

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

April 6, 2017

MEMBERS PRESENT: Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, Jean Davis, and Matt Rowe.

MEMBERS ABSENT: Mayor Jason Satterwhite

OTHERS PRESENT: Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Chief Wendy Jones, and Town Attorney Andrea Erard.

AUDIENCE: Stephen Manster, Jo-Elsa Jordan, Jeff Voit, Shoshannah Childs, Justin Jordan, Aaron Williams, DeAngelo Lewis, Shawn Fortune

The Vice-Mayor called the meeting to order at 7:28 P.M. and led the group in the Pledge of Allegiance to the Flag of the United States of America. Council member Otis Wright followed with the invocation.

The Vice-Mayor stated that the Mayor Jason Satterwhite was unable to attend the meeting due to work obligations.

The Vice-Mayor introduced the new Town Manager, Reese Peck, to Council and welcomed him to the Town. Mr. Peck said that he was looking forward to working with Council and getting to know the Town.

DELEGATIONS:

Jo-Elsa Jordan, Town Events Coordinator –

Ms. Jordan addressed Council, updating them on her progress on the following events:

- Farmers Market
- Caroline County Remembers – WWI and WWII Commemorative Events
- Festival of Feet
- Clean Sweep
- Bowling on the Green Virginia Wine Festival

Ms. Jordan noted that she had met with a representative of the Virginia Museum of Fine Arts, to continue the efforts that the Bowling Green Arts Commission had

initiated with the VMFA. She also stated that she met with Mr. Peck to explain to him what her work for the Town entails.

The Vice-Mayor recognized the Public Works staff and thanked them for all their hard work. Shawn Fortune introduced the newest member of Public Works, DeAngelo Lewis, to Council.

PUBLIC COMMENT: The Vice-Mayor called for comments from the public. He called a second and third time. Hearing none, he closed the Public Comment Portion of the meeting.

CONSENT AGENDA:

- A. Minutes – Town Council Meeting – March 2, 2017
- B. Bills – March 2017

A & M Home Center	94.67	Advance Auto Parts	93.91
BMS Direct	1841.11	Bowling Green Auto Parts	44.78
Bowling Green Electronics	275.00	Caroline Garage	523.45
Cintas of Richmond	581.45	Commonwealth Engineer	1079.99
Dominion Chemical Co.	243.15	Drainfield Solutions, LLC	345.00
Envirocompliance	1830.00	Erard, Andrea	1575.00
G & G Milford Farm Serv	214.80	Gaines, Mark	44.52
Hauser, Martin	43.46	Hazard Electrical Corp	11280.00
IBM Corporation	854.59	James, Mary	140.00
John, Allison	315.00	Johnson’s Exterminating	615.00
Matern Staffing	1310.48	McGinley, Michelle B	105.00
Mid-Atlantic Lab	60.00	Minor & Associates	1306.25
Mullen, Inc	72829.95	On Site PC	70.00
OPA Chemicals LLC	143.51	Patel, Jatin	50.00
Pro Shred Security	45.00	Reid Engineering Co Inc	17690.94
Southern Corrosion, Inc	17712.85	Staples Advantage	128.92
The Lincoln National	103.66	The UPS Store #6358	603.46
Treasurer of Virginia	736.76	USA Blue Book	813.77
Verizon	286.13	Verizon Wireless	245.17
VUPS	30.45	Waste Management	6800.76
Webb, Emily	210.00	White Oak Electric	32528.25
Winding Brook Auto	371.24	Xerox Corporation	176.65
*Logan, Michelle	150.00	*Matern Staffing	1969.50
*Verizon	15.58	*Boynton, Angela	41.29

*Bullock, Debbie	33.18	*Byrd, Bernard	33.18
*Farmer, Alvin L Jr	.31	*Floral Designs By Joyce	33.54
*Foltz, Paul Jr	100.00	*Fuata, Ioane	.40
*Gentry, Sarah	49.35	*Hopkins, Helen	78.94
*Jessup, Charles	33.18	*McKinney, Catherine	.90
*Travis, Sarah E	7.90	*Dominion Virginia Power	5640.59
*Matern Staffing	681.75	*Parker, JoAnne	150.00
*The Caroline Progress	326.26	*Virginia Dept of Trans	750.00
*Matern Staffing	651.45	*PWCSA	375.00
*Shell Fleet Plus	546.20	*VML Insurance	6028.16
*Waste Management	1318.30	*Prothero, Angel	150.00
*Rappahannock Electric	494.49	*Verizon Wireless	40.01

*Bills previously or separately authorized by Council.

There was no discussion by Council upon reviewing the Consent Agenda.

Upon Motion by Mr. Rowe with a second by Mr. Gaines, Council voted to approve the Consent Agenda. Voting Aye: Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

STAFF REPORTS:

The following informational items were noted:

- A. Town Hall Rentals Report – March 2017
- B. Clerk/Treasurer’s Report – March 2017
- C. Police Department Report – March 2017

Chief Jones reported that for the month of March there were:

- 12 calls responded to by the Town Police; none involved a reportable crime.
- no new sex offenders had been registered as residing in the Town.
- five summonses for speeding, four warnings for other traffic offenses, 12 warnings for fire lane and parking violations issued by the Town Police.
- four warnings and one summons issued by deputies in Town for March 2017.
- four speed logs conducted for the month.

