

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

October 6, 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, and Police Sgt. Wendy Jones.

AUDIENCE: Jo-Elsa Jordan, Mark Gaines, and Joy Minor.

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:

A. Ordinance O-2016-002 – Code Amendment to permit “Minor Event Facilities” by Special Use Permit in residential Zoning Districts - At 7:32 P.M. the Mayor opened the Public Hearing and read the notice published in The Caroline Progress on Sept 22 & Sept 29, 2016. He called for comments from the public on the proposed Minor Event Facilities.

Mark Gaines - applicant, 115 E. Broaddus Ave – Mr. Gaines stated that he was in favor of the ordinance as presented and asked Council to approve the changes to be made to the Zoning Ordinance.

The Mayor called for additional comments from the public. He called a second and third time. Hearing no comments he closed the public hearing at 7:35 P.M.

The Town Manager read from his report that stated the Planning Commission recommended approval by a vote of 3-2-1.

Mr. McDearmon said that passing the Ordinance would open the door to have this type of event in any residential area.

Mr. Webb advised that just because requirements are met does not mean Council has to approve all Special Use Permit applications.

A discussion ensued on the basis of accepting and rejecting individual applications, enforcement of conditions, and possible future issues that may arise if the Ordinance is approved.

ON MOTION by Mr. McDearmon, seconded by Ms. Davis, Council voted to table the discussion of Ordinance O-2016-02 – Code Amendment to permit “Minor Event Facilities” by Special Use Permit in residential Zoning Districts until the November Town Council meeting. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

B. O-2016-003- Amendment of Town Code to bring the Town Code into compliance with all Chesapeake Bay requirements – At 7:50 P.M. the Mayor opened the Public Hearing and read the ad that appeared in the Caroline Progress on September 22 and 29, 2016. The Mayor called for comments from the public. He called a second and third time. Hearing no comments he closed the Public Hearing at 7:51 P.M.

In direct response to a question from Mayor Storke, the Town Manager explained that the proposed amendments would allow the Town’s Code to become aligned with the State’s requirements on the Chesapeake Bay Act. The Town Manager noted that the Planning Commission unanimously recommended approval of the Ordinance.

ON MOTION by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve O-2016-003- Amendment of Town Code to bring the Town Code into compliance with all Chesapeake Bay requirements. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

C. O-2016-004 - USDA Refinancing of Route 301 Project and Borrowing for South Main Street sewer line replacement project - At 7:55 P.M. the Mayor opened the Public Hearing and read the ad that appeared in the Caroline Progress September 22 and 29, 2016. The Mayor called for comments from the public. He called a second and third time. Hearing no comments he closed the Public Hearing at 7:56 P.M.

The Town Manager stated the terms of the refinancing and informed Council that the Town's application for a loan in the amount of \$6,316,000 had been approved by the United States Department of Agriculture. He asked Council to approve O-2016-004 - USDA Refinancing of Route 301 Project and Borrowing of South Main Street sewer line replacement project, as required by the USDA.

Mr. McDearmon noted that the tax burden of 301 Tax District and Town will be greatly reduced.

Mr. Satterwhite requested the time frame on bids and getting started. The Town Manager replied that the USDA is waiting for the Federal Government to release the funds.

In direct response to a question from Council, the Town Manager stated following the completion of the project, remaining funds could be used to complete other water and sewer infrastructure repairs.

ON MOTION by Mr. McDearmon, seconded by Mr. Satterwhite, Council voted to approve O-2016-004 - USDA Refinancing of Route 301 Project and Borrowing of South Main Street sewer line replacement project. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

DELEGATIONS/PUBLIC COMMENTS:

Joy Minor, President Caroline County Sunday School Union – Application for parade permit - Ms. Minor addressed Council and explained that she has submitted a Parade Permit application to the Town. She stated that she has already applied for a Special Event Permit through VDOT. She stated that the permit would allow Main Street from Broadus Avenue to Shiloh Baptist Church to be shut down from 9 – 10 A.M. on Martin Luther King, Jr. Day for the purpose of recognizing local leaders in community. She asked that Council approve the Parade Permit.

Council expressed its support for the Parade.

ON MOTION by Mr. Wright, seconded by Mr. Satterwhite, council voted to approve the Parade Permit application submitted by Ms. Minor for a parade to be held by Caroline County Sunday School Union on Monday January 16, 2017 at 9 A.M. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

The Mayor called for additional Public Comments. Hearing none, he invited the Town's Events Coordinator, Jo-Elsa Jordan, to address Council.

