

**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**MINUTES**

**Thursday, February 04, 2021**

**7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

The Mayor called the meeting to order and noted a quorum was present. The Pledge of Allegiance was recited.

**PRESENT:**

Mayor Mark Gaines  
Vice-Mayor Valarie Coyle  
Council Member Jean Davis  
Council Member Tammie Gaines  
Council Member Deborah Howard  
Council Member Jerry Covington  
Council Member Jeff Voit  
Council Member Arthur Wholey

**Proclamation:**

Proclamation by Mayor Gaines recognizing the outstanding efforts of volunteer's responsible for organizing holiday events was presented to the following;

Jeff Sili, Mary Pitts, Karen Tignor, Barbara Croson, Emily Shantz with the Tinsel Town Group, Cheryl Englis.

**PUBLIC HEARINGS:**

**R-2021-001 – Exemption from Utility Disconnection Moratorium**

A brief explanation of the process behind the suggested R-2021-001 Exemption from Utility Disconnection Moratorium was read by acting Town Manager, Melissa Lewis.

The Mayor opened the Public Hearing for R-2021-001 Exemption from Utility Disconnection Moratorium, hearing none the Public Hearing was closed.

Motion made by Council Member Howard, Seconded by Council Member T. Gaines to accept R-2021-001 Exemption from Utility Disconnection Moratorium.

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

Voting Nay: Council Member Wholey

Motion passed.

**O-2021-001 – Ordinance updating 301 Tax District Parcels**

The Mayor requested a brief summary on O-2021-001 Ordinance updating 301 Tax District Parcels from Acting Town Manager, Melissa Lewis.

The Mayor then proceeded to open the Public Hearing for O-2021-001 Ordinance updating 301 Tax District Parcels, hearing none the Public Hearing was closed.

Motion was made by Council Member Voit, Seconded by Council Member T.Gaines to adopt as O-2021-001 – Ordinance updating 301 Tas District Parcels as presented.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

**DELEGATIONS:**

Sean Brushett – Atlantic Broadband

Mr. Sean Brushett with Atlantic Broadband joined the meeting via zoom to address issues presented at the September Town Council meeting. Mr. Brushett also provided a presentation from Atlantic Broadband.

**PUBLIC COMMENTS:**

The Mayor opened the floor for Public Comments, hearing none the Public Comments was closed.

**STAFF REPORTS & PRESENTATIONS:**

The following Staff reports were presented to Council:

Police Department Monthly Report - January 2021

Public Works and Utilities Dept. Monthly Report - January 2021

Economic Dev. & Events Coordinator Monthly Report - January 2021

Action requested for Town Council to accept the date of June 05, 2021 for the Spring Clean Sweep. Request was approved by Council.

Town Clerk/Treasurer-Acting Town Manager Monthly Report - January 2021

**CONSENT AGENDA:**

Motion made by Council Member Voit, Seconded by Vice-Mayor Coyle to accept the Consent Agenda 9-12 as presented.

(9) - Bills - January 2021(attached to these minutes)

(10) - Schedule PH for ZP-2021-002

(11) - Solid Waste Collect-Request for Bid

(12) - Utility Relief Funds MOU

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T.Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

### **UNFINISHED BUSINESS:**

#### **Reschedule Work Session for Proposed Admin Restructure**

Motion made by Council Member Voit, Seconded by Council Member Davis to schedule a work session on February 10, 2021 at 7:00 p.m. at the Town Hall for the purpose of restructuring staff and any other matters that need discussing.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T.Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey

Motion passed.

### **NEW BUSINESS:**

#### **Adopt Police Policies**

Motion made by Council Member Davis, Seconded by Council Member Howard to accept new legislation passed requiring that law enforcement update Police Policies; 2-06 Response to Resistance and 2-10 Duty to Intervene.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey

Motion passed.

