

**TOWN OF BOWLING GREEN**

**TOWN COUNCIL MEETING**

**DRAFT MINUTES**

October 6, 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 Tammie Gaines

Council Member Randy Hageman

Council Member Deborah Howard

Council Member Arthur Wholey

**MEMBERS NOT PRESENT:**

Council Member Jean Davis

**DELEGATIONS:**

Mayor Gaines opened up the meeting asking for a motion to add the Capacity Reservation and Water Supply Connections Resolution to the Agenda under New Business (15A).

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

**PUBLIC COMMENTS:**

Mayor Gaines opened the public comment period.

No public comments.

Mayor Gaines closed the public comment period.

**MEMBER COMMENTS:**

Mr. Voit spoke about improvements to courthouse lawn and changes around Town that were talked about during the September 2022 Caroline County Board of Supervisors meeting.

**STAFF REPORTS & PRESENTATIONS:**

The following staff reports were presented to Council:

2022 Harvest Festival Update

* Lisa Stevens presented to members a packet with map and brochure on updated Harvest Festival plans.
* Stated there are 101 paid vendors so far attending.
* Presented to members an updated monthly financial report and vendor tracker ledger.
* Stated advertising by radio station started this week.

Planning Commission Update

* Ms. Coyle talked about Ms. Stone and two scouts from Boy Scout Troop 173 who were present for the planning Commission meeting on September 15, 2022.

Public Works/Utilities Monthly Report for September 2022

* Mr. Irby advised leaves will be picked-up from 11/1/22-12/29/22. No sticks, rocks etc.
* Ms. Coyle asked about sticks and leaves that have been on the road on Maury Avenue between houses 152-173 that get blown down the road. Chief Cecil advised he has spoken with the VDOT Superintendent concerning the issue.

Police Department Monthly Report for September 2022

* Chief Cecil advised of new full-time Deputy Chris Cancel
* Chief Cecil also spoke briefly about preparing for the 2022 Harvest Festival

Town Clerk/Treasurer Council Monthly Report for September 2022

* No comments/questions

Town Administration Monthly Report for September 2022

* No comments/questions

**CONSENT AGENDA:**

**Minutes – September 1, 2022, Town Council Meeting**

**Bills – September 2022**

On the motion of Ms. Gaines, seconded by Ms. Coyle, which carried a vote of 6-0, the Town Council voted to accept Consent Agenda as presented.

**UNFINISED BUSINESS:**

None

**NEW BUSINESS:**

Town Council discussed the following matters:

The planning Commission requested a joint Worksession that was agreed upon for the Planning Commission’s meeting on October 20, 2022 at 6:00 pm to discuss water.

Time for the Holiday Parade was discussed. A time of 5:00 pm was decided with a $2000.00 contingency for the parade.

* A motion by Mr. Hageman, seconded by Ms. Howard which carried a vote of 6-0, the Town Council voted to accept 5:00 pm start time for Parade with a $2000.00 contingency.

Improvements to Town Hall were discussed to purchase an awning and weatherstripping for the two side doors in back of Town Hall. The doors have a gap which has caused deterioration inside doors.

* A motion to move forward with work by Mr. Voit, which was later retracted by Mr. Voit due to decision to only move forward with weatherstripping first before purchasing an awning.

Request was made to approve/deny/defer connection of Bowling Green Public Utilities outside the Town limits. A property owner on Chase Street had requested a decision.

* A motion by Mr. Wholey, seconded by Mr. Voit which carried a vote of 6-0, the Town Council voted to deny due to no one was present to represent action.

Review of “Town Campus Project” prior to expenditures for playground project was discussed. Staff would like to bring back to Town Council as a “Package”. Would like to delay decision on playground until looked at as a whole. Would like to reach out to the community to see what they would like to see happen. Mr. Wholey suggested putting out a survey. Mr. Hageman asked about different grants. Council would like a quote for paving the parking lot.

* A motion by Mr. Voit, seconded by Ms. Howard which carried a vote of 5-1, the Town Council voted to delay expenditures on the playground project.
* Roll Call Vote:

Arthur Wholey – Aye

Randy Hageman - Aye

Deborah Howard – Aye

Valarie Coyle – Aye

Tammie Gaines – No

Jeff Voit – Aye

Jean Davis – Absent

Approval for Public Hearing for fee schedule for Yoga class on Tuesday evenings was presented. The Yoga class lost its instructor, but would like to continue with classes without one. Classes are $10 per day or $30 per month right now. Town Council is concerned about not having an instructor for the class and any liability. Town council decided to pass this discussion up for now.

The Resolution Policy Regarding Capacity Reservation and Water Supply Connections was read and discussed by Town Council. A roll call vote was taken to adopt policy.

* A motion by Mr. Voit, seconded by Ms. Coyle which carried a vote of 6-0, the Town Council voted to accept policy.

**INFORMATIONAL ITEMS:**

Trash services were discussed. Mayor Mark Gaines has spoken with Tammy at GFL about several concerns. There will be two trucks now, one for recycle and one for regular trash. The drivers will check in at the end of the route to see if there have been any calls/complaints. If a resident does not want a recycle can they can switch it for another regular trash can. The following topics were brought up:

* Review contract and look at other options
* Cost of Town having their own trash truck
* Doing away with recycle cans

Software conversion and IT support discussion has been delayed to next months Town Council meeting in November 2022. David from Caroline County will be attending to give input on topic.

**COMMITTEE REPORTS:**

None.

**ADJOURNMENT:**

On the motion of Mr. Voit, seconded by Ms. Coyle, which carried a vote of 6-0, the Town Council voted to adjourn the October 6, 2022, meeting at 8:31 p.m.