



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, March 02, 2023
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

DELEGATIONS:

PUBLIC COMMENTS:

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [1.](#) IGSA Partnership Between the Town of Bowling Green and Fort A.P. Hill
- [2.](#) Public Works/Utilities Monthly Report for February 2023
- [3.](#) Police Departments Monthly Report February 2023
- [4.](#) Town Treasurer/Finance Department Monthly Report for February 2023
- [5.](#) Town Administration (Town Manager, Town Clerk) Monthly Report for February 2023

CONSENT AGENDA:

- [6.](#) Minutes – January 5, 2023 Town Council Worksession
- [7.](#) Minutes – January 5, 2023 Town Council Meeting
- [8.](#) Minutes – February 2, 2023 Town Council Worksession
- [9.](#) Minutes – February 2, 2023 Town Council Meeting
- [10.](#) Bills – February 2023

UNFINISHED BUSINESS:

- [11.](#) Application for Sewer Connection: Hill Mobile Home Park – 14226 Elwood Drive
- [12.](#) Support Bowling Green 2023 Farmers Market with \$1000 Fund for Port-a-John and Signage

NEW BUSINESS:

INFORMATIONAL ITEMS:

COMMITTEE REPORTS:

CLOSED SESSION:

RECONVENE IN OPEN SESSION:

ADJOURNMENT:



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: IGSA Partnership Between the Town of Bowling Green and Fort A.P. Hill

ITEM TYPE: Presentation

PURPOSE OF ITEM: Decision - Introduction

PRESENTER: John Broughton, SIA Solutions

PHONE: (804)633-6212

BACKGROUND / SUMMARY:

Mr. Broughton is going to speak about an IGSA partnership between the Town of Bowling Green and Fort A.P. Hill.

ATTACHMENTS:

Slide presentation

REQUESTED ACTION:

Approval/Denial to submit documentation for establishment of IGSA



U.S. ARMY®



FORT A.P. HILL & TOWN OF BOWLING GREEN INTERGOVERNMENTAL SUPPORT AGREEMENT PROGRAM PARTNERSHIP OVERVIEW



Agenda

- ✓ **Intergovernmental Support Agreement (IGSA) Overview: Background, Authorities**
- ✓ **IGSA History**
- ✓ **Program Success**
 - Highlights of Partnership Examples
- ✓ **IGSA Development, Approval, and Timeline**
- ✓ **FAPH Garrison and Town of Bowling Green Process**
 - Partnership Benefits
- ✓ **Questions**





Program Objectives and Desired Outcomes

Objectives

- ✓ Cost savings/avoidance for the Army and Partners
- ✓ Sustain/improve base support services
- ✓ Strengthen relationships between the Installation and surrounding Communities
- ✓ Leverage Intergovernmental Support Agreements (IGSA) authority to allow sole source agreements for installation support services
- ✓ Implement Army lessons learned and best practices for your partnership program



Desired Outcomes

- ✓ Understand the partnership process and authorities
- ✓ Leverage partnerships in an era of reduced resources
- ✓ Increase installation and community collaboration
- ✓ Identify cost and resource efficiencies
- ✓ Expand community partnership program at your Installation





IGSA Background



- IGSAs were established through the FY13 National Defense Authorization Act (10 USC 2679) as formal public-public partnerships agreements between Army installations and their State or local governments for the provision, receipt, or sharing of installation support services.
- Since the program's establishment, strategic engagements have led to countless partnerships, including 120+ IGSAs.





FORT POLK AND VERNON PARISH POLICE JURY, LA

SOLID WASTE



Status: Agreement was signed on 31 Jan 2017 and services began on 1 Jun 2017. The Agreement is currently in its 1st Option Year.

Objective of Agreement: VPPJ shall develop and execute an Installation-wide comprehensive program to collect and dispose of solid waste generated on the Installation by Garrison Elements as well as collect and sort field waste generated by Rotational Units.

Win-Win: Achieved through economy of scale price reduction and a new revenue stream from administrative fees which allowed VPPJ to leverage new equipment purchases, local match for State Capital Outlay projects, and local Road Overlay Program. Fort Polk retains cardboard for recycling dividends rather than paying previous contractor to dispose. ***Added 12 full-time Progressive Waste employees for Fort Polk collection and sorting.***



This Partnership enabled financing purchases for 5 tractors with boom mowers, 2 motor graders, and 1 dump truck.





FORT POLK AND THE CITY OF LEESVILLE, LA

VEGETATION CONTROL

Status: The Agreement was signed on 8 March 2018 and services beginning immediately. The Agreement is currently in the Base year.

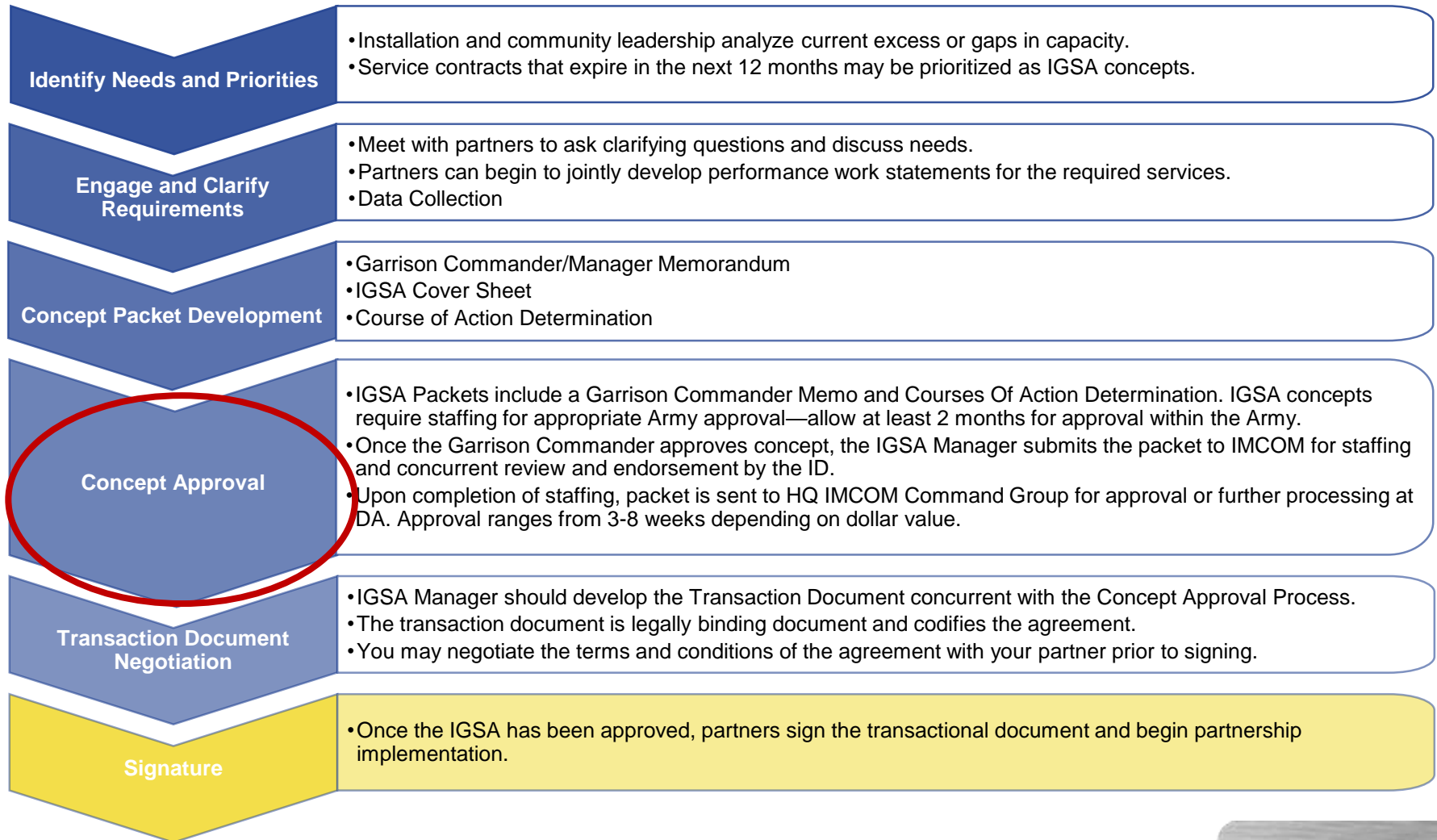
Objective of Agreement: This agreement provides Vegetation Control throughout the Cantonment, High Visibility Grounds Maintenance, Range Mowing, and Dead Tree Removal

