

Town of Bowling Green
Town Council Meeting



Date: August 2, 2018
Agenda Item: VI. Consent Agenda,
B. 7/05/18 Minutes

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Minutes –Town Council Meeting – July 5, 2018

BACKGROUND / SUMMARY: Transcribed Minutes from the July 5, 2018 Town Council Meeting

ATTACHMENTS:

Town Council Meeting – July 5, 2018

REQUESTED ACTION:

Approval of the Minutes

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

VOTE:

PASSED

NOT PASSED

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

July 5, 2018

MEMBERS PRESENT: Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, Jean Davis, and Tyler Gibson.

MEMBERS ABSENT: None.

OTHERS PRESENT: Town Attorney Andrea Erard, Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Deputy Clerk/Treasurer Tracy Wright, Accounts Clerk Judy Beazley, and Police Chief David Lipscomb.

I. CALL TO ORDER AND QUORUM ESTABLISHED:

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

II. PUBLIC HEARINGS:

A. O-2018-008 – Ordinance doing away with issuance and display of vehicle decal –
At 7:01 P.M. the Mayor opened the Public Hearing for O-2018-008 – Ordinance doing away with issuance and display of vehicle decal. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on June 19 and June 26, 2018. He invited the public to speak on this matter. The Mayor called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:02 P.M.

On Motion by Mr. Gaines, seconded by Mr. Hauser, Council voted to approve O-2018-008 – Ordinance doing away with issuance and display of vehicle decal.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: None.

Motion passed.

B. FY19 Budget Supplemental Appropriation - At 7:03 P.M. the Mayor opened the Public Hearing for a Supplemental Appropriation to the FY19 Budget for the purpose of reallocating unspent funds budgeted in FY18 in the amount of \$6,316,000 for the finance and refinance costs of capital improvement to the Town's water and sewer systems. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on June 19 and June 26, 2018. He invited the public to speak on this matter.

1. Bobby Beazley, Milford – Mr. Beazley asked for further clarification on what the money was to be used for.

The Town Manager explained that the money was a low interest loan obtained through the USDA to refinance a previous loan for past water and sewer

capital improvements and to finance a sewer line replacement project on Milford St, Maury Ave, Dorsey Ln, and South Main St.

2. Spencer Allen, 201 Travis Street – Mr. Allen inquired as to how the loan would be repaid.

The Mayor stated that the loan would be paid back over forty years partially through revenue from the Special Tax District along the 301 corridor with the remainder being paid back with a combination of Water, Sewer, and General Funds. He noted that the annual debt service payment for the new loan will be less than the annual debt service payment for the loan that is being refinanced.

The mayor called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:08 P.M.

The Town Attorney drafted Resolution R-2018-006 – a resolution amending the FY 18-19 Budget:

Be it resolved by the Bowling Green Town Council at its regular monthly meeting on July 5, 2018 that the FY18-19 budget be amended to add \$6,316,000 to finance and refinance the cost of capital improvements to the Town’s Water and Sewer system and be it finally resolved that the amount of \$6,316,000 should also be appropriated for expenditure.

On Motion by Mr. Gaines, seconded by Mr. Hauser, Council voted to adopt R-2018-006 – a resolution amending the FY 18-19 Budget to add \$6,316,000 to finance and refinance the cost of capital improvements to the Town’s Water and Sewer system and to appropriate that the amount of \$6,316,000 for expenditure.

Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Gibson.

Voting Nay:

Motion passed.

III. DELEGATIONS:

There were no Delegations.

IV. PUBLIC COMMENTS:

A. Ashley Ball – Ms. Ball commended Chief Lipscomb for his actions on June 19th when he assisted her following an automobile accident in which she was involved.

V. STAFF REPORTS:

The following staff reports were noted:

A. Public Works and Utilities Report – June 2018

B. Police Chief’s Report – June 2018

C. Events Coordinator's Report – June 2018

Ms. Jordan invited Marialuz Badia Moreno owner of the Old Mansion, to speak on the Bowling on the Green Wine Festival recently held at her estate. Ms. Badia Moreno offered her reflections on the event and encouraged Council to be more interested and involved in the annual Wine Festival.

