



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**A G E N D A**

**Thursday November 07, 2019  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

**PUBLIC HEARINGS:**

1. O-2019-005 – Amendment to enhanced speeding fines

**DELEGATIONS:**

2. Andy Crocker - SERCAP, Inc.

**PUBLIC COMMENTS:**

**STAFF REPORTS & PRESENTATIONS:**

3. Police Department Monthly Report to Council - October 2019
4. Public Works and Utilities Dept. Monthly Report to Council - October 2019
5. Events & Economic Development Coordinator Monthly Report to Council - October 2019
6. Town Clerk/Treasurer's Monthly Report to Council - October 2019

**CONSENT AGENDA:**

7. October 2019 Bills
8. Minutes - September 5, 2019 Town Council Meeting
9. Minutes - October 3, 2019 Town Council Meeting

**NEW BUSINESS:**

10. Request for Water Bill adjustment due to leak
11. Source Water Protection Plan
12. Text Amendment to R-1, Special Use

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

**INFORMATIONAL ITEMS:**

13. Veteran's Day Program Invitation

**CLOSED SESSION:**

14. Planning Commission Appointment

**RECONVENE IN OPEN SESSION**

**ADJOURNMENT**



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

**AGENDA ITEM:** O-2019-005 – Amendment to enhanced speeding fines

**ITEM TYPE:** Public Hearing - Duly Advertised

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** David Lipscomb, dlipscomb@townofbowlinggreen.com

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Ordinance O-2019-004 adding enhanced speeding fines to Town Code is being amended by recommendation of the General District Court Judge.

**ATTACHMENTS:**

- Advertisement run in Free Lance Star
- O-2019-005

**REQUESTED ACTION:**

Adopt proposed Ordinance.



**Town of Bowling Green, Virginia**  
**Notice of Public Hearing**

A public hearing will be held by Town Council on Thursday, November 7, 2019, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on **ORDINANCE NUMBER O-2019-005 ENHANCED SPEEDING PENALTY ON CERTAIN RESIDENTIAL STREETS; SIGNS**. The purpose of this ordinance is to implement the enhanced speeding penalties authorized by Code of Virginia, § 46.2-878.2 for operation of a motor vehicle in excess of the maximum speed limit on certain residential streets. The provisions of this ordinance shall apply to Main Street (Route 2/301) within the corporate limits of the Town of Bowling Green. 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.

A complete copy of **ORDINANCE NUMBER O-2019-005** is posted on the Town's web site at <https://www.townofbowlinggreen.com/> and is 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 ordinance may be directed to A. Reese Peck, Town Manager. 804-633-6212.

Authorized by A. Reese Peck, Town Manager

An Ordinance to amend Sec. 4-470. - Enhanced speeding penalty on certain residential streets; signs.

Sec. 4-470. - Enhanced speeding penalty on certain residential streets; signs.

*Purpose.* The purpose of this section is to implement the enhanced speeding penalties authorized by Code of Virginia, § 46.2-878.2<sup>1</sup> for operation of a motor vehicle in excess of the maximum speed limit on certain residential streets.

*Applicability.* The provisions of this section shall apply to Main Street (Route2/301) within the corporate limits of the Town of Bowling Green.

Signs shall be posted on North and South Main Street (Route2/301) indicating the maximum speed along with the penalty.

*Criteria.* The Town has determined that the 85th percentile speed on such street, highway or other public way or portion thereof is ten miles per hour greater than the posted speed limit.

*Violation.* Operation of any motor vehicle in excess of a maximum speed limit established for a highway in a residence district of the City, when indicated by signs placed in accordance with the provisions of this section, shall be unlawful and shall constitute a violation of this section.

*Penalty.* Violation of this section shall constitute a traffic infraction punishable by a fine of not more than \$200.00, in addition to other penalties provided by law.

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<sup>1</sup> § 46.2-878.2. Maximum speed limits in certain residence districts of counties, cities, and towns; penalty.

Operation of any motor vehicle in excess of a maximum speed limit established for a highway in a residence district of a county, city, or town, when indicated by appropriately placed signs displaying the maximum speed limit and the penalty for violations, shall be unlawful and constitute a traffic infraction punishable by a fine of \$200, in addition to other penalties provided by law.

No portion of the fine shall be suspended unless the court orders 20 hours of community service.

The Commissioner of Highways or any local governing body having jurisdiction over highways shall develop criteria for the overall applicability for the installation of signs. Such criteria shall not exclude highways, functionally classified as minor arterials, serving areas that either (i) were built as residential developments or (ii) have grown to resemble residential developments, provided, in either case, (a) such highways are experiencing documented speeding problems and (b) the local governing body requests the application of this section to such highway.

Such signs may be installed in any town and shall not require the approval of the county within which such town is located.

Any such signs installed in any town shall be paid for by the town requesting the installation of the signs, or out of the county's secondary system construction allocation.

**Adopted this 7<sup>th</sup> day of November, 2019 by the Town Council of Bowling Green, Virginia**

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Hon. Jason E. Satterwhite, Mayor

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Melissa Lewis, Clerk of Council



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

**AGENDA ITEM:** Andy Crocker - SERCAP, Inc.  
**ITEM TYPE:** Presentation  
**PURPOSE OF ITEM:** Information Only  
**PRESENTER:** Reese Peck, townmanager@townofbowlinggreen.com  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Andy Crocker is the Virginia State Manager for Southeast Rural Community Assistance Project, Inc. (SERCAP), an organization that promotes affordable water and wastewater facilities. He will be discussing water distribution systems in communities similar to Bowling Green and setting sustainable rate structures to adequately fund improvements and operations.

Mr. Crocker will also discuss a training course he offers to governing boards in relation to the technical, managerial, and financial capacity of running a utility system.

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

None



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

**AGENDA ITEM:** Bowling Green Town Council Monthly Report for October 2019

**DATE:** 11/1/19

**PREPARED BY:** Chief David Lipscomb

**MONTHLY REPORT / PROJECT UPDATE:**

**Statistical data:**

41 Calls for Service (3 reportable)

78 Virginia uniform summonses written

44 Park walk and talk

57 advice calls

14 Motorist assists

3 Assist another agency

2 Motor vehicle crashes

5 Special events

**Chief's Report:**

Continuing process to have a VCIN/NCIC terminal installed at the office.

Assigned units to work 5 special events.

Assigned all units to work the annual Harvest Festival. There were no major incidents to report.