Win-Win: Achieved through economy of scale price reduction. Town is paid admin expenses/ retains excess dollars (similar to FFP contract). **Added 35 full-time city employees.**

This Partnership enabled the move to the new Leesville City Hall.



IGSA Development and Approval Process





Partnership Opportunity with Bowling Green

- Held Vision Setting Meeting with Garrison Commander, LTC Jason Duffy, and garrison staff (September 2022)
 - Garrison leadership fully supportive of partnership with Bowling Green
- Conducted Site Visit 1 with Fort AP Hill staff and Community Stakeholders (October 2022)
 - Explored a number of areas where Fort AP Hill is seeking support
- Facilitated a series of work groups meetings between Fort AP Hill and Bowling Green to develop mutually beneficial concepts (November 2022 – January 2023)
- Identified “Installation Support Services” opportunities (February 2023)
 - HVAC Replacement; Generator Maintenance; Exhaust Cleaning; Gutter Cleaning
- Working on finalizing cost estimates for Bowling Green to provide desired services
- Potential to create additional revenue stream for Town of Bowling Green





Next Steps

- Seeking Town Council's Approval to Proceed with Partnership
 - Develop Concept Packet (for IMCOM approval) and Transaction Document (legally binding agreement between partners: Fort AP Hill and Town of Bowling Green)
 - Execute Agreement
 - Conduct Signing Event to formalize and recognize partnership
-
- **RECOMMENDATION: Proceed with Mutually Beneficial Partnership!**





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

AGENDA ITEM: Public Works/Utilities Monthly Report for February 2023

DATE: February 23, 2023

PREPARED BY: Josh Irby

MONTHLY REPORT / PROJECT UPDATE:

Water

- Meeting with Engineers and VDOT in regards to water line replacement project
- Annual Hydrant Flushing has begun
- Tank cleaning and painting on 60,000-gallon elevated storage tank

Wastewater

- Responded to DEQ Inspection letter

Public Works

- Set up for meetings at Town Hall
- Weekly Staff Meetings
- Meeting with USDA about grants for police and public works vehicles
- Information for street light sent to contractor 8-10 week lead time
- Contractor working on ramp/pad for pavilion

ATTACHMENTS:

HEADS UP ITEMS:

- Caroline High School Football team will be doing litter collection on March 25th



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

AGENDA ITEM: Police Departments Monthly Report February 2023

DATE: 02/26/2023

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for February 2023

31-Total calls for service

18-Assist other agencies

22-Summons / Parking tickets

4-Arrests

1-Motor Vehicle Accidents

2-Fraud

55-Park walk and talks

33-Property checks/ Vacation checks/ Business Checks

1-Animal Control

1-DUI

ATTACHMENTS:

None

HEADS UP ITEMS:



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

AGENDA ITEM: Town Treasurer/Finance Department Monthly Report for February 2023

DATE: February 23, 2023

PREPARED BY: Judy Beazley, townclerk@townofbowlinggreen.com

MONTHLY REPORT / PROJECT UPDATE:

- Completed daily register reconciliation.
- Keystone Training
- Completed monthly payrolls/taxes.
- Completed monthly accounts payable.
- Getting set-up for Utility Billing

ATTACHMENTS:

- Monthly Town Hall Rental Report – February 2023

HEADS UP ITEMS:

TOWN HALL RENTALS

February 2023

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
4	Town Hall Activities	Class	\$ 140.00
1	Town Council Meeting	Meeting	N/C
1	Town Council Workshop	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Farmer's Market	Meeting	N/C
1	Private Event	Dance	\$ 575.00
9		Totals	\$ 715.00



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

AGENDA ITEM: Town Administration (Town Manager, Town Clerk)
Monthly Report for February 2023

DATE: February 22, 2023

PREPARED BY: Allyson Finchum

MONTHLY REPORT / PROJECT UPDATE:

- Planning and Zoning Inquiries
- Review of Zoning Permits
- Recovery Act Funds Project
Keystone Software
- Preparation and Staff for the March 2, 2023 Town Council Meeting
- Preparation and Staff for the March 2, 2023 Town Council Worksession
- Staff Training
- Development of Future Water Project with consultant Stantec
- Updates to Town Website/Social Media
- Close-out of 2022 Harvest Festival
- Preparation for 2023 Music on the Green
- Preparation for 2023 Harvest Festival
- Promotion of Town Events and Businesses
- Posting of all Payments (Utilities, Real Estate, Personal Property, etc)
- Creating Business Licenses
- Keystone Training
- Answering all incoming calls for all departments
- Closing out register at end of day and running reports
- Consolidating and posting all credit card payments with bank statement & OrbiPay
- Completing set-up of new credit card system with Keystone (Value Payment Systems)
- Entering Town Hall Rental Information & Payments
- Entering Work Orders for Public Works Department
- Taking deposits to bank
- Creating and printing of all Planning Commission & Town Council Agendas/Packets
- Minutes for Planning Commission Meetings, Town Council Worksessions & Meetings

Meetings/Training:

- February 2, 2023 Town Council Worksession
- February 2, 2023 Town Council Meeting
- February 16, 2023 Planning Commission Meeting

- February 16, 2023 Planning Commission Worksession
- Weekly Staff Meetings
- Meetings on various topics
- Developers/Citizens, State Governmental Agencies, Planning Commissioners, Town Council Members
- Keystone training on various topics



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

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

ATTACHMENTS:

Minutes from January 5, 2023 Town Council Worksession

REQUESTED ACTION:

Approve Minutes.



