



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

MINUTES

**Thursday, January 02, 2020
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor call the meeting to order and noted a quorum was present.

PRESENT

Jason Satterwhite
Jean Davis
Mark Gaines
Valarie Coyle
Deborah Howard
Tammie Gaines

ABSENT

Glenn McDearmon
Otis Wright

The Mayor noted that Council member Wright was unable to attend the meeting due to a personal family commitment. He had asked to join the meeting via telephone.

Motion made by Council Member Howard, Seconded by Council Member Coyle to allow Council Member Wright to participate in the meeting via telephonic communication.

Voting Yea: Davis, Coyle, Howard

Voting Nay: M. Gaines, T. Gaines

Motion passed.

CLOSED SESSION:

Motion made by Council Member M. Gaines, Seconded by Council Member Coyle 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 Town Manager.

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

Motion passed.

RECONVENE IN OPEN SESSION:

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

Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines

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 the Council.

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

Council Member Wright was not present to certify as his participation in the meeting ended during Closed Meeting.

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to remove the Town Manager from paid administrative leave and allow him to return to work on Monday January 6, 2020.

Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines

Motion passed.

TOWN COUNCIL 2019 ORGANIZATIONAL MATTERS:

Election of Vice-Mayor - The Mayor call for nominations of Vice-Mayor. Council Member Davis nominated Council Member McDearmon. Council Member T. Gaines nominated Council Member M. Gaines.

The Mayor called for a vote for each nominee.

Council Member McDearmon - Yea: Davis, Coyle Nay: M. Gaines, T. Gaines, Howard.

Council Member M. Gaines - Yea: Howard, T. Gaines, M. Gaines Nay: Davis, Coyle.

Council Member Mark Gaines was elected Vice-Mayor.

Committee Appointments - The Mayor made the following appointments:

Utilities, Streets, Sidewalks, Buildings and Grounds Committee: Council Member T. Gaines - chair person, Council Member Wright - member.

Budget, Policy Personnel, and Ordinance Committee: Council Member Howard - Chair Person, Council Member M. Gaines - member.

Meeting Schedules - The following meeting schedules were adopted:

Town Council Meetings - The first Thursday of each month at 7:00 pm to be held at Town Hall.

Utilities, Streets, Sidewalks, Buildings and Grounds Committee Meetings - The fourth Tuesday each month at 6:00 pm to be held at Town Hall.

Budget, Policy Personnel, and Ordinance Committee - The third Tuesday each month at 6:00 pm to be held at Town Hall.

Motion made by T. Gaines, seconded by Howard to adopt the proposed committee meeting schedules.
Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines

Motion passed.

FY2020-2021 Budget Schedule

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to adopt the Town Manager's proposed budget schedule.

Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines

Motion passed.

PUBLIC HEARINGS:

O-2019-006 Text Amendment to R-1 Special Use - The Mayor opened the Public Hearing at 7:25 pm and read the notice that published in the Free Lance Star Newspaper on December 17 and December 24, 2019. He noted that a public hearing had been held by the Planning Commission on December 16, 2019 and its recommendation was for Council to not adopt O-2019-006 - an ordinance to add section 3-116. Special uses. (a) (6) mixed use development to Town Code. The Mayor invited the public to comment on the matter.

Pam Weldon, 333 N. Main St.- Ms. Weldon expressed her support for the ordinance citing advantages of growth of small low impact uses such as tea rooms, art galleries, and antique stores and the opportunity for residents to earn extra income.

Jeff Voit, Planning Commission Chairperson - Chairperson Voit reported that the Commission received comment from one resident stating that they were not in favor of the ordinance. He stated that the Commission's main reference point was the Comprehensive Plan.

Discussion by Council - Council member Gaines said that low impact mixed use was a good fit for historical homes and could attract visitors to town. Council Member clarified that the adoption of O-2019-006 would not automatically qualify all homes for mixed use, a Special Use Permit would be required.

Motion made by Council member M. Gaines, Seconded by Council member T. Gaines. to adopt O-2019-006 - an ordinance to add section 3-116. Special uses. (a) (6) mixed use development to Town Code.

Voting Yea: M. Gaines, Coyle, Howard, T. Gaines

Voting Nay: Davis

Motion passed.

