# TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

#### MINUTES

Thursday, June 06, 2019 7:00 PM

## CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor opened the meeting and noted a quorum was present.

**PRESENT** 

Mayor Jason Satterwhite

Vice-Mayor Glenn McDearmon

Council Member Jean Davis

Council Member Mark Gaines

Council Member Tammie Gaines

Council Member Deborah Howard

Council Member Otis Wright

Council Member Valarie Coyle (present via telephone) - Council Member Coyle stated that she was not present at the meeting because she was currently in Tennessee on vacation.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Wright to approve Council Member Coyle's telephonic participation in the meeting.

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

Voting Abstaining: Council Member Coyle.

Motion passed.

#### **PUBLIC HEARINGS:**

**Tax and Utility Rate Ad for FY2019-2020** - At 7:03 p.m. the Mayor called open the public hearing to adopt the proposed Tax and Utility rates for the fiscal year beginning July 1, 2019 and ending June 30, 2020. He called for comments from the public. Hearing none he closed the public hearing.

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to adopt Ordinance O-2019-002 setting the Tax and Utility Rate for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Discussion: Vice-Mayor McDearmon stated that he was opposed to the water rate increase because it was too much of a burden on residents. Council Member M. Gaines said that the water rate increase was necessary due to the Town's failing water distribution infrastructure.

Voting Yea: Vice-Mayor McDearmon, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard

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

Motion passed.

**ORDINANCE O-2019-003 Commercial Water Rates** - At 7:05 p.m. the Mayor opened the public hearing to amend Chapter 5 "Public Facilities" Article I "Public Utilities, Division 2 "Water Regulations," Rates and Billing Section 5-177 to change the manner in which commercial water users' rates are set by allowing commercial facilities that share a common bathroom facility to be charged as one unit.

The Mayor called for public comment on the matter.

Mark Bissoon, 109 Morgan Ct. - Mr. Bissoon stated that he owned several buildings on Main Street and that he was in favor of adopting the ordinance because he felt it would help keep leased buildings occupied.

Motion made by Council Member Gaines, Seconded by Vice-Mayor McDearmon to adopt ORDINANCE O-2019-003 to amend Commercial Water Rates.

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

Motion passed.

White Street One Way Proposal - At 7:10 p.m. the Mayor open the public hearing on converting White Street to a one-way street to deter drivers from using it as a cut thru from E. Broaddus to S. Main Street via Maury Avenue.

The Mayor called for public comment on the matter.

<u>Lynn Lenahan, 120 Maury Ave.</u> - Ms. Lenahan stated that she was not in favor of making White Street one way as she feels in would be ineffective in the excessive speeding on Maury Ave. She presented Council with a petition she circulated asking for the installation of speed tables on Maury Ave. to deter speeding. The petition received 40 signatures from Maury Ave residents in favor of the speed tables.

<u>Tom Murray</u>, 130 Anderson Ave. – Mr. Murray stated that he has witnessed and is concerned about speeding through out Town including Anderson Ave.

Mike Lenahan, 120 Maury Ave. - Mr. Lenahan felt that making White Street one way would be ineffective in deterring speeding on Maury Ave. as it only addressed the traffic heading in one direction.

<u>Patricia Hill, 137 Maury Ave.</u> - Ms. Hill stated that in addition to the speeding on Maury Ave. she was concerned about the lack of sidewalks forcing pedestrians to walk in the street.

<u>Mary James</u> - Ms. James voiced her concern over Maury Ave. being dangerous because of the narrowness of the road way.

<u>Jean Young, 109 Maury Ave.</u> - Ms. Young asked Council to consider alternatives to making White Street one-way as she did not feel it would address the speed issue on Maury Ave.

<u>Steven Briggs, 130 Maury Ave.</u> - Mr. Briggs was opposed to making White Street one way and would prefer to see the installation of speed tables on Maury Ave.

The Mayor stated he had received a comment prior to the meeting from a White Street home owner stating his opposition to making White Street one way.

<u>Jo-Elsa Jordan</u> - Ms. Jordan read aloud a comment she received from David Storke, 115 Maury Ave., which stated he was not in favor of making White Street one way but instead would like to see the street blocked off on one side creating a dead end.

Motion made by Council Member M. Gaines, Seconded by Vice-Mayor McDearmon to table the discussion of converting White Street to one-way until VDOT has looked into the alternatives of installing speed tables on Maury Ave. and making White Street a dead-end. Voting Yea: Vice-Mayor McDearmon, Council Member Davis, Council Member M. Gaines, Council

Member T. Gaines.

Voting Nay: Council Member Coyle, Council Member Howard, Council Member Wright.

Motion passed.

<u>David Beale, VDOT Representative</u> - Mr. Beale stated that the proposal to change White Street to one-way was expected to reduce cut thru traffic on Maury Ave, not affect the speed of vehicles on the street. He said that there must be a documented speed problem on the street to consider measures such as installing speed humps. The last traffic study conducted on Maury Ave. did not show that speeding was an issue on the street but that Council could commission a new speed study.

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to add discussion of Maury Ave to the July Meeting Agenda.

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

Motion passed.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Howard to commission a speed study on Maury Avenue.

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

Motion passed.

# **DELEGATIONS:**

<u>Jeff Sili, Bowling Green District Representative of the Caroline County Board of Supervisors and Gary Wilson, Caroline County Director of Economic Development</u> - Mr. Sili stated that he would like the County and Town Economic Development Authorities to meet to discuss the Main Street Group and how to address the recommendations in the Cardinal Report.

