

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

January 7, 2016

MEMBERS PRESENT: Mayor David Storke, Vice Mayor Glenn McDearmon, Daniel Webb, Mary Frances Coleman, Jean Davis, and Matt Rowe.

MEMBERS ABSENT: Otis Wright and Jason Satterwhite.

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

AUDIENCE: Mark Gaines, Ken Snow – The Caroline Progress, Dr. George Parker – Caroline County Public Schools Superintendent, Mrs. Michelle Jones – Bowling Green Elementary School Principal, Bonnie Cannon, Tish Beasley, Tim White.

The Mayor called the meeting to order at 7:30 P.M. and noted that a quorum of the Town Council was present. He 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.

DELEGATIONS/PUBLIC COMMENTS:

Tim White and Tish Beasley, Wrightsville Rd. – Mr. White told Council that he and his wife had recently moved to the area from Oakland, CA, noting that his wife grew up in Bowling Green. He said he was at the meeting to learn more about Bowling Green and asked which member of Council represented his district.

The Mayor welcomed Mr. White and Ms. Beasley to the meeting. He explained that all Council members are elected at large and do not represent specific districts with in the Town. He informed Mr. White that his residence was not in the Town of Bowling Green but just outside Town limits with a mailing address of Bowling Green. The Mayor suggested that Mr. White and Ms. Beasley may want to attend a Caroline County Board of Supervisors meeting to find out who their County representative is and informed them of the County’s meeting schedule. The Mayor said that he and Council appreciated hearing how things are done in other cities and towns from out-of-town residents.

The Mayor called for additional comments from the public. Hearing none, he invited Dr. George Parker to address Council.

Dr. Parker thanked Council for inviting him to speak about his current endeavors as the new superintendent of Caroline County Public Schools. Dr. Parker handed a copy of his Post-Entry Plan to the Mayor and Council. The Post-Entry Plan detailed Dr. Parker’s

Mayor _____ Clerk _____

plan to improve the local public school system. In the report he noted what efforts were working for the school system and what he'd like to change moving forward. Dr. Parker emphasized that his plan focused on improving three factors: What material was taught, How material was taught, and Literacy Instruction. He noted that the school year was currently half over and that the High School Standards of Learning Assessments results showed a marked improvement from previous years.

Mr. McDearmon stated that he'd like to see the Town get involved in a literacy program that would benefit Caroline County Public Schools, as the quality of schools is an economic driver for the Town and County. Mr. McDearmon inquired as to what career training opportunities are currently offered to high school students. Dr. Parker stated that the high school does offer workforce preparedness in the form of its Career and Technical Education (CTE) program. He said that he has formed a CTE committee to evaluate possible course offerings that can be added to current CTE courses available. Mr. McDearmon offered his support and assistance to Dr. Parker. Dr. Parker agreed and said that he thought it would be a beneficial partnership.

Dr. Parker then invited Mrs. Jones, the Bowling Green Elementary (BGE) School Principal, to share with Council the current state of BGE. Mrs. Jones shared with Council the schools statistics on enrolled students, teachers and staff, and class student to teacher ratio. She noted that the school is currently partially accredited and working toward attaining full accreditation by achieving higher Standards of Learning (SOL) Test scores.

Mrs. Jones, in answering a question from Ms. Coleman, stated that Benchmark tests are administered at the end of every nine-week grading period, with a SOL test administered at the end of the school year. In response to a question from Mr. McDearmon, Mrs. Jones said that BGE currently uses the Paths to Achieving Literacy Success (PALS) program to track student's growth in literacy.

The Mayor thanked Dr. Parker and Mrs. Jones for attending the meeting and commended them for the great job they are doing. He noted that Town Council had previously discussed becoming a conduit to establish a group of volunteers to work with BGE and would like to revive the effort. Dr. Parker said that he would be in touch with the Town Manager to work out the details of the volunteer effort.

Hearing no further public comments, the Mayor closed the Public Comment period of the meeting.

CONSENT AGENDA:

A. Minutes – Town Council Meeting – December 3, 2015

B. Bills – December 2015

A & M Home Center	415.06	Amerigas	297.88
BAI Municipal Software	75.00	Blue Tarp Financial	6.99
Bowling Green Auto Parts	5.38	Caroline Historical Society	120.00
Cintas First Aide	32.71	Cintas Uniforms	324.07

Computer Plus	206.88	Crown Trophy	220.25
Commonwealth Engrng.	30,641.00	Erard, Andrea	1500.00
Enviro Lab	2345.00	Fire Safety Systems	336.99
Ferguson Waterworks	155.88	GH Watts Construction	225.00
G & G Milford Farm Supply	60.70	Hill, Patricia	64.00
HD Supply	2666.77	John, Allison	280.00
James, Mary	175.00	Johnson’s Exterminating	735.00
Johnson, Elizabeth	150.00	Lewis, Melissa	79.19
Jordan, Jo-Elsa	1730.77	McGinley, Michelle	175.00
M & W Printers	909.16	Old Dominion Brush	850.00
Mid Atlantic Lab	1811.00	Rutherford	283.34
REC	539.69	SOSMetal Products	391.18
Sorrow, Tammy	660.00	Sunbelt Rentals Inc	614.70
Stemmler Plumbing	1750.00	The UPS Store	87.50
Taylor, Brock	400.00	Verizon	319.07
VITA	685.51	Visa	183.34
Verizon Wireless	233.66	Washington, Tracey	150.00
VUPS	26.25	Wells Fargo Corporate	161,987.50
Waste Management	6777.56	Xerox	192.11
White Oak Electric	1777.20	*Campbell, Sabrina	7.90
*BG Postmaster	114.00	*Cas Severn	2417.96
*Cary, Crystal	150.00	*Jordan, Jo-Elsa	1730.77
*Devol, Jacob	200.00	*Rozell, Joni	150.00
*McLeod, Ricky	600.00	*Taylor, Brock	770.00
*Sphir, Mac	100.00	*VML Insurance	5758.74
*VDOT	100.00	*Cas Severn	4038.00
Waller, Cynthia	150.00	*REC	320.16
*Dominion VA Power	5855.50	*VITA	705.90
*Shell Fleet Plus	594.10	*Verizon Wireless	184.91
*Verizon	311.19	*Waste Management	7239.44
*Visa	790.64	*Coyle, Valarie	50.00
*Coleman, Johnson	100.00	*Flores, Armando	100.00
*Davis, Jean	100.00	*Self, Gene	100.00
*Hauser, Martin	125.00	*Jordan, Jo-Elsa	1730.77
*Webb, Chad	100.00	*Lincoln National	198.01
*Taylor, Brock	1120.00		

