

**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**MINUTES**

**Thursday December 06, 2018  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

**PRESENT**

Mayor Jason Satterwhite  
Council Member Otis Wright  
Council Member Mark Gaines  
Council Member Mary Frances Coleman  
Council Member Jean Davis  
Council Member Tyler Gibson  
Council Member Valarie Coyle

**ABSENT**

Vice-Mayor Glenn McDearmon – joined meeting by speaker phone for informational purposes only

**PUBLIC HEARINGS:**

At 7:01 P.M. the Mayor opened the Public Hearing to consider adopting the presented Budget Amendment. He noted a notice of Public Hearing was run in the Free-Lance Star Newspaper on November 20 and November 27, 2018. The public was invited to speak on the matter.

John Sieg, Chairman - Bowling Green Economic Development Authority (EDA) - Chairman Sieg explained that the \$25,000 line item in the proposed budget amendment for the EDA was money that was in the EDA's unassigned fund balance and the EDA was asking for the Town to appropriate the funds so that the EDA may use it for business development purposes.

Susan Sili, 205 Travis Street - Ms. Sili asked that Council consider giving the \$25,000 that the EDA was asking to be appropriated instead to a newly formed downtown business owners group.

Bonnie Cannon, 123 S. Main Street - Ms. Cannon asked for further explanation of the proposed budget amendment. The Town Manager gave an explanation for each line item in the proposed budget amendment.

At 7:14 P.M. the Mayor closed the Public Hearing and stated that Council would vote on the matter under New Business.

**DELEGATIONS:**

Caroline County Supervisor Jeff Sili and Economic Development Director Gary Wilson – Mr. Sili and Mr. Wilson informed Council that the Caroline County Economic Development Authority was working with a non-profit organization called the Cardinal Group that is performing a study on Economic Development in the County. They suggested the group may be able to provide a like study for the Town. The Mayor asked for the groups contact information and stated he'd like to hold a joint meeting with Town Council and the Town's EDA to speak with the Cardinal Group.

**PUBLIC COMMENTS:**

Chris Whittaker, homeowner on Mulberry Lane in White Meadows Subdivision - Mr. Whittaker asked Council if the Town could extend its sewer lines into the White Meadows subdivision as they already provided water and the sewer main runs down Richmond Turnpike past the neighborhood. The Mayor suggested that Mr. Whittaker meet jointly with Town and County Public Utilities staff to locate the nearest sewer main at which time he could be informed of possible options.

Barbara Allen, 201 Travis Street - Ms. Allen questioned whether a water main break that occurred during sewer main repairs in the vicinity was caused by the mis-marking of waterlines. The Town's Director of Public Works explained that it was an accident that occurred when a contractor was replacing dirt over work done on sewer lines and the nearby water lines could not sustain the weight due to their age and condition. Ms. Allen asked how the EDA intended to spend the additional \$25,000 if the budget amendment were adopted. The Town Manager said that the EDA was able to use the money as it saw fit once it was appropriated.

Bonnie Cannon, 123 S. Main Street - Ms. Cannon raised concerns she had over the possibility of increased truck traffic on Main Street if the County approved the re-zoning of a commercial property south of Town.

Maj. Scott Moser, CCSO - Maj. Moser stated that he lived on Roper Drive but was present as a representative of the Caroline County Sheriff's Office. He said that a CCSO representative intended to be present at each Council meeting moving forward to keep Council informed of the CCSO's efforts in Town.

**STAFF REPORTS & PRESENTATIONS:**

The following staff reports were noted:

Police Department Council Monthly Report for November 2018

Public Works Director Council Monthly Report for November 2018

Events Coordinator Council Monthly Report for November 2018

Town Clerk/Treasurer's Monthly Report to Council November 2018

Town Manager Council Monthly Report for November 2018

**CONSENT AGENDA:**

**November 2018 Bills** – Attached to these minutes.

**Town Council Meeting Minutes November 1, 2018**

**R-2018-012 – In recognition of Council Member Coleman**

**R-2018-013 – In recognition of Council Member Gibson**

The Mayor presented Council Members Coleman and Gibson with their Resolutions and expressed his appreciation for their hard work and dedication.

Motion made by Council Member Gaines, Seconded by Council Member Coyle to approve the Consent Agenda as presented.

Voting Yea: Council Member Wright, Council Member Gaines, Council Member Coleman, Council

Member Davis, Council Member Gibson, Council Member Coyle

**NEW BUSINESS:**

The Mayor asked Council their desired action on the proposed Budget Amendment.

Motion made by Council Member Gaines, with no Second, to adopt the proposed Budget Amendment less the \$25,000 for the EDA. Motion failed.

Motion made by Council Member Gibson, Seconded by Council Member Davis to approve the Budget Amendment as presented.

Discussion: Council member Gaines said that he did not feel the EDA should use the \$25,000 for an attorney as it had spent its previous budget on an attorney without any results in finalizing a deal on the Route 301 Hotel Project. EDA Chairman Sieg said that previous deals had failed because they lacked expert assistance and the EDA intended to use the \$25,000 to secure such assistance.

