

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

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

CALL TO ORDER AND QUORUM ESTABLISHED:

PRESENT

Council Member Valarie Coyle
Council Member Jean Davis
Council Member Mark Gaines
Council Member Tammie Gaines
Council Member Deborah Howard
Council Member Otis Wright

ABSENT

Mayor Jason Satterwhite
Vice-Mayor Glenn McDearmon

The Town Attorney called the meeting to order and established a quorum was present. She noted that both that both Mayor Satterwhite and Vice-Mayor McDearmon were absent and advised that following the Pledge of Allegiance to Flag, Council would need to elect someone to chair the meeting.

The Pledge of Allegiance to the Flag was recited.

The floor was opened for nominations of a chair person for the meeting.

Council member M. Gaines nominated Council member Coyle with a second from Council member Davis.

Council member Wright nominated Council member Davis with a second from Council member Coyle.

The Town Attorney called for a vote on the nomination for Council member Coyle to chair the meeting. Voting in favor: Council members M. Gaines, T. Gaines, Howard, and Davis.

The Town Attorney called for a vote on the nomination for Council member Davis to chair the meeting. Voting in favor: Council members Wright and Coyle.

Council member Coyle was elected to chair the meeting.

PUBLIC COMMENTS:

Sup. Jeff Sili, Caroline County Board of Supervisor Bowling Green District Representative - Supervisor Sili updated Council on the meeting he attended with the Downtown Business Owners group and the Cardinal Group. Supervisor Sili addressed a letter he received written by the Town's Events Coordinator on behalf of the Town.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were noted:

Bowling Green Police Department January 2019 Monthly Report

Public Works Council Monthly Report for January 2019

Events Coordinator Council Monthly Report for January 2019

Town Clerk/Treasurer's Monthly Report to Council January 2019

Town Manager's Monthly Report for January 2019

CONSENT AGENDA:

January 2019 Bills (reports attached to these minutes)

Town Council Meeting Minutes January 3, 2019

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

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

UNFINISHED BUSINESS:

Commercial Water Rates - The Town Manager asked Council for direction on how they'd like to handle the matter of multiple bills for businesses sharing one water meter. He noted a memo from the Town Attorney was included in Council's packets. The Town Attorney supported a revision to Town Code to address this issue. The consensus of Council was to have staff present a formal ordinance at the March Council meeting at which time they could authorize the Town Manager to advertise a Public Hearing to be held at the April meeting.

Bowling Green Police Department Policy and Procedure Manual - The Police Chief asked that Council act on approving the draft Bowling Green Police Department Policy and Procedure Manual he presented. The Town Attorney recommended against approving the Manual before reading it. She stated she would review the Manual and return her recommendations to Council.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council member M. Gaines, Budget, Personnel, and Ordinances Chair – Council member M. Gaines reported that the Committee met and discussed the Police Department Policy and Procedure Manual. They also reviewed staff pay scales presented by Town Manager.

Council member Wright, Streets, Sidewalks, and Facilities Chair - Council member Wright had nothing to report.

Council member Coyle, Planning Commission representative - Council member Coyle reported that Commissioner Voit had been elected to Chair the Planning Commission. She also noted that the Planning Commission had attended a meeting at which the EDA spoke with the Cardinal Group about its upcoming study on the town.

Council member Davis, EDA Representative - Council member Davis noted that the EDA had met with the Cardinal Group.

Council member T. Gaines - had no comments

Council member Howard - had no comments

ADJOURNMENT

At 7:58 P.M. Motion made by Council Member Gaines, Seconded by Council Member Howard to adjourn the meeting.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24093	180	BOWLING GREEN RESCUE	000	1/11/2019	1,000.00	.00
24094	47	CAROLINE GARAGE	000	1/11/2019	65.48	.00
24095	999999	CARY CRYSTAL	000	1/11/2019	150.00	.00
24096	217	FLORAL DESIGNS BY JOYCE	000	1/11/2019	62.00	.00
24097	55	GALL'S LLC	000	1/11/2019	127.00	.00
24098	932	IBM CORPORATION	000	1/11/2019	854.59	.00
24099	546	JOHNSON'S EXTERMINATING	000	1/11/2019	300.00	.00
24100	1044	LIMBRICK VIRGINIA	000	1/11/2019	2,500.00	.00
24101	991	RGS&S COMMERCIAL CLEANING	000	1/11/2019	289.00	.00
24102	15	TREASURER OF VIRGINIA	000	1/11/2019	802.43	.00
24103	19	VERIZON	000	1/11/2019	323.64	.00
24104	256	VERIZON WIRELESS	000	1/11/2019	495.12	.00
		CLASS TOTAL			6,969.26	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,969.26	
		FINAL TOTAL			6,969.26	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 6,969.26 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND #	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24107	944	ATLANTIC BROADBAND /	000	1/18/2019	189.40	.00
24108	897	CINTAS CORPORATION	000	1/18/2019	77.71	.00
24109	1020	CONSOLIDATED PIPE & SUP	000	1/18/2019	47.05	.00
24110	341	DOMINION CHEMICAL CO	000	1/18/2019	177.00	.00
24111	10	DOMINION VIRGINIA POWER	000	1/18/2019	6,754.62	.00
24112	48	MID-ATLANTIC LAB	000	1/18/2019	60.00	.00
24113	919	PRO SHRED SECURITY	000	1/18/2019	45.00	.00
24114	1015	RED BUD SUPPLY INC	000	1/18/2019	298.73	.00
24115	25	RUTHERFORD JANITOR SUPPLY	000	1/18/2019	100.40	.00
24116	659	SOSMETAL PRODUCTS INC	000	1/18/2019	113.59	.00
24117	75	SYDNOR HYDRO INC	000	1/18/2019	8,827.12	.00
24118	148	THE FREE LANCE STAR	000	1/18/2019	500.00	.00
24119	861	THE UPS STORE #6358	000	1/18/2019	50.00	.00
24120	984	TROY & BANKS	000	1/18/2019	49.08	.00
24121	291	USA BLUE BOOK	000	1/18/2019	300.61	.00
24122	1002	VACORP	000	1/18/2019	116.79	.00
24123	228	VIRGINIA DEPARTMENT OF	000	1/18/2019	750.00	.00
24124	44	WPS	000	1/18/2019	47.25	.00
24125	12	WASTE MANAGEMENT	000	1/18/2019	655.62	.00
24126	451	XEROX CORPORATION	000	1/18/2019	271.56	.00
		CLASS TOTAL			19,431.53	.00
		ACH TOTAL			.00	
		CHECK TOTAL			19,431.53	
		FINAL TOTAL			19,431.53	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 19,431.53- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

API00B 1/24/2019 TOWN OF BOWLING GREEN
 TIME-16:17:47

A/P CHECK REGISTER
 Check Date - 1/25/2019

AcPd - 2019/01

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24127	10	DOMINION VIRGINIA POWER	000	1/25/2019	579.42	.00
24128	125	E M GRAY & SON	000	1/25/2019	1,320.47	.00
24129	1045	GST OUTFITTERS LLC	000	1/25/2019	163.50	.00
24130	1021	MUNICIPAL CODE CORP	000	1/25/2019	809.20	.00
24131	11	RAPPANNOCK ELEC COOP	000	1/25/2019	647.79	.00
24132	13	SHELL FLEET PLUS	000	1/25/2019	824.04	.00
24133	291	USA BLUE BOOK	000	1/25/2019	138.06	.00
24134	256	VERIZON WIRELESS	000	1/25/2019	40.01	.00
		CLASS TOTAL			4,522.49	.00
		ACH TOTAL			.00	
		CHECK TOTAL			4,522.49	
		FINAL TOTAL			4,522.49	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 4,522.49- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24139	865	CASH	000	2/01/2019	178.55	.00
24140	865	CASH	000	2/01/2019	66.41	.00
24141	813	FOLEY HEATHER, CPA	000	2/01/2019	3,562.50	.00
24142	546	JOHNSON'S EXTERMINATING	000	2/01/2019	150.00	.00
24143	1040	KELVIC CONSTRUCTION CO	000	2/01/2019	452,752.55	.00
24144	918	STAPLES ADVANTAGE	000	2/01/2019	516.34	.00
24145	653	STEMMLE PLUMBING REPAIR	000	2/01/2019	1,625.00	.00
24146	19	VERIZON	000	2/01/2019	323.53	.00
		CLASS TOTAL			459,174.88	.00
		ACH TOTAL			.00	
		CHECK TOTAL			459,174.88	
		FINAL TOTAL			459,174.88	.00

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DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24138	863	WILLIAMS MULLEN	000	1/31/2019	2,400.50	.00
			CLASS TOTAL		2,400.50	.00
			ACH TOTAL		.00	
			CHECK TOTAL		2,400.50	
			FINAL TOTAL		2,400.50	.00

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 THE TOTAL 2,400.50 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____