

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

M I N U T E S

**Thursday, June 25, 2020
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

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

PRESENT

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

PUBLIC HEARINGS:

FY 2020 Budget Amendment and Supplemental Appropriation - The Mayor read the public notice published in the Free Lance Star newspaper on June 15th and opened the public hearing. He called for comment from the public. Hearing none, he closed the public hearing.

Motion made by Council Member T. Gaines, Seconded by Vice-Mayor M. Gaines. to approve amend the FY 2019-2020 budget by \$55,000.00 and appropriate \$10,000.00 to the General Fund, \$15,000.00 to the Water Fund, and \$30,000 to the Sewer Fund.

Discussion:

In direct response to a questions from Council, staff explain that the additional funds were needed due to audit costs being greater than budgeted, and unexpected repairs on the water and sewer systems.

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

Motion passed.

Tax and Utility Rate for FY2020-2021 - The Mayor read the public notice published in the Free Lance Star newspaper on June 9th and 16th and opened the public hearing. He called for comment from the public. Hearing none, he read a comment submitted by the public.

Bonnie Cannon, 123 S. Main Street - Ms. Cannon stated that she was not in favor of raising the water and trash rates.

The Mayor called for additional comments, hearing none he closed the public hearing.

Motion made by Council Member T. Gaines, Seconded by Council Member Howard.

Council discussed:

- the effectiveness of the Rt. 301 tax district versus the burden on taxpayers in that corridor.
- need to repair utility infrastructure.
- the Town's utility rates in comparison to Caroline County's
- future rate increases
- how the Town can offer relief to tax payers
- the effect of sewer debt on the General Fund.

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

Voting Nay: Council Member McDearmon

Motion passed.

DELEGATIONS:

Community Heart and Soul - Sam Frye, Representative - On behalf of the Community Heart and Soul group, Mr. Frye asked Council to consider donating \$500.00 for the purpose of buying supplies for the group's reveal that was scheduled to take place in August during the Mayberry Days event.

Council discussed the activity of the group and what they were doing for the community.

A majority of Council came to a consensus to donate \$500.00 to Community Heart and Soul for the purpose of buying supplies for the groups reveal.

PUBLIC COMMENTS:

Alice Farmer, 124 Dorsey Lane - spoke in support of Police Chief Lipscomb.

David Swink, Snip and Trim Hair Studio - spoke in support of Police Chief Lipscomb.

Ashley Lipscomb, Ashley Lipscomb Photography - spoke in support of Police Chief Lipscomb.

Officer Sean Jett, BYPD - spoke in support of Police Chief Lipscomb.

The Mayor read a joint comment that he received from several members of the public that were not in favor Police Chief's proposed contract due to the financial burden it would place on the Town.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented:

Police Chief's Monthly Report to Council June 2020

Public Work and Utility Department's Monthly Report to Council June 2020

Economic Development and Events Coordinator's Monthly Report to Council June 2020

Town Clerk/Treasurer's Monthly Report to Council June 2020

Town Manager's Monthly Report to Council June 2020

CONSENT AGENDA:

The following items were presented for approval:

Bills - June 2020 (attached to these minutes)

Motion made by Council Member T. Gaines, Seconded by Council Member Wright to approve the consent agenda.

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

Motion passed.

UNFINISHED BUSINESS:

Donation for Utility Bill Assistance - Motion made by Council Member McDearmon, Seconded by Council Member Davis to adopt the Resolution accepting monetary donation and the policy on disbursing funds.

A discussion was held on how requests for donation will be screened.

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

Voting Nay: Vice-Mayor Gaines

Motion passed.

Stimulus Vouchers Program

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member T. Gaines to postpone the program until the 2021-2022 Fiscal Year.

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

Motion passed.

Request for reimbursement - 134 Maury Ave

Motion made by Council Member McDearmon, Seconded by Council Member Wright to approve Mr. Robillard's request for reimbursement in the amount of \$4492.25 with liability release and transfer the funds from the unassigned fund balance to make payment to Mr. Robillard.

Voting Yea: Council Member Coyle, Council Member Davis, Council Member Howard, Council Member McDearmon, Council Member Wright

Voting Nay: Vice-Mayor Gaines, Council Member Gaines

Motion passed.

NEW BUSINESS:

Request to pay for repair – Kenny Moore

Motion made by Council Member McDearmon, Seconded by Council Member Wright to pay the David Brooks Hauling invoice for work done at Caroline Square shopping center.

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

Motion passed.

Request to waive sewer connection fee at 148 Maury Ave

Motion made by Council Member Davis, Seconded by Council Member Howard to deny Mr. Hylton's request for the Town waive sewer connection and availability fees at 148 Maury Ave.

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

Motion passed.

