

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

June 2, 2016

MEMBERS PRESENT: Vice-Mayor Glenn McDearmon, Otis Wright, Jason Satterwhite, 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, Police Chief Steve Hoskins, and Town Attorney Andrea Erard.

AUDIENCE:

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.

PUBLIC HEARING:

O-2016-001 - At 7:32 P.M. the Vice - Mayor opened the Public Hearing on O-2016-001, an Ordinance to increase certain taxes and rates, however the purpose of the increased taxes and rates is to generate the same amount of revenue as FY2015-16. All changes generate a revenue neutral impact and do not generate any additional revenue. He read the notice published in the Caroline Progress on May 19 and May 26, 2016. He called for comments from the public on the proposed tax and utility rates. Hearing no comments from the public, Vice-Mayor McDearmon closed the public hearing at 7:33 p.m.

Proposed Fiscal Year 2016-17 Budget – At 7:33 P.M. the Vice - Mayor opened the Public Hearing on the proposed budget for the fiscal year commencing July 1, 2016. He read the notice published in the Caroline Progress on May 26, 2016 and called for comments from the public on the proposed budget. Hearing no comments from the public, Vice-Mayor McDearmon closed the public hearing at 7:34 P.M.

DELEGATIONS/PUBLIC COMMENTS:

Jo-Elsa Jordan, Town Events Coordinator – Ms. Jordan gave Council a recap of the April 30<sup>th</sup> Festival of Feet Race noting that this year there was no cost to the Town. She explained that T-shirt sales, sponsorships, and registrations covered the expenses incurred by the Town to hold the event and that the net revenue and donations were then split among the Virginia State Police Emergency Relief Fund, Caroline Relay for Life, and the Town’s Play Ground fund.

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_

Ms. Jordan reminded Council that the Clean Sweep was this weekend and the following weekend the John Cephas Blues Festival was to be held. Ms. Jordan then briefed Council on her current efforts in planning the First Annual Bowling on the Green Virginia Wine Festival.

Mr. McDearmon thanked Ms. Jordan for her hard work. He then called for additional public comments. Hearing none, he closed the public comments portion of the meeting.

**CONSENT AGENDA:**

**A. Bills – April 2016**

<b>A &amp; M Home Center</b>	<b>103.33</b>	<b>Arcet Equipment Company</b>	<b>130.00</b>
<b>Caroline County</b>	<b>102.00</b>	<b>Caroline Garage</b>	<b>55.00</b>
<b>Cintas of Richmond</b>	<b>619.63</b>	<b>Commonwealth Timing</b>	<b>200.00</b>
<b>Computer Plus</b>	<b>206.88</b>	<b>Dept. of General Services</b>	<b>101.49</b>
<b>Dickinson Equipment</b>	<b>347.60</b>	<b>Doug’s Septic Service</b>	<b>1748.00</b>
<b>EI Technical Services</b>	<b>386.00</b>	<b>Enviro Lab</b>	<b>1965.00</b>
<b>Erard, Andrea</b>	<b>1500.00</b>	<b>G &amp; G Milford Farm Supply</b>	<b>124.92</b>
<b>Gerber, Robert</b>	<b>150.00</b>	<b>Hartle, Jenni</b>	<b>50.00</b>
<b>Haun, Dawn</b>	<b>90.00</b>	<b>James, Mary</b>	<b>105.00</b>
<b>John, Allison</b>	<b>245.00</b>	<b>Johnson’s Exterminating</b>	<b>615.00</b>
<b>K.L. Langford</b>	<b>8569.75</b>	<b>M&amp;W Printers</b>	<b>507.46</b>
<b>McGinley, Michelle</b>	<b>105.00</b>	<b>Mid-Atlantic Labs</b>	<b>60.00</b>
<b>Minor &amp; Associates</b>	<b>2992.50</b>	<b>Safety Services Company</b>	<b>284.94</b>
<b>Seal, Justin</b>	<b>67.50</b>	<b>Sorrow, Tammy</b>	<b>1380.00</b>
<b>SOSmetal Products</b>	<b>1048.59</b>	<b>Stemmler Plumbing</b>	<b>1250.00</b>
<b>Superior Lamp</b>	<b>380.05</b>	<b>The Supply Room Companies</b>	<b>635.56</b>
<b>The UPS Store</b>	<b>1104.63</b>	<b>Treasurer of Virginia (VITA)</b>	<b>693.88</b>
<b>Treasurer of Virginia</b>	<b>28.00</b>	<b>USA Blue Book</b>	<b>586.84</b>
<b>VUPS</b>	<b>54.00</b>	<b>VA Municipal Clerks Assoc</b>	<b>20.00</b>
<b>VAMWA</b>	<b>700.00</b>	<b>Verizon</b>	<b>325.87</b>
<b>Verizon Wireless</b>	<b>186.70</b>	<b>VML</b>	<b>702.00</b>
<b>White Oak Asphalt</b>	<b>1000.00</b>	<b>White Oak Electric</b>	<b>4427.70</b>
<b>Xerox</b>	<b>206.37</b>	<b>*Chinault, Dawn</b>	<b>150.00</b>
<b>*Dominion Virginia Power</b>	<b>4935.95</b>	<b>*Jordan, Jo-Elsa</b>	<b>1730.77</b>
<b>*PRCJ</b>	<b>1953.22</b>	<b>*Rappahannock Electric</b>	<b>1145.26</b>
<b>*Rodriguez, Colleen</b>	<b>93.56</b>	<b>*Taylor, Brock</b>	<b>580.00</b>
<b>*The Caroline Progress</b>	<b>392.18</b>	<b>*The Free Lance Star</b>	<b>129.00</b>
<b>*Thompson, Edwin</b>	<b>150.00</b>	<b>*Verizon</b>	<b>15.39</b>
<b>*Visa</b>	<b>146.26</b>	<b>*Waste Management</b>	<b>7694.26</b>
<b>*Clark, Shelva</b>	<b>150.00</b>	<b>*Shell Fleet Plus</b>	<b>343.45</b>
<b>*The Lincoln National</b>	<b>257.58</b>	<b>*Verizon</b>	<b>40.01</b>
<b>*Amerigas</b>	<b>115.71</b>	<b>*Local services</b>	<b>400.00</b>
<b>*Schoonover, Brenda</b>	<b>150.00</b>	<b>*Taylor, Brock</b>	<b>289.00</b>
<b>*The Caroline Progress</b>	<b>289.00</b>	<b>*BAI Treasurers User Group</b>	<b>350.00</b>