## **PUBLIC COMMENTS:**

<u>Steven Briggs, 130 Maury Ave - Mr. Briggs presented Council with a bill from a plumber that he called to look at a water issue he was having. The plumber determined that the issue was due to the water meter being broken. He asked that the Town reimburse him for the cost of the service call. The Mayor stated that the matter would be reviewed by staff and addressed at the next Town Council meeting.</u>

<u>Lynn Lenahan, 120 Maury Ave</u> - Ms. Lenahan asked that Council address the sidewalks on Maury Ave. The Mayor directed Public Works to clean up and make accessible the existing sidewalks on Maury Ave.

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

The following staff reports were noted:

Bowling Green Police Department Town Council Report May 2019

Council Monthly Report for May 2019

Events Coordinator Council Monthly Report for May 2019

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

Town Manager's Monthly Report for May 2019

## **CONSENT AGENDA:**

The following Consent Agenda was presented:

May 2019 Bills

R-2019-005 Depository Designation

Reschedule July Town Council Meeting

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to approve the Consent Agenda.

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

## **UNFINISHED BUSINESS:**

There was no Unfinished business to be discussed.

#### **NEW BUSINESS:**

**Adoption FY 2019-2020 Fiscal Plan -** Motion made by Council Member T. Gaines, Seconded by Council Member M. Gaines to adopt R-2019-003 a Resolution approving the Fiscal Year 2019 - 2020 Annual Fiscal Plan (adopt the proposed budget).

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

Motion passed.

**Appropriation Resolution R-2019-004** - Motion made by Council Member T. Gaines, Seconded by Council Member Howard to adopt R-2019-004 - a Resolution to Appropriate the adopted FY 2019-2020 budget and re-appropriate certain FY 2018-2019 unspent funds. Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard, Council Member Wright.

Motion passed.

**R-2019-006 – Resolution to Increase Council's Pay -** Motion made by Council Member M. Gaines, Seconded by Council Member Howard to increase Council Members' annual pay from \$1200 to \$1800 effective July 1, 2019 and increase the Mayor's annual pay from \$1800 to \$2700 effective July 1, 2021.

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

Voting Abstaining: Council Member Davis. Council Member Davis abstained due to her objection over the pay increase.

Motion passed.

Request for appropriation of unassigned funds in the Events and Activities Budget - Motion made by Council Member M. Gaines, Seconded by Vice-Mayor McDearmon appropriate \$5000 of unassigned funds in the Events and Activities Fund to cover a projected shortfall of the FY19 Budget.

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

Motion passed.

**New Job Descriptions and New Pay Ranges** - Motion made by Council Member Howard, Seconded by Council Member M. Gaines to approve New Job Descriptions and New Pay Ranges.

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

Motion passed.

# **Personnel Policy Exemption**

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Howard to approve the Town Manager's hiring of Jo-Elsa Jordan as the Town's Economic Development Coordinator without going through the normal recruitment process outlined in the Personnel Policy Manual.

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

Motion passed.

**Joining Caroline County on shared AS400 -** This item was withdrawn due to new information received after the packet was distributed.

#### REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

**Budget, Policy, Personnel, and Ordinance Committee – Town Manager Search -** Council Member Gaines stated that the committee determined that there are three options they would like to consider when searching for a new Town Manager upon the current Town Manager's retirement in 2020 are: internal successor, hiring an outside recruiting firm, and forming an in-house search committee.

The committee will bring back its recommendation at the July Meeting.

**Budget, Policy, Personnel, and Ordinance Committee – Food Trucks -** Council Member M. Gaines stated that the Budget, Policy, Personnel, and Ordinance Committee has discussed how Food Trucks might be regulated. The committee will bring its suggestion back to Council.

Council member T. Gaines - Had no comments

Council member Howard – Had no comments

<u>Council member Davis</u> – said she had attended the Caroline County Business Appreciation Reception and it was very nice.

Vice mayor McDearmon - Had no comments

Council member Wright – Had no comments

Council member M. Gaines - had no comments.

Council member Coyle – stated that the Planning Commission has reviewed the first six chapters of the Comp Plan. They will be meeting Jointly with the EDA to discuss roles as they pertain to the Comp Plan and zoning.

## **INFORMATIONAL ITEMS:**

**Proposed Zoning changes - Town Attorney** - The Town Attorney said she would bring the proposed changes to the July Council Meeting.

**Additional \$200 fine for Speeding – Mayor -** The Mayor directed staff to draft an ordinance enabling the Town to charge an additional \$200 fine for speeding in Town.

# **CLOSED SESSION:**

In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Town Council convene in Closed Meeting to consider a personnel matter involving the appointment of an individual to the Economic Development Authority.

Motion made by Council Member T. Gaines, Seconded by Vice-Mayor McDearmon to convene in closed session in accordance with Section 2.2-3711(A)(1) of the code of Virginia to consider a personnel matter involving the appointment of an individual to the Economic Development Authority. Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard, Council Member Wright.

# **RECONVENE IN OPEN SESSION & CERTIFY CLOSED SESSION**

Motion made by Vice-Mayor McDearmon, Seconded by Council Member M. Gaines to reconvene in open session.

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

Motion passed.

# **CERTIFIC**ATION:

Council certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, as stated above, 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:

Wright	Aye	M. Gaines	Aye
T. Gaines	Aye	McDearmon	Aye
Davis	Aye	Howard	Aye
Covle	Ave		

Council discussed and agreed to ask the EDA candidates to attend the July meeting to speak to Council following which Council will vote on a candidate to fill the vacant EDA seat.

# **ADJOURNMENT**

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

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

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