional public comments. Hearing none, he closed the public comments portion of the meeting.

CONSENT AGENDA:

**A. Bills – November 2016**

<b>A &amp; M Home Center</b>	<b>204.06</b>	<b>Applied Industrial</b>	<b>2619.57</b>
<b>BMS Direct</b>	<b>1922.64</b>	<b>Bowling Green Auto Parts</b>	<b>116.47</b>
<b>Caroline Garage</b>	<b>91.20</b>	<b>Cintas Corporation</b>	<b>25.41</b>
<b>Cintas Of Richmond</b>	<b>492.15</b>	<b>Coleman, Johnson</b>	<b>100.00</b>
<b>Coleman, Mary Frances</b>	<b>600.00</b>	<b>Coyle, Valarie</b>	<b>100.00</b>
<b>Coyle, Valarie</b>	<b>45.36</b>	<b>Davis, Jean</b>	<b>600.00</b>
<b>Davis, Jean</b>	<b>100.00</b>	<b>Envirocompliance Lab, Inc</b>	<b>1560.00</b>
<b>Erard, Andrea</b>	<b>1575.00</b>	<b>Flores, Armando</b>	<b>100.00</b>
<b>G &amp; G Milford Farm</b>	<b>156.52</b>	<b>Hauser, Martin</b>	<b>125.00</b>
<b>IBM Corporation</b>	<b>854.59</b>	<b>James, Mary</b>	<b>175.00</b>
<b>John Allison</b>	<b>210.00</b>	<b>Johnson's Exterminating</b>	<b>715.00</b>
<b>K L Langford Excavating</b>	<b>2958.00</b>	<b>McDearmon, Glenn</b>	<b>600.00</b>
<b>McGinley Michelle B</b>	<b>70.00</b>	<b>Memorable Moments</b>	<b>215.00</b>
<b>Mid-Atlantic Lab</b>	<b>60.00</b>	<b>Minor &amp; Associates</b>	<b>1496.25</b>
<b>On Site PC</b>	<b>99.00</b>	<b>Power &amp; Flow Solutions</b>	<b>3978.70</b>
<b>Pro Shred Security</b>	<b>45.00</b>	<b>Rappahannock Electric Coop</b>	<b>230.03</b>
<b>Revize LLC</b>	<b>1800.00</b>	<b>Rowe, Matthew</b>	<b>600.00</b>
<b>Rydin Decal</b>	<b>316.30</b>	<b>Satterwhite, Jason</b>	<b>600.00</b>
<b>Seal, Justin</b>	<b>157.50</b>	<b>Self, Gene</b>	<b>100.00</b>
<b>SOSMetal Products</b>	<b>245.07</b>	<b>Staples Advantage</b>	<b>292.39</b>
<b>Storke, David</b>	<b>900.00</b>	<b>The Lincoln National</b>	<b>91.40</b>
<b>The UPS Store</b>	<b>486.50</b>	<b>Treasurer Of Virginia</b>	<b>731.45</b>
<b>USA Blue Book</b>	<b>392.75</b>	<b>Verizon</b>	<b>264.92</b>
<b>Verizon Wireless</b>	<b>170.74</b>	<b>Waste Management</b>	<b>6800.76</b>
<b>Webb, Chad</b>	<b>100.00</b>	<b>Webb, Daniel</b>	<b>600.00</b>
<b>Webb, Emily</b>	<b>245.00</b>	<b>White Oak Electric</b>	<b>832.60</b>
<b>Wright, Otis</b>	<b>600.00</b>	<b>* At Once Staffing</b>	<b>810.53</b>
<b>*Cherry's World Imports</b>	<b>54.00</b>	<b>*Richmond Times Dispatch</b>	<b>1415.40</b>
<b>*The Free Lance Star</b>	<b>1032.40</b>	<b>*VISA</b>	<b>1464.72</b>
<b>*VISA</b>	<b>76.98</b>	<b>WBQB/WRVA Radio</b>	<b>1500.00</b>
<b>*Virginia Museum Of</b>	<b>125.00</b>	<b>*At Once Staffing</b>	<b>1249.88</b>
<b>*Beazley Judy</b>	<b>150.00</b>	<b>*Carrington, Davina</b>	<b>150.00</b>
<b>*Dominion Virginia Power</b>	<b>156.33</b>	<b>*Jackson, Viola</b>	<b>150.00</b>
<b>*John Allison</b>	<b>525.00</b>	<b>*Johnson, Makeshia</b>	<b>80.00</b>
<b>*On Site PC</b>	<b>1224.96</b>	<b>*Shell Fleet Plus</b>	<b>432.25</b>
<b>*The Free Lance Star</b>	<b>661.72</b>	<b>*Total Power Sweeping Ser</b>	<b>1500.00</b>
<b>*Verizon Wireless</b>	<b>40.01</b>	<b>*VUPS</b>	<b>33.60</b>

**\*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. Webb, Council voted to approve the Consent Agenda with several changes to the minutes as noted in a memo prepared by Ms. Lewis, Town Treasurer. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.**

STAFF REPORTS: The following informational items were noted:

A. Town Hall Rentals Report – November 2016

There was no discussion upon reviewing the November 2016 Staff Report.

