



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, February 01, 2024
7:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [1.](#) Town Administration (Town Manager) Monthly Report for January 2024
- [2.](#) Town Treasurer/Finance Department Monthly Report for January 2024
- [3.](#) Police Departments Monthly Report for January 2024
- [4.](#) Public Works Department Monthly Report for January 2024

CONSENT AGENDA:

- [5.](#) Minutes – November 28, 2023 Town Council Meeting
- [6.](#) Minutes – December 5, 2023 Town Council Worksession
- [7.](#) Minutes – December 7, 2023 Town Council Meeting
- [8.](#) Minutes – December 7, 2023 Town Council Worksession
- [9.](#) Minutes – January 4, 2024 Town Council Meeting
- [10.](#) Bills – January 2024

UNFINISHED BUSINESS:

11. Audit Process and Update (FY21), Town Manager
- [12.](#) Town Council Vacancy Appointment

NEW BUSINESS:

13. FY24/25 Budget Process, Town Manager
14. Town Hall Hours of Operation

ADJOURNMENT:



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Town Administration (Town Manager)
Monthly Report for January 2024

DATE: January 29, 2024

PREPARED BY: India Adams-Jacobs, MPA, ICMA-CM (candidate), Town Manager

MONTHLY REPORT / PROJECT UPDATE:

Financial

- FY21 Pre-Audit/Audit
- Have engaged the Berkley Group for pre-audit services to assist with preparation for the FY21 audit process
- Town Manager and Interim Town Treasurer have met with the pre-audit staff
- The Town Manager and Interim Town Treasurer have met with the County Commissioner of Revenue staff for Keystone implementation.
- The Town Manager and interim town treasurer received training on the payroll module from Keystone staff.
- Review of documentation for FY21 audit
- Creation of audit work plan for FY21 audit
- Followed up with RFCA to update on the current audit process

Intergovernmental

- Town Manager with VDOT representative Kyle Bates on the 301 Chase St. project; an update has been provided to the Caroline County Board of Supervisors (attached)
- The Town Manager has met with the County Administrator to discuss several intergovernmental matters.
- The Town Manager has met with Ms. Diane Smith from Ft. Walker.
- Coordinated with Cigarette Tax Board staff at Northern Neck Planning District Commission on establishing town remittance process
- Reviewing General Assembly bills of interest
- HB655/SB645
- HB1328

Community Development & Infrastructure

- Established contact with Stantec and will host a meeting during the week of January 29th for a status report to the Town Council
- Reviewed and approved two (2) zoning applications
- Other applications under review
- Hired Community Development & Project Associate (PT)

Organizational Development

- Held the Town's first strategic planning retreat with the Town Council
- Will conduct a staff retreat in February
- Updated Town Website with Town Council vacancy

Updated job vacancies section/recruiting ongoing- Finance Director and Administrative Assistant



Fredericksburg

Caroline County Board of Supervisors January 2024 VDOT Transportation Briefing

Supervisor Updates:

Jeffrey “Jeff” Black: Western Caroline District - Chairman

- No unresolved requests

Nancy Long: Port Royal District - Vice Chair

- Route 17 drainage near Port Royal.
 - Residency staff will put together estimate for acquiring easement for stormwater. Plans to ditch this winter, but this will not be a long-term solution.

Floyd Thomas: Mattaponi District

- Turn lanes (2) requested at Caroline High School and Lakewood Drive. Looking to prioritize during the Spring’s Secondary Six Year Plan (SSYP) updates.

Jeff Sili: Bowling Green District Off-road crashes at Sparta Road and Passing Road

- Signage and striping completed in September and October of 2023

Reginald Underwood: Reedy Church District

- Trucks turning around on Ruther Glen Road.
 - Working with Integrated Directional Sign Plan (IDSP) to adjust signage on Ruther Glen Road.

Clayton Forehand: Madison District

- Concerns about Access on Route 639 project
 - “NO U-TURN” removed. When the southern parcel is in final configuration, the movement must be restricted.

Construction Projects:

- Route 639 Widening 2 lanes to 4 lanes - UPC 106670
 - Funding source: Revenue Sharing, SmartScale
 - Project to widen Ladysmith Road to 4-lanes from I-95 to Route 1
 - Construction ongoing by J.L. Kent & Sons, Inc.
 - Construction is substantially complete with all lanes open to traffic.
 - Punchlist items to be worked on thru mid-February.
- Route 1 Bridge Rehabilitation over the South River – UPC 102937
 - Funding source: Federal BR
 - Project to rehabilitate bridge by installing an overlay and repairing/strengthening beams and substructure.
 - Construction is now complete. Final mill and overlay to occur Spring 2024.

Preliminary Engineering:

- US 301/Chase Street safety improvements
 - Funding source: SmartScale
 - \$14.1 Million project to reconstruct Chase Street/301 Intersection to continuous green T.
 - Result of recommendations from 301/207 Arterial Preservation Plan.
 - Preliminary Engineering has started.
 - Resolution of support received from Town.
- Route 640 (Smoots Road) over Maracossic Creek/Smoots Pond
 - Funding source: TBD
 - Construction originally scheduled for Summer 2022, Was to be closed for 4-months
 - DCR has advised VDOT to postpone the project until the privately owned dam is in compliance.
 - Fort Walker started work on their dam on January 17. Lane closures will exist intermittently through February. Private work being done under permit.
- Route 638 over the South River Bridge replacement – UPC 113852
 - Funding source: SGR
 - Project will require a road closure.
 - Detour will be Ladysmith Road and Paige Road.
 - Construction tentatively scheduled for Fall 2025 with completion Fall 2026.
- Route 207 EB Bridge over the Mattaponi Rehab. – UPC 118289
 - Funding source: SGR
 - Superstructure replacement and substructure rehabilitation.
 - Part of a Design Build procurement bundled with multiple structures District Wide.
 - Construction date to be determined.

- Economic Development Projects
 - Funding source: Economic Development
 - Project purpose is to secure design services to provide recommendations for the improvement of Route 684 (Dry Bridge Road) and Route 652 (Ruther Glen Road).
 - Passed through Commonwealth Transportation Board (CTB) in 2023.
- Rte. 1 Project Pipeline Study (UPC 123255)
 - Funding source: Pre-Scoping
 - Study would focus on maintaining capacity along Route 1 to include management of overflow traffic due to incidents on I-95.
- Rte. 2 over Bowie's pond Bridge rehab.
 - Funding source: Maintenance
 - Construction will necessitate a single lane closure beginning on January 15 and being in place for approximately three months. A temporary traffic signal will be installed to direct alternating one-way traffic throughout construction. This traffic pattern will be in place 24 hours a day, seven days a week.
 - There will be a temporary speed reduction of 45 mph in the work zone on Rte. 2 from approximately a half-mile northbound and southbound of the bridge.
- High Risk Rural Roads Crash Analysis & Mitigation (UPC 122984)
 - Funding source: Safety HRRR
 - Project purpose is safety improvements on rural roads in Caroline, Spotsylvania and Stafford County's to include warning signs and pavement markings.
 - Caroline Routes: Ladysmith Rd, Sparta Rd, Signboard Rd, Jericho Rd, Rozell Rd, and Elevon Rd.
 - Construction to begin this Winter and complete Fall 2024.

Small Projects:

- Farmer Drive Intersection improvement - UPC 119127
 - Funding source: Secondary Telecommunications
 - Intersection realignment to a "T" intersection.
 - New intersection opened to traffic mid-January.
 - Removal of old roadway and associated grading thru the winter.
- Caroline Street Rural Addition - UPC 122271
 - Funding source: Secondary Telecommunications
 - Erosion and Sediment control and Environmental work this winter.
 - Construction Spring 2025
- Rattletrap Road Rural Rustic - UPC 122272
 - Funding source: Secondary Telecommunications, unpaved road funds
 - Environmental work and sediment control plans under review.
 - Construction Summer 2024.

Traffic Engineering:

- Paige Road / Route 1 Intersection
 - Installation of advanced warning flashers.
 - Installation complete
- Sparta Road at Passing Road Intersection
 - Installation of additional signage and pavement markings to reduce roadway departures.
 - Work completed in Fall 2023.
- Route 619 Chase Street at Route 301
 - Installation of additional signage and pavement markings in crossover area to reduce vehicle conflicts is complete.

