

**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**MINUTES**

**Thursday, June 04, 2020  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

PRESENT

Mayor Jason Satterwhite (telephonically)  
Vice-Mayor Mark Gaines  
Council Member Valarie Coyle  
Council Member Jean Davis  
Council Member Tammie Gaines  
Council Member Deborah Howard  
Council Member Glenn McDearmon (telephonically, exited meeting early)  
Council Member Otis Wright

Vice-Mayor Gaines called the meeting to order and established a quorum.

Mayor Satterwhite and Council member McDearmon were unable to attend the meeting in person due to medical reasons.

Motion made by Vice-Mayor Gaines, Seconded by Council Member Howard to approve telephonic participation in 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.

**PUBLIC HEARINGS:**

**Interim Financing and Bond Issuance Public Hearing** - The Mayor read the public notice published in the Free-Lance Star newspaper on May 18th and 25th. He opened the Public Hearing and invited the public to speak on the matter. He called a second and third time, hearing no comment he closed the public hearing.

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member Howard to authorize the Town Manager to sign all necessary documents to close the interim loan and amend the FY2020-2021 budget to receive and spend \$2,500,000.00 of the interim loan proceeds during the upcoming fiscal year and to transfer \$200,000.00 from the General Fund to the Water Fund to provide working capital which will be returned to the General Fund when no longer needed for working capital.

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.

Motion made by Council Member M. Gaines, Seconded by Council Member Howard to adopt R-2020-003, a resolution authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending the

Town's water distribution system.

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.

Upon a consensus of Council, adoption of the Bond Resolution will be moved to a future meeting following interim loan credit approval.

**FY 2021 Proposed Budget, Tax Rates and Utility Rates Hearing** - The Mayor read the public notice published in the Free-Lance Star newspaper on May 25th. He opened the Public Hearing and invited the public to speak on the matter.

Bonnie Cannon, 123 S. Main Street - Ms. Cannon stated her objection to raising water rates.

Randy Robillard, 134 Maury Avenue - Mr. Robillard said that he was not in favor of raising water or trash rates.

The Town Manager explained that the increase in water rates were necessary to maintain the water system and that the trash rates were a negotiated extension on the Town's current contract with Waste Management. He stated that the rates he received on an invitation to bid were significantly higher than the proposed rate.

Council discussed the need for increased rates to maintain and improve the Town's water distribution system. Ideas for cutting expenses were also discussed.

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member Wright to authorize Town Manager to prepare budget resolution for consideration and adoption at the June 25th 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.

#### **DELEGATIONS:**

**FY18 and FY19 Financial Audit Presentation** - Andrew Grossnickle, CPA for Robinson, Farmer, Cox and Associates presented Council with his audit findings for Fiscal years 2017-2018 and 2018-2019.

#### **PUBLIC COMMENTS:**

There were no comments from the public.

#### **STAFF REPORTS & PRESENTATIONS:**

The following staff reports were presented:

Police Chief's Monthly Report to Council May 2020

Public Works and Utility Department's Monthly Report to Council May 2020

Economic Development and Events Coordinator's Monthly Report to Council May 2020

Town Clerk/Treasurer's Monthly Report to Council May 2020

Town Manager's Monthly Report to Council May 2020

During Staff report presentations, Council Member McDearmon exited the meeting.

**CONSENT AGENDA:**

The following items were presented for approval:

Bills - May 2020 (attached to these minutes)

Minutes - May 7, 2020

R-2020-001 - resolution to accept donation

Depository designation

R-2020-001 - resolution to accept donation was pulled for further discussion.

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member T. Gaines to approve consent agenda as amended.

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

The Mayor directed staff to draft a policy to distribute donated funds and present to Council. Following the adoption of the policy, the resolution could then be brought back to Council for adoption.

**UNFINISHED BUSINESS:**

**134 Maury Ave – Request for reimbursement** - Mr. Robillard, owner of 134 Maury Avenue, asked Council for reimbursement for expenses he incurred due to the failure of the sewer project contractor to connect a sewer lateral while replacing the sewer main on Maury Avenue. Total reimbursement sought is \$5615.75. Upon discussion with Council, Mr. Robillard agreed to reduce the labor cost to \$30 per hour - reducing the reimbursement sought to \$4492.25. Council directed staff to contact Kelvic Construction about reimbursement and asked the Town Attorney to draft a release of liability for the home owner. The matter is to be acted upon at the June 25th meeting.

**Update of Police Policy** - Council agreed to the Mayor's request to allow him to sit with the Police Chief to review the policy section by section to be brought to Council for action at a future meeting.

**NEW BUSINESS:**

**Request for budget amendment and additional appropriation**

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member T. Gaines to authorize Town Manager to advertise for budget amendment to appropriate \$15,000 from unassigned water funds and \$30,000 from unassigned Sewer funds.

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

Motion passed.

**Tax and Utility Rate Ad for FY2020-2021**

Motion made by Council Member Gaines, Seconded by Council Member Howard to authorize the Town Manager to publish the FY2020-2021 Tax and Utility Rate ad.

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

Motion passed.

**CLOSED SESSION:**

**Police Chief Contract**

Motion made by Council Member T. Gaines, Seconded by Council Member Wright to enter into Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1) for the purpose of discussing the performance and contract of the Police Chief.

Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, 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 T. Gaines to reconvene into Open Meeting.

