

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, November 05, 2020
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. The Mayor also congratulated the newly elected members, Jeff Voit, Valerie Coyle, and Jerry Covington.

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 - Attending Meeting electronically for medical reasons.
Council Member Otis Wright

PUBLIC COMMENTS:

Edyth K. West, 228 W. Broaddus Avenue - Addressed the Town Council , thanking the members for the Cares Act Package provided to the citizens of the town.

Bonnie Cannon, 123 S. Main St. - Addressed the Town Council, also thanking the members for the Cares Act Package and also addressing the continued water increases. She questioned the reason for using USDA. and shared her concerns and suggestions to the Town Council in hopes that they would consider them to try and avoid continued increases.

The Mayor responded to Mrs. Cannon explaining the USDA was a benefit for the town, providing grants and financing to help us with the aging water system. The council does understand the burden of cost increases and has considered looking at other options to help balance the costs increases.

STAFF REPORTS & PRESENTATIONS:

The following Staff reports were presented to Council:

Police Department Monthly Report - October 2020

Public Works and Utilities Dept. Monthly Report - October 2020

Economic Dev. & Events Coordinator Monthly Report - October 2020

Town Clerk/Treasurer-Acting Town Manager Monthly Report - October 2020

Police Department Monthly Report to Council October 2020

Public Works/Utilities Monthly Report for October 2020

Economic Dev. & Events Coordinator Council Monthly Report for OCT 2020

The Economic Dev & Events Coordinator, Jo-Elsa Jordan brought forth a request for Council to make a decision via vote whether to have the 2020 Bowling Green Christmas Parade of Lights this year.

Motion made by Council Member T Gaines, Seconded by Vice-Mayor Gaines to move forward with the 2020 Bowling Green Christmas Parade of Lights.

Voting Yea: Vice-Mayor Gaines, Council Member Gaines, Council Member Wright

Voting Nay: Council Member Coyle, Council Member Davis, Council Member Howard

Voting Abstaining: Council Member McDearmon due to his concerns over COVID19.

Due to Council Member McDearmon Abstaining a Yea vote by Mayor Jason Satterwhite was the deciding vote to have the 2020 Bowling Green Christmas Parade of Lights.

Town Clerk/Treasurer • Acting Town Manager Monthly Report to Council October 2020

CONSENT AGENDA:

The following items were presented to Council:

October 2020 Bills (attached to these minutes)

October 1, 2020 Town Council Minutes

Motion made by Council Member T. Gaines, Seconded by Council Member Davis to approve the Consent Agenda as presented.

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.

NEW BUSINESS:

Resolution of appreciation for Reese Peck upon his retirement as Town Manager.

Motion made by Council Member Davis, Seconded by Vice-Mayor M Gaines to approve the Resolution of appreciation for Reese Peck upon his retirement as Town Manager.

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

Motion passed.

Resolution to commit to adopting a water rate schedule for FY2022-2023

Motion made by Council Member McDearmon, Seconded by Council Member Wright to a resolution to commit to adopting a water rate schedule for FY2022-2023.

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.

Andy Crocker with SERCAP came to speak on the background on water rates and benefits for the town to move forward with the increase and working with USDA.

Schedule Public Hearing for RZS-2020-001

Motion made by Vice-Mayor M Gaines, Seconded by Council Member Coyle to schedule a Public Hearing for RZS-2020-001 application by Bowling Green Properties LLC to rezone 221 N. Main Street from B1 Business Zoning to R1 Residential Zoning.

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.

Schedule Public Hearing for Future Land Use Map

Motion made by Council Member Wright, Seconded by Council Member Coyle to schedule a Public Hearing for Future Land Use Map for proposed updates for the December meeting.

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.

Advertise for Planning Commission Members

Council Member Coyle commented that it is imperative that the Town Council interview the applicants.

Motion made by Council Member Coyle, Seconded by Vice-Mayor M. Gaines to schedule a special meeting of Council for November 19, 2020 at 7:00 p.m. for the purpose of interviewing applicants for the Planning Commission vacancies.

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:

Council Member T. Gaines - Committee did meet, discussed the utilities and some of the same issues that were talked about tonight.

Council Member Howard - Had a virtual meeting to discuss job description and what we are looking for to replace the town manager.

Council Member Davis - EDA met and discussed the Cares Act Applications that had been filled out. Also had the gentleman from Performance Air come and speak to us.

Vice-Mayor M. Gaines - No Comment.

Council Member Coyle - Planning Commission met continuing on with The Future Use Map. Planning Public Hearing for November 16, 2020, just moving along and hoping things work before January.