NEW BUSINESS:

A. Police Department Report – November 2016– The Police Chief reported that there had been one reportable crime, a domestic that had occurred in the Town of Bowling Green for the month of November. There were 8 calls reported for the month, none of which required investigation. All were routine. The Chief reported that the State Police website had been checked and one new sex offender had been registered as residing in the Town. He stated that the Town Officers had given eight summonses for speeding, three warnings for other traffic offences. Deputies gave three warnings and one summons in Town this month. There was no speed log conducted for the month.

Police Chief discussed the incident that happened on Tuesday night. Deputies and State Police were involved in a high speed chase. The State Police attempted to stop the vehicle at the 111 mile marker on the Interstate. They ended up wrecking on 301 and 4 juveniles ran from the scene. Mr. Satterwhite advised that his neighbor called him to see why he had police with flashlights in his front yard. He also wanted to know if a Caroline Alert was sent out. The Chief stated that when something like that is going on the dispatchers are every busy and things are happening so fast that they were unable to send out an alert. Mr. McDearmon stated that he understood the protocol and wanted to make sure an alert was sent out.

The Mayor reported that the Police Chief had decided to retire at the end of the month. The Mayor thanked him for all his 13 years of dedicated service to the Town. The Chief stated that he came to work with the Town on November 1, 2003. The Chief stated that he was retiring due to health issues. The Chief thanked Council, the Mayor, and the Town Manager for their support.

B. Clerk/Treasurer’s Report – November 2016 – The Town Treasurer reported that the Personal Property and Real Estate taxes are due Monday, December 5, 2016, and that

the office will be open until 6:00 P.M. on Thursday, Friday, and Monday for the convenience of all taxpayers.

Ms. Lewis reported that the new shared server was installed over the weekend. The shared server will allow staff to share documents internally on a designated drive. She noted that installation of the server was phase 3 of the Records Management and Organization plan that she implemented back in June. She noted that that office staff will begin scanning and digitally archiving Accounts Payable, Personnel and legal documents as early as next week.

Ms. Lewis distributed the Commemorative Election lapel pins made available by Kathy McVay, the Voter Registrar.

C. Town Manager's Report- November 2016 – Mr. Manster noted that he would be reporting on two extra items that were not included in the report distributed in Council's Packets.

Mr. Manster introduced William Stanley, the Town's licensed operator for water and sewer systems. Mr. Manster stated that Mr. Stanley was present to talk with Council about correspondence and ongoing discussions with DEQ and the investigation of the sewage discharge that occurred a year ago.

Mr. Stanley reported that there had been a couple of poor test readings that were a result of (collection procedure) rather than water quality. He noted that the Town had invested a good bit of money in its sewage treatment plant. Several months ago the Town modified its budget and allocated \$100,000 to purchase a new bar screen. All these activities have amounted to DEQ asking that the Town sign a consent order as well as pay a fine of \$4200.00. Mr. Manster assured Council that all of the items have been taken care of with the exception of the bar screen, which has been ordered and should be in by the end of February 2017.

The Town Attorney advised that the fine was \$6000.00 and has been negotiated down to \$4200.00. The Town Manager and the Town Attorney have met with the DEQ and DEQ is very satisfied with the actions the Town has taken. William Stanley has been working with staff and DEQ on getting employees properly trained and equipment in working order to prevent this from happening again. New oxidation ditch elements and new ultraviolet lights have been installed at the Waste Water Treatment Plant. Mr. Stanley suggested the Town go ahead and sign the consent order and pay the fine of \$4200.00. The Town Attorney advised that even though the Town has fully complied with this it is pretty standard operations procedure. She advised that the DEQ is in no way picking on the Town and explained that localities are rated according to accumulated violations. When it hits a certain level, they ask you to sign the consent order and pay a fine.

**ON MOTION by Mr. Satterwhite, second by Mr. Wright, Council voted to authorize the Town Manager to sign the consent order and pay the fine of \$4200.00. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis and Rowe.**

Mutual Aide Agreement: The Town Manager advised that at the last Board of Supervisors meeting the Mutual Aide Agreement was approved by Caroline County with one change. The word EMERGENCY was inserted before every mention of the word “Mutual Aide”. He explained that the Town can only contact the County if there is an emergency and if they have the manpower, they will help out.

