

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

April 12, 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 Melissa Lewis, Police Chief Steve Hoskins, and Town Attorney Andrea Erard.

AUDIENCE: Donald Cutlip, Jay Johnson, Joanna Carter-Johnson, Tammie Giles, Mark Gaines, Ken Snow – The Caroline Progress.

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. Vice-Mayor Glenn McDearmon followed with the invocation.

PUBLIC HEARING:

ZP-2016-001 – Donald Cutlip, request for a Special Use Permit to operate an Automobile Repair Garage and Towing Business at 17398 A.P. Hill Boulevard: At 7:32 P.M. the Mayor opened the Public Hearing and read the notice published in the Caroline Progress on March 24th and March 31st, 2016. He called for comments from the public on the proposed Special Use Permit.

Tammie Giles - 17440 A P Hill Blvd – Mrs. Giles expressed her concern that an Automotive Repair and Towing business next to her husband already existing Automotive Repair and Towing Business may cause a security concern as her husband’s business, Bud’s Towing, had recently been burglarized. She also noted that Mr. Cutlip may relocate repossessed vehicles that he currently stores at other locations to his 17398 A.P. Hill Blvd location and that these vehicles may remain on the property for more than 10 days.

Donald Cutlip - Applicant – Mr. Cutlip informed Council that he will be installing a vinyl privacy fence and planting shrubbery to provide screening of his storage lot from the Route 301 corridor. He stated that there would be little, if any, long term storage of vehicles on the property, noting that almost all vehicles will be removed within 10 days of being placed on the property.

The Mayor called for additional comments. Hearing none, he closed the Public Hearing at 7:40 P.M. He asked for discussion from Council on the matter of the Public Hearing. Mr.

Mayor _____ Clerk _____

Wright stated that he had visited Mr. Cutlip’s other locations and found that the cars were stored in an orderly fashion. Mr. Wright said that he felt Mr. Cutlip’s business would be good for the Town. Mr. McDearmon agreed and stated that Mr. Cutlip had adequately addressed Council’s concerns. Ms. Davis reported that the Planning Commission recommended approval of ZP-2016-001 following its Public Hearing.

On Motion by Mr. McDearmon, seconded by Mr. Satterwhite, Council voted to approve ZP-2016-001 – a request by Donald Cutlip for a Special Use Permit to operate an Automobile Repair Garage and Towing Business at 17398 A.P. Hill Boulevard subject to the conditions outlined in the application. (Application attached to these minutes)

Roll Call Vote:

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

DELEGATIONS/PUBLIC COMMENTS:

James Beazley, Dominion Virginia Power Representative - Mr. Beazley presented a power point presentation detailing Dominion’s efforts to maintain and restore electricity in the event of natural disasters such as hurricanes and tornadoes.

The Mayor thanked Mr. Beazley for the presentation.

In response to questions from Council, Mr. Beazley advised that Dominion was no longer responsible for the utility poles that it had abandon but were still in use by Verizon and the cable company. He suggested that the Town may want to contact the State Corporation Commission to encourage the other utility companies to move their lines to Dominion’s new poles and remove the abandoned poles. A discussion was held on the possible conversion of streetlights to LED. The Town Manager stated that he would contact the State Corporation Commission about the utility poles and review the Town’s contract with Dominion to determine a course of action with the possible conversion of street lights to LED.

Town Clerk Melissa Lewis and Events Coordinator Jo-Elsa Jordan – Ms. Jordan and Ms. Lewis presented and discussed the new Town of Bowling Green website. They detailed and demonstrated the website’s new features and capabilities.

Ms. Jordan briefed Council on the events on which she was currently working, including: Festival of Feet, Clean Sweep, John Cephas Piedmont Blues Festival, and the Bowling on the Green Virginia Wine Festival. Following questions from Council Ms. Jordan stated that tickets for the wine festival would cost \$20 - \$25 and go on sale in mid-May. The Mayor thanked Ms. Jordan for the updates.