TOWN OF BOWLING GREEN TOWN COUNCIL MONTHLY WORKSESSION MINUTES

A G E N D A

Thursday, January 5, 2023
5:00 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 Jeff Voit
Council Member Jean Davis
Council Member Randy Hageman
Council Member Arthur Wholey
Council Member Dan Webb
Council Member David Storke

BUSINESS:

Town Council discussed the following matters:

- FY23 Budget – Ms. Finchum advised the last two years have been \$100,000 more than previous years. The Town has been going in the hole \$20,000 each year. Council has made changes to the budget to help the situation. Reports were handed out which reflects the last 5 months. The FY22 has not been closed.
- Ms. Finchum handed out FY23 Budget/Staffing Levels sheet which showed different Town positions with potential salaries. Mr. Storke asked who was the Treasurer, the Deputy Clerk Treasurer and the Town Clerk. Ms. Finchum asked council about the position she should put an ad in for. She would like a Town Manager who has finance background along with Town Government. Mr. Storke advised that he would like to know what the Towns revenue situation is before a decision was made about staffing, and feels it would be unfair to bring a new Manager or Treasurer into the office with finances in the shape they are currently in. Stated the finance situation needed to be taking care of first.
- Mr. Storke stated he can reach out to two gentlemen to help with financials. One of those being Steve Manster, and the other John Sieg. Council agreed for Mr. Storke to reach out to Mr. Manster to see if he could help with the numbers only.
- A discussion was made about having Caroline County do some of the financials for the Town. Caroline County is open to handling the payroll and taxes for the Town for a fee. Mr. Webb would like to get a quote from Caroline County to see what the fee would be. The question arose as to why the Town is spending all the money on Keystone if the County can do some of the financials, and a reply was made that we need to be on the same system as Caroline County so everything can sync.

- Ms. Coyle questioned cut-offs for water. There have been no cut-offs the last couple of billing cycles. It was mentioned about the 50/50 pay agreement to have residents get caught up with their utility bill. This agreement has not been put in place yet by Council.
- Ms. Griffin, Deputy Clerk of Caroline County Circuit Court was present at 6:30 pm for the swearing-in of newly appointed Council Members Jean Davis, Randy Hageman, Dan Webb and David Storke onto the Bowling Green Town Council. Jean Davis, Randy Hageman and Dan Webb have four-year terms, and David Storke has a two-year term.

INFORMATIONAL ITEMS:

None

ADJOURNMENT

The Town Council closed the Worksession.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – January 5, 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 January 5, 2023 Town Council Meeting

ATTACHMENTS:

Minutes from January 5, 2023 Town Council Meeting

REQUESTED ACTION:

Approve Minutes.



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

January 5, 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 Jeff Voit
Council Member Jean Davis
Council Member Randy Hageman
Council Member Dan Webb
Council Member Arthur Wholey
Council Member David Storke

Mayor Gaines welcomed new council members Mr. Dan Webb and Mr. David Storke.

Mayor Gaines asked for a motion to replace existing Agenda with new Agenda:

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council motioned to accept the new Agenda.

Mayor Gaines asked for motion to add Town Manager, Ms. Finchum's resignation to the end of the agenda.

On the motion of Mr. Hageman, no second motion was made, resignation of Town Manager, Ms. Finchum was not added to agenda.

TOWN COUNCIL 2023 ORGANIZATIONAL MATTERS:

The following matters were discussed:

- The worksession and meeting schedule was discussed. Mayor Gaines would like to remove Town Council meeting and worksession from July. Stated Caroline County does not have a meeting then. Council members opposed to doing this.

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council motioned to keep the July meeting and worksession as scheduled.

- The election of Vice-Mayor was voted on, with Ms. Davis recommending Ms. Coyle to be Vice-Mayor for another biennial term.

On the motion of Ms. Davis, seconded by Mr. Voit, which carried a vote of 7-0, the Town Council voted for Ms. Coyle to remain Vice-Mayor for a biennially term.

Roll Call Vote:

Valarie Coyle = Aye

Jeff Voit = Aye

Jean Davis = Aye

Randy Hageman = Aye

Dan Webb = Aye

Arthur Wholey = Aye

David Storke = Aye

- Mayor's Committee Appointments were brought up. No appointments were made at this time.
- Re-Appointment of Planning Commission Ex-Officio Mr. Voit for the purpose of the update of the Comprehensive Plan was talked about by Ms. Finchum. Mr. Voit has been very helpful and capable with this update.

On the motion of Ms. Coyle, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council voted to re-appoint Mr. Voit onto the Planning Commission as Ex-Officio.

DELEGATIONS:

None

PUBLIC COMMENTS:

Mayor Gaines opened the public comment period.

Ms. Bonnie Cannon, resident welcomed new Council members. She thanked the Police Chief for doing a great job. Ms. Cannon voiced concerns on safety issues in the Town especially with traffic on S. Main Street. She also brought up an issue with storm water draining near her home.

Ms. Yvette Harvey, resident in Maury Heights, addressed Council with concerns about her water bill. Feels they should not be penalized and made to pay more because they are outside of Town.

Mayor Gaines closed the public comment period.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

Stantec representative (Bryan) was present to give an update on the water supply planning update. He presented more information about having no water and handed out graphs along with informational items. One was a VAHydroGW Simulation results draft that shows the Town of Bowling Green in the "critical cells" area. Another showed the historic groundwater production. Town needs to start application process as soon as possible and Stantec can help with the

application process. Permit started 2018 and expires 2028.

Public Works/Utilities Monthly Report for December 2022

- No Questions/comments

Police Department Monthly Report for December 2022

- Ms. Coyle thanked the Chief for doing a great job particularly with a recent accident

Town Clerk/Treasurer Council Monthly Report for December 2022

- Ms. Coyle questioned the fee under Town Hall Rentals for non-profit. Ms. Beazley advised she would have to get back to her on this as she did not have the data with her. Ms. Coyle also asked that the Town Hall Rental report showed Rappahannock Room or Ballroom instead of private event. Would like the wording changed.