The Town Attorney advised that during this time of transition that Council sign the agreement.

**On Motion by Mr. McDearmon and second by Mr. Satterwhite Council voted to authorize the Mayor to sign the agreement. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.**

Refuse Collection: The Town Manager said that the first day of the new trash and recycling collection schedule had occurred. Residents of Bowling Green received two separate notifications by mail (one from the Town and one from Waste Management) and two advertisements appeared in the Caroline Progress. A Notice was also posted on the Town web site and facebook page. He stated that to his knowledge there had been no issues other than the people that forgot collection was on a new day.

Resolution to Adopt Caroline County Emergency Operations Plan R-2016-009: The Town Manager advised that the Town is periodically asked to adopt the Caroline County Emergency Operations Plan. The Council has done this a number of times in the past. The Plan has recently been reviewed and revised and adoption is again necessary. With the adoption of the Plan, the County is given authorization to provide emergency services within the Town of Bowling Green during a declared emergency. The Plan serves as the “organizational and legal basis for emergency operations in a disaster in the County and is compliant with all State and Federal requirements”. Without adoption of this Plan, the County would not automatically be designated as our emergency services provider and the Town would be expected to prepare and adopt our own Plan for emergency services.

The Town Manager noted that accompanying this report was a copy of the “Basic Plan” that Council is being asked to adopt. The full Plan contains specific strategies and activities that would be undertaken during specific types of declared emergencies. A CD has been provided to the Town Manager with the complete Plan if Council members wish to review the entire document. In addition, a proposed Resolution to adopt the Plan is also provided for your consideration. The Town Manager recommended that Town Council adopt the Caroline County Emergency Operations Plan by approving the accompanying Resolution as we have done in the past several years.

**On motion by Mr. McDearmon, second by Mr. Satterwhite, Council voted to Adopt the Caroline County Emergency Operations Plan. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis and Rowe.**

USDA Refinancing and Borrowing: The Town Manager stated he had informed Town Council at its last meeting that funds have been allocated to the South Main Street Sewer Line Replacement project. A total of \$6,136,000 had been set aside for the South Main Street and Refinancing project. However, closing on the loan itself cannot take place until after the bid for the construction portion of the project has been awarded. For this reason, the Town Manager has begun investigating the possibilities of obtaining “Interim Financing” for the project. This will enable the Town to pay for engineering costs and also to remove itself from the VML loan for the Route 301 project at an earlier date. This will have financial benefit for the Town. One distinct possibility for interim financing is through working once again with VML. The group has a specific program for interim financing at very low interest rates for this type of short-term borrowing. The current rate for this interim financing is several percentage points below our current long-term borrowing rate with the VML bond pool. Mr. Manster asked for Council’s authorization to continue to pursue this financing mechanism in close cooperation with Council’s Budget Committee. Hopefully we can bring a recommendation back to Council at its next meeting.

**Upon motion by Mr. Wright, seconded by Ms. Davis, Council voted to authorize the Town Manager to proceed with investigation of short term interim financing for the S. Main St. sewer line replacement project and 301 debt refinance. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis and Rowe.**

USDA Search Grant for Water Treatment and Metering: Mr. Manster informed Council that the Town had recently been awarded \$30,000 for the study of replacing older water meters. Mr. Manster requested authorization from Town Council to seek statements of qualifications from selected engineers to accomplish this preliminary engineering and environmental study. He stated that it would help the Town obtain the best services to accomplish this important study. The Town Manager will work with the Water, Sewer and Trash Committee to make a recommendation to Town Council as quickly as possible.

**Upon motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to authorize the Town Manager to seek statements of qualifications from selected**

**engineers that specialize in these types of studies. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis and Rowe.**

Leaf Collection: Mr. Manster informed Council that leaf collection has begun and will continue into January. Residents are asked to rake their leaves out to the curb at any time. People are asked not to block the sidewalk with leaves, and not to block drainage inlets or drainage grates. Piles of leaves should not contain tree branches or any other items that may damage the vacuum system or hinder the leaf pick-up operation.

In the packet there is a complimentary letter from Jim Day thanking our Public Works employees for a great job on leaf pickup.

Planning Commission: The Town Manager reported that Valerie Coyle just finished the Certified Planning Commissioner Program. She thought it was a great class and encourages other members to take the class. The Town Manager advised that there are two vacancies on the Planning Commission and will advertise to fill these vacancies.