Ms. Jordan briefed Council on Harvest Festival planning. She discussed vendor numbers, sponsors, entertainment, and the car show. She stated that she was currently seeking volunteers.

In direct response to a question from Council, Ms. Jordan stated that with the climate of law enforcement today she is allocating extra money to security and is emphasizing "no masks" on all radio, print and social media advertising.

Upon a question from Mr. Rowe, Ms. Jordan gave specifics on her plan for the Beer Garden.

CONSENT AGENDA:

A. Bills – September 2016

A & M Home Center	509.50	BMS Direct	749.26
B & H Site Improvement	1780.00	Bowling Green Electronics	2894.00
Caroline Ag Fair	1050.00	Carter Machinery Co., Inc	5360.12
Chenault, Frankie	600.00	Cintas of Richmond	453.15
Cintas Corporation	52.31	Commonwealth Engineering	450.00
ComputerPlus	206.88	Coyle, Valarie	44.28
Doug's Septic Service	225.00	Envirocompliance Lab, Inc	1845.00
En'Novation LLC	2000.00	Environmental Resource Ass	410.16
Erard, Andrea	1575.00	Ferguson Waterworks	243.45
Fortune, Mitchell	315.00	French, Bill	500.00
G & G Milford Farm	48.48	G H Watts	365.00
Grimes, Kadesha	150.00	Haley, Scott	80.00
HD Supply	2307.20	Hedrick, Michael	700.00
James, Mary	140.00	John, Allison	315.00
Johnson's Exterminating	615.00	K L Langford Excavating	4549.75
Lawhorne, Rik	500.00	Lewis, Melissa	160.62
Manster, Stephen	47.93	McGinley, Michelle B	70.00
Memorable Moments	500.00	Mid-Atlantic Lab	660.00
Milford Station	500.00	Minor & Associates	1520.00
Neal, Chad	500.00	ODB Company	4900.00
Pro Shred Security	45.00	Rappahannock Regional	45.00
Seal, Justin	157.00	SOSMetal Products	249.09
Staples Advantage	315.36	Stemmler Plumbing	2750.00
Tinney, Dave	500.00	Treasurer Of Virginia	2707.00
USA Blue Book	816.93	Verizon	276.27
Verizon Wireless	149.25	Waste Management	6848.41
Webb, Emily	105.00	White Oak Electric	3872.40
Xerox Corporation	347.04	*JF Fick	1036.11
*On Site PC	767.00	*Beazley, A W	800.00
*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	10,000.00
*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	*VDOT	100.00
*At Once Staffing	1211.93		

*Bills previously or separately authorized by Council.

There was no discussion by Council upon reviewing the Consent Agenda

Upon Motion by Mr. Satterwhite with a second by Ms. Davis, Council voted to approve the Consent Agenda. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

STAFF REPORTS: There were no comments or questions upon reviewing Staff Reports.

NEW BUSINESS:

Police Department Report – September 2016 – The Police Chief reported that there had been two reportable crimes that had occurred in the Town of Bowling Green for the month of September. 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 no new sex offenders had been registered as residing in the Town. He stated that the Town Officers had given 8 summonses for speeding, 3 warnings for traffic offences. Deputies gave 6 warnings and 2 summonses in Town this month. There were 2 speed logs conducted for the month. Town officers had no arrests this month.

The Police Chief said he will have officers conduct a speed log at 7 A.M. to address Councils' concerns about morning traffic on Main Street.

Town Manager's Report – September 2016 - Mr. Manster noted that several items contained in his report had already been covered earlier in the meeting.

Parade Permit Application: The Town Manager advised that this matter had been addressed earlier in the meeting.

Utility Operations Agreement with Caroline County: The Town Manager explained that it is the preference of the Board of Supervisors to be aware of the Town's position on both potential agreements with the County (Operations and Mutual Aid Agreements) prior to the Board considering either or both agreements. Town Council had approved the Mutual Aid Agreement (with several adjustments) at its August meeting. He asked that Council, as a body, inform the Board of Supervisors (BOS) of Council's position on the Operations Agreement. As a reminder Mr. Manster noted that two Council Committees (Water, Sewer, Trash and Public Health and Safety/Personnel) have discussed this issue in varying levels of detail. He said that this may be of assistance to Town Council as the committees have discussed support of our own employees in their efforts to obtain utility operator's licenses, and discussed Town efforts to improve our own systems and operations. Two such improvements were recently approved by Council with the allocation of \$130,000 for the purchase of new equipment for our sewage treatment plant.