Maintenance:

- Drainage work ongoing to address recurrent flooding areas
- Crews are focusing on pipes, ditches, and shoulders that need attention to address recent heavy rainfall throughout the County
- Crews have addressed many short-term fixes and are developing plans for areas that will require more long-term solutions
- Manicure Mowing Contract:
 - VDOT administered contract available for County to fund mowing of select areas more often than VDOT best practices (2-3 times per year)
 - Maintenance agreement to be in place by Spring for County to utilize contract
- Paving Schedule
 - 2023 maintenance paving routes completed.
 - 2024 planned contracts are currently being awarded.
 - List of routes below:

Caroline County 2024 Resurfacing Schedule

Route	Direction	Road	From	To	Treatment	Lane Miles
17	Both	Tidewater Trl	1.05 Mi N Rte 610 (Pepmeier Hill Rd)	Spotsylvania/Caroline Countyline	Plant Mix	3.70
30	Both	Dawn Blvd	0.08 Mi West of Rte.301 (Richmond Turnpike)	King William/Caroline County Line	Plant Mix	6.70
601	Both	Mt. Vernon Chruch Rd	0.01 Mi N of Rte. 600 (Frog Level Rd)	0.01 Mi S of Rte. 647 (Reedy Mill Rd)	Surface Treatment	5.24
630	Both	Sparta Rd	0.01 Mi E of Rte. 721 (Newtown Rd)	Essex CL	Surface Treatment	19.58
639	Both	Ladysmith Rd	0.1 Mi E of Rte. 664 (Balty Rd)	0.01 Mi W of Rte. 207 (Rogers Clark Blvd)	Plant Mix	5.92
639	Both	Ladysmith Rd	0.01 Mi E Rte 738 (Partlow Rd)	0.01 Mi E of Rte. 1425 (Bridlewood Ln)	Plant Mix	6.48
652	Both	Signboard Rd	0.01 Mi N of Rte. 30 (Dawn Blvd)	0.01 Mi N of Rte. 652 (Ruther Glen Rd)	Surface Treatment	7.66
653	Both	Burruss Ln	0.01 Mi E of Rte. 652 (Signboard Rd)	0.01 Mi W of Rte. 301 (Richmond Tpke)	Surface Treatment	6.90
654	Both	Burkes Bridge Rd	0.01 Mi N of Rte. 601 (Reedy Mill Rd)	0.01 Mi S of Rte. 627 (Mattaponi Trl)	Surface Treatment	5.68
654	Both	Signboard Rd	0.01 Mi N of Rte. 652 (Ruther Glen Rd)	Int. Rte. 656 (Dry Bridge Rd)	Surface Treatment	3.40
663	Both	Shumans Rd	0.01 Mi E of Rte. 648 (Sunshine Rd)	0.01 Mi W of Rte. 601 (Mt. Vernon Church Rd)	Surface Treatment	6.50
664	Both	Balty Rd	0.01 Mi S of Rte. 639 (Ladysmith Rd)	End State Maintenance	Surface Treatment	5.60
670	Both	Lewis Moore Rd	0.01 Mi S of Rte. 663 (Shumans Rd)	0.01 Mi N of Rte. 600 (Frog Level Rd)	Surface Treatment	3.20
683	Both	C.c.c. Rd	0.01 Mi E of Rte. 658 (Jericho Rd)	0.01 Mi W of Route 1	Surface Treatment	8.42
717	Both	Cecil Rd	0.01 Mi S of Rte. 721 (Sparta Rd)	End State Maintenance	Surface Treatment	1.10
					Total	96.08

Contacts for questions or concerns:

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TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Town Treasurer/Finance Department Monthly Report for January 2024

DATE: January 29, 2024

PREPARED BY: Trish Chenault, Interim Treasurer

MONTHLY REPORT / PROJECT UPDATE:

- Working with Caroline County with tax bills
- Researching/correcting utility bills
- Consolidating and posting all credit card payments with bank statement & Orbipay
- Completed monthly payroll/taxes.
- Completed monthly accounts payable.
- Processed returned checks & fees
- Take deposits to bank
- Closing/balancing register at end of day and running reports
- Posting payments
- Town Hall Rentals
- Speaking with Alacriti trying to fix autopay issues
- Speaking with Sensus fixing meter read issues
- Helping with Audits
- Utility billing

ATTACHMENTS:

- Monthly Town Hall Rental Report – January 2024
- YTD FY24 Revenue/Expenditure Report

HEADS UP ITEMS:

TOWN HALL RENTALS

January 2024

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
1	Town Hall Activities	Happy Yoga Class	\$ 40.00
1	Private Event	Holiday Party	\$1275.00
1	Private Event	Birthday Party	\$1475.00
3		Totals	\$2790.00



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-011010-0001-0000-000	CURRENT YEAR TAXES	140,000.00	140,000.00	144,096.20	-4,096.20	-2.93	R
100-011010-0002-0000-000	DELINQUENT TAXES	500.00	500.00	488.83	11.17	2.23	R
011010-Field2Description		140,500.00	140,500.00	144,585.03	-4,085.03	-2.91	
100-011011-0001-0000-000	CURRENT YEAR TAXES	30,000.00	30,000.00	26,532.70	3,467.30	11.56	R
011011-Field2Description		30,000.00	30,000.00	26,532.70	3,467.30	11.56	
100-011020-0001-0000-000	CURRENT YEAR	3,200.00	3,200.00	6.60	3,193.40	99.79	R
011020-Field2Description		3,200.00	3,200.00	6.60	3,193.40	99.79	
100-011030-0001-0000-000	CURRENT YEAR TAXES	40,000.00	40,000.00	65,182.19	-25,182.19	-62.96	R
100-011030-0002-0000-000	DELINQUENT TAXES	500.00	500.00	1,068.64	-568.64	-113.73	R
011030-Field2Description		40,500.00	40,500.00	66,250.83	-25,750.83	-63.58	
100-011060-0001-0000-000	PENALTY	2,000.00	2,000.00	0.00	2,000.00	100.00	R
100-011060-0002-0000-000	INTEREST	1,600.00	1,600.00	0.00	1,600.00	100.00	R
011060-Field2Description		3,600.00	3,600.00	0.00	3,600.00	100.00	
100-016099-0003-0000-000	TRASH REVENUE	93,500.00	93,500.00	67,247.34	26,252.66	28.08	R
016099-Field2Description		93,500.00	93,500.00	67,247.34	26,252.66	28.08	
100-120101-0001-0000-000	SALES TAX	35,000.00	35,000.00	24,379.86	10,620.14	30.34	R



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Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
120101-Field2Description		35,000.00	35,000.00	24,379.86	10,620.14	30.34	
100-120201-0001-0000-000	CONSUMER UTILITY TAX	30,000.00	30,000.00	19,634.37	10,365.63	34.55	R
120201-Field2Description		30,000.00	30,000.00	19,634.37	10,365.63	34.55	
100-120301-0001-0000-000	BUSINESS LICENSE	95,000.00	95,000.00	3,740.62	91,259.38	96.06	R
120301-Field2Description		95,000.00	95,000.00	3,740.62	91,259.38	96.06	
100-120501-0001-0000-000	VEHICLE LICENSE FEES	0.00	0.00	36.00	-36.00	0.00	R
100-120501-0005-0000-000	VEHICLE REGISTRATION FEES (PP BILL)	15,000.00	15,000.00	0.00	15,000.00	100.00	R
120501-Field2Description		15,000.00	15,000.00	36.00	14,964.00	99.76	
100-120601-0001-0000-000	BANK STOCK TAX	250,000.00	250,000.00	0.00	250,000.00	100.00	R
120601-Field2Description		250,000.00	250,000.00	0.00	250,000.00	100.00	
100-121001-0001-0000-000	TRANSIENT OCCUPANCY TAX	3,000.00	3,000.00	927.09	2,072.91	69.10	R
121001-Field2Description		3,000.00	3,000.00	927.09	2,072.91	69.10	
100-121101-0001-0000-000	MEALS TAX	250,000.00	250,000.00	238,698.31	11,301.69	4.52	R
121101-Field2Description		250,000.00	250,000.00	238,698.31	11,301.69	4.52	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-130306-0001-0000-000	ZONING PERMITS/FEES	1,000.00	1,000.00	1,280.00	-280.00	-28.00	R
100-130306-0002-0000-000	HOME OCCUPATION PERMITS	700.00	700.00	50.00	650.00	92.86	R
130306-Field2Description		1,700.00	1,700.00	1,330.00	370.00	21.76	
100-140101-0001-0000-000	POLICE/COURT FINES	20,000.00	20,000.00	12,792.77	7,207.23	36.04	R
100-140101-0002-0000-000	RETURNED CHECK FEE	100.00	100.00	75.00	25.00	25.00	R
100-140101-0003-0000-000	E SUMMONS FEES **RESTRICTED USE**	1,300.00	1,300.00	1,095.00	205.00	15.77	R
140101-Field2Description		21,400.00	21,400.00	13,962.77	7,437.23	34.75	
100-150201-0001-0000-000	CABLE PROPERTY RENTAL	6,000.00	6,000.00	7,105.13	-1,105.13	-18.42	R
100-150201-0002-0000-000	TOWN HALL RENTALS	12,000.00	12,000.00	13,375.00	-1,375.00	-11.46	R
100-150201-0005-0000-000	TOWN HALL ACTIVITY FEES	500.00	500.00	758.00	-258.00	-51.60	R
150201-Field2Description		18,500.00	18,500.00	21,238.13	-2,738.13	-14.80	
100-189000-0900-0000-000	MISCELLANEOUS	0.00	0.00	1,439.00	-1,439.00	0.00	R
189000-Field2Description		0.00	0.00	1,439.00	-1,439.00	0.00	
100-220109-0001-0000-000	VA 599 POLICE FUNDING	24,500.00	24,500.00	0.00	24,500.00	100.00	R
220109-Field2Description		24,500.00	24,500.00	0.00	24,500.00	100.00	
100-220110-0001-0000-000	PPTRA REIMBURSEMENT-STATE	21,900.00	21,900.00	0.00	21,900.00	100.00	R



