

**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**MINUTES**

**Thursday, September 03, 2020  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

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

**PRESENT**

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

The Mayor amended the agenda to include discussion of exploring changing the number of members on Town Council from 7 members to 5; this was added under New Business on the agenda as item 13B.

Council Member McDearmon asked to add discussion of addressing pavement issues with VDOT; this was added under New Business on the agenda as item 13C.

The Mayor introduced the new Director of Public Works and Utilities, Josh Irby, and welcomed him to the Town.

The Mayor acknowledged staff's continued efforts and hard work during the COVID Pandemic and the transition of personnel within the departments.

**PUBLIC HEARINGS:**

**ZP-2020-020 – Application for Special Use in B-1 Zoning District** - The Mayor read the public notice published in the Free-Lance Star newspaper on August 20th and August 27th. He opened the Public Hearing and invited the public to speak on the matter. There were no comments from the audience. The Mayor read a comment he received prior to the meeting:

Charles Cushing, 115 Davis Court - Is in support of approval of the proposed Special Use Permit at 133 Courthouse Lane.

Mayor invited the applicant to speak:

Joe Hawkins, applicant- Mr. Hawkins gave a brief description of his business operation. He noted he had been in business for twenty years and intended on employing twelve people.

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member McDearmon to approve ZP-2020-020 Application for Special Use in B-1 Zoning District at 133 Courthouse Lane with the condition that the permit will be reviewed after its first year.

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

Motion Passed.

**Final Authorization for Issuance of Revenue Bond** - The Mayor read the public notice published in the Free-Lance Star newspaper on August 21st and August 28th. He opened the Public Hearing and invited the public to speak on the matter. There were no comments from the audience. He called for comments a second and third time, hearing none he closed the public hearing.

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member Howard to adopt R-2020-005 - Resolution giving final authorization for the issuance of bonds in an aggregate amount not to exceed \$5,693,000.

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

Motion passed.

**DELEGATIONS:**

Fran Bradley and Sean Brushett – Atlantic Broadband - Representatives from Atlantic Broadband were present, both in person and virtually, to address concerns about high speed internet and connectivity issues in Town.

**PUBLIC COMMENTS:**

There were no public comments.

**STAFF REPORTS & PRESENTATIONS:**

The following staff reports were presented:

- Police Chief's Monthly Report to Council August 2020
- Economic Development and Events Coordinator's Monthly Report to Council August 2020
- Town Clerk/Treasurer's - Acting Town Manager - Public Works and Utilities Monthly Report to Council August 2020

**CONSENT AGENDA:**

Upon council consensus, each item was pulled to be acted upon individually.

**August 2020 Bills**

Motion made by Vice-Mayor M.Gaines, Seconded by Council Member Howard to approve the August 2020 Bills (attached to these minutes).

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

Motion Passed.

**R-2020-004 – VDOT Smart Scale Resolution**

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to adopt R-2020-004 - Smart Scale Resolution.

Council discussed the scope of the VDOT Smart Scale Application.

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

Motion Passed.

**R-2020-006 – VDOT Open Cut Permit Land Use Resolution**

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member T. Gaines to adopt R-2020-006 - VDOT Land Use Permit.

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

Motion Passed.

**R-2020-007 – Resolution of Governing Body** – Resolution authorizing Town Manager, Acting Town Manager or Mayor to execute documents relating to application for a SEARCH Grant to Fund a Preliminary Engineering Report and Environmental Report for Wastewater Treatment Plant Upgrades.

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member McDearmon to adopt R-2020-007 Resolution of Governing Body Search Grant.

Council discussed the scope of the Search Grant.

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

Motion Passed.

**UNFINISHED BUSINESS:**

**Consideration of EDA Appointment**

Motion made by Council Member McDearmon, Seconded by Council Member Davis to appoint Jason Manns to the Economic Development Authority with a term commencing immediately and ending on October 31, 2022.

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

Motion Passed.

**Town Manager Recruitment**

Motion made by Council Member McDearmon, Seconded by Vice-Mayor Gaines to a schedule a work session on September 10th for the purpose of discussing the Town Manager Recruitment Plan.

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

Motion Passed.

**Community Garden** - Action requested from Town Council to approve use of property at the Town of Bowling Playground. Vice Mayor M. Gaines requested to be revisited after further information is provided. Vice Mayor M. Gaines will contact someone with Community Heart and Soul and request to present at future meeting.

No action taken.

**NEW BUSINESS:**

**Request for Site Plan Waiver**

Motion made by Council Member Howard, Seconded by Council Member T. Gaines to waive site plan requirements for ZP-2020-024 - Application by Emily Schantz to place semi-permanent structure for the purpose of conducting business on vacant lot on Chase Street.

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

Motion Passed.

**Decreasing number of Town Council from seven members to five members** - The Town Attorney advised Council that the proposal must go before the General Assembly.

Motion made by Council Member McDearmon, Seconded by Council Member Howard to direct staff to take the necessary steps to initiate changing composition of Town Council from seven members to five members.

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

Motion passed.

**VDOT issues** - Council Member McDearmon brought forth complaints from the community regarding the recently cape sealed roads in Bowling Green. Mayor Jason Satterwhite directed staff schedule a meeting with VDOT to discuss multiple issues and a resolution to the problems.

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

Council Member McDearmon - Stated the EDA met, Jean Davis and Jo Elsa Jordan were in attendance. Meeting was very productive and informative. They discussed future growth and development in the Town. Council Member McDearmon recommended that due to the upcoming growth, Council Members should take a good look at the infrastructure of the sewer plant and plan ahead to accommodate future growth.

Council Member Wright - Had no comment.

Council Member Howard - Stated the Personnel Committee met with Melissa Lewis to discuss current personnel issues.

Council Member T. Gaines - Stated the Utilities, Streets, Sidewalks, and Facilities Committee met with Dan Webb with Webb Engineering. The field work for the water lines and hydrants was almost complete. Public Works will continue to help with the project. Technical specs for water meter replacements have been completed and the first phase of the project will be ready to go out to bid in the near future.

Council Member Davis - Stated EDA did met and had a good meeting.

Council Member Coyle - Reiterated what Council Member McDearmon stated regarding future growth. Also discussed was the Future Use Map and the importance of having the public involved in the upcoming meeting.

Vice Mayor M. Gaines - Had no comment.

**INFORMATIONAL ITEMS:**

**Invitation for Public Comment on Proposed Future Use Map** - Future Use Map meeting invitation was presented to Council for informational purposes.

**CLOSED SESSION:**

Motion to enter into Closed Meeting pursuant to VA. Code § 2.2-3711(a)(8) for consultation with legal counsel regarding the requirements of VA Code §§ 18.2-308.016 & 59.1-148.3.

Motion made by Vice-Mayor M.Gaines, Seconded by Council Member Howard to enter into Closed Meeting pursuant to VA Code § 2.2-3711(a)(8) for consultation with legal counsel regarding the requirements of VA Code §§ 18.2-308.016 & 59.1-148.3 and to discuss the performance and salary of the Town Manager pursuant to VA Code § 2.2-3711(a)(1)

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

**RECONVENE IN OPEN SESSION**

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member T. Gaines to reconvene in Open Meeting.

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

**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 the Council.

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

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member T. Gaines to raise the salary of the interim Town Manager beginning August 6, 2020 and remaining in effect until another Town Manager is appointed to \$78,153.

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

### **ADJOURNMENT**

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member T. Gaines to adjourn meeting.

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