Town Administration Monthly Report for December 2022

- No questions/comments

MEMBER COMMENTS:

Mr. Voit welcomed Mr. Webb and Mr. Storke to Town Council. He addressed Ms. Cannon's and Ms. Harvey's concerns/comments. Mr. Hageman asked if there was any information at all about the totals for the 2022 Harvest Festival. Ms. Finchum replied not at this time.

CONSENT AGENDA:

Minutes – December 1, 2022 Town Council Meeting & December 30, 2022 Special Called Town Council Meeting

Bills – November 2022 & December 2022

On the motion of Mr. Voit, seconded by Ms. Coyle, which carried a vote of 7-0, the Town Council motioned to approve the Consent Agenda as presented.

UNFINISHED BUSINESS:

The following matters were discussed:

- Application for sewer connection for Hill Mobile Home Park at 14226 Elwood Drive. A representative (Steve) for Hill Mobile Home Park was present requesting to connect the homes to the Town public sewer system. They have 21 units now and would like to increase to 56. The connection would need to be for each of the households. A handout was given about Homes of America. It was suggested by Council to bring back options to the table.

On the motion of Mr. Hageman, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council motioned to bring back to the table for further discussion at the February 2023 meeting.

- Request for change of Limited Access Line (LACC) at E Broaddus Ave. and AP Hill Blvd. Applicant to purchase right of way from VDOT. Mr. Bill Webb was present requesting to move limited access line from rear line to front line (along E Broaddus Ave) of property.

Mr. Bill Webb stated there is limited access all the way around the property. Ms. Finchum advised Council that zoning action is needed, and Ms. Erard asked if a VDOT official would be able to come to a Council meeting to answer some questions. A new Resolution of Support by VDOT was handed out by Mr. Webb along with property maps.

A motion was made by Mr. Storke to approve request. No second motion was made. No action was taken to adopt resolution.

NEW BUSINESS:

Town Council discussed the following matters:

- Re-appointment of Lisa Gattie and Tina Gambill to Planning Commission for another four-year term.

On the motion of Mr. Voit, seconded by Ms. Davis, which carried a vote of 7-0, the Town Council voted to re-appoint to the Planning Commission for another four-year term Lisa Gattie, whose term will expire on January 2027 and Tina Gambill whose term will expire on March 2027.

- Town phone system was discussed by Ms. Erard. She would like to not have an automated answering system and have the phone answered by staff. Council agreed with this, and for staff to remove the automatic answering system for the phones.

On the motion of Mr. Storke, seconded by Ms. Coyle, which carried a vote of 7-0, the Town Council motioned to remove the automatic voicemail from the Town Hall phone system.

COMMITTEE REPORTS:

None

ADJOURNMENT:

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council voted to adjourn the January 5, 2023, meeting at 9:58 p.m.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – February 2, 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 February 2, 2023 Town Council Worksession

ATTACHMENTS:

Minutes from February 2, 2023 Town Council Worksession

REQUESTED ACTION:

Approve Minutes.



TOWN OF BOWLING GREEN TOWN COUNCIL MONTHLY WORKSESSION MINUTES

A G E N D A

Thursday, February 2, 2023
5:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

Vice-Mayor Coyle called the meeting to order and noted a quorum was present.

COUNCIL PRESENT:

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

COUNCIL NOT PRESENT:

Mayor Mark Gaines

BUSINESS:

Town Council discussed the following matters:

- Build Out Capacity for Public Utilities – Mr. Voit gave a presentation. The town is using 100,000 GPD on average and is at 42% capacity. At 500,000 usage the Town becomes a major water plant. The impact of future growth on undeveloped parcels on the system was discussed. A few key points from the discussion were:
 - How far does the Town wish to push the system?
 - How does the Town plan to factor existing vacant/undeveloped in-town parcels?
 - What will be the plan to fund and phase the needed upgrades?

Mr. Webb asked about checking manholes for any leaks and to look at the cost of per gallon on sewage.

The Hill Mobile Home Park was brought up. They have only one connection and receive only one bill.

- FY23 Budget and Personnel – Mr. Voit gave a presentation on current and future needs regarding current Admin & Finance staffing. The current staffing is below allocated staffing levels and organizational levels will need to be re-visited. Each position was discussed. Mr. Wholey gave numbers for past & present staff totals.

Phone system was discussed. Mr. Voit spoke about the emergency calls coming in for the Police Department that are being answered at the front desk. Council would still like all calls coming in to be answered by staff. Vice-Mayor Coyle mentioned that the Ooma system needs to be upgraded to accommodate all office needs. That is part of the challenge.

Mr. Voit presented a spreadsheet of the budget. The last audit was FY20. The Town Manager is in talks with administrative officials at Caroline County as well Tameka Smith to help make sure the finance department is set-up and functioning properly. Ms. Smith will also have help from Steve Manster if needed.

Revenue was discussed. Meal tax, water & sewer are stable. Population and real estate evaluations have increased.

- Other Matters – Stantec is putting together a proposal to help with the permit application process with DEQ for water.

Spoke again about Steve Manster helping with finances. Mr. Manster is willing to help with what is needed. Would be no cost to the Town.

INFORMATIONAL ITEMS:

None

ADJOURNMENT

Vice-Mayor Coyle closed the Worksession at 6:55 pm.



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

AGENDA ITEM: Minutes – February 2, 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 February 2, 2023 Town Council Meeting

ATTACHMENTS:
Minutes from February 2, 2023 Town Council Meeting

REQUESTED ACTION:
Approve Minutes.



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

February 2, 2023
7:00 p.m.
Town Hall

ROLL CALL AND QUORUM ESTABLISHED:

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

MEMBERS PRESENT:

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

MEMBERS NOT PRESENT:

Mayor Mark Gaines

PUBLIC HEARINGS:

None

PUBLIC COMMENTS:

MacKenzie Heidelberg from Congresswoman Abigail Spanberger's office was present to introduce herself to Council and learn more about the town. They are excited to be working with the Town of Bowling Green.

MEMBER COMMENTS:

Council thanked the Town Manager and staff for their hard work. Vice-Mayor Coyle advised she will give an update on the LOVE sign placement date as soon as it is known.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

Jeff Sili, Vice-Chair, Caroline County Board of Supervisors, Bowling Green District spoke about the "2023 state of Caroline County". Mr. Sili handed out his newsletter along with a pamphlet containing information on the scenic 301/207 corridor in Caroline & King George Counties and a presentation for site selectors. Caroline County is the 11th largest county in VA with its primary growth area be along the I-95 corridor. He showed slides showing Caroline Counties budget

changes from 2008-present along with the different fund types. During his slides Mr. Sili also spoke about the Public Safety Pay Plan, community activities and the Rappahannock River Water Withdrawal Permit Via DEQ. At the end of his presentation council thanked Mr. Sili.

