

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

M I N U T E S

**Thursday, May 02, 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 Valarie Coyle
Council Member Jean Davis
Council Member Mark Gaines
Council Member Tammie Gaines
Council Member Deborah Howard
Council Member Otis Wright

PUBLIC HEARINGS:

FY 2019 - 2020 Budget and Tax Rate – The Mayor opened the Public Hearing at at 7:01 p.m. The Town Manager presented an outline of his proposed budget. The Mayor called for comments from the public.

Bonnie Cannon, 123 S. Main Street - Ms. Cannon asked that Council consider cutting expenses rather than raising water rates.

Barbara Allen, 201 Travis Street - Ms. Allen questioned staff salaries and the conversion of the Events Coordinator position from contractor to employee. She stated that she was opposed to a 50% increase in Town Council Salaries and commented that if Council were to be given health insurance benefits it may lead to the possibility of part-time employees also receiving health insurance benefits. Ms. Allen asked that Council consider exploring areas for new water connections in lieu of raising water rates.

The Mayor called for additional comments. Hearing none, he closed the Public Hearing at 7:30 p.m. He reminded the public that Council would vote on the budget and tax rate at its June meeting.

DELEGATIONS:

White Street One Way Proposal - proposal to convert White Street to a one-way street in an effort to deter cut through traffic from E. Broaddus Ave to S. Main Street via Maury Ave.

David Beale, VDOT - Mr. Beale spoke on the matter.

Council agreed that a public hearing should be held to solicit the public's opinion on converting White Street to one way and directed staff to advertise the public hearing. Staff was also directed to draft a memo to Mr. Beale to discuss crosswalks, the striping on E. Broaddus Ave., additional fines for speeding, and handicap ramps.

PUBLIC HEARINGS:

Ann-Marie Jiles, 260 Roper Dr. - Ms. Jiles thanked the Mayor for the manner in which he handles public comments. She stated that she appreciated staff addressing her concerns over the obstructed sidewalks.

Bonnie Cannon, 123 S. Main St. - Ms. Cannon commented on speed enforcement on Main Street, cleaning of the streets, number of Town employees, and trash pick-up. She asked the cost and reasoning for the Town's sponsorship of an event at Meadow Event Park.

The Mayor explained that the sponsorship was secured at a discounted rate and was to advertise for the upcoming Bowling on the Green Wine Festival.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were noted:

Bowling Green Police Department Council Monthly Report April 2019

Public Works and Utilities Council Monthly Report for April 2019

Event Coordinator Council Monthly Report for April 2019

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

Town Manager's Monthly Report to Council for April 2019

CONSENT AGENDA:

The following items were presented on the Consent Agenda:

March 2019 Bills (Attached)

April 2019 Bills (Attached)

Town Council Meeting Minutes April 4, 2019

Re-appointment of Planning Commission Members - Planning Commissioners Valarie Coyle and Arthur Wholey were re-appointed to the Planning Commission with terms expiring July 1, 2023.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Wright to approve Consent Agenda as presented. 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 BUSINESS:

Tax and Utility Rate Ad for FY2019-2020 - Ordinance O-2019-002 to set Tax and Utility rates for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

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

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.

O-2019-003 Ordinance on Commercial Water Rates - Proposed ordinance would change the manner in which commercial buildings sharing one restroom facility are billed. The Town Manger asked for authorization to advertise for a Public Hearing on the matter.

Motion made by Council Member Howard, Seconded by Council Member Davis to authorize the Town Manger to publish a notice of Public Hearing on this matter.

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.

EDA Member Application - An application template was presented for approval.

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to adopt the proposed application.

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.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council member T. Gaines - stated that a facilities committee meeting was scheduled for May 28th and reminded that it was open to the public as are all committee meetings. She stated that she would like to see Council adopt a code of conduct by which members would abide.

Council member Howard - stated that the ordinance committee discussed how taxidermy fits into the current zoning ordinance.

Council member Davis - stated that she had attended the Hero's Banquet and that it was a very nice event.

Vice Mayor McDearmon - Asked if random drug testing of staff was required per Town Code.

Council member Wright - had no comment.

Council member Coyle - stated the Planning Commission was reviewing the Comprehensive Plan.

Council Member M. Gaines - stated that the Main Street Business owners' group had been working on with the Main Street Affiliate program and had applied for a grant to fund the incorporation of the Main Street Business owners to become an affiliate member of the Main Street Program.

Mayor Satterwhite - stated that he had received positive feedback from the public on the new Council meeting set up and has decided to continue with the arrangement.

INFORMATIONAL ITEMS:

The following informational items were presented and discussed:

Little Free Library

Business Appreciation Reception

ADJOURNMENT

Motion made by Council Member M. Gaines, Seconded by Council Member Howard, to adjourn the meeting. 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.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24303	1040	KELVIC CONSTRUCTION CO	000	4/03/2019	438,371.29	.00
		CLASS TOTAL			438,371.29	.00
		ACH TOTAL			.00	
		CHECK TOTAL			438,371.29	
		EPY TOTAL			.00	
		FINAL TOTAL			438,371.29	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 438,371.29- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

API00B 4/04/2019 TOWN OF BOWLING GREEN
 TIME-16:35:27

A/P CHECK REGISTER
 Check Date - 4/05/2019

ActPd - 2019/04

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24304	114	BOWLING GREEN ELECTRONICS	000	4/05/2019	275.00	.00
24305	999999	CAROLINE FIRE - RESCUE	000	4/05/2019	150.00	.00
24306	897	CINTAS CORPORATION	000	4/05/2019	76.35	.00
24307	850	HAUN DAMN	000	4/05/2019	35.00	.00
24308	999999	LIPSCOMB DAVID	000	4/05/2019	36.28	.00
24309	991	RGS&S COMMERCIAL CLEANING	000	4/05/2019	289.00	.00
24310	25	RUTHERFORD JANITOR SUPPLY	000	4/05/2019	133.82	.00
24311	15	TREASURER OF VIRGINIA	000	4/05/2019	2,465.50	.00
24312	19	VERIZON	000	4/05/2019	324.78	.00
24313	256	VERIZON WIRELESS	000	4/05/2019	474.87	.00
24314	451	XEROX CORPORATION	000	4/05/2019	234.83	.00
		CLASS TOTAL			4,495.43	.00
		ACH TOTAL			.00	
		CHECK TOTAL			4,495.43	
		EPY TOTAL			.00	
		FINAL TOTAL			4,495.43	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 4,495.43 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24318	944	ATLANTIC BROADBAND /	000	4/12/2019	189.40	.00
24319	341	DOMINION CHEMICAL CO	000	4/12/2019	438.50	.00
24320	648	ERARD ANDREA G	000	4/12/2019	8,400.00	.00
24321	546	JOHNSON'S EXTERMINATING	000	4/12/2019	325.00	.00
24322	9999999	REESE PECK	000	4/12/2019	47.56	.00
24323	653	STEMMLE PLUMBING REPAIR	000	4/12/2019	3,900.00	.00
24324	75	SYDOR HYDRO INC	000	4/12/2019	8,251.85	.00
24325	148	THE FREE LANCE STAR	000	4/12/2019	398.60	.00
24326	574	UV DOCTOR LAMPS LLC	000	4/12/2019	608.14	.00
24327	44	VUPS	000	4/12/2019	49.35	.00
24328	12	WASTE MANAGEMENT	000	4/12/2019	8,505.85	.00
		CLASS TOTAL			31,114.25	.00
		ACH TOTAL			.00	
		CHECK TOTAL			31,114.25	
		EPY TOTAL			.00	
		FINAL TOTAL			31,114.25	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 31,114.25 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24329	10	DOMINION VIRGINIA POWER	000	4/19/2019	6,884.63	.00
24330	648	ERARD ANDREA G	000	4/19/2019	3,000.00	.00
24331	237	GRAINGER	000	4/19/2019	38.01	.00
24332	1028	MICHELLE CARR MARKETING	000	4/19/2019	500.00	.00
24333	919	PRO SHRED SECURITY	000	4/19/2019	45.00	.00
24334	13	SHELL FLEET PLUS	000	4/19/2019	150.32	.00
24335	322	TOWN POLICE SUPPLY OF	000	4/19/2019	96.08	.00
24336	1049	WEX BANK	000	4/19/2019	810.76	.00
		CLASS TOTAL			11,524.80	.00
		ACH TOTAL			.00	
		CHECK TOTAL			11,524.80	
		EPY TOTAL			.00	
		FINAL TOTAL			11,524.80	.00