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	TYPE
220110-Field2Description		21,900.00	21,900.00	0.00	21,900.00	100.00	
100-220111-0001-0000-000	COMMUNICATIONS TAX	31,500.00	31,500.00	13,403.81	18,096.19	57.45	R
220111-Field2Description		31,500.00	31,500.00	13,403.81	18,096.19	57.45	
100-240407-0001-0000-000	LITTER GRANT	1,595.00	1,595.00	5,585.00	-3,990.00	-250.16	R
240407-Field2Description		1,595.00	1,595.00	5,585.00	-3,990.00	-250.16	
100-240412-0001-0000-000	VIRGINIA FIRE PROGRAMS	15,000.00	15,000.00	0.00	15,000.00	100.00	R
240412-Field2Description		15,000.00	15,000.00	0.00	15,000.00	100.00	
100-999999-0001-0000-000	MISCELLANEOUS	4,000.00	4,000.00	0.00	4,000.00	100.00	R
999999-Field2Description		4,000.00	4,000.00	0.00	4,000.00	100.00	
General Fund		1,129,395.00	1,129,395.00	648,997.46	480,397.54	42.54	
400-019050-0100-0000-000	HARVEST FESTIVAL	15,000.00	15,000.00	18,044.03	-3,044.03	-20.29	R
400-019050-0300-0000-000	TOWN HALL ACTIVITIES	1,000.00	1,000.00	0.00	1,000.00	100.00	R
400-019050-0500-0000-000	MISC EVENTS	0.00	0.00	250.00	-250.00	0.00	R
019050-Field2Description		16,000.00	16,000.00	18,294.03	-2,294.03	-14.34	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
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Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
Events / Activities		16,000.00	16,000.00	18,294.03	-2,294.03	-14.34	
500-016099-0001-0000-000	WATER SALES	460,000.00	460,000.00	332,771.23	127,228.77	27.66	R
500-016099-0003-0000-000	ACCOUNT SETUP FEES	1,000.00	1,000.00	540.00	460.00	46.00	R
500-016099-0004-0000-000	WATER RECONNECT FEES	500.00	500.00	25.00	475.00	95.00	R
500-016099-0005-0000-000	CONNECTIONS FEES-WATER	1,000.00	1,000.00	2,250.00	-1,250.00	-125.00	R
500-016099-0006-0000-000	PENALTY FEES	5,000.00	5,000.00	0.00	5,000.00	100.00	R
500-016099-0010-0000-000	WATER AVAILABILITY FEES	12,000.00	12,000.00	18,000.00	-6,000.00	-50.00	R
500-016099-0012-0000-000	UTILITY INSPECTION FEES	0.00	0.00	210.00	-210.00	0.00	R
500-016099-0015-0000-000	IRRIGATION SYSTEM APPLICATION FEE	100.00	100.00	50.00	50.00	50.00	R
016099-Field2Description		479,600.00	479,600.00	353,846.23	125,753.77	26.22	
Water Expenditures		479,600.00	479,600.00	353,846.23	125,753.77	26.22	
520-016099-0002-0000-000	SEWER SALES	430,000.00	430,000.00	331,284.39	98,715.61	22.96	R
520-016099-0007-0000-000	CONNECTION FEES- SEWER	2,250.00	2,250.00	2,250.00	0.00	0.00	R
520-016099-0011-0000-000	SEWER AVAILABILITY FEES	12,000.00	12,000.00	18,000.00	-6,000.00	-50.00	R
016099-Field2Description		444,250.00	444,250.00	351,534.39	92,715.61	20.87	
Sewer Operations		444,250.00	444,250.00	351,534.39	92,715.61	20.87	
Revenue		2,069,245.00	2,069,245.00	1,372,672.11	696,572.89	33.66	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
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Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-012110-1101-0000-000	SALARIES	56,000.00	56,000.00	17,928.26	38,071.74	67.99	X
100-012110-1150-0000-000	PT Salaries and Wages	10,000.00	10,000.00	0.00	10,000.00	100.00	X
100-012110-2100-0000-000	FICA	4,284.00	4,284.00	0.00	4,284.00	100.00	X
100-012110-3000-0000-000	TOWN MANAGER EXPENSES	1,000.00	1,000.00	1,840.53	-840.53	-84.05	X
100-012110-3100-0000-000	CONTINGENCY	35,000.00	35,000.00	4,744.96	30,255.04	86.44	X
100-012110-3140-0000-000	CONTRACTED SERVICES/SHREDDING	100.00	100.00	105.02	-5.02	-5.02	X
100-012110-3150-0000-000	PROFESSIONAL SERVICES - LEGAL	24,000.00	24,000.00	67,864.76	-43,864.76	-182.77	X
100-012110-3152-0000-000	WEB BASED SERVICES	10,000.00	10,000.00	6,792.50	3,207.50	32.08	X
100-012110-3600-0000-000	ADVERTISING	2,000.00	2,000.00	10,002.93	-8,002.93	-400.15	X
100-012110-5250-0000-000	TELECOMMUNICATIONS	1,200.00	1,200.00	275.46	924.54	77.05	X
100-012110-5300-0000-000	TOWN INSURANCE-GENERAL FUND	30,000.00	30,000.00	4,679.50	25,320.50	84.40	X
100-012110-5545-0000-000	CONFRENCE EXPENSES/TRAINING EXPEN	1,000.00	1,000.00	0.00	1,000.00	100.00	X
100-012110-5810-0000-000	MEMBERSHIP DUES	900.00	900.00	850.00	50.00	5.56	X
100-012110-5830-0000-000	COVID-19 EXPENSES	0.00	0.00	520,225.68	-520,225.68	0.00	X
100-012110-5840-0000-000	MISCELLANEOUS	0.00	0.00	922.45	-922.45	0.00	X
100-012110-6001-0000-000	OFFICE/MEETING SUPPLIES & PRINTIN	2,000.00	2,000.00	620.76	1,379.24	68.96	X
100-012110-6021-0000-000	PUBLIC RELATIONS	0.00	0.00	1,591.34	-1,591.34	0.00	X
Council and Town Manager Office		177,484.00	177,484.00	638,444.15	-460,960.15	-259.72	
100-012410-0000-0000-000	***TREASURER'S EXPENSES***	0.00	0.00	8.55	-8.55	0.00	X
100-012410-1101-0000-000	SALARIES/WAGES	103,540.00	103,540.00	41,965.00	61,575.00	59.47	X
100-012410-2100-0000-000	FICA	7,921.00	7,921.00	0.00	7,921.00	100.00	X
100-012410-2210-0000-000	VRS	14,993.00	14,993.00	0.00	14,993.00	100.00	X
100-012410-2300-0000-000	HEALTH PLAN	21,032.00	21,032.00	0.00	21,032.00	100.00	X
100-012410-2400-0000-000	GROUP LIFE	1,387.00	1,387.00	0.00	1,387.00	100.00	X
100-012410-2500-0000-000	HYBRID DISBILITY INSURANCE	500.00	500.00	0.00	500.00	100.00	X
100-012410-3120-0000-000	AUDIT	21,000.00	21,000.00	0.00	21,000.00	100.00	X
100-012410-3130-0000-000	CREDIT CARD AND BANK FEES	0.00	0.00	79.48	-79.48	0.00	X
100-012410-3150-0000-000	PROFESSIONAL SERVICES - CPA	12,000.00	12,000.00	12,407.25	-407.25	-3.39	X
100-012410-3310-0000-000	OFFICE EQUIPMENT	4,000.00	4,000.00	1,444.44	2,555.56	63.89	X
100-012410-3320-0000-000	COMPUTER LICENSES/SUPPORT	22,000.00	22,000.00	27,582.50	-5,582.50	-25.38	X
100-012410-5210-0000-000	POSTAGE	2,500.00	2,500.00	160.56	2,339.44	93.58	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-012410-5230-0000-000	TELECOMMUNICATIONS	2,500.00	2,500.00	0.00	2,500.00	100.00	X
100-012410-5540-0000-000	EDUCATION/TRAINING	2,000.00	2,000.00	172.36	1,827.64	91.38	X
100-012410-5810-0000-000	MEMBERSHIP DUES	300.00	300.00	0.00	300.00	100.00	X
100-012410-5840-0000-000	MISCELLANEOUS	0.00	0.00	79.80	-79.80	0.00	X
100-012410-6001-0000-000	OFFICE SUPPLIES & PRINTING	2,000.00	2,000.00	2,801.37	-801.37	-40.07	X
Treasurer		217,673.00	217,673.00	86,701.31	130,971.69	60.17	
100-031100-1101-0000-000	SALARIES/WAGES	105,000.00	105,000.00	72,267.01	32,732.99	31.17	X
100-031100-1150-0000-000	PART-TIME SALARY AND WAGES	6,000.00	6,000.00	2,025.00	3,975.00	66.25	X
100-031100-2100-0000-000	FICA	8,492.00	8,492.00	0.00	8,492.00	100.00	X
100-031100-2210-0000-000	VRS	15,204.00	15,204.00	0.00	15,204.00	100.00	X
100-031100-2300-0000-000	HEALTH PLAN	9,130.00	9,130.00	0.00	9,130.00	100.00	X
100-031100-2400-0000-000	GROUP LIFE	1,407.00	1,407.00	0.00	1,407.00	100.00	X
100-031100-2500-0000-000	HYBRID DISABILITY INSURANCE	233.00	233.00	0.00	233.00	100.00	X
100-031100-2720-0000-000	BUILDING REPAIRS/MAINTENANCE	1,000.00	1,000.00	50.00	950.00	95.00	X
100-031100-3310-0000-000	VEHICLE MAINTENANCE	3,000.00	3,000.00	1,192.03	1,807.97	60.27	X
100-031100-3312-0000-000	EQUIPMENT REPAIR	200.00	200.00	0.00	200.00	100.00	X
100-031100-3320-0000-000	PROFESSIONAL SERVICES	0.00	0.00	700.00	-700.00	0.00	X
100-031100-5110-0000-000	ELECTRICITY	1,800.00	1,800.00	304.18	1,495.82	83.10	X
100-031100-5230-0000-000	TELECOMMUNICATIONS	3,000.00	3,000.00	0.00	3,000.00	100.00	X
100-031100-5540-0000-000	EDUCATION/TRAINING	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-031100-5810-0000-000	MEMBERSHIP DUES/SUBSCRIPTIONS	2,000.00	2,000.00	2,322.00	-322.00	-16.10	X
100-031100-6001-0000-000	OFFICE SUPPLIES & PRINTING	1,000.00	1,000.00	404.32	595.68	59.57	X
100-031100-6008-0000-000	VEHICLE FUEL/OIL	6,000.00	6,000.00	1,020.45	4,979.55	82.99	X
100-031100-6010-0000-000	EQUIPMENT/SUPPLIES	5,000.00	5,000.00	0.00	5,000.00	100.00	X
100-031100-6011-0000-000	UNIFORMS	3,000.00	3,000.00	0.00	3,000.00	100.00	X
Police Department		172,966.00	172,966.00	80,284.99	92,681.01	53.58	
100-031200-0003-0000-000	USE OF E-SUMMONS FEES	3,500.00	3,500.00	3,757.40	-257.40	-7.35	X