Jay Johnson and Joanna Carter-Johnson, Bowling Green Arts Commission – Mr. Johnson and Mrs. Carter-Johnson spoke on an opportunity that was made available for the Town to partner with the Virginia Museum of Fine Arts to create an Arts and Cultural District within the Town of Bowling Green. Mrs. Carter-Johnson stated that the purpose

of the Arts and Cultural District was to make the Town a destination for visitors. She explained that if the Town designated an Arts District, business owners would qualify for tax incentives by allowing artists to live and work in their currently unoccupied buildings within the specified district. She handed to Council for their review an ordinance that the City of Williamsburg approved to establish an Arts and Cultural District. The Mayor thanked the Johnson’s for their presentation and said the matter would be discussed by Council during New Business.

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

CONSENT AGENDA:

A. Minutes – Town Council Meeting – March 3, 2016

B. Bills – March 2016

A & M Home Center	126.49	Bud’s Automotive	401.13
CCSO	1584.00	Caroline Garage	164.98
CAS Severn	52.50	Cash (petty)	60.56
Cintas Corp. First Aid	56.83	Cintas of Richmond	338.55
Computer Plus	206.88	Dept. of General Services	133.18
Dominion Chemical Co	843.30	Dominion VA Power	5599.20
Enviro Lab	2785.00	Erard, Andrea	3000.00
Fortune, Mitchell	210.00	Fredericksburg Rentals	978.61
G & G Milford Farm Supply	394.98	G H Watts	5200.00
HD Supply	490.37	James, Mary	140.00
John, Allison	315.00	Johnson’s Exterminating	615.00
K.L. Langford	8094.75	Kelly’s trailer World	186.74
Lewis, Melissa	37.87	M&W Printers	488.17
McGinley, Michelle	140.00	Memorable Moments	270.00
Mid-Atlantic Lab	60.00	Minor & Associates	1323.75
On Site PC	192.50	Rutherford	242.38
Seal, Justin	67.50	Southern Corrosion	17280.83
Stemmle Plumbing	8500.00	The Caroline Progress	985.00
The Free Lance Star	704.82	The Supply Room Companies	47.68
The UPS Store	387.50	Treasurer of Virginia	696.52
USA Blue Book	3225.33	Verizon	15.64
VMFA	100.00	VISA	72.60
VUPS	19.95	Waste Management	6239.09
White Oak Electric	652.00	Wink, Jason	80.89
Xerox Corporation	316.57	*Dominion Virginia Power	5718.80
*Jordan, Jo-Elsa	1730.77	*REC	942.75
*Richmond, Tonya	50.00	*Seldon, Jamie	45.00
*Shell Fleet Plus	163.99	*Taylor, Brock	1180.00
*The Free Lance Star	107.50	*Treasurer of Virginia	699.01
*Verizon	286.38	*Verizon Wireless	186.75
*Visa	473.63	*VML Insurance	5758.74

*Waste Management	6861.56	*BGVFD	10,000.00
*Bowling Green Rescue	1000.00	*Jordan, Jo-Elsa	1730.77
*Taylor, Brock	890.00	*VDOT	100.00
*Dominion Virginia Power	377.65	*Haley, Deborah	150.00
*McDowney, Hanzel	150.00	*Peatross, Latoya	150.00
*REC	1242.07	*REC	1242.00
*Sorrow, Tammy	816.00	*Verizon	136.28
*Verizon Wireless	234.08	*Waste Management	1308.96

*Bills previously or separately authorized by Council.

There was no discussion by Council upon reviewing the Consent Agenda

Upon Motion by Mr. Webb, 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 – March 2016
- B. Town Clerk’s Report – March 2016

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

NEW BUSINESS:

Police Department Report – March 2016– The Police Chief reported that there had been two reportable crimes, both assault, that had occurred in the Town of Bowling Green for the month of March. There were 20 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 three warnings and two summonses for speeding. Deputies gave three warnings and one summons in Town this month. There was no speed log conducted for the month.

Town Manager’s Report – March 2016:

Special Use Permit Application – Donald Cutlip- Public Hearing – Mr. Manster noted that no action was necessary on this item as Council had voted on the matter earlier in the meeting.

Potential Agreement with Caroline County Concerning Utility Operation - The Town Manager noted that a Mutual Aide Agreement for County staff to assist Town staff with the repair and maintenance of the Town’s water and sewer lines and facilities has been reviewed and found acceptable by the Town Attorney. In response to a question from Mr. Webb, Mr. Manster stated that County will establish the amount it charges the Town based on employee’s hourly wages plus 30% to cover the County’s portion of employee

benefits plus additional amounts incurred by the County during the repair. Mr. Webb questioned the value of the Town's water system and if it would be beneficial for the Town to sell it to a private company. Mr. Manster said he believed that it would be in the public's best interest for the Town to maintain control of its water system.

