

**BOWLING GREEN TOWN COUNCIL MEETING  
A G E N D A**

**February 1, 2018  
7:00 P.M.**

**I. CALL TO ORDER AND QUORUM ESTABLISHED:**

**II. DELEGATIONS:**

**III. PUBLIC COMMENTS:**

**IV. STAFF REPORTS:**

- (1) A. Public Works and Utilities Report – January 2018
- (2) B. Police Chief's Report – January 2018
- (3) C. Events Coordinator's Report – January 2018
- (4) D. Clerk/ Treasurer's Report – January 2018
- (5) E. Town Manager's Report – January 2018

**V. CONSENT AGENDA:**

- (6) A. Bills – January 2018
- (7) B. Minutes – January 4, 2018 Town Council Meeting

**VI. NEW BUSINESS:**

- (8) A. Proposed Water and Sewer Rates – presentation by Town Manager
- (9) B. Set Public Hearings on Proposed Water and Sewer Rates for FY 2019 and FY 2018 Budget Amendment

**VII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

**VIII. INFORMATIONAL ITEMS:**

**IX. CLOSED MEETING:** In accordance with Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion and consideration of candidates for appointment to the Economic Development Authority.

**X. RECONVENE IN OPEN SESSION**

**XI. ADJOURNMENT**



**Town of Bowling Green – Public Works  
and Utilities Council Monthly  
Report/Project Update  
For January 2018**

Prepared By: Billy Deavers

Date: January 25, 2018

Additional and/or Support Materials Attached: Yes  No

## Ongoing:

### Wastewater Operations:

- The Plant is still running well, with no occurrences to report
- Still waiting on quotes to repair bearings on Ditch Drive

### Water Operations:

- Work on Well 1 still in progress

### Public Works:

- New PT employee started, Frank Loving

## Completed:

### Wastewater Operations:

- Conducted a tour of the WWTP with two Council Members, Mark Gaines and Tyler Gibson

### Water Operations:

- **Two water leaks were repaired**
  - 12-31-2017 @ Travis and Broaddus
  - 1-18-2018 @ 121 Dorsey Lane

## Heads up:

- Still have several employees that are either in the process of studying, applying or waiting to take appropriate Water/Wastewater licensing exams



**Town of Bowling Green – Police Department  
Council Monthly Report/Project Update  
For January 2018**

Prepared By: Chief David Lipscomb

Date: 1/26/18

Additional and/or Support Materials Attached: Yes

No

**Activity Report:**

**Total Calls for service: 12**

**BGPD 10 total calls for service**

**CCSO 1 DUI arrest, 1 Domestic violence**

**Officer Honeycutt:**

**5 Calls for service**

**4 Assist Citizen**

**4 Special Assignments**

**6 Warnings Given**

**Chief Lipscomb:**

**68 Summons issued (Speeding, Expired Inspections, Defective Equipment, Seat Belt)**

**21 Verbal warnings given, 8 Fire Lane Warnings**

**2 DUI arrests**

**1 Wanted person was arrested during a traffic stop. Subject was armed with a firearm. (CCSO warrant)**

**9 Driving Suspended**

**1 Alarm call**

**3 FMCSA commercial vehicle inspections were conducted with two vehicles being placed out of service for critical safety violations. (Log Trucks)**

**Bowling Green Police Department building has been cleaned in preparation of painting. (walls, trim work, ceiling have wiped down, HVAC system has been cleaned)**

**Surplus of Items no longer being utilized:**

Nothing to report.

**Pending Actions:**

Updating and creation of forms utilized for police activity. Continuing process

**Decisions Needed:**

Ordinance for the acceptance of \$5 fee associated with summons fee for electronic software used for electronic summons equipment. State code allows this fee which is currently being charged on all summons issued by BCPD. This is money set aside by the state and not a cost issue to the Town. Need to meet with ordinance and policy committee for a new ordinance so the town can collect these fees. Currently these monies are going to the county.

A rough draft of the Bowling Green Police Department operations policy has been completed. This process has, and will continue to be, a complex issue. I will need to meet with the policy committee in effort to fine tune points in which council deems necessary. This will not be a short process and I advise we set up a meeting twice per month until which time the committee feels comfortable passing the policy up to council for vote.

**Heads Up Items:**

**No recent sex offenders found on VSP public website**

**Start planning process for next budget and the implementation of full time police chief position.**

*The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*



**Town of Bowling Green – Events Coordinator** (Contractor)  
**Monthly Report/Project Update**  
**For January 2018**

Prepared By: Jo-Elsa Jordan

Date: 1/26/17

Additional and/or Support Materials Attached: Yes X

No

**Monthly Activities:**

Facebook posts/promotion

Attended Department of Housing and Community Development seminar on grant opportunities for small towns on 1/10/18

Create EDA meeting agenda

Attended EDA meeting on 01/16/18

Provide minutes for EDA review/approval

Meeting with Caroline County Economic Development and Tourism to discuss 2018 calendar year

Contact Big Band of Fredericksburg to determine availability for 2018 calendar year

Meeting with Caroline Historical Society on 1/24/18 to establish partnership for a USO dance in 2018.

Meeting with Mayor and owners of Old Mansion to determine date for event in 2018 on 1/26/18

Attend Community Leaders' Reception at Fort A.P. Hill on 1/26/18.

Create 2018 Event Calendar for Town Council's review and approval \* Attached

Create Facebook poll to gauge preference for time of day to hold the Christmas Parade. \* Attached

Weekly staff meetings on Monday's (1:00 p.m.)

Town Council meeting on 1/17/18

Staff report

Upload vendor application for 2018 Harvest Festival to Town website

**Heads Up Items:**

Approval of 2018 Event Calendar.



## 2018 EVENTS – Town of Bowling Green

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- 6/2/18 – Spring Clean Sweep
- 6/9/18 – Bowling on the Green Virginia Wine Festival
- 8/3/18 – Music on the Green
- 8/10/18 – Music on the Green
- 8/17/18 – Music on the Green
- 8/24/18 – Music on the Green
- 9/22/18 – USO Dance; 50<sup>th</sup> Anniversary of the Caroline Historical Society
- 9/29/18 – Fall Clean Sweep
- 10/20/18 – 29<sup>th</sup> Annual Bowling Green Harvest Festival
- 12/08/18 – Bowling Green Christmas Parade of Lights



Town of Bowling Green, VA created a poll.



Posted by Jo-Elsa Jordan

January 17 at 7:40 PM ·

The Bowling Green Town Council would like to know if you would prefer the Christmas Parade to be held:

**66%** At night

**34%** During the day

This poll has ended.



Choose your own options, add GIFs or photos and ask your friends!

Try It



2

214 Votes 2 Comments 9 Shares



Like

Comment

Share

1,426 people reached >

Boost Unavailable





**Town of Bowling Green – Clerk/Treasurer’s  
Council Monthly Report/Project Update  
For January 2018**

Prepared By: Melissa Lewis

Date: 1/29/2018

Additional and/or Support Materials Attached: Yes  No

**Utility Billing:**

- Prepared estimated bills for over 900 customers.
- Mailed cut off notices, negotiated payment plans, followed up on non-payment of negotiated dates and initiated disconnection of service for non-payment.
- Worked with the Town Attorney to secure payment on 27 seriously delinquent accounts resulting in the recovery of over \$9,000.
- Provided Dept. of Social Services requested paperwork to help customers obtain assistance with utility payments.
- Set up accounts for 12 new customers.
- Finalized 15 utility accounts, applied and refunded customers deposits.
- Researched customer accounts based on customer initiated inquiries to determine possible leaks, billing errors, etc.
- Made adjusting entries when necessary based on research of customer accounts.
- Entered 62 work orders into Mobile 311 for Public Works and Utilities.
- Researched and provided rate, billing, and usage information to the Town Manager for his use in his Utility Rate proposal.

**Payroll/Human Resources:**

- Requested, reviewed, and verified state and federal tax forms for new employee. Set up new employee in payroll system.
- Received and reviewed employee’s time cards for accuracy.
- Prepared bi-weekly payroll to include: initiating of bank file for Direct Deposit payments, independent tracking of leave, preparation and distribution of direct deposit and leave statements to staff.
- Reported and paid State and Federal Withholding, Social Security, and Medicare following each payroll.
- Prepared, reconciled, and submitted payment to ICMA-RC for VRS Hybrid Retirement Employees following each payroll.
- Prepared, reconciled, and submitted a monthly report and payment to Virginia Retirement System.
- Prepared, reconciled, and submitted State and Federal quarterly tax reports.
- Prepared and distributed annual W-2 wage statements for 19 employees.
- Prepared and submitted annual wage earning statement to: IRS, Social Security Administration, and State of Virginia.
- Prepared advertisement and posted Office Assistant Position on Virginia Employment Commission Website, VACO website, and in the Caroline Progress.
- Received and reviewed 12 applications for Part-time Office Assistant position.
- Scheduled and conducted 2 interviews of potential candidates for the position. Resulting in an offer to a candidate to begin February 5<sup>th</sup>.

## **Treasurer/Financial:**

- Submitted a report to the Caroline County Commissioner of Revenue's Office noting the tax records that the Town should not have received and taxed and requested that his office review each record sent to the Town to ensure that it is within the Town's Garage Jurisdiction.
- Reviewed and updated the Town's record of General Government, Water, and Sewer assets.
- Prepared and provided numerous FY17 general ledger, accounts payable, cash receipts, payroll, asset, and tax reports to CPA that is preparing Financial Statements for audit.
- Researched and answered questions for CPA in his preparation of the Financial report.
- Prepared and provided numerous FY18 general ledger, accounts payable, cash receipts, and payroll, reports to CPA that is preparing conducting Bank Reconciliations.
- Preparing a supplemental tax billing for tax records that were not received prior to 2017 tax billing.
- Updated and reconciled Business License paperwork for the Accounts Clerk to prepare and distribute 2018 BPOL applications.
- Prepared and mailed 3 Notice of Violations to businesses that did not receive License in 2017.
- Reviewed and posted Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewed and posted Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewed and reconciled bank deposits prepared by the Accounts Clerk.
- Entered and reconciled tax and utility payment made online.
- Research and provided information to Town Manager for FY19 Budget Preparation.
- Entering Journal Entries and Budget Transfers as requested by Town Manager.

## **Town Clerk:**

- Responded to 800 public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Assisted Town Manager, Police Chief, and Public Works and Utilities staff in researching information pertaining to Town Code, policy, accounts payable transactions, and customer usage.
- Maintained a list of Agenda items for Town Council, Planning Commission, and EDA
- Prepared Packets for monthly Town Council, Planning Commission, and EDA
- Prepared Meeting Minutes for Town Council Meetings.
- Updated the Town's website with current news items, meeting agendas and items, business license applications, Commission members.

## **Attachments:**

- [Town Hall Rental Report](#)
- [Summary of Delinquent Tax Collection](#)

## **Heads Up Items:**

The night of the meeting an Expense Summary report will be placed on the table. The report is to inform Council of our current Budget status and will be produced monthly the day of the Council Meeting to give the most up to date figures.