Voting Yea: Council Member Coleman, Council Member Davis, Council Member Gibson  
Voting Nay: Council Member Wright, Council Member Gaines, Council Member Coyle  
Mayor Satterwhite Voted Yea. Motion Passed.

**UNFINISHED BUSINESS:**

**Billing of customers with multiple addresses on single meter** - Mayor Satterwhite recommended that the Town Attorney and staff draft an ordinance addressing the matter. The Ordinance and Policies Committee could review the draft ordinance in January and then place it on the Town Council Agenda for February.

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

Otis Wright – had no comments.

Mark Gaines – Mr. Gaines stated that he appreciated Caroline County for accepting Town employees onto the County's Insurance plan.

Valarie Coyle – Ms. Coyle that she also appreciated Caroline County for accepting Town employees onto the County's Insurance plan.

Jean Davis – had no comments.

Mary Frances Coleman – had no comments.

Tyler Gibson – had no comments.

Jason Satterwhite, Mayor – Mayor Satterwhite thanked Council for its hard work and ability to make hard decisions. He asked that the public approach him with any concerns that may have over staff or otherwise.

**ADJOURNMENT**

On motion made by Council Member Gaines, Seconded by Council Member Gibson Council voted unanimously to adjourn the meeting at 8:20 P.M.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23930	47	CAROLINE GARAGE	000	11/09/2018	102.96	.00
23931	10	DOMINION VIRGINIA POWER	000	11/09/2018	5,335.18	.00
23932	28	G & G MILFORD FARM SERV.	000	11/09/2018	206.30	.00
23933	237	GRATINGER	000	11/09/2018	39.80	.00
23934	1021	MUNICIPAL CODE CORP	000	11/09/2018	2,020.00	.00
23935	999999	PECK REESE	000	11/09/2018	402.21	.00
23936	880	REID ENGINEERING CO INC	000	11/09/2018	2,947.98	.00
23937	75	SYDNOR HYDRO INC	000	11/09/2018	45,950.90	.00
23938	12	WASTE MANAGEMENT	000	11/09/2018	7,047.07	.00
23939	902	WBOB/WFVA RADIO	000	11/09/2018	1,550.00	.00
		CLASS TOTAL			65,602.40	.00
		ACH TOTAL			.00	
		CHECK TOTAL			65,602.40	
		FINAL TOTAL			65,602.40	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 65,602.40 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23940	944	ATLANTIC BROADBAND /	000	11/16/2018	189.40	.00
23941	679	DAVID L BROOKS HAULING &	000	11/16/2018	69.96	.00
23942	999999	DEAVERS BILLY	000	11/16/2018	138.24	.00
23943	850	HAUN DAWN	000	11/16/2018	75.00	.00
23944	48	MID-ATLANTIC LAB	000	11/16/2018	60.00	.00
23945	1015	RED BUD SUPPLY INC	000	11/16/2018	265.56	.00
23946	991	RGS&S COMMERCIAL CLEANING	000	11/16/2018	289.00	.00
23947	659	SOSMETAL PRODUCTS INC	000	11/16/2018	63.80	.00
23948	75	SYDOR HYDRO INC	000	11/16/2018	2,520.12	.00
23949	148	THE FREE LANCE STAR	000	11/16/2018	1,238.13	.00
23950	291	USA BLUE BOOK	000	11/16/2018	566.24	.00
23951	44	VUPS	000	11/16/2018	50.40	.00
23952	451	XEROX CORPORATION	000	11/16/2018	249.08	.00
		CLASS TOTAL			5,774.93	.00
		ACH TOTAL			.00	
		CHECK TOTAL			5,774.93	
		FINAL TOTAL			5,774.93	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 5,774.93- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23955	1039	BIG DOG AUTOMOTIVE, LLC	000	11/23/2018	394.39	.00
23956	764	BLUE TARP FINANCIAL	000	11/23/2018	51.28	.00
23957	341	DOMINION CHEMICAL CO	000	11/23/2018	345.00	.00
23958	546	JOHNSON'S EXTERMINATING	000	11/23/2018	925.00	.00
23959	1040	KELVIC CONSTRUCTION CO	000	11/23/2018	98,281.65	.00
23960	999999	MONROE REGINA	000	11/23/2018	150.00	.00
23961	1021	MUNICIPAL CODE CORP	000	11/23/2018	3,400.00	.00
23962	11	RAPPAHANNOCK ELEC COOP	000	11/23/2018	111.33	.00
23963	13	SHELL FLEET PLUS	000	11/23/2018	1,079.39	.00
23964	999999	WARNER ALICIA	000	11/23/2018	118.37	.00
23965	863	WILLIAMS MULLEN	000	11/23/2018	10,301.00	.00
		CLASS TOTAL			115,157.41	.00
		ACH TOTAL			.00	
		CHECK TOTAL			115,157.41	
		FINAL TOTAL			115,157.41	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 115,157.41 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_