#### **Caroline County Surface Water Initiative**

Motion made by Council Member T. Gaines, Seconded by Council Member Voit to approve the changes recommended by the Town Attorney on the Caroline County Surface Water Initiative where she will email the letter to each Council Member to approve before sending the letter to Caroline County.

Voting Yea: Council Member Gaines, Council Member Howard, Council Member Voit  
Voting Nay: Vice-Mayor Coyle, Council Member Davis, Council Member Covington, Council Member Wholey.

Motion did not pass

## **Caroline County Emergency Utility Repair Mutual Aid Agreement**

Motion was made and retracted by Council Member T. Gaines to table the Caroline County Emergency Utility Repair Mutual Aid Agreement.

Under the direction of the Town Attorney, a motion was not needed but suggested that the Mayor and Acting Town Manager Melissa Lewis contact Mr. Culley and Joey Schiebel with Caroline County, to get a better price structure and answers to some of the questions presented by Council.

### **REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

#### **Speeding on Maury Ave. and Main St.**

Council Member D. Howard addressed Council with the major concerns she has on the speeding issues on Maury Ave and Main Street.

Police Chief, Justin Cecil, responded to the concerns and addressed the areas and efforts being made to reduce the speeding, however the chief is working with limited resources and staff.

A letter was presented to Council from Greg and Barbara Lagasse, 233 N. Main Street expressing their concerns as well regarding the speeding and increase of larger vehicles on Main Street.

### **REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

Council Member Voit - Reported on the committees he serves. They discussed several issues to include water, possible improvements to the playground, and possibly new purchase of equipment for Public Works.

Council Member Davis - No Comment.

Council Member T. Gaines - No Comment

Vice Mayor Cole - No Comment

Council Member Howard - Revisited her issues with the speeding on Main Street and Maury. She expressed how passionate she was about this issue and would like to see it resolved.

Council Member Covington - No Comment

Council Member Wholey- No Comment

**CLOSED SESION:**

Motion made by Council Member Voit , Seconded by Council Member Vice Mayor Coyle to enter into Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1) for the purpose of discussing the hiring of a Town Manager.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit.

Motion passed.

**RECONVENE IN OPEN SESSION:**

Motion made by Council Member Davis, Seconded by Council Member T.Gaines to reconvene in open session.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

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 Council.

Mayor M.Gaines.....Yes	Vice Mayor V. Coyle.....Yes
Council Member Davis.....Yes	Council Member T. Gaines.....Yes
Council Member Howard.....Yes	Council Member Covington.....Yes
Council Member Voit.....Yes	Council Member Wholey.....Abstain

Motion made by Council Member Davis, Seconded by Council Member Gaines to nominate Melissa Lewis for Town Manager.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T.Gaines, Council Member Howard, Council Member Covington, Council Member Voit  
Voting Abstaining: Council Member Wholey

Motion passed.

**ADJOURNMENT**

Motion made by Council Member Voit, Seconded by Council Member Davis to adjourn.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T.Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25873	341	DOMINION CHEMICAL CO	000	1/22/2021	384.75	.00
25874	10	DOMINION VIRGINIA POWER	000	1/22/2021	6,954.55	.00
25875	125	E M GRAY & SON	000	1/22/2021	810.24	.00
25876	55	GALL'S LLC	000	1/22/2021	60.13	.00
25877	48	MID-ATLANTIC LAB	000	1/22/2021	60.00	.00
25878	1092	PBM	000	1/22/2021	500.00	.00
25879	919	PRO SHRED SECURITY	000	1/22/2021	45.00	.00
25880	11	RAPPAHANNOCK ELEC COOP	000	1/22/2021	1,379.67	.00
25881	291	USA BLUE BOOK	000	1/22/2021	1,312.50	.00
25882	1002	VACORP	000	1/22/2021	136.75	.00
25883	451	XEROX CORPORATION	000	1/22/2021	468.55	.00
		CLASS TOTAL			12,112.14	.00
		ACH TOTAL			.00	
		CHECK TOTAL			12,112.14	
		EPY TOTAL			.00	
		FINAL TOTAL			12,112.14	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 12,112.14- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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 DATE