***Bills previously or separately authorized by Council.**

Council had no questions upon reviewing the Consent Agenda.

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

STAFF REPORTS: The following informational item was noted:

A. Town Hall Rentals Report – December 2015

Council had no questions upon reviewing the Staff Report.

NEW BUSINESS:

Police Department Report – December 2015– Police Chief Hoskins reported that there had been two reportable crimes, both larceny, which had occurred in the Town of Bowling Green for the month of December. There were 22 calls reported for the month, none of which required investigation. The Chief reported that no new sex offenders had moved to Town in December. He stated that the Town Officers had given six warnings and four summonses for speeding. Deputies gave three warnings and two summonses in Town for the month. Town Officers had no arrests for the month.

Town Manager’s Report – December 2015:

R-2016-001 – VDOT Land Use Permit Surety Resolution- The Town Manager asked Council to notice in their packets R-2016-001 – VDOT Land Use Permit Surety Resolution. He noted that the Resolution is required by VDOT as part of the application process to obtain a permit for asphalt patching throughout town. The Town Manager asked for Council’s approval of the Resolution.

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

Fiscal Year 2017 Budget Preparation - The Town Manager stated that budget preparation for Fiscal Year 2017 was underway and that he would like to meet with the Budget Committee (Ms. Davis and Mr. Satterwhite) during January to discuss some broad budget guidelines for the coming fiscal year.

Maury Avenue Improvements - The Town Manager noted that because of holiday and vacation schedules, he had not yet received responses to questions that he had posed to VDOT and Dominion Virginia Power concerning traffic calming and additional lighting on Maury Avenue. He said he anticipated responses to come fairly soon. A recommendation to Council will then be developed by the Streets and Sidewalks Committee (Mr. Wright and Mr. Rowe).

Business Grand Opening - The Town Manager informed Council that on Saturday, January 9th at 10:30 AM, Ms. Lyndra Williams will open “Lyndra’s Christian Gift Shop” at

100 South Main Street (Milford Street entrance) in Bowling Green. He said that the Town will conduct a ribbon cutting, and Council members are invited to attend and welcome Ms. Williams to our business community.

The Town Manager advised Council that the Town had recently had work performed at the Waste Water Treatment Plant relating to an insurance claim for which the Town received \$29,111. He asked that Council amend the FY 2016 budget and appropriate the \$29,111 received from VML Insurance for the claim to the Waste Water Treatment Plant Maintenance line item of the budget.

Upon Motion by Mr. Rowe, with a second by Mr. McDearmon, Council voted to amend the FY 2016 budget and appropriate the \$29,111 received from VML Insurance for the claim to the Waste Water Treatment Plant Maintenance line item of the budget. Voting Aye: McDearmon, Webb, Coleman, Davis, and Rowe.

Ms. Coleman noted that there were still several street lights out in Town. The Town Manager said that he would look into the matter. Mr. Webb inquired as to who was responsible for reporting street light outages to Dominion. The Town Manager explained that when a resident reports an outage, staff then reports the outage to Dominion via email to a Dominion representative. Mr. Webb asked if a procedure could be implemented in which Town police officers checked for and reported to the Town Clerk all street light outages on a bi-weekly basis. The Police Chief said that he would work with the Town Clerk on implementing such a procedure. Mr. McDearmon noted that if street lights were to be retro fitted with LED fixtures, the fixtures themselves often have the technology to report to Dominion when the light is out. In direct response to a question from Mr. Webb, the Town Manager stated that the Town currently spends about \$18,000 a year on electricity used by street lights. Mr. McDearmon stated that switching to LED could save the Town about 40% annually, with an estimated initial cost of \$30,000. Mr. Rowe asked if switching to LED would mean replacing the entire fixtures of just the bulbs. Mr. McDearmon said that it depended on what type of fixtures the Town currently utilized. The Town Manager said that he would look into the matter and report back to Council with his findings.

From the audience, Mrs. Cannon stated that while Council was discussing the topic of street light outages, she would like to report the light that illuminates the flags on the lawn of Town Hall is out and has been for some time. The Town Manager said he would address the issue.

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 vacant Public Works Superintendent position and hoped to report back to Council at the February meeting that the position had been filled.
- 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 – Mr. Webb stated that the Buildings and Grounds Committee was waiting to hear back from the Planning Commission on their determination of the Pavilion’s compliance with the Comprehensive Plan.
- F. Economic Development, Activities and Tourism – Mr. McDearmon reported that due to a lack of quorum, the Economic Development Authority did not meet in December.
- G. Budget – There was no report from the Budget Committee.

OLD BUSINESS:

There was no Old Business to be discussed.

ADJOURNMENT:

There being no further business to come before Town Council, a motion was made by Mr. McDearmon, seconded by Ms. Davis to adjourn the meeting at 8:34 P.M. Voting Aye: McDearmon, Webb, Coleman, Davis, and Rowe.