Assigned units to work Halloween night. This year the town had considerably more foot traffic than observed in years past. No incidents to report.

Started process to have the police department exterior cleaned and painted.

**ATTACHMENTS:**

See attached letter of thanks from Federal Motor Carrier Safety Administration.

**HEADS UP ITEMS:**

Police policy manual needs to be passed.



U.S. Department of Transportation  
Federal Motor Carrier  
Safety Administration

Virginia Division  
400 N. 8th St., Suite 780  
Richmond, VA 23219-4827

Complaint ID: 100130852  
10/22/2019

David Lipscomb, Police Chief  
P. O. Box 468  
Bowling Green, VA 22427

Dear Police Chief David Lipscomb:

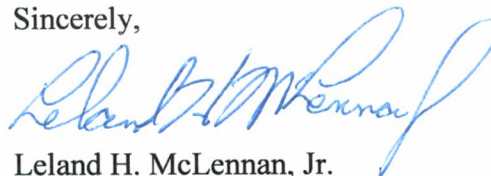
The purpose of this letter is to provide you with an update regarding your complaint concerning BRIGHT TRANSPORTATION LLC.

In response to your allegations, the Federal Motor Carrier Safety Administration (FMCSA) conducted an investigation on 10/18/2019 and violations of the FMCSRs were discovered. An enforcement action, which may include civil penalties against the motor carrier, is being prepared to address the motor carrier's noncompliance.

If you have evidence that these violations continue or other violations are occurring, please contact the FMCSA Division Office at Virginia Division, 400 N. 8th St., Suite 780, Richmond, VA 23219-4827, or call 804-771-8585.

Thank you for your interest in commercial motor vehicle and roadway safety.

Sincerely,



For Leland H. McLennan, Jr.  
Craig A Feister  
Division Administrator





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

**AGENDA ITEM:** Council Monthly Report for October 2019

**DATE:** October 28, 2019

**PREPARED BY:** Billy Deavers

### **MONTHLY REPORT / PROJECT UPDATE:**

#### **Water**

- Monthly Bac T samples were collected
- Working on getting twenty one more Lead and Copper sites for future testing
- Started hydrant flushing
- Meter reading was done October 21<sup>st</sup> through October 24<sup>th</sup>

#### **Wastewater**

- Parts are on order for Clarifier #1. Tank will be emptied, cleaned, and inspected.
- New sludge pump ordered to replace existing damaged one
- Operators are still studying and preparing for Wastewater examinations
- The plant is running well, with no exceptions to report
- Sewer project was completed

#### **Public Works**

- Applied lime and fertilizer to Town Hall and the Wastewater Plant
- Streets were swept on October 17<sup>th</sup>
- Normal grass cutting and trimming
- Finished edging sidewalks
- Replaced Town limit sign post on Courthouse Lane
- Set up/take down of Harvest Festival, and working throughout the day to empty trash cans and assist as needed

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)  
DISCHARGE MONITORING REPORT (DMR)

DEPT. OF ENVIRONMENTAL QUALITY  
(REGIONAL OFFICE)

PERMITTEE NAME/ADDRESS (INCLUDE  
FACILITY NAME/LOCATION IF DIFFERENT)

Northern Regional Office  
13901 Crown Court  
Woodbridge, VA 22193

NAME: Bowling Green Wastewater Treatment Plant  
ADDRESS: co Town of Bowling Green  
Bowling Green, VA 22427

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER
MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2019 09 01	TO 2019 09 30

FACILITY LOCATION: 219 Anderson Ave  
Bowling Green, VA 22427

FROM

NOTE: READ PERMIT AND GENERAL INSTRUCTIONS  
BEFORE COMPLETING THIS FORM.

Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD	0.084	0.12	MGD	*****	*****	*****	0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****				
pH	REPORTD	*****	*****		7.1	*****	7.6	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0				
TSS	REPORTD	0.38	0.74	KG/D	*****	1.2	2.3	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15				
DO	REPORTD	*****	*****		6.2	*****	*****	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****				
TKN (N-KJEL)	REPORTD	0.22	0.27	KG/D	*****	0.66	0.75	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5				
E. COLI	REPORTD	*****	*****		*****	1.1	*****	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****				
CBOD5	REPORTD	<QL	<QL	KG/D	*****	<QL	<QL	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15				

GENERAL PERMIT REQUIREMENTS OR COMMENTS:  
OUTFALL-SPECIFIC COMMENTS:  
PARAMETER-SPECIFIC COMMENTS:

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BODS(K.G.)	OPERATOR IN RESPONSIBLE CHARGE	
				William Deavers	1965000877
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				TYPED OR PRINTED NAME	
				PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	
					8042211834
				TYPED OR PRINTED NAME	SIGNATURE
					Date



Address Number	Street Name	Work Type	Description
117	Butler St	Water Sampling	Collect Bac T sample
117	Butler St	General Maintenance	Replace bolt in chair rack dolly
150	Courthouse Ln	Other - PW	Replace Town limit sign
206	N Main St	Landscaping	Water Planters 252 Milford Street
252	Milford St	Garbage	Resident needs a new trash can and remove the damaged one
148	East Broaddus Dickinson, Meadows, Roper, Chase St., Anderson, Lee	Service Connect	Reconnect service
0	Heritage Circle, Caroline Manor	Meter Read	Read meters 1
104	South Main	Garbage	Clean trash from beside building from harvest festival
106	Cedar Lane	Other - PW	Organize cones and signage in warehouse and move some dirt from driveway
219	Anderson Ave West Broaddus, South Main,	Landscaping	Apply lime and fertilizer around public works building
0	North Main and Milford St.	Special Events Set-up	Put up no parking signs
117	North Main St.	Special Events Set-up	Setup tents with tables and chairs for pumpkin carving
0	North Main and South Main	Other - PW	Deliver cones to block off streets to designated areas
124	South Main	Special Events Set-up	Put up beer garden fence
117	Butler St.	Landscaping	Apply fertilizer and lime to grounds

- ~~T~~HURSDAY (8AM – 1PM): Coordinate with Waste Management for dumpster placement.
- ~~F~~RIDAY MORNING: (Cedar Lane): Retrieve pavers and place accordingly:
- ? ~~N~~orth Main (NM); Place at Caroline County Admin Building next to sign.
- ? ~~B~~usiness District (A); Place on corner of Courthouse and Main (Courthouse Lawn)
- ? ~~S~~outh Main (SM); Place at former Flower Fashions (Milford and Main)
- ~~F~~RIDAY: Rope off "Used Car" property \*We need every inch of space for the Car Show.
- ~~N~~O PARKING' signs; Signs should state "NO PARKING (FRIDAY 7PM - SATURDAY 7PM)
- ~~B~~) 'NO PARKING' signs in Rite Aid parking lot, on Broaddus Avenue, for employees.
- ~~T~~rash cans \*Need plenty at the Car Show. In the past, we've had some issues with overflowing trash.