\*Bills previously or separately authorized by Council.

There was no discussion by Council upon reviewing the Consent Agenda.

**Upon Motion by Ms. Davis, with a second by Mr. Satterwhite, 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 – May 2016

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

NEW BUSINESS:

Police Department Report – May 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 May. There were 17 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 five summonses for speeding. Deputies gave four warnings and one summons in Town this month. There was no speed log conducted for the month.

In response to a question from Mr. McDearmon, the Police Chief informed Council that he reports that he has checked the Virginia State Police Sex Offender’s website as a matter of protocol and reports his findings for informational purposes.

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 Clerk’s Report – May 2016 –

Re-organization of Town Hall - The Town Clerk apologized for not having Council’s compensation checks prepared in time for the meeting and assured Council she would have them prepared early next week. She then briefed Council on her public record management efforts and asked Council’s permission to donate items she had found while organizing the long-term storage area that were of no legal or financial significance to the Town. She asked to donate previous year’s event t-shirts to Glory Outreach and playbills and an optometrist’s kit dating back to the 1800’s to the Caroline Historical Society. Council agreed to both.

Wooden Chairs - Ms. Lewis noted that the Public Works staff was also storing approximately 30 wooden chairs, once used in Town Hall, at their Cedar Lane storage area. The chairs had not been used in several years and were cumbersome taking up

valuable storage space. Council gave its permission for the Town Clerk to sell the chairs at the upcoming Clean Sweep with the proceeds to be deposited back into Town funds. It was decided that six of the chairs would be donated to the Historical Society to be used in their meeting room at the Sidney King Arts Center.

Festival of Feet - Ms. Lewis informed Council that she had reconciled the 2016 Festival of Feet revenue and expense figures. She asked the Council appropriate the net revenue as follows:

VA State Police Emergency Relief Fund	\$767.82
Caroline Relay for Life	\$767.82
Playground Fund	\$767.81

**On motion by Mr. Satterwhite with a second by Mr. Wright, Council voted to appropriate the 2016 Festival of Feet net revenue as follows:**

<b>VA State Police Emergency Relief Fund</b>	<b>\$767.82</b>
<b>Caroline Relay for Life</b>	<b>\$767.82</b>
<b>Playground Fund</b>	<b>\$767.81</b>

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

Resolutions –

R-2016-002 – Designation of Depository for FY17 funds: **Upon Motion by Satterwhite, with a second by Mr. Rowe, Council voted to approve R-2016-002, a Resolution designating Union Bank and Trust as the Town of Bowling Green’s bank depository for FY17 funds.**

**Roll Call Vote:**

<b>McDearmon.....Aye</b>	<b>Wright .....Aye</b>
<b>Satterwhite .....Aye</b>	<b>Coleman .....Aye</b>
<b>Davis .....Aye</b>	<b>Rowe.....Aye</b>
<b>Webb .....Aye</b>	

R-2016-003 – Recurring Expenses: **Upon Motion by Satterwhite, with a second by Mr. Rowe, Council voted to approve R-2016-003, a Resolution authorizing the Clerk/Treasurer to make monthly payment of certain expenses which are recurring in nature without prior authorization from the Town Council.**

