

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

December 3, 2015

MEMBERS PRESENT: Mayor David Storke, Vice Mayor Glenn McDearmon, Otis Wright, Jason Satterwhite, Daniel Webb, Jean Davis, and Matt Rowe.

MEMBERS ABSENT: Mary Frances Coleman

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

AUDIENCE: Mark Gaines, and Jo-Elsa Jordan – Town Events Coordinator

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:

Mark Gaines, 115 W. Broaddus Ave. – Mr. Gaines thanked Council for addressing and rectifying the street light outages on Maury Avenue and said that he felt the Town Managers Report included in Council’s packet adequately addressed his concerns over high volume and speeding traffic on Maury Avenue.

Mr. McDearmon asked Mr. Gaines if he would share those sentiments on the Facebook page he created to discuss Town issues, “We the Town’s People of Bowling Green.”

Jo-Elsa Jordan – Town Events Coordinator – Ms. Jordan updated Council on the Harvest Festival expenditure and revenue figures. She stated that the final figure for expenses was \$21,070.40 and the current revenue figure was \$25,572.58 resulting in a net revenue of \$4,502.18. Ms. Jordan said she expects to see the revenue increase slightly as Harvest Festival Meals Tax remittances are still coming in.

Ms. Jordan briefed Council on her current progress with the Christmas Parade stating that she had delivered letters to Maury Avenue residents informing them that their street will be blocked from 3 – 7 p.m. the evening of the parade to allow for parade line up. She noted that included with the letter was a discount coupon to Romas Italian Restaurant. Ms. Jordan informed Council that the awards ceremony following the parade will once again be held at Romas Italian Restaurant.

Ms. Jordan asked Council to notice the article she placed on the table in front of each

of them. She noted that the article, which appeared in the January 2015 issue of the Cooperative Living magazine, made several good points about the future of small towns. She thought Council and staff would appreciate the material in the article.

In direct response to a question from the Mayor, the Town Manager stated that the net revenue from the Harvest Festival would be allocated back into the Harvest Festival budget unless Council chose to take action to re-allocate the funds elsewhere.

Ms. Jordan extended an invitation to Council to judge the upcoming Christmas Parade. Mr. Wright said that for the first time in several years he would not be able to serve as a judge because he would be out of town on the day of the parade. The Mayor suggested that Ms. Jordan ask Dr. George Parker, the new Caroline County Public Schools (CCPS) Superintendent, to be a judge. Ms. Jordan agreed and said with the high level of participation from various CCPS groups Mr. Parker would be a good choice for a judge.

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

**CONSENT AGENDA:**

**A. Minutes – Town Council Meeting – November 5, 2015**

**B. Bills – November 2015**

|                                      |                |                                |                 |
|--------------------------------------|----------------|--------------------------------|-----------------|
| <b>A &amp; M Home Center</b>         | <b>362.28</b>  | <b>Advance Auto Parts</b>      | <b>23.88</b>    |
| <b>B &amp; H Site Improvements</b>   | <b>5532.50</b> | <b>Burruss David III</b>       | <b>49.04</b>    |
| <b>Campbell Elem</b>                 | <b>82.34</b>   | <b>Cash (petty)</b>            | <b>67.72</b>    |
| <b>Cintas – First Aid</b>            | <b>13.34</b>   | <b>Cintas – Uniforms</b>       | <b>418.04</b>   |
| <b>Computer Plus</b>                 | <b>206.88</b>  | <b>Dominion Chemical</b>       | <b>253.30</b>   |
| <b>Enviro Lab</b>                    | <b>1300.00</b> | <b>Erard, Andrea</b>           | <b>1500.00</b>  |
| <b>G &amp; G Milford Farm Supply</b> | <b>584.39</b>  | <b>GH Watts Construction</b>   | <b>2350.00</b>  |
| <b>Grainger</b>                      | <b>120.45</b>  | <b>James, Mary</b>             | <b>140.00</b>   |
| <b>John, Allison</b>                 | <b>315.00</b>  | <b>Johnson’s Exterminating</b> | <b>490.00</b>   |
| <b>K.L. Langford Excavating</b>      | <b>9791.62</b> | <b>Luck Stone Corp</b>         | <b>950.55</b>   |
| <b>Main Street Ventures</b>          | <b>80.30</b>   | <b>McGinley, Michelle</b>      | <b>105.00</b>   |
| <b>Mid Atlantic Lab</b>              | <b>1725.00</b> | <b>Minor &amp; Associates</b>  | <b>2685.00</b>  |
| <b>MJ Printers Inc</b>               | <b>275.00</b>  | <b>New Yorker Restaurant</b>   | <b>60.00</b>    |
| <b>Powell John D II</b>              | <b>233.16</b>  | <b>Rutherford</b>              | <b>697.21</b>   |
| <b>Seal Justin</b>                   | <b>112.50</b>  | <b>Sorrow, Tammy</b>           | <b>1038.00</b>  |
| <b>SOSMetal Products</b>             | <b>2628.03</b> | <b>Stemmler Plumbing</b>       | <b>1172.00</b>  |
| <b>The Supply Room</b>               | <b>248.88</b>  | <b>USA Blue Book</b>           | <b>1477.99</b>  |
| <b>VUPS</b>                          | <b>24.15</b>   | <b>Waste Management</b>        | <b>1554.74</b>  |
| <b>Webb Investment Group</b>         | <b>35.65</b>   | <b>White Oak Electric</b>      | <b>15140.00</b> |
| <b>Wilson Katrina</b>                | <b>14.67</b>   | <b>Xerox</b>                   | <b>214.40</b>   |
| <b>*Beasley Yolanda</b>              | <b>150.00</b>  | <b>*Byrd, Barbara</b>          | <b>8.40</b>     |
| <b>*Dominion VA Power</b>            | <b>4994.45</b> | <b>*Hill Patricia</b>          | <b>64.00</b>    |