TOWN OF BOWLING GREEN
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Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
031200-Field2Description		3,500.00	3,500.00	3,757.40	-257.40	-7.35	
100-032000-5650-0000-000	FIRE PROGRAM FUNDS	15,000.00	15,000.00	15,000.00	0.00	0.00	X
032000-Field2Description		15,000.00	15,000.00	15,000.00	0.00	0.00	
100-043100-1101-0000-000	SALARIES	79,835.00	79,835.00	49,207.93	30,627.07	38.36	X
100-043100-1201-0000-000	SALARIES/WAGES- OVERTIME	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-043100-2100-0000-000	FICA	6,108.00	6,108.00	0.00	6,108.00	100.00	X
100-043100-2210-0000-000	VRS	10,402.00	10,402.00	0.00	10,402.00	100.00	X
100-043100-2300-0000-000	HEALTH PLAN	17,845.00	17,845.00	0.00	17,845.00	100.00	X
100-043100-2400-0000-000	GROUP LIFE	963.00	963.00	0.00	963.00	100.00	X
100-043100-2500-0000-000	HYBRID DISABILITY INSURANCE	209.00	209.00	0.00	209.00	100.00	X
100-043100-3311-0000-000	VEHICLE MAINT	2,000.00	2,000.00	7,753.24	-5,753.24	-287.66	X
100-043100-5110-0000-000	ELECTRICITY-STREETLIGHTS	24,000.00	24,000.00	5,904.10	18,095.90	75.40	X
100-043100-5230-0000-000	TELECOMMUNICATIONS	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-043100-5300-0000-000	INSURANCE	5,000.00	5,000.00	4,679.50	320.50	6.41	X
100-043100-5540-0000-000	EDUCATION/ TRAINING	500.00	500.00	0.00	500.00	100.00	X
100-043100-6001-0000-000	OFFICE SUPPLIES & PRINTING	500.00	500.00	0.00	500.00	100.00	X
100-043100-6005-0000-000	JANITORIAL SUPPLIES	0.00	0.00	32.87	-32.87	0.00	X
100-043100-6006-0000-000	HAND TOOLS	500.00	500.00	0.00	500.00	100.00	X
100-043100-6007-0000-000	REPAIR/ MAINT TOWN BUILDINGS	14,000.00	14,000.00	868.93	13,131.07	93.79	X
100-043100-6008-0000-000	VEHICLE FUEL/ OIL	3,000.00	3,000.00	1,436.21	1,563.79	52.13	X
100-043100-6009-0000-000	EQUIPMENT/ SUPPLIES	4,000.00	4,000.00	5,588.56	-1,588.56	-39.71	X
100-043100-6011-0000-000	UNIFORMS/ SAFETY EQUIP	1,500.00	1,500.00	201.66	1,298.34	86.56	X
100-043100-7110-0000-000	PARKING LOT/STREET/SIDEWALK MAINT	7,000.00	7,000.00	2,769.57	4,230.43	60.43	X
100-043100-7120-0000-000	PARK MAINTENANCE	1,500.00	1,500.00	75.00	1,425.00	95.00	X
100-043100-7130-0000-000	REFUSE COLLECTION	98,500.00	98,500.00	17,960.64	80,539.36	81.77	X
100-043100-7140-0000-000	LITTER GRANT	1,200.00	1,200.00	0.00	1,200.00	100.00	X
100-043100-7200-0000-000	TOWN HALL EXPENSES	30,000.00	30,000.00	14,740.27	15,259.73	50.87	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
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Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
Public Works		311,562.00	311,562.00	111,218.48	200,343.52	64.30	
General Fund		898,185.00	898,185.00	935,406.33	-37,221.33	-4.14	
300-300100-8700-0000-000	REFINANCING AND USDA PROJECTS	0.00	0.00	5,920.63	-5,920.63	0.00	X
300100-Field2Description		0.00	0.00	5,920.63	-5,920.63	0.00	
Capital Improvement		0.00	0.00	5,920.63	-5,920.63	0.00	
400-071200-1210-0000-000	HARVEST FESTIVAL	35,000.00	35,000.00	15,726.64	19,273.36	55.07	X
400-071200-1230-0000-000	MUSIC ON THE GREEN	5,000.00	5,000.00	4,600.00	400.00	8.00	X
400-071200-1250-0000-000	PARADE/HOLIDAY EVENTS	2,000.00	2,000.00	1,406.54	593.46	29.67	X
400-071200-1310-0000-000	TOWN HALL ACTIVITIES	2,000.00	2,000.00	910.00	1,090.00	54.50	X
Events & Activities		44,000.00	44,000.00	22,643.18	21,356.82	48.54	
Events / Activities		44,000.00	44,000.00	22,643.18	21,356.82	48.54	
500-500100-1101-0000-000	SALARIES	120,221.00	120,221.00	63,270.49	56,950.51	47.37	X
500-500100-1201-0000-000	SALARIES/WAGES-OVERTIME	3,000.00	3,000.00	0.00	3,000.00	100.00	X
500-500100-2100-0000-000	FICA	9,197.00	9,197.00	0.00	9,197.00	100.00	X
500-500100-2210-0000-000	VRS	16,250.00	16,250.00	0.00	16,250.00	100.00	X
500-500100-2300-0000-000	HEALTH PLAN	19,567.00	19,567.00	0.00	19,567.00	100.00	X
500-500100-2400-0000-000	GROUP LIFE	1,504.00	1,504.00	0.00	1,504.00	100.00	X
500-500100-2500-0000-000	HYBRID DISABILITY	191.00	191.00	0.00	191.00	100.00	X



TOWN OF BOWLING GREEN
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Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
500-500100-3140-0000-000	ENGINEERING/PROF. SERVICES	0.00	0.00	8,781.25	-8,781.25	0.00	X
500-500100-3311-0000-000	VEHICLE MAINT	3,000.00	3,000.00	863.96	2,136.04	71.20	X
500-500100-3320-0000-000	COMPUTER LICENSES/SUPPORT	2,000.00	2,000.00	5,381.84	-3,381.84	-169.09	X
500-500100-5110-0000-000	ELECTRICITY	20,000.00	20,000.00	3,912.71	16,087.29	80.44	X
500-500100-5210-0000-000	MAILING COSTS	1,000.00	1,000.00	2,564.21	-1,564.21	-156.42	X
500-500100-5230-0000-000	TELECOMMUNICATIONS	4,200.00	4,200.00	1,582.79	2,617.21	62.31	X
500-500100-5300-0000-000	TOWN INSURANCE-WATER	4,700.00	4,700.00	4,679.50	20.50	0.44	X
500-500100-5540-0000-000	Education/Training/License/Permit	3,000.00	3,000.00	8,733.46	-5,733.46	-191.12	X
500-500100-5810-0000-000	FEES AND DUES	4,000.00	4,000.00	3,083.00	917.00	22.93	X
500-500100-5820-0000-000	LICENSES AND PERMITS	0.00	0.00	3,180.00	-3,180.00	0.00	X
500-500100-5840-0000-000	MISCELLANEOUS	200.00	200.00	270.31	-70.31	-35.16	X
500-500100-5899-0000-000	Miss Utility Costs	500.00	500.00	0.00	500.00	100.00	X
500-500100-6001-0000-000	OFFICE SUPPLIES/EQUIPMENT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
500-500100-6005-0000-000	Janitorial Supplies	1,500.00	1,500.00	0.00	1,500.00	100.00	X
500-500100-6006-0000-000	HAND TOOLS	1,000.00	1,000.00	0.00	1,000.00	100.00	X
500-500100-6007-0000-000	REPAIR / MAINTENANCE	107,141.00	107,141.00	100,705.08	6,435.92	6.01	X
500-500100-6008-0000-000	VEHICLE FUEL/OIL	2,229.00	2,229.00	0.00	2,229.00	100.00	X
500-500100-6009-0000-000	EQUIPMENT/SUPPLIES	3,500.00	3,500.00	34.24	3,465.76	99.02	X
500-500100-6011-0000-000	UNIFORMS/SAFETY EQUIP	3,000.00	3,000.00	287.86	2,712.14	90.40	X
500-500100-6021-0000-000	TESTING SUPPLIES/CHEMICALS	5,000.00	5,000.00	1,405.80	3,594.20	71.88	X
500-500100-6022-0000-000	WATER TESTING	8,000.00	8,000.00	6,464.00	1,536.00	19.20	X
500-500100-6050-0000-000	METER/FIRE HYDRANTS	5,000.00	5,000.00	0.00	5,000.00	100.00	X
500-500100-6060-0000-000	WELL HEAD PROTECTION GRANT	10,000.00	10,000.00	0.00	10,000.00	100.00	X
500-500100-8500-0000-000	2018 Loan Interest Expense	53,986.00	53,986.00	0.00	53,986.00	100.00	X
Water Operations		414,886.00	414,886.00	215,200.50	199,685.50	48.13	
500-500500-3500-0000-000	USDA System Upgrade	0.00	0.00	20,131.86	-20,131.86	0.00	X
500500-Field2Description		0.00	0.00	20,131.86	-20,131.86	0.00	