Adoption FY 2020-2021 Fiscal Plan

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member T. Gaines Gaines to adopt R-2020-003 approving the FY 2020-2021 Fiscal Plan with \$10,000 for EDA funds contingent upon a spending plan approved by Council.

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

Motion passed.

Appropriation Resolution R-2020-004

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member T. Gaines Gaines to adopt R-2020-004 appropriating the FY 2020-2021 Budget with \$10,000 appropriated to EDA contingent upon a spending plan approved by Council.

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

Voting Nay: Council Member McDearmon

Motion passed.

USDA Grant Application for Public Works Vehicle

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to adopt USDA Resolution of Governing Body as a condition of applying for a matching funds grant for the purpose of purchasing a new vehicle for Public Works.

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

Motion passed.

Proposed Text Amendment to B-1 Special Use

Motion made by Council Member T. Gaines, Seconded by Council Member Coyle to authorize the Town Manager to advertise for a Public Hearing for a proposed text amendment in the B-1 zoning district.

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

Motion passed.

CLOSED SESSION:

Motion made by Vice-Mayor Gaines, 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 Police Chief.

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

Motion passed.

RECONVENE IN OPEN SESSION:

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

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

ADJOURNMENT

Motion made by Council Member Davis, Seconded by Vice-Mayor M. Gaines to adjourn

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

The meeting was adjourned.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
253331	1063	ALACRITI PAYMENTS, LLC	000	6/05/2020	5.16	.00
253332	907	COYLE VALARIE	000	6/05/2020	900.00	.00
253333	679	DAVID L BROOKS HAULING &	000	6/05/2020	8,569.00	.00
253334	664	DAVIS JEAN	000	6/05/2020	900.00	.00
253335	1052	ENCO UTILITY SERVICES FLO	000	6/05/2020	536.20	.00
253336	648	ERRARD ANDREA G	000	6/05/2020	1,667.00	.00
253337	946	GAINES MARK	000	6/05/2020	900.00	.00
253338	1051	GAINES TAMMIE	000	6/05/2020	900.00	.00
253339	850	HAUN DAWN	000	6/05/2020	900.00	.00
25340	780	HOWARD DEBORAH	000	6/05/2020	2,000.00	.00
25341	378	MCDERMON GLENN	000	6/05/2020	900.00	.00
25342	257	ON SITE PC	000	6/05/2020	900.00	.00
25343	598	SATTERWHITE JASON	000	6/05/2020	162.50	.00
25344	918	STAPLES ADVANTAGE	000	6/05/2020	900.00	.00
25345	653	STEMMLE PLUMBING REPAIR	000	6/05/2020	626.93	.00
25346	19	VERIZON	000	6/05/2020	545.00	.00
25347	44	VUPS	000	6/05/2020	220.74	.00
25348	438	WRIGHT OTIS	000	6/05/2020	47.25	.00
		CLASS TOTAL			23,579.78	.00
		ACH TOTAL			.00	
		CHECK TOTAL			23,579.78	
		EPY TOTAL			.00	
		FINAL TOTAL			23,579.78	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 23,579.78 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	CLS NO.	INVOICE DATE	ACCT NO.	NET AMOUNT	CHECK NO.	CHECK DATE
00000000	0000411	VISA	TC 1 AMAZON 5	000	6/12/2020	4100-012110-6001-	51.26-	202	6/12/2020
00000000	0000411	VISA	TC 2 FLOWERS BY	000	6/12/2020	4100-012110-6021-	58.18-	202	6/12/2020
00000000	0000411	VISA	TC 3 OFFICE DE	000	6/12/2020	4100-012110-6001-	25.26	202	6/12/2020
00000000	0000411	VISA	TC 4 FLOWERS BY	000	6/12/2020	4100-012110-6021-	68.60	202	6/12/2020
00000000	0000411	VISA	TC 5 VISTAPRINT	000	6/12/2020	4100-012110-5830-	100.03	202	6/12/2020
00000000	0000411	VISA	TC 6 ZOOM US	000	6/12/2020	4100-012110-3152-	15.74	202	6/12/2020
00000000	0000411	VISA	TC 7 ADOBE 1	000	6/12/2020	4100-012410-6001-	50.97	202	6/12/2020
00000000	0000411	VISA	TC 8 USPS 6	000	6/12/2020	4100-012410-3600-	7.75	202	6/12/2020
00000000	0000411	VISA	TC 9 ETSY	000	6/12/2020	4100-012110-3830-	205.32	202	6/12/2020
00000000	0000411	VISA	TC 11 MEDICUS	000	6/12/2020	4100-012110-5830-	104.60	202	6/12/2020
00000000	0000411	VISA	TC 12 FLOWERS B	000	6/12/2020	4100-012110-6021-	58.18	202	6/12/2020
00000000	0000411	VISA	TC 13 FLOWERS B	000	6/12/2020	4100-012110-6021-	45.49	202	6/12/2020
00000000	0000411	VISA	TM 1 OOWA 13	000	6/12/2020	4100-012410-5250-	67.75	202	6/12/2020
00000000	0000411	VISA	TM 1 OOWA 13	000	6/12/2020	4100-031100-5230-	44.97	202	6/12/2020
00000000	0000411	VISA	TM 1 OOWA 13	000	6/12/2020	4100-031100-5230-	22.26	202	6/12/2020
00000000	0000411	VISA	TM 1 OOWA 13	000	6/12/2020	4100-031100-5840-	3.27	202	6/12/2020
00000000	0000411	VISA	PC 1 FOOD LION	000	6/12/2020	4100-043100-3311-	20.00	202	6/12/2020
00000000	0000411	VISA	PW 3 RIO CAR 1	000	6/12/2020	4100-043100-6009-	20.63	202	6/12/2020
00000000	0000411	VISA	PW 6 MORTON'S 1	000	6/12/2020	4500-071200-1220-	12.08	202	6/12/2020
00000000	0000411	VISA	ED 1 FACEBOOK 1	000	6/12/2020	4500-500100-6001-	49.99	202	6/12/2020
00000000	0000411	VISA	TC 10 MICROSOF	000	6/12/2020	4500-500100-6001-	20.00	202	6/12/2020
00000000	0000411	VISA	PW 2 RIO CAR 2	000	6/12/2020	4500-500100-3311-		202	6/12/2020