On Motion by Mr. Hauser, seconded by Mr. Gaines, Council voted to donate \$30.66 to the Caroline County Public Schools Education Foundation.

Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Gibson.

Voting Nay: None

Motion passed.

On Motion by Mr. Gaines, seconded by Mr. Gibson, Council voted to donate the proceeds of the Bowling on the Green Wine Festival totaling \$969.34 to the Caroline County Public Schools Education Foundation.

Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Gibson.

Voting Nay:

Motion passed.

The total donation being made to the Caroline County Public Schools Education Foundation is \$1,000.

D. Clerk/ Treasurer's Report – June 2018

E. Town Manager's Report – June 2018

VI. CONSENT AGENDA:

- A. Bills – June 2018 (attached to these minutes.)
- B. Minutes – June 7, 2018 Town Council Meeting
- C. R-2018-005 – Resolution to Establish Auxiliary Police Force
- D. Events Coordinator's Contract

On Motion by Mr. Hauser, seconded by Mr. Gibson, Council voted to approve the consent agenda as presented.

Voting Aye: Hauser, Coleman, and Gibson.

Voting Nay: McDearmon, Wright, Gaines, and Davis

Motion failed.

On Motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to pull Consent Agenda item D to discuss separately.

Voting Aye: McDearmon, Wright, Gaines, Coleman, Davis, and Gibson.

Voting Nay: Hauser

Motion Passed.

On Motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve Consent Agenda items A, B, and C.

Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Gibson.

Voting Nay:

Motion Passed.

On Motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve Consent Agenda Item D.

Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Gibson.

Voting Nay:

Motion Passed.

VII. UNFINISHED BUSINESS:

A. Councilman McDearmon’s request to explore additional taxes -

Upon Councilman McDearmon’s request, the Town Attorney presented a draft Ordinance to allow the Town to require permits for Minor and Major Special Events. Following a brief discussion, Council referred the matter to the Ordinance Committee and Economic Development Authority for review and comment.

B. O-2018-007 Sign Ordinance -

On Motion by Ms. Davis, seconded by Mr. Gibson, Council voted to adopt O-2018-007 – an Ordinance to amend Chapter 3 “Land Use and Buildings,” Article I “Zoning Ordinance,” Division 6 “Signs” of the Town Code.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none.

Motion passed.

VIII. NEW BUSINESS:

A. 209 Maury Ave Real Estate Transaction –

The Town Attorney noted that sale of Town real Estate requires a Public Hearing.

On Motion by Mr. Gaines, seconded by Mr. Hauser, Council voted to set a Public Hearing for 7:00 P.M. on August 2, 2018 on the sale of Town real estate consisting of portions of Tax Map #s 43A3-3-A-18, 43A3-3-A-18A, and 43A3-3-A-19A, for the purpose a boundary line adjustment with Tax Map # 43A3-3-A-18 to create a conforming lot and to split the cost of advertising with the land owner.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none.

B. Municode Consolidated Services Contract –

On Motion by Mr. Gaines, seconded by Ms. Davis, Council voted to authorize the Town Manager to accept and sign the proposal for Consolidated Services with Municode.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none.

Motion passed.

C. Authorize Mayor to accept and sign contract for the Town’s Sewer Line Replacement Project -

On Motion by Mr. Hauser, seconded by Mr. McDearmon, Council voted to authorize the Mayor to accept bids and sign a contract for the construction of the Town’s Sewer Line Replacement Project subject to review by the Town Attorney.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none.

Motion passed.

D. Request from 4-H for free use of Town Hall -

On Motion by Mr. Wright, seconded by Mr. Gaines, Council voted to allow free use of Town Hall to the 4-H Sewing Club Monday July 16 – Thursday July 19, 2018 for the purpose of holding a sewing camp.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none.

Motion passed.

E. Appointment of EDA Candidate –

On Motion by Mr. Hauser, seconded by Mr. Wright, Council voted to appoint Tyler Gibson to the unexpired Economic Development Authority term of Rea Wilson expiring November 2, 2021.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, and Davis.