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Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
Water Expenditures		414,886.00	414,886.00	235,332.36	179,553.64	43.28	
520-500100-1101-0000-000	SALARIES	156,481.00	156,481.00	93,765.51	62,715.49	40.08	X
520-500100-1201-0000-000	OVERTIME	3,423.00	3,423.00	0.00	3,423.00	100.00	X
520-500100-2100-0000-000	FICA	11,971.00	11,971.00	0.00	11,971.00	100.00	X
520-500100-2210-0000-000	VRS	21,500.00	21,500.00	0.00	21,500.00	100.00	X
520-500100-2300-0000-000	HEALTH INSURANCE	19,220.00	19,220.00	0.00	19,220.00	100.00	X
520-500100-2400-0000-000	GROUP LIFE	1,990.00	1,990.00	0.00	1,990.00	100.00	X
520-500100-2500-0000-000	HYBRID DISABILITY	511.00	511.00	0.00	511.00	100.00	X
520-500100-3160-0000-000	TESTING	21,000.00	21,000.00	11,700.00	9,300.00	44.29	X
520-500100-3180-0000-000	SLUDGE REMOVAL	20,000.00	20,000.00	41,936.14	-21,936.14	-109.68	X
520-500100-3311-0000-000	VEHICLE MAINT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
520-500100-3320-0000-000	PROFESSIONAL SERVICES	0.00	0.00	1,500.00	-1,500.00	0.00	X
520-500100-5110-0000-000	ELECTRICITY	30,000.00	30,000.00	11,701.71	18,298.29	60.99	X
520-500100-5120-0000-000	PROPANE	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-5210-0000-000	MAILING COSTS	750.00	750.00	0.00	750.00	100.00	X
520-500100-5230-0000-000	TELECOMMUNICATIONS	1,500.00	1,500.00	0.00	1,500.00	100.00	X
520-500100-5300-0000-000	INSURANCE	4,250.00	4,250.00	4,679.50	-429.50	-10.11	X
520-500100-5540-0000-000	Education/Training/License	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-5613-0000-000	VPDES FEES/DEQ	4,000.00	4,000.00	888.64	3,111.36	77.78	X
520-500100-5840-0000-000	SEWER OPS MISCELLANEOUS	200.00	200.00	186.47	13.53	6.77	X
520-500100-5899-0000-000	MISS UTILITY COST	500.00	500.00	208.65	291.35	58.27	X
520-500100-6001-0000-000	OFFICE SUPPLIES	900.00	900.00	0.00	900.00	100.00	X
520-500100-6004-0000-000	LAB SUPPLIES/CHEMICALS	10,000.00	10,000.00	7,547.77	2,452.23	24.52	X
520-500100-6005-0000-000	Janitorial Supplies	1,000.00	1,000.00	19.37	980.63	98.06	X
520-500100-6006-0000-000	SMALL TOOLS	1,000.00	1,000.00	0.00	1,000.00	100.00	X
520-500100-6007-0000-000	REPAIR / MAINTENANCE	85,000.00	85,000.00	80,856.57	4,143.43	4.87	X
520-500100-6008-0000-000	VEHICLE FUEL/OIL	2,624.00	2,624.00	0.00	2,624.00	100.00	X
520-500100-6011-0000-000	UNIFORMS/SAFETY EQUIPMENT	2,500.00	2,500.00	959.20	1,540.80	61.63	X
520-500100-6030-0000-000	PLANT & LAB SUPPLIES/CHEMICALS	0.00	0.00	287.82	-287.82	0.00	X
520-500100-8500-0000-000	Loan Interest Expense	161,270.00	161,270.00	0.00	161,270.00	100.00	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
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Water Operations		569,590.00	569,590.00	256,237.35	313,352.65	55.01	

Sewer Operations		569,590.00	569,590.00	256,237.35	313,352.65	55.01	

Expense		-1,926,661.00	-1,926,661.00	-1,455,539.85	-471,121.15	24.45	
=====							
Report Total		142,584.00	142,584.00	-82,867.74	225,451.74	158.12	



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: Police Departments Monthly Report January 2024

DATE: 01/25/2024

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for January 2024

26-Total calls for service

9-Assist other agencies

21-Summons / Parking tickets

2- assaults/Domestic

47-Park walk and talks

1- Larcenies

2- Motor Vehicle Accidents

41-Property checks/ Vacation checks/ Business Checks

ATTACHMENTS:

None

HEADS UP ITEMS:

Taking applications for police officer due to vacancy.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: Public Works Department Monthly Report for January 2024

DATE: January 25, 2024

PREPARED BY: Shawn Fortune, Public Works Foreman

MONTHLY REPORT / PROJECT UPDATE:

- Water Main Breaks for January 2024
 1. January 2, 2024 Oakridge St
 2. January 10, 2024 Lafayette Ave.
 3. January 23, 2024 Elm St.
- Replaced two check valves at Maury Heights pump station.
- Leaf collection has continued, it will end on February 2, 2024.
- Radiological samples for wells 4&5 were collected for January 2024. Results will be back next month.
- Bac T samples were collected for January... they passed requirements.
- All the HVAC units have been serviced at all of the Town's buildings.
- January wells sheets have been emailed to the Virginia Dept. of Health.
- The Fourth Quarter water withdrawal has been emailed to DEQ.

ATTACHMENTS:

HEADS UP ITEMS:



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Minutes – November 28, 2023 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
Minutes transcribed from the November 28, 2023 Town Council Meeting

ATTACHMENTS:
Minutes from November 28, 2023 Town Council Meeting

REQUESTED ACTION:
Approve Minutes.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MINUTES

A G E N D A

Tuesday, November 28, 2023
6:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

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

COUNCIL PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Jean Davis
Council Member Randy Hageman
Council Member David Storke
Council Member Jeff Voit
Council Member Dan Webb
Council Member Arthur Wholey

CLOSED SESSION:

The Purpose of the closed session is to discuss and consider prospective candidates for employment or appointment of the public body. Specifically, the Town Council will discuss the Town Manager's position.

On the motion of Council Member Voit, seconded by Council Member Coyle, which carried a vote of 7-0, the Town Council motioned to convene in closed session pursuant to the Code of Virginia Section 2.2-3711(A)(1) to discuss, consider or interview prospective candidates for employment or appointment of the public body. Specifically, the Town Council will discuss the Town Manager's position.

Roll Call Vote:

Valarie Coyle = Aye
Jean Davis = Aye
Randy Hageman = Aye
David Storke = Aye
Jeff Voit = Aye
Dan Webb = Aye
Arthur Wholey = Aye

RECONVENE IN OPEN SESSION:

Reconvened in Open Session per Mayor Gaines

CERTIFICATION:

On the motion of Council Member Voit, seconded by Council Member Wholey, which carried a vote of 7-0, the Town Council certified in accordance with Section 2,2-3712 of the Code of Virginia 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 heard, discussed or considered in the meeting by the public body.

Roll Call Vote:

Valarie Coyle = Aye
Jean Davis = Aye
Randy Hageman = Aye
David Storke = Aye
Jeff Voit = Aye
Dan Webb = Aye
Arthur Wholey = Aye

On the motion of Council Member Storke, seconded by Council Member Coyle, which carried a vote of 7-0, the Town Council motioned to appoint India Adams-Jacobs as Town Manager of the Town of Bowling Green effective January 2, 2024 in accordance with the terms specified in an employment agreement drafted by the Town Attorney Jeff Gore and negotiated by Councilman Storke as presented to the Town Council on Tuesday, November 28, 2023.

Roll Call Vote:

Valarie Coyle = Aye
Jean Davis = Aye
Randy Hageman = Aye
David Storke = Aye
Jeff Voit = Aye
Dan Webb = Aye
Arthur Wholey = Aye

Interim Town Manager, John Anzivino thanked Council and staff. The Interim Town Manger pointed out how well Council has worked together during his time as Interim Town Manager, and that the Town has some of the most hardworking staff that he has had the pleasure of getting to know and working with.