Let's try to make sure that doesn't happen this year. Please have a plan in place to make sure that trash

cans are emptied regularly throughout event day.

- ~~S~~treet sweeper??
- ~~Q~~2) 'Transportation Pick-Up' signs from Cedar Lane.
- ~~Q~~2) 'Handicapped Parking' signs \*To be placed at Calvary Baptist Church
- ~~L~~ost & Found' sign to be placed to the side of the courthouse lawn monument's concrete foundation.
- ~~T~~ractor Display' sign to be placed near the sidewalk on the Verizon property.
- ~~F~~RIDAY; secure the Beer Garden area with fencing.
- ~~F~~RIDAY: Entertainment stage is being delivered Friday between 3pm-5pm. I will need for you guys to hang the large sponsorship banner (at Town Hall) and the old McKesson banner (at Cedar Lane) BEFORE the roof of stage is erected.
- ~~Q~~25) Hay bales at Entertainment Stage
- ~~D~~ried corn stalks zip tied to Entertainment Stage and Pumpkin Decorating tents.
- ~~B~~) 100' heavy duty extension cords located at the Entertainment Stage.
- ~~R~~eserve 1st row of parking behind Bowling Green Suites for entertainers (Cones and Caution tape)
- ~~R~~eserve 1st row of parking at Town Hall for sponsors (Need 8 large cones)
- ~~N~~eed (4) large cones placed by the radio tower fence line to designate an area for the petting zoo trailer.

375 Roper Drive

Please turn on water

Thanks

16370 Heritage Pine Circle

Turn on Water please

117	Butler St	Special Events Set-up
375	Roper Dr	Customer Complaint
16370	Heritage Pines Cir	Service Connect

219	Anderson Ave	Clean Drying Beds	Getting up drying bed #4
101	Butler St	Mowing	Mow Police Department and playground and well1
17573	AP Hill Blvd	Mowing	Mow intersection of Broaddus and AP Hill Blvd
17573	AP Hill Blvd	Mowing	Mow 301 liftstation
0	North Main and Courthouse	Sewer Blockage - Main	Sewer line are Main and Courthouse is blocked backing up in 911 bathrooms
0	Milford St.	Other - PW	Put out door hangers
0	Cedar Lane warehouse	Other - PW	Test portable generator
219	Anderson Ave	Mowing	by Alan
0	abandon well	Mowing	by Alan
0	Lacey lane	Mowing	by alan
0	vdot	Mowing	by alan
0	rt 2 welcome sign	Mowing	
301	welcome and underpass	Mowing	
207	welcome sign	Mowing	by alan
207	billboard	Mowing	cut grass
301	welcome sign	Mowing	Mow and weedeat welcome sign
219	Anderson Ave	Mowing	
			117 Butler Street
			Toilet issue in the men's BR
117	Butler St	Building Maintenance	Thank you
206	N Main St	Landscaping	Water Planters
119	Butler St	Special Events Set-up	Set up for a meeting
			172 Maury Ave
			take an extra trash can please
172	Maury Ave	Garbage	
125	Lee St.	Service Connect	Cut service on
0	South Main St.	Hydrant Maintenance	Fall maintenance of all hydrants on South Main St.
121	Oak Ridge St.	Hydrant Maintenance	Fall hydrant maintenance
0	Lafayette Ave	Hydrant Maintenance	Fall maintenance of all hydrants on Lafayette
0	Jackson Dr.	Hydrant Maintenance	Fall maintenance of all hydrants on Jackson
0	Harrison Way	Hydrant Maintenance	Fall maintenance of all hydrants on Harrison
0	Harding Drive	Hydrant Maintenance	Fall maintenance of all hydrants on Harding Drive
0	Grant Ct	Hydrant Maintenance	Fall maintenance of all hydrants on Grant Ct.
121	Gill St. and 131 Gill St.	Hydrant Maintenance	Fall hydrant maintenance
1400	Farmer Dr.	Hydrant Maintenance	Fall hydrant maintenance
0	Coolidge Lane	Hydrant Maintenance	Fall hydrant maintenance on all hydrants
242	Milford St.	Hydrant Maintenance	Fall hydrant maintenance

255	Milford St.	Hydrant Maintenance	Fall hydrant maintenance
0	Maury Ave	Hydrant Maintenance	Fall maintenance of hydrants on Maury Avenue
121	Dorsey Lane	Hydrant Maintenance	Hydrant maintenance
117	South Main St.	Hydrant Maintenance	Hydrant maintenance
101	North Main St.	Hydrant Maintenance	Hydrant maintenance
111	Ennis	Hydrant Maintenance	Hydrant maintenance 125 Lee Street Dis-connect water service
125	Lee St	Building Maintenance	leasing company's request 10/09/19
0	Bowling Green Meadows liftstatio	Pump Station	Pump #2 isn't priming need Jimmy to come and check it
0	Edward Rd and Elm St.	Other - PW	Mark utilities
0	Richmond Turnpike	Other - PW	Mark utilities
17405	Jackson Dr.	Other - PW	Mark utilities
107	Butler St	Other - PW	
17573	AP Hill Blvd	Other - PW	Test Generator at 301 liftstation
107	Butler St.	Landscaping	Spread 90 yards of mulch in playground
225	Milford St.	Other - PW	Mark water line for Kelvic
104	North Main	Other - PW	Water planters
0	Well 4	Other - Water Utility	Replace chlorine feed lines they were leaking
117	Butler St	Special Events Breakdown	Town Council meeting TAKEDOWN
117	Butler St	Special Events Breakdown	TOWN COUNCIL Meeting Takedown
117	Butler St.	Special Events Set-up	Setup for Council meeting
17469	Coolidge Lane	Other - PW	Mark utilities
15488	School Rd	Other - PW	Mark utilities
217	Maury Ave	Hydrant Maintenance	Flush and service hydrant
209	Maury Ave	Hydrant Maintenance	Flush and service hydrant
140	Maury Ave	Hydrant Maintenance	Flush and service hydrant
117	Maury Ave	Hydrant Maintenance	Flush and service hydrant
130	South Main	Hydrant Maintenance	Flush and service hydrant
120	Milford St.	Hydrant Maintenance	Flush and service hydrant
117	South Main	Hydrant Maintenance	Flush and Maintenance
101	Ennis St.	Hydrant Maintenance	Flushing and Maintenance
0	Bowling Green Meadows liftstatio	Mowing	Mow Bowling Green Meadows liftstation
380	Roper Dr	Mowing	Mow Bowling Green Meadows Park
106	Cedar Ln	Other - PW	Unload pavers of pickup
106	Cedar Ln	Mowing	Mow Well 4
107	Butler St	Mowing	Mow Police Department and playground and well1