Public Works/Utilities Monthly Report for January 2023

- Mr. Hageman thanked Mr. Irby for taking care of easement.

Police Department Monthly Report for January 2023

- Mr. Hageman thanked Chief Cecil for doing checks on properties, and that he is very appreciative of the job Chief Cecil does for the Town.

Town Clerk/Treasurer Council Monthly Report for January 2023

- No questions/comments

Town Administration Monthly Report for January 2023

- No questions/comments

CONSENT AGENDA:

Minutes – January 5, 2023 Town Council Worksession & January 5, 2023 Town Council Meeting

No motion was made to accept minutes. Minutes will be addressed again at March 2, 2023 Town Council Meeting after corrections are made for approval.

Bills – January 5, 2023

On the motion of Mr. Voit, seconded by Mr. Hageman, which carried a vote of 7-0, the Town Council motioned to approve #8 Bills under Consent Agenda as presented.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Town Council discussed the following matters:

- Consideration of New Water Permit Application – Council discussed going forward with the help of Stantec to obtain a new water permit with DEQ. The ballpark fee for Stantec is \$20,000 and the fee for DEQ is \$9,000. Per Vice-Mayor Coyle, she would like the Town Attorney to look over the contract before going forward.

A motion was made by Mr. Storke, seconded by Mr. Voit, to move forward with Stantec's help with a new water permit application. The motion was denied with a vote of 4-3.

Roll Call Vote:

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

The Town Manager is to bring back to March 2023 Town Council Meeting a contract and updated information from Stantec.

- Acceptance of resignation of Town Manager effective June 30, 2023 and approval to advertise for Town Manager and Treasurer positions.

Vice-Mayor Coyle stated she would like for the Town Manager to stay on until a new Town Manager is hired.

On the motion of Mr. Voit, seconded by Ms. Davis, with a vote of 6-1, the Town Council voted to accept the Town Manager’s resignation as of June 30, 2023 or until a new Town Manager is hired, and advertise for the Town Manager position.

Roll Call Vote:

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

On the motion of Mr. Voit, seconded by Mr. Hageman, with a vote of 7-0, the Town Council voted to advertise for the Treasurer position.

Roll Call Vote:

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

INFORMATIONAL ITEMS:

Mr. Hageman spoke about the restroom issue during Flea & Farmer Markets. Discussion was made about the possibility of having the Visitor Center open during these times for pedestrians to use the restroom.

COMMITTEE REPORTS:

None

ADJOURNMENT:

On the motion of Mr. Hageman, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council voted to adjourn the February 2, 2023, meeting at 9:00 p.m.



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

AGENDA ITEM: Bills – February 2023
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Judy Beazley, townclerk@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in February 2023

ATTACHMENTS:

AP Check Register Details 2023.02.01
AP Check Register Details 2023.02.16
AP ACH Details 2023.02.15

REQUESTED ACTION:

TOWN OF BOWLING GREEN
 ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
 Accounts Payable COMPUTER Check Register

CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30416	C84485		100-043100-6007-0000-000	18	A & M HOME CENTER	0.79
				100-043100-6007-0000-000			3.96
				100-043100-6007-0000-000			1.78
				100-043100-6007-0000-000			6.89
				100-043100-6007-0000-000			5.99
				100-043100-6007-0000-000			8.49
		C84596		500-500100-3311-0000-000			4.69
		C84631		100-043100-6007-0000-000			28.98
		C84717		100-031100-6001-0000-000			18.49
		C84855		100-043100-6007-0000-000			69.98
		C85028		100-043100-6007-0000-000			119.97
		C85029		100-043100-6007-0000-000			8.99
				100-043100-6007-0000-000			6.19
				100-043100-6007-0000-000			5.49
		C85127		100-043100-6007-0000-000			34.99
				*** TOTAL AMOUNT OF CHECK# AP*30416 02/01/2023 ***			325.67*
AP	30417	104263		500-500100-6007-0000-000	967	C&B TREE SERVICE & LAND	2,400.00
				*** TOTAL AMOUNT OF CHECK# AP*30417 02/01/2023 ***			2,400.00*
AP	30418	41971		520-500100-6007-0000-000	778	COMMONWEALTH ENGINEERING	1,676.00
				520-500100-6007-0000-000			838.00
		42044		520-500100-6007-0000-000			218.86
				*** TOTAL AMOUNT OF CHECK# AP*30418 02/01/2023 ***			2,732.86*
AP	30419	000337919		100-043100-7200-0000-000	1058	DIAMOND SPRINGS	9.95
		000337928		520-500100-5840-0000-000			7.59
		000339235		100-043100-7200-0000-000			11.54
				*** TOTAL AMOUNT OF CHECK# AP*30419 02/01/2023 ***			29.08*
AP	30420	13447197		520-500100-6007-0000-000	939	DRAINFIELD SOLUTIONS, LLC	3,600.00
		13447709		520-500100-6007-0000-000			3,600.00
		13448093		520-500100-6007-0000-000			3,600.00
		13449373		520-500100-6007-0000-000			2,700.00
				*** TOTAL AMOUNT OF CHECK# AP*30420 02/01/2023 ***			13,500.00*
AP	30421	173630		520-500100-5120-0000-000	125	E M GRAY & SON	672.86
		173631		100-043100-7200-0000-000			1,430.39
				*** TOTAL AMOUNT OF CHECK# AP*30421 02/01/2023 ***			2,103.25*
AP	30422	R3168112		520-500100-3160-0000-000	234	ENVIROCOMPLIANCE LAB INC	115.00
		R3168130		520-500100-3160-0000-000			205.00
		R3168157		520-500100-3160-0000-000			155.00
		R3168244		520-500100-3160-0000-000			115.00
		R3168274		520-500100-3160-0000-000			115.00
		R3168310		520-500100-3160-0000-000			155.00
				*** TOTAL AMOUNT OF CHECK# AP*30422 02/01/2023 ***			860.00*
AP	30423	957117161		500-500100-6007-0000-000	237	GRAINGER	295.50

TOWN OF BOWLING GREEN
 ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
 Accounts Payable COMPUTER Check Register

CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
*** TOTAL AMOUNT OF CHECK# AP*30423 02/01/2023 ***							295.50*
AP	30424	2023-01		100-031100-3320-0000-000	546	JOHNSON'S EXTERMINATING	50.00
				100-043100-7120-0000-000			75.00
				520-500100-3320-0000-000			425.00
				100-043100-7200-0000-000			10.00
				100-043100-7200-0000-000			65.00
*** TOTAL AMOUNT OF CHECK# AP*30424 02/01/2023 ***							625.00*
AP	30425	16999		500-500100-6022-0000-000	48	MID-ATLANTIC LAB	60.00
*** TOTAL AMOUNT OF CHECK# AP*30425 02/01/2023 ***							60.00*
***** TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP *****							22,931.36*

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
Accounts Payable COMPUTER Check Register

CK	CHECK	INVOICE	PURCHASE	BUDGET CODE	VENDOR	VENDOR NAME	DISTRIBUTION
CD	NUMBER	NUMBER	ORDER		NUMBER		TOTAL

***** 10 Checks listed. GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED ***** 22,931.36*

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
Accounts Payable COMPUTER Check Register

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
AP	30416	02/01/23	18 A & M HOME CENTER	325.67
AP	30417	02/01/23	967 C&B TREE SERVICE & LAND	2,400.00
AP	30418	02/01/23	778 COMMONWEALTH ENGINEERING	2,732.86
AP	30419	02/01/23	1058 DIAMOND SPRINGS	29.08
AP	30420	02/01/23	939 DRAINFIELD SOLUTIONS, LLC	13,500.00
AP	30421	02/01/23	125 E M GRAY & SON	2,103.25
AP	30422	02/01/23	234 ENVIROCOMPLIANCE LAB INC	860.00
AP	30423	02/01/23	237 GRAINGER	295.50
AP	30424	02/01/23	546 JOHNSON'S EXTERMINATING	625.00
AP	30425	02/01/23	48 MID-ATLANTIC LAB	60.00

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP ***** 22,931.36*

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
Accounts Payable COMPUTER Check Register

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
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***** 10 Checks listed.

GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED *****

22,931.36*

TOWN OF BOWLING GREEN
 ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
 Accounts Payable COMPUTER Check Register

CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30426	C84298		100-043100-6007-0000-000	18	A & M HOME CENTER	31.99
		C84440-1		100-043100-6007-0000-000			5.99
		C84444		100-043100-6007-0000-000			169.99
				100-043100-6007-0000-000			26.95
		C85179		500-500100-6005-0000-000			12.49
		C85199		500-500100-6007-0000-000			139.99
				500-500100-6007-0000-000			159.99
		C85377		100-031100-6010-0000-000			11.99
				*** TOTAL AMOUNT OF CHECK# AP*30426 02/16/2023 ***			559.38*
AP	30427	23-013001		500-500100-6007-0000-000	843	CAROLINE COUNTY PUBLIC UTILITI	2,308.13
				*** TOTAL AMOUNT OF CHECK# AP*30427 02/16/2023 ***			2,308.13*
AP	30428	840611931		100-043100-6011-0000-000	897	CINTAS CORPORATION	32.85
				500-500100-6011-0000-000			32.85
				520-500100-6011-0000-000			32.85
				*** TOTAL AMOUNT OF CHECK# AP*30428 02/16/2023 ***			98.55*
AP	30429	190360105		100-043100-6011-0000-000	14	CINTAS OF RICHMOND	24.35
				500-500100-6011-0000-000			24.35
				520-500100-6011-0000-000			24.34
		190363837		100-043100-6011-0000-000			276.65
				500-500100-6011-0000-000			276.65
				520-500100-6011-0000-000			276.64
		190364177		100-043100-6011-0000-000			61.66
				500-500100-6011-0000-000			61.66
				520-500100-6011-0000-000			61.67
		190370302		100-043100-6011-0000-000			135.24
				500-500100-6011-0000-000			135.24
				520-500100-6011-0000-000			135.25
				*** TOTAL AMOUNT OF CHECK# AP*30429 02/16/2023 ***			1,493.70*
AP	30430	87000163		500-500100-6021-0000-000	341	DOMINION CHEMICAL CO	581.30
				*** TOTAL AMOUNT OF CHECK# AP*30430 02/16/2023 ***			581.30*
AP	30431	R3168403		520-500100-3160-0000-000	234	ENVIROCOMPLIANCE LAB INC	115.00
		R3168429		520-500100-3160-0000-000			115.00
		R3168459		520-500100-3160-0000-000			155.00
		R3168541		520-500100-3160-0000-000			115.00
		R3168566		520-500100-3160-0000-000			115.00
		R3168600		520-500100-3160-0000-000			155.00
		R3168691		520-500100-3160-0000-000			115.00
		R3168708		520-500100-3160-0000-000			115.00
		R3268740		520-500100-3160-0000-000			155.00
				*** TOTAL AMOUNT OF CHECK# AP*30431 02/16/2023 ***			1,155.00*

TOWN OF BOWLING GREEN
 ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
 Accounts Payable COMPUTER Check Register

CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME		DISTRIBUTION TOTAL
AP	30432	959016891		100-043100-7200-0000-000	237	GRAINGER		154.48
						*** TOTAL AMOUNT OF CHECK# AP*30432	02/16/2023 ***	154.48*
AP	30433	1152870		100-012110-5840-0000-000	1208	JOHNS BROTHERS SECURITY, INC		39.95
		1152871		100-012110-5840-0000-000				39.95
						*** TOTAL AMOUNT OF CHECK# AP*30433	02/16/2023 ***	79.90*
AP	30434	99067		100-012410-3310-0000-000	1115	JUSTTECH		176.63
						*** TOTAL AMOUNT OF CHECK# AP*30434	02/16/2023 ***	176.63*
AP	30435	2022-02		100-012410-5840-0000-000	1234	KENNETH WALTON COLBURN IV		26.85
						*** TOTAL AMOUNT OF CHECK# AP*30435	02/16/2023 ***	26.85*
AP	30436	208769		100-012110-5830-0000-000	1139	KEYSTONE INFORMATION SYSTEMS		3,027.50
						*** TOTAL AMOUNT OF CHECK# AP*30436	02/16/2023 ***	3,027.50*
AP	30437	IV-101734		500-500100-6007-0000-000	179	LUCK STONE CORPORATION CAROLIN		676.36
						*** TOTAL AMOUNT OF CHECK# AP*30437	02/16/2023 ***	676.36*
AP	30438	2023-01HA		400-071200-1310-0000-000	898	MARY JAMES		105.00
						*** TOTAL AMOUNT OF CHECK# AP*30438	02/16/2023 ***	105.00*
AP	30439	5511		100-012410-3320-0000-000	257	ON SITE PC		162.50
						*** TOTAL AMOUNT OF CHECK# AP*30439	02/16/2023 ***	162.50*
AP	30440	1499460		520-500100-6004-0000-000	659	SOSMETAL PRODUCTS INC		168.78
						*** TOTAL AMOUNT OF CHECK# AP*30440	02/16/2023 ***	168.78*
AP	30441	208655		520-500100-6007-0000-000	653	STEMMLE PLUMBING REPAIR		2,100.00
						*** TOTAL AMOUNT OF CHECK# AP*30441	02/16/2023 ***	2,100.00*
AP	30442	42810-23P		100-012110-3600-0000-000	737	TREASURER OF VIRGINIA		30.00
				100-012110-3600-0000-000				30.00
						*** TOTAL AMOUNT OF CHECK# AP*30442	02/16/2023 ***	60.00*
***** TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP *****								12,934.06*