Council Member Wright - No Comment.

Council Member McDearmon - Echoed what Jean said, also wanted to tell Town Council of the good job Jo-Elsa continues to do for the supporting the EDA, very detailed, getting things together and reaching out to all the businesses. Doing a great job letting the community be aware of what is available for them.

Mayor Satterwhite - The Mayor extended his condolences to Armando Flores's family and wanted to thank him in a public setting for all the years of service he provided to the town serving on the Planning Commission.

INFORMATIONAL ITEMS:

Thank you to Council from John and Cindy Plachinski, thanking them for the Cares Act Package. Sending their sincere appreciation for the town's thoughtfulness.

CLOSED SESSION:

Closed Meeting

Motion made by Council Member McDearmon, Seconded by Council Member T. Gaines to enter into Closed Meeting pursuant to Va. Code section 2.2-3711(A)(8) for consultation with the Town Attorney about a specific legal matter- damage caused by Kelvic Construction LLC during sewer line replacement project and pursuant to Va. Code 2.2-3711(A)(1) to discuss the hiring of a Town Manager.

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

RECONVENE IN OPEN SESSION

Motion made by Council Member Howard, Seconded by Council Member T. Gaines to reconvene in Open Meeting.

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.

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 Council.

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

Council directed staff to work up a plan to reorganize the Administrative duties of the Business Office Staff to be presented at the December 03, 2020 Town Council Meeting.

ADJOURNMENT

Motion made by Vice-Mayor M.Gaines, Seconded by Council Member Howard to adjourn the meeting.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25592	1050	AIS INDUSTRIAL SERVICES	000	10/02/2020	12,500.00	.00
25593	117	BAL MUNICIPAL SOFTWARE	000	10/02/2020	6,009.00	.00
25594	600	BENNETT DEBORAH T	000	10/02/2020	280.00	.00
25595	500	CARTER MACHINERY CO INC	000	10/02/2020	1,775.26	.00
25596	1020	CONSOLIDATED PIPE & SUP	000	10/02/2020	671.18	.00
25597	679	DAVID L BROOKS HAULING &	000	10/02/2020	2,037.92	.00
25598	939	DRAINFIELD SOLUTIONS, LLC	000	10/02/2020	600.00	.00
25599	648	ERARD ANDREA G	000	10/02/2020	1,667.00	.00
25600	1075	FREDERICKSBURG VA MAIN ST	000	10/02/2020	5,000.00	.00
25601	546	JOHNSON'S EXTERMINATING	000	10/02/2020	1,364.00	.00
25602	514	K L LANGFORD EXCAVATING	000	10/02/2020	1,215.00	.00
25603	48	MID-ATLANTIC LAB	000	10/02/2020	180.00	.00
25604	11	RAPPAHANNOCK ELEC COOP	000	10/02/2020	702.16	.00
25605	454	SELECTIVE SHADES	000	10/02/2020	280.00	.00
25606	291	USA BLUE BOOK	000	10/02/2020	311.86	.00
25607	574	UV DOCTOR LAMPS LLC	000	10/02/2020	582.47	.00
25608	19	VERIZON	000	10/02/2020	221.91	.00
25609	1088	VERIZON SECURITY SUBPOENA	000	10/02/2020	100.00	.00
25610	256	VERIZON WIRELESS	000	10/02/2020	334.57	.00
25611	12	WASTE MANAGEMENT	000	10/02/2020	729.14	.00
25612	878	WHITE OAK ELECTRIC	000	10/02/2020	13,920.60	.00
		CLASS TOTAL	000		50,482.07	.00
		ACH TOTAL			.00	
		CHECK TOTAL			50,482.07	
		EPY TOTAL			.00	
		FINAL TOTAL			50,482.07	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 50,482.07- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25616	18 A & M HOME CENTER	000	10/13/2020	131.61	.00
25617	18 A & M HOME CENTER	000	10/13/2020	22.56	.00
25618	1063 ALACRITI PAYMENTS, LLC	000	10/13/2020	28.73	.00
25619	944 ATLANTIC BROADBAND	000	10/13/2020	204.40	.00
25620	1090 BOTACH INC	000	10/13/2020	3,132.20	.00
25621	500 CARTER MACHINERY CO INC	000	10/13/2020	9,132.66	.00
25622	897 CINTAS CORPORATION	000	10/13/2020	162.25	.00
25623	14 CINTAS OF RICHMOND	000	10/13/2020	800.90	.00
25624	679 DAVID L BROOKS HAULING &	000	10/13/2020	3,800.00	.00
25625	1058 DIAMOND SPRINGS	000	10/13/2020	168.64	.00
25626	341 DOMINION CHEMICAL CO	000	10/13/2020	288.00	.00
25627	10 DOMINION VIRGINIA POWER	000	10/13/2020	5,089.04	.00
25628	234 ENVIROCOMPLIANCE LAB INC	000	10/13/2020	1,405.00	.00
25629	28 G & G MILFORD FARM SERV.	000	10/13/2020	655.00	.00
25630	179 LUCK STONE CORPORATION	000	10/13/2020	392.52	.00
25631	1042 OMNIGO SOFTWARE	000	10/13/2020	432.03	.00
25632	1091 SERVPRO OF NORTH STAFFORD	000	10/13/2020	2,582.86	.00
25633	1089 SNAP-ON TOOLS	000	10/13/2020	6,440.78	.00
25634	918 STAPLES ADVANTAGE	000	10/13/2020	1,224.75	.00
25635	1043 STATE OF ESCAPE, LLC	000	10/13/2020	304.86	.00
25636	148 THE FREE LANCE STAR	000	10/13/2020	240.00	.00
25637	291 USA BLUE BOOK	000	10/13/2020	179.30	.00
25638	313 VA ENERGY PURCHASING	000	10/13/2020	486.07	.00
25639	44 VUPS	000	10/13/2020	60.00	.00
25640	12 WASTE MANAGEMENT	000	10/13/2020	48.30	.00
25641	1049 WEX BANK	000	10/13/2020	8,945.56	.00
25642	451 XEROX CORPORATION	000	10/13/2020	505.91	.00
25643		000	10/13/2020	403.11	.00
	CLASS TOTAL			47,478.04	.00
	ACH TOTAL			.00	
	CHECK TOTAL			47,478.04	
	EPY TOTAL			.00	
	FINAL TOTAL			47,478.04	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 47,478.04 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

