



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

M I N U T E S

**Thursday, August 01, 2024
7:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- Council motioned to add a closed session item to the agenda for a discussion with legal counsel regarding the Keystone information system contract; upon motion by Councilman Voit and second by Vice-Mayor Coyle, the motion passed unanimously, and the agenda was adopted as amended unanimously upon motion by Councilman Hageman and second by Councilman Voit.

CONSENT AGENDA:

1. Minutes- June 4th Work Session
 2. Minutes- June 4th Regular Meeting
 3. Christmas Parade/Festival Approval, India Adams-Jacobs, Town Manager
- Item 3 was discussed by the Council. Upon motion by Councilman Voit and second by Councilman Hageman, the consent agenda was unanimously approved 7-0.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL:

- Ms. Bonnie Cannon expressed frustration over not being informed about a rescheduled meeting in June. She questioned the Council's decision to hire an event coordinator for the Christmas Parade Festival, asking why this was necessary. She inquired if sponsors had been secured to cover the costs for the "Music on the Green" event, thereby preventing the financial burden from falling on taxpayers.

MEMBER COMMENTS:

1. Vice Mayor Coyle commented on recent events they attended, like the Change of Command Ceremony at Fort Walker and Port Royal's Fourth of July celebration. They appreciated these events and thanked those involved in organizing them.
2. Councilmember Hageman raised concerns about the timing of the "Music on the Green" events and suggested rescheduling future events to avoid the extreme heat of August for future consideration in 2025.

STAFF REPORTS & PRESENTATIONS:

4. Town Manager's Report
 - The Town Manager discussed compliance with the EPA's lead and copper rule revisions, updates on the FY22 audit, coordination with Caroline County on cross-promotional event opportunities, the Harvest Festival, and the Christmas Parade.
5. Public Works Department Monthly Report
 - Focused on persistent issues with wipes clogging the sewage pumps, particularly in the Maury Heights area, including challenges of preventing such occurrences and the need for system improvements.
6. Finance Director/Treasurer's Report
 - The Finance Director provided an update on the reconciliation of cash balances, progress on pending 941 filings, the recent audit by VRSA, and efforts to recover outstanding utility payments through the Virginia Department of Taxation's debt set-off program.
7. Police Departments Monthly Report
 - The Police Chief announced plans for National Night Out, an upcoming community event supported by donations.

PUBLIC HEARINGS:

8. Public Hearing- Breezeline Franchise Agreement
 - The Mayor opened the public hearing at 7:38 PM, where Bonnie Cannon voiced concerns about Breezeline's service costs and the transition to streaming technology. The public hearing was closed at 7:41 PM.

UNFINISHED BUSINESS:

9. Cable Franchise Agreement with Breezeline, India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney
 - The Town Attorney explained that the new franchise agreement enhances customer service provisions and confirmed that it remains non-exclusive, allowing other providers to potentially enter the market. The Council finalized the agreement with Breezeline, incorporating new customer service standards and provisions for the use of town property, reflecting current legal and regulatory requirements. Upon motion by Councilman Storke and second by Councilman Hageman, the motion to execute the agreement was approved unanimously.
10. CIP Project-Town Hall Rehabilitation, India Adams-Jacobs, Town Manager
 - The Council discussed plans to use remaining ARPA funds totaling \$104,827 for Town Hall improvements to address complaints about the building's condition, which could impact future rentals and revenue. Upon motion by Councilman Voit and second by Vice-Mayor Coyle, the motion was approved unanimously.

NEW BUSINESS:

11. Leak Adjustment Policy, Tina Staples, Finance Director/Treasurer
 - The Council introduced a policy to provide financial relief to residents experiencing unusually high water bills due to leaks, contingent on proof of repairs. Upon motion by Councilman Storke and second by Councilman Hageman, the motion was approved unanimously.

12. WWTP Procurement Request- SC4500 Controller
 - A procurement request for \$11,300 was approved for the purchase of an SC4500 controller for the wastewater treatment plant. Upon motion by Councilman Voit and second by Councilwoman Davis, the motion was approved unanimously.

CLOSED SESSION:

- Upon motion by Councilman Voit, second by Vice-Mayor Coyle, and unanimous vote of Council, the Council entered close session for discussion with legal counsel regarding the Keystone information system contract.

RECONVENE IN OPEN SESSION:

- The meeting was reconvened, and Council members performed certification motions upon reopening.
- Upon motion by Councilman Voit and second by Vice-Mayor Coyle, the Council voted unanimously to authorize the Town Manager to execute an agreement with Southern Software, which was approved unanimously.

ADJOURNMENT:

- Upon motion by Councilwoman Davis and second by Councilman Voit, the motion to adjourn passed unanimously.