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

**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 Davis.....	Yes
Vice-Mayor M. Gaines.....	Yes	Council Member Coyle.....	Yes
Council Member Howard.....	Yes	Council Member T. Gaines.....	Yes
Council Member Wright.....	Yes		

**ADJOURNMENT**

Motion made by Vice-Mayor Gaines, Seconded by Council Member Howard to adjourn the meeting and reconvene on June 25, 2020 at 7:00 pm.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25282	999999	BOWLING GREEN BARBER SHOP	000	5/06/2020	15.30	.00
25283	999999	CARTER 3RD WILLIAM M	000	5/06/2020	30.00	.00
25284	999999	FARMER JR JAMES WILSON	000	5/06/2020	30.00	.00
25285	999999	HARTLE JENNT-MEADE C	000	5/06/2020	30.00	.00
25286	999999	HARTLE JR KARL H	000	5/06/2020	30.00	.00
25287	999999	LEWIS JR STROTHER W	000	5/06/2020	30.00	.00
25288	999999	PARKE THOMAS DANIEL	000	5/06/2020	30.00	.00
25289	999999	ROUNDY RACHAEL ELIZABETH	000	5/06/2020	60.00	.00
25290	999999	SATTERWHITE BROOKE HANSEN	000	5/06/2020	30.00	.00
25291	999999	SWAIN THOMAS FRANKLIN	000	5/06/2020	60.00	.00
25292	999999	WATTS JARED HUGH	000	5/06/2020	30.00	.00
25293	999999	WHOLEY ARTHUR BARRETT MAR	000	5/06/2020	30.00	.00
25294	999999	WOOLRIDGE ADAM S	000	5/06/2020	30.00	.00
25295	999999	WOOLRIDGE LINNEA ROSE	000	5/06/2020	30.00	.00
		CLASS TOTAL			465.30	.00
		ACH TOTAL			.00	
		CHECK TOTAL			465.30	
		EPY TOTAL			.00	
		FINAL TOTAL			465.30	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 465.30 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25296	944	ATLANTIC BROADBAND /	000	5/08/2020	194.40	.00
25297	1020	CONSOLIDATED PIPE & SUP	000	5/08/2020	2,238.96	.00
25298	679	DAVID L BROOKS HAULING &	000	5/08/2020	19,425.21	.00
25299	999999	DAVIS JEAN	000	5/08/2020	18.94	.00
25300	850	HAUN DAWN	000	5/08/2020	125.00	.00
25301	743	LOCAL SERVICES	000	5/08/2020	90.00	.00
25302	257	ON SITE PC	000	5/08/2020	65.00	.00
25303	25	RUTHERFORD JANITOR SUPPLY	000	5/08/2020	184.27	.00
25304	659	SOSMETAL PRODUCTS INC	000	5/08/2020	387.53	.00
25305	44	VUPS	000	5/08/2020	55.65	.00
		CLASS TOTAL			22,784.96	.00
		ACH TOTAL			.00	
		CHECK TOTAL			22,784.96	
		EPY TOTAL			.00	
		FINAL TOTAL			22,784.96	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 22,784.96- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

AP100B 5/14/2020 TOWN OF BOWLING GREEN  
 TIME-14:23:21

A/P CHECK REGISTER  
 Check Date - 5/15/2020

AcPd - 2020/05

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25306	1063	ALAGRITTI PAYMENTS, LLC	000	5/15/2020	12.55	.00
25307	10	DOMINION VIRGINIA POWER	000	5/15/2020	5,903.38	.00
25308	28	G & G MILFORD FARM SERV.	000	5/15/2020	9.47	.00
25309	12	WASTE MANAGEMENT	000	5/15/2020	8,194.72	.00
25310	1049	WEX BANK	000	5/15/2020	583.31	.00
25311	451	XEROX CORPORATION	000	5/15/2020	274.13	.00
		CLASS TOTAL			14,977.56	.00
		ACH TOTAL			.00	
		CHECK TOTAL			14,977.56	
		EPY TOTAL			.00	
		FINAL TOTAL			14,977.56	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 14,977.56- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25315	27 ARC3 GASES	000	5/22/2020	150.00	.00
25316	117 BAI MUNICIPAL SOFTWARE	000	5/22/2020	5,384.00	.00
25317	897 CINTAS CORPORATION	000	5/22/2020	80.59	.00
25318	48 MID-ATLANTIC LAB	000	5/22/2020	60.00	.00
25319	11 RAPPAHANNOCK ELEC COOP	000	5/22/2020	494.54	.00
25320	1015 RED BUD SUPPLY INC	000	5/22/2020	215.11	.00
25321	1002 VACORP	000	5/22/2020	167.81	.00
25322	256 VERIZON WIRELESS	000	5/22/2020	305.42	.00

CLASS TOTAL 6,857.47  
 ACH TOTAL .00  
 CHECK TOTAL 6,857.47  
 EPY TOTAL .00  
 FINAL TOTAL 6,857.47

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 6,857.47- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25323	1058	DIAMOND SPRINGS	000	5/29/2020	51.30	.00
25324	341	DOMINION CHEMICAL CO	000	5/29/2020	374.00	.00
25325	546	JOHNSON'S EXTERMINATING	000	5/29/2020	914.00	.00
25326	919	PRO SHRED SECURITY	000	5/29/2020	75.00	.00
25327	12	WASTE MANAGEMENT	000	5/29/2020	784.68	.00
		CLASS TOTAL			2,198.98	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,198.98	
		EPY TOTAL			.00	
		FINAL TOTAL			2,198.98	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 2,198.98- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_