

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, March 07, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PRESENT

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

The Mayor call the meeting to order at 7:00 P.M. and noted a quorum was present.

The Pledge of Allegiance to the Flag was recited.

The Mayor stated that a member of Council had asked for amendments to the Agenda to include the addition of the following items under New Business:

A Resolution for the Town to apply for Affiliate status in the Virginia Main Street program

Authorization for the Town Manager to apply for \$7,000 Community Development Block Grant in association with Virginia Main Street Program

Consideration of an Ordinance granting Courthouse Lane I Apartments partial exemption of Real Estate taxes in support of its application for grant funding

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Gaines to amend agenda as noted.

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

DELEGATIONS:

Lynne Keenan, Fredericksburg VDOT Residency Administrator - Ms. Keenan introduced herself as the new Fredericksburg VDOT Residency Administrator and discussed the upcoming street resurfacing in town.

Maryclaire Osegueda, Executive Director of the Caroline Family YMCA and Heather Hale, YMCA Aquatics Director - Ms. Osegueda introduced herself as the new Executive Director of the Caroline Family YMCA and discussed new programs the YMCA is offering. She stated that the Caroline Family YMCA would like to open a satellite branch in Bowling Green. Ms. Hale discussed a free swim program offered to all second-grade students in Caroline County.

PUBLIC COMMENTS:

Becky Elam, Caroline County Public Schools - Ms. Elam asked Council to consider waiving the Town Hall rental fee for CCPS's use of Town Hall on April 18th to host an employee dinner.

Motion made by Council Member Howard, Seconded by Council Member Wright to waive the \$575.00 Town Hall rental fee for Caroline County Public Schools use of the facility on April 18, 2019.

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

Voting Nay: Council Member Coyle, Council Member M. Gaines, Council T. Member Gaines

Motion passed.

Anne Marie Jiles, 260 Roper Dr. - Ms. Jiles asked that the Town be diligent in informing residents and businesses of their responsibility to keep sidewalks clear of signs, snow, debris, trash cans, brush, etc. She also expressed her concern over drivers ignoring pedestrian right of way in cross walks.

The Mayor stated the Town would use social media and targeted fliers to address the issue.

Tony Caulkins, TM Associates - Courthouse Lane I Apartments LP representative - Mr. Caulkins stated that Courthouse Lane I Apartments LP was applying for a grant to help fund renovations to its apartments located on Courthouse Lane and asked Council to consider a limited term tax abatement for the assessed value of the renovations to the apartments. He stated doing so would earn the grant application points towards its approval.

The Mayor stated that the matter would be discussed and acted upon during New Business.

Barbara Allen, 201 Travis Street - Ms. Allen stated that she'd like to see the Town re-instate its Town Beautification initiative.

The Mayor thanked Ms. Allen for her suggestion.

STAFF REPORTS & PRESENTATIONS:

The following Staff Reports were noted:

Bowling Green Police Department February 2019 Monthly Report

Public Works Council Monthly Report for February 2019

Events Coordinator Council Monthly Report for February 2019

Town Clerk/Treasurer Council Monthly Report for February 2019

Town Manager's Monthly Report for February 2019

CONSENT AGENDA:

February 2019 Bills (reports attached to these minutes)-

Motion made by Council Member Wright, Seconded by Vice-Mayor McDearmon to approve Consent Agenda item 8. February 2019 Bills and pull Consent Agenda items 9. Proposed Job Descriptions and 10. Davis Court Water Main Replacement Project for further discussion.

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

Proposed Job Descriptions -

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to approve the proposed Job Descriptions as presented. The matter was discussed.

Voting Yea: Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard

Voting Nay: Vice-Mayor McDearmon, Council Member Wright

The motion passed.

Davis Court Water Main Replacement Project -

In direct response to a question from Council, the Town Manager stated all contractors bid on the same scope of work.

Motion made by Council Member McDearmon, seconded by Council member Coyle to accept the low bid by K.L. Langford Excavating. A discussion was held on the matter.

Motion withdrawn by Council member McDearmon.

Council asked the Town Attorney to write a contract for services with low bidder K.L. Langford Excavating. Council will act on authorizing the Town Manager to sign the contract with K.L. Langford Excavating at the March 21 Budget Work Session.

UNFINISHED BUSINESS:

Police Policies 2-21, 4-6, 5-2, and 7-3

Motion made by Council Member M. Gaines, Seconded by Council Member Howard to approve Police Policies 2-21, 4-6, 7-3 and 5-2 with Town Attorney's recommended revision.

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

NEW BUSINESS:

Consideration of an Ordinance granting Courthouse Lane I Apartments partial exemption of Real Estate taxes in support of its application for grant funding -

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Howard to Authorize the Town Manager to advertise for a Public Hearing on the proposed ordinance granting Courthouse Lane I Apartments LP partial exemption of Real Estate taxes for a term of three years in support of an application by Courthouse Lane I Apartments LP for grant funding for property rehabilitation.

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

A Resolution for the Town to apply for Affiliate status in the Virginia Main Street program -

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to approve Resolution R-2019-001 authorizing the Town Manager to apply for Affiliate status in the Virginia Main Street Program.

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

Authorization for the Town Manager to apply for \$7,000 Community Development Block Grant in association with Virginia Main Street Program -

Motion made by Vice-Mayor McDearmon, Seconded by Council Member M. Gaines to authorize the Town Manager to apply for a \$7,000 Community Development Block Grant in association with the Virginia Main Street Program.

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.