117	Butler St	Mowing	Mow Town Hall
161	South Main	Trimming	Trim grass around fire hydrant
0	South Main Median	Mowing	Alan completed
0	All Town welcome signs	Trimming	Trim all flowering back
219	Anderson Ave	Other - Water Utility	Get fifteen additional lead and copper testing sites find out year range of homes and if pipes have been changed.
117	Butler St	Other - Water Utility	Friendly reminder to adjust schedules for upcoming meter cut offs. Date of cut offs will be October 17 & 18
155	Roper Dr	Meter Re-Read	155 Roper Dr Meter re-read, customer complaint high usage
117	Butler St	Special Events Set-up	117 Butler Street - 10/01/19 Please retrieve the 4'x 12' Harvest Festival banner from behind Judy's desk at Town Hall and install it at Samson's Used Car dealership on the corner of Broaddus and Main. Do not obstruct other signage on the property. Objective is for highest visibility for traffic headed into Town from Rt. 2. Contact Jo-Elsa with questions. 804-516-5045
219	Anderson Ave	Other - Water	Completed monthly VDH well sheets
219	Anderson Ave	Other - Water	Completed quarterly water withdrawal
16370	Heritage Pines Cir	Service Disconnect	16370 Heritage Pines Cir Please dis-connect utility service effective today 09-30-19



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

**AGENDA ITEM:** Events & Economic Development Coordinator Council Monthly Report for October 2019

**DATE:** November 1, 2019

**PREPARED BY:** Jo-Elsa Jordan

**MONTHLY REPORT / PROJECT UPDATE:**

- **Harvest Festival**
  - Facebook promotion
  - Review/Approve vendor applications
  - Update Vendor Spreadsheet
  - Coordinate with Town Clerk to process vendor payment
  - Finalize event layout
  - Finalize vendor assignments
  - Print/mail vendor assignments, event information and meals tax forms
  - Number brick pavers with vendor assignments
  - Coordinate with the VDH for compliance with all participating food vendors
  - Volunteer recruitment (Vendor check-in, Beer Garden, floaters)
  - Finalize volunteer assignments
  - Pre-event meeting with Caroline County first responders, CCSO, volunteers and Public Works
  - Coordinate for use of a power source from Caroline Square property owner for Car Show
  - Coordinate with Bowling Green Suites property owner for placement of entertainment stage and Beer Garden.
  - Secure sponsorship banner for entertainment stage
  - Coordinate trophy pick-up from MVP Awards
  - Creating/printing profile cards for Car Show and Motorcycle Show.
  - Coordinate with Town Treasure for cash banks as needed for the Beer Garden, Car Show and Bike Show
  - Coordinate with port-o-pottie vendor on delivery and placement
  - Coordinate with volunteer for set up of McKesson pumpkin decorating station
  - Directional signage pick-up and placement
  - Coordinate with Public Works for securing Car Show area, Beer Garden area, street closures and “No Parking” signage

Coordinate with VDOT for electronic message boards as needed to detour traffic  
 Coordinate with Town Treasurer/Clerk for check requests needed on event day  
 Provide entertainers with information on access, loading, unloading, set times, etc.  
 Accept stage delivery/placement  
 Coordinate installation of sponsorship banners on entertainment stage  
 Measuring/marking Main Street  
 Locating food vendors night before event  
 Provide notes for event Emcee  
 Vendor check-in  
 Accept beer delivery  
 Meet each vendor and gauge vendor satisfaction  
 Coordinate with BYPD vendor exit/opening streets  
 Misc. troubleshooting  
 Event clean up (collection of directional signage, etc.)  
 Create and submit invoice to Caroline County for funding support  
 Development of After-Action Report for Town Council's review at December meeting

- **Economic Development Authority**

Accept invoicing from legal counsel and prepare for EDA review.  
 Accept Façade Improvement Grant application to include in meeting packet  
 Prepare EDA meeting agenda and packet for 10/28/19 meeting; Send to board members via email and publish online.  
 Attend EDA meeting on 10/28/19; Record minutes  
 Prepare response to Façade Improvement Grant applicant.  
 Coordinate site visit for prospect developers on the Rt. 301 Commercial Corridor  
 Coordinate with legal counsel for preparation of documentation for prospect developers  
 Coordinate with Atlantic Union Bank Real Estate Department on deed transfer for donation of 109 Courthouse Lane.  
 Coordinate conference call with Atlantic Union Bank Marketing and Public Relations Department to discuss press release and donation plaque.

- **Bowling Green Christmas Parade of Lights**

Update registration form with NEW DATE: Saturday, December 14, 2019  
 Secure Santa Claus  
 Prepare/submit VDOT permit application for street closures  
 Coordinate with Town Clerk for issuance of VDOT permit fee  
 Secure quote from Deadhand Design Graphic Arts for marketing graphic  
 Release Deadhand Design on graphic design and printing

- **Community Relations**

Coordinate with Bowling Green Health & Rehabilitation Center for acoustic set by Elvis Presley impersonator prior to performance at Harvest Festival.  
 Create Instagram account for the Town of Bowling Green

Submit reference letter to Fredericksburg Regional Chamber of Commerce for Top10 Next Gen nominee.

Community Heart & Soul; facilitate signatures for Coach Agreement and Grant Agreement

Community Heart & Soul; send demographics for Town of Bowling Green

**ATTACHMENTS:**

**HEADS UP ITEMS:**

- 2019 Harvest Festival After Action Report to be presented at December Town Council Meeting
- **NEW DATE FOR CHRISTMAS PARADE!** Saturday, December 14, 2019





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

**AGENDA ITEM:** Town Clerk/Treasurer's Monthly Report to Council October 2019

**DATE:** October 31, 2019

**PREPARED BY:** Melissa Lewis

**MONTHLY REPORT / PROJECT UPDATE:**

***Utility Billing:***

- Prepared handheld meter reader for bi-monthly water meter reading.