NEW BUSINESS:

- A. Town Manager’s Report- March 2017:

Mr. Peck reported the following:

- Closed on interim loan March 15th with Carter Bank
 - \$4M @ 1.4% for 18 months

- \$3.8 M to take out VML loan for the 301 Project
- \$200K to complete the engineering for the sewer line replacement project
- Gap year debt service will generate approximately \$172K of one time money for the “lock box”.
- Maury Avenue/White Street project completed except for street repaving.
 - An additional 240’ on Maury Avenue was added to the project due to its deteriorated condition.
- Sewer Treatment Plant
 - Bar Screen installed & operational (DEQ notified)
 - Met with staff, installation crew and the county’s contractor from White Oak.
 - Replacement of the lighting fixtures at the plant is complete. (Safety Project cost approximately \$11,500).
- Four Town Welcome signs have been taken down and are in the process of being repainted by Katie Boltz
- Transition projects with Mr. Manster
 - Budget
 - Budget subcommittee (April)
 - Budget presented at May Council Meeting
 - Public Hearing early June
 - Adoption late June
 - USDA-RD sewer line replacement project (meeting with Tara Delaney next week to start this process)
 - Personnel Manual Clean-up to align with current practices
 - Wastewater permit renewal (due in June)
 - VDOT sidewalk repair
 - Hotel Project – delineate Town’s responsibilities/ Developer’s responsibilities
 - Water Tower annual inspection
 - Curb and parking restriction painting

B. Employment Agreement for Town Manager:

Upon motion by Mr. Rowe and a second by Ms. Davis, Council voted to approve the Employment Agreement with A. Reese Peck for the position of Town Manager with effective date of April 1, 2017.

Roll call:

Rowe.....aye	Davis aye
Coleman.....aye	Hauser..... aye
Gaines.....aye	Wright..... aye

C. Consideration of re-appointment of Armando Flores to Planning Commission:

The Vice-Mayor asked if there was a motion to re-appoint Armando Flores to Planning Commission.

Upon motion by Mr. Gaines and a second by Mr. Hauser, Council voted to reappoint Armando Flores to Planning Commission. Voting aye: Wright, Gaines, Hauser, Coleman, Davis and Rowe.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Matt Rowe, Public Health, Safety, and Personnel Committee - Mr. Rowe reported that the Town has hired new Town Manager, and appoint Wendy Jones as permanent Chief of Police. He stated that with the hiring of a Public Works Director the Town will be fully staffed.

B. Jean Davis, Budget Committee – Ms. Davis reported that the Budget Committee has met to discuss the FY18 budget and is scheduled to meet again next week to discuss further.

C. Mary Frances Coleman, Building and Grounds Committee – Ms. Coleman advised that the Building and Grounds Committee will be meeting with Mr. Webb about the Walk About sign on Main St and that the four ‘Welcome to the Town of Bowling Green’ signs have been removed and are currently being repainted. They will be replaced upon completion.

D. Martin Hauser, Ordinance, Licenses, and Permits Committee – Mr. Hauser reported that the Ordinance, Licenses, and Permits Committee did not meet. Mr. Hauser advised that effective July 1, 2017 the Town will be able to require AirBNB operators to register. He stated that AirBNB’s would fall under the definition of “Guest Room” in the zoning Ordinance and that for the R-2 residential zoning district it is a by-right use of property. In the R-1 residential zoning it would require a Special Use Permit. Mr. McDearmon

advised the Town Manager that there was an AirBNB operating at 308 Dickerson Ln. and asked the Town Manager to contact the owner of the property.

E. Mark Gaines, Streets and Sidewalks Committee – Mr. Gaines reported that the Streets and Sidewalks Committee did not meet. He stated that VDOT has a list of the sidewalks that need to be repaired and is waiting on an Engineering Report before they start. Mr. Manster stated that he spoke with David Beale from VDOT and the project will be broken down into two parts, those north of Milford St. and those south of Milford St. The repairs north of Milford St. should be starting fairly soon. Mr. Wright requested that once the Town receives a list of the sidewalk repairs they be placed on the Public Works Project Board.

F. Otis Wright, Water, Sewer, and Trash Committee - Mr. Wright requested that Council inform Ms. Lewis of any issues and she would place them on the Public Works Project Board.

G. Glenn McDearmon, Economic Development, Activities, and Tourism Committee - Mr. McDearmon stated that the Economic Development Authority would be meeting on April 13th. Mr. McDearmon asked that Council have a planning session to talk about the vision of the Town.

Unfinished Business -

Mr. Gaines asked if anyone was aware of the used car dealership that had opened on the corner of N. Main St. and W. Broaddus Ave. There was no further discussion on Mr. Gaines comment.

CLOSED SESSION:

At 8:37 P.M., on Motion by Mr. Rowe, seconded by Ms. Davis, Council voted to go into Closed Session pursuant to VA Code §2.2-3711(A)(1) for the purpose of discussion of appointment, duties, performance, salary, and hiring of Superintendent of Public Works, Utility Operator I, Utility Operator II, Maintenance Worker I Maintenance II. Voting aye: Wright, Gaines, Hauser, Coleman, Davis and Rowe.

OPEN SESSION:

At 9:33 P.M., on Motion by Mr. Rowe, seconded by Mr. Gaines, Council voted to come out of closed session. Voting aye: Wright, Gaines, Hauser, Coleman, Davis and Rowe.

CERTIFICATION:

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	Gaines..... Aye
HauserAye	Coleman.....Aye
DavisAye	Rowe Aye
McDearmon..... Aye	

There was no discussion by Council following CLOSED SESSION.

ADJOURNMENT: **There was a motion made by Mr. Rowe and a second by Mr. Wright, to adjourn at 9:34 P.M. Voting Aye: Wright, Gaines, Hauser, Coleman, Davis, and Rowe.**