**Roll Call Vote:**

<b>McDearmon.....Aye</b>	<b>Wright .....Aye</b>
<b>Satterwhite .....Aye</b>	<b>Coleman .....Aye</b>
<b>Davis .....Aye</b>	<b>Rowe.....Aye</b>
<b>Webb .....Aye</b>	

Town Manager’s Report – May 2016 -

Set Special Meeting to set FY17 Budget and Set tax and utility Rates: The Town Manager noted that Council will have to schedule a special meeting to adopt the FY17 Budget as State law does not permit the budget to be adopted the same meeting at

which a public hearing is conducted. He stated that at the Special Meeting Council can also set tax and utility rates.

**Upon Motion by Mr. Satterwhite, with a second by Mr. Wright, Council voted to set a Special meeting of Council to adopt the FY17 Budget and set the FY17 tax and utility rates for Thursday June 16, 2016 at 6:30 p.m. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.**

Subdivision – Northview Properties - Mr. Manster noted that Council had received in their packets a plat for a proposed subdivision that would create three parcels in a commercial area on A.P. Hill Blvd that is currently zoned B-1. He informed Council that the Planning Commission had held a Public Hearing on the matter earlier in the evening. Ms. Davis reported to Council that the Planning Commission recommended approval of the subdivision in a 4-0-1 vote with Mr. Chad Webb abstaining due to his involvement in the preparation of the plat.

**Upon Motion by Mr. Satterwhite, with a second by Mr. Rowe, Council voted to approve SD-2016-001 – Northview Properties Subdivision. Voting Aye: McDearmon, Wright, Satterwhite, Coleman, Davis, and Rowe. Mr. Webb abstained from voting due to his involvement in the preparation of the subdivision plat.**

South Main Street Sewer Project – Mr. Manster explained to Council that he had been working with the United States Department of Agriculture (USDA) Rural Development to secure funding for the South Main Street Sewer Project. He asked for Council's authorization to prepare and submit an application to the USDA and advertise the Town's intent to do so. Upon questions from Council Mr. Manster stated that application was for a \$1.7M grant and a \$760K loan. The loan term would be 40 years at an interest rate of 1.3%.

**Upon Motion by Mr. Satterwhite, with a second by Ms. Davis, Council voted authorize the Town Manager to prepare and submit an application, and advertise the Town's intent to do so, to secure funding for the S. Main Street Sewer Project. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.**

In response to a question from Mr. Wright, the Town Manager stated that the Town's CPA had prepared a draft Financial Statement for FY15 and that he expected the auditor to review the statement and conduct field work to complete the audit in late June.

#### REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

- A. Public Health, Safety and Personnel – Mr. Rowe stated that the Personnel Committee was still in search of a candidate to fill the Public Works Superintendent position.

- 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 Ordinances, 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.

Mr. Rowe reported that VDOT had made adjustments to correct the Route Number signs. Mr. Webb noted that there was excess traffic on Coghill Street and that possibly a No Outlet sign should be posted warning drivers that they are unable to cut through to West Broadus Ave. from Maury Ave. on Coghill St.

Ms. Davis presented to Council the certificate of appreciation she received from Caroline’s Promise on Council’s behalf.

Mr. Satterwhite asked the Town Manger if he had been in touch with the contractor they had selected to construct the playground pavilion. Mr. Manster said he had not. Mr. Satterwhite suggested that if they were unable to reach him, they may need to re-negotiate with a new contractor.

In direct response to a question from Mr. Satterwhite, Mr. Manster stated that he was still discussing placement of Golf Cart Signs with VDOT. He then stated that VDOT had not finished conducting traffic studies on Maury Avenue so there had been no more discussion of traffic calming measures.

OLD BUSINESS:

There was no Old Business to be discussed.

CLOSED SESSION:

**On motion by Mr. Wright, seconded by Mr. Satterwhite, Council voted to go into Closed Session in accordance with Section 2.2-3711(A)(5) of the Code of Virginia for discussion concerning prospective businesses or industries where no previous announcement has been made of the business’ or industry’s interest in locating its facility in the community. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Coleman, Davis, and Rowe.**

**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 Vice-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:**

<b>Wright</b> .....	<b>Aye</b>	<b>Satterwhite</b> .....	<b>Aye</b>
<b>Davis</b> .....	<b>Aye</b>	<b>Coleman</b> .....	<b>Aye</b>
<b>Webb</b> .....	<b>Aye</b>	<b>Rowe</b> .....	<b>Aye</b>
<b>McDearmon</b> .....	<b>Aye</b>		

ADJOURNMENT:

**Hearing no further business to come before Council, the Vice-Mayor adjourned the meeting at 8:47 P.M.**