

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

August 3, 2017

MEMBERS PRESENT: Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, Jean Davis, and Matt Rowe.

MEMBERS ABSENT: None

OTHERS PRESENT: Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Police Chief Wendy Jones, Town Attorney Andrea Erard, Director of Public Works Billy Deavers, and Events Coordinator Jo-Elsa Jordan.

AUDIENCE: Jeff Voit, Tina Gambil, Ann Marie Jiles, Frances Johnson, John Seig, Dawn Harris, Sheriff Lipa, and Carolyn Rave.

The Mayor called the meeting to order at 7:32 PM and led the group in the Pledge of Allegiance to the Flag of the United States of America.

PUBLIC HEARINGS:

A. RZS-2017-001 – Rezoning of 17518 AP Hill Blvd from R-1 to B-1:

At 7:33 PM the Mayor opened the public hearing for RZS-2017-001 - Rezoning of 17518 AP Hill Blvd from R-1 residential to B-1 business and called for public comment on the matter. He called a second and third time. Hearing no comments, the Mayor closed the Public Hearing at 7:34PM.

On motion by Mr. McDearmon, second by Ms. Davis, Council voted to approve RZS-2017-001- Rezoning of 17518 AP Hill Blvd from R-1 to B-1.

Roll call vote:

McDearmon	Aye	Wright	Aye
Gaines	Aye	Hauser	Aye
Coleman	Aye	Davis	Aye
Rowe	Aye		

B. O-2017-003 - An Ordinance to amend the Town Code of Bowling Green concerning the zoning requirements of the corner lots in the R-1, R-2 and R-3 Residential Districts:

At 7:36 PM the Mayor opened the Public Hearing for O-2017-003 - an Ordinance to amend the Town Code of Bowling Green concerning the zoning requirements of the corner lots in the R-1, R-2 and R-3 Residential Districts and called for Public Comment

on the matter. He called a second call and third time. Hearing no comments the Mayor closed that Public Hearing at 7:36 PM.

On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve O-2017-003 An Ordinance to amend the Town Code of Bowling Green concerning the zoning requirements of the corner lots in the R-1, R-2 and R-3 Residential Districts.

Roll call vote:

McDearmon	Aye	Wright	Aye
Gaines.....	Aye	Hauser.....	Aye
Coleman.....	Aye	Davis.....	Aye
Rowe.....	Aye		

C. O-2017-004 - Ordinance allowing Town to charge fees for collections on delinquent accounts via a collection agency:

At 7:37 PM the Mayor opened the Public Comments for O-2017-004.

Robert Hopkins - 108 Anderson Ave.- Mr. Hopkins question the time frame of delinquencies to be reported to the collections agency.

Tina Gambil - 122 Lakewood Dr.- Ms. Gambill inquired about the collection fee to be charged for accounts turned over to the agency.

The Mayor called a second and third time for Public Comment. Hearing no further comment the Public Hearing was closed at 7:39 PM.

On motion by Mr. McDearmon, seconded by Mr. Rowe, Council voted to adopt O-2017-004 an Ordinance allowing the Town to charge fees for collections on delinquent accounts via a collection agency.

Roll call vote:

McDearmon	Aye	Wright	Aye
Gaines.....	Aye	Hauser.....	Aye
Coleman.....	Aye	Davis.....	Aye
Rowe.....	Aye		

D. O-2017-005 – An ordinance to establish Enterprise Zones:

At 7:42 PM the Mayor opened the Public Hearing and Mr. Sieg, chairman of the Town’s Economic Development Authority, spoke about the 4 proposed Enterprise Zones in the Town of Bowling Green. The Mayor called for Public Comment on the matter. He called a second call and third time. Hearing no comments the Mayor closed that Public Hearing at 7:52 PM.

On motion by Mr. Rowe, seconded by Mr. Wright, Council voted to adopt O-2017-005 – An ordinance to establish Enterprise Zones.

Roll call vote:

McDearmon	Aye	Wright	Aye
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Gaines.....Nay	Hauser.....Aye
Coleman.....Aye	Davis.....Aye
Rowe.....Aye	

III. DELEGATIONS: The Mayor noted that this was Councilman Rowe last meeting. The Mayor thanked Mr. Rowe for all his hard work and dedication to the Town.

IV. PUBLIC COMMENTS:

Robert Hopkins- 108 Anderson Ave- advised that there is a problem with dogs not being on leashes and running at large.

Anne Marie Jiles- 260 Roper Dr.- spoke on dogs running free and owners not cleaning up after pets.

Bonnie Cannon – 123 S. Main St.- Ms. Cannon asked if VDOT had addressed her concerns about parking on South Main Street.

The Mayor called for additional Public Comments. Hearing none, he closed the Public Comment portion of the meeting.

V. CONSENT AGENDA:

A. Bills – July 2017

A & M Home Center	385.26	Caroline County Sheriff’s	100.00
Cintas Corporation	68.90	Cintas of Richmond	571.53
Commonwealth Engineer	1364.66	Creative Catering 4U	400.00
Davis, Bradley	800.00	Dickinson Equipment	119.61
El Technical	386.00	Envirocompliance	1735.00
Environmental Resource	304.34	Erard, Andrea G	1667.00
G & G Milford Farm Serv	676.77	Gaines, Mark	46.00
Haun, Dawn	50.00	IBM Corporation	854.59
James, Mary	140.00	Joe Wheeler’s Septic	8075.00
John, Allison	280.00	Johnson’s Exterminating	615.00
K L Langford Excavating	4885.50	MacDoc P Management	115.00
Matern Staffing	901.43	McGinley, Michelle B	70.00
Mid-Atlantic Lab	6526.00	Mullen Inc	900.00
Pro Shred Security	45.00	Rappahannock Regional	755.00
Reid Engineering Co	39306.40	Rutherford Janitor Supply	102.46
Staples Advantage	992.01	Stemmler Plumbing	6815.00
Sunbelt Rentals INC	577.45	The Caroline Progress	1350.00
The Lincoln National	91.40	USA Blue Book	159.10
VA Dept of Health	2480.95	Verizon	285.27