ZP-2019-027 Special Use Permit Application - The Mayor opened the Public Hearing at 8:05 pm and read the notice published in the Free Lance Star Newspaper on December 17 and December 24, 2019. He noted that a public hearing had been held by the Planning Commission on December 16, 2019 and its recommendation was for Council to deny approval of ZP-2019-027 - an application by Pamela Weldon for a Special Use Permit to allow for mixed use development (antique store) at 333 N. Main St,

a property located in the R-1 residential zoning district. The Mayor invited the public to comment on the matter.

Pamela Weldon, 333 N. Main St, applicant - Ms. Weldon conveyed her plans of converting a portion of the downstairs of her home into an antique store and small museum featuring local artifacts. She presented Council with letters of support from 153 individuals and a pre-recorded video of 11 individuals in support of approval of ZP-2019-027. She stated that her current estate sale business draws interest from Washington DC to North Carolina and she has even been featured on a television show for her unique collection. She felt her proposed plan would bring new visitors to Bowling Green to shop and eat which in return would create revenue for the Town.

Motion made by Council member M. Gaines, Seconded by Council member Howard to direct staff to work with applicant to set agreed upon conditions for the Special Use Permit and return to Council with the proposed conditions.

Voting Yea: Gaines, Coyle, Howard, Gaines
Voting Nay: Davis

Motion passed.

PUBLIC COMMENTS:

Anthony Lippa, Caroline County Sheriff - Sheriff Lippa expressed his support for R-2020-001 a Resolution expressing intent to uphold Second Amendment rights.

Motion made by Council member M. Gaines, seconded by Council member Howard to move R-2020-001 from New Business to be acted upon immediately following public comment.

R-2020-001 - a Resolution expressing intent to uphold Second Amendment rights - Council held a lengthy discussion about R-2020-001 - a Resolution expressing intent to uphold Second Amendment rights during which questions were asked of Sheriff Lippa and Chief Lipscomb.

Motion made by Council member M. Gaines, Seconded by Council member T. Gaines to adopt R-2020-001 - a Resolution expressing intent to uphold Second Amendment rights.

Voting Yea: Davis, Gaines, Gaines
Voting Nay: Coyle, Howard

Motion passed.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

Bowling Green Police Monthly Report to Council December 2019

Public Works and Utilities Monthly Report to Council December 2019

Events & Economic Dev. Coordinator Council Monthly Report for December 2019

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

CONSENT AGENDA:

The following items were presented to Council:

December 2019 Bills (attached to these minutes)

Minutes – December 5, 2019 Town Council Meeting

Set public hearing and authorize to manager to advertise for O-2020-001 – Ordinance giving Town Manager Authority to regulate parking.

Motion made by Council member M. Gaines, Seconded by Council member Howard to approve consent agenda as presented.

Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines

Motion passed.

UNFINISHED BUSINESS:

There was none to be discussed.

NEW BUSINESS:

There was none to be discussed.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council member T. Gaines – had no comment

Council member Howard - had no comment

Council member Davis – had no comment

Council member M. Gaines - had no comments.

Council member Coyle – asked if staff could prepare a Code of Ethics for Council and staff to be considered by Council for adoption at its next meeting.

Mayor Satterwhite - reported that the ribbon cutting ceremony he had attended for 109 Courthouse lane which was donated to the Town by Atlantic Union Bank was very nice. He asked the Town Attorney to look into the Town's policy on firearms in Town vehicles and said that the development of an architectural review board could be discussed at a future meeting.

ADJOURNMENT

Motion made by Council member M.Gaines, Seconded by Council member Howard to adjourn.

Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24922	999999	BROWN SONYA MARIE	000	12/03/2019	67.66	.00
24923	999999	CROMBIE GLEN D	000	12/03/2019	16.11	.00
24924	999999	DANIEL VIOLET	000	12/03/2019	60.29	.00
24925	999999	DILLON ELAINE S	000	12/03/2019	1.82	.00
24926	999999	FARMER DEE LEE & GINGER F	000	12/03/2019	294.84	.00
24927	999999	FLOYD THERESA MICHELLE	000	12/03/2019	9.46	.00
24928	999999	FULTS GEOFFREY ELLSWORTH	000	12/03/2019	242.06	.00
24929	999999	GUZMAN LILLIANA	000	12/03/2019	113.53	.00
24930	999999	KITT ERIC	000	12/03/2019	100.00	.00
24931	999999	LANCTO JANE M	000	12/03/2019	465.82	.00
24932	999999	LAW RODNEY	000	12/03/2019	73.41	.00
24933	999999	NICHOLSON ANDREW M & CARO	000	12/03/2019	228.15	.00
24934	999999	REYNOLDS LEO DELIANO	000	12/03/2019	76.24	.00
24935	999999	SCHOONMAKER SAMANTHA	000	12/03/2019	64.63	.00
24936	999999	WOODRUM JEAN	000	12/03/2019	281.50	.00
		CLASS TOTAL			2,095.52	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,095.52	
		EPY TOTAL			.00	
		FINAL TOTAL			2,095.52	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 2,095.52- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24937	9999999	DEYO RUSSELL	000	12/06/2019	150.00	.00
24938	546	JOHNSON'S EXTERMINATING	000	12/06/2019	615.00	.00
24939	9999999	LAKE CHRISTOPHER	000	12/06/2019	490.28	.00
24940	179	LUCK STONE CORPORATION	000	12/06/2019	374.53	.00
24941	9999999	NUCKOLS WILMA	000	12/06/2019	336.98	.00
24942	257	ON SITE PC	000	12/06/2019	231.50	.00
24943	1053	TACS	000	12/06/2019	150.00	.00
24944	852	US POSTAL SERVICE	000	12/06/2019	120.00	.00
24945	19	VERIZON	000	12/06/2019	205.34	.00
24946	256	VERIZON WIRELESS	000	12/06/2019	909.90	.00
24947	863	WILLIAMS MULLEN	000	12/06/2019	1,560.00	.00

CLASS TOTAL 5,143.53

ACH TOTAL .00

CHECK TOTAL 5,143.53

EPY TOTAL .00

FINAL TOTAL 5,143.53

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 5,143.53- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24948	9999999	BROWN SONYA MARIE	000	12/11/2019	44.26	.00
24949	9999999	CAROLINE COMMUNITY CLUB P	000	12/11/2019	101.82	.00
24950	9999999	WOODRUM JEAN	000	12/11/2019	171.23	.00
		CLASS TOTAL			317.31	.00
		ACH TOTAL			.00	
		CHECK TOTAL			317.31	
		EPY TOTAL			.00	
		FINAL TOTAL			317.31	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 317.31- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24951	944	ATLANTIC BROADBAND /	000	12/13/2019	394.05	.00
24952	1039	BIG DOG AUTOMOTIVE, LLC	000	12/13/2019	256.47	.00
24953	897	CINTAS CORPORATION	000	12/13/2019	73.11	.00
24954	679	DAVID L BROOKS HAULING &	000	12/13/2019	7,513.28	.00
24955	341	DOMINION CHEMICAL CO	000	12/13/2019	384.75	.00
24956	10	DOMINION VIRGINIA POWER	000	12/13/2019	6,107.91	.00
24957	999999	ENGLISH CHERYL	000	12/13/2019	150.00	.00
24958	151	FIRE SAFETY SYSTEMS INC	000	12/13/2019	359.75	.00
24959	1040	KELVIC CONSTRUCTION CO	000	12/13/2019	99,225.27	.00
24960	683	LADYSMITH HEATING AND	000	12/13/2019	89.00	.00
24961	1015	RED BUD SUPPLY INC	000	12/13/2019	109.59	.00
24962	918	STAPLES ADVANTAGE	000	12/13/2019	406.19	.00
24963	653	STEMBLE PLUMBING REPAIR	000	12/13/2019	1,300.00	.00
24964	148	THE FREE LANCE STAR	000	12/13/2019	424.00	.00
24965	291	USA BLUE BOOK	000	12/13/2019	1,628.59	.00
24966	1002	VACORP	000	12/13/2019	327.64	.00
24967	19	VERIZON	000	12/13/2019	16.36	.00
24968	44	VUPS	000	12/13/2019	43.05	.00
24969	999999	WARNER ALICIA	000	12/13/2019	70.99	.00
24970	12	WOOLLFORD LAURIE	000	12/13/2019	10,439.16	.00
24971	999999	WOOLLFORD LAURIE	000	12/13/2019	50.00	.00
24972	451	XEROX CORPORATION	000	12/13/2019	329.03	.00
		CLASS TOTAL			129,708.19	.00
		ACH TOTAL			.00	
		CHECK TOTAL			129,708.19	
		EPY TOTAL			.00	
		FINAL TOTAL			129,708.19	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 129,708.19- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24973	988	BALLEW DALE	000	12/13/2019	300.00	.00
24974	550	COLEMAN WICK	000	12/13/2019	100.00	.00
24975	906	MCLEOD RICKY	000	12/13/2019	600.00	.00
		CLASS TOTAL			1,000.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,000.00	
		EPY TOTAL			.00	
		FINAL TOTAL			1,000.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 1,000.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24980	1063	ALAGRITTI PAYMENTS, LLC	000	12/20/2019	22.42	.00
24981	1020	CONSOLIDATED PIPE & SUP	000	12/20/2019	769.81	.00
24982	679	DAVID L BROOKS HAULING &	000	12/20/2019	12,580.00	.00
24983	1052	ENCO UTILITY SERVICES FLO	000	12/20/2019	4.50	.00
24984	813	FOLEY HEATHER	000	12/20/2019	1,750.00	.00
24985	546	JOHNSON'S EXTERMINATING	000	12/20/2019	875.00	.00
24986	48	MID-ATLANTIC LAB	000	12/20/2019	60.00	.00
24987	919	PRO SHRED SECURITY	000	12/20/2019	45.00	.00
24988	11	RAPPAHANNOCK ELEC COOP	000	12/20/2019	582.82	.00
24989	653	STEMMLE PLUMBING REPAIR	000	12/20/2019	1,625.00	.00
24990	934	TOTAL POWER SWEEPING SER	000	12/20/2019	1,900.00	.00
24991	291	USA BLUE BOOK	000	12/20/2019	513.90	.00
24992	1049	WEX BANK	000	12/20/2019	1,133.11	.00

