

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

Thursday, March 04, 2021

7:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor called the meeting to order and noted a quorum was present.
The Pledge of Allegiance was recited.

PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Jean Davis
Council Member Tammie Gaines
Council Member Deborah Howard
Council Member Jerry Covington
Council Member Jeff Voit
Council Member Arthur Wholey

PUBLIC HEARINGS:

Public Hearing - ZP-2021-002

The Mayor opened the Public Hearing for ZP-2021-002 -Special Use Permit Bowling Green Properties, LLC, 221 N. Main Street

The Town Manager informed Council Bern Mahon was not present but approved to move forward and asked if Town Council wanted to proceed. The consensus from the Town Council was to continue with the Public Hearing.

Motion made by Council Member Voit, Seconded by Council Member Davis to accept ZP-2021-002 Special Use Permit Bowling Green Properties LLC, 221 N. Main St as presented.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey

DELEGATIONS:

Kyle Bates, VDOT

Kyle Bates, Resident Engineer-VDOT provided a very informative power point presentation regarding Main Street Business District Parking Plan and VDOT Crosswalk Standards. He also discussed traffic calming for neighborhood streets, project updates with US 301/Chase Street and the Smart Scale Project.

PUBLIC COMMENTS:

Bonnie Cannon, 123 S. Main Street - Addressed Council with concerns regarding traffic on Main Street and echoed Council Member Howard's concern for Maury. Mrs. Cannon also requested doing away with trash pick up to help ease the burden from other increases from utilities.

Kent Story-Realtor for William Billy Beasley: Mr. Story spoke on behalf of Mr. Beasley helping to clear up rumors regarding the previously approved Bowling Green Estates Project and the twenty-four single family homes.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented:

Police Chief's Monthly Report to Council - February 2021

The Town Manager spoke in the absence of the Police Chief regarding the purchasing of a Radar Trailer. The estimated cost of the Radar Trailer is \$7,000. The consensus of Council was to order the trailer.

Public Works/Utilities Monthly Report - February 2021

Events & Economic Development Coordinator Monthly Report - February 2021

Town Manager Monthly Report - February 2021

ACTION ITEMS TOWN MANAGER MONTHLY REPORT:

The Town manager asked for direction on drafting a Letter of Support for the Caroline County Surface Water Permit.

Motion made by Council Member T. Gaines, Seconded by Council Member Wholey directing the Town Manager and Town Attorney to draft a Letter of Support for 800,000 gallons to Caroline County Surface Water Initiative Permit.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

A request for a donation of \$290.00 from Barbara Croson was received via email for Christmas Tree Decorations.

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to fund the donation of \$290.00 to Barbara Croson for Christmas Tree Decorations.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member Gaines, Council Member Howard, Council Member Covington, Council Member Voit

Voting Nay: Council Member Wholey

Motion passed.

The town Manager requested a motion to schedule an informational Work Session on water system- March 10, 2021 at 6:30 p.m.

Motion made by Council Member Voit, Seconded by Council Member T. Gaines to schedule a Work Session on March 10, 2021 at 6:30 p.m. for the water system.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed

The Town Manager requested to schedule an informational session with the Town Attorney about Land Use and Planning - March 18, 2021 at 7:00 p.m.

Motion made by Council Member Voit, Seconded by Vice-Mayor Coyle to schedule an Informational Session with Attorney about Land Use and Planning for March 18, 2021 at 7:00 p.m.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

CONSENT AGENDA:

A request was made from Vice-Mayor Coyle, Council Member Voit and Council Member Wholey to pull from the Consent Agenda items 7-9 for discussion.

(7) - Bills-February 2021 , (8) - Minutes-January 7, 2021 Town Council Meeting, (9) Planning Commission Member Re-appointments.

Motion made by Council Member Voit, Seconded by Council Member Gaines to accept Consent Agenda items (9) – (10) as presented.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey

Bills - February 2021

Vice-Mayor Coyle and Council Member Wholey addressed the Town Manager with questions on the February 2021 Bills.

The Town Manager answered the questions accordingly.

Motion made by Council Member Voit, Seconded by Council Member Howard to accept Consent Agenda #7 February 2021 Bills as presented.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

Minutes – January 7, 2021 Town Council Meeting

Council Member Wholey addressed the Town Manager with questions on the January 7, 2021 Meeting Minutes.

The Town Manager answered the questions accordingly.

Motion made by Council Member Voit, Seconded by Council Member Howard to accept Consent Agenda #8 Minutes – January 7, 2021 Town Council Meeting as presented.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

Planning Commission Member Re-appointments

Council Member Voit addressed the Town Manager and Council with questions on the Planning Commission Member Re-appointments.

The Town Manager answered the questions accordingly.

Motion made by Council Member Wholey, Seconded by Council Member Howard to re-appoint Charles Scott Seigmund and Sandra Pelter to the Planning Commission with terms ending March 1, 2025 and March 16, 2025 respectively.

Voting Yea: Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey

Voting Abstaining: Vice-Mayor Coyle, Council Member Davis.

Vice-Mayor Cole Abstaining, not in favor of candidate Sandra Pelter.

Council Member Davis Abstaining, not in favor of candidates.

Motion passed.

UNFINISHED BUSINESS:

Caroline County Emergency Utility Repair Mutual Aid Agreement:

Motion made by Council Member Voit, Seconded by Council Member T. Gaines to accept the Caroline County Emergency Utility Repair Mutual Aid Agreement as presented.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

NEW BUSINESS:

Updated Job Description:

Motion made by Council Member Wholey, Seconded by Council Member Voit to hold a Work Session for March 25, 2021 to discuss staff restructuring.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed

Resolution to amend Agenda to separate Council Comments from Committee Reports:

Discussion by Council to direct the Town Attorney to draft a resolution to amend the Agenda to separate Council Comments from Committee Reports. Suggested by Council to arrange in order of Council Comments, directly after Public Comments, before Staff Reports, to leave Committee Reports after New Business. The draft is to be presented at the next Town Council Meeting.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Vice-Mayor Cole - No Comment

Council Member Davis - No Comment

Council Member T. Gaines - No Comment

Council Member Howard - Committee did not meet.

