

TOWN OF BOLWING GREEN
TOWN COUNCIL MEETING
MINUTES

July 7, 2016

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

MEMBERS ABSENT: Daniel Webb

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

AUDIENCE: Town Events Coordinator Jo-Elsa Jordan, Ted Lambert, Caroline Progress reporter Ken Snow.

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 Events Coordinator – Ms. Jordan stated that the June Clean Sweep was successful and informed Council that a fall Clean Sweep is scheduled for November 19th. Ms. Jordan then gave Council a recap of the July 2nd Bowling on the Green Virginia Wine Festival noting that about 350 people attended the event. She said that the owners of the Old Mansion, the location where the event was held, were very pleased with the wine festival. Ms. Jordan hoped that the success of the wine festival would lead to future events at the Old Mansion.

Ms. Jordan noted that Music and Movies on the Green will begin July 22nd.

Ms. Jordan informed Council that she is working with the Town of Port Royal to develop a plan to jointly market the 301 corridor.

Mayor Storke commended Ms. Jordan, her team of volunteers, and Town staff for their excellent work on the wine festival, stating it had the potential to become a signature event for the Town.

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

CONSENT AGENDA:

A. Bills – June 2016

A & M Home Center	91.64	Advance Auto Parts	215.15
AFLAC	184.73	Amerigas Fredericksburg	228.24
Applied Industrial	1869.59	Bowling Green Auto Parts	181.28
Bowling Green Fire Dept	1000.00	Caroline County Sheriff's	936.00
Caroline Garage	198.43	Caroline Relay For Life	767.82
Cherry Hill Glass	338.54	Cintas Corporation	69.96
Cintas Of Richmond	459.57	Dominion Chemical Co	364.95
Dominion Virginia Power	4816.57	Dominion Virginia Power	433.84
E M Gray & Son	41.40	Envirocompliance Lab Inc	1310.00
Envirocompliance Lab Inc	825.00	Fortune, Mitchell	550.00
G & G Milford Farm Serv	251.83	James, Mary	105.00
John, Allison	280.00	Johnson's Exterminating	615.00
Local Services	656.00	M & W Printers	194.45
Marshall, Lakisha	150.00	McGinley, Michelle B	70.00
Memorable Moments	1229.06	Mid-Atlantic Lab	60.00
Minor & Associates	4021.25	Poster Compliance Center	79.00
Pro Shred Security	45.00	Rappahannock Elec Coop	966.26
Reid Engineer Co Inc	15000.00	Seal, Justin	45.00
Sieg, Robin	36.66	Sorrow, Tammy	828.00

SOSMETAL Products Inc	582.51	Staples Advantage	705.38
Stemmler plumbing Repair	3270.00	Taylor, Brock	820.00
The Caroline Progress	43.60	Treasurer Of Virginia	707.42
USA Blue Book	295.75	Verizon	534.92
Verizon Wireless	226.71	Virginia State Police	767.82
VUPS	17.85	Waste Management	7622.73
White Oak Electric	17510.00	Xerox Corporation	189.31
*Amerigas Fredericksburg	196.64	*Coleman, Mary Frances	600.00
*Davis, Jean	600.00	*Dominion Virginia Power	4688.03
*Lyles, Kershaun	150.00	*McDearmon, Glenn	600.00
*Rappahannock Electric Coop	1115.81	*Rowe, Matthew	600.00
*Satterwhite, Jason	600.00	*Storke, David	900.00
*Taylor, Brock	820.00	*The Caroline Progress	1335.25
*VISA	643.64	*Waste Management	7830.66
*Webb, Daniel	600.00	*Wright, Otis	600.00
*Burton, John	300.00	*CASH	500.00
*Ellis, Eleanor	200.00	*Franklin, Frederick	200.00
*Johnson, Clarence	600.00	*MSG Blues TRIO	600.00
*Pessar, Marc	200.00	*Selby, Eric	200.00
*Summerour, Jay	200.00	*Treasurer Of Virginia	28.00
*Turner, Valerie	600.00	*Wiggins, Phil	600.00
*Williams, Warner	200.00	*Austin, Tiffany	150.00
*Beasley, Doris	150.00	*Gaines, Mark	750.00
*Grisby, Joshua	800.00	*Parker, Tiffany Jean	49.09
*Shell Fleet Plus	424.00	*Taylor, Brock	720.00
*The Caroline Progress	455.17	*VUPS	25.20
*Advance Auto Parts	67.99	*Caroline Garage	690.39
*ComputerPlus	413.76	*Erard, Andrea G	1500.00
*Memorable Moments	65.00	*Safety Services Company	674.94
*Sigma Consulting And	300.00	*The Lincoln National	150.19
*VAMWA	55.56	*VML Insurance	6028.28
*Waste Management	80.84		

*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. Wright, Council voted to approve the Consent Agenda. Voting Aye: McDearmon, Wright, Satterwhite, Coleman, Davis, and Rowe.