***Payroll/Human Resources:***

- Prepared 2 bi-monthly payrolls, reconciled, and submitted payment to VRS and ICMA-RC for VRS Hybrid Retirement Employees following each payroll.
- Filed quarterly Payroll Tax reports.

***Treasurer/Financial:***

- Preparing for Audit

***Town Clerk:***

- Prepared and mailed letters per Invocation Policy
- Completed CEU's for to maintain Zoning Official Certification, working towards Zoning Administrator Certification

***Meetings/Training attended:***

- Small Group Workshop: Financial Planning for Small Water Systems
- September Town Council Meeting
- 4 weekly staff meetings
- USDA Sewer meeting

***Attachments:***

- October Town Hall Rental Report
- Revenue and Expense Summary

***Heads Up:***

- SUP for Magnolia Morning Suites is up for review – December Meeting



TOWN HALL RENTALS

October 2019

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
21	Activities Program	Yoga/Pitaiyo	420.00
1	EDA	Meeting	N/C
1	Chamber of Commerce	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Town Council	Meeting	N/C
1	Private Party	Party	675.00
1	BGVFD	Dinner	250.00
1	Private Party	Wedding	575.00
1	Private Party	Wedding	575.00
29	Totals		\$2495.00

REVENUE SUMMARY

TIME 11:44

7/01/2019 - 10/31/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
FUND #-100 ***GENERAL FUND REVENUE***							
11010	***REAL ESTATE**	141,500.00	141,500.00	21,364.93	23,004.26	118,495.74	83.74
11020	***PUBLIC SERVICE***	4,500.00	4,500.00	.00	.00	4,500.00	100.00
11030	***PERSONAL PROPERTY***	55,500.00	55,500.00	10,111.11	10,526.57	44,973.43	81.03
11060	***PENALTY & INTEREST***	14,000.00	14,000.00	535.97	2,170.23	11,829.77	84.49
15010	INTEREST EARNED	1,000.00	1,000.00	919.86	919.86	80.14	8.01
16099	***REFUSE COLLECTION FEES***	86,700.00	86,700.00	328.46	15,141.25	71,558.75	82.53
120101	SALES TAX	32,000.00	32,000.00	5,089.50	14,420.26	17,579.74	54.93
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	5,535.43	10,778.33	19,221.67	64.07
120301	BUSINESS LICENSE	85,000.00	85,000.00	1,263.23	1,991.31	83,008.69	97.65
120501	VEHICLE LICENSE FEES	27,650.00	27,650.00	3,859.64	4,708.07	22,941.93	82.97
120601	BANK STOCK TAX	150,000.00	150,000.00	.00	.00	150,000.00	100.00
121001	TRANSIENT OCCUPANCY TAX	4,500.00	4,500.00	839.52	1,547.12	2,952.88	65.61
121101	MEALS TAX	230,000.00	230,000.00	41,795.72	85,047.89	144,952.11	63.02
130306	***PERMITS, FEES AND LICENSES***	3,000.00	3,000.00	475.00	545.00	2,455.00	81.83
140101	***FINES AND FORFEITURES***	43,100.00	43,100.00	7,231.78	13,541.28	29,558.72	68.58
140120	***DONATIONS***	.00	.00	.00	500.00	500.00-	100.00-
150201	***RENTALS***	26,000.00	26,000.00	8,223.48	10,998.48	15,001.52	57.69
189000	** OTHER LOCAL REVENUE **	2,100.00	2,100.00	.00	50.00	2,050.00	97.61
220108	ROLLING STOCK TAX	.00	.00	.00	43.30	43.30-	100.00-
220109	VA 599 POLICE FUNDING	23,000.00	23,000.00	6,369.00	6,369.00	16,631.00	72.30
220110	PPTRA REIMBURSEMENT-STATE	22,000.00	22,000.00	.00	21,907.50	92.50	.42
220111	COMMUNICATIONS TAX	40,000.00	40,000.00	5,771.28	11,292.26	28,707.74	71.76
240407	***GRANTS***	1,034.00	1,034.00	.00	.00	1,034.00	100.00
240412	VIRGINIA FIRE PROGRAMS	10,000.00	10,000.00	.00	.00	10,000.00	100.00
410501	**SAVINGS TRANSFER**	78,544.00	78,544.00	1,991.29	3,892.53	74,651.47	95.04
999999	MISCELLANEOUS	.00	.00	3,096.24	4,428.43	4,428.43-	100.00-
--FUND TOTAL--		1,111,128.00	1,111,128.00	124,801.44	243,822.93	867,305.07	78.05
FUND #-300 ** CIP FUND REVENUE **							
15000	** REVENUE FR USE OF MONEY/PROP **	.00	.00	808,173.88	1,337,449.15	1,337,449.15-	100.00-
--FUND TOTAL--		.00	.00	808,173.88	1,337,449.15	1,337,449.15-	100.00-
FUND #-400 ***EVENTS AND ACTIVITIES***							
19050	HARVEST FESTIVAL	39,000.00	39,000.00	17,462.31	21,727.31	17,272.69	44.28
410501	GF TRANSFER IN	5,500.00	5,500.00	.00	.00	5,500.00	100.00
--FUND TOTAL--		44,500.00	44,500.00	17,462.31	21,727.31	22,772.69	51.17
FUND #-420 ***DEBT SERVICE***							
410501	USE OF FUND BALANCE	216,000.00	216,000.00	.00	.00	216,000.00	100.00
--FUND TOTAL--		216,000.00	216,000.00	.00	.00	216,000.00	100.00

TOWN OF BOWLING GREEN  
REVENUE SUMMARY  
7/01/2019 - 10/31/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
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FUND #-500 ***WATER REVENUE***							
16099	***WATER REVENUE***	413,662.00	413,662.00	10,737.87	66,743.41	346,918.59	83.86
	--FUND TOTAL--	<u>413,662.00</u>	<u>413,662.00</u>	<u>10,737.87</u>	<u>66,743.41</u>	<u>346,918.59</u>	<u>83.86</u>
FUND #-520 ** SEWER OPERATIONS **							
16099	SEWER SALES	422,250.00	422,250.00	26,453.82	96,737.86	325,512.14	77.08
	--FUND TOTAL--	<u>422,250.00</u>	<u>422,250.00</u>	<u>26,453.82</u>	<u>96,737.86</u>	<u>325,512.14</u>	<u>77.08</u>
	--FINAL TOTAL--	<u>2,207,540.00</u>	<u>2,207,540.00</u>	<u>987,629.32</u>	<u>1,766,480.66</u>	<u>441,059.34</u>	<u>19.97</u>