Council Member Covington - No Comment

Council Member Voit - Committee did meet, discussed utility, PER should be available in April, Letter of Support for Caroline County and discussed ideas for playground and painting of lines by VDOT.

Council Member Wholey - No Comment

ADJOURNMENT

Motion made by Council Member Wholey, Seconded by Council Member Voit to adjourn.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25945	18	A & M HOME CENTER	000	2/05/2021	333.64	.00
25946	18	A & M HOME CENTER	000	2/05/2021	123.99	.00
25947	944	ATLANTIC BROADBAND /	000	2/05/2021	204.40	.00
25948	999999	BEAZLEY JUDY	000	2/05/2021	45.61	.00
25949	1111	BKT UNIFORMS	000	2/05/2021	232.00	.00
25950	14	CINTAS OF RICHMOND	000	2/05/2021	713.20	.00
25951	237	GRAINGER	000	2/05/2021	105.80	.00
25952	999999	HART SERENA	000	2/05/2021	478.48	.00
25953	1089	SNAP-ON TOOLS	000	2/05/2021	798.50	.00
25954	19	VERIZON	000	2/05/2021	274.18	.00
25955	256	VERIZON WIRELESS	000	2/05/2021	468.61	.00
25956	44	VUPS	000	2/05/2021	112.35	.00
25957	12	WASTE MANAGEMENT	000	2/05/2021	8,790.83	.00
25958	878	WHITE OAK ELECTRIC	000	2/05/2021	4,177.60	.00
CLASS TOTAL					16,859.19	.00
ACH TOTAL					.00	
CHECK TOTAL					16,859.19	
EPY TOTAL					.00	
FINAL TOTAL					16,859.19	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 16,859.19- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25962	865	CASH	000	2/12/2021	48.11	.00
25963	1020	CONSOLIDATED PIPE & SUP	000	2/12/2021	271.10	.00
25964	679	DAVID L BROOKS HAULING &	000	2/12/2021	4,086.78	.00
25965	10	DOMINION VIRGINIA POWER	000	2/12/2021	7,883.86	.00
25966	234	ENVIROCOMPLIANCE LAB INC	000	2/12/2021	1,270.00	.00
25967	234	ENVIROCOMPLIANCE LAB INC	000	2/12/2021	1,290.00	.00
25968	234	ENVIROCOMPLIANCE LAB INC	000	2/12/2021	155.00	.00
25969	28	G & G MILFORD FARM SERV.	000	2/12/2021	314.01	.00
25970	320	MORTON'S POWER EQUIPMENT	000	2/12/2021	178.81	.00
25971	919	PRO SHRED SECURITY	000	2/12/2021	45.00	.00
25972	999999	SAMUEL KIMBERLY	000	2/12/2021	150.00	.00
25973	276	SOUTHERN TRUCK & CUSTOM	000	2/12/2021	782.00	.00
25974	918	STAPLES ADVANTAGE	000	2/12/2021	181.92	.00
25975	653	STEMMLE PLUMBING REPAIR	000	2/12/2021	2,275.00	.00
25976	148	THE FREE LANCE STAR	000	2/12/2021	1,149.00	.00
25977	1002	VACORP	000	2/12/2021	136.75	.00
25978	12	WASTE MANAGEMENT	000	2/12/2021	94.35	.00
25979	1049	WEX BANK	000	2/12/2021	610.67	.00
25980	451	XEROX CORPORATION	000	2/12/2021	339.51	.00
		CLASS TOTAL			21,261.87	.00
		ACH TOTAL			.00	
		CHECK TOTAL			21,261.87	
		EPY TOTAL			.00	
		FINAL TOTAL			21,261.87	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 21,261.87- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25981	41	VISA	000	2/19/2021	2,305.47	.00
25982	41	VISA	000	2/19/2021	1,652.81	.00
25983	41	VISA	000	2/19/2021	297.82	.00
CLASS TOTAL					4,256.10	.00
ACH TOTAL					.00	
CHECK TOTAL					4,256.10	
EPY TOTAL					.00	
FINAL TOTAL					4,256.10	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 4,256.10- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25987	600	BENNETT DEBORAH T	000	2/26/2021	140.00	.00
25988	897	CINTAS CORPORATION	000	2/26/2021	27.08	.00
25989	999999	DELOACH TONYA	000	2/26/2021	150.00	.00
25990	125	E M GRAY & SON	000	2/26/2021	2,471.47	.00
25991	1005	FREDERICKSBURG BIG BAND	000	2/26/2021	500.00	.00
25992	546	JOHNSON'S EXTERMINATING	000	2/26/2021	625.00	.00
25993	48	MID-ATLANTIC LAB	000	2/26/2021	60.00	.00
25994	1092	PBM	000	2/26/2021	500.00	.00
25995	11	RAPPAHANNOCK ELEC COOP	000	2/26/2021	733.44	.00
25996	1089	SNAP-ON TOOLS	000	2/26/2021	1,428.20	.00
25997	653	STEMMLE PLUMBING REPAIR	000	2/26/2021	1,045.00	.00
		CLASS TOTAL			7,680.19	.00
		ACH TOTAL			.00	
		CHECK TOTAL			7,680.19	
		EPY TOTAL			.00	
		FINAL TOTAL			7,680.19	.00

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 DATE

 TOWN MANAGER