Verizon Wireless	379.39	Waste Management	6816.53
Webb, Emily	315.00	Zerbe’s Moving	175.00
*On Site PC	1189.00	*Joe Wheeler’s Septic	850.00
*Monroe, Antoinette	150.00	*On Site PC	249.00
*BMS Direct	1759.11	*Matern Staffing	1598.10
*MetroCast	66.25	*Joe Wheeler’s Septic	1700.00
*On Site PC	1692.20	*St. James Baptist	150.00
*Computer Plus	2002.50	*Davis and Associates	2041.00
*Dominion Virginia Power	5426.78	*Envirocompliance Lab Inc	405.00
*Peck, Reese	160.07	*Stemmler Plumbing	1800.00
*The Caroline Progress	1399.92	*VUPS	30.45
*Waste Management	8753.97	*Coelho, Andrew & Michelle	33.17
*Grubaugh, Robert	33.17	*Russell, Kolene	87.87
*Stone, Meghann	5.74	*Wick, Jeff	33.77
*Advance Auto Parts	150.99	*Foremost Promotions	420.00
*Gall’s LLC	2500.51	*Rappahannock Electric	397.93
*Rappahannock Regional	30.00	*Verizon Wireless	40.01
*Matern Staffing	651.45	*Mattaponi Baptist Assoc	150.00
*On Site PC	756.96		

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

- B. Agreement with Troy Banks for utility and telecommunication consulting
- C. Legal Services Agreement with TAC for collections on delinquent accounts
- D. Waiving of Site Plan requirements for relocation of the Metro Cast HUB building
- E. Adoption of Code Enforcement Policy as presented at Work Session.

On Motion by Mr. Hauser and a second by Mr. Rowe, Council voted to approve the Consent Agenda. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

STAFF REPORTS:

The following informational items were noted:

- A. Events Coordinator’s Report – July 2017
- B. Clerk/Treasurer’s Report - July 2017
- C. Public Works and Utilities Report – July 2017
- D. Police Department Report - July 2017
- E. Town Manager’s Report- July 2017

The Town Manager stated that The Department of Forestry looked at the tree in front of Town Hall and confirmed that it was dying. The tree will be removed.

VI. NEW BUSINESS:

The Mayor asked to schedule a Public Hearing to dissolve the Arts Commission.

Mr. Hauser stated he would like to refer the Arts Commission to the Ordinance Committee before it is dissolved. It will be bought up at the October meeting.

Sheriff Lipa stated that the County has the Grey Ghost and the golf cart in the bay at the Town Police Station. The County has a remote to get in that bay area only, they do not have a key. He also advised that the Caroline County Animal Control does a great job call them if needed.

VII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Matt Rowe - Public Health, Safety, and Personnel Committee - Mr. Rowe reported the Personnel Committee met on Tuesday to discuss some personnel issues that will be further discussed in closed session.

B. Jean Davis - Budget Committee – Ms. Davis advised the Budget committee meet at great length with the Police Chief on items that were purchased.

C. Mary Frances Coleman - Building and Grounds Committee – Ms. Coleman stated that the renovations of Town Hall are under way.

D. Martin Hauser - Ordinance, Licenses, and Permits Committee – Mr. Hauser did not have a report. He stated that the committee will be meeting before next Town Council Meeting.

E. Mark Gaines - Streets and Sidewalks Committee – Mr. Gaines reported that curbs had recently been painted and flower pots hung along Main Street.

F. Otis Wright - Water, Sewer, and Trash Committee - Mr. Wright stated that the Public Works Department was operating efficiently and the new Public Works Director was doing a great job.

G. Glenn McDearmon - Economic Development, Activities, and Tourism Committee - Mr. McDearmon stated that the EDA has invited all the businesses to come to a meeting on August 15th at Town Hall.

VII. UNFINISHED BUSINESS:

There was no unfinished business discussed.

IX. INFORMATIONAL ITEMS:

The Mayor stated that at Council’s June work session, Council voted to spend \$85,000.00 on renovations at Town Hall to include: Refinishing of Ball Room, lobby, and bathroom floors; new flooring in the office and kitchen; painting the Ball Room, kitchen and office; replacing the doors and heating units in the Ball Room; and removal of the tree and trimming of trees around Town Hall. The Town Manager stated that the roof needs to be

replaced and that he is currently soliciting bids.

At 9:07 PM on motion by Mr. Rowe, seconded by Mr. McDearmon Council voted unanimously to go into closed meeting pursuant to VA code section 2.2-3711(A)(1) for the purpose of discussion of the performance of two specific public officers, appointees or employees of the Town of Bowling Green.

On motion by Mr. Rowe, seconded by Mr. McDearmon, Council voted unanimously to come out of closed session at 10:30 PM.

CERTIFICATION: Council voted to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, as stated above, 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 meeting by the Council:

McDearmon.....Aye	Wright.....Aye
GainesAye	HauserAye
Coleman.....Aye	DavisAye
Rowe.....Aye	

ADJOURNMENT: There was a motion made by Mr. Rowe, seconded by Mr. McDearmon to adjourn at 10:32 P.M. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.