Voting Nay: none.

Abstaining: Gibson

Motion passed.

The Mayor stated that Council can consider appointments to Councilman Gibson’s current seat on the EDA with a term expiring November 2, 2020 at a future date.

IX. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Glenn McDearmon – Mr. McDearmon noted that the EDA awarded a façade improvement grant to Fur-Get Me Knots Pet Groomer on Man Street and that the EDA has a regularly scheduled meeting on July 24th.

B. Otis Wright – had no comments.

C. Mark Gaines – had no comments.

D. Martin Hauser – Mr. Hauser stated that the Budget and Personnel Committee met to discuss the Police Chief’s contract.

E. Mary Frances Coleman – had no comments.

F. Jean Davis – had no comments.

- G. Tyler Gibson – had no comments
- H. Jason Satterwhite, Mayor – had no comments.

X. INFORMATIONAL ITEMS:

There were no informational items presented.

XI. CLOSED SESSION:

At 8:50 P.M. on motion by Mr. Hauser, seconded by Mr. Gaines, Council voted to go into Closed Session in accordance with Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion and consideration of the duties, assignments, appointments, compensation, and performance of the Police Chief.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none.

Motion passed.

XII. RECONVENE IN OPEN SESSION:

At 9:45 P.M. on motion by Mr. Wright, seconded by Mr. Hauser, Council voted to reconvene in Open Session.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none.

Motion passed.

CERTIFICATION:

Council certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, as stated above, 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:

Wright.....	Aye	Coleman.....	Aye
Gaines.....	Nay	Gibson.....	Aye
McDearmon.....	Aye	Hauser.....	Aye
Davis.....	Aye		

XIII. ADJOURNMENT:

On motion by Mr. Gaines, seconded by Mr. Gibson, at 9:45 P.M. Council unanimously voted to adjourn the meeting.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23522	944	ATLANTIC BROADBAND /	000	6/15/2018	167.90	.00
23523	32	BOWLING GREEN AUTO PARTS	000	6/15/2018	78.75	.00
23524	47	CAROLINE GARAGE	000	6/15/2018	98.22	.00
23525	234	ENVIROCOMPLIANCE LAB INC	000	6/15/2018	385.00	.00
23526	999999	FERGUSON BO & SHAKILLA	000	6/15/2018	150.00	.00
23527	546	JOHNSON'S EXTERMINATING	000	6/15/2018	550.00	.00
23528	514	K L LANGFORD EXCAVATING	000	6/15/2018	4,971.33	.00
23529	743	LOCAL SERVICES	000	6/15/2018	80.00	.00
23530	48	MID-ATLANTIC LAB	000	6/15/2018	60.00	.00
23531	659	SOSMETAL PRODUCTS INC	000	6/15/2018	151.83	.00
23532	148	THE FREE LANCE STAR	000	6/15/2018	4,104.00	.00
23533	695	TREASURERS' ASSOCIATION	000	6/15/2018	110.00	.00
23534	12	WASTE MANAGEMENT	000	6/15/2018	686.11	.00
23535	999999	WILSON CYNTHIA	000	6/15/2018	150.00	.00
		CLASS TOTAL			11,743.14	.00
		ACH TOTAL			.00	
		CHECK TOTAL			11,743.14	
		FINAL TOTAL			11,743.14	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 11,743.14- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

