# TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MINUTES

### February 4, 2016

<u>MEMBERS PRESENT</u>: Mayor David Storke, Vice-Mayor Glenn McDearmon, Mary Frances Coleman, Matt Rowe, Jason Satterwhite, Daniel Webb, and Otis Wright.

MEMBERS ABSENT: Jean Davis

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

<u>AUDIENCE</u>: Davis Upshaw, Maxie Rozell, Bill Thornton, Jo-Elsa Jordan – Town Events Coordinator.

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 Glenn McDearmon followed with the invocation.

#### **DELEGATIONS/PUBLIC COMMENTS**:

<u>David Upshaw – Caroline Care Group representative</u> – Mr. Upshaw thanked Council for inviting the Caroline Care Group to the meeting to give an update on the Assisted Living Facility. He expressed his sadness for the recent passing of Donnie Pitts, a strong supporter of and advocate for the Assisted Living Facility. He noted that the Assisted Living Facility will be a huge benefit to the entire community. Mr. Upshaw invited Maxie Rozell, a fellow Caroline Care Group member to update Council on the Assisted Living Facility project status.

Maxie Rozell – Caroline Care Group representative - Mr. Rozell thanked Council for its continued support of the Caroline Care Group (CCG) and Assisted Living Facility. He gave a special thank you to Mr. McDearmon and Mr. Manster for their extra help with the Assisted Living Facility project. He informed Council that the \$10 million project has been in the works for several years. He said that the CCG complied with all of the United States Department of Agriculture's (USDA) requests and in December submitted an application to the USDA requesting a \$10 million loan to build the Assisted Living Facility. As part of the loan process, the USDA required that an independent auditor review the project documents. This had to be done by one of the firms recommended by the USDA. Mr. Rozell stated that the audit report indicated that the Assisted Living Facility was a viable not- for – profit endeavor that was projected to start paying for itself in about two years. Following the submission of the loan application, the USDA

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requested that the CCG raise \$500K in capital funds as a condition of approval. The CCG spoke with financial planners to put together a cash investment plan and raise the \$500K capital funds. In response to a question from Mr. McDearmon, Mr. Thornton stated that while not guaranteed, the USDA did assure the CCG that the loan funds will still be available as the CCG works to raise sufficient capital funds. Following a question by Mayor Storke, Mr. Rozell stated that borrowing money against the donated land on which the facility will be built is not an option in raising capital funds due to USDA regulations. A discussion ensued regarding fund raising possibilities. The Mayor thanked the Caroline Care Group for the update and their efforts to to bring an Assisted living Facility to Bowling Green.

The Mayor stated that Joanna Carter-Johnson, an Arts Commission representative, was unable to attend the meeting as scheduled.

<u>Jo-Elsa Jordan – Town Events Coordinator</u> – Ms. Jordan briefed Council on the status of the new Town website and noted the following dates on which scheduled events will be held:

Festival of Feet Health and Wellness 5K/10K – April 30

Spring Clean Sweep - May 21

John Cephas Piedmont Blues Festival - June 11

Music on the Green - last two Fridays in July and each Friday in August

Harvest Festival – October 15

Fall Clean Sweep - November 19

Christmas Parade – December 10

Ms. Jordan noted that she and the Mayor had discussed with the owners of the Old Mansion the possibility of holding an historical themed event at the Old Mansion. She said that she would keep Council informed as details became available.

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

#### **CONSENT AGENDA:**

- A. Minutes Town Council Meeting January 7, 2016
- B. Bills January 2016

A & M Home Center	134.34	Advance Auto	650.40
Amerigas	66.93	B&H Site Improvement	6346.70
<b>Bowling Green Auto Parts</b>	181.85	Caroline Garage	159.95
Caroline Humane Society	15.23	Cintas Corp. First Aid	30.55
Cintas of Richmond	401.65	Computer Plus	206.88
Dominion Chemical	314.20	E M Gray	36.01
Enviro Lab	1580.00	Erard, Andrea	1500.00
Fortune, Mitchell	765.00	G & G Milford Farm Supply	149.84
HD Supply	285.60	James, Mary	70.00

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John, Allison	280.00	Johnson's Exterminating	615.00
Jordan, Jo-Elsa	1730.70	KL Langford	10280.00
McGinley, Michelle	105.00	Mid-Atlantic Lab	675.00
Minor & Associates	2146.25	Minter, Debra	30.65
Overhead Door Co.	460.22	Rapp. Regional Justice Acad	demy 58.23
Rutherford	554.06	Sensus Metering Systems	1617.45
Singh Baldwinder	122.66	Sorrow Tammy	360.00
Stemmle Plumbing	1625.00	Taylor, Brock	500.00
Superior Lamp Inc	415.91	The Lincoln National	80.75
The Supply Room	234.62	The UPS Store	10.70
Verizon	252.40	Verizon Wireless	40.01
VUPS	24.15	Waste Management	6861.66
Webb Investment Group	86.98	White Oak Electric	2032.70
Xerox	337.71	*Dominion Virginia Power	6128.97
*Jordan, Jo-Elsa	1730.77	*REC	150.00
*Shell Fleet Plus	391.28	*Taylor Brock	880.00
*Teague, Billie	150.00	*The Caroline Progress	522.90

<sup>\*</sup>Bills previously or separately authorized by Council.