ADJOURNMENT

On the motion of Council Member Davis, seconded by Council Member Wholey, which carried a vote of 7-0, the Town Council motioned to adjourn the Town Council meeting.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Minutes – December 5, 2023 Town Council Worksession

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the December 5, 2023 Town Council Worksession

ATTACHMENTS:

Minutes from December 5, 2023 Town Council Worksession

REQUESTED ACTION:

Approve Minutes.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MONTHLY WORKSESSION MINUTES**

A G E N D A

**Tuesday, December 5, 2023
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

Mayor Gaines called the meeting to order and noted a quorum was present.

COUNCIL PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Jean Davis
Council Member Randy Hageman
Council Member Jeff Voit
Council Member Dan Webb
Council Member Arthur Wholey

COUNCIL ABSENT:

Council Member David Storke

BUSINESS:

Town Council discussed the following matters:

- Briefing and Update on Proposed Smart Scale Project – Kyle Bates with VDOT was present to go over any questions/concerns concerning the Smart Scale Project. Mr. Bates had a slide show plus a handout outlining the two Smart Scale options.

Council had concerns that there was a state level memo saying that the project would have no further changes. There was also confusion referring to a possible understanding that the only official documentation the Town has reflects an older estimate of around 11 million. Mr. Bates had mentioned on an earlier visit that inflation had an impact, and increased the estimate to 14 million. It was stated by Mr. Bates that VDOT would be covering the gap, but there was no official documentation stating this.

Council had asked that the Town Attorney follow-up with VDOT to clarify these concerns and/or the Resolution itself by adjusted to reflect the concerns of Council.

Bonnie Cannon, resident, as also present and addressed her concerns with Council. Ms. Cannon wanted to know exactly what the Smart Scale means to the Town and had concerns about more traffic coming through Main Street.

- Discussion Concerning Customer Relief for December Water Cutoff Date – The December utility bill cutoff date fell on December 25, 2023 due to the ten-day period following when the bills are actually due. Council discussed whether or not they should extend the cutoff date to a

later day since it fell on a Holiday. It was agreed by Council that the cutoff date would remain December 25, 2023, but would actually not take place until December 26, 2023 when staff returned to work after the Holiday.

ADJOURNMENT

The Town Council closed the Worksession.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – December 7, 2023 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the December 7, 2023 Town Council Meeting

ATTACHMENTS:

Minutes from December 7, 2023 Town Council Meeting

REQUESTED ACTION:

Approve Minutes.



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

December 7, 2023
7:00 p.m.
Town Hall

ROLL CALL AND QUORUM ESTABLISHED:

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

MEMBERS PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Jean Davis
Council Member Randy Hageman
Council Member David Storke
Council Member Dan Webb
Council Member Arthur Wholey

MEMBERS ABSENT:

Council Member Jeff Voit

PUBLIC HEARINGS:

Public Hearing concerning an Ordinance amending the Town Code by adopting provisions regulating the operations of pedicabs with the Town of Bowling Green.

Mayor Gaines read the Published Public Hearing Notice.

Town residents Jean Young, Michael Hersch, Stacy Wood, Micky Tingler, Ann Bartel, Deborah Howard, Jessica Beale, Bonnie Cannon, Mary James and Kathy Hancock were present and each spoke in favor of the Pedicab business.

DELEGATIONS:

None

PUBLIC COMMENTS:

Yvette Harvey, resident, discussed her concerns with the Towns minimum utility bill water usage amount fee. She stated that she does not even use half of the minimum amount and feels the bill is unjust. Requests Council lower the minimum usage amount. She also had concerns with the increased utility rates.

Ms. Cannon, Town resident, agreed with Ms. Harvey concerning the minimum water usage. She

also said that she never uses anywhere near the minimum usage of 5000 gallons of water. Would also like the minimum usage amount decreased, and voiced her concerns with the utility rates increase as well. Ms. Cannon also spoke about the traffic on weekends on Main Street. Stated there needs to be more police enforcement.

MEMBER COMMENTS:

Council Member Wholey addressed the utility bill concerns. He explained that USDA tells the Town what the increase should be with water, and to break even with trash, the Town had to increase the rates.

Council Member Coyle stated she would also like the Town to look at lowering the minimum water usage rate to maybe 2500 gallons.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

Public Works/Utilities Monthly Report for November 2023

- No questions/comments

Police Department Monthly Report for November 2023

- No questions/comments

Town Clerk/Treasurer Council Monthly Report for November 2023

- No questions/comments

Town Administration Monthly Report for November 2023

- No questions/comments

CONSENT AGENDA:

On the motion of Council Member Webb, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council motioned to approve the Consent Agenda as presented.

UNFINISHED BUSINESS:

Town Council discussed the following matters:

- Consideration of Amendments to the Town Code concerning Operation of Commercial Pedicabs in the Town of Bowling Green – Jeff Gore, Town Attorney, went over the drafted Ordinance to Council for the Pedicab.

Council Member Storke stated Council should not go with an Ordinance. He feels the Town should let her operate, and if an issue occurs, re-visit the Ordinance.

Mayor Gaines likes the idea of having a MOU as opposed to an Ordinance.

Council Member Coyle said that it sounds like there is only one section of the Ordinance that is in question, and that the section can be amended so that the Ordinance is favorable to all. She has never seen a MOU for something like this.

Council Member Wholey advised that everyone needs to look at safety concerns. It was mentioned by Jean Young, Owner of the Pedicab business that the Ordinance was too long. Council Member Wholey stated that the Ordinance is very minimum compared to the Golf Card Ordinance.

Council decided that there was no need for an Ordinance. No motion was made.

- Resolution to Reaffirm/Withdraw Support of the town of Bowling Green/Caroline County VDOT Smart Scale Project – Council agreed to move forward with the Smart Scale Project with option A.

On the motion of Council Member Hageman, seconded by Council Member Coyle, which carried a vote of 5-0, the Town Council motioned for the Town Attorney to create a Resolution in support of the Smart Scale Project with Option A.

Roll Call Vote:

Vice-Mayor Valarie Coyle = Aye

Jean Davis = Aye

Randy Hageman = Aye

David Storke = Aye

Jeff Voit = Absent

Dan Webb = Aye

Arthur Wholey = Abstained

NEW BUSINESS:

None

COMMITTEE REPORTS:

None

CLOSED SESSION:

None

ADJOURNMENT:

On the motion of Council Member Webb, seconded by Council Member Davis, which carried a vote of 6-0, the Town Council voted to adjourn the December 7, 2023, meeting at 8:40 p.m.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Minutes – December 7, 2023 Town Council Worksession

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the December 7, 2023 Town Council Worksession

ATTACHMENTS:

Minutes from December 7, 2023 Town Council Worksession

REQUESTED ACTION:

Approve Minutes.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MONTHLY WORK SESSION MINUTES**

A G E N D A

**Thursday, December 7, 2023
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

Mayor Gaines called the meeting to order and noted a quorum was present.

COUNCIL PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Jean Davis
Council Member Randy Hageman
Council Member David Storke
Council Member Dan Webb
Council Member Arthur Wholey

COUNCIL ABSENT:

Council Member Jeff Voit

BUSINESS:

Town Council discussed the following matters:

- 2023 Christmas Parade Update – Lisa Stevens, Coordinator for the 2023 Christmas parade was present to update Council on the parade. Hand-outs were given showing the expenses, parade participants and judging criteria.
- Caroline County Memorandum of Understanding – Mayor Gaines went over the Memorandum with Council. No action was taken, it was discussion only as further review was needed by the new Town Manager.
- Downtown Parking – Jeff Gore, the Town Attorney addressed the matter of parking in the downtown area of Bowling Green. The Town Attorney stated he could not find an Ordinance in place for the two-hour parking limit on Main Street. Further review is needed by the new Town Manager.
- Updated From the Town Attorney – The Town Attorney, Jeff Gore stated there are no updates to give at this time.

ADJOURNMENT:

The Town Council closed the Work session.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Minutes – January 4, 2024 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
Minutes transcribed from the January 4, 2024 Town Council Meeting

ATTACHMENTS:
Minutes from January 4, 2024 Town Council Meeting

REQUESTED ACTION:
Approve Minutes.



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

January 4, 2024
7:00 p.m.
Town Hall

ROLL CALL AND QUORUM ESTABLISHED:

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

MEMBERS PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Jean Davis
Council Member Randy Hageman
Council Member Jeff Voit
Council Member Dan Webb
Council Member Arthur Wholey

MEMBER ABSENT:

Council Member David Storke

PUBLIC HEARINGS:

None

DELEGATIONS:

None

PUBLIC COMMENTS:

Rick Hanley, resident, recited a prayer.

MEMBER COMMENTS:

Council Member Webb welcomed the new Town Manager.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

Public Works/Utilities Monthly Report for December 2023

- Mayor Gaines commented on issues of water leaks and mold in the Town Hall building, and corrective action being taken. Recent water line breaks in the Town were also mentioned.

- Council Member Hageman stated there had been an increase in constituent reports of trash pickup issues.