API00B 6/21/2018 TOWN OF BOWLING GREEN
 TIME-10:41:06

A/P CHECK REGISTER
 Check Date - 6/22/2018

ActPd - 2018/06

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23538	32	BOWLING GREEN AUTO PARTS	000	6/22/2018	35.10	.00
23539	1013	FIRST CALL ENVIRONMENTAL	000	6/22/2018	448.75	.00
23540	546	JOHNSON'S EXTERMINATING	000	6/22/2018	965.00	.00
23541	11	RAPPANNOCK ELEC COOP	000	6/22/2018	653.67	.00
23542	13	SHELL FLEET PLUS	000	6/22/2018	1,067.60	.00
23543	322	TOWN POLICE SUPPLY OF	000	6/22/2018	871.66	.00
23544	1012	TUGGLE CONCRETE INC	000	6/22/2018	2,300.00	.00
		CLASS TOTAL			6,341.78	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,341.78	
		FINAL TOTAL			6,341.78	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 6,341.78- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23545	500	CARTER MACHINERY CO INC	000	6/29/2018	1,536.60	.00
23546	1014	COOPERATIVE LIVING	000	6/29/2018	680.00	.00
23547	679	DAVID L BROOKS HAULING &	000	6/29/2018	382.12	.00
23548	55	GALLI'S LLC	000	6/29/2018	1,260.94	.00
23550	683	LADYSMITH HEATING AND	000	6/29/2018	4,984.00	.00
23551	999999	MOTLEY LANDON	000	6/29/2018	558.41	.00
23552	919	PRO SHRED SECURITY	000	6/29/2018	90.00	.00
23553	1015	RED BUD SUPPLY INC	000	6/29/2018	116.48	.00
23554	977	SHEEHY FORD	000	6/29/2018	57,015.00	.00
23555	918	STAPLES ADVANTAGE	000	6/29/2018	178.62	.00
23556	1016	STARK & STARK, PLC	000	6/29/2018	158.00	.00
23557	859	SUNBELT RENTALS INC	000	6/29/2018	358.50	.00
23558	148	THE FREE LANCE STAR	000	6/29/2018	546.30	.00
23559	861	THE UPS STORE #6358	000	6/29/2018	221.49	.00
23560	15	TREASURER OF VIRGINIA	000	6/29/2018	764.15	.00
23561	291	USA BLUE BOOK	000	6/29/2018	159.88	.00
23562	1002	VACORP	000	6/29/2018	103.81	.00
23563	19	VERIZON WIRELESS	000	6/29/2018	270.96	.00
23564	256	VERIZON WIRELESS	000	6/29/2018	526.17	.00
23565	12	WASTE MANAGEMENT	000	6/29/2018	1,270.17	.00
23566	878	WHITE OAK ELECTRIC	000	6/29/2018	12,313.60	.00
23565		CLASS TOTAL	000		83,495.20	.00
		ACH TOTAL			.00	
		CHECK TOTAL			83,495.20	
		FINAL TOTAL			83,495.20	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 83,495.20 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23568	18	A & M HOME CENTER	000	7/06/2018	214.67	.00
23569	18	A & M HOME CENTER	000	7/06/2018	39.82	.00
23570	851	CAROLINE COUNTY PUBLIC	000	7/06/2018	250.00	.00
23571	897	CINTAS CORPORATION	000	7/06/2018	100.91	.00
23572	14	CINTAS OF RICHMOND	000	7/06/2018	838.84	.00
23573	980	DEWBERRY ENGINEERS, INC	000	7/06/2018	2,331.00	.00
23574	10	DOMINION VIRGINIA POWER	000	7/06/2018	79.26	.00
23575	234	ENVIROCOMPLIANCE LAB INC	000	7/06/2018	1,060.00	.00
23576	28	G & G MILFORD FARM SERV.	000	7/06/2018	352.90	.00
23577	898	JAMES MARY	000	7/06/2018	140.00	.00
23578	836	JOHN ALLISON	000	7/06/2018	280.00	.00
23579	546	JOHNSON'S EXTERMINATING	000	7/06/2018	275.00	.00
23580	743	LOCAL SERVICES	000	7/06/2018	80.00	.00
23581	725	MCGINLEY MICHELLE B	000	7/06/2018	35.00	.00
23582	991	RG&S COMMERCIAL CLEANING	000	7/06/2018	578.00	.00
23583	930	WEBB EMILY	000	7/06/2018	140.00	.00
23584	451	XEROX CORPORATION	000	7/06/2018	327.59	.00
		CLASS TOTAL			7,122.99	.00
		ACH TOTAL			.00	
		CHECK TOTAL			7,122.99	
		FINAL TOTAL			7,122.99	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 7,122.99- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER