



## **TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MINUTES**

December 2, 2021  
7:00 p.m.  
Town Hall  
117 Butler Street, Bowling Green, VA 22427

### **CALL TO ORDER AND QUORUM ESTABLISHED:**

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

### **PRESENT:**

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

### **ABSENT:**

Council Member Deborah Howard

### **DELEGATIONS:**

None.

### **PUBLIC COMMENT:**

Mayor Gaines opened the public comment period.

Ms. Karen Tignor, resident outside of Bowling Green – Addressed the members with concerns regarding the increase of Town Hall Rental Rates. Ms. Tignor noted the building was constructed for the use of the community and requested Council reconsider the increase.

Mayor Gaines closed the public comment period.

### **MEMBER COMMENTS:**

Council Member Jean Davis noted a lot of complaints have been received regarding nepotism on the Town Council. Ms. Davis recommended the issue be placed on the January meeting for vote.

### **STAFF REPORTS & PRESENTATIONS:**

The following staff reports were presented to Council:

Public Works/Utilities Monthly Report for November 2021.

- No further discussion.

Community & Economic Development Monthly Report for November 2021

- Review and discussion of previously requested breakdown for Expenditures and Revenue for the Harvest Festival. Council noted concern was noted of some inconsistency on the audit. Staff offered to do additional research would be conducted if requested and noted the implementation of new software will aid in matter.
- Council requested clarification regarding the allocation of funds from the 2021 Wine Festival to the 2021 Harvest Festival Fund.
- Council requested clarification regarding the total number food vendors and food tax collected. Concern was also noted of tax revenue loss from food vendors.
- Solutions for future events were discussed.

Police Department Monthly Report for November 2021

- No further discussion.

Town Clerk/Treasurer Monthly Report for November 2021

- No further discussion.

Town Manager Monthly Report for November 2021

- Update on participation of Rappahannock River Water Supply Withdrawal Permit. Caroline County provided assurance that the town is not financially obligated until implementation of the project and the Town may choose to opt out at that time.

- Update on previously noted concern regarding a missed deadline for ARPA COVID funds and noted the deadline was extended to April 30<sup>th</sup>, 2022.

### **CONSENT AGENDA:**

Mr. Wholey requested discussion on Consent Agenda Item 7.

On the motion of Ms. Gaines, seconded by Mr. Voit, which carried a vote of 7-0, the Town Council voted to accept Consent Agenda Item 6 as presented.

On the motion of Mr. Voit, seconded by Ms. Gaines, which carried a vote of 7-0, the Town Council voted to accept Consent Agenda Item 7 as presented.

### **UNFINISHED BUSINESS:**

#### **Establish Public Hearing for Town Hall Rental Rates:**

Ms. Finchum noted the addition of the \$47 per hour fee for police protection.

On the motion of Ms. Davis, seconded by Ms. Coyle, which carried a vote of 7-0, the Town Council voted to schedule the Town Hall Rental Rate Public Hearing for the January 6, 2022 meeting, with the addition of the \$47 hourly rate for police protection.

### **NEW BUSINESS:**

#### **Preliminary Engineering Report for Sewer upgrades:**

Mr. Josh Irby introduced Mr. Danylo Villhauer, Dewberry Engineers Inc., to present the Preliminary Engineering Report to the members.

Mr. Villhauer presented and discussed the following:

- Purpose to evaluate improvements to existing waste water collection system;
- Identified concrete sewer mains in poor condition in need of replacement;
- Identified sewer manholes in need of replacement;
- Identified five waste water collection in place stations in need of improvements:
  - Emergency Generators put in place
  - Pumps in need of replacement
  - Addition of security fencing needed
- Discussed waste water treatment facility improvements and capacity increase:

- Recommended remaining at existing capacity;
- Need for increase must be justified;
- Expansion in capacity would require additional nutrient removal;
- Replacement of mechanical equipment;
- Recommended addition of new equalization basin;
- Recommended modern defused duration and blower system;
- Improvements needed to filtration systems;
- Recommended new dewatering facility;
- Upgrades to electrical room and control systems;
- Suggested plant wide control data system to track plant processes;
- Review of implementation schedules;
- Review of implementation schedule of three to four years; and
- Estimated project costs of \$16,000,000.00.

Mr. Voit asked for information about additional certifications or education needed for staff regarding the modernized systems. Mr. Irby explained training process and that time would be allocated for staff training.

Mayor Gaines inquired if project implementation would require the plant to shut down. Mr. Villhauer explained the project progress would be sequenced to ensure the plant remains operational throughout construction.

Mr. Wholey asked for information regarding water usage totals included the added use of new housing developments. Mr. Irby discussed existing capacity usage.

#### **ADDITIONAL ITEMS:**

On the motion of Mr. Wholey, seconded by Mr. Voit, which carried a vote of 7-0, the Town Council voted to approve the hiring of a part-time police officer, not to exceed the current allotted budget amount for the Police Department for the year.

#### **INFORMATIONAL ITEMS:**

None.

#### **COMMITTEE REPORTS:**

Council Member Voit - Committee did not meet this month and noted cancellation of the December meeting.

Council Member Jean Davis – No discussion

Vice-Mayor Valerie Coyle – No discussion

Council Member Tammie Gaines – No discussion

Council Member Jerry Covington – No discussion  
Council Member Arthur Wholey – Committee did not meet this month.

**ADJOURNMENT:**

On the motion of Mr. Voit, seconded by Ms. Gaines, which carried a vote of 7-0, the Town Council voted to adjourn the December 2, 2021 meeting at 7:05 p.m.