Police Department Monthly Report for December 2023

- Mayor Gaines stated that the police force does even more than is listed within the report, and thanked the department.

Town Treasurer/Finance Department Monthly Report for December 2023

- Mayor Gaines stated that he had a conversation with USDA regarding the Town needing to complete the FY21 audit. At this time the Town is working with a firm (Brown/Edwards) to prepare for submission to Robinson/Farmer/Cox to complete the audit
- Council Member Wholey thanked staff for solving an issue with and processing a pass-through grant from the State to the Fire Department.

Town Administration Monthly Report for December 2023

- India Adams-Jacobs, the new Town Manager, thanked Council for the welcome. Reported that she has set-up time with Brown/Edwards group to continue work on the audit and will follow-up with Robinson/Farmer/Cox as well. The new Town Manager established a plan of having bi-weekly reports to Council.
- Mayor Gaines stated that the following meeting would have a work session prior to the regular Town Council Meeting, that would include the Town Manager preparing a budget schedule and FOIA training.
- Council Member Coyle asked if COIA training could also be added. The Town Attorney Jeff Gore said that it could.

CONSENT AGENDA:

On the motion of Council Member Voit, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council motioned to approve the Consent Agenda as presented.

UNFINISHED BUSINESS:

Town Council discussed the following matters:

- VDOT Smart Scale Resolution Adoption – During the December 7, 2023 Town Council meeting, the Council voted to proceed with the project (Option A). As a next step, VDOT is requesting the approval of a resolution supporting the project.

On the motion of Council Member Coyle, seconded by Council Member Webb, which carried a vote of 4-1, the Town Council motioned to approve the Resolution as presented. Council Member Voit abstained and stated this was due to his not being present for the prior meeting.

Roll Call Vote:

Vice-Mayor Valarie Coyle = Aye

Jean Davis = Aye

Randy Hageman = Aye

David Storke = Absent

Jeff Voit = Abstain

Dan Webb = Aye

Arthur Wholey = Nay

- Calendar Schedule – The Town Council discussed the calendar schedule presented. The presented schedule excluded a July meeting, and it was discussed to include that meeting with an option to cancel if needed at a later time. After discussion of a scheduling conflict with the Town Attorney, the FOIA and COIA training for the February 2024 meeting would be postponed to the March 2024 meeting.

On the motion of Council Member Voit, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council motioned to approve a Resolution establishing the Town Council meeting schedule for 2024 as presented with the addition of a July 11, 2024 meeting.

NEW BUSINESS:

Town Council discussed the following matters:

- Town Hall Rental Agreement – Town Attorney Jeff Gore discussed changes to the agreement. It was stated that the changes were highlighted on the handout. Further discussion from the Town Attorney stated that a primary focus was incorporating a separate document regarding the Police Security Policy into the main agreement, linking the agreement to a more easily updated fee schedule, and updating certain sections of the documents language.

Council Member Voit asked about modifying the Police Security section to also be linked to a fee schedule.

Council Member Coyle listed several considerations: adding a requirement for nonprofit organizations to submit their 501 (C)(3), add a Force Majeure provision to the agreement, and add a question on the lessee's WiFi needs. The Council then had additional discussion about equipment and amenities, including internet needs, audio/video, and the possibility of locking temperature controls for the heating and cooling system. There was also discussion regarding cancellation and the usage of deposit fees.

INFORMATIONAL ITEMS:

Fort Walker is holding a Community Leader Reception on January 25, 2024 from 6:00-8:00pm at the Fort Walker Lodge on Travis Lake. The Mayor and Council members were invited.

COMMITTEE REPORTS:

None

ADJOURNMENT:

On the motion of Council Member Davis, seconded by Council Member Webb, which carried a vote of 6-0, the Town Council motioned to adjourn the Town Council Meeting at 7:57pm



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Bills – January 2024
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Trish Chenault, Interim Treasurer
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Items purchased and services rendered in January 2024

ATTACHMENTS:

January 2024 AP Disbursements Summary
January 2024 ACH Disbursements Summary – None this period

REQUESTED ACTION:

Approve/Deny

TOWN OF BOWLING GREEN
 CHECK DISBURSEMENTS SUMMARY
 01/01/2024 TO 01/31/2024 AND CHECK.CODE AP TO AP

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1094	BMW CLEANING SERVICES	46	1,575.00	0.00	1,575.00	1,575.00	AP*30825		01/19/24
48	MID-ATLANTIC LAB	1274	60.00	0.00	60.00	60.00	AP*30826		01/19/24
1145	RESULTANT	93575	2,500.00	0.00	2,500.00	2,500.00	AP*30827		01/19/24
1282	VDACS	370980	42.00	0.00	42.00	42.00	AP*30828		01/19/24
18	A & M HOME CENTER	C101345	4.99	0.00	4.99	244.00	AP*30829		01/25/24
		C101496	109.99	0.00	109.99				
		C101532	8.99	0.00	8.99				
		C101929	22.83	0.00	22.83				
		C102228	9.28	0.00	9.28				
		C102288	78.93	0.00	78.93				
		C102294	8.99	0.00	8.99				
		TOTAL	244.00	0.00	244.00				
1063	ALACRITI PAYMENTS, LLC	MMXGRC1393SZGZ	3.15	0.00	3.15	3.15	AP*30830		01/25/24
1271	AUTOMATION PERSONNEL SERVIC	905212	540.00	0.00	540.00	4,374.00	AP*30831		01/25/24
		906412	1,080.00	0.00	1,080.00				
		908721	864.00	0.00	864.00				
		909613	810.00	0.00	810.00				
		910033	1,080.00	0.00	1,080.00				
		TOTAL	4,374.00	0.00	4,374.00				
950	CAROLINE HEATING & AIR	I-5058-1	3,843.00	0.00	3,843.00	3,843.00	AP*30832		01/25/24
536	CAS SEVERN	3007371	5,334.91	0.00	5,334.91	5,334.91	AP*30833		01/25/24
897	CINTAS CORPORATION	8406635911	40.23	0.00	40.23	40.23	AP*30834		01/25/24
1199	CIVICPLUS	289089	1,200.00	0.00	1,200.00	1,200.00	AP*30835		01/25/24
1017	CORE & MAIN	U182652	185.31	0.00	185.31	185.31	AP*30836		01/25/24
1287	CRYSTAL GRAY	12/23/23DEPOSI	200.00	0.00	200.00	500.00	AP*30837		01/25/24
		12/30/23DEPOSI	300.00	0.00	300.00				
		TOTAL	500.00	0.00	500.00				

TOWN OF BOWLING GREEN
 CHECK DISBURSEMENTS SUMMARY
 01/01/2024 TO 01/31/2024 AND CHECK.CODE AP TO AP

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1058	CRYSTAL SPRINGS	23484900011924	167.68	0.00	167.68	167.68	AP*30838		01/25/24
939	DRAINFIELD SOLUTIONS, LLC	15680546 15730717	4,624.00 325.00	0.00 0.00	4,624.00 325.00	4,949.00	AP*30839		01/25/24
		TOTAL	4,949.00	0.00	4,949.00				
125	E M GRAY & SON	196561 198348	1,830.33 985.32	0.00 0.00	1,830.33 985.32	2,815.65	AP*30840		01/25/24
		TOTAL	2,815.65	0.00	2,815.65				
1052	ENCO UTILITY SERVICES FLORI	INV63674	603.40	0.00	603.40	603.40	AP*30841		01/25/24
1238	EUROFINS ANALYTICS, LLC	84156 84159 84162 84321 84322 84462 84463 84464 84465	105.00 185.00 115.00 175.00 115.00 115.00 185.00 115.00 105.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	105.00 185.00 115.00 175.00 115.00 115.00 185.00 115.00 105.00	1,215.00	AP*30842		01/25/24
		TOTAL	1,215.00	0.00	1,215.00				
1288	FRANKIE FELLS	12/16/23DEPOSI	250.00	0.00	250.00	250.00	AP*30843		01/25/24
28	G & G MILFORD FARM SERV.	202058 202166 202192 202194 202332 202375 K02263	79.95 10.99 79.95 18.36 79.95 79.95 79.95	0.00 0.00 0.00 0.00 0.00 0.00 0.00	79.95 10.99 79.95 18.36 79.95 79.95 79.95	429.10	AP*30844		01/25/24
		TOTAL	429.10	0.00	429.10				
1256	HEFTY WILEY & GORE, P.C.	12749	3,000.00	0.00	3,000.00	3,000.00	AP*30845		01/25/24
1208	JOHNS BROTHERS SECURITY, IN	1283758 1283759	39.95 39.95	0.00 0.00	39.95 39.95	79.90	AP*30846		01/25/24
		TOTAL	79.90	0.00	79.90				
1285	JOHNSON AND GLAZEBROOK	UTILITYREFUND	299.99	0.00	299.99	299.99	AP*30847		01/25/24
546	JOHNSON'S EXTERMINATING	01/18/24	625.00	0.00	625.00	625.00	AP*30848		01/25/24

TOWN OF BOWLING GREEN
CHECK DISBURSEMENTS SUMMARY
01/01/2024 TO 01/31/2024 AND CHECK.CODE AP TO AP

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1115	JUSTTECH	146233	176.63	0.00	176.63	176.63	AP*30849		01/25/24
1139	KEYSTONE INFORMATION SYSTEM	209157	2,787.50	0.00	2,787.50	3,648.92	AP*30850		01/25/24
		209159	861.42	0.00	861.42				
		TOTAL	3,648.92	0.00	3,648.92				
743	LOCAL SERVICES	190735	85.60	0.00	85.60	85.60	AP*30851		01/25/24
898	MARY JAMES	JANUARY2024	35.00	0.00	35.00	35.00	AP*30852		01/25/24
48	MID-ATLANTIC LAB	1326	60.00	0.00	60.00	60.00	AP*30853		01/25/24
1286	NANCY JOHNSON	UTILITYREFUND	100.00	0.00	100.00	100.00	AP*30854		01/25/24
1283	RICHMOND MACHINERY	10031850	804.10	0.00	804.10	964.67	AP*30855		01/25/24
		10032152	160.57	0.00	160.57				
		TOTAL	964.67	0.00	964.67				
653	STEMMLE PLUMBING REPAIR	222474	2,911.00	0.00	2,911.00	2,911.00	AP*30856		01/25/24
1284	THE WELL COMMUNITY CHURCH	UTILITYREFUND	139.61	0.00	139.61	139.61	AP*30857		01/25/24
TOTAL:						42,457.75			



TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager
SUBJECT: Town Council Vacancy Appointment
DATE: January 4, 2024

SUMMARY:

Town Council has agreed to fill its vacant council seat in accordance with state law.

