

**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**MINUTES**

**Thursday March 05, 2020  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

**PRESENT:**

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

**ABSENT:**

Mayor Jason Satterwhite

The Vice-Mayor call the meeting to order and noted a quorum was present. The Pledge of Allegiance was recited and Rabbi DaSilva gave an invocation.

Motion made by Council Member Howard, Seconded by Council Member Davis to allow Council Member Howard to chair the meeting during the Public Hearing.

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.

Vice -Mayor M. Gaines turned the meeting over to Council Member Howard.

**ZP-2019-027 Special Use Permit Application made by Pamela Weldon for mixed use development at 333 N. Main Street** - originally schedule to be discussed under Unfinished Business, this item was moved to the top of the agenda.

The Town Manager read proposed conditions to the Special Use Permit. Ms. Weldon, applicant, answered questions from Council. The Town Attorney recommended amendments to the Town Manager's proposed conditions.

The final recommended conditions were as follows:

- 1. Eight parking spaces and access driveways shall be of an all-weather surface or crushed stone and shall be graded and drained to dispose of surface water. However, no surface water from any parking area shall be permitted to drain onto adjoining property. (See attached photo.)*
- 2. A Certificate of Occupancy from the Caroline County Building Official be provided to the Town of Bowling Green Zoning Administrator and attached to SUP ZP-2019-0027.*
- 3. All signs must comply with the R-1 requirements.*
- 4. The only outdoor displays allowed are the (front) 1850's Cannon, 1870's Wagon, two Concrete Deer, three antique school/church bells and (side) displays as requested adjacent to the parking lot.*

*The front and side yards and front porch of the house must be kept clear of antiques and/or displays.  
(See attached photos.)*

5. *All inventory stored outside the residence must be in an enclosed structure or behind a screening fence approved by the zoning administrator.*
6. *Days and hours of operation are restricted to Friday, Saturday, Sunday and Mondays 9 AM to 5 PM.*
7. *Provide ADA compliant ramps to the entrance of the house.*
8. *Applicant is responsible for recordation of these conditions with the Caroline County Clerk of Circuit Court.*
9. *Property must comply with all local, state and Federal requirements.*
10. *All Conditions must be met within one year.*

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to approve ZP-2019-027 Special Use Permit Application by Pamela Weldon to allow for mixed use (antique store) at 333 N. Main Street, with conditions as amended.

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.

#### **PUBLIC HEARINGS:**

Annual Review of SUP ZP-2018-010 - The annual review of the Special Use Permit issued to Mark and Tammie Gaines to allow for small events at Magnolia Morning Suites Bed and Breakfast located at 115 E. Broaddus Ave. was open for public comment.

Tammie Gaines - owner, 115 E. Broaddus Ave. - Ms. Gaines spoke about being a supporter of local businesses and how she was abiding by the conditions set forth in the special use permit.

David Lipscomb - thanked Ms. Gaines for supporting his wife's small business.

Council discussed serving alcohol at the location and street parking on E. Broaddus Ave.

No action was required on this matter.

The meeting was turned back over to Vice-Mayor M. Gaines.

#### **PUBLIC COMMENTS:**

The Town Attorney noted that the Port Royal Town Manager Allison Finchum was present in the audience. Council welcomed her and thanked her for attending.

#### **STAFF REPORTS & PRESENTATIONS:**

The following staff reports were presented to Council:

- Bowling Green Police Monthly Report to Council February 2020
- Public Works and Utilities Monthly Report to Council February 2020
- Events & Economic Dev. Coordinator's Council Monthly Report February 2020
- Town Clerk/Treasurer's Monthly Report to Council February 2020
- Town Manager's Monthly Report to Council January February 2020

**CONSENT AGENDA:**

The following items were presented to Council:

- February 2020 Bills (attached to these minutes)
- February 6, 2020 Town Council Meeting Minutes

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to approve the Consent Agenda items. 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.

**UNFINISHED BUSINESS:**

**Code of Ethics** - The Town Attorney read the proposed amendments to the Code of Ethics presented at the February meeting. Council discussed the items and, upon a consensus, Council recommended the following changes be made:

Remove:

*13. Promptly share all information/documents related to the transaction of public business with my fellow Council members.*

*15. Refrain from engaging in any behavior that could negatively affect my ability to serve on the Town Council or could bring negative attention to the Town of Bowling Green.*

The Town Attorney stated that she would revise the proposed Code of Ethics and present to Council for approval at the next Council Meeting.