Mayor Storke mentioned that he got the impression, in an earlier discussion with County Staff, that the operations and mutual aid agreements did not have to be considered together. Now the Caroline County Board of Supervisors is saying they must be used together (both or none) and even requested a retraction on a news article run by the Caroline Progress covering the Town Council's discussion at a previous meeting. Mr. McDearmon stated that he also understood that the Town Manager was presented the agreements as two separate issues. The Town Manager expressed his opinion that the Mutual Aid agreement is fair and equitable to both parties but that the operations agreement is not in the Town's best interest at this time. Mr. Satterwhite agreed that neither the Personnel and or Water, Sewer and Trash committee are in favor of the Operations Agreement.

ON MOTION by Mr. McDearmon, seconded by Mr. Wright, Council voted to accept and approve the Mutual Aid Agreement received in August 2016 with previously stated modifications and that the agreement be sent to Caroline County for approval, and to inform Caroline County that the Town is not interested in pursuing the Operations Agreement at this time. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

Mr. Rowe noted that a Superintendent of Public Works must be hired if the Town is not entering into an Operations Agreement with the County.

Refuse Collection: Mr. Manster stated that based on continued discussion and consideration by Council's Water, Sewer and Trash Committee, Rob Clendenin, the Waste Management Contract Administrator has been asked to present a proposal detailing how Waste Management would participate in a program to notify our residents about a change in the day of refuse collection in Bowling Green to Thursday. Although other days for trash collection are possible, Thursday is considered to be late enough in the week to provide desired results and also to avoid any collection on weekends. Weekends are considered to be the least agreeable days to have trash trucks on our streets collecting trash in Town.

Mr. Satterwhite expressed his hopes of resolving trash and recycling pick up issues with the new pick up day.

ON MOTION by Mr. Satterwhite, seconded by Ms. Davis, Council voted to move trash and recycling collection from Friday to Thursday. Voting aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.

Town Water Service to Hill Mobile Home Park and New Yorker Restaurant: Mr. Manster reported that after several weather-related delays, the work on this project was scheduled to occur on Monday, October 3rd and Tuesday, October 4th. The project should have been completed prior to this Town Council meeting. The Town will be reimbursed for all expenditures and will be paid all fees through the Grant from the South East Rural Community Assistance Project (SERCAP). Bills will then be sent to the mobile home park and restaurant owners for the emergency use of water. The owner of the Hill Mobile Home Park will also be billed for expenses related to the preparation and submission of the grant application and administrative activities related to the grant. Mr. Manster informed Council that the agreement between the owner of the mobile home park and the Town has been signed and is in effect.

Planning Commission Public Hearings: Mr. Manster stated that these matters were discussed earlier in the meeting.

Mr. Manster noted that due to Planning Commission member Johnson Coleman's extended illness he has resigned from the Planning Commission. He asked that Council consider a replacement to fill the remainder of Mr. Johnson's term that expires on June 30, 2018.

Mr. Rowe suggested waiting to advertise the vacancy until after the election at which time there might be a second vacancy due to Martin Hauser being elected to Council. Mr. Manster agreed.

IBM Server: Town Manager advised that all equipment has been received and staff is coordinating with the IBM service representative and network administrator. Work to install the equipment and adjust our network should be completed by mid-October. There will be minimal disruption in service to residents.

USDA Refinancing and Borrowing: Mr. Manster stated that this matter was discussed earlier in the meeting.

Mr. Wright mentioned that Public Works had done a great job clearing the streets of grass and weeds. The effort was directed by Shawn Fortune.

The Town Manager advised that Street Sweeping has been ordered.

Ms. Coleman mentioned a location on Milford St. where side walk is washed out.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health, Safety and Personnel Mr. Rowe stated that the Town is currently fully staffed except for one utility worker and a Superintendent of Public Works. He asked the Town Manager to re-advertise for those positions. Mr. Rowe noted that the Town Manager position had been re-advertised, but that Council can still interview prior applicants.

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.

Following a question from the Mayor, the Town Manager informed Council that the Caroline Care Group had found an investor for the Assisted Living Facility that has considered moving the project to Carmel Church. The Town Manager added that there has been no discussion of what will become of the donated land if the project moves out of Town.

Hearing no further business to come before Council, the Mayor adjourned the meeting at 9:00 P.M.