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
Accounts Payable COMPUTER Check Register

CK	CHECK	INVOICE	PURCHASE	BUDGET CODE	VENDOR	VENDOR NAME	DISTRIBUTION
CD	NUMBER	NUMBER	ORDER		NUMBER		TOTAL

***** 17 Checks listed. GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED ***** 12,934.06*

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
Accounts Payable COMPUTER Check Register

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
AP	30426	02/16/23	18 A & M HOME CENTER	559.38
AP	30427	02/16/23	843 CAROLINE COUNTY PUBLIC UTILITI	2,308.13
AP	30428	02/16/23	897 CINTAS CORPORATION	98.55
AP	30429	02/16/23	14 CINTAS OF RICHMOND	1,493.70
AP	30430	02/16/23	341 DOMINION CHEMICAL CO	581.30
AP	30431	02/16/23	234 ENVIROCOMPLIANCE LAB INC	1,155.00
AP	30432	02/16/23	237 GRAINGER	154.48
AP	30433	02/16/23	1208 JOHNS BROTHERS SECURITY, INC	79.90
AP	30434	02/16/23	1115 JUSTTECH	176.63
AP	30435	02/16/23	1234 KENNETH WALTON COLBURN IV	26.85
AP	30436	02/16/23	1139 KEYSTONE INFORMATION SYSTEMS	3,027.50
AP	30437	02/16/23	179 LUCK STONE CORPORATION CAROLIN	676.36
AP	30438	02/16/23	898 MARY JAMES	105.00
AP	30439	02/16/23	257 ON SITE PC	162.50
AP	30440	02/16/23	659 SOSMETAL PRODUCTS INC	168.78
AP	30441	02/16/23	653 STEMMLE PLUMBING REPAIR	2,100.00
AP	30442	02/16/23	737 TREASURER OF VIRGINIA	60.00

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP ***** 12,934.06*

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
Accounts Payable COMPUTER Check Register

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
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***** 17 Checks listed.	GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED *****	12,934.06*
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TOWN OF BOWLING GREEN
 PAYMENT REVIEW REPORT
 WITH CHECK.CODE = "ACH"

VENDOR	VENDOR NAME	INVOICE	INV DATE	CHK	CODE	Invoice Amt	NET AMOUNT	DUE DATE	
1063	ALACRITI PAYMENTS, LLC	NMXGR213HCNP14M	02/01/23	N	ACH	11.14		03/03/23	
		100-012410-3130-0000-000			CREDIT CARD AND BANK FEES		11.14		
		TOTAL FOR: ALACRITI PAYMENTS, LLC						11.14	
2	ATLANTIC UNION BANK	2022-12-1	01/18/23	N	ACH	350.92		01/18/23	
		100-012410-3130-0000-000			CREDIT CARD AND BANK FEES		350.92		
		TOTAL FOR: ATLANTIC UNION BANK						350.92	
1094	BMW CLEANING SERVICES	0000026	02/03/23	N	ACH	775.00		02/10/23	
		100-043100-7200-0000-000			TOWN HALL EXPENSES		500.00		
		100-043100-7200-0000-000			TOWN HALL EXPENSES		275.00		
		TOTAL FOR: BMW CLEANING SERVICES						775.00	
10	DOMINION VIRGINIA POWER	0243075009-23-01	01/31/23	N	ACH	34.43		02/14/23	
		520-500100-5110-0000-000			ELECTRICITY		34.43		
10	DOMINION VIRGINIA POWER	1894757945-23-01	01/31/23	N	ACH	70.72		02/14/23	
		100-043100-5110-0000-000			ELECTRICITY-STREETLIGHTS		70.72		
10	DOMINION VIRGINIA POWER	1964286692-23-01	01/26/23	N	ACH	151.52		02/14/23	
		520-500100-5110-0000-000			ELECTRICITY		151.52		
10	DOMINION VIRGINIA POWER	3855985002-23-01	01/26/23	N	ACH	3,263.17		02/14/23	
		520-500100-5110-0000-000			ELECTRICITY		3,263.17		
10	DOMINION VIRGINIA POWER	3896112509-23-01	01/26/23	N	ACH	18.37		02/14/23	
		520-500100-5110-0000-000			ELECTRICITY		18.37		
10	DOMINION VIRGINIA POWER	5003055000-23-01	01/31/23	N	ACH	132.28		02/14/23	
		100-031100-5110-0000-000			ELECTRICITY		132.28		
10	DOMINION VIRGINIA POWER	5013017503-23-01	01/26/23	N	ACH	1,083.97		02/14/23	
		100-043100-7200-0000-000			TOWN HALL EXPENSES		1,083.97		
10	DOMINION VIRGINIA POWER	5509902317-23-01	01/26/23	N	ACH	178.54		02/14/23	
		520-500100-5110-0000-000			ELECTRICITY		178.54		
10	DOMINION VIRGINIA POWER	6929697750-23-01	01/31/23	N	ACH	103.71		02/14/23	
		100-043100-7200-0000-000			TOWN HALL EXPENSES		103.71		
10	DOMINION VIRGINIA POWER	7444574185-23-01	01/27/23	N	ACH	1,902.05		ACH	
		100-043100-7200-0000-000			TOWN HALL EXPENSES		1,902.05		
10	DOMINION VIRGINIA POWER	7662938187-23-01	01/26/23	N	ACH	1,161.50		02/14/23	
		500-500100-5110-0000-000			ELECTRICITY		1,161.50		
10	DOMINION VIRGINIA POWER	9193025005-23-01	01/26/23	N	ACH	812.87		02/14/23	
		500-500100-5110-0000-000			ELECTRICITY		812.87		
10	DOMINION VIRGINIA POWER	980325007-23-01	01/26/23	N	ACH	514.27		02/14/23	
		500-500100-5110-0000-000			ELECTRICITY		514.27		
		TOTAL FOR: DOMINION VIRGINIA POWER						9,427.40	
648	ANDREA G ERARD	2023-01	01/27/23	N	ACH	3,000.00		01/27/23	
	230034	100-012110-3150-0000-000			PROFESSIONAL SERVICES - LEGAL		3,000.00		