API00B 11/28/2018 TOWN OF BOWLING GREEN  
TIME- 9:43:25

A/P CHECK REGISTER  
Check Date - 11/28/2018

ACCPD - 2018/11

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23972	863	WILLIAMS MULLEN	000	11/28/2018	5,068.50	.00
					5,068.50	.00
					.00	
					5,068.50	
					5,068.50	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 5,068.50- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23966	179	LUCK STONE CORPORATION	000	11/30/2018	398.25	.00
23967	1041	MASTINS ROOFING & CONST	000	11/30/2018	26,500.00	.00
23968	651	MVP AWARDS	000	11/30/2018	1,113.00	.00
23969	1042	OMNIGO SOFTWARE	000	11/30/2018	2,888.00	.00
23970	291	USA BLUE BOOK	000	11/30/2018	211.90	.00
23971	256	VERIZON WIRELESS	000	11/30/2018	40.01	.00

ACH TOTAL .00  
 CHECK TOTAL 31,151.16  
 FINAL TOTAL 31,151.16

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 THE TOTAL 31,151.16- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23977	18	A & M HOME CENTER	000	12/07/2018	92.38	.00
23978	790	ADVANCE AUTO PARTS	000	12/07/2018	94.95	.00
23979	159	C W WARTHEN COMPANY	000	12/07/2018	487.23	.00
23980	47	CAROLINE GARAGE	000	12/07/2018	269.42	.00
23981	999999	CHRISTENSEN LINDA	000	12/07/2018	50.00	.00
23982	897	CINTAS CORPORATION	000	12/07/2018	57.70	.00
23983	14	CINTAS OF RICHMOND	000	12/07/2018	894.96	.00
23984	663	COLEMAN MARY FRANCES	000	12/07/2018	600.00	.00
23985	907	COYLE VALARIE	000	12/07/2018	425.00	.00
23986	664	DAVIS JEAN	000	12/07/2018	675.00	.00
23987	234	ENVIROCOMPLIANCE LAB INC	000	12/07/2018	1,290.00	.00
23988	234	ENVIROCOMPLIANCE LAB INC	000	12/07/2018	1,155.00	.00
23989	648	ERARD ANDREA G	000	12/07/2018	1,667.00	.00
23990	139	FLORES ARMANDO L	000	12/07/2018	100.00	.00
23991	28	G & G MILFORD FARM SERV.	000	12/07/2018	499.15	.00
23992	946	GAINES MARK	000	12/07/2018	600.00	.00
23993	983	GIBSON TYLER	000	12/07/2018	600.00	.00
23994	70	GREENLINE SERVICE CORP	000	12/07/2018	1,362.88	.00
23995	439	HAUSER MARTIN	000	12/07/2018	100.00	.00
23996	898	JAMES MARY	000	12/07/2018	140.00	.00
23997	836	JOHN ALLISON	000	12/07/2018	280.00	.00
23998	999999	JOHNSON MARK	000	12/07/2018	50.00	.00
24000	546	JOHNSON'S EXTERMINATING	000	12/07/2018	2,115.00	.00
24001	1040	KELVIC CONSTRUCTION CO	000	12/07/2018	50,714.13	.00
24002	999999	LEWIS PAT	000	12/07/2018	50.00	.00
24003	743	LOCAL SERVICES	000	12/07/2018	80.00	.00
24004	999999	MARSHALL TIM	000	12/07/2018	150.00	.00
24005	378	MCDERMION GLENN	000	12/07/2018	600.00	.00
24006	725	MCGINLEY MICHELLE B	000	12/07/2018	35.00	.00
24007	1021	MUNICIPAL CODE CORP	000	12/07/2018	1,060.34	.00
24008	598	SATTERWHITE JASON	000	12/07/2018	900.00	.00
24009	999999	SMITH SHAWN	000	12/07/2018	150.00	.00
24010	918	STAPLES ADVANTAGE	000	12/07/2018	254.15	.00
24011	15	TREASURER OF VIRGINIA	000	12/07/2018	819.65	.00
24012	999999	TRUE DELIVERANCE CHURCH	000	12/07/2018	150.00	.00
24013	1002	VACORP	000	12/07/2018	116.79	.00
24014	19	VERIZON	000	12/07/2018	323.56	.00
24015	256	VERIZON WIRELESS	000	12/07/2018	497.51	.00
24016	728	VML INSURANCE	000	12/07/2018	333.00	.00
24017	985	VOIT JEFF	000	12/07/2018	100.00	.00
24018	12	WASTE MANAGEMENT	000	12/07/2018	7,297.07	.00
24019	930	WEBB EMILY	000	12/07/2018	245.00	.00
24020	878	WHITE OAK ELECTRIC	000	12/07/2018	20,397.60	.00
24021	438	WRIGHT OTIS	000	12/07/2018	600.00	.00
	999999	WOOLFORD LAURIE	000	12/07/2018	50.00	.00
		CLASS TOTAL			97,529.47	.00
		ACH TOTAL			.00	.00
		CHECK TOTAL			97,529.47	.00
		FINAL TOTAL			97,529.47	.00

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 THE TOTAL 97,529.47- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.