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 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25898	41	VISA	000	1/22/2021	2,358.11	.00
25899	41	VISA	000	1/22/2021	2,266.83	.00
25900	41	VISA	000	1/22/2021	796.73	.00
CLASS TOTAL					5,421.67	.00
ACH TOTAL					.00	
CHECK TOTAL					5,421.67	
EPY TOTAL					.00	
FINAL TOTAL					5,421.67	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 5,421.67- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25901	1110	ARCO CONSTRUCTION, INC	000	1/29/2021	1,142.00	.00
25902	897	CINTAS CORPORATION	000	1/29/2021	13.58	.00
25903	679	DAVID L BROOKS HAULING &	000	1/29/2021	7,461.25	.00
25904	1058	DIAMOND SPRINGS	000	1/29/2021	43.30	.00
25905	546	JOHNSON'S EXTERMINATING	000	1/29/2021	625.00	.00
25906	291	USA BLUE BOOK	000	1/29/2021	46.82	.00
25907	19	VERIZON	000	1/29/2021	7.00	.00
25908	12	WASTE MANAGEMENT	000	1/29/2021	513.87	.00
		CLASS TOTAL			9,852.82	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,852.82	
		EPY TOTAL			.00	
		FINAL TOTAL			9,852.82	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 9,852.82- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25847	18	A & M HOME CENTER	000	1/15/2021	90.40	.00
25848	1063	ALACRITI PAYMENTS, LLC	000	1/15/2021	52.70	.00
25849	944	ATLANTIC BROADBAND /	000	1/15/2021	204.65	.00
25850	600	BENNETT DEBORAH T	000	1/15/2021	210.00	.00
25851	119	BOWLING GREEN FIRE DEPT	000	1/15/2021	16,000.00	.00
25852	180	BOWLING GREEN RESCUE	000	1/15/2021	1,000.00	.00
25853	999999	CARLSON KANISTA	000	1/15/2021	75.00	.00
25854	897	CINTAS CORPORATION	000	1/15/2021	67.31	.00
25855	14	CINTAS OF RICHMOND	000	1/15/2021	1,022.33	.00
25856	679	DAVID L BROOKS HAULING &	000	1/15/2021	12,538.60	.00
25857	1058	DIAMOND SPRINGS	000	1/15/2021	51.15	.00
25858	1052	ENCO UTILITY SERVICES FLO	000	1/15/2021	544.39	.00
25859	28	G & G MILFORD FARM SERV.	000	1/15/2021	233.87	.00
25860	55	GALL'S LLC	000	1/15/2021	207.98	.00
25861	987	MINCZ TIRE SERVICE	000	1/15/2021	90.00	.00
25862	444	SENSUS USA, INC	000	1/15/2021	1,715.95	.00
25863	1089	SNAP-ON TOOLS	000	1/15/2021	777.01	.00
25864	918	STAPLES ADVANTAGE	000	1/15/2021	84.59	.00
25865	1053	TACS	000	1/15/2021	450.00	.00
25866	700	TREASURER OF VIRGINIA	000	1/15/2021	40.00	.00
25867	291	USA BLUE BOOK	000	1/15/2021	887.86	.00
25868	19	VERIZON	000	1/15/2021	273.39	.00
25869	256	VERIZON WIRELESS	000	1/15/2021	2,131.21	.00
25870	44	VUPS	000	1/15/2021	34.65	.00
25871	12	WASTE MANAGEMENT	000	1/15/2021	8,845.47	.00
25872	1049	WEX BANK	000	1/15/2021	605.87	.00
		CLASS TOTAL			48,234.38	.00
		ACH TOTAL			.00	
		CHECK TOTAL			48,234.38	
		EPY TOTAL			.00	
		FINAL TOTAL			48,234.38	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 48,234.38- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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 TOWN MANAGER