TOWN OF BOWLING GREEN  
EXPENDITURE SUMMARY  
7/01/2019 - 10/31/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
FUND #-100 ***GENERAL FUND EXPENDITURES***								
12110	**COUNCIL AND ADMINSTRATOR EXPENSES	275,169.00	275,169.00	35,619.20	85,962.51	.00	189,206.49	68.76
12410	***TREASURER'S EXPENSES***	211,874.00	211,874.00	52,670.41	88,770.26	.00	123,103.74	58.10
31100	***POLICE DEPT. EXPENSES***	131,581.00	131,581.00	21,577.75	46,669.29	.00	84,911.71	64.53
31200	***POLICE DEPT RESTRICTED FUNDS***	3,000.00	3,000.00	.00	.00	.00	3,000.00	100.00
32000	***DONATIONS***	13,000.00	13,000.00	.00	.00	.00	13,000.00	100.00
43100	***PUBLIC WORKS***	289,055.00	289,055.00	47,744.77	98,281.68	.00	190,773.32	65.99
410501	***TRANSFERS OUT***	187,500.00	187,500.00	.00	.00	.00	187,500.00	100.00
	--FUND TOTAL--	1,111,179.00	1,111,179.00	157,612.13	319,683.74	.00	791,495.26	71.23
FUND #-300 ***CIP EXPENDITURES***								
300100	***CAPITAL PROJECTS FUND(GF)***	.00	.00	818,321.86	1,083,710.39	.00	1,083,710.39	100.00
	--FUND TOTAL--	.00	.00	818,321.86	1,083,710.39	.00	1,083,710.39	100.00
FUND #-400 ***EVENTS AND ACTIVITIES***								
71200	EVENTS COORDINATOR	44,450.00	44,450.00	20,410.20	25,261.55	.00	19,188.45	43.16
	--FUND TOTAL--	44,450.00	44,450.00	20,410.20	25,261.55	.00	19,188.45	43.16
FUND #-420 ***DEBT SERVICE***								
500400	***DEBT SERVICE***	216,000.00	216,000.00	35,876.00	71,752.00	.00	144,248.00	66.78
	--FUND TOTAL--	216,000.00	216,000.00	35,876.00	71,752.00	.00	144,248.00	66.78
FUND #-500 ***WATER EXPENDITURES***								
500100	***WATER OPERATIONS***	397,388.00	397,388.00	34,353.02	98,339.66	.00	299,048.34	75.25
	--FUND TOTAL--	397,388.00	397,388.00	34,353.02	98,339.66	.00	299,048.34	75.25
FUND #-520 ***SEWER OPERATIONS***								
500100	***SEWER OPERATIONS***	422,250.00	422,250.00	77,559.42	140,095.19	.00	282,154.81	66.82
	--FUND TOTAL--	422,250.00	422,250.00	77,559.42	140,095.19	.00	282,154.81	66.82
	--FINAL TOTAL--	2,191,267.00	2,191,267.00	1,144,132.63	1,738,842.53	.00	452,424.47	20.64

TOWN OF BOWLING GREEN  
EXPENDITURE SUMMARY  
7/01/2019 - 10/31/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
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	--FINAL TOTAL--	.00	.00	.00	.00	.00	.00	.00



## CERTIFICATE OF ATTENDANCE

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**Melissa Lewis**

completed 6 hours of training for

**Small Group Workshop: Financial Planning for Small Water Systems**

Hosted by the Environmental Finance Center Network  
Paul D. Camp Community College Workforce Development Center, Franklin, VA  
October 24, 2019

Stephen Lapp, UNC Environmental Finance Center

10/24/2019

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EFCN Training Sponsor

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Date

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Signature





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

**AGENDA ITEM:** October 2019 Bills  
**ITEM TYPE:** Consent Agenda  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Invoices for items purchased and services rendered in October 2019

**ATTACHMENTS:**

Check Reports:

- 10/02/19
- 10/11/19
- 10/17/19
- 10/18/19
- 10/21/19
- 10/25/19
- 10/31/19

**REQUESTED ACTION:**

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24769	1020	CONSOLIDATED PIPE & SUP	000	10/02/2019	186.80	.00
24770	546	JOHNSON'S EXTERMINATING	000	10/02/2019	1,259.00	.00
24771	9999999	LENTS MELLISSA	000	10/02/2019	116.00	.00
24772	9999999	LINDSEY SHIRLEY	000	10/02/2019	150.00	.00
24773	880	REID ENGINEERING CO INC	000	10/02/2019	10,147.98	.00
24774	918	STAPLES ADVANTAGE	000	10/02/2019	383.82	.00
24775	19	VERIZON	000	10/02/2019	174.22	.00
24776	256	VERIZON WIRELESS	000	10/02/2019	448.99	.00
24777	9999999	WHITTAKER DENNIS	000	10/02/2019	150.00	.00
CLASS TOTAL					13,016.81	.00
ACH TOTAL					.00	
CHECK TOTAL					13,016.81	
EPY TOTAL					.00	
FINAL TOTAL					13,016.81	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 13,016.81- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCT	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH	BATCH INV. DESCRIPTION	
0000000	001020	CONSOLIDATED PIPE & SUP	6291132000000	10/02/2019	4500-500100-6050-	000 CPA PMT TOTAL	186.80	24769			METER/FIRE HYDRANTS	
DISC. TOTAL							.00				TOTAL	
0000000	000546	JOHNSON'S EXTERMINATING	100222019	10/02/2019	4100-043100-7200-	000 CPA PMT TOTAL	275.00	24770			TOWN HALL EXPENSES	
DISC. TOTAL							.00				TOTAL	
0000000	000546	LEWIS MELLISSA	20191002	10/02/2019	4100-012410-5540-	000 CPA PMT TOTAL	116.00	24771			EDUCATION/TRAINING	
DISC. TOTAL							.00				TOTAL	
0000000	999999	LINDSEY SHIRLEY	THDR 2019-09-14	10/02/2019	100-000200-3500-	000 CPA PMT TOTAL	150.00	24772			REFUNDS PAYABLE	
DISC. TOTAL							.00				TOTAL	
0000000	000880	REID ENGINEERING CO INC	07133631	10/02/2019	4300-300100-8700-	000 CPA PMT TOTAL	10,147.98	24773			REFINANCING AND USDA PROJECTS00768	
DISC. TOTAL							.00				TOTAL	
0000000	000918	STAPLES ADVANTAGE	7300450730001	10/02/2019	4100-043100-6001-	000 CPA PMT TOTAL	60.11	24774			OFFICE SUPPLIES & PRINTING	
DISC. TOTAL							.00				TOTAL	
0000000	000918	STAPLES ADVANTAGE	7300450730001	10/02/2019	4500-500100-6001-	000 CPA PMT TOTAL	60.12	24774			OFFICE SUPPLIES/EQUIPMENT	
DISC. TOTAL							.00				TOTAL	
0000000	000918	STAPLES ADVANTAGE	7300450730011	10/02/2019	4520-500100-6001-	000 CPA PMT TOTAL	60.11	24774			OFFICE SUPPLIES	
DISC. TOTAL							.00				TOTAL	
0000000	000918	STAPLES ADVANTAGE	730045073011	10/02/2019	4500-500100-6001-	000 CPA PMT TOTAL	73.79	24774			OFFICE SUPPLIES/EQUIPMENT	
DISC. TOTAL							.00				TOTAL	
0000000	000918	STAPLES ADVANTAGE	730045073021	10/02/2019	4500-500100-6001-	000 CPA PMT TOTAL	73.79	24774			OFFICE SUPPLIES/EQUIPMENT	
DISC. TOTAL							.00				TOTAL	
0000000	000918	STAPLES ADVANTAGE	730053210801	10/02/2019	4100-043100-6005-	000 CPA PMT TOTAL	37.84	24774			JANITORIAL SUPPLIES	
DISC. TOTAL							.00				TOTAL	
0000000	000918	STAPLES ADVANTAGE	730053210801	10/02/2019	4500-500100-6005-	000 CPA PMT TOTAL	37.84	24774			JANITORIAL SUPPLIES	
DISC. TOTAL							.00				TOTAL	
0000000	000918	STAPLES ADVANTAGE	730053210801	10/02/2019	4520-500100-6005-	000 CPA PMT TOTAL	37.83	24774			JANITORIAL SUPPLIES	
DISC. TOTAL							.00				TOTAL	
0000000	000918	STAPLES ADVANTAGE	730070190301	10/02/2019	4100-012110-6001-	000 CPA PMT TOTAL	89.97	24774			OFFICE/MEETING SUPPLIES & PRIORITY 3 HOLE PAPER, CLBA	
DISC. TOTAL							.00				TOTAL	
0000000	000019	VERIZON	2019-10	10/02/2019	4500-500100-5230-	000 CPA PMT TOTAL	16.26	24775			TELECOMMUNICATIONS	
DISC. TOTAL							.00				TOTAL	
0000000	000019	VERIZON	2019-10	10/02/2019	4500-500100-5230-	000 CPA PMT TOTAL	157.96	24775			TELECOMMUNICATIONS	
DISC. TOTAL							.00				TOTAL	
0000000	000256	VERIZON WIRELESS	9838450551	10/02/2019	4100-031100-5230-	000 CPA PMT TOTAL	62.64	24776			TELECOMMUNICATIONS	
DISC. TOTAL							.00				TOTAL	
0000000	000256	VERIZON WIRELESS	9838450551	10/02/2019	4100-043100-5230-	000 CPA PMT TOTAL	106.21	24776			TELECOMMUNICATIONS	
DISC. TOTAL							.00				TOTAL	
0000000	000256	VERIZON WIRELESS	9838450551	10/02/2019	4100-012110-5250-	000 CPA PMT TOTAL	47.64	24776			TELECOMMUNICATIONS	
DISC. TOTAL							.00				TOTAL	
0000000	000256	VERIZON WIRELESS	9838450551	10/02/2019	4100-012410-5230-	000 CPA PMT TOTAL	20.08	24776			TELECOMMUNICATIONS	
DISC. TOTAL							.00				TOTAL	
0000000	000256	VERIZON WIRELESS	9838450551	10/02/2019	4500-500100-5230-	000 CPA PMT TOTAL	106.21	24776			TELECOMMUNICATIONS	
DISC. TOTAL							.00				TOTAL	
0000000	000256	VERIZON WIRELESS	9838450551	10/02/2019	4520-500100-5230-	000 CPA PMT TOTAL	106.21	24776			TELECOMMUNICATIONS	
DISC. TOTAL							.00				TOTAL	
0000000	999999	WHITTAKER DENNIS	THDR 2019-09-28	10/02/2019	100-000200-3500-	000 CPA PMT TOTAL	150.00	24777			REFUNDS PAYABLE	
DISC. TOTAL							.00				TOTAL	
TOTAL							13,016.81					TOTAL

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 THE TOTAL 13,016.81 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24778	1040	KELVIC CONSTRUCTION CO	000	10/02/2019	467,849.72	.00
		CLASS TOTAL			467,849.72	.00
		ACH TOTAL			.00	
		CHECK TOTAL			467,849.72	
		EPY TOTAL			.00	
		FINAL TOTAL			467,849.72	.00