TOWN OF BOWLING GREEN
 PAYMENT REVIEW REPORT
 WITH CHECK.CODE = "ACH"

VENDOR	VENDOR NAME	INVOICE	INV DATE	CHK	CODE	Invoice Amt	NET AMOUNT	DUE DATE
TOTAL FOR: ANDREA G ERARD							3,000.00	
1149	GFL ENVIRONMENTAL	KB0000536105	01/15/23	N	ACH	5,986.88		01/15/23
		100-043100-7130-0000-000	REFUSE COLLECTION				5,986.88	
TOTAL FOR: GFL ENVIRONMENTAL							5,986.88	
514	K L LANGFORD EXCAVATING	23148	02/09/23	N	ACH	6,000.00		02/09/23
		500-500100-6007-0000-000	REPAIR / MAINTENANCE				6,000.00	
514	K L LANGFORD EXCAVATING	23149	02/09/23	N	ACH	6,855.00		02/09/23
		500-500100-6007-0000-000	REPAIR / MAINTENANCE				6,855.00	
TOTAL FOR: K L LANGFORD EXCAVATING							12,855.00	
1211	P-FLEET	A784015	01/29/23	N	ACH	313.92		01/29/23
		100-031100-6008-0000-000	VEHICLE FUEL/OIL				214.83	
		500-500100-6008-0000-000	VEHICLE FUEL/OIL				33.03	
		520-500100-6008-0000-000	VEHICLE FUEL/OIL				33.03	
		100-043100-6008-0000-000	VEHICLE FUEL/ OIL				33.03	
1211	P-FLEET	A787352	02/05/23	N	ACH	464.40		02/05/23
		100-031100-6008-0000-000	VEHICLE FUEL/OIL				256.44	
		500-500100-6008-0000-000	VEHICLE FUEL/OIL				69.32	
		520-500100-6008-0000-000	VEHICLE FUEL/OIL				69.32	
		100-043100-6008-0000-000	VEHICLE FUEL/ OIL				69.32	
1211	P-FLEET	A789861	02/12/23	N	ACH	214.05		02/12/23
		100-031100-6008-0000-000	VEHICLE FUEL/OIL				143.60	
		500-500100-6008-0000-000	VEHICLE FUEL/OIL				23.48	
		520-500100-6008-0000-000	VEHICLE FUEL/OIL				23.48	
		100-043100-6008-0000-000	VEHICLE FUEL/ OIL				23.49	
TOTAL FOR: P-FLEET							992.37	
919	PRO SHRED SECURITY	1105446	01/25/23	N	ACH	50.49		02/25/23
		100-012110-3140-0000-000	CONTRACTED SERVICES/SHREDDING				50.49	
TOTAL FOR: PRO SHRED SECURITY							50.49	
11	RAPPAHANNOCK ELEC COOP	200528007-2022-12	01/12/23	N	ACH	669.91		02/08/23
		520-500100-5110-0000-000	ELECTRICITY				121.74	
		100-043100-5110-0000-000	ELECTRICITY-STREETLIGHTS				55.22	
		100-043100-5110-0000-000	ELECTRICITY-STREETLIGHTS				24.60	
		520-500100-5110-0000-000	ELECTRICITY				32.67	
		500-500100-5110-0000-000	ELECTRICITY				29.44	
		500-500100-5110-0000-000	ELECTRICITY				406.24	
TOTAL FOR: RAPPAHANNOCK ELEC COOP							669.91	

TOWN OF BOWLING GREEN
 PAYMENT REVIEW REPORT
 WITH CHECK.CODE = "ACH"

VENDOR	VENDOR NAME	INVOICE	INV DATE	CHK	CODE	Invoice Amt	NET AMOUNT	DUE DATE	
918	STAPLES ADVANTAGE	760494022201	01/19/23	N	ACH	328.55		01/19/23	
		100-012410-6001-0000-000	OFFICE SUPPLIES & PRINTING				328.55		
918	STAPLES ADVANTAGE	760494022202	01/19/23	N	ACH	14.35		02/20/23	
		100-012410-6001-0000-000	OFFICE SUPPLIES & PRINTING				14.35		
	TOTAL FOR: STAPLES ADVANTAGE							342.90	
19	VERIZON	000716171199-DEC-22	01/21/23	N	ACH	17.79		01/21/23	
		500-500100-5230-0000-000	TELECOMMUNICATIONS				17.79		
	TOTAL FOR: VERIZON							17.79	
44	VUPS	01230458	01/31/23	N	ACH	27.30		03/02/23	
		520-500100-5899-0000-000	MISS UTILITY COST				27.30		
	TOTAL FOR: VUPS							27.30	
12	WASTE MANAGEMENT	278548702812	02/01/23	N	ACH	1,354.16		03/03/23	
		520-500100-3180-0000-000	SLUDGE REMOVAL				1,354.16		
	TOTAL FOR: WASTE MANAGEMENT							1,354.16	
1049	WEX BANK	0496004861340-2301	01/06/23	N	ACH	178.97		01/27/23	
		100-043100-6008-0000-000	VEHICLE FUEL/ OIL				59.66		
		500-500100-6008-0000-000	VEHICLE FUEL/OIL				59.66		
		520-500100-6008-0000-000	VEHICLE FUEL/OIL				59.65		
	TOTAL FOR: WEX BANK							178.97	
1114	XEROX FINANCIAL SERVICES	3753629	01/22/23	N	ACH	123.22		02/11/23	
		100-012410-3310-0000-000	OFFICE EQUIPMENT				123.22		
	TOTAL FOR: XEROX FINANCIAL SERVICES							123.22	

REPORT TOTAL

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 \$36,163.45

Total Checks to be paid - 16
 Total Invoices to be paid - 32
 100 General Fund 14,813.47
 500 Water Expenditures 15,982.60
 520 Sewer Operations 5,367.38
 *** FUND TOTALS 36,163.45



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Application for Sewer Connection: Hill Mobile Home Park – 14226 Elwood Drive

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Applicant requesting to temporary relief or permanent connection to Hill Mobile Hill Park to Town Public Sewer System

ATTACHMENTS:

REQUESTED ACTION:

Approve/Deny Request



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Support Bowling Green 2023 Farmers Market with \$1000 Fund for Port-a-John and Signage

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804)633-6212

BACKGROUND / SUMMARY:
Support Bowling Green 2023 Farmers Market with \$1000 Fund for Port-a-John and Signage

ATTACHMENTS:
None

REQUESTED ACTION:
Approval/Denial Request