

**TOWN OF BOWLING GREEN**

**TOWN COUNCIL MEETING**

**DRAFT MINUTES**

December 1, 2022

7:00 p.m.

Town Hall

**ROLL CALL AND QUORUM ESTABLISHED:**

Mayor Gaines called the meeting to order and noted a quorum was present.

The Pledge of Allegiance was recited.

**MEMBERS PRESENT:**

Mayor Mark Gaines

Vice-Mayor Valarie Coyle

Council Member Jeff Voit

Council Member Jean Davis

Council Member Randy Hageman

Council Member Deborah Howard

Council Member Arthur Wholey

**MEMBERS NOT PRESENT:**

Council Member Tammie Gaines

Mayor Gaines welcomed elected new council member Mr. Webb to the meeting

**PUBLIC HEARINGS:**

* Application for Sewer Connection: Hill Mobile Home Park – 14226 Elwood Drive
* Received written notice of applicants request to defer item on tonight’s Agenda until next Town Council Meeting in January 2023.

On the motion of Mr. Wholey, seconded by Mr. Voit, which carried a vote of 6-0, the Town Council voted to defer item on Agenda until January 5, 2023 Town Council Meeting.

**DELEGATIONS:**

None

Mayor Gaines pointed out to everyone about the closed session added onto the Agenda for tonight.

**PUBLIC COMMENTS:**

Mayor Gaines opened the public comment period.

Sheriff Lippa addressed council thanking everyone for their time and wishing everyone the best prior to his retirement.

Ms. Bonnie Cannon, resident, addressed council concerning her tax bill. Would like answers from staff. Ms. Cannon also spoke about her concerns with the ongoing trash issue. She would like to opt out of trash service.

Mayor Gaines closed the public comment period.

**MEMBER COMMENTS:**

Ms. Coyle asked about Town survey not being in the utility bills. Ms. Finchum advised that they will be in the next utility bill.

Mr. Voit addressed Ms. Cannon’s concerns/comments, and welcomed Mr. Webb to Town Council. Mr. Voit stated his pleasure with helping everyone involved with the getting the Towns Christmas tree.

Mayor Gaines announced the Caroline County Holiday luncheon on December 7, 2022 which everyone is invited as well as the staff Holiday luncheon for Bowling Green on December 14th. He also spoke about the Towns Christmas tree lighting ceremony.

**STAFF REPORTS & PRESENTATIONS:**

The following staff reports were presented to Council:

Public Works/Utilities Monthly Report for November 2022

* Mr. Hageman asked about a tree on property that could cause harm to shed etc.
* Mr. Wholey asked about leaves being picked up for residents who pay for water outside of town.

Police Department Monthly Report for November 2022

* No questions/comments

Town Clerk/Treasurer Council Monthly Report for November 2022

* No comments/questions

Town Administration Monthly Report for November 2022

* Ms. Finchum advised of swearing in of new council members on January 5, 2023 at 6:30 pm at Town Hall.

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 6-0, the Town Council voted to accept swearing in of new council members on January 5, 2023 at 6:30 at Town Hall.

**CONSENT AGENDA:**

**Minutes – November 3, 2022, Town Council Meeting**

On the motion of Mr. Wholey, seconded by Mr. Voit, which carried a vote of 6-0, the Town Council voted to accept the minutes.

**Bills – November 2022**

Ms. Coyle and Mr. Wholey discussed charge on overage of trash cans/dumpsters.

No motion was made to accept bills.

**UNFINISED BUSINESS:**

None

**INFORMATIONAL ITEMS:**

None

**NEW BUSINESS:**

Town Council discussed the following matters:

1. Request for Change of Limited Access Line (LACC) at E. Broaddus Ave. and AP Hill Blvd.

- Mr. Webb was present representing his commercial LLC and discussed new Resolution which was revised by VDOT.

Motion was made by Mr. Wholey, seconded by Ms. Coyle, which carried a vote of 5-1, the Town Council approved the request to bring to table for further discussion at the January 5, 2023 Town Council Meeting.

Roll Call Vote:

Valarie Coyle = Aye

Jeff Voit = Aye

Jean Davis = Aye

Randy Hageman = Nay

Deborah Howard = Aye

Arthur Wholey = Aye

Tammie Gaines = Absent

1. Purpose and Process of Special Called Meetings

- Ms. Erard spoke about the process of a Special Called Meeting and handed out documentation explaining the process

1. Personnel Policy Amendments

- Ms. Erard proposed changes to the Personnel Policy

- Need to have copy on website and in office

Motion was made by Mr. Hageman, seconded by no-one, no motion was passed to change Personnel Policy.

1. Due date change for 2022 Personal Property and Real Estate Tax

* Staff requests extension on due date to December 20, 2022 for compliance with state and local law

Motion was made by Mr. Voit, seconded by Mr. Wholey, which carried a vote of 6-1, the Town Council approved the extension due date of December 20, 2022 for Tax bills.

Roll Call Vote:

Valarie Coyle = Aye

Jeff Voit = Aye

Jean Davis = Aye

Randy Hageman = Aye

Deborah Howard = Aye

Arthur Wholey = Aye

Tammie Gaines = Absent

1. Trash Service

- Mr. Voit presented information concerning GFL/Shiffletts

- Trash is picked up very early in the morning

- Discussed looking for another company/negotiating fees

- Get contract from GFL

**COMMITTEE REPORTS:**

None

**CLOSED SESSION:**

On the motion of Mr. Hageman, seconded by Mr. Wholey, which carried a vote of 6-1, the Town Council voted to proceed into Closed Session at 9:04 pm pursuant to Va. Code § 2.2-3711(A)(1) to discuss the performance of three appointee/employees.

Roll Call Vote:

Valarie Coyle = Aye

Jeff Voit = Aye

Jean Davis = Aye

Randy Hageman = Aye

Deborah Howard = Aye

Arthur Wholey = Aye

Tammie Gaines = Absent

**RECONVENE IN OPEN SESSION:**

The Town Council reconvened in open session at 10:10 pm per Mayor Gaines

**CERTIFICATION:**

On the motion of Mr. Hageman, seconded by Mr. Voit, which carried a vote of 6-0, The Town Council certified that only public matters lawfully exempted from open meeting 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 meeting by the Council.

**Roll Call Vote:**

Valarie Coyle = Aye

Jeff Voit = Aye

Jean Davis = Aye

Randy Hageman = Aye

Deborah Howard = Aye

Arthur Wholey = Aye

Tammie Gaines = Not Present

**ADDITIONAL ITEM:**

Motion made by Mr. Wholey to bring back Item #10 on Agenda as previously discussed.

On the motion of Ms. Coyle, seconded by Mr. Hageman, which carried a vote of 6-0, The Town Council passed amendment to Personnel Policy.

**Roll Call Vote:**

Valarie Coyle = Aye

Jeff Voit = Aye

Jean Davis = Aye

Randy Hageman = Aye

Deborah Howard = Aye

Arthur Wholey = Aye

Tammie Gaines = Not Present

**ADJOURNMENT:**

On the motion of Mr. Hageman, seconded by Mr. Wholey, which carried a vote of 6-0, the Town Council voted to adjourn the December 1, 2022, meeting at 10:20 p.m.