891.63-

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	CLS NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE
00000000	000041	VISA	TC 10 MICROSOFT	000	6/12/2020	4520-500100-6001-	50.00	202	6/12/2020
00000000	000041	VISA	TM 1 OOMA 13	000	6/12/2020	4520-500100-5230-	22.26	202	6/12/2020
00000000	000041	VISA	PW 1 ABC-	000	6/12/2020	4520-500100-5540-	121.00	202	6/12/2020
00000000	000041	VISA	PW 4 FAMILY DO	000	6/12/2020	4520-500100-6005-	4.74	202	6/12/2020
00000000	000041	VISA	PW 5 FOOD LION2	000	6/12/2020	4520-500100-6005-	9.99	202	6/12/2020
00000000	000041	VISA	PW 5 FOOD LION2	000	6/12/2020	4520-500100-5840-	18.07	202	6/12/2020
							226.06-		

BATCH#- 816 CREATED BY JUDY ON 6/09/2020 RUN BY TRACY ON 6/12/2020

API00B 6/12/2020 TOWN OF BOWLING GREEN
 TIME-10:07:01

A/P CHECK REGISTER
 Check Date - 6/12/2020

ActPd - 2020/06

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25349	944	ATLANTIC BROADBAND /	000	6/12/2020	194.40	.00
25350	14	CINTAS OF RICHMOND	000	6/12/2020	974.90	.00
25351	10	DOMINION VIRGINIA POWER	000	6/12/2020	5,533.20	.00
25352	234	ENVIROCOMPLIANCE LAB INC	000	6/12/2020	1,290.00	.00
25353	234	ENVIROCOMPLIANCE LAB INC	000	6/12/2020	1,040.00	.00
25354	648	ERARD ANDREA G	000	6/12/2020	3,334.00	.00
25355	28	G & G MILFORD FARM SERV.	000	6/12/2020	69.74	.00
25356	743	LOCAL SERVICES	000	6/12/2020	21.00	.00
25357	1079	ROBINSON, FARMER, COX ASS	000	6/12/2020	32,500.00	.00
25358	659	SOSMETAL PRODUCTS INC	000	6/12/2020	58.20	.00
25359	148	THE FREE LANCE STAR	000	6/12/2020	1,886.40	.00
25360	256	VERIZON WIRELESS	000	6/12/2020	432.55	.00
25361	12	WASTE MANAGEMENT	000	6/12/2020	8,180.29	.00
25362	1049	WEX BANK	000	6/12/2020	728.45	.00
25363	451	XEROX CORPORATION	000	6/12/2020	204.96	.00
		CLASS TOTAL			56,448.09	.00
		ACH TOTAL			.00	
		CHECK TOTAL			56,448.09	
		EPY TOTAL			.00	
		FINAL TOTAL			56,448.09	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 56,448.09- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____

AP100B 6/15/2020 TOWN OF BOWLING GREEN
TIME-11:40:44

A/P CHECK REGISTER
Check Date - 6/15/2020

ActPd - 2020/06

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25364	4	CAROLINE COUNTY	000	6/15/2020	481.82	.00
					481.82	.00
					ACH TOTAL	.00
					CHECK TOTAL	481.82
					EPY TOTAL	.00
					FINAL TOTAL	481.82

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 481.82- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

_____ TOWN MANAGER