STAFF REPORTS: The following informational items were noted:

A. Town Hall Rentals Report – June 2016

In direct response to a question from Mr. McDearmon, the Town Manager stated that Jerusalem Baptist Church had been given free use of Town Hall to compensate them for the inconvenience of having to move the date of their event due to the Town’s error in double booking Town Hall. He noted that this was a special circumstance and that Town Policy does not permit for free use of Town Hall.

NEW BUSINESS:

Police Department Report – June 2016– The Police Chief reported that there had been three reportable crimes that had occurred in the Town of Bowling Green for the month of June. There were 12 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 eight summonses for speeding. Deputies gave three warnings and one summons in Town for the month of June. There was no speed log conducted for the month. Town officers had one arrest.

In response to a question from the Mayor, the Police Chief stated that he and the

Caroline County Sherriff's Office had been made aware of illegal activity taking place at the playground after hours. He stated that he is keeping an eye on the park to ensure the activity does not continue.

Mr. McDearmon suggested installing a sign stating that the park closes at dusk and installing security lights that illuminate the play structure and surrounding areas at night. The Police Chief agreed that both measures would be helpful in deterring illegal activity at the playground after dark.

Mr. Satterwhite expressed his appreciation to the Chief for Town Police running radar on Main St. He noted that speeding on S. Main Street seems to be worse on Sunday evenings and when Interstate 95 is shut down. The Police Chief said that he will adjust schedules so that he and his staff are on patrol at those times.

Town Manager's Report – June 2016 -

Mr. Manster stated that he was currently working with Caroline County Public Works to update a Solid Waste Management Plan. He stated that he would present the plan to Council once he had received a draft from the County.

Mr. Manster informed Council that on July 18th he would be meeting with a contractor to work out the details of and move forward with the Playground Pavilion. He said that he would send out a timeline of completion to Council members following his meeting with the contractor.

Application for USDA Grant/Loan – S. Main Street Sewer Project – Mr. Manster informed Council the Town was seeking a \$1.7M grant and that in addition to the grant, the Town would need \$760K in loan funds to complete the S. Main Street sewer replacement project. He stated that the loan term was 40 years at a rate of 1.625%. Upon questions from Council, the Town Manager said that the grant/loan process would take about 60 days and that an engineer will be updating drawings of the new infrastructure. Council members noted their support for the project and financing plan.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

- A. Public Health, Safety and Personnel – Mr. Rowe stated that the business office is now fully staffed with the addition of Judy Beazley who has filled the position of Accounts Clerk.

The Mayor asked that he and Council be informed immediately upon hire of new employees. Mr. Manster said that he would do so.

- B. Water, Sewer and Trash – Mr. Satterwhite stated that the committee had met prior to the Town Council Meeting and received a proposal from Caroline County on Management of the Town's Water and Sewer operations. He asked that Council review the proposal. Mr. Manster distributed copies of the proposal to Council members.

Mr. McDearmon stated that he was depending on the Town Manager and Water, Sewer, Trash Committee to analyze the proposal from the County and compare data, then return with a recommendation for Council.

Mr. Satterwhite stated that earlier in the evening the committee met with the owners of the New Yorker Restaurant and Hill Mobile Home Park to discuss providing 30 day emergency use of water. The owners were sharing a well that had failed. Mr. Satterwhite stated that the emergency service was in place while all parties worked out a feasible plan for providing both properties long term water service through the Town.

- C. Ordinance, Licenses, and Permits – Mr. McDearmon stated that the committee was reviewing the City of Williamsburg's ordinance on Arts and Cultural districts and would return to Council with a recommendation on adopting a similar

ordinance to create an Arts and Cultural District in the Town of Bowling Green.

- D. Streets and Sidewalks – There was no report from the Streets and Sidewalks Committee.
- E. Buildings and Grounds – Ms. Coleman stated that she was pleased that construction of the Pavilion was moving forward.
- 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.

The Mayor asked Council to consider how they'd like to proceed with the process of hiring a new Town Manager, as Mr. Manster had recently announced that he would be retiring. A discussion ensued as to what the Town Manager's duties and responsibilities entail, what qualifications Council would require in a new Town Manager, how to go about advertising for the position, and how long the application review and hiring process might take. Upon Council's request, the Town Attorney said that she would research job descriptions, salary range, advertising options, and hiring timelines and bring her recommendations back to Council at its next meeting.

Mr. Satterwhite suggested that Council hold a special meeting to get the public's input on what qualifications they'd like to see in the next Town Manager.

On motion by Mr. Rowe, seconded by Mr. McDearmon, Council voted to schedule a Special Meeting to be held at 6:30 pm on July 18th for the purpose of receiving input from the public on the hiring of a new Town Manager, and also to discuss Emergency Water Service to the New Yorker Restaurant and Hill Mobile Home Park, and any other matters needing to be discussed. Voting Aye: McDearmon, Wright, Satterwhite, Coleman, Davis, and Rowe

UNFINISHED BUSINESS:

There was no Unfinished Business to be discussed.

ADJOURNMENT:

Upon motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted unanimously to adjourn the meeting at 8:15 pm.