Supplemental Nutritional Assistance Program (SNAP) Proposal – Mr. Manster briefed Council on the proposal that was developed and submitted by the George Washington Regional Commission/Farmers Market.co asking the Town to provide \$3000 to participate in the Fresh Food Access for a Healthy Living Program. The program would allow SNAP participants to use their benefits to purchase fresh fruits and vegetables at the farmers' market. Mr. Manster stated that he did not have a recommendation for Council but noted that participation in the program did not guarantee that a program administrator would be present each Saturday to facilitate transactions and that the map provided by the GWRC did not show a high concentration of SNAP cases in Bowling Green in comparison to the rest of the County. He said he would be happy to relay any questions Council had about the program to the Program Director, Elizabeth Borst. Mr. Wright stated that he did not believe that the Framers' Market would benefit enough to justify spending \$3000. Ms. Davis said that she did not see how the program would benefit residents as many of the items sold at the Farmers' Market do not qualify as SNAP purchases. Mr. McDearmon said that since the Bowling Green Farmers' Market is a Vendor Driven market and the vendors were not in favor of the program that the Town should not force them to participate.

No action was taken by Council on this item.

Loving Historic Marker - Mr. Manster informed Council that the Virginia Department of Historic Resources had contacted him concerning the determination of a location for an historic marker in the Town concerning the Loving's. Two locations are being considered in Town limits: the Courthouse Lawn and the intersection of Broaddus Avenue and Main Street. Council had no preference of location. Mr. Manster noted that the Caroline County Board of Supervisor's was also discussing the matter.

Proposed FY17 Budget – Mr. Manster stated that due to a number of reasons, including efforts to refine revenue estimates, he had not yet finalized a proposed budget. The proposed budget will be presented at the May Town Council Meeting.

Mr. Manster expressed his appreciation to Council for adjusting the date of April's Council meeting and thanked members for their support.

Discussion of Arts and Cultural District as proposed by Bowling Green Arts Commission – Following a brief discussion and a suggestion from the Town Attorney, Council agreed to refer the matter to the Ordinance Committee for study and recommendation.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

- A. Public Health, Safety and Personnel – Mr. Rowe stated that there was a personnel matter to be discussed in closed session.
- B. Water, Sewer and Trash – Mr. Satterwhite noted that Waste Management did not pick up trash or recycling the previous Friday. Mr. Manster informed Council that the truck had broken down and trash was collected the following Tuesday. Mr. Satterwhite said that since trash and recycling were only being picked up once a week Waste Management should be reliable with its schedule.
- 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. Satterwhite asked the Town Manager to see that the mulch in the Playground was replenished and streets were swept prior to April 30th's Festival of Feet Memorial Race. Mr. Manster said that he would take care of both items. Ms. Coleman asked when construction would begin on the Playground Pavilion. Mr. Manster stated that he was still looking into the signing of the contract. Mr. Satterwhite asked that the contract be signed by April 30th so that it could be announced at Festival of Feet.

Ms. Coleman asked the Town Manager to contact VDOT about the crumbling curb on Main Street in front of Tinder's Jewelers. Mr. Manster stated that he had recently been in contact with VDOT and had obtained a work order.

Mr. Webb noted that the streets were in need of sweeping on a regular basis not just before Town events. Mr. Manster explained that both of the Town's street sweepers were in disrepair and that he had been in contact with VDOT to see if the Town could be put on their street sweeping schedule.

OLD BUSINESS:

There was no Old Business to be discussed.

CLOSED SESSION:

On motion by Mr. McDearmon, seconded by Mr. Rowe, at 9:43 p.m. 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 performance of Public Works Maintenance Worker(s).

Roll Call Vote:

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

At 10:10 p.m. on motion by Mr. McDearmon, seconded by Mr. Wright, 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
McDearmon	Aye	Rowe.....	Aye
Davis	Aye	Coleman	Aye
Webb	Aye		

ADJOURNMENT:

Hearing no further business to come before Council, the Mayor adjourned the meeting at 10:11 P.M.