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 THE TOTAL 11,524.80- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

API00B 4/25/2019 TOWN OF BOWLING GREEN
 TIME-14:15:41

A/P CHECK REGISTER
 Check Date - 4/26/2019

ActPd - 2019/04

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24339	18	A & M HOME CENTER	000	4/26/2019	143.59	.00
24340	600	BENNETT DEBORAH T	000	4/26/2019	140.00	.00
24341	14	CINTAS OF RICHMOND	000	4/26/2019	519.66	.00
24342	952	DUDE SOLUTIONS	000	4/26/2019	3,129.00	.00
24343	234	ENVITROCOMPLIANCE LAB INC	000	4/26/2019	1,330.00	.00
24344	234	ENVITROCOMPLIANCE LAB INC	000	4/26/2019	420.00	.00
24345	648	ERARD ANDREA G	000	4/26/2019	1,667.00	.00
24346	813	FOLEY HEATHER, CPA	000	4/26/2019	3,500.00	.00
24347	28	G & G MILFORD FARM SERV.	000	4/26/2019	211.55	.00
24348	898	JAMES MARY	000	4/26/2019	105.00	.00
24349	836	JOHN ALLISON	000	4/26/2019	140.00	.00
24350	725	MCGINLEY MICHELLE B	000	4/26/2019	70.00	.00
24351	930	WEBB EMILY	000	4/26/2019	175.00	.00
		CLASS TOTAL			11,550.80	.00
		ACH TOTAL			.00	
		CHECK TOTAL			11,550.80	
		EPY TOTAL			.00	
		FINAL TOTAL			11,550.80	.00

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TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24352	284	AMERICAN WATER WORKS	000	4/26/2019	340.00	.00
24353	897	CINTAS CORPORATION	000	4/26/2019	52.54	.00
24354	1017	CORE & MAIN	000	4/26/2019	288.00	.00
24355	679	DAVID L BROOKS HAULING &	000	4/26/2019	70.98	.00
24356	999999	GREEN BRITTANY	000	4/26/2019	100.00	.00
24357	546	JOHNSON'S EXTERMINATING	000	4/26/2019	1,565.00	.00
24358	514	K L LANGFORD EXCAVATING	000	4/26/2019	1,869.25	.00
24359	986	LAWRENCE MANDY	000	4/26/2019	200.00	.00
24360	179	LUCK STONE CORPORATION	000	4/26/2019	419.97	.00
24361	48	MID-ATLANTIC LAB	000	4/26/2019	60.00	.00
24362	999999	MINOR TOWANDA	000	4/26/2019	150.00	.00
24363	11	RAPPAHANNOCK ELEC COOP	000	4/26/2019	612.90	.00
24364	291	USA BLUE BOOK	000	4/26/2019	338.85	.00
24365	256	VERIZON WIRELESS	000	4/26/2019	40.01	.00
		CLASS TOTAL			6,107.50	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,107.50	
		EPY TOTAL			.00	
		FINAL TOTAL			6,107.50	.00

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 THE TOTAL 6,107.50 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____