

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, February 06, 2020
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor call the meeting to order 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:

O-2020-001 – Ordinance giving Town Manager Authority to regulate parking - The Mayor opened the Public Hearing at 7:02 pm and read the notice that was published in the Free Lance Star Newspaper on January 21 and January 28, 2020. He explained that the ordinance would add Section 4-411 Restricted and no-parking area generally; Powers of Town Manager to Town Code. The Mayor invited the public to comment on the matter.

There were no public comments.

Decision on the matter was moved to New Business.

DELEGATIONS:

Bowling Green Farmers Market Group - Stephen Manster, manager of the farmers' market, accompanied by Cheryl English, Karen Tignor, and Emily Schantz, informed Council that the farmers' market would be hosting Mayberry Days on April 25th which would include an expanded farmers' market, flea market, and craft and food vendors. The group asked Council to consider a monetary donation to cover the cost of port-a-potty rental for Mayberry Days and the farmers' market season.

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member T. Gaines to make a monetary donation of up to \$700 to cover the cost of port-a-potties for the Mayberry Days event and Farmers' Market season.

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.

Jessie Rollins, Caroline Complete Count Census 2020 Committee Chairperson - Ms. Rollins shared information about the upcoming census and asked Council and staff to help spread the word about the 2020 Census.

PUBLIC COMMENTS:

There were no public comments.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

- Bowling Green Police Monthly Report to Council January 2020
- Public Works and Utilities Monthly Report to Council January 2020
- Events & Economic Dev. Coordinator Council Monthly Report for January 2020
- Town Clerk/Treasurer's Monthly Report to Council January 2020
- Town Manager's Monthly Report to Council January 2020

CONSENT AGENDA:

The following items were presented to Council:

- January 2020 Bills (attached to these minutes)
- Minutes – December 2, 2019 Special Town Council Meeting
- Minutes – January 2, 2020 Town Council Meeting
- Authorize Town Manager to submit application for Wellhead Protection Grant to Virginia Department of Health
- Approval of amended job description - WWTP Operator III

January 2020 Bills and Minutes – January 2, 2020 Town Council Meeting were pulled for further discussion.

Motion made by Vice Mayor M. Gaines, Seconded by Council Member T. Gaines to approve Consent Agenda items: Minutes – December 2, 2019 Special Town Council Meeting, Authorize Town Manager to submit application for Wellhead Protection Grant to Virginia Department of Health, and Approval of amended job description - WWTP Operator III.

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

Motion passed.

Upon discussion of court appointed attorney fees that appeared in the January 2020 bills, motion was made by Council Member T. Gaines, Seconded by Council Member Howard to approve the January 2020 bills.

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

Motion passed.

Upon discussion of the representation in the minutes of how Council Member Wright's participation in closed session at the January 2, 2020 Council meeting ended, motion was made by Vice Mayor M.

Gaines, Seconded by Council Member Howard to approve the January 2, 2020 Town Council Meeting Minutes.

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

Voting Nay: Council Member T. Gaines

Motion passed.

UNFINISHED BUSINESS:

Consideration of EDA Appointment - The Mayor recommended Daniel Webb for appointment to the Economic Development Authority. Council Member McDearmon stated the EDA supported the recommendation.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Davis to appoint Daniel Webb to the Economic Development Authority for a term commencing immediately and expiring October 31, 2023.

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

Motion passed.

O-2020-001 - Ordinance giving Town Manager Authority to regulate parking -

Motion made by Vice-Mayor M. Gaines, Seconded by Council Member Wright to adopt O-2020-001 - Ordinance giving Town Manager Authority to regulate parking.

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

NEW BUSINESS:

Code of Ethics - The Town Attorney presented a draft Code of Ethics to Council. Upon discussion Council directed staff to revise the Code of Ethics to include:

- repercussions for violating of the code of ethics
- procedures for review of alleged violations
- procedure for reporting possible violation

The Town Attorney stated that she would present a revised draft to Council at the March meeting for approval.

Council member T. Gaines handed each Council member a printed email that had been sent by Council member Howard. The email addressed concerns about closed meeting discussion from the January 2, 2020 Town Council meeting being discussed by person(s) that were in the closed meeting. A discussion ensued. The Town Attorney advised Council the Virginia Freedom of Information act does not require confidentiality in closed session but some matters, such as those pertaining to personnel, may have separate legal provisions that require confidentiality.

