

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, October 01, 2020
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor called the meeting to order and noted a quorum was present. The Pledge of Allegiance was recited.

PRESENT

Mayor Jason Satterwhite
Vice-Mayor Mark Gaines
Council Member Valarie Coyle
Council Member Jean Davis
Council Member Deborah Howard
Council Member Glenn McDearmon
Council Member Otis Wright

ABSENT

Council Member Tammie Gaines

PUBLIC HEARINGS:

Budget Amendment and Supplemental Appropriation - The Mayor read the public notice published in the Free Lance Star newspaper on September 25, 2020. He noted that the Budget Amendment and Supplemental Appropriation was needed to appropriate and spend Cares Act Funds received from Caroline County. The Mayor opened the public hearing and called for comment from the public. He called a second and third time and received no comments from the public.

Motion made by Council Member McDearmon, Seconded by Council Member Coyle to amend the FY2021 Budget and appropriate \$209,390.00 for the purpose receiving funds from Caroline County and expending on Cares Act compliant items. Voting Yea: Vice-Mayor M Gaines, Council Member Coyle, Council Member Davis, Council Member Howard, Council Member McDearmon, Council Member Wright.

Motion passed.

PUBLIC COMMENTS:

Jeff Voit, 139 Courthouse Ln. - Addressed Council thanking the members for coming to the Planning Commission Meeting and for their continued support.

STAFF REPORTS & PRESENTATIONS:

The following Staff reports were presented to Council:

Police Department Monthly Report - September 2020

Public Works and Utilities Dept. Monthly Report - September 2020

Economic Dev. & Events Coordinator Monthly Report - September 2020

Town Clerk/Treasurer-Acting Town Manager Monthly Report - September 2020

CONSENT AGENDA:

The following items were presented to Council:

September 2020 Bills (attached to these minutes)

Minutes - June 30, 2020 Special Town Council Meeting

Minutes - July 9, 2020 Special Town Council Meeting

Minutes - July 28, 2020 Town Council Work Session

Minutes - August 6, 2020 Town Council Meeting

Minutes - September 3, 2020 Town Council Meeting

Motion made by Council Member Howard, Seconded by Council Member Wright to approve the Consent Agenda as presented.

Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member Howard, Council Member McDearmon, Council Member Wright

Motion passed.

UNFINISHED BUSINESS:

Bond Resolution for Water System Project - The Town Clerk/Treasurer - Acting Town Manager, Melissa Lewis confirmed that this was the Resolution as required by the USDA for permanent financing.

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member Howard to approve R-2020-008 - Bond Resolution for Water System Project.

Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member Howard, Council Member McDearmon, Council Member Wright.

Motion passed.

NEW BUSINESS:

R-2020-009 – A resolution to reimburse the EDA for expenditures related to Small Business Assistance using CARES Act Funds

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member McDearmon to approve R-2020-009 – A resolution to reimburse the EDA for expenditures related to Small Business Assistance using CARES Act Funds

Council Member McDearmon requested clarification on terminology used "Reimbursement to EDA". The Town Attorney responded to Council Member McDearmon stating the funds will come out of the EDA Fund and are to be refunded by the Town using the CARES ACT Funds for expenditures related to Small Business Assistance.

Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member Howard, Council Member McDearmon, Council Member Wright.

Motion passed.

R-2020-010 – Resolution of Governing Body for Police Vehicle SEARCH Grant

Motion made by Council Member McDearmon, Seconded by Vice-Mayor M. Gaines to adopt R-2020-010 Resolution of Governing Body for Police Vehicle SEARCH Grant.

Council Member McDearmon questioned the amount of the Search Grant \$25,000.00 v/s the cost of the vehicle Police Chief Cecil was looking to purchase, \$33,000.00. Town Treasurer/Clerk -Acting Town Manager, Melissa Lewis stated that the Police Chief researched the Dodge Durango due to the New Police Ford Explorer having issues. The Dodge vehicle package is 28,000 and the lighting was the additional \$5,000.00. The Police Chief plans to leave the vehicle unmarked.

Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member Howard, Council Member McDearmon, Council Member Wright.

Motion passed.

Utility Rate Work Session

Motion made by Council Member McDearmon, Seconded by Council Member Coyle to set a Utility Rate Work Session for October 15, 2020 at 7:00 pm. Voting Yea: Vice-Mayor M. Gaines, Council Member Davis, Council Member Howard, Council Member Wright, Council Member McDearmon, Council Member Coyle.

Motion passed.

Reducing number of Council Members from 7 members to 5 members

The Mayor opened the discussion of reducing the number of members from 7 to 5 members. He stated this is a big decision to make and requested to host several opportunities to discuss this with the public before this decision is made.

Council Member Coyle stated change was good and with the lack of people applying for positions on the board this was her reasoning for suggesting the change.

The decision was made to hold for further discussion and to have an Informational Meeting with the Public to hear their views on changing the number of Council Members on the Board.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Vice Mayor M. Gaines - No comment.

Council Member Coyle - Thanked Chairman Voit, Melissa, and Jo-Elsa, members of the Planning Commission, they did a fantastic job putting everything together for the Future Use Map meeting on August 21, 2020. The public also appreciated the meeting and Council member Coyle was happy with the participation.

Council Member Davis - The EDA was not able to meet due to several members not being able to attend the meeting on Monday night.

Council Member Howard - No comment.

Council Member Wright - No comment

Council Member McDearmon - Stated same comment as Council member Davis. The next EDA meeting will be pretty significant due to last meeting being cancelled.

INFORMATIONAL ITEMS:

The following informational items were noted:

- VDOT Updates
- National Night Out Flier

CLOSED SESSION:

Motion made by Council Member McDearmon, Seconded by Council Member Howard to enter into Closed Meeting pursuant to Va. Code 2.2-3711(A)(8) for consultation with the Town Attorney about a specific legal matter - damage to 123 South Main St. & Kelvic contract for sewer line replacement. Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member Wright, Council Member Howard, Council Member McDearmon.

Motion passed.

RECONVENE IN OPEN SESSION

Motion made by Council Member McDearmon, Seconded by Council Member Wright to reconvene in Open Meeting. Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member Howard, Council Member McDearmon, Council Member Wright.

Motion passed.

CERTIFICATION:

Council certified that only public business 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 Council.

Mayor Satterwhite.....Yes	Council Member McDearmon.....Yes
Council Member Wright.....Yes	Council Member Davis.....Yes
Council Member M. Gaines.....Yes	Council Member Coyle.....Yes
Council Member Howard.....Yes	

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member Coyle to pay ServPro \$12,881.57 for damages related to work done by Kelvic Construction during the repair of sewer lateral at 123 S. Main Street contingent upon the property owner's acceptance of Hold Harmless Agreement.

Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member Howard, Council Member McDearmon, Council Member Wright.

Motion passed.