API00B 10/15/2020 TOWN OF BOWLING GREEN
TIME-11:50:59

A/P CHECK REGISTER
Check Date - 10/15/2020

AcFEd - 2020/10

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25644	114	BOWLING GREEN ELECTRONICS	000	10/15/2020	12,334.25	.00
		CLASS TOTAL			12,334.25	.00
		ACH TOTAL			.00	
		CHECK TOTAL			12,334.25	
		EPY TOTAL			.00	
		FINAL TOTAL			12,334.25	.00

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THE TOTAL 12,334.25 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____

AP100B 10/22/2020 TOWN OF BOWLING GREEN
 TIME:16:39:53

A/P CHECK REGISTER
 Check Date - 10/23/2020

ActPd - 2020/10

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
256652	536	CAS SEVERN	000	10/23/2020	2,350.00	.00
256653	865	CASH	000	10/23/2020	90.01	.00
256654	1020	CONSOLIDATED PIPE & SUP	000	10/23/2020	391.60	.00
256655	1076	EXPERT AUTO	000	10/23/2020	157.48	.00
256656	237	GRAINGER	000	10/23/2020	130.84	.00
256657	48	MID-ATLANTIC LAB	000	10/23/2020	410.00	.00
256658	320	MORTON'S POWER EQUIPMENT	000	10/23/2020	13.95	.00
256659	1092	PBM	000	10/23/2020	500.00	.00
256660	919	PRO SHRED SECURITY	000	10/23/2020	45.00	.00
256661	11	RAPPAHANNOCK ELEC COOP	000	10/23/2020	518.80	.00
256662	1091	SERVERO OF NORTH STAFFORD	000	10/23/2020	6,440.79	.00
256663	653	STEMMLE PLUMBING REPAIR	000	10/23/2020	4,550.00	.00
		CLASS TOTAL			15,598.47	.00
		ACH TOTAL			.00	
		CHECK TOTAL			15,598.47	
		EPY TOTAL			.00	
		FINAL TOTAL			15,598.47	.00

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 THE TOTAL 15,598.47- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25664	9999999	ALSOP J MICHAEL	000	10/27/2020	1.32	.00
25665	9999999	FOLKERTS MARK & SUZANNE	000	10/27/2020	61.11	.00
25666	9999999	FRYE CAROLINE	000	10/27/2020	32.89	.00
25667	9999999	ROWLES ADAM	000	10/27/2020	20.39	.00
25668	9999999	UMBLE SCOTT	000	10/27/2020	150.00	.00
		CLASS TOTAL			265.71	.00
		ACH TOTAL			.00	
		CHECK TOTAL			265.71	
		EPY TOTAL			.00	
		FINAL TOTAL			265.71	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 265.71- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____