|                      |         |                               |         |
|----------------------|---------|-------------------------------|---------|
| *Jordan Jo-Elsa      | 1730.77 | *Rappahannock Elec Coop       | 482.15  |
| *Taylor Brock        | 860.00  | *The Caroline Progress        | 549.00  |
| *The Free Lance Star | 1000.00 | *Treasurer of Virginia (VITA) | 653.23  |
| *Verizon             | 61.73   | *Verizon Wireless             | 184.94  |
| *Visa                | 1660.16 | *Waste Management             | 9563.28 |
| *WBQB/WFVA Radio     | 1700.00 | *Shell Fleet Plus             | 737.24  |
| *Brandt Matthew      | 54.88   | *Caroline Historical Society  | 500.00  |
| *Jordan Jo-Elsa      | 1730.77 | *Ross Wilson                  | 150.00  |
| *Taylor Brock        | 720.00  | *Turner Lateaka               | 100.00  |
| *Verizon Wireless    | 40.01   | *Coleman Mary Frances         | 600.00  |
| *Davis Jean          | 600.00  | *McDearmon Glenn              | 600.00  |
| *Rowe Matthew        | 600.00  | *Satterwhite Jason            | 600.00  |
| *Storke David        | 900.00  | *Webb Daniel                  | 600.00  |
| *Wright Otis         | 600.00  |                               |         |

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

Council had no questions upon reviewing the Consent Agenda.

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

STAFF REPORTS: The following informational item was noted:

- A. Town Hall Rentals Report – November 2015
- B. Public Works Report – November 2015

Council had no questions upon reviewing the Staff Report.

NEW BUSINESS:

Police Department Report – November 2015– Police Chief Hoskins reported that there had been no reportable crimes which had occurred in the Town of Bowling Green for the month of November. There were 12 calls reported for the month, none of which required investigation. The Chief reported that no new sex offenders had moved to Town in November. He stated that the Town Officers had given three warnings and two summonses for speeding noting that the department had dedicated at least 40 hours to radar enforcement for the month. Deputies gave four warnings and four summonses in Town for the month. A speed log was conducted on Maury Avenue indicating an average speed of 22.73 mph on the road. Town Officers had no arrests for the month.

Chief Hoskins stated that due to some recent activity in Town, the Police Department is planning a series of crime prevention meetings to be open to the public during the month of December.

The Police Chief asked Council to notice the report he set in front of them detailing the results of the radar speed sign recently set up on Maury Avenue (copy attached to these minutes.) He noted that the maximum speed of 109 mph was an anomaly and did not consider it to be accurate.

Chief Hoskins informed Council of a phone app, called Wave, which is being used by drivers to tag the location of police officers in the area. Chief Hoskins stated that while Sgt. Jones was on patrol she used the app and was tagged by drivers several times in a short period. He stated that the app may play a part in the low number of traffic summonses written by Town officers as drivers are given a warning by the app and slow down before entering the range of the officer's radar. Mr. Satterwhite noted that the app is not only used to tag the location of law enforcement officers but also as a GPS and to alert of traffic backups and in fact uses the app himself. Mr. Webb noted that the Police Department's goal is not to write tickets but to deter speeding in Town, a goal in which the Wave app may be aiding.