Amended Budget Meeting Schedule

Motion made by Council Member McDearmon, Seconded by Council Member Howard to adopt the Town Manager's revised budget schedule.

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

Motion passed.

Review of ZP-2018-010 Magnolia Morning / Small Intimate Weddings

Motion made by Council Member McDearmon, Seconded by Council Member Wright to set a Public Hearing to review ZP-2018-010 - Special Use Permit for Magnolia Morning Suite to perform weddings at the bed and breakfast, and authorize the Town Manger to advertise for the Public Hearing.

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

Voting Abstaining: Vice Mayor M. Gaines, Council Member T. Gaines. (owners and applicants of the SUP to be reviewed)

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council member T. Gaines – on behalf of the Utilities, Streets, Sidewalks, and Facilities Committee she announced that the Utilities Department is close to having a fully licensed staff.

Council member Howard - stated that the Budget, Policy, Ordinance, and Personnel Committee discussed auxiliary police, Dorsey Ln sewer lines, and the FY2021 budget at their last meeting.

Council member Davis – stated that the EDA voted to suspend its facade improvement grant to conserve EDA funds.

Vice-Mayor M. Gaines - had no comment.

Council member Wright - stated that the Utilities, Streets, Sidewalks, and Facilities Committee met with the Town Manager and had a very productive meeting.

Council member McDearmon - stated that the EDA had a lot of positive things going on and that he was excited to have Dan Webb on the board. He said that the EDA Coordinator was doing a great job and was working on posting updated minutes on the Town's website. Council member T. Gaines questioned whether the EDA received and compensation from the performance bond that was issued on the Rte. 301 property. Council member McDearmon stated that the EDA received the property back free and clear when the developer defaulted on the contract.

Council member Coyle – stated that the Planning Commission met and re-elected Jeff Voit as Chairperson. She said that the Planning Commission is working with the George Washington Regional Commission on the Comprehensive Plan Review and a VDOT Smart Scale Application.

Mayor Satterwhite - had no comment.

INFORMATIONAL ITEMS:

The following informational items were noted:

Corrected Planning Commission Schedule

Invitation to Grand Opening for Artism by Joey

SEN-2020-001 - Mayberry Days

ADJOURNMENT

Motion made by Vice-Mayor M.Gaines, Seconded by Council member Howard to adjourn.