CLASS TOTAL 21,861.56
 ACH TOTAL .00
 CHECK TOTAL 21,861.56
 EPY TOTAL .00
 FINAL TOTAL 21,861.56

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 THE TOTAL 21,861.56- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24993	18	A & M HOME CENTER	000	12/27/2019	93.27	.00
24994	600	BENNETT DEBORAH T	000	12/27/2019	175.00	.00
24995	897	CINTAS CORPORATION	000	12/27/2019	104.71	.00
24996	14	CINTAS OF RICHMOND	000	12/27/2019	792.40	.00
24997	1058	DIAMOND SPRINGS	000	12/27/2019	81.15	.00
24998	125	E M GRAY & SON	000	12/27/2019	2,014.49	.00
24999	234	ENVIROCOMPLIANCE LAB INC	000	12/27/2019	1,165.00	.00
25000	234	ENVIROCOMPLIANCE LAB INC	000	12/27/2019	790.00	.00
25001	648	ERARD ANDREA G	000	12/27/2019	1,667.00	.00
25002	28	G & G MILFORD FARM SERV.	000	12/27/2019	259.25	.00
25003	9999999	GLASCO LUTHER	000	12/27/2019	50.00	.00
25004	898	JAMES MARY	000	12/27/2019	140.00	.00
25005	546	JOHNSON'S EXTERMINATING	000	12/27/2019	1,104.00	.00
25006	743	LOCAL SERVICES	000	12/27/2019	352.00	.00
25007	257	ON SITE PC	000	12/27/2019	294.99	.00
25008	722	PACHELLO KRISTIN M	000	12/27/2019	105.00	.00
25009	918	STAPLES ADVANTAGE	000	12/27/2019	158.94	.00
25010	653	STEMMLE PLUMBING REPAIR	000	12/27/2019	14,195.00	.00
25011	930	WEBB EMILY	000	12/27/2019	280.00	.00
25012	9999999	WHITTAKER CAITLYN	000	12/27/2019	50.00	.00
		CLASS TOTAL			23,872.20	.00
		ACH TOTAL			.00	
		CHECK TOTAL			23,872.20	
		EPY TOTAL			.00	
		FINAL TOTAL			23,872.20	.00

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 THE TOTAL 23,872.20- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____