

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

November 3, 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 and Mark Gaines

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.

The Town Attorney noted there was currently a pending court case involving praying before government meetings. She said that she would keep Council informed on its status.

DELEGATIONS/PUBLIC COMMENTS:

Jo Elsa Jordan- Town Of Bowling Green Events Coordinator:

Ms. Jordan gave the After Action Report for the Harvest Festival. She went over the expense and revenue spread sheet. Ms. Jordan advised we would be getting more revenue on the meals tax. Mr. McDearmon asked how do you assess the meals tax and she told him the process. Ms. Jordan advised our net revenue was \$2000.00, which was not as much as last year but greater variety of vendors than last year.

Ms. Jordan also mentioned that the Bowling Green Arts Commission is partnering with Virginia Museum of Fine Art for a Creative Clothing Workshop.

The town will have the first Fall Clean Sweep on November 19th and it is being promoted on social media.

The Christmas Parade of Lights will be on December 10th and before the parade there will be a BGAC Student Art Show at Union Station on Main Street.

The Mayor recognized Harvest Festival volunteers: Frankie Chenault, Terri Harrison, and Wick Coleman. He asked Ms. Jordan to write letters from the Town thanking them. He also mentioned that a lot of people come to the Festival from out of state and come for the "reunion" feeling. Ms. Jordan agreed with the Mayor's statements and said that maybe next year the theme of the Harvest Festival will be "Reunion".

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

CONSENT AGENDA:

A. Bills – October 2016

A & M Home Center	184.73	Advance Auto Parts	32.58
At Once Staffing	696.90	B & H Site Improvement	7689.85
Blue Tarp Financial	39.99	BMS Direct	253.17
Bowling Green Auto Parts	45.49	Caroline County Public	30.00
Caroline County Public	200.00	Caroline County Sheriff's	1710.00
Caroline Garage	345.75	Cherry Hill Glass	223.34

Mayor _____ Clerk _____

Cintas Corporation	34.04	Cintas Of Richmond	363.52
ComputerPlus	206.88	Dominion Chemical Co	354.80
Dominion Virginia Power	4591.70	Envirocompliance Lab, Inc	1715.00
Erard, Andrea	1575.00	G & G Milford Farm	4.50
Haun Dawn	40.00	Hayes Michael J JR	33.17
HD Supply	417.76	IBM Corporation	1709.18
International Institute	185.00	James Mary	140.00
John Allison	210.00	Johnson's Exterminating	615.00
Kochli George	70.64	Local Services	1200.00
McGinley Michelle B	140.00	Memorable Moments	500.00
Mid-Atlantic Lab	1565.00	MVP Awards	1085.00
Pro Shred Security	45.00	Purcell Casey	10.41
Rappahannock Electric Coop	345.52	Rappahannock Regional	1132.50
Sew Fine	54.00	SIGMA Consulting and	300.00
SOSMetal Products	952.89	Staples Advantage	208.64
Stemmler Plumbing Repair	3750.00	The Caroline Progress	1051.00
The UPS Store	601.45	Treasurer Of Virginia	734.24
Treasurer Of Virginia	40.00	USA Blue Book	233.95
Verizon	255.78	Verizon Wireless	175.85
Villa Wendy	33.17	VUPS	35.70
Waste Management	7451.56	Webb, Emily	140.00
White Oak Electric	1085.00	Xerox Corporation	198.41
*On Site PC	767.00	* At Once Staffing	787.80
*Caroline County	362.67		
*Bank Of NY Trustee	28.15	*Brandt, Matthew	54.88
*Brennan Fonda Lynn	38.20	*Cassetta Lauren Michelle	36.70
*Damon Sandra P	32.22	*Lewis JR Strother	25.00
*Nuckols Wilma P	35.16	*Seastead Kurt Arnild	30.70
*Shannon Stuart Lee	5.28	*Cash	550.00
*Dominion Virginia Power	5051.74	*Frank Deborah	150.00
*Main Stage Productions	2289.80	*Rappahannock Electric	373.19
*Treasurer Of Virginia	739.59	*Visa	1640.07
*At Once Staffing	969.60	*Bowling Green Fire Dept	10000.00
*Shell Fleet Plus	445.32	*The Lincoln National	91.40
*Verizon Wireless	40.01	*VML Insurance	1826.00
*Bowling Green Rescue	1000.00	*Pitts, Aileen	2129.70
*Pitts Carol	150.00	*Virginia Department Of Trans	100.00
*At Once Staffing	1211.93		

*Bills previously or separately authorized by Council.