BACKGROUND:

Mr. Arthur Wholey resigned from Town Council effective January 4, 2024, leaving a vacancy. The Town Council directed the Town Attorney to file the necessary court documents to fill the vacant seat. The Town Manager drafted a press release to allow all interested applicants to send their letters of interest to the Town Clerk by January 31.

ISSUE:

Should the Town Council choose not to appoint a resident to fill the vacant seat, the court may appoint someone on the town's behalf.

ALTERNATIVES:

The Town Council could hold a special election or leave the seat vacant.

FISCAL IMPACT:

Not applicable.

RECOMMENDATION:

Staff recommends the approval of the resolution.

Draft motion:

I move that Council appoint [insert name] to fill the vacancy on Council through the end of the current term, and that Council adopt the appointment Resolution prepared by staff.

HEFTY WILEY & GORE, P.C.

January 18, 2024

Hon. Susan W. Minarchi, Clerk
Caroline County Circuit Court
P. O. Box 309
112 Courthouse Lane, Suite A
Bowling Green, VA 22427-0309

RE: Bowling Green Town Council Vacancy; Petition for Writ of Election

Dear Ms. Minarchi:

Please accept and file the enclosed Petition for a Writ of Election. Upon Council making an appointment to fill the vacancy as set forth in the Petition, I will file evidence of such action as well as a draft order for the Court to consider entering.

Thank you very much for your assistance and please contact me with any questions.

Sincerely,



Jeffrey S. Gore
Bowling Green Town Attorney

Cc: Hon. Mark A. Gaines, Mayor
India Adams-Jacobs, Town Manager

Enclosures: Petition for Writ of Election w/Exhibits

VIRGINIA:

IN THE CIRCUIT COURT OF THE COUNTY OF CAROLINE

_____)
IN RE:)
Petition for Special Election to)
Fill a Vacancy on the Town Council)
)
) **Case No.** _____
)
TOWN OF BOWLING GREEN)
)
Petitioner.)
_____)

PETITION FOR WRIT OF ELECTION

COMES NOW the Petitioner, the TOWN OF BOWLING GREEN, VIRGINIA, by and through counsel, pursuant to the requirements of Virginia Code §24.2-226, and states as follows:

1. In the 2020 General Election, Aurthur Wholey was elected to the Bowling Green Town Council (“Council”) to serve a four-year term.
2. On January 4, 2024, Councilman Wholey resigned from office effective immediately. (See Attached Resignation Letter)
3. Former Councilman Wholey’s four year term would have expired this year, on December 31, 2024.
4. Section 24.2-226(A) of the Code of Virginia requires that the governing body petition the court for issuance of a writ of election within 15 days of the occurrence of the vacancy and that the court shall order a special election to be held on the date of the next general election in November.

5. However, the same statute, in subsection C provides that “Notwithstanding any provision of law or charter to the contrary, when an interim appointment to a vacancy in any governing body...has been made by the remaining members thereof, no election to fill the vacancy shall be ordered or held if the general election at which it is to be called is scheduled in the year in which the term expires.” Code of Virginia, § 24.2-226(C).
6. In accordance with § 24.2-228 of the Code of Virginia, Council has 45 days from the date of the vacancy occurring within which to appoint a resident and qualified voter in the Town to fill the vacant Council seat.
7. Given that the vacancy occurred immediately after adjournment of its regular monthly meeting on January 4, 2024, Council did not have the opportunity to make an interim appointment at that meeting.
8. Petitioner represents in good faith and to the best of Petitioner’s knowledge and understanding, that Council intends, either at its next regularly scheduled meeting on February 1, 2024, or at a special called meeting prior to February 18 (the 45 day interim appointment deadline), to make such interim appointment as provided by state law and as set forth in Article III, § 1, Paragraph C of the Bowling Green Town Charter, which provides that: “Any vacancies on the council occurring other than by expiration of terms shall be filled, from the electors of the town, for the unexpired term, by a majority vote of the remaining members of the council.”
9. On January 18, 2024, the Town posted notice on its website of the vacancy, seeking resumes or letters of interest by 5:00 p.m. on January 31 in order to be considered by Council for the appointment. (See Attached Town website posting)¹
10. Petitioner represents that upon Council making such interim appointment, the Town will

¹ <https://www.townofbowlinggreen.com/town-council/page/town-bowling-green-accepting-applications-town-council-vacancy>

forthwith provide the Court with attested confirmation of such action.

11. Based on the foregoing, the Town respectfully contends that a special election will not be required once Council makes an interim appointment in accordance with state law and Town Charter, given that the current term of this office expires at the end of 2024.

WHEREFORE, the Petitioner respectfully requests pursuant to § 24.2-226(C) of the Code of Virginia and the Bowling Green Town Charter, upon the timely notice to the Court that Council has filled this vacant seat on Town Council with an interim appointment, that the Court not order a special election for the same.

TOWN OF BOWLING GREEN

By Counsel



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Honorable Mark A. Gaines, Mayor
Members of Town Council
117 Butler Street
Bowling Green, Virginia 22427

I (Arthur Wholey) will be resigning from my term on Bowling Green Town Council effective January 4th, 2024. I appreciate the opportunity to have served the Town, Staff, and Citizens of this Town in various capacities since 2019. Due to unforeseen circumstances, I do not have the time to commit to serving in an effective capacity.

<i>X Arthur Wholey</i>	<i>1/4/2024</i>
Arthur Wholey	

TOWN OF BOWLING GREEN
RESOLUTION TO FILL VACANCY ON TOWN COUNCIL

WHEREAS, Councilman Arthur Wholey resigned from the Bowling Green Town Council effective January 4, 2024, thereby creating a vacancy on the Council; and

WHEREAS, pursuant to Code of Virginia § 24.2-228, within 45 days of the office becoming vacant, members of the governing body may appoint a qualified voter of the election district in which the vacancy occurred to fill the vacancy; and

WHEREAS, the Bowling Green Town Charter provides that “any vacancies on the council occurring other than by expiration of terms shall be filled, from the electors of the town, for the unexpired term, by a majority vote of the remaining members of the council.” (Town Charter, Article III, Section 1, Para. C); and

WHEREAS, state law provides that “Any person so appointed shall hold office the same as an elected person and shall exercise all powers of the elected office” (Code of Virginia § 24.2-228); and

WHEREAS, Code of Virginia § 24.2-226 requires the Town to file a petition for a special election within fifteen days of the vacancy; however, that code section also provides that “Notwithstanding any provision of law or charter to the contrary, when an interim appointment to a vacancy in any governing body ... has been made by the remaining members thereof, no election to fill the vacancy shall be ordered or held if the general election at which it is to be called is scheduled in the year in which the term expires”; and

Resolution No. _____

WHEREAS, on January 18, the Town posted notice of the vacancy on the Town website seeking interested, qualified residents to submit their resume or otherwise notify the Town of their interest in being appointed to serve the remainder of this term; and

WHEREAS, on January 19, in accordance with state law, the Town filed a special election petition with the Circuit Court, asking for the Court to not order a special election since Council planned on filling the vacancy by appointment; and

WHEREAS, at its regularly scheduled meeting on February 1, 2024, Council considered applicants for the vacancy; and

NOW THEREFORE BE IT RESOLVED, that after due consideration of qualified candidates, on this day of February 1, 2024, the Bowling Green Town Council hereby appoints [Insert Name], a qualified voter in the Town, to fill the vacancy on Town Council created by Mr. Wholey's resignation, and to serve out the remainder of the term, which ends on December 31, 2024; and be it

FURTHER RESOLVED, that as soon as practicable, [Insert name of appointee] be administered the oath of office by the Clerk for the Caroline County Circuit Court as required by state law; and be it

FURTHER RESOLVED, that the Town Attorney is hereby directed to promptly notify the Circuit Court of this appointment and provide the Court with an attested copy of this adopted Resolution.

Hon. Mark A. Gaines, Mayor

Attest: _____
Patricia Chenault, Clerk to Council