Donation to Caroline Family YMCA -

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Gaines to donate \$500 to the Caroline Family YMCA Swim Program for second-grade students.

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

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council member T. Gaines - commended Public Works and Utilities Director for a successful DEQ inspection at the Waste Water Treatment Plant.

Council member Howard - noted that the Budget, Personnel and Ordinances Committee had met.

Council member Davis - had no comments.

Vice mayor McDearmon - noted that the EDA had met with the Cardinal Group.

Council member Wright - had no comments.

Council member M. Gaines - had no comments.

Council member Coyle - reported that the Planning Commission had not met in February.

Mayor Satterwhite - reported that he had sent a letter to Congressman Whittman's office about the state of the Bowling Green Post Office. In the letter he noted the many concerns residents had expressed to him. The Mayor asked Council to consider the letter of interest submitted by Arthur Wholey who expressed his desire to serve on the Planning Commission.

INFORMATIONAL ITEMS:

The following informational items were noted:

Invitation to Local Hero's Award Banquet

Proposed Budget and PowerPoint Presentation

ADJOURNMENT

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to adjourn the 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

API00B 2/15/2019 TOWN OF BOWLING GREEN
 TIME-12:36.11

A/P CHECK REGISTER
 Check Date - 2/15/2019

AcPd - 2019/02

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24177	32	BOWLING GREEN AUTO PARTS	000	2/15/2019	7.98	.00
24178	500	CARTER MACHINERY CO INC	000	2/15/2019	1,536.60	.00
24179	536	CAS SEVERN	000	2/15/2019	105.00	.00
24180	9999999	GAINES TAMMIE	000	2/15/2019	51.08	.00
24181	1021	MUNICIPAL CODE CORP	000	2/15/2019	21.15	.00
24182	994	PB ELECTRONICS INC	000	2/15/2019	99.00	.00
		CLASS TOTAL			1,820.81	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,820.81	
		FINAL TOTAL			1,820.81	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 1,820.81- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24190	9999999	HARDY DENISE	000	2/20/2019	9.57	.00
24191	9999999	IRONWOOD INVESTMENTS LLC	000	2/20/2019	83.70	.00
24192	9999999	JOHNSON FAWN	000	2/20/2019	5.91	.00
24193	9999999	LACKEY VICKI D	000	2/20/2019	83.70	.00
24194	9999999	RAMIREZ MANUEL	000	2/20/2019	24.76	.00
24195	9999999	SEXTON KIMBERLY	000	2/20/2019	6.75	.00
		CLASS TOTAL			214.39	.00
		ACH TOTAL			.00	
		CHECK TOTAL			214.39	
		FINAL TOTAL			214.39	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 214.39- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24183	9999999	BELL KIERRA	000	2/22/2019	675.00	.00
24184	743	LOCAL SERVICES	000	2/22/2019	336.00	.00
24185	257	ON SITE PC	000	2/22/2019	188.75	.00
24186	991	RGS&S COMMERCIAL CLEANING	000	2/22/2019	289.00	.00
24187	1043	STATE OF ESCAPE, LLC	000	2/22/2019	900.00	.00
24188	653	STEMMLE PLUMBING REPAIR	000	2/22/2019	3,900.00	.00
24189	1002	VACORP	000	2/22/2019	118.76	.00
		CLASS TOTAL			6,407.51	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,407.51	
		FINAL TOTAL			6,407.51	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 6,407.51 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24199	18	A & M HOME CENTER	000	2/28/2019	66.04	.00
24200	600	BENNETT DEBORAH T	000	2/28/2019	105.00	.00
24201	14	CINTAS OF RICHMOND	000	2/28/2019	455.57	.00
24202	1017	CORE & MAIN	000	2/28/2019	1,783.10	.00
24203	234	ENVIROCOMPLIANCE LAB INC	000	2/28/2019	1,365.00	.00
24204	234	ENVIROCOMPLIANCE LAB INC	000	2/28/2019	385.00	.00
24205	648	ERARD ANDREA G	000	2/28/2019	1,667.00	.00
24206	28	G & G MILFORD FARM SERV.	000	2/28/2019	127.86	.00
24207	55	GALLI'S LLC	000	2/28/2019	29.92	.00
24208	898	JAMES MARY	000	2/28/2019	105.00	.00
24209	836	JOHN ALLISON	000	2/28/2019	105.00	.00
24210	546	JOHNSON'S EXTERMINATING	000	2/28/2019	1,235.00	.00
24211	999999	LIMBRICK VIRGINIA	000	2/28/2019	2,500.00	.00
24212	48	MTD-ATLANTIC LAB	000	2/28/2019	130.00	.00
24213	919	PRO SHRED SECURITY	000	2/28/2019	45.00	.00
24214	11	RAPPANHANNOCK ELEC COOP	000	2/28/2019	633.36	.00
24215	13	SHELL FLEET PLUS	000	2/28/2019	686.34	.00
24216	1046	SKYLINE WINDOWS	000	2/28/2019	5,600.00	.00
24217	918	STAPLES ADVANTAGE	000	2/28/2019	193.89	.00
24218	19	VERIZON WIRELESS	000	2/28/2019	310.04	.00
24219	256	VERIZON WIRELESS	000	2/28/2019	40.01	.00
24220	930	WEBB EMILY	000	2/28/2019	140.00	.00
		CLASS TOTAL			17,708.13	.00
		ACH TOTAL			.00	
		CHECK TOTAL			17,708.13	
		FINAL TOTAL			17,708.13	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 17,708.13- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____