

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, August 06, 2020
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor call 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

PUBLIC HEARINGS:

O-2020-003 Proposed Text Amendment to B-1 Special Uses - The Mayor read the public notice published in the Free Lance Star newspaper on July 21st and 28th. He noted that O-2020-003 was a proposed text amendment to the B-1 Special Uses that would add verbiage to expand possible special uses to include business type activities similar in nature to automotive repair, which is already a listed Special Use. The Planning Commission held its Public Hearing on the matter on July 20th. They recommend approval of the proposed text amendment. The Mayor opened the public hearing and called for comment from the public.

Tim and Melissa Lewis, 133 Courthouse Lane - Ms. Lewis stated that she had submitted the proposed text amendment because she and her husband owned commercial property at 133 Courthouse Lane that is zoned B-1. She explained that various B-1 properties in Town could benefit from the expanded uses as proposed in the text amendment. The wording allowed businesses similar in nature and impact to automotive repair facilities to apply for Special Use Permits to conduct business at properties zoned B-1.

Jeff Voit, Planning Commission Chairman - Chairman Voit explained that the Planning Commission was in favor of approval of the text amendment because the it would still require an applicant seeking a Special Use Permit to come before the Planning Commission and Town Council for Public Hearings, at which time conditions could be placed on the business.

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member Coyle.
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:

Community Heart and Soul - Sam Frye, representative - Mr. Frye gave Council an update on the efforts of Community Heart and Soul and how the Town's donation to the organization was being spent. He noted that the group had also received another donation and that with the two donations CH&S was working on plans for a community garden and public benches through out Town. Mr. Frye presented the groups garden proposal and asked that Council consider allowing CH&S to utilize the field behind the playground for the community garden. He said that he would come back at a future date for a response to his request to give Council time to make its decision.

PUBLIC COMMENTS:

David Lipscomb, retired Police Chief - Mr. Lipscomb asked Council for an update to his request to be issued a retired Police Chief ID and made a new request to purchase his service weapon for \$1. The Town Attorney stated she would research the requirements of state code and get back to him.

AGENDA AMENDMENT:

The Mayor noted that he had a request form Council to amend the agenda to include a closed session.

Motion made by Council Member McDearmon, Seconded by Council Member Davis to amend the agenda to include closed session.

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.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

Bowling Green Police Dept. Monthly Report to Council for July 2020

Public Works and Utilities Dept. Monthly Report to Council for July 2020

Events & Economic Dev. Coordinator Monthly Report to Council for July 2020

Town Clerk/Treasurer's Monthly Report to Council for July

Town Manager's Monthly Report to Council for July 2020

The Mayor welcomed newly appointed Police Chief Justin Cecil. Chief Cecil thanked Council for the opportunity to serve as Chief of Police.

CONSENT AGENDA:

The following items were presented to Council:

July 2020 Bills (attached to theses minutes)

Minutes – June 4, 2020 Town Council Meeting

Minutes – June 25, 2020 Town Council Meeting

Schedule Public Hearing for ZP-2020-020 – Application for Special Use in B-1 Zoning District.

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

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

Motion passed.

UNFINISHED BUSINESS:

Bond Resolution - The Mayor noted that a Public Hearing on this matter had been held on June 4, 2020 but action was delayed until the Town had received final approval of financing from the bank.

Motion made by Vice-Mayor Gaines, Seconded by Council Member Howard to adopt R-2020-00X - a Resolution authorizing the issuance of Bonds in an aggregate amount not to exceed \$5,693,000 and a note in anticipation of the bond, and providing for the form, details and payment of the note and authorizing certain related documents and actions.

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

Motion passed.

CARES Act Funding Update - The Town Clerk/Treasurer updated Council on the spending plan of the CARES Act funds allocated by Caroline County as determined at Council's July 28th work session.

NEW BUSINESS:

Town Manager Recruitment - Council reviewed the recruitment information provided by the current Town Manager.

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member Howard to accept Town Manager Reese Peck's retirement effective December 1, 2020.

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.

CLOSED SESSION:

Motion made by Council Member McDearmon, Seconded by Council Member Davis to enter into Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1) for the purpose of discussing the performance of the Town Manager.

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.

RECONVENE IN OPEN SESSION:

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

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

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 Council Member T. Gaines.....Yes

Motion made by Council Member McDearmon, Seconded by Council Member Wright to place the Town Manager on paid administrative leave until December 1, 2020.

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

Abstaining: Council Member T. Gaines due to lack of information given on the matter.

Mayor Satterwhite commended Mr. Peck for all he had accomplished during his tenure as Town Manager.

Motion made by Council Member McDearmon, Seconded by Council Member Davis to appoint Town Clerk/Treasurer Melissa Lewis as acting Town Manager and give her the same authority as the Town Manager.

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.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Vice Mayor M. Gaines - had no comments.

Council member T. Gaines – had no comment.

Council member Howard - had no comment.

Council member Davis – said that the EDA had met.

Council member Coyle – said that the Planning Commission had a productive meeting and is continuing to work on the future use map.

Council member Wright - had no comment.

Council member McDearmon - said that the EDA had met and discussed future development on the Rt. 301 corridor.

ADJOURNMENT

Council unanimously voted to adjourn the meeting.