Current and Delinquent Tax Collection  
as of 12/22/17

Tax Year	Due at time of billing	Paid since billing	Total outstanding	% collected
<b>Personal Property</b>				
Delinquent	32137.01	2,279.79	29,857.22	7.09%
2017	62646.95	46,950.84	15,696.11	74.95%
<b>Real Estate</b>				
Delinquent	16811.22	2,196.24	14,614.98	13.06%
2017	139069.07	119,347.96	19,721.11	85.82%
<b>Tax District</b>				
Delinquent	10910.76	1,445.96	9,464.80	13.25%
2017	19777.68	13,231.92	6,545.76	66.90%
<b>Totals</b>	<b>281352.69</b>	<b>185452.71</b>	<b>95,899.98</b>	<b>65.91%</b>

TOWN HALL RENTALS

January 2018

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
21	Activities Program	Yoga/Pitaiyo	470.00
1	Berry, Rosalind	Birthday	575.00
1	Fire & Rescue	Awards Dinner	250.00
1	Tri-Ad	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	Planning Commission	Meeting	N/C
2	Budget & Personnel	Meeting	N/C
1	EDA	Meeting	N/C

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29

Total

\$1295.00



**Town of Bowling Green – Town Manager Town  
Council Monthly Report/Project Update  
For January 2018**

Prepared By: A. Reese Peck

Date: 1/29/18

Additional and/or Support Materials Attached: Yes

No x

**Meetings Attended:**

**Town Council:** January 17<sup>th</sup> regular meeting.

**Town Council Committees:** Budget and Personnel.

**Commission and Authority Meetings:** Planning Commission and EDA meeting.

**Other Meetings:** Regional Administrators, 301/207 Consultants & VDOT on preliminary recommendations.

**Main Street & Commercial Corridor Revitalization:**

**Planning/Zoning/Siting Issues:**

Minor Events text amendment public hearing was set for March 1, 2018.

**Other:**

**Pending Actions:**

Sign ordinance.

**Decisions Needed:**

Authorization to advertise Public Hearings on Water and Sewer Rates for FY 2019 and Budget Amendment for FY 2018 Budget.

**Heads Up Items:**

*The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*

**Town of Bowling Green**  
**Town Council Meeting**



Date: February 1, 2018  
Agenda Item: V. Consent Agenda  
A. Bills

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance         Grant/MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Bills from January 2018

**BACKGROUND / SUMMARY:** Invoices for work done/items purchased in January 2018. Requesting approval of invoices so check may be disbursed.

**ATTACHMENTS:**

Check Reports:

- 1/11/18
- 1/19/18
- 1/26/18
- 2/1/18 (will be ready day of meeting)

**REQUESTED ACTION:**

Approve the Invoices

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

**VOTE:**

PASSED

NOT PASSED

AP100B 1/11/2018 TOWN OF BOWLING GREEN  
 TIME-15:01:53

A/P CHECK REGISTER  
 Check Date - 1/11/2018

AcPd - 2018/01

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23156	999999	AGAPE FAMILY LIFE	000	1/11/2018	150.00	.00
23157	992	ANTHEM BLUE CROSS & BLUE	000	1/11/2018	1,593.81	.00
23158	999999	BERRY ROSALIND	000	1/11/2018	150.00	.00
23159	979	CAROLINE COUNTY HEALTH DE	000	1/11/2018	141.70	.00
23160	950	CAROLINE HEATING & AIR	000	1/11/2018	1,092.00	.00
23161	10	DOMINION VIRGINIA POWER	000	1/11/2018	5,667.75	.00
23162	28	G & G MILFORD FARM SERV.	000	1/11/2018	319.31	.00
23163	990	JERRY'S HANDYMAN SERVICES	000	1/11/2018	200.00	.00
23164	999999	JOHNSON, SABRINA	000	1/11/2018	50.00	.00
23165	944	METROCAST COMMUNICATIONS	000	1/11/2018	334.57	.00
23166	505	POWER & FLOW SOLUTIONS	000	1/11/2018	616.24	.00
23167	991	RGS&S COMMERCIAL CLEANING	000	1/11/2018	289.00	.00
23168	999999	RICHARDSON JACQUELIN	000	1/11/2018	150.00	.00
23169	903	SEAL JUSTIN	000	1/11/2018	195.00	.00
23170	918	STAPLES ADVANTAGE	000	1/11/2018	974.96	.00
23171	859	SUNBELT RENTALS INC	000	1/11/2018	580.15	.00
23172	861	THE UPS STORE #6358	000	1/11/2018	70.00	.00
23173	256	VERIZON WIRELESS	000	1/11/2018	638.43	.00
		CLASS TOTAL			13,212.92	.00
		ACH TOTAL			.00	
		CHECK TOTAL			13,212.92	
		FINAL TOTAL			13,212.92	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 13,212.92- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	ACH ACH	BATCH INV. DESCRIPTION
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00000	999999	ACAPR FAMILY LIFE	THDR 12232017	1/11/2018		100-000200-3500-	150.00	23156	TOTAL		REFUNDS PAYABLE
DISC. TOTAL							.00				
00000	000992	ANTHEM BLUE CROSS & BLUE	20180111	1/11/2018		4100-043100-2300-	531.27	23157	TOTAL		HEALTH PLAN
00000	000992		20180111	1/11/2018		4500-500100-2300-	531.27	23157	TOTAL		HEALTH PLAN
DISC. TOTAL							1,593.81				HEALTH INSURANCE
DISC. TOTAL							.00				

00000	999999	BERRY ROSALIND	THDR 01062018	1/11/2018		100-000200-3500-	150.00	23158	TOTAL		REFUNDS PAYABLE
DISC. TOTAL							.00				
00000	000979	CAROLINE COUNTY HEALTH DE	2017-11	1/11/2018		4520-500100-6030-	141.70	23159	TOTAL		PLANT & LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00				
DISC. TOTAL							141.70				HERPATITIS S & J

00000	000950	CAROLINE HEATING & AIR	1011	1/11/2018		4520-500100-6007-	1,092.00	23160	TOTAL		REPAIR/ MAINTENANCE
DISC. TOTAL							.00				
DISC. TOTAL							1,092.00				WTRP MOTOR & CAPACIT

00000	000010	DOMINION VIRGINIA POWER	2017-12	1/11/2018		4100-031100-5110-	252.75	23161	TOTAL		ELECTRICITY
00000	000010		2017-12	1/11/2018		4100-041000-5110-	78.09	23161	TOTAL		ELECTRICITY-STREETLIGHTS
00000	000010		2017-12	1/11/2018		4100-041000-5110-	1,633.54	23161	TOTAL		ELECTRICITY-STREETLIGHTS
DISC. TOTAL							774.18				
DISC. TOTAL							57.27				
DISC. TOTAL							147.12				
DISC. TOTAL							706.84				
DISC. TOTAL							60.37				
DISC. TOTAL							20.50				
DISC. TOTAL							74.00				
DISC. TOTAL							1,863.09				
DISC. TOTAL							.00				
DISC. TOTAL							5,667.75				

00000	000028	G & G MILFORD FARM SERV.	170989	1/11/2018		4500-500100-6007-	17.99	23162	TOTAL		REPAIR/MAINTENANCE
00000	000028		171017	1/11/2018		4500-500100-6007-	23.13	23162	TOTAL		REPAIR/MAINTENANCE
00000	000028		171047	1/11/2018		4520-500100-6007-	79.99	23162	TOTAL		REPAIR/ MAINTENANCE
DISC. TOTAL							145.85				
DISC. TOTAL							8.37				
DISC. TOTAL							43.98				
DISC. TOTAL							.00				
DISC. TOTAL							319.31				

00000	000990	JERRY'S HANDYMAN SERVICES	20171228	1/11/2018		4100-071310-6007-	200.00	23163	TOTAL		REPAIR/MAINTENANCE
DISC. TOTAL							.00				
DISC. TOTAL							200.00				FIX DOOR IN KITCHEN

00000	999999	JOHNSON, SABRINA	THDR 11232017	1/11/2018		100-000200-3500-	50.00	23164	TOTAL		REFUNDS PAYABLE
DISC. TOTAL							.00				
DISC. TOTAL							50.00				

00000	000944	METROCAST COMMUNICATIONS	2017-12	1/11/2018		4100-012110-5250-	99.95	23165	TOTAL		TELECOMMUNICATIONS
00000	000944		2017-12	1/11/2018		4520-500100-5230-	66.95	23165	TOTAL		TELECOMMUNICATIONS
00000	000944		2018-01	1/11/2018		4100-012110-5250-	99.95	23165	TOTAL		TELECOMMUNICATIONS
00000	000944		2018-01	1/11/2018		4520-500100-5230-	67.72	23165	TOTAL		TELECOMMUNICATIONS
DISC. TOTAL							334.57				
DISC. TOTAL							.00				
DISC. TOTAL							334.57				

00000	000505	POWER & FLOW SOLUTIONS	1858	1/11/2018		4520-500100-6007-	616.24	23166	TOTAL		REPAIR/ MAINTENANCE
DISC. TOTAL							.00				
DISC. TOTAL							616.24				OXIDATION DITCH



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
00000	000991	RSSS COMMERCIAL CLEANING 733		1/11/2018		4100-071310-3320	289.00	23167	TOTAL	00643 JANITORIAL SERVICES
		DISC. TOTAL					.00			
		CHECK TOTAL					289.00			
00000	999999	RICHARDSON JACQUELIN	THDR 12302017	1/11/2018		100-000200-3500-	150.00	23168	TOTAL	00643 THDR 12302017
		DISC. TOTAL					.00			
		CHECK TOTAL					150.00			
00000	000903	SRAL JUSTIN	TRG18-001	1/11/2018		4100-073000-3160-	195.00	23169	TOTAL	00643 PARADE POSTERS
		DISC. TOTAL					.00			
		CHECK TOTAL					195.00			
00000	000918	STAPLES ADVANTAGE		1/11/2018		4100-012410-6001-	318.58	23170	TOTAL	00643 LEXMARK TONER, ENVEL
		DISC. TOTAL					150.28			
		CHECK TOTAL					27.13			
00000	000918			1/11/2018		4100-043100-6001-	27.13	23170	TOTAL	00643 PAPER & INDEX TABS
		DISC. TOTAL					27.12			
		CHECK TOTAL					27.12			
00000	000918			1/11/2018		4500-500100-6001-	49.90	23170	TOTAL	00643 PENS, INK CARTRIDGES
		DISC. TOTAL					27.49			
		CHECK TOTAL					27.49			
00000	000918			1/11/2018		4100-071310-6005-	74.67	23170	TOTAL	00643 PENS, INK CARTRIDGES
		DISC. TOTAL					74.67			
		CHECK TOTAL					74.67			
00000	000918			1/11/2018		4100-043100-6001-	74.67	23170	TOTAL	00643 PENS, INK CARTRIDGES
		DISC. TOTAL					74.68			
		CHECK TOTAL					123.31			
00000	000918			1/11/2018		4100-012410-6001-	123.31	23170	TOTAL	00643 TRASH BAGS
		DISC. TOTAL					.00			
		CHECK TOTAL					974.96			
00000	000859	SUNBELT RENTALS INC		1/11/2018		4100-073000-3160-	538.90	23171	TOTAL	00643 LIGHTS FOR PARADE
		DISC. TOTAL					41.25			
		CHECK TOTAL					.00			
00000	000861	THE UPS STORE #6358		1/11/2018		4100-031100-6001-	35.00	23172	TOTAL	00643 BUSINESS CARDS
		DISC. TOTAL					.00			
		CHECK TOTAL					70.00			
00000	000256	VERTIZON WIRELESS		1/11/2018		4100-043100-5230-	378.32	23173	TOTAL	00643 BUSINESS CARDS
		DISC. TOTAL					66.92			
		CHECK TOTAL					39.21			
00000	000256			1/11/2018		4100-012410-5250-	20.16	23173	TOTAL	00643 PENS, INK CARTRIDGES
		DISC. TOTAL					66.91			
		CHECK TOTAL					66.91			
00000	000256			1/11/2018		4500-500100-5230-	66.91	23173	TOTAL	00643 PENS, INK CARTRIDGES
		DISC. TOTAL					66.91			
		CHECK TOTAL					638.43			
00000	000256			1/11/2018		4100-031100-5230-	638.43	23173	TOTAL	00643 PENS, INK CARTRIDGES
		DISC. TOTAL					.00			
		CHECK TOTAL					13,212.92			
		CHECK TOTAL					13,212.92			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 13,212.92 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23177	865	CASH	000	1/19/2018	96.49	.00
23178	546	JOHNSON'S EXTERMINATING	000	1/19/2018	275.00	.00
23179	999999	LEWIS MELISSA	000	1/19/2018	126.72	.00
23180	919	PRO SHRED SECURITY	000	1/19/2018	45.00	.00
		CLASS TOTAL			543.21	.00
		ACH TOTAL			.00	
		CHECK TOTAL			543.21	
		FINAL TOTAL			543.21	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 543.21- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000865	CASH										
00000	000865		DOLLAR GENERAL	1/19/2018		4100-012110-5840-	.79	23177			MISCELLANEOUS	00644 CAROLINE PROGRESS
00000	000865		DOLLAR GENERAL	1/19/2018		4100-073000-3160-	12.36	23177			PARADE/HOLIDAY EVENTS	00644 CANDY CANES PARADE
00000	000865		DOLLAR GENERAL	1/19/2018		4100-031100-6001-	12.64	23177			OFFICE SUPPLIES & PRINTING	00644 FLASH DRIVE
00000	000865		DOLLAR GENERAL	1/19/2018		4100-012110-5840-	4.13	23177			MISCELLANEOUS	00644 HIGHLIGHTER & COOK
00000	000865		POOD LION	1/19/2018		4520-500100-6007-	4.41	23177			REPAIR/ MAINTENANCE	00644 DAWN - HERRITAGE PINE
00000	000865		LOWES	1/19/2018		4500-500100-6007-	14.86	23177			REPAIR/MAINTENANCE	00644 2 * PVC BALL VALVE
00000	000865		POST OFFICE	1/19/2018		4100-012410-5210-	27.32	23177			POSTAGE	00644 POSTAGE
00000	000865		RITE AID	1/19/2018		4100-043100-6001-	15.98	23177			OFFICE SUPPLIES & PRINTING	00644 USB & CAR CHARGER
00000	000865		PMTA & POMHITE	1/19/2018		4100-031100-6001-	4.00	23177			OFFICE SUPPLIES & PRINTING	00644 TOLLS NEW VEHICLE
			DISC. TOTAL				.00					
			CHECK TOTAL				96.49					
			DISC. TOTAL				.00					
			CHECK TOTAL				275.00					
00000	000546	JOHNSON'S EXTERMINATING	20180119	1/19/2018		4100-071310-3320-	275.00	23178			CONTRACTED SERVICES	00644 CLEANING
			DISC. TOTAL				.00					
			CHECK TOTAL				275.00					
00000	999999	LEWIS MELISSA	HOME DEPOT	1/19/2018		4100-071310-6007-	43.12	23179			REPAIR/MAINTENANCE	00644 ELEMENT FOR STOVE
00000	999999		20180119	1/19/2018		4100-012110-5840-	25.62	23179			MISCELLANEOUS	00644 MILLS DEL INSURANCE
00000	999999		20180119	1/19/2018		4100-071310-6007-	57.98	23179			REPAIR/MAINTENANCE	00644 ELEMENTS FOR STOVE
			DISC. TOTAL				.00					
			CHECK TOTAL				126.72					
00000	000919	PMO SHRED SECURITY	18430	1/19/2018		4100-012110-3140-	45.00	23180			CONTRACTED SERVICES/SHREDDING	00644 2017-09
			DISC. TOTAL				.00					
			CHECK TOTAL				45.00					
			CHECK TOTAL				543.21					
			CHECK TOTAL				543.21					
			CHECK TOTAL				543.21					

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 543.21 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

API00B 1/26/2018 TOWN OF BOWLING GREEN  
 TIME-12:32:11

A/P CHECK REGISTER  
 Check Date - 1/26/2018

ActPd - 2018/01

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23181	644	BMS DIRECT	000	1/26/2018	520.66	.00
23182	776	PARKSON CORPORATION	000	1/26/2018	1,798.53	.00
23183	11	RAPPAHANNOCK ELEC COOP	000	1/26/2018	745.83	.00
23184	13	SHELL FLEET PLUS	000	1/26/2018	711.62	.00
		CLASS TOTAL			3,776.64	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,776.64	
		FINAL TOTAL			3,776.64	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 3,776.64- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH	BATCH INV. DESCRIPTION
00000	000644	BMS DIRECT	122365	1/26/2018		4100-012410-5210-	520.66	23181			00645 UT BILLS & POSTAGE
		DISC. TOTAL					.00				
		CHECK TOTAL					520.66				
		DISC. TOTAL					.00				
		CHECK TOTAL					520.66				
00000	000776	PARKSON CORPORATION	ARI 51020574	1/26/2018		4520-500100-6007-	1,798.53	23182			00645
		DISC. TOTAL					.00				
		CHECK TOTAL					1,798.53				
		DISC. TOTAL					.00				
		CHECK TOTAL					1,798.53				
00000	000011	RAPPANNOCK ELRC COOP	2017-12	1/26/2018		4100-043100-5110-	92.62	23183			00645 CEDAR LN WAREHOUSE
00000	000011		2017-12	1/26/2018		4500-500100-5110-	467.02	23183			00645 WELL #4
00000	000011		2017-12	1/26/2018		4500-500100-5110-	36.40	23183			00645 CEDAR LN TRANS TOP
00000	000011		2017-12	1/26/2018		4500-500100-5110-	43.51	23183			00645 *****
00000	000011		2017-12	1/26/2018		4520-500100-5110-	16.59	23183			00645 OAK RIDGE PUMP ST
00000	000011		2017-12	1/26/2018		4520-500100-5110-	89.69	23183			00645 LKWOOD PUMP STAT
		DISC. TOTAL					.00				
		CHECK TOTAL					745.83				
00000	000013	SHELL FLEET PLUS	9806801	1/26/2018		4100-031100-6008-	308.45	23184			00645 PC
00000	000013		9806801	1/26/2018		4100-043100-6008-	134.39	23184			00645 FW
00000	000013		9806801	1/26/2018		4500-500100-6008-	134.39	23184			00645 WATER
		DISC. TOTAL					.00				00645 SBWER
		CHECK TOTAL					711.62				
		DISC. TOTAL					.00				
		CHECK TOTAL					3,776.64				
		DISC. TOTAL					.00				
		CHECK TOTAL					3,776.64				

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 3,776.64 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

**Town of Bowling Green**  
**Town Council Meeting**



Date: February 1, 2018  
Agenda Item: V. Consent Agenda,  
B. 1/4/18 Minutes

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance         Grant/MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Minutes –Town Council Meeting – January 4, 2018 and reconvened January 18, 2018

**BACKGROUND / SUMMARY:** Transcribed Minutes from the January 4, 2018 and reconvened January 18, 2018 Town Council Minutes.

**ATTACHMENTS:**

Town Council Meeting – January 4, 2018 and reconvened January 18, 2018

**REQUESTED ACTION:**

Approval of the Minutes

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

**VOTE:**       PASSED       NOT PASSED

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

January 4, 2018

**MEMBERS PRESENT:** Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, and Tyler Gibson.

**MEMBERS ABSENT:** Jean Davis

**OTHERS PRESENT:** None

**AUDIENCE:** None

**I. CALL TO ORDER AND QUORUM ESTABLISHED:**

The Mayor called the meeting to order at 7:00 P.M. and noted a quorum was present. He thanked everyone for coming and explained that due to weather conditions, and to avoid the cost of re-advertising for the public hearing, after consulting with the Town Attorney, it was decided that the best course of action would be to open the meeting and the public hearing and then recess until Thursday January 18, 2018 at 7:00PM.

**II. PUBLIC HEARING:**

A. O-2018-001 – Amend Chapter 2, “Administration of Government,” by adding Article V, “Planning Commission” and amending Composition, Appointments, Compensation and Removal of Planning Commission.

At 7:01 the Mayor opened the Public Hearing.

**On Motion** by Mr. McDearmon, seconded by Mr. Gibson, Council voted to recess the Public Hearing on O-2018-001 – Amend Chapter 2, “Administration of Government,” by adding Article V, “Planning Commission” and amending Composition, Appointments, Compensation and Removal of Planning Commission, until Thursday January 18, 2018 at 7:00PM.

**Voting Aye:** McDearmon, Wright, Gaines, Hauser, Coleman, and Gibson.

**Voting Nay:** none.

**On motion** by Mr. Gaines, seconded by Mr. Hauser, Council voted to recess the meeting until Thursday January 18, 2018 at 7:00PM.

**Voting Aye:** McDearmon, Wright, Gaines, Hauser, Coleman, and Gibson.

**Voting Nay:** none.

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

January 18, 2018

**MEMBERS PRESENT:** Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, Jean Davis, and Tyler Gibson.

**MEMBERS ABSENT:** Mary Frances Coleman, Vice-Mayor Glenn McDearmon

**OTHERS PRESENT:** Town Manager Reese Peck, Town Attorney Andrea Erard, Town Clerk/Treasurer Melissa Lewis

**AUDIENCE:** Accounts Clerk Judy Beazley, Events Coordinator Jo-Elsa Jordan, Police Chief David Lipscomb, Public Works and Utilities Director Billy Deavers, Planning Commission Chair-person Valarie Coyle, Caroline Progress Reporter, Evie Lewis

**I. RECONVENING OF JANUARY 4, 2018 MEETING AND QUORUM ESTABLISHED:**

The Mayor reconvened the meeting at 7:02 P.M. and noted a quorum was present. He stated that although Vice-Mayor McDearmon was unable to attend the meeting due to a personal business matter, he was present by speaker phone.

**II. COUNCIL TELEPHONIC PARTICIPATION POLICY:**

**On motion** by Ms. Davis, seconded by Mr. Gibson, Council voted to approve the Council Telephonic Participation Policy as presented.

**Voting Aye:** Wright, Gaines, Hauser, Davis and Gibson.

**Voting Nay:** none.

After consulting with the Town Attorney, the Mayor stated that Mr. McDearmon did not meet the requirements of the Telephonic Participation Policy and would be unable to take action during the meeting but would be permitted to ask questions and participate in discussion.

**III. PUBLIC HEARING:**

A. O-2018-001 – Amend Chapter 2, “Administration of Government,” by adding Article V, “Planning Commission” and amending Composition, Appointments, Compensation and Removal of Planning Commission.

At 7:07 P.M. the Mayor reconvened the Public Hearing. He called for public comment on O-2018-001, he called a second and third time. Hearing none, he closed the Public Hearing.

**On Motion** by Mr. Hauser, seconded by Ms. Davis, Council voted to adopt O-2018-001



– Amend Chapter 2, “Administration of Government,” by adding Article V, “Planning Commission” and amending Composition, Appointments, Compensation and Removal of Planning Commission.

**Voting Aye:** Wright, Gaines, Hauser, Davis, and Gibson.

**Voting Nay:** none.

#### **IV. DELEGATIONS:**

There were no Delegations.

#### **V. PUBLIC COMMENTS:**

There were no comments from the public.

#### **VI. STAFF REPORTS:**

The following staff reports were noted:

- A. Public Works and Utilities Report – December 2017
- B. Police Chief’s Report – December 2017
- C. Events Coordinator’s Report – December 2017
- D. Clerk/ Treasurer’s Report – December 2017
- E. Town Manager’s Report – December 2017

#### **VII. CONSENT AGENDA:**

- A. Bills – December 2017 (*reports attached*)
- B. Minutes – December 7, 2017 Town Council Meeting
- C. Health Insurance Renewal

Consent items C was pulled from the Consent Agenda to be discussed separately.

**On Motion** by Mr. Gaines, seconded by Mr. Hauser, Council voted to approve Consent Agenda items A – Bills and B - Minutes.

**Voting Aye:** Wright, Gaines, Hauser, Davis, and Gibson.

**Voting Nay:** none.

**On Motion** by Mr. Gaines, seconded by Mr. Gibson, Council voted to approve Consent Agenda item C – Health Insurance Renewal.

**Voting Aye:** Wright, Gaines, Hauser, Davis, and Gibson.

**Voting Nay:** None.

#### **VIII. NEW BUSINESS:**

- A. Re-Appointment of Planning Commission Members with Terms

**On Motion** by Mr. Gibson, seconded by Mr. Wright, Council voted Re-Appoint the current Planning Commission Members with Terms as follows:

Jean Davis (Town Council Rep) - one year with term expiring on 12-31-2018;

Valarie Coyle – two years with term expiring on 12-31-2019;  
Armando L. Flores – three years with term expiring on 12-31-2020;  
Jeff Voit – four years with term expiring on 12-31-2021; and,  
Vacant – term to be set at time of appointment.

**Voting Aye:** Wright, Gaines, Hauser, Davis, and Gibson.

**Voting Nay:** None.

B. Set Public Hearing Date for Text Amendment on allowing Minor Events in Residential Zoning Districts

**On Motion** by Mr. Hauser, seconded by Mr. Gibson, Council voted to hold a Public Hearing at the March 1, 2018 Town Council Meeting for a Text Amendment allowing Minor Events in Residential Zoning Districts and authorize the Town Manager to have a public hearing noticed published.

**Voting Aye:** Wright, Gaines, Hauser, and Gibson.

**Voting Nay:** Davis.

C. Committee Assignments

The Mayor appointed Council to committees as follows:

- Budget & Personnel – Tyler Gibson, Mark Gaines and Martin Hauser (Chair)
- Facilities – Jean Davis, Mary F. Coleman and Glen McDearmon (Chair)
- Ordinances & Policies – Otis Wright (Chair) and the Chairs of Budget & Personnel (Martin Hauser) and Facilities (Glen McDearmon)

**IX. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

- A. Otis Wright – No report was given.
- B. Martin Hauser – No report was given.
- C. Mary Frances Coleman – No report was given.
- D. Jean Davis – No report was given.
- E. Tyler Gibson – Reported that the Economic Development Authority met on January 16, 2018 and discussed façade improvement of the downtown business district.
- F. Jason Satterwhite, Mayor – Reminded Council of the Fort A.P. Hill Community Leader’s Reception on January 26, 2018. He noted that all of Council was invited and anyone that had not yet RSVP’d could let the Town Clerk know and she would contact the Public Affairs Office.

**X. INFORMATIONAL ITEMS:**

No informational items were presented.

**XI. ADJOURNMENT:**

**On motion** by Mr. Gaines, seconded by Mr. Gibson, Council unanimously voted to adjourn at 8:06 P.M.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23078	9999999	ATKINS PATRICIA	000	12/14/2017	100.00	.00
23079	9999999	BROADDUS DANIELLE	000	12/14/2017	35.89	.00
23080	9999999	CROPPER PAT	000	12/14/2017	100.00	.00
23081	9999999	HAWKINS NICOLE	000	12/14/2017	100.00	.00
23082	9999999	JACKSON TINA	000	12/14/2017	1.22	.00
23083	9999999	LOCKLEAR ROSS	000	12/14/2017	75.40	.00
23084	9999999	MELSON DANIEL	000	12/14/2017	100.00	.00
23085	9999999	MYERS ANGIELA D	000	12/14/2017	150.00	.00
23086	9999999	PITTS RONALD S & LAURIE D	000	12/14/2017	150.00	.00
23087	9999999	PREFERRED REAL ESTATE	000	12/14/2017	269.86	.00
23088	9999999	REEDY DAN	000	12/14/2017	30.29	.00
23089	9999999	SPERRE LORRY J	000	12/14/2017	1.52	.00
23090	9999999	VIRGINIA HOME BUYERS LLC	000	12/14/2017	74.34	.00
23091	9999999	WEBB CHAD	000	12/14/2017	100.00	.00
		CLASS TOTAL			1,288.52	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,288.52	
		FINAL TOTAL			1,288.52	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 1,288.52- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23092	988	BALLEW DALE	000	12/15/2017	300.00	.00
23093	9999999	CLATBORNE BRUCE	000	12/15/2017	150.00	.00
23094	617	CROWN TROPHY #103	000	12/15/2017	227.50	.00
23095	55	GALLI'S LLC	000	12/15/2017	1,211.16	.00
23096	953	JOE WHEELER'S SEPTIC TANK	000	12/15/2017	450.00	.00
23097	514	K. I. LANGFORD EXCAVATING	000	12/15/2017	3,608.00	.00
23098	986	LAWRENCE MANDY	000	12/15/2017	200.00	.00
23099	906	MCLEROD RICKY	000	12/15/2017	600.00	.00
23100	987	MINCZ TIRE SERVICE	000	12/15/2017	90.00	.00
23101	9999999	SATTERWHITE TERESA	000	12/15/2017	50.00	.00
23102	75	SYDOR HYDRO INC	000	12/15/2017	1,080.00	.00
23103	707	THE CAROLINE PROGRESS	000	12/15/2017	713.70	.00
23104	852	US POSTAL SERVICE	000	12/15/2017	116.00	.00
23105	256	VERIZON WIRELESS	000	12/15/2017	40.01	.00
		CLASS TOTAL			8,836.37	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,836.37	
		FINAL TOTAL			8,836.37	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 8,836.37- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23108	10	DOMINION VIRGINIA POWER	000	12/22/2017	6,329.36	.00
23109	28	G & G MILFORD FARM SERV.	000	12/22/2017	134.23	.00
23110	486	MOSCA DESIGN	000	12/22/2017	3,164.07	.00
23111	11	RAPPAHANNOCK ELEC COOP	000	12/22/2017	655.34	.00
23112	13	SHELL FLEET PLUS	000	12/22/2017	711.47	.00
23113	700	TREASURER OF VIRGINIA	000	12/22/2017	29.61	.00
23114	12	WASTE MANAGEMENT	000	12/22/2017	896.13	.00
23115	878	WHITE OAK ELECTRIC	000	12/22/2017	11,701.20	.00
		CLASS TOTAL			23,621.41	.00
		ACH TOTAL			.00	
		CHECK TOTAL			23,621.41	
		FINAL TOTAL			23,621.41	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 23,621.41- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23117	18	A & M HOME CENTER	000	1/05/2018	159.00	.00
23118	18	A & M HOME CENTER	000	1/05/2018	9.97	.00
23119	897	CINTAS CORPORATION	000	1/05/2018	144.26	.00
23120	14	CINTAS OF RICHMOND	000	1/05/2018	135.13	.00
23121	972	COLLIER JR CLYDE WAYNE	000	1/05/2018	1,200.00	.00
23122	980	DEWBERRY ENGINEERS, INC	000	1/05/2018	3,501.00	.00
23123	234	ENVIROCOMPLIANCE LAB INC	000	1/05/2018	1,185.00	.00
23124	234	ENVIROCOMPLIANCE LAB INC	000	1/05/2018	675.00	.00
23125	648	ERRARD ANDREA G	000	1/05/2018	1,667.00	.00
23126	151	FIRE SAFETY SYSTEMS	000	1/05/2018	376.00	.00
23127	79	G H WATTS CONST INC	000	1/05/2018	2,200.00	.00
23128	55	GALL'S LLC	000	1/05/2018	836.60	.00
23129	999999	GORDON VALERIE	000	1/05/2018	150.00	.00
23130	999999	HONEYCUTT GEORGE	000	1/05/2018	35.00	.00
23131	932	IBM CORPORATION	000	1/05/2018	854.59	.00
23132	898	JAMES MARY	000	1/05/2018	140.00	.00
23133	836	JOHNSON'S EXTERMINATING	000	1/05/2018	245.00	.00
23134	546	JOHNSON'S EXTERMINATING	000	1/05/2018	2,665.00	.00
23135	725	MCGINLEY MICHELLE B	000	1/05/2018	105.00	.00
23136	48	MID-ATLANTIC LAB	000	1/05/2018	60.00	.00
23137	844	MINOR & ASSOCIATES	000	1/05/2018	712.50	.00
23138	919	PRO SHRED SECURITY	000	1/05/2018	51.00	.00
23139	961	RAZORBACK CONTRACTORS	000	1/05/2018	59.50	.00
23140	999999	ROLLINS-FELLS JOWANDA	000	1/05/2018	150.00	.00
23141	544	SAFETY SERVICES COMPANY	000	1/05/2018	424.97	.00
23142	659	SOSMETAL PRODUCTS INC	000	1/05/2018	1,271.42	.00
23143	54	SOUTHERN POLICE EQUIP CO	000	1/05/2018	31.49	.00
23144	918	STAPLES ADVANTAGE	000	1/05/2018	318.58	.00
23145	707	THE CAROLINE PROGRESS	000	1/05/2018	259.60	.00
23146	291	USA BLUE BOOK	000	1/05/2018	1,711.14	.00
23147	989	VACO SERVICES	000	1/05/2018	100.00	.00
23148	19	VERIZON WIRELESS	000	1/05/2018	278.35	.00
23149	44	VUPS	000	1/05/2018	40.01	.00
23150	12	WASTE MANAGEMENT	000	1/05/2018	17.85	.00
23151	930	WEBB EMILY	000	1/05/2018	6,816.53	.00
23152	691	WELLS FARGO CORPORATE	000	1/05/2018	280.00	.00
23153	451	XEROX CORPORATION	000	1/05/2018	78,167.50	.00
23154	451	XEROX CORPORATION	000	1/05/2018	196.43	.00
		CLASS TOTAL	000		107,230.42	.00
		ACH TOTAL			.00	
		CHECK TOTAL			107,230.42	
		FINAL TOTAL			107,230.42	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 107,230.42 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

**Town of Bowling Green**  
**Town Council Meeting**



Date: February 1, 2018  
Agenda Item: VI-Proposed FY 2019  
Water and Sewer Rates

**TYPE OF AGENDA ITEM:**

- CONSENTAGENDA
- PRESENTATION
- ACTIONITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction     Resolution
  - Ordinance         Grant/ MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** Reese Peck                      **PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VIA-Proposed FY 2019 Water and Sewer Rates

**BACKGROUND / SUMMARY:** See attached presentation.

**ATTACHMENTS:**

Presentation PowerPoint, option summary, and Caroline County's – Understanding your Water and Sewer Utility Bill.

**REQUESTED ACTION:**

Direct Town Manager on which option to include in the public hearing notice.

**FOR MORE INFORMATION, CONTACT:**

Phone #: 804-633-6212  
Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:  
Reese Peck

*FOR USE DURING MEETING*

<i>FOR USE DURING MEETING</i>					VOTE:	<input type="checkbox"/> PASS	<input type="checkbox"/> NOT PASS
Y	N		Y	N			
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon		
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright		
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson		
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite		

**Residential**

County		In-Town Option 1			In-Town Option 2			In-Town Option 3		
County	Water	Sewer	Total	Water	Sewer	Total	Water	Sewer	Total	
Base	\$17.02	\$20.84	\$37.86	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Charge	\$1.05	\$2.10	\$3.15	\$18	\$18	\$36	\$18	\$18	\$36	
Administrative	\$0.53	\$0.53	\$1.06	\$2	\$2	\$4	\$2	\$2	\$4	
0-4,000	1.52	9.55	\$86	\$30.14	\$78.68	\$108.82	\$74	\$99.55	\$173.55	
4,000-8,000	1.83	9.85	\$113	\$1.53	\$3.99	\$5.52	\$1.83	\$9.85	\$11.68	
8,000-10,000	4.25	10.13	\$146	\$1.61	\$4.20	\$5.81	\$1.75	\$10.13	\$11.88	
Over 10,000	4.86	11	\$157	\$1.68	\$4.38	\$6.06	\$1.87	\$11.00	\$12.87	
30,000 & Up			\$174	\$1.74	\$4.54	\$6.28	\$1.87	\$11.00	\$12.87	
<b>Sewer Connections</b>	In	320 Admin.	\$1	\$4,752						
Out	76 Capital	\$9.00	\$42,768							
<b>Water Connections</b>	In	498 Admin.	\$1	\$9,096						
Out	260 Capital	\$9.00	\$81,864							
<b>Combined Water &amp; Sewer</b>	In-Town	4,000	\$86	\$74	\$99	\$86	\$74	\$99	\$86	
Usage	10,000	\$162	\$88	\$175	\$162	\$162	\$162	\$162	\$162	

**Commercial**

County		In-Town Option 1			In-Town Option 2			In-Town Option 3		
County	Water	Sewer	Total	Water	Sewer	Total	Water	Sewer	Total	
Base	\$28.94	\$0.87	\$29.81	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Charge	2.1	4.2	\$6.30	\$18	\$18	\$36	\$18	\$18	\$36	
Administrative	0.53	0.53	\$1.06	\$2	\$2	\$4	\$2	\$2	\$4	
0-4,000	1.52	9.55	\$111	\$30.14	\$78.68	\$108.82	\$74	\$99.55	\$173.55	
4,000-8,000	1.83	9.85	\$113	\$1.53	\$3.99	\$5.52	\$1.83	\$9.85	\$11.68	
8,000-10,000	4.25	10.13	\$147	\$1.61	\$4.20	\$5.81	\$1.75	\$10.13	\$11.88	
Over 10,000	4.86	11	\$157	\$1.68	\$4.38	\$6.06	\$1.87	\$11.00	\$12.87	
30,000 & Up			\$174	\$1.74	\$4.54	\$6.28	\$1.87	\$11.00	\$12.87	
<b>Sewer Connections</b>	In	83 Admin.	\$1	\$1,008						
Out	1 Capital	\$9	\$9,072							
<b>Water Connections</b>	In	97 Admin.	\$1	\$1,188						
Out	2 Capital	\$9	\$10,692							
<b>Combined Water &amp; Sewer</b>	In-Town	4,000	\$111	\$78	\$102	\$111	\$102	\$111	\$102	
Usage	10,000	\$187	\$125	\$178	\$187	\$187	\$187	\$187	\$187	

**Town of Bowling Green Monthly Minimums**

	Water	Sewer	Total
Residential Minimum	\$15	\$40	\$55
Out-of-Town	\$30	\$45	\$75
Commercial Minimum	\$15	\$43	\$58
Out-of-Town	\$30	\$51	\$81

**Residential**

Combined Water & Sewer		Option 1	Option 2	Option 3
Usage	4,000	\$54	\$86	\$86
In-Town	10,000	\$68	\$102	\$111
Usage	10,000	\$68	\$102	\$111

**Commercial**

Combined Water & Sewer		Option 1	Option 2	Option 3
Usage	4,000	\$58	\$111	\$102
In-Town	10,000	\$73	\$187	\$178
Usage	10,000	\$73	\$187	\$178



# FY 2019 WATER & SEWER RATES

The First Step in a Long Journey

## Issues With Current Structures

- Does not generate revenues sufficient to support operations without general fund subsidy;
- Overly Complex with numerous multipliers (100%, 261%, 295%, 282%, 339%) – remember that the 339% multiplier for out-of-town sewer users is applied before the 100% water surcharge is applied;
- Rate tier increments are intended to encourage conservation, however, our increments are so small that they do nothing to accomplish this purpose while at the same time adding very little revenue and increasing the rate structure's complexity.

## Goals

- Simplify
- Generate Revenues Sufficient to Cover Operating and Capital Costs
- Create Conservation Incentives

# THE CURRENT RATE STRUCTURE

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## Bowling Green Rate Structure

Town of Bowling Green Monthly Minimums			
	Water	Sewer	Total
<b>Residential Minimum</b>			
In-Town	\$15	\$40	\$55
Out-of-Town	\$30	\$45	\$75
<b>Commercial Minimum</b>			
In-Town	\$15	\$43	\$58
Out-of-Town	\$30	\$51	\$81

- Two Component Structure
  - Monthly Minimums
  - Usage Charge (next slide)
- **Two Classes**
  - Commercial
  - Residential

## Bowling Green Current Rates

Residential		
In-Town		
Usage	Water	Sewer
0-5,000	\$30.14	\$78.68
5,000-10,000	\$1.53	\$3.99
10,000-20,000	\$1.61	\$4.20
20,000-30,000	\$1.68	\$4.38
30,000 & Up	\$1.74	\$2.27
Out-of-Town		
Usage	Water	Sewer
0-5,000	\$60.28	\$88.92
5,000-10,000	\$3.07	\$4.51
10,000-20,000	\$3.21	\$4.75
20,000-30,000	\$3.36	\$4.96
30,000 & Up	\$3.49	\$5.13

Commercial		
In-Town		
Usage	Water	Sewer
0-5,000	\$30.14	\$85.01
5,000-10,000	\$1.60	\$4.51
10,000-20,000	\$1.66	\$4.68
20,000-30,000	\$1.71	\$4.82
30,000 & Up	\$1.79	\$5.05
Out-of-Town		
Usage	Water	Sewer
0-5,000	\$60.28	\$102.20
5,000-10,000	\$3.20	\$5.42
10,000-20,000	\$3.32	\$5.63
20,000-30,000	\$3.42	\$5.80
30,000 & Up	\$3.58	\$6.07

# THE CAROLINE COUNTY MODEL

## Caroline County Rate Structure

Caroline County			
Charges	Water	Sewer	Total
Base	\$17.02	\$20.84	\$37.86
Capital	\$1.05	\$2.10	\$3.15
Administrative	\$0.53	\$0.53	\$1.06
Usage			
0-4,000	1.52	9.55	\$86
4,000-8,000	1.83	9.85	\$133
8,000-10,000	4.25	10.13	\$162
Over 10,000	4.86	11.00	\$479

- Four Component Structure
  - Base or Capacity Charge
  - Capital Charge
  - Administrative Charge
  - Usage Charge
- Two Classes
  - Commercial
  - Residential

# Residential Options

## Residential OPTION 1 – Just Add Capital & Administrative Charges To Current Rate Structure And Collect Monthly

	Water	Sewer	Total Bi-Monthly	Total Monthly
Base	\$0	\$0	\$0	\$0
Capital Charge	\$18	\$18	\$36	\$18
Administrative	\$2	\$2	\$4	\$2

- Add a Flat Monthly Capital Charge of \$9 and an \$1 Administrative Charge on all classes of accounts;
- Generates an additional \$148, 560 of water and sewer revenues.

## Residential OPTION 1 – Just Add Capital & Administrative Charges To Current Rate Structure And Collect Monthly

- Least amount of change from current practices;
- Generates the least amount of additional revenue;
- Doesn't address shortcoming of our rate tiers (there is only a 40 cent difference in cost for 5,000 gallons in Tier 2 vs. Tier 3);
- Doesn't address the complexity problem (numerous multipliers - 100%, 261%, 295%, 282%, 339% – remember that the 339% multiplier for out-of-town sewer users is applied before the 100% water surcharge is applied).

## Residential OPTION 2 – Add Base, Capital & Administrative Charges Equal To Current Town Minimum And Adopt Current County Rate Structure For Usage

Town of Bowling Green Monthly Minimums			
	Water	Sewer	Total
<b>Residential Minimum</b>			
In-Town	\$15	\$40	\$55
Out-of-Town	\$30	\$45	\$75
<b>Commercial Minimum</b>			
In-Town	\$15	\$43	\$58
Out-of-Town	\$30	\$51	\$81

In-Town Option 2			
	Water	Sewer	Total
Base	\$5	\$30	\$35
Capital Charge	\$9	\$9	\$18
Administrative	\$1	\$1	\$2
<b>Total</b>	<b>\$15</b>	<b>\$40</b>	<b>\$55</b>

- Set the total of the Base, Capital and Administrative for each class of users equal to the current minimum bill; and,
- Adopt County rates for water and sewer usage.

## Residential OPTION 2 – Add Base, Capital & Administrative Charges Equal To Current Town Minimum And Adopt Current County Rate Structure For Usage

- Involves a great deal of change from the Town's current practices;
- Generates the most additional revenue;
- Has rate tier structure designed to give an incentive towards water conservation;
- Area residents are familiar with this rate model.

## Residential OPTION 3 – Adopt Current County Rates Structure With Different Distribution of Base, Capital and Administrative Charges

County			
County	Water	Sewer	Total
Base	\$17	\$21	\$38
Capital Charge	\$1	\$2	\$3
Administrative	\$1	\$1	\$1
<b>Total</b>	<b>\$19</b>	<b>\$23</b>	<b>\$42</b>

In-Town Option 3			
	Water	Sewer	Total
Base	\$5	\$17	\$22
Capital Charge	\$9	\$9	\$18
Administrative	\$1	\$1	\$2
<b>Total</b>	<b>\$15</b>	<b>\$27</b>	<b>\$42</b>

- Set the total of the Base, Capital and Administrative for each class of users equal to the current minimum bill; and,
- Adopt County rates for water and sewer usage.

## Residential OPTION 3 – Adopt Current County Rates Structure With Different Distribution of Base, Capital and Administrative Charges

- Involves a great deal of change from the Town's current practices;
- Mirrors the County's Rate Structure;
- Generates the second most additional revenue;
- Has rate tier structure designed to give an incentive towards water conservation;
- Area residents are familiar with this rate model.

## Commercial Options



## Commercial OPTION 1 – Just Add Capital & Administrative Charges To Current Rate Structure And Collect Monthly

	Water	Sewer	Total Bi-Monthly	Total Monthly
Base	\$0	\$0	\$0	\$0
Capital Charge	\$18	\$18	\$36	\$18
Administrative	\$2	\$2	\$4	\$2

- Add a Flat Monthly Capital Charge of \$9 and an \$1 Administrative Charge on all classes of accounts;
- Generates an additional \$148, 560 of water and sewer revenues.

## Commercial OPTION 1 – Just Add Capital & Administrative Charges To Current Rate Structure And Collect Monthly

- Least amount of change from current practices;
- Generates the least amount of additional revenue;
- Doesn't address shortcoming of our rate tiers (there is only a 40 cent difference in cost for 5,000 gallons in Tier 2 vs. Tier 3);
- Doesn't address the complexity problem (numerous multipliers - 100%, 261%, 295%, 282%, 339% – remember that the 339% multiplier for out-of-town sewer users is applied before the 100% water surcharge is applied).

## Commercial OPTION 2 – Add Base, Capital & Administrative Charges Equal To Current Town Minimum And Adopt Current County Rate Structure For Usage

Town of Bowling Green Monthly Minimums			
	Water	Sewer	Total
<b>Residential Minimum</b>			
In-Town	\$15	\$40	\$55
Out-of-Town	\$30	\$45	\$75
<b>Commercial Minimum</b>			
In-Town	\$15	\$43	\$58
Out-of-Town	\$30	\$51	\$81

In-Town Option 2			
	Water	Sewer	Total
Base	\$5	\$33	\$38
Capital Charge	\$9	\$9	\$18
Administrative	\$1	\$1	\$2
<b>Total</b>	<b>\$15</b>	<b>\$43</b>	<b>\$58</b>

- Set the total of the Base, Capital and Administrative for each class of users equal to the current minimum bill; and,
- Adopt County rates for water and sewer usage.