The Yellow Dot Program: Mr. Manster stated that the program is for seniors. He said that a yellow dot sticker is placed inside the rear glass on the driver's side of the car. In an emergency, first responders know to look in the glove box to get pertinent information about the seniors' medications and health that is listed on a yellow form inside the glove box.

Mr. Manster advised Council that a ribbon cutting and Grand Opening for Expert Auto on Rt. 301 had been scheduled for 10:00 A.M. on Friday, December 2, 2016.

The Town Attorney asked Council to schedule a work session for December 19, 2016 at 7:00 PM to meet with the new Mayor and newly elected Town Council so that she could brief them on meeting procedures. She said that she would also discuss the topics of Freedom of Information Act and Conflict Of Interest Act. The Clerk of the Circuit Court will be present to administer the Oath of Office to all newly elected officials.

**ON MOTION by Mr. Satterwhite, seconded by Mr. Rowe, Council voted to hold a training work session on December 19 at 7:00 P.M. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, And Rowe.**

R-2016-008- Resolution for Daniel Webb.

The Mayor presented Councilman Webb with a plaque of appreciation for his service on

Council. He then read and asked Council to adopt resolution R-2016-008, a resolution expressing appreciation to Mr. Webb for all that he had accomplished during his 10 years on Council.

**ON MOTION by Mr. Satterwhite, seconded by Mr. Wright, Council voted to Adopt Resolution R-2016-008. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis and Rowe.**

The Mayor thanked Mr. Satterwhite for agreeing to run and serve as Mayor. He said Mr. Satterwhite had done a fantastic job serving on Council and that he appreciates his stepping up into the position of Mayor. Mayor Storke addressed all of Council and said it has been a supreme pleasure serving with them. He said that together they had done so many great things and put the Town in a good spot. The Mayor thanked the staff and said he felt very comfortable leaving knowing things were working well. Mayor Storke then thanked the Town Attorney, and said that she had made his life much easier. Addressing Mr. McDearmon, he stated that he had been an awesome Vice Mayor. Mayor Storke strongly recommended that Town Council reappoint him as Mr. Satterwhite's Vice Mayor. Finally, Mayor Storke commented on his relationship with the Town Manager and expressed his appreciation.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health, Safety and Personnel Mr. Rowe stated that the Personnel Committee had been very busy. They have selected a top candidate for the Town Manager position and are currently negotiating with that candidate. Mr. Rowe stated that he and Mr. Wright have met to discuss filling the Police Chief position following Chief Hoskins' retirement and would like to discuss with all of Council the best way to move forward.

B. Water, Sewer and Trash – There was no report from the Water, Sewer and Trash Committee

C. Ordinance, Licenses, and Permits – Mr. McDearmon asked that a reminder to residents to clear sidewalks in front of their homes following a snow fall be added to the back of the water bill. Ms. Lewis said she would add the reminder on to the next water bill.

D. Streets and Sidewalks – There was no report from the Streets and Sidewalks Committee.

E. Buildings and Grounds – There was no report from the Buildings and Grounds Committee.



Mr. Webb also thanked the Mayor for a great job and stated that he has enjoyed his 10 years serving with him.

Mr. Satterwhite presented the Mayor with a plaque. He also thanked the Mayor for the fantastic job he has done.

The Town Manager thanked Council for the leadership, support and guidance that you provide to your staff. He stated that he had been working with local governments for the last 50 years and the Mayor and Town Council in the Town Of Bowling Green are one of the best governing bodies he has worked with.

Mr. McDearmon stated that Town Manager has been a great asset to Council as well as a great financial person.

The Mayor asked if there was a motion to go into closed session 2.2-3711 (A)(1) of the Code of Virginia for the purpose of discussion and consideration of the duties, assignment, promotion, salary, and hiring of Town Manager.

**CLOSED SESSION:** At 9:01 P.M., on Motion by Mr. Rowe and a second by Mr. Wright 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 and salary of Town Manager Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis and Rowe.

**OPEN SESSION:** At 9:49 P.M., on Motion by Mr. Satterwhite, seconded by Ms. Davis, Council voted to come out of Closed Session. Voting aye: McDearmon, Wright, Satterwhite, Webb, 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:

Satterwhite.....Aye	Rowe.....Aye
Davis .....Aye	Coleman .....Aye
Webb .....Aye	McDearmon .....Aye
Wright .....Aye	

On Motion by Mr. Satterwhite, seconded by Mr. Rowe, council voted to move the Work Session previously scheduled for December 19 to December 21 at 7 P.M.

**Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis and Rowe.**

**ADJOURNMENT: There was a motion made by Mr. Webb and seconded by Mr. Satterwhite to adjourn at 9:51 P.M. Voting Aye: McDearmon, Satterwhite, Wright, Webb, Davis, Rowe, and Coleman.**

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