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 THE TOTAL 467,849.72- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24782	944	ATLANTIC BROADBAND /	000	10/11/2019	194.40	.00
24783	536	CAS SEVERN	000	10/11/2019	113.00	.00
24784	897	CINTAS CORPORATION	000	10/11/2019	84.23	.00
24785	10	DOMINION VIRGINIA POWER	000	10/11/2019	5,807.75	.00
24786	813	FOLEY HEATHER	000	10/11/2019	2,250.00	.00
24787	9999999	GAINES TAMMIE	000	10/11/2019	279.74	.00
24788	947	HARDWOOD MULCH CORP	000	10/11/2019	1,608.00	.00
24789	881	SIGMA CONSULTING AND	000	10/11/2019	450.00	.00
24790	659	SOSMETAL PRODUCTS INC	000	10/11/2019	310.82	.00
24791	949	ULINE	000	10/11/2019	226.47	.00
24792	291	USA BLUE BOOK	000	10/11/2019	419.16	.00
24793	44	VUPS	000	10/11/2019	38.85	.00
24794	12	WASTE MANAGEMENT	000	10/11/2019	8,209.44	.00
24795	451	XEROX CORPORATION	000	10/11/2019	263.31	.00
		CLASS TOTAL			20,255.17	.00
		ACH TOTAL			.00	
		CHECK TOTAL			20,255.17	
		EPY TOTAL			.00	
		FINAL TOTAL			20,255.17	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 20,255.17- 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 PMT	ACH	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000944	ATLANTIC BROADBAND /	2019-10	10/11/2019		4100-012410-5230-	120.20	24782			TELECOMMUNICATIONS	00770 TH
0000000	000944		2019-10	10/11/2019		4520-500100-5230-	74.20	24782			TELECOMMUNICATIONS	00770 WWTTP
		DISC. TOTAL	.00				.00				TOTAL	194.40
0000000	000536	CAS SEVERN	435023	10/11/2019		4100-012410-3310-	113.00	24783			OFFICE EQUIPMENT	00770 DAILY BACK UP ISSU
		DISC. TOTAL	.00				.00				TOTAL	113.00
0000000	000897	CINTAS CORPORATION	80404323197	10/11/2019		4520-500100-6011-	84.23	24784			UNIFORMS/ SAFETY EQUIPMENT	00770 FIRST AID
		DISC. TOTAL	.00				.00				TOTAL	84.23
0000000	000010	DOMINION VIRGINIA POWER	2019-09	10/11/2019		4100-043100-7200-	442.36	24785			TOWN HALL EXPENSES	00770 TH
0000000	000010		2019-09	10/11/2019		4100-031100-5110-	64.84	24785			ELECTRICITY	00770 RC
0000000	000010		2019-09	10/11/2019		4100-043100-5110-	46.50	24785			ELECTRICITY-STREETLIGHTS	00770 MAIN ST LIGHTS
0000000	000010		2019-09	10/11/2019		4500-500100-5110-	1,670.58	24785			ELECTRICITY-STREETLIGHTS	00770 BUT/CHASR ST LITRS
0000000	000010		2019-09	10/11/2019		4500-500100-5110-	135.06	24785			ELECTRICITY	00770 BUT GRAND TANK
0000000	000010		2019-09	10/11/2019		4500-500100-5110-	419.49	24785			ELECTRICITY	00770 BUT/CHASR WTR TWR
0000000	000010		2019-09	10/11/2019		4500-500100-5110-	719.50	24785			ELECTRICITY	00770 WBLD #5
0000000	000010		2019-09	10/11/2019		4520-500100-5110-	2,123.73	24785			ELECTRICITY	00770 WWTTP
0000000	000010		2019-09	10/11/2019		4520-500100-5110-	14.93	24785			ELECTRICITY	00770 WOPR CRK PMP STAT
0000000	000010		2019-09	10/11/2019		4520-500100-5110-	17.39	24785			ELECTRICITY	00770 LACY LN PMP STAT
0000000	000010		2019-09	10/11/2019		4520-500100-5110-	90.18	24785			ELECTRICITY	00770 SCHOOL RD PMP STAT
0000000	000010		2019-09	10/11/2019		4520-500100-5110-	63.19	24785			ELECTRICITY	00770 CHASR ST PMP STAT
		DISC. TOTAL	.00				.00				TOTAL	5,807.75
0000000	000813	FOLEY HEATHER	2019-09	10/11/2019		4100-012410-3150-	2,250.00	24786			PROFESSIONAL SERVICES - CPA	00770 PY18
		DISC. TOTAL	.00				.00				TOTAL	2,250.00
0000000	999999	GAINES TAMMIE	20191011	10/11/2019		4100-012110-5545-	279.74	24787			CONFERENCE EXPENSES/TRAINING	00770 VML CONFERENCE
		DISC. TOTAL	.00				.00				TOTAL	279.74
0000000	000947	HARDWOOD MULCH CORP	121112	10/11/2019		4100-043100-7120-	1,608.00	24788			PARK MAINTENANCE	00770 PLAYGROUND MULCH
		DISC. TOTAL	.00				.00				TOTAL	1,608.00
0000000	000881	SIGMA CONSULTING AND	84838	10/11/2019		4500-500100-5540-	450.00	24789			EDUCATION/TRAINING/LICENSES	00770 OSHA 3 PEOPLE
		DISC. TOTAL	.00				.00				TOTAL	450.00
0000000	000659	SOSMETAL PRODUCTS INC	1387866	10/11/2019		4520-500100-6007-	310.82	24790			REPAIR/ MAINTENANCE	00770 HD CHAIN LUBR
		DISC. TOTAL	.00				.00				TOTAL	310.82
0000000	000949	ULINE	112518090	10/11/2019		4100-043100-6005-	226.47	24791			JANITORIAL SUPPLIES	00770 TRASH BAGS
		DISC. TOTAL	.00				.00				TOTAL	226.47
0000000	000231	USA BLUE BOOK	021559	10/11/2019		4500-500100-6021-	49.95	24792			TESTING SUPPLIES/CHEMICALS	00770 PRIMARY CHLORINE
0000000	000231		021559	10/11/2019		4500-500100-6021-	95.36	24792			TESTING SUPPLIES/CHEMICALS	00770 DDPA / DDDB
		DISC. TOTAL	.00				.00				TOTAL	419.16
0000000	000044	VBDS	09190454	10/11/2019		4500-500100-5899-	38.85	24793			MISS UTILITY COSTS	00770 TRANSMISSIONS
		DISC. TOTAL	.00				.00				TOTAL	38.85
0000000	000012	WASTE MANAGEMENT	269805602811	10/11/2019		4520-500100-3320-	87.10	24794			PROFESSIONAL SERVICES	00770 WWTTP

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH AMT	REFUSE COLLECTION	BATCH INV. DESCRIPTION
0000000	000012		269832402813	10/11/2019		4100-043100-7130-	1,317.91	24794			REFUSE COLLECTION	00770 DUMPS/STER
0000000	000012		269888102812	10/11/2019		4520-500100-3180-	841.33	24794			SLUDGE REMOVAL	00770 SLUDGE
0000000	000012		338799024249	10/11/2019		4100-043100-7130-	5,963.10	24794			REFUSE COLLECTION	00770 RESIDENTS TRASH
		DISC. TOTAL		8,209.44			.00					8,209.44
0000000	000451	XEROX CORPORATION	098185588	10/11/2019		4100-012410-3310-	263.31	24795			OFFICE EQUIPMENT	00770 2019-09
		DISC. TOTAL		.00			.00					263.31
		CHECK TOTAL		20,255.17			.00					20,255.17
		CHECK TOTAL		20,255.17			.00					20,255.17
		CHECK TOTAL		20,255.17			.00					20,255.17

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 THE TOTAL 20,255.17- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24796	477	BEAZLEY