**NEW BUSINESS:**

**Policy on Firearms in Town Vehicles** - Council discussed the proposed policy.

Motion made by Council Member McDearmon, Seconded by Council Member Wright.

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

Motion passed.

**Architectural Review Board** - The Town Attorney presented a memo and supporting documentation to Council. Her recommendation was to perform a more deliberate study on forming an architectural review board and its impact on the Town. She suggested that help from a professional planner would be beneficial and offered to solicit proposals from qualified planners.

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

Council Member T. Gaines – on behalf of the Utilities, Streets, Sidewalks, and Facilities Committee announced that VDOT has plans to repair sidewalks in the Spring. She also noted that she attended a Virginia Rural Water Association workshop on utility operations.

Council Member Howard - stated that the Budget, Policy, Ordinance, and Personnel Committee met

and discussed upcoming large ticket items that are needed at the Waste Water Treatment Plant. Also discussed were window and door replacement at 109 Courthouse Lane, and painting curbs.

Council Member Davis – read a note received from the Haley family thanking the Town for sending flowers upon the passing of Scott Haley.

Vice-Mayor M. Gaines - Asked the Utilities, Streets, Sidewalks, and Facilities Committee to address bumpy surface of Anderson Ave. with VDOT. he stated that several new businesses were coming to Town including an art studio/gift shop and a new hair salon. He noted that the old Martin-Sale Furniture building and Napa building had recently been purchased and would soon be occupied.

Council member Wright - had no comment.

Council Member McDearmon - stated that the EDA was working with Caroline County to produce marketing material for the Route 301 corridor.

Council Member Coyle – stated that the Planning Commission met with the George Washington Regional Commission on future land use and the Town's VDOT Smart Scale Application.

The Town Attorney stated that with spread of the Coronavirus Council may want to explore tools to facilitate remote participation in meetings and consider tweaking the telephonic participation policy at the April meeting.

#### **INFORMATIONAL ITEMS:**

**Special Event Notification : Bowling Green History Run** - The race will be held on April 18th and replace the annual Festival of Feet race.

#### **CLOSED SESSION:**

Motion made by Vice-Mayor M Gaines, Seconded by Council Member T. Gaines to enter into Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1) for the purpose of discussing the performance and discipline of the Police Chief and a Public Works employee.

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.

#### **RECONVENE IN OPEN SESSION**

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

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

No action was taken.

### **ADJOURNMENT**

Motion made by Council Member McDearmon, Seconded by Council Member Wright to adjourn.  
Voting Yea: Vice-Mayor Gaines, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member McDearmon, Council Member Howard, Council Member Wright.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25084	1063	ALACRITI PAYMENTS, LLC	000	2/07/2020	38.54	.00
25085	944	ATLANTIC BROADBAND	000	2/07/2020	194.40	.00
25086	600	BENNETT DEBORAH T	000	2/07/2020	140.00	.00
25087	159	C W WARTHEN COMPANY	000	2/07/2020	138.78	.00
25088	897	CINTAS CORPORATION	000	2/07/2020	525.45	.00
25089	679	DAVID L BROOKS HAULING &	000	2/07/2020	13,741.78	.00
25090	125	E M GRAY & SON	000	2/07/2020	981.12	.00
25091	850	HAUN DAWN	000	2/07/2020	75.00	.00
25092	898	JAMES MARY	000	2/07/2020	105.00	.00
25093	722	PACHELO KRISTIN M	000	2/07/2020	140.00	.00
25094	1043	STATE OF ESCAPE, LLC	000	2/07/2020	160.00	.00
25095	291	USA BLUE BOOK	000	2/07/2020	309.29	.00
25096	19	VERIZON	000	2/07/2020	220.99	.00
25097	256	VERIZON WIRELESS	000	2/07/2020	432.79	.00
25098	12	WASTE MANAGEMENT	000	2/07/2020	7,576.55	.00
25099	930	WEBB EMILY	000	2/07/2020	280.00	.00
		CLASS TOTAL			25,059.69	.00
		ACH TOTAL			.00	
		CHECK TOTAL			25,059.69	
		EPY TOTAL			.00	
		FINAL TOTAL			25,059.69	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 25,059.69- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25100	979	CAROLINE COUNTY HEALTH DE	000	2/14/2020	121.29	.00
25101	999999	CAROLINE FIRE & RESCUE	000	2/14/2020	150.00	.00
25102	10	DOMINION VIRGINIA POWER	000	2/14/2020	6,793.88	.00
25103	999999	RAPPANNOCK ELECTRIC COO	000	2/14/2020	150.00	.00
25104	999999	ROCK DARNELL	000	2/14/2020	50.00	.00
25105	148	THE FREE LANCE STAR	000	2/14/2020	373.00	.00
25106	700	TREASURER OF VIRGINIA	000	2/14/2020	40.00	.00
25107	44	VUPS	000	2/14/2020	39.90	.00
25108	12	WASTE MANAGEMENT	000	2/14/2020	834.47	.00
25109	1049	MEX BANK	000	2/14/2020	903.12	.00
25110	451	XEROX CORPORATION	000	2/14/2020	261.12	.00
25111	955	ZERBE'S MOVING & DELIVERY	000	2/14/2020	125.00	.00
		CLASS TOTAL			9,841.78	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,841.78	
		EPY TOTAL			.00	
		FINAL TOTAL			9,841.78	.00