## Commercial OPTION 2 – Add Base, Capital & Administrative Charges Equal To Current Town Minimum And Adopt Current County Rate Structure For Usage

- Involves a great deal of change from the Town’s current practices;
- Generates the most additional revenue;
- Has rate tier structure designed to give an incentive towards water conservation;
- Area residents are familiar with this rate model.

## Commercial OPTION 3 – Adopt Current County Rates Structure With Different Distribution of Base, Capital and Administrative Charges

County			
County	Water	Sewer	Total
Base	\$29	\$31	\$60
Capital Charge	\$2	\$4	\$6
Administrative	\$1	\$1	\$2
<b>Total</b>	<b>\$32</b>	<b>\$36</b>	<b>\$68</b>

In-Town Option 3			
	Water	Sewer	Total
Base	\$11	\$37	\$48
Capital Charge	\$9	\$9	\$18
Administrative	\$1	\$1	\$2
<b>Total</b>	<b>\$21</b>	<b>\$47</b>	<b>\$68</b>

- Set the total of the Base, Capital and Administrative for each class of users equal to the current minimum bill; and,
- Adopt County rates for water and sewer usage.

## Commercial OPTION 3 – Adopt Current County Rates Structure With Different Distribution of Base, Capital and Administrative Charges

- Involves a great deal of change from the Town's current practices;
- Mirrors the County's Rate Structure;
- Generates the second most additional revenue;
- Has rate tier structure designed to give an incentive towards water conservation;
- Area residents are familiar with this rate model.

**Proposed Residential Water and Sewer Rate Impacts**

**Total and Percentage Based On Usage**

Users & Usage		County vs. Town			Existing Rates Plus Capital and Admin Fees			Marry Base Fees Equal to Existing Minimums and County Usage Rates			Adopt County Fees With Base Fees Allocated Differently		
User	Usage	County	Current	% Inc.	Option 1	Current	% Inc.	Option 2	Current	% Inc.	Option 3	Current	% Inc.
1	1,500	\$59	\$55	7%	\$74	\$55	35%	\$72	\$55	31%	\$59	\$55	7%
2	1,650	\$60	\$55	9%	\$74	\$55	35%	\$73	\$55	33%	\$60	\$55	9%
3	1,700	\$61	\$55	11%	\$74	\$55	35%	\$74	\$55	34%	\$61	\$55	11%
4	1,800	\$62	\$55	13%	\$74	\$55	35%	\$75	\$55	36%	\$62	\$55	13%
5	2,050	\$65	\$55	18%	\$74	\$55	35%	\$78	\$55	41%	\$65	\$55	18%
6	2,300	\$68	\$55	23%	\$74	\$55	35%	\$80	\$55	46%	\$68	\$55	23%
7	2,700	\$72	\$57	26%	\$74	\$57	29%	\$85	\$57	48%	\$72	\$57	26%
8	3,000	\$75	\$58	30%	\$77	\$58	32%	\$88	\$58	52%	\$75	\$58	30%
9	5,100	\$99	\$69	43%	\$89	\$69	28%	\$112	\$69	61%	\$99	\$69	44%
10	8,000	\$133	\$87	53%	\$105	\$87	21%	\$146	\$87	68%	\$133	\$87	53%
11	10,000	\$162	\$97	67%	\$117	\$97	21%	\$175	\$97	80%	\$162	\$97	67%

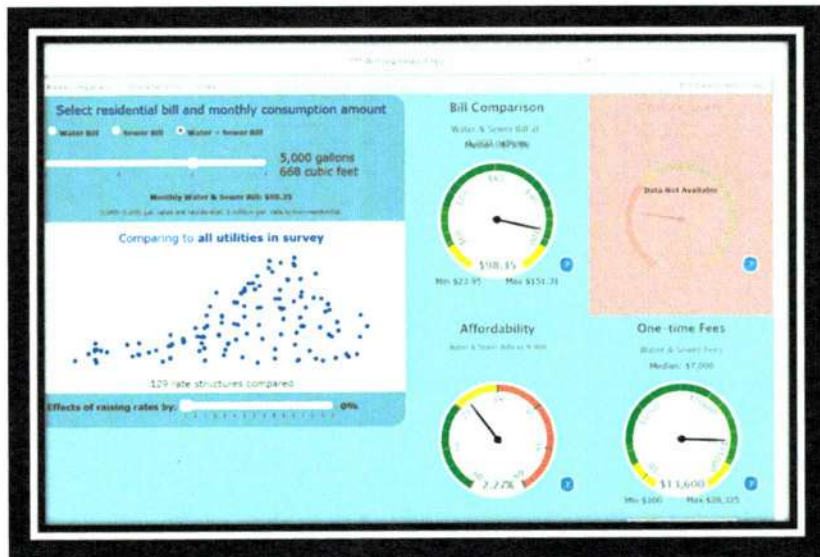
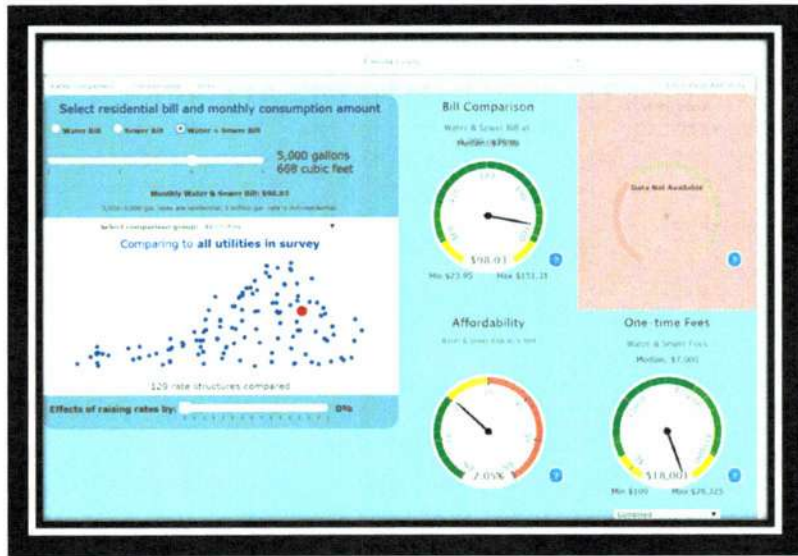
**Option Summary**

<i>Residential</i>										
Combined Water & Sewer	Usage	Current	County	% Inc.	Option 1	% Inc.	Option 2	% Inc.	Option 3	% Inc.
In-Town	1,500	\$55	\$59	7%	\$74	35%	\$72	31%	\$59	7%
	3,000	\$55	\$75	36%	\$77	40%	\$88	60%	\$75	36%
	4,000	\$55	\$86	57%	\$74	35%	\$99	81%	\$86	57%
	10,000	\$68	\$162	137%	\$88	29%	\$175	156%	\$162	137%
<i>Commercial</i>										
Combined Water & Sewer	Usage	Current	County	% Inc.	Option 1	% Inc.	Option 2	% Inc.	Option 3	% Inc.
In-Town	1,500	\$58	\$84	45%	\$78	34%	\$75	29%	\$84	45%
	3,000	\$58	\$100	72%	\$78	34%	\$91	57%	\$100	72%
	4,000	\$58	\$111	93%	\$78	35%	\$102	78%	\$111	93%
	10,000	\$73	\$187	157%	\$125	71%	\$178	144%	\$187	157%

## Anticipated Addition Revenue For Capital Projects And Administration

<u>Sewer Connections</u>	<i>Residential-In</i>	320	Admin.	\$1	\$5,760	
	<i>Commercial-In</i>	83	Capital	\$9	\$51,864	
	<i>Residential-Out</i>	76	Total			\$57,600
	<i>Commercial-Out</i>	1				
	<i>Total Users</i>	480				
<u>Water Connections</u>	<i>Residential-In</i>	498	Admin.	\$1	\$9,096	
	<i>Commercial-In</i>	97	Capital	\$9	\$81,864	
	<i>Residential-Out</i>	260	Total			\$90,960
	<i>Commercial-Out</i>	2				
	<i>Total Users</i>	857				







# Caroline County Public Utilities



# Understanding your Water and Sewer Utility Bill

**Adopted Rate Schedule  
Effective July 1, 2014**

# Caroline County Public Utilities

## Rate Increase Effective July 1, 2014

### **Understanding your Water and Sewer Utility Bill**

Your water/sewer bill is made up of several different components, based on the type of services you receive (water and/or sewer), season of the year (summer or winter) and the size of the service available for your home or business. Caroline County Public Utilities owns and operates a well system to provide you with potable water, and a regional wastewater treatment plant to treat the sewage. Rates for these services have been designed to recover the costs of both producing potable water and treating the wastewater at our sewer facilities, including distribution and collection systems, treatment facilities, and metering equipment. Administrative and clerical costs are also a part of providing service.

### **Billing Schedule**

Water and sewer bills will be sent out on a monthly basis. Since all water and sewer services are used by the customer in advance of receiving the bill, bills are due and payable when rendered. The Utility Department will be reading your water meter on the 1st of every month or on the closest business day. The due date for your utility bill will be on the last day of the month.

### **Deposits**

All New customers are required to pay in advance a refundable deposit of \$65.00 for each water and/or sewer service. An additional deposit will be required where service has been terminated for non-payment two (2) times within any 24-month period. The additional deposit shall be assessed equal to the average of the three (3) most recent bills.

### **Capacity Charge (Base Fee)**

All customers receiving water and/or sewer services are charged a capacity charge. This is a fixed monthly fee, determined by the size of the water meter installed at your property. All single family residences are served by ¾" meters, which are the smallest and least expensive available. Commercial meter size is determined by the volume of water expected to be used by the customer. This fee helps to fairly distribute service costs that are not related to the volume of water used, such as bill production, customer service, water service inspections, meter reading, maintenance and repairs, all to provide reliable services to our customers

### **Grace Periods & Penalties**

A grace period for payment of all utility bills shall be 10 calendar days from the due date. The Caroline County code provides for the assessment of a penalty for late payment of water/sewer bills. A penalty of 10% of the total bill will be incurred if the bill is not paid in full after the grace period. Your water and/or sewer service will be disconnected if bills are delinquent for 30 days.

### **Fee for Restoration of Service due to Non-Payment of Bill**

A fee of \$50.00 for the processing of the termination of services will automatically be applied to your account at 5:01 pm on the due date to help offset the cost of processing and working the disconnection and restoration of services. There are no after hour restoration of services for non-payment of your utility bill.



### **Winter Usage for Summer Billing (Residential Customers Only)**

Sewer fees are billed using the water meter consumption due to the impracticality of metering sewer usage by an individual customer. This impacts the users who are using water for outdoor activities (i.e. watering landscape, washing vehicles, filling pools and sprinkler systems). This method allows us to average a user's water usage during the months of Dec., Jan., and Feb. and apply them to the summer usage billing for April, May, June, July, Aug and Sept. We then add a 25% increase to the winter usage calculation. The customer is then billed the lesser of the calculated winter average bill or actual usage for their sewer bill.

### **Account Service Charge**

All New customers are required to pay in advance a one-time Account Service Charge (set-up fee) in the amount of \$15.00.

### **Irrigation Rates (Irrigation Meters Only)**

Irrigation meter water Use Fees will be \$12.00 per 1000 gallons or portion thereof used plus a meter capacity charge of \$35.00 for a 5/8 inch meter, \$65.00 for one inch (1") meter, and \$100.00 for two inch (2") meter.