ADJOURNMENT

Council unanimously voted to adjourn the meeting.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25537	18	A & M HOME CENTER	000	9/04/2020	716.30	.00
25538	18	A & M HOME CENTER	000	9/04/2020	38.42	.00
25539	1063	ALACRITI PAYMENTS, LLC	000	9/04/2020	40.40	.00
25540	1084	AQUAFIX	000	9/04/2020	1,665.50	.00
25541	1058	DIAMOND SPRINGS	000	9/04/2020	82.81	.00
25542	234	ENVIROCOMPLIANCE LAB INC	000	9/04/2020	1,185.00	.00
25543	234	ENVIROCOMPLIANCE LAB INC	000	9/04/2020	385.00	.00
25544	1076	EXPERT AUTO	000	9/04/2020	557.56	.00
25545	958	HOCKADAY PATRICIA	000	9/04/2020	600.00	.00
25546	1002	VACORP	000	9/04/2020	168.53	.00
25547	19	VERIZON	000	9/04/2020	221.91	.00
25548	256	VERIZON WIRELESS	000	9/04/2020	439.79	.00
25549	44	VUPS	000	9/04/2020	53.55	.00
		CLASS TOTAL			6,154.77	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,154.77	
		EPY TOTAL			.00	
		FINAL TOTAL			6,154.77	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 6,154.77- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25553	944	ATLANTIC BROADBAND /	000	9/11/2020	194.40	.00
25554	114	BOWLING GREEN ELECTRONICS	000	9/11/2020	14,961.00	.00
25555	897	CINTAS CORPORATION	000	9/11/2020	153.65	.00
25556	14	CINTAS OF RICHMOND	000	9/11/2020	805.30	.00
25557	319	DITCH WITCH OF VIRGINIA	000	9/11/2020	6,078.24	.00
25558	10	DOMINION VIRGINIA POWER	000	9/11/2020	5,843.99	.00
25559	1085	ENNIS INC./MAJOR BUSINESS	000	9/11/2020	679.79	.00
25560	1076	EXPERT AUTO	000	9/11/2020	40.83	.00
25561	813	FOLEY HEATHER	000	9/11/2020	1,500.00	.00
25562	28	G & G MILFORD FARM SERV.	000	9/11/2020	69.96	.00
25563	55	GALL'S LLC	000	9/11/2020	34.13	.00
25564	743	LOCAL SERVICES	000	9/11/2020	90.00	.00
25565	320	MORTON'S POWER EQUIPMENT	000	9/11/2020	69.80	.00
25566	1078	REBECCA SULLIVAN ART & DE	000	9/11/2020	100.00	.00
25567	659	SOSMETAL PRODUCTS INC	000	9/11/2020	1,048.24	.00
25568	148	THE FREE LANCE STAR	000	9/11/2020	1,032.60	.00
25569	291	USA BLUE BOOK	000	9/11/2020	84.70	.00
25570	76	VA RURAL WATER ASSOC.	000	9/11/2020	350.00	.00
25571	9999999	WARNER ALICIA	000	9/11/2020	50.60	.00
25572	12	WASTE MANAGEMENT	000	9/11/2020	8,627.77	.00
25573	1049	WEX BANK	000	9/11/2020	619.32	.00
25574	878	WHITE OAK ELECTRIC	000	9/11/2020	7,086.40	.00
25575	451	XEROX CORPORATION	000	9/11/2020	353.87	.00
		CLASS TOTAL			49,874.59	.00
		ACH TOTAL			.00	
		CHECK TOTAL			49,874.59	
		EPY TOTAL			.00	
		FINAL TOTAL			49,874.59	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 49,874.59- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25576	41	VISA	000	9/18/2020	1,957.75	.00
25577	41	VISA	000	9/18/2020	845.23	.00
25578	41	VISA	000	9/18/2020	709.23	.00
25579	41	VISA	000	9/18/2020	203.21	.00
CLASS TOTAL					3,715.42	.00
ACH TOTAL					.00	
CHECK TOTAL					3,715.42	
EPY TOTAL					.00	
FINAL TOTAL					3,715.42	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 3,715.42- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25580	758	BISSOON MARK	000	9/18/2020	150.00	.00
25581	1086	BOWLING GREEN VA COMMUNIT	000	9/18/2020	500.00	.00
25582	679	DAVID L BROOKS HAULING &	000	9/18/2020	2,885.00	.00
25583	919	PRO SHRED SECURITY	000	9/18/2020	45.00	.00
25584	1087	PT ARMOR INC	000	9/18/2020	1,725.80	.00
25585	1030	RED WING SHOES	000	9/18/2020	722.98	.00
25586	659	SOSMETAL PRODUCTS INC	000	9/18/2020	71.50	.00
25587	1002	VACORP	000	9/18/2020	140.57	.00
		CLASS TOTAL			6,240.85	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,240.85	
		EPY TOTAL			.00	
		FINAL TOTAL			6,240.85	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 6,240.85- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER