



**TOWN OF BOWLING GREEN
TOWN COUNCIL ORGANIZATIONAL MEETING**

MINUTES

**Thursday, January 07, 2021
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor called the meeting to order and noted a quorum was present in person and via Zoom. The Pledge of Allegiance was recited

PRESENT

Mayor Mark Gaines
Vice Mayor Valarie Coyle
Council Member Jean Davis
Council Member Deborah Howard
Council Member Jerry Covington
Council Member Tammie Gaines
Council Member Jeff Voit
Council Member Arthur Wholey

TOWN COUNCIL 2021 ORGANIZATIONAL MATTERS:

Meeting and Budget Schedules:

Motion made by Council Member Voit, Seconded by Council Member Davis to approve the Monthly Meeting Schedule as well as to approve the Budget Calendar.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey

Motion passed.

Melissa noted a date was wrong on the Budget Calendar for 2021-2022 and a schedule was put in front of council with the corrected date of April 29, 2021.

Motion made by Council Member Voit, Seconded by Vice Mayor Cole to approve the regular Meeting Schedule and Budget Schedule as amended.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey

Motion passed.

Election of Vice-Mayor:

The nominations for Vice -Mayor were presented before the council were Council Member Howard and Council Member Coyle.

First nominated for the position for Vice-Mayor was Council Member Deborah Howard by Council Member T. Gaines.

Voting Yea: Council Member Gaines, Council Member Voit, Council Member Wholey
Voting Nay: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington

Motion failed.

Second nominated for the position of Vice-Mayor was council Member Valerie Coyle by Council Member J. Davis.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey

Motion passed

Council Member Valerie Coyle elected Vice-Mayor for a two year term.

Mayor's Committee Appointments and Adoption of Schedules:

Policy, Personnel, and Ordinance Committee:

Chair- Council Member Deborah Howard, Council Member Arthur Wholey , Council Member Jean Davis

Utilities, Streets, Sidewalks, Buildings and Grounds Committee:

Chair-Council Member Jeff Voit, Council Member Tammie Gaines, Council Member Jerry Covington

Motion made by Council Member T. Gaines, Seconded by Council Member Voit with discussion to adopt the Committee Appointments as presented.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey

Motion passed.

Appoint ex-officio member to Planning Commission:

Motion made by Vice Mayor Coyle, Seconded by Council Member Davis to accept Council Member Jeff Voit as ex-officio to the Planning Commission.

Clarification on terms was requested by Council Member Voit.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey

Motion passed.

DELEGATIONS:

Proclamation:

Proclamation by Mayor Gaines recognizing the outstanding efforts of volunteer's responsible for organizing holiday festivities has been moved to the February Town Council Meeting.

Sean Brushett – Atlantic Broadband

Sean Brushett with Atlantic Broadband was not able to attend the meeting. Acting Town Manager Melissa Lewis read a letter with his apologies for missing the meeting and comments from Atlantic Broadband. Mr. Brushett plans to be available for the February Town Council Meeting.

PUBLIC COMMENTS: *This will be limited to three minutes per person*

James Hanley, 350 N Main Street - Addressed Town Council on his opposition to the proposal to provide Health Care to the Mayor and Town Council.

Jason Satterwhite, 145 S Main Street- Former Mayor, Jason Satterwhite addressed the Mayor and Town Council also opposing the proposal to cover the cost of Health Care for the Town Council.

David Storke, 115 Maury Ave- Addressed the Town Council as well, echoing the same thoughts of Former Mayor, Jason Satterwhite against the proposal to cover Health Costs for the Town Council.

Whitney Watts, 165 S Main Street - Addressed the Town Council with similar comments and stated she echoed what the others were saying as well.

STAFF REPORTS & PRESENTATIONS:

The following Staff reports were presented to Council:

Police Department Monthly Report - December 2020

Public Works and Utilities Dept. Monthly Report - December 2020

Economic Dev. & Events Coordinator Monthly Report - December 2020

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

CONSENT AGENDA:

The following items were presented to Council:

December 2020 Bills (attached to these minutes)

O-2021-001 Ordinance Updating 301 Tax District Parcels:

The summary for the O-2021-001 Ordinance updating the 301 Tax District Parcels was discussed. A motion to authorize the Town Manager to advertise a public hearing in the Free Lance Star on January 19 and 26th was made by Council Member Voit, Seconded by Council Member Davis.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey

Motion passed.

UNFINISHED BUSINESS:

Job Descriptions and Organization Chart:

Motion made by Council Member Voit, Seconded by Council Member T. Gaines to schedule an additional meeting to discuss the Job Description and Organizational Chart. Work Session set for January 20, 2021 at 7:00p.m. to discuss the proposed changes.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey

Motion passed

NEW BUSINESS:

Letters of resignation from Planning Commission from Jeff Voit and Arthur Wholey both of who have been elected to Town Council while serving on Planning Commission.

Motion made by Council Member Davis, Seconded by Council Member Voit to accept Jeff and Arthur's letters of resignations.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey

Motion passed

Establishing Meeting Rules and Procedures:

Establishing basic meeting rules and procedures to allow for productive meetings.

Mayor Gaines spoke regarding establishing procedures to properly lead the Town Council Meetings in a timely and orderly fashion. Mayor Gaines stated the meetings should not linger and keep Town Council Members and staff out and away from family. With everyone's cooperation meetings should flow quickly, giving council the courtesy to address all issues and still end at a reasonable time.

R-2021-001: - Health Insurance Coverage for Council and Mayor

Some members of the Council have shown interest in joining the Town's group insurance policy. Motion made by Council Member Davis, Seconded by Council Member Howard to not approve R-2021-001 Health insurance Coverage for Council and Mayor

Vice Mayor Coyle, Council Member Davis, Council Member Voit and Council Member Howard all agreed and voiced their comments to oppose the request for Health Care Insurance Coverage for Council Members.

Motion passed

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey

Motion passed.

Utility Disconnection Moratorium:

In December the Virginia General Assembly passed a bill putting in place a moratorium for utility disconnections due to non-payment. The bill allows for relief from the moratorium if our total arrearages are 1% or greater than our annual operating revenue.

Motion made by Council Member Howard, Seconded by Vice Mayor Coyle to advertise for a public hearing to be held for House Bill 5005 Utility Disconnection Moratorium.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit

Voting Nay: Council Member Wholey

Motion passed.

Consideration of EDA Appointment:

Motion made by Council Member Voit, Seconded by Council Member Wholey to re-appoint David Storke for the Economic Development Authority for the term ending November 03, 2024

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey.

Motion passed

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to elect Jerry Covington to the Economic Development Authority for term ending November 03, 2024

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey.

Motion passed.

INFORMATIONAL ITEMS:

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

No comments from Council Committee Members

CLOSED SESSION:

Motion made by Council Member Voit, Seconded by Council Member Davis to enter into closed meeting pursuant to VA Code section 2.2-3711(A)(1) for the discussion or consideration of the performance and employment of the Police Chief

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey

Motion passed.

RECONVENE IN OPEN SESSION

Motion made by Council Member Davis, Seconded by Council Member Voit to reconvene in Open Meeting.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey

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 M. Gaines	Yes	Vice Mayor Coyle.....	Yes
Council Member Davis	Yes	Council Member Howard.....	Yes
Council Member Covington.....	Yes	Council Member T. Gaines.....	Yes
Council Member Voit	Yes	Council Member Wholey.....	Yes

Motion made by Council Member Voit, Seconded by Council Member Gaines to approve Justin Cecil as Chief of Police under the employment of the Town of Bowling Green.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey.

Motion passed.

ADJOURNMENT

Motion made by Council Member Voit, Seconded by Council Member Davis to adjourn.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey

Motion passed.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25745	1063	ALACRITI PAYMENTS, LLC	000	12/04/2020	49.74	.00
25746	600	BENNETT DEBORAH T	000	12/04/2020	175.00	.00
25747	897	CINTAS CORPORATION	000	12/04/2020	49.58	.00
25748	907	COYLE VALARIE	000	12/04/2020	1,000.00	.00
25749	679	DAVID I. BROOKS HAULING &	000	12/04/2020	43,104.08	.00
25750	664	DAVIS JEAN	000	12/04/2020	900.00	.00
25751	999999	DAYMUDE RUSTY	000	12/04/2020	29.25	.00
25752	999999	DAYMUDE RUSTY	000	12/04/2020	25.00	.00
25753	1058	DIAMOND SPRINGS	000	12/04/2020	53.90	.00
25754	999999	ENGLISH CHERYL	000	12/04/2020	150.00	.00
25755	648	ERARD ANDREA G	000	12/04/2020	1,667.00	.00
25756	882	FERGUSON WATERWORKS #1800	000	12/04/2020	1,486.84	.00
25757	946	GAINES MARK	000	12/04/2020	900.00	.00
25758	1051	GAINES TAMMIE	000	12/04/2020	900.00	.00
25759	1093	GATTIE LISA	000	12/04/2020	100.00	.00
25760	237	GRAINGER	000	12/04/2020	381.90	.00
25761	999999	GREEN BRITTANY	000	12/04/2020	150.00	.00
25762	780	HOWARD DEBORAH	000	12/04/2020	900.00	.00
25763	34	MARTIN MARIETTA MATERIALS	000	12/04/2020	371.48	.00
25764	378	MCDARMON GLENN	000	12/04/2020	900.00	.00
25765	257	ON SITE PC	000	12/04/2020	232.40	.00
25766	598	SATTERWHITE JASON	000	12/04/2020	900.00	.00
25767	1089	SNAP-ON TOOLS	000	12/04/2020	139.50	.00
25768	918	STAPLES ADVANTAGE	000	12/04/2020	231.30	.00
25769	19	VERIZON	000	12/04/2020	273.39	.00
25770	256	VERIZON WIRELESS	000	12/04/2020	751.92	.00
25771	985	VOIT JEFF	000	12/04/2020	125.00	.00
25772	44	VUPS	000	12/04/2020	38.85	.00
25773	1094	WARE BLANCH	000	12/04/2020	550.00	.00
25774	878	WHITE OAK ELECTRIC	000	12/04/2020	29,552.80	.00
25775	1074	WHOLEY ARTHUR	000	12/04/2020	100.00	.00
25776	438	WRIGHT OTIS	000	12/04/2020	900.00	.00
		CLASS TOTAL			87,088.93	.00
		ACH TOTAL			.00	
		CHECK TOTAL			87,088.93	
		EPY TOTAL			.00	
		FINAL TOTAL			87,088.93	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 87,088.93- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25777	18	A & M HOME CENTER	000	12/11/2020	164.19	.00
25778	944	ATLANTIC BROADBAND /	000	12/11/2020	209.65	.00
25779	14	CINTAS OF RICHMOND	000	12/11/2020	713.20	.00
25780	1096	FISHER LAW, PLLC	000	12/11/2020	3,150.00	.00
25781	850	HAUN DAMN	000	12/11/2020	90.00	.00
25782	48	MID-ATLANTIC LAB	000	12/11/2020	60.00	.00
25783	1030	RED WING SHOES	000	12/11/2020	258.78	.00
25784	1095	TEAM CAROLINA BARBEQUE	000	12/11/2020	127.60	.00
25785	852	US POSTAL SERVICE	000	12/11/2020	120.00	.00
25786	291	USA BLUE BOOK	000	12/11/2020	202.22	.00
25787	12	WASTE MANAGEMENT	000	12/11/2020	7,698.86	.00
25788	1049	WEX BANK	000	12/11/2020	329.01	.00
25789	451	XEROX CORPORATION	000	12/11/2020	301.48	.00

CLASS TOTAL 13,424.99
 ACH TOTAL .00
 CHECK TOTAL 13,424.99
 EPY TOTAL .00
 FINAL TOTAL 13,424.99

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 THE TOTAL 13,424.99- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25790	18	A & M HOME CENTER	000	12/16/2020	2,800.00	.00
25791	1097	ARTISM BY JOEY	000	12/16/2020	2,800.00	.00
25792	9999999	BAXTER JANET	000	12/16/2020	1,150.00	.00
25793	696	BOWLING GREEN SUITES	000	12/16/2020	2,800.00	.00
25794	318	BUD'S AUTOMOTIVE	000	12/16/2020	2,800.00	.00
25795	1098	CHASE STREET HOPS	000	12/16/2020	2,800.00	.00
25796	933	CHERRY'S WORLD IMPORTS	000	12/16/2020	2,800.00	.00
25797	1099	CLASSIC COTTAGE	000	12/16/2020	2,800.00	.00
25798	664	DAVIS JEAN	000	12/16/2020	5,923.60	.00
25799	10	DOMINION VIRGINIA POWER	000	12/16/2020	2,800.00	.00
25800	1076	EXPERT AUTO	000	12/16/2020	2,800.00	.00
25801	151	FIRE SAFETY SYSTEMS INC	000	12/16/2020	611.82	.00
25802	217	FLORAL DESIGNS BY JOYCE	000	12/16/2020	2,800.00	.00
25803	1100	JH AUDIO	000	12/16/2020	2,800.00	.00
25804	1101	LIBERTY PARK ESTATE SALES	000	12/16/2020	2,800.00	.00
25805	1056	MAGNOLIA MORNING SUITES	000	12/16/2020	2,800.00	.00
25806	1102	MARISOL FOOD INC	000	12/16/2020	2,800.00	.00
25807	369	MIKE'S OUTDOOR SHOP	000	12/16/2020	2,800.00	.00
25808	1109	PERFORMANCE AIR LLC	000	12/16/2020	53,220.50	.00
25809	1103	PITTS & MANN'S REALTY	000	12/16/2020	2,800.00	.00
25810	1078	REBECCA SULLIVAN ART & DE	000	12/16/2020	100.00	.00
25811	267	ROMA'S RESTAURANT	000	12/16/2020	2,800.00	.00
25812	1104	SAMSON MOTORCARS	000	12/16/2020	2,800.00	.00
25813	659	SOSMETAL PRODUCTS INC	000	12/16/2020	578.30	.00
25814	9999999	SYRLES TARA	000	12/16/2020	150.00	.00
25815	75	SYDNER HYDRO INC	000	12/16/2020	13,350.00	.00
25816	148	THE FREE LANCE STAR	000	12/16/2020	1,405.60	.00
25817	1105	THE MIX HOUSE	000	12/16/2020	2,800.00	.00
25818	1106	THE PAINTED HORSE	000	12/16/2020	2,800.00	.00
25819	1107	THE WILDCHILD FOODS LLC	000	12/16/2020	2,800.00	.00
25820	198	TINDER'S JEWELRY & GIFTS	000	12/16/2020	2,800.00	.00
25821	291	USA BLUE BOOK	000	12/16/2020	514.08	.00
25822	893	W W WEBB & ASSOC PLLC	000	12/16/2020	77,170.50	.00
25823	12	WASTE MANAGEMENT	000	12/16/2020	991.26	.00
25824	1108	YOUR JUST DESSERTS	000	12/16/2020	2,800.00	.00
		CLASS TOTAL			218,565.66	.00
		ACH TOTAL			.00	
		CHECK TOTAL			218,565.66	
		EPY TOTAL			.00	
		FINAL TOTAL			218,565.66	.00

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 THE TOTAL 218,565.66- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25831	114	BOWLING GREEN ELECTRONICS	000	12/22/2020	959.99	.00
25832	125	E M GRAY & SON	000	12/22/2020	1,104.55	.00
25833	1052	ENCO UTILITY SERVICES FLO	000	12/22/2020	30.00	.00
25834	234	ENVIROCOMPLIANCE LAB INC	000	12/22/2020	1,310.00	.00
25835	234	ENVIROCOMPLIANCE LAB INC	000	12/22/2020	655.00	.00
25836	28	G & G MILFORD FARM SERV.	000	12/22/2020	207.19	.00
25837	546	JOHNSON'S EXTERMINATING	000	12/22/2020	625.00	.00
25838	999999	LEWIS MELISSA	000	12/22/2020	45.81	.00
25839	257	ON SITE PC	000	12/22/2020	65.00	.00
25840	1092	PBM	000	12/22/2020	500.00	.00
25841	919	PRO SHRED SECURITY	000	12/22/2020	45.00	.00
25842	700	TREASURER OF VIRGINIA	000	12/22/2020	42.00	.00
25843	1002	VACORP	000	12/22/2020	276.33	.00
		CLASS TOTAL			5,865.87	.00
		ACH TOTAL			.00	
		CHECK TOTAL			5,865.87	
		EPY TOTAL			.00	
		FINAL TOTAL			5,865.87	.00

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 THE TOTAL 5,865.87- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25828	41	VISA	000	12/16/2020	1,816.99	.00
25829	41	VISA	000	12/16/2020	571.72	.00
25830	41	VISA	000	12/16/2020	106.14	.00
		CLASS TOTAL			2,494.85	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,494.85	
		EPY TOTAL			.00	
		FINAL TOTAL			2,494.85	.00

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 THE TOTAL 2,494.85- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE TOWN MANAGER