

**TOWN OF BOWLING GREEN  
TOWN COUNCIL SPECIAL MEETING**

**MINUTES**

**Monday December 02, 2019  
7:30 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

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

**PRESENT**

Mayor Jason Satterwhite  
Vice-Mayor Glenn McDearmon  
Council Member Valarie Coyle  
Council Member Mark Gaines  
Council Member Tammie Gaines  
Council Member Deborah Howard  
Council Member Otis Wright  
Council Member Jean Davis (by telephone)

The Mayor noted that Council member Davis was unable to attend the meeting due to a personal family commitment. She asked to join and participate in the meeting via telephone.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Coyle to allow Council Member Davis to participate in the meeting via telephonic communication.

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

Motion passed.

**CLOSED SESSION:**

Motion made by Vice-Mayor McDearmon, 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 Town Manager.

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.

**RECONVENE IN OPEN SESSION**

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

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 McDearmon.....	Yes
Council Member Wright.....	Yes	Council Member Davis.....	Yes
Council Member M. Gaines.....	Yes	Council Member Coyle.....	Yes
Council Member Howard.....	Yes	Council Member T. Gaines.....	Yes

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Howard to place the Town Manager on paid administrative leave pending Council's ability to further investigate the issues related to the ICMA action taken in respect to the Town Manager.

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

Motion passed.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member M. Gaines to amend the agenda to inquire about office equipment.

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

Motion passed.

The Town Clerk/ Treasurer was directed by Council to obtain the Town Manager's old computer and suspend the Town Manager's access to town email and shared drive.

**ADJOURNMENT**

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Howard to adjourn.

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