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 THE TOTAL 9,841.78- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25115	18	A & M HOME CENTER	000	2/28/2020	162.56	.00
25116	600	BENNETT DEBORAH T	000	2/28/2020	105.00	.00
25117	999999	CAROLINE CHAPTER NO 174	0	2/28/2020	150.00	.00
25118	536	CAS SEVERN	000	2/28/2020	113.00	.00
25119	897	CINTAS CORPORATION	000	2/28/2020	123.29	.00
25120	14	CINTAS OF RICHMOND	000	2/28/2020	849.27	.00
25121	999999	COYTE VALARIE	000	2/28/2020	174.82	.00
25122	1058	DIAMOND SPRINGS	000	2/28/2020	73.35	.00
25123	1052	ENCO UTILITY SERVICES FLO	000	2/28/2020	7.00	.00
25124	234	ENVIROCOMPLIANCE LAB INC	000	2/28/2020	1,290.00	.00
25125	234	ENVIROCOMPLIANCE LAB INC	000	2/28/2020	270.00	.00
25126	636	ENVIRONMENTAL RESOURCE	000	2/28/2020	110.72	.00
25127	28	G & G MILFORD FARM SERV.	000	2/28/2020	167.25	.00
25128	999999	GAINES TAMMIE	000	2/28/2020	40.25	.00
25129	898	JAMES MARY	000	2/28/2020	140.00	.00
25130	546	JOHNSON'S EXTERMINATING	000	2/28/2020	1,314.00	.00
25131	999999	LEWIS MELISSA	000	2/28/2020	204.70	.00
25132	179	LUCK STONE CORPORATION	000	2/28/2020	474.54	.00
25133	48	MTD-ATLANTIC LAB	000	2/28/2020	455.00	.00
25134	722	PACHELLO KRISTIN M	000	2/28/2020	140.00	.00
25135	919	PRO SHRED SECURITY	000	2/28/2020	45.00	.00
25136	11	RAPPAHANNOCK ELEC COOP	000	2/28/2020	639.61	.00
25137	880	RETD ENGINEERING CO INC	000	2/28/2020	11,856.20	.00
25138	25	RUTHERFORD JANITOR SUPPLY	000	2/28/2020	141.82	.00
25139	659	SOSMETAL PRODUCTS INC	000	2/28/2020	284.54	.00
25140	54	SOUTHERN POLICE EQUIP CO	000	2/28/2020	195.92	.00
25141	653	STEMMLE PLUMBING REPAIR	000	2/28/2020	3,720.00	.00
25142	930	WEBB EMILY	000	2/28/2020	245.00	.00
25143	878	WHITE OAK ELECTRIC	000	2/28/2020	11,394.79	.00
		CLASS TOTAL			34,887.64	.00
		ACH TOTAL			.00	
		CHECK TOTAL			34,887.64	
		EPY TOTAL			.00	
		FINAL TOTAL			34,887.64	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 34,887.64- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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