Voting Yea: M. Gaines, Howard, Davis, T. Gaines, Wright, McDearmon, Coyle.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25016	1063	ALACRITI PAYMENTS, LLC	000	1/10/2020	76.98	.00
25017	944	ATLANTIC BROADBAND /	000	1/10/2020	194.40	.00
25018	119	BOWLING GREEN FIRE DEPT	000	1/10/2020	11,000.00	.00
25019	180	BOWLING GREEN RESCUE	000	1/10/2020	1,000.00	.00
25020	429	CAROLINE COUNTY SHERIFF'S	000	1/10/2020	360.00	.00
25021	1020	CONSOLIDATED PIPE & SUP	000	1/10/2020	108.00	.00
25022	999999	DANAUS FORD	000	1/10/2020	150.00	.00
25023	679	DAVID L BROOKS HAULING &	000	1/10/2020	10,771.00	.00
25024	10	DOMINION VIRGINIA POWER	000	1/10/2020	8,210.00	.00
25025	1076	EXPERT AUTO	000	1/10/2020	110.30	.00
25026	1075	FREDERICKSBURG VA MAIN ST	000	1/10/2020	8,000.00	.00
25027	497	INDUSTRIAL CHEM LABS	000	1/10/2020	416.13	.00
25028	1015	RED BUD SUPPLY INC	000	1/10/2020	359.62	.00
25029	1060	ROCKY TOP EMBROIDERY AND	000	1/10/2020	120.00	.00
25030	859	SUNBELT RENTALS INC	000	1/10/2020	615.10	.00
25031	852	US POSTAL SERVICE	000	1/10/2020	120.00	.00
25032	291	USA BLUE BOOK	000	1/10/2020	749.95	.00
25033	19	VERIZON	000	1/10/2020	221.70	.00
25034	256	VERIZON WIRELESS	000	1/10/2020	433.27	.00
25035	12	WASTE MANAGEMENT	000	1/10/2020	7,368.11	.00
25036	1049	WEX BANK	000	1/10/2020	907.77	.00
		CLASS TOTAL			51,292.33	.00
		ACH TOTAL			.00	
		CHECK TOTAL			51,292.33	
		EPY TOTAL			.00	
		FINAL TOTAL			51,292.33	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 51,292.33- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25037	257	ON SITE PC	000	1/13/2020	1,603.74	.00
					1,603.74	.00
					.00	
					1,603.74	.00
					.00	
					1,603.74	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 1,603.74- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25041	536	CAS SEVERN	000	1/17/2020	2,600.00	.00
25042	865	CASH	000	1/17/2020	89.30	.00
25043	865	CASH	000	1/17/2020	7.47	.00
25044	1020	CONSOLIDATED PIPE & SUP	000	1/17/2020	271.10	.00
25045	679	DAVID I BROOKS HAULING &	000	1/17/2020	8,300.00	.00
25046	1058	DIAMOND SPRINGS	000	1/17/2020	29.15	.00
25047	546	JOHNSON'S EXTERMINATING	000	1/17/2020	275.00	.00
25048	919	PRO SHRED SECURITY	000	1/17/2020	45.00	.00
25049	659	SOMETAL PRODUCTS INC	000	1/17/2020	127.42	.00
25050	148	THE FREE LANCE STAR	000	1/17/2020	855.00	.00
25051	700	TREASURER OF VIRGINIA	000	1/17/2020	42.00	.00
25052	451	XEROX CORPORATION	000	1/17/2020	243.03	.00
		CLASS TOTAL			12,884.47	.00
		ACH TOTAL			.00	
		CHECK TOTAL			12,884.47	
		EPY TOTAL			.00	
		FINAL TOTAL			12,884.47	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 12,884.47- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25054	679	DAVID L BROOKS HAULING &	000	1/24/2020	4,609.25	.00
25055	217	FLORAL DESIGNS BY JOYCE	000	1/24/2020	50.00	.00
25056	546	JOHNSON'S EXTERMINATING	000	1/24/2020	1,625.00	.00
25057	257	ON SITE PC	000	1/24/2020	305.25	.00
25058	11	RAPPAHANNOCK ELEC COOP	000	1/24/2020	667.08	.00
25059	444	SENSUS METERING SYSTEMS	000	1/24/2020	1,715.95	.00
25060	1053	TACS	000	1/24/2020	150.00	.00
25061	737	TREASURER OF VIRGINIA	000	1/24/2020	60.00	.00
25062	44	VUPS	000	1/24/2020	18.90	.00
		CLASS TOTAL			9,201.43	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,201.43	
		EPY TOTAL			.00	
		FINAL TOTAL			9,201.43	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 9,201.43- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25063	18	A & M HOME CENTER	000	1/30/2020	34.90	.00
25064	1039	BIG DOG AUTOMOTIVE, LLC	000	1/30/2020	699.70	.00
25065	9999999	CHASE STREET HOPS, LLC.	000	1/30/2020	2,500.00	.00
25066	897	CINTAS CORPORATION	000	1/30/2020	32.01	.00
25067	14	CINTAS OF RICHMOND	000	1/30/2020	633.92	.00
25068	9999999	DAVIS JEAN	000	1/30/2020	18.94	.00
25069	341	DOMINION CHEMICAL CO	000	1/30/2020	352.50	.00
25070	1052	ENCO UTILITY SERVICES FLO	000	1/30/2020	537.11	.00
25071	234	ENVIROCOMPLIANCE LAB INC	000	1/30/2020	1,330.00	.00
25072	234	ENVIROCOMPLIANCE LAB INC	000	1/30/2020	650.00	.00
25073	28	G & G MILFORD FARM SERV.	000	1/30/2020	139.92	.00
25074	1059	GOOD EARTH PRODUCTS, INC	000	1/30/2020	547.85	.00
25075	546	JOHNSON'S EXTERMINATING	000	1/30/2020	639.00	.00
25076	1077	MELISSA E DANUCZEK, PLC	000	1/30/2020	316.00	.00
25077	48	MID-ATLANTIC LAB	000	1/30/2020	60.00	.00
25078	257	ON SITE PC	000	1/30/2020	172.50	.00
25079	918	STAPLES ADVANTAGE	000	1/30/2020	485.94	.00
25080	1002	VACORP	000	1/30/2020	163.82	.00
		CLASS TOTAL	000		9,314.11	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,314.11	
		EPY TOTAL			.00	
		FINAL TOTAL			9,314.11	.00

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 THE TOTAL 9,314.11 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

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