There was no discussion by Council upon reviewing the Consent Agenda

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

<u>STAFF REPORTS</u>: The following informational item was noted:

## A. Town Hall Rentals Report – January 2016 -

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

#### **NEW BUSINESS:**

<u>Police Department Report – January 2016</u>– The Police Chief reported that there had been four reportable crimes, two larceny and two vandalism, that had occurred in the Town of Bowling Green for the month of January. There were 28 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 two warnings and two summonses for speeding. Deputies gave two warnings and one summons in Town this month. There was no speed log conducted for the month.

The Police Chief noted that 5 days throughout the month of January he had scheduled two officers to work concurrent shifts in an effort to enforce speed limits in Town. He asked Council if officers could reduce the process of checking for streetlight outages to once a month as the once a week check revealed the same light being out each week.

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Council agreed to Chief Hoskin's request.

<u>Town Manager's Report – January 2016:</u>

Maury Avenue Streetlight: Mr. Manster informed Council that the additional streetlight on Maury Avenue has been ordered and approval of installation has been granted by Dominion Power. He stated that installation of the streetlight should be completed fairly soon.

<u>Conversion to LED Street Lighting:</u> The Town Manager noted that Dominion Virginia Power has been asked to develop a project to determine the cost to convert all street lights in Town to LED lighting. Dominion representatives are working to fulfill this request.

<u>Lighting for Flags on Town Hall Lawn:</u> Mr. Manster informed Council that a light has been installed to illuminate the flags on the Town Hall lawn at night as is proper procedure for flags that remain staffed at all times, as the flags at Town Hall do.

<u>Pavilion at Playground</u>: Mr. Manster said that due to the weather, the last Planning Commission meeting was canceled. The Planning Commission has not yet been able to make a determination as to whether the proposed pavilion is in conformance with the Town's Comprehensive Plan. He stated that the matter will be discussed at the February 22nd Planning Commission meeting.

In addition to the items noted on his report to Council, the Town Manager reported that one on the Town's three wells, the well located on West Broaddus Avenue, was taken off line due to high Gross Alpha test results. He noted that Gross Alpha is naturally occurring and moves through aquifers from time to time. In response to a question from Mr. McDearmon, Mr. Manster stated that the well has been off line for nearly a week and there have been no complaints from customers regarding quality or pressure of water. He assured Council that the two wells currently operating produce enough water to sustain all residential and business customers. Mr. Manster said that he would like to meet with the Water, Sewer, and Trash committee to discuss treatment options.

Mr. Wright stated that starting tomorrow independent contractors would be observing the water and waste water operations in Town to potentially submit a proposal relating to assisting with operations of the Town's utility service

### REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. <u>Public Health, Safety and Personnel</u> – Mr. Rowe said that the Public Works Superintendent position still remains unfilled at this time and the committee will be discussing alternatives to filling the position with the Town Manager.

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B. <u>Water, Sewer and Trash</u> – There was no report form the Water, Sewer, and Trash Committee.

- C. <u>Ordinance, Licenses, and Permits</u> There was no report from the Ordinances, Licenses and Permits Committee.
- D. <u>Streets and Sidewalks</u> There was no report from the Streets and Sidewalks Committee.
- E. <u>Buildings and Grounds</u> Ms. Coleman said that she would like to meet with the previous Building and Grounds Committee to discuss where matters were left off the previous year.
- F. <u>Economic Development, Activities and Tourism</u> Mr. McDearmon stated that positive changes are happening in Town and projects are moving forward.
- G. Budget There was no report from the Budget Committee.

Mayor Storke said that the largest benefit the Town provides to its residents is water and sewer service and as such a strong fully staffed Public Works department was necessary. He noted that recently there has been high turnover in employment in the Public Works Department most likely due to the Town's pay rate compared to neighboring localities. He suggested that as the budget is prepared, allocating more money to Public Works Department's salaries or contracting the operations out should be considered.

Mr. Rowe noted that the issue of speeding and traffic calming measures on Maury Avenue was still being discussed and options considered. He noted that at a meeting with VDOT the idea of abandoning White Street was discussed to deter motorist from cutting through Town by using Maury Avenue. He noted that at this time alternatives are still being considered. The Mayor noted that it may be difficult to meet the VDOT Standards to warrant traffic calming measures. Mr. McDearmon suggested that a speed table may be an effective alternative. Other ideas that were presented were converting White and Elliot Streets into one way Streets and assessing additional fees for speeding. The Town Attorney stated that assessing additional fees requires meeting specific criteria set by VDOT and that she would look into the matter.

In response to a statement from Mr. Rowe, Mr. Manster stated that following the last large snow storm the Waste Management driver that picks up residential trash was instructed by his superiors to dump both trash and recycling in to the same load so as to more quickly finish the route. He noted that this is not in compliance with the contract between the Town and Waste Management and the Town's extreme displeasure with this action has been expressed to Waste Management representatives. Mr. Satterwhite said that he would make himself available if a meeting of the Water, Sewer, and Trash

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Committee was necessary to discuss the matter further.

## **OLD BUSINESS**:

There was no Old Business to be discussed.

## ADJOURNMENT:

There was a motion made by Mr. McDearmon and seconded by Mr. Satterwhite to adjourn at 9:37 P.M. Voting Aye: Wright, McDearmon, Satterwhite, Webb, Coleman, and Rowe.

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