Upon reviewing the Consent Agenda Ms. Davis asked what the check for Aileen Pitts was for. Mr. Manster explained that it was for the Façade Improvement Program of the Economic Development Authority which is a 50% reimbursement. She also asked about the \$10,000 to the BGVFD. Mr. Manster advised that the payment consisted of \$9,000 from the State for Fire Programs and \$1000.00 annual contribution from the Town. There was no further 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, Satterwhite, Webb, Coleman, Davis, and Rowe.

STAFF REPORTS: The following informational items were noted:

A. Town Hall Rentals Report – October 2016

There was no discussion upon reviewing the October 2016 Staff Report

NEW BUSINESS:

A. Police Department Report – November 2016– The Police Chief noticed the wrong report was included in the packets. The Police Chief gave verbal report.

The Police Chief reported that there had been two reportable crimes that had occurred in the Town of Bowling Green for the month of October. There were 9 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 no new sex offenders had been registered as residing in the Town. He stated that the Town Officers had given 12 summonses for speeding, three warnings for other traffic offences. Deputies gave two warnings and one summons in Town this month. There was no speed log conducted for the month.

The Police Chief discussed an incident on Halloween. He stated that in the future he will email an “action report” immediately following incidents to keep Council informed.

Mayor Storke asked if the officers were still monitoring street light outages. The Police Chief stated they have been since September. Mr. McDearmon asked the Town Manager to check into the replacing the current street lights with LED bulbs.

B. Clerk/Treasurer’s Report – October 2016 - The Town Treasurer reported that the Personal Property bills have been mailed.

She stated as requested by Council the funds generated from the 5% increase in utility rates has been transferred into the Lockbox Account.

She noted that the new server and computer are up and running.

Ms. Lewis stated that with all the changes in computers, utility billing, tax billing and Harvest Festival, staff was unable to get the minutes completed. Those minutes along with tonight’s minutes will be in the December packet.

C. Town Manager’s Report- November 2016 -

Refuse Collection: Waste management has been notified of the Town’s desire to change trash collection day from Friday to Thursday. This was done on September 29th. Mr. Manster was notified by Waste Management that the trash day has been changed to Thursday as requested. Waste Management will send out postcards to all of our customers notifying them of the change. The first date will be December 1st. We will put it on website and Facebook.

Town Water Service to Hill Mobile Home Park and New Yorker Restaurant: Mr. Manster stated that the project to connect the Hill Mobile Home Park and the New Yorker Restaurant to the Town’s water system has been completed. We are waiting for a final invoice from the contractor. The grant funds from South East Rural Community Assistance Project are reimbursement funds and will include all availability fees and connection fees for the service connections to the mobile home park and the restaurant. Mr. Manster reported that the work has been completed by B&H Site Improvements and \$25,000 will go in to the utility infrastructure improvement lockbox account.

USDA Refinancing and Borrowing: Our application for a loan of \$6,316,000 for our refinancing of the Route 301 Project and borrowing for the South Main Street Sewer Replacement project has been approved by the USDA. The USDA has presented the Town with a number of items that have to be accomplished in order to receive the funds. On its agenda for this evening, Town Council has two resolutions relating to the loan that must be adopted. Mr. Manster asked that Council approve the two resolutions. In addition, he asked that Town Council authorize him to enter into an agreement with Reid Engineering to provide engineering services for the South Main Street Project. Reid Engineering has prepared the Preliminary Engineering Report (PER) for this project. They also designed the Route 301 Water and Sewer Extension project for the Town and are familiar with our water and sewer systems. Again, the creation of this agreement will begin with a format required by the USDA and will coincide with their standard format. All agreements will be reviewed by our Town Attorney prior to being signed by the Town Manager.

The Town Manager requested Council to authorize him to sign the agreement

with Reid Engineering and approve R-2016-006 & 007.

Playground Pavilion: Work on the new pavilion at the Town's playground is just about completed. As this report was being prepared, the concrete floor was being poured. The ceiling and the back wall are the two remaining major elements that have to be completed.