Town Manager's Report – November 2015:

Maury Avenue Street Lights - The Town Manager stated that at the last Town Council meeting, several residents of Maury Avenue appeared before Town Council and expressed concern about the lack of adequate street lighting along a certain section of Maury Avenue. He said that Dominion Virginia Power was contacted about the noted problem and a "Projects Designer" was assigned to work with the Town. After an on-site inspection by the designer, Mr. Wright, Chairman of the Streets and Sidewalks Committee, and the Town Manager met with him to discuss the situation. It was determined that an additional street light was needed at the bottom of the "dip" in Maury Avenue to address the situation. Virginia Power representatives are currently determining the appropriate fixture to use and the cost of the fixture and installation. He said that the designer noted that the cost of the additional fixture and installation would be paid by the Town. Mr. Manster is checking into this matter. Additional monthly billings will be sent to the Town for the power used by the new facility. The Town Manager said once all information is available a recommendation will be brought to Town Council.

Maury Avenue Traffic Calming - The Town Manager informed Council that he had contacted the VDOT Residency Administrator, Sean Nelson, concerning possible traffic calming options for Maury Avenue. VDOT will be conducting a series of traffic speed and traffic volume studies on Maury Avenue. In order for them to get the best information to make their determination as to how to proceed, they have asked that we remove the speed trailer and take steps to allow the traffic flow to reach its "normal"

level. When their studies are completed, they will advise the Town on how to proceed with addressing the situation and what traffic calming options are considered best to address the issues. Mr. McDearmon suggest that if VDOT had special requirements for lighting on secondary roadways that VDOT may be responsible for the cost of installing additional lighting to meet those standards.

Maury Avenue and Other Street Light Outages - The Town Manager noted that all street light outages have been reported directly to Dominion Virginia Power. Work orders have been issued for each outage. He stated that residents should report all streetlight outages to Town Clerk, Melissa Lewis.

Superintendent of Public Works Position - The Town Manager informed Council that several applications had been received for the vacant Public Works Superintendent position. He stated that he will be reviewing applications with Council's Public Health and Safety/Personnel Committee and interviews will be scheduled as necessary. Updates will be presented to Town Council. The Town Manager asked that the members of the Public Health, Safety and Personnel Committee to meet with him following the Council Meeting to set dates for the Committee to conduct applicant interviews.

Assistance to Veterans - The Town Manager stated that on November 12, Ron Curlings, assisted by Moody Pitts, provided assistance to Veterans applying for benefits or appealing benefit determinations. Several veterans and their families came to Town Hall seeking assistance. Messrs. Curlings and Pitts will return to Town Hall next Thursday, December 10<sup>th</sup> between 9:00 AM and 1:00 PM to again provide assistance to Veterans.

The Town Manager asked that the Building and Grounds Committee find an agreeable date to meet. He then asked Council for suggestions of residents to fill Arts Commission Vacancies.

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

- A. Public Health, Safety and Personnel – Mr. Rowe stated that he and Mr. Wright would meet with the Town Manager following the meeting to set a date for interviews for the Public Works Superintendent vacancy.
- 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. McDearmon directed the Town Manager to extend a formal invitation to the new Public Schools Superintendent asking him to attend a Town Council meeting to discuss ways that the Town can offer support to the school system. The Town Manager said he would contact the School Board Office to extend the invitation to Dr. George Parker, the newly appointed CCPS Superintendent.

The Mayor asked Council for suggestions on possible new members to fill the 7 currently vacant seats on the Arts Commission and reminded Council that the Arts Commission is down to only 4 members: Robyn Sieg, Jay Johnson, Joanna Carter-Johnson, and John Stoddard. In direct response to a question from Mr. Webb, the Mayor stated that the Arts Commission's mission is to promote art related endeavors in the Town, specifically but not limited to: Music on the Green, the John Cephas Piedmont Blues Festival, and the Sidney King Arts Center.

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. Rowe, seconded by Mr. Wright to adjourn the meeting at 7:55 P.M. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Davis, and Rowe.**

Study Name Maury Avenue  
Study Location Maury Avenue

Start Date/Time 10/30/15 14:05  
End Date/Time 11/5/15 17:45

Total Study Time 06 D 03 H 40 M

Total Vehicles 2074

Speed Limit 25 mph

Total Speeders 446

Percent Speeding 21.5%

85th Percentile 26 mph

Median Speed 21 mph

~~Maximum Speed 109 mph~~

Traffic Volume for Study, By Speed  
 Study Name is Maury Avenue  
 Study Location was Maury Avenue  
 Speed Limit was 25 mph Study Start Time was 14:05 on 10/30/2015  
 Study End Time was 17:45 on 11/05/2015