### **Return Check Fee**

A return check fee of \$50.00 will be applied to your account if your check is returned from your financial establishment and your service will be disconnected immediately if your account is more than thirty days delinquent.

### **Meter Flow Calibration Test**

This test procedure consist of checking the registration of the meter against the actual volume of water passing through the meter, as measured in an accurate volumetric tank. This test is performed in accordance with the American Water Works Association (AWWA) standards (C700 Series) as summarized in "Water Meters – Selection, Installation, Testing, and Maintenance" (AWWA M6 manual). A fee of \$50.00 will be charged to the customer when we are requested to perform this test and the meter is deemed accurate.

### **Dawn Decentralized Wastewater Treatment System**

The users of this system are charged a flat fee on a per month basis. The fee for a single-family residential unit is \$28.35 per month. Commercial, industrial, public, and all other non-residential users: the fee shall be based on the number of equivalent residential connections multiplied by \$28.35 per month.

### **Residential Services - Tiered Water & Sewer Rates (Example is for 5/8" – 3/4" service)**

Your utility bill has four tiers, increasing block water and sewer rate structure. Under this rate structure, water & sewer consumption up to 4,000 gallons per month is charged at the first tier rate (water \$1.52 & sewer \$9.55) per 1,000 gallons. If water & sewer consumption reaches 4,001 gallons per month, the customer enters the second tier, and the water & sewer used in excess of 4,000 gallons per month is charged at the second tier rate of (water \$1.83 & sewer \$9.85) per 1,000 gallons. If water consumption reaches 8,001 gallons per month, the customer enters the third tier, and the water & sewer use in excess of 8,000 gallons per month is charged at a rate of (water \$4.25 & sewer \$10.13) per 1,000 gallons. If water consumption reaches 10,001 gallons per month, the customer enters the fourth tier, and the water & sewer use in excess of 10,000 gallons per month is charged at a rate of (water \$4.86 & sewer \$11.00) per 1,000 gallons.

**Caroline County**  
**Public Utilities Rate Schedule**  
 Adopted Rates July 1, 2014

**RESIDENTIAL**

		Water	Sewer
<b>Usage Rates</b>	<b>Base Fees for 5/8" - 3/4" Meter</b>	<b>\$ 17.02</b>	<b>\$ 20.84</b>
	Water: 0-4,000 gals, per 1,000 gals.	\$ 1.52	\$ 9.55
	Water: 4,001 - 8,000 gals, per 1,000 gals.	\$ 1.83	\$ 9.85
	Water: 8,001 - 10,000 gals, per 1,000 gals.	\$ 4.25	\$ 10.13
	Water: Over 10,001 gals, per 1,000 gals.	\$ 4.86	\$ 11.00
Capital Asset Fee (Debt Service)		\$ 1.05	\$ 2.10
Administrative Fee		\$ 0.53	\$ 0.53

**Commercial Services**

**Commercial 1 Rates**

Water and wastewater annual usage less than 500,000 gallons per month.

**Commercial II Rates**

Water and wastewater annual average usage greater than 500,000 gallons per month but less than 2 million gallons per month.

**Commercial III Rates**

Water and wastewater annual average usage greater than 2 million gallons per month but less than 4 million gallons per month.

**Commercial IV Rates**

Water and wastewater annual average usage greater than 4 million gallons per month.

**Commercial Services – Tiered Water and Sewer Rates (Example is for Commercial Rates for 5/8" – 3/4")**

Your utility bill has four tiers, increasing block water and sewer rate structure. Under this rate structure, water and sewer consumption up to 4,000 gallons per month is charged at the first tier rate (water \$1.52 & sewer \$9.55) per 1,000 gallons. If water and sewer consumption reaches 4,001 gallons per month, the customer enters the second tier, and the water and sewer used in excess of 4,000 gallons per month is charged at the second tier rate of (water \$1.83 & sewer \$9.85) per 1,000 gallons. If the water and sewer consumption reaches 8,001 gallons per month, the customer enters the third tier, and the water and sewer used in excess of 8,000 gallons per month is charged at a rate of (water \$4.25 & sewer \$ 10.13) per 1,000 gallons per month. If water & sewer consumption reaches 10,001 gallons per month, the customer enters the fourth tier, and the water and sewer used in excess of 10,000 gallons per month is charged at a rate of (water \$4.86 & sewer \$11.00) per 1,000 gallons.

**Caroline County**  
**Public Utilities Rate Schedule**  
 Adopted Rates July 1, 2014

**COMMERCIAL I**

**Water & Wastewater annual average usage less than 0.50 MG/Month**

		Water	Sewer
<b>Usage Rates</b>	<b>Base Fees for 5/8" - 3/4" Meter</b>	<b>\$ 28.94</b>	<b>\$ 30.87</b>
	Water: 0-4,000 gals, per 1,000 gals.	\$ 1.52	\$ 9.55
	Water: 4,001 - 8,000 gals, per 1,000 gals.	\$ 1.83	\$ 9.85
	Water: 8,001 - 10,000 gals, per 1,000 gals.	\$ 4.25	\$ 10.13
	Water: Over 10,001 gals, per 1,000 gals.	\$ 4.86	\$ 11.00
Capital Asset Fee (Debt Service)		\$ 2.10	\$ 4.20
Administrative Fee		\$ 0.53	\$ 0.53

		Water	Sewer
<b>Usage Rates</b>	<b>Base Fees Charges for 1" Meter</b>	<b>\$ 42.55</b>	<b>\$ 52.09</b>
	Water: 0 - 10,000 gals, per 1,000 gals.	\$ 1.52	\$ 9.55
	Water: 10,001 - 20,000 gals, per 1,000 gals.	\$ 1.83	\$ 9.85
	Water: 20,001 - 25,000 gals, per 1,000 gals.	\$ 4.25	\$ 10.13
	Water: Over 25,001 gals, per 1,000 gals.	\$ 4.86	\$ 11.00
Capital Asset Fee (Debt Service)		\$ 4.20	\$ 8.40
Administrative Fee		\$ 0.53	\$ 0.53

		Water	Sewer
<b>Usage Rates</b>	<b>Base Fee for 1.5" Meter</b>	<b>\$ 76.58</b>	<b>\$ 93.77</b>
	Water: 0 - 20,000 gals, per 1,000 gals.	\$ 1.52	\$ 9.55
	Water: 20,001 - 37,000 gals, per 1,000 gals.	\$ 1.83	\$ 9.85
	Water: 37,001 - 46,250 gals, per 1,000 gals.	\$ 4.25	\$ 10.13
	Water: Over 46,251 gals, per 1,000 gals.	\$ 4.86	\$ 11.00
Capital Asset Fee (Debt Service)		\$ 6.30	\$ 12.60
Administrative Fee		\$ 0.53	\$ 0.53

		Water	Sewer
<b>Usage Rates</b>	<b>Base Fee for 2" Meter</b>	<b>\$ 121.55</b>	<b>\$ 151.43</b>
	Water: 0 - 53,400 gals, per 1,000 gals.	\$ 1.52	\$ 9.55
	Water: 53,401 - 92,500 gals, per 1,000 gals.	\$ 1.83	\$ 9.85
	Water: 92,501 - 115,625 gals, per 1,000 gals.	\$ 4.25	\$ 10.13
	Water: Over 115,626 gals, per 1,000 gals.	\$ 4.86	\$ 11.00
Capital Asset Fee (Debt Service)		\$ 8.40	\$ 16.80
Administrative Fee		\$ 0.53	\$ 0.53

		Water	Sewer
<b>Usage Rates</b>	<b>Base Fee for 3" Meter</b>	<b>\$ 183.54</b>	<b>\$ 224.58</b>
	Water: 0 - 192,240 gals, per 1,000 gals.	\$ 1.52	\$ 9.55
	Water: 192,241 - 309,875 gals, per 1,000 gals.	\$ 1.83	\$ 9.85
	Water: 309,876 - 387,344 gals, per 1,000 gals.	\$ 4.25	\$ 10.13
	Water: Over 387,345 gals, per 1,000 gals.	\$ 4.86	\$ 11.00
Capital Asset Fee (Debt Service)		\$ 10.50	\$ 21.00
Administrative Fee		\$ 0.53	\$ 0.53

**Caroline County**  
**Public Utilities Rate Schedule**  
 Adopted Rates July 1, 2014

		Water	Sewer
Usage Rates	<b>Base Fee Capacity Charges for 4" Meter</b>	<b>\$ 267.41</b>	<b>\$ 327.61</b>
	Water: 0 - 948,385 gals, per 1,000 gals.	\$ 1.52	\$ 9.55
	Water: 948,386 - 1,384,108 gals, per 1,000 gals.	\$ 1.83	\$ 9.85
	Water: 1,384,109 - 1,730,135 gals, per 1,000 gals.	\$ 4.25	\$ 10.13
	Water: Over 1,730,136 gals, per 1,000 gals.	\$ 4.86	\$ 11.00
Capital Asset Fee (Debt Service)		\$ 12.60	\$ 25.20
Administrative Fee		\$ 0.53	\$ 0.53

		Water	Sewer
Usage Rates	<b>Base Fee for 6" Meter</b>	<b>\$ 312.39</b>	<b>\$ 383.18</b>
	Water: 0 - 1,461,024 gals, per 1,000 gals.	\$ 1.52	\$ 9.55
	Water: 1,461,025 - 2,076,163 gals, per 1,000 gals.	\$ 1.83	\$ 9.85
	Water: 2,076,164 - 2,595,203 gals, per 1,000 gals.	\$ 4.25	\$ 10.13
	Water: Over 2,595,204 gals, per 1,000 gals.	\$ 4.86	\$ 11.00
Capital Asset Fee (Debt Service)		\$ 14.70	\$ 29.40
Administrative Fee		\$ 0.53	\$ 0.53

**COMMERCIAL II**  
**Water & Wastewater annual average usage greater than**  
**0.50 MG/Month but less than 2 MG/Month**

		Water	Sewer
Usage Rates	<b>Base Fees Charges for 1" Meter</b>	<b>\$ 63.82</b>	<b>\$ 78.14</b>
	Water: 0 - 10,000 gals, per 1,000 gals.	\$ 1.60	\$ 10.03
	Water: 10,001 - 20,000 gals, per 1,000 gals.	\$ 1.92	\$ 10.34
	Water: 20,001 - 25,000 gals, per 1,000 gals.	\$ 4.46	\$ 10.64
	Water: Over 25,001 gals, per 1,000 gals.	\$ 5.10	\$ 11.55
Capital Asset Fee (Debt Service)		\$ 8.40	\$ 16.80
Administrative Fee		\$ 0.53	\$ 0.53

		Water	Sewer
Usage Rates	<b>Base Fee for 1.5" Meter</b>	<b>\$ 114.87</b>	<b>\$ 140.66</b>
	Water: 0 - 20,000 gals, per 1,000 gals.	\$ 1.60	\$ 10.03
	Water: 20,001 - 37,000 gals, per 1,000 gals.	\$ 1.92	\$ 10.34
	Water: 37,001 - 46,250 gals, per 1,000 gals.	\$ 4.46	\$ 10.64
	Water: Over 46,251 gals, per 1,000 gals.	\$ 5.10	\$ 11.55
Capital Asset Fee (Debt Service)		\$ 12.60	\$ 25.20
Administrative Fee		\$ 0.53	\$ 0.53

		Water	Sewer
Usage Rates	<b>Base Fee for 2" Meter</b>	<b>\$ 182.32</b>	<b>\$ 227.15</b>
	Water: 0 - 53,400 gals, per 1,000 gals.	\$ 1.60	\$ 10.03
	Water: 53,401 - 92,500 gals, per 1,000 gals.	\$ 1.92	\$ 10.34
	Water: 92,501 - 115,625 gals, per 1,000 gals.	\$ 4.46	\$ 10.64
	Water: Over 115,626 gals, per 1,000 gals.	\$ 5.10	\$ 11.55
Capital Asset Fee (Debt Service)		\$ 16.80	\$ 33.60
Administrative Fee		\$ 0.53	\$ 0.53

**Caroline County**  
**Public Utilities Rate Schedule**  
 Adopted Rates July 1, 2014

		Water	Sewer
Usage Rates	<b>Base Fee for 3" Meter</b>	<b>\$ 275.31</b>	<b>\$ 336.87</b>
	Water: 0 - 192,240 gals, per 1,000 gals.	\$ 1.60	\$ 10.03
	Water: 192,241 - 309,875 gals, per 1,000 gals.	\$ 1.92	\$ 10.34
	Water: 309,876 - 387,344 gals, per 1,000 gals.	\$ 4.46	\$ 10.64
	Water: Over 387,345 gals, per 1,000 gals.	\$ 5.10	\$ 11.55
	Capital Asset Fee (Debt Service)	\$ 21.00	\$ 42.00
	Administrative Fee	\$ 0.53	\$ 0.53

		Water	Sewer
Usage Rates	<b>Base Fee Capacity Charges for 4" Meter</b>	<b>\$ 401.12</b>	<b>\$ 491.42</b>
	Water: 0 - 948,385 gals, per 1,000 gals.	\$ 1.60	\$ 10.03
	Water: 948,386 - 1,384,108 gals, per 1,000 gals.	\$ 1.92	\$ 10.34
	Water: 1,384,109 - 1,730,135 gals, per 1,000 gals.	\$ 4.46	\$ 10.64
	Water: Over 1,730,136 gals, per 1,000 gals.	\$ 5.10	\$ 11.55
	Capital Asset Fee (Debt Service)	\$ 25.20	\$ 50.40
	Administrative Fee	\$ 0.53	\$ 0.53

		Water	Sewer
Usage Rates	<b>Base Fee for 6" Meter</b>	<b>\$ 468.58</b>	<b>\$ 574.77</b>
	Water: 0 - 1,461,024 gals, per 1,000 gals.	\$ 1.60	\$ 10.03
	Water: 1,461,025 - 2,076,163 gals, per 1,000 gals.	\$ 1.92	\$ 10.34
	Water: 2,076,164 - 2,595,203 gals, per 1,000 gals.	\$ 4.46	\$ 10.64
	Water: Over 2,595,204 gals, per 1,000 gals.	\$ 5.10	\$ 11.55
	Capital Asset Fee (Debt Service)	\$ 29.40	\$ 58.80
	Administrative Fee	\$ 0.53	\$ 0.53

**COMMERCIAL III**  
**Water & Wastewater annual average usage greater than**  
**2 MG/Month but less than 4 MG/Month**

		Water	Sewer
Usage Rates	<b>Base Fee for 2" Meter</b>	<b>\$ 243.10</b>	<b>\$ 302.86</b>
	Water: 0 - 53,400 gals, per 1,000 gals.	\$ 1.68	\$ 10.55
	Water: 53,401 - 92,500 gals, per 1,000 gals.	\$ 2.02	\$ 10.86
	Water: 92,501 - 115,625 gals, per 1,000 gals.	\$ 4.68	\$ 11.17
	Water: Over 115,626 gals, per 1,000 gals.	\$ 5.36	\$ 12.13
	Capital Asset Fee (Debt Service)	\$ 25.20	\$ 50.40
	Administrative Fee	\$ 0.53	\$ 0.53

		Water	Sewer
Usage Rates	<b>Base Fee for 3" Meter</b>	<b>\$ 367.08</b>	<b>\$ 449.16</b>
	Water: 0 - 192,240 gals, per 1,000 gals.	\$ 1.68	\$ 10.55
	Water: 192,241 - 309,875 gals, per 1,000 gals.	\$ 2.02	\$ 10.86
	Water: 309,876 - 387,344 gals, per 1,000 gals.	\$ 4.68	\$ 11.17
	Water: Over 387,345 gals, per 1,000 gals.	\$ 5.36	\$ 12.13
	Capital Asset Fee (Debt Service)	\$ 31.50	\$ 63.00
	Administrative Fee	\$ 0.53	\$ 0.53

**Caroline County**  
**Public Utilities Rate Schedule**  
 Adopted Rates July 1, 2014

		Water	Sewer
<b>Usage Rates</b>	<b>Base Fee Capacity Charges for 4" Meter</b>	<b>\$ 534.83</b>	<b>\$ 655.22</b>
	Water: 0 - 948,385 gals, per 1,000 gals.	\$ 1.68	\$ 10.55
	Water: 948,386 - 1,384,108 gals, per 1,000 gals.	\$ 2.02	\$ 10.86
	Water: 1,384,109 - 1,730,135 gals, per 1,000 gals.	\$ 4.68	\$ 11.17
	Water: Over 1,730,136 gals, per 1,000 gals.	\$ 5.36	\$ 12.13
	Capital Asset Fee (Debt Service)	\$ 37.80	\$ 75.60
	Administrative Fee	\$ 0.53	\$ 0.53

		Water	Sewer
<b>Usage Rates</b>	<b>Base Fee for 6" Meter</b>	<b>\$ 624.77</b>	<b>\$ 766.36</b>
	Water: 0 - 1,461,024 gals, per 1,000 gals.	\$ 1.68	\$ 10.55
	Water: 1,461,025 - 2,076,163 gals, per 1,000 gals.	\$ 2.02	\$ 10.86
	Water: 2,076,164 - 2,595,203 gals, per 1,000 gals.	\$ 4.68	\$ 11.17
	Water: Over 2,595,204 gals, per 1,000 gals.	\$ 5.36	\$ 12.13
	Capital Asset Fee (Debt Service)	\$ 44.10	\$ 88.20
	Administrative Fee	\$ 0.53	\$ 0.53

**COMMERCIAL IV**

**Water & Wastewater annual average usage greater than 4MG/Month**

		Water	Sewer
<b>Usage Rates</b>	<b>Base Fee Capacity Charges for 4" Meter</b>	<b>\$ 668.54</b>	<b>\$ 819.03</b>
	Water: 0 - 948,385 gals, per 1,000 gals.	\$ 1.74	\$ 11.06
	Water: 948,386 - 1,384,108 gals, per 1,000 gals.	\$ 2.12	\$ 11.40
	Water: 1,384,109 - 1,730,135 gals, per 1,000 gals.	\$ 4.91	\$ 11.73
	Water: Over 1,730,136 gals, per 1,000 gals.	\$ 5.63	\$ 12.74
	Capital Asset Fee (Debt Service)	\$ 50.40	\$ 100.80
	Administrative Fee	\$ 0.53	\$ 0.53

		Water	Sewer
<b>Usage Rates</b>	<b>Base Fee for 6" Meter</b>	<b>\$ 780.95</b>	<b>\$ 957.98</b>
	Water: 0 - 1,461,024 gals, per 1,000 gals.	\$ 1.74	\$ 11.06
	Water: 1,461,025 - 2,076,163 gals, per 1,000 gals.	\$ 2.12	\$ 11.40
	Water: 2,076,164 - 2,595,203 gals, per 1,000 gals.	\$ 4.91	\$ 11.73
	Water: Over 2,595,204 gals, per 1,000 gals.	\$ 5.63	\$ 12.74
	Capital Asset Fee (Debt Service)	\$ 58.80	\$ 117.60
	Administrative Fee	\$ 0.53	\$ 0.53

### Connection Fees

**County System** - Connection Fees shall be the greater of \$750 or the actual cost of connection plus 20% of the said cost to reimburse the County for its administrative expenses, not included in the cost but associated with the connection.

**Dawn Decentralized Wastewater Treatment System** - Connection Fees shall be the greater of \$8,000 or the actual cost of connection plus 20% of the said cost to reimburse the County for its administrative expenses, not included in the cost but associated with the connection.

### Availability Fees

**County System** - A single-family residential unit Availability Fee shall be \$8,000 for water and \$8,500 for sewer. All other Availability Fees shall be calculated based on the single family residential unit fee and using the multipliers as set forth below:

Meter Size	Water	Sewer	Multiplier
5/8" - 3/4" meter	\$ 8,000	\$ 8,500	1
1" meter	\$ 20,000	\$ 21,250	2.5
1 1/2" meter	\$ 40,000	\$ 42,500	2
2" meter	\$ 64,000	\$ 68,000	1.6
3" meter	\$ 128,000	\$ 136,000	2
4" meter	\$ 204,800	\$ 217,600	1.6
6"meter	\$ 409,600	\$ 435,200	2

**Dawn Decentralized Wastewater Treatment System** - A single-family residential unit Availability Fee shall be \$3,200.00. Commercial, industrial, public, and all other non-residential users: the availability fee shall be based on the number of equivalent residential connections multiplied by \$3,200.00.

### Disconnection of Service

Your water and sewer services are provided from the date of your application until the date you call to disconnect your service. It is your responsibility to notify the Public Utilities office when you are planning to move to prevent further charges being applied to your account.

**Town of Bowling Green**  
**Town Council Meeting**



Date: February 1, 2018  
Agenda Item: VI-B Set Public Hearing  
Date for FY 2019 Water and Sewer  
Rates and FY 2018 Budget Amendment

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction     Resolution
  - Ordinance        Grant/MOU
  - By Motion        Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VI-B Set Public Hearing Date for FY 2019 Water and Sewer Rates and FY 2018 Budget Amendment.

**BACKGROUND / SUMMARY:** Proposed rate - see Town Managers presentation for Agenda Item VI-A. In regard to the Budget Amendment water repairs have been larger than expected. Supplemental funds will be needed to finish out the fiscal year.

**ATTACHMENTS:**

Public Hearing Notices

**REQUESTED ACTION:**

Authorize Town Manager to have public hearing notices published.

**FOR MORE INFORMATION, CONTACT:**

Phone #: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:

Reese Peck

**FOR USE DURING MEETING**

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**

PASS

NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite



**TOWN OF BOWLING GREEN  
NOTICE OF PUBLIC HEARING**

Notice is hereby given that on March 1, 2018 at 7:00 P.M. the Bowling Green Town Council will conduct a public hearing in Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on the following matter:

**AN AMENDMENT AND APPROPRIATION TO THE FY2017-2018 TOWN BUDGET.**

The amount of the proposed amendment is \$50,000. Such funds would come from Town's unassigned fund balance. The reason for the amendment is to provide funds for water system repairs.

The Bowling Green Town Council will take action on the proposed budget amendment on March 1, 2018. A complete copy of the budget amendment may be reviewed at Town Hall. Interested parties are encouraged to attend the meeting and express their views regarding this matter. If you require assistance in order to participate in the public hearing, please contact the Town Manager at (804) 633-6212.

Town of Bowling Green, Virginia  
Notice of Public Hearing  
Proposed Fiscal Year 2019 Water and Sewer Rates

A public hearing will be held by Town Council on Thursday, March 1, 2018, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on the proposed Water and Sewer Rates for Fiscal Year 2019. All interested persons are encouraged to attend the meeting and provide comments. If special accommodations are needed in order to participate, please contact the Town Manager in advance of the meeting.

**Residential Monthly Water/Sewer Rate Schedule**

**Insert Proposed Rates Here**

**Commercial Bi-Monthly Water/Sewer Rate Schedule**

**Insert Proposed Rates Here**

The proposed FY 2019 rates are available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the rates may be directed to A. Reese Peck, Town Manager. 804-633-6212

A. Reese Peck  
Town Manager