Leaf Collection: This year, leaf collection will begin on Monday, November 7th. Residents are asked to rake their leaves out to the curb no sooner than Saturday, November 5th. Leaves may then be raked to the curb any time after that date. 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.

County Holiday Party: Mr. Manster asked Council's permission to give Caroline County free use of Town Hall for their annual Holiday Party on either December 14th or 21st, to which Town Council and staff is invited. There was no objection from Council.

Mutual Aid Agreement: Mr. Manster reported that the County will discuss the matter at its meeting on November 10.

Meeting with DEQ: Mr. Manster stated that he will meet with DEQ to inform them that 2 of the 3 requirements they imposed on the Town's Waste Water operations are completed and the third is under way.

Upon reviewing R-2016-006 – USDA Loan Resolution, the Town Attorney advised adding "to the extent permitted by law" to item # 4.

UPON MOTION by Mr. Satterwhite, seconded by Mr. McDearmon, Council voted to authorize the Town Manager to sign an agreement with Reid Engineering to perform engineering services required for the S. Main Street Sewer Line Replacement Project. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

UPON MOTION by Mr. McDearmon, seconded by Mr. Wright, Council voted to add the text "to the extent permitted by law" to the end of item # 4 of R-2016-006 – USDA Loan Resolution and adopt the Resolution. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

Mr McDearmon asked when the Town will receive the loan funds. Mr. Manster replied that he is discussing this with the USDA and expects to receive the money by spring of 2017.

UPON MOTION by Mr. McDearmon, seconded by Mr. Satterwhite, Council voted to adopt R-2016-007 – USDA Governing Body Resolution. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

Virginia Retirement System (VRS) Resolution: Mr. Manster noted that the Virginia Retirement System (VRS) had contacted the Town and informed him that Council needed to adopt a Resolution confirming the part-time status of the Police Chief. He asked that Council approve R-2016-005.

UPON MOTION by Mr. Rowe, seconded by Mr. McDearmon, Council voted to adopt R-2016-005 – A Resolution declaring the position of Police Chief as a part-time position. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health, Safety and Personnel Mr. Rowe reported that a new employee, DeAngelo Lewis, will join the Public Works staff on November 14th.

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

C. Ordinance, Licenses, and Permits –There was no report from the Ordinance,

Licenses and Permits Committee.

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.

F. Economic Development, Activities and Tourism – There was no report from the Economic Development, Activities and Tourism Committee.

G. Budget – There was no report from the Budget Committee.

Unfinished Business:

A. Ordinance O-2016-002 – Code Amendment to permit “Minor Event Facilities” by Special Use Permit in residential Zoning District: Council resumed the discussion it had tabled at the October meeting of a possible code amendment to permit Minor Event Facilities by Special Use Permit in residential Zoning Districts. Council members expressed their concerns over the level of activity and off street parking in certain residential areas. In addition, members conveyed concerns that allowing commercial uses in dispersed lots in residential areas would equate to spot zoning. Mr. Webb felt that such an amendment would be beneficial for economic growth in the town. Following a lengthy discussion Ms. Davis called for a vote on the matter. The Town Attorney reminded Council that once a member calls for a vote all discussion must end.

UPON MOTION by Ms. Davis, seconded by Mr. Rowe, Council voted to not adopt Ordinance O-2016-002 – Code Amendment to permit “Minor Event Facilities” by Special Use Permit in residential Zoning Districts.

Roll Call Vote:

Wright	Aye	Satterwhite	Nay
McDearmon	Abstain	Rowe	Aye
Davis	Aye	Coleman	Aye
Webb	Nay		

O-2016-002 was not adopted.

CLOSED SESSION:

At 8:55 P.M. on motion by Mr. Rowe, seconded by Mr. Wright, Council voted to go into Closed Session in accordance with Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion and consideration of the duties, assignment, promotion, salaries, and hiring of Town Manager.

Roll Call Vote:

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

At 9:43 P.M. on motion by Mr. Webb , seconded by Mr. Satterwhite, Council voted to come out of Closed Session. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

CERTIFICATION: In responding to a question from the Mayor, Council voted unanimously to certify that only public business matters lawfully exempted from open

session requirements under the Virginia Freedom of Information Act 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 closed meeting.

Roll Call Vote:

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

ADJOURNMENT:

There being no further business to come before Council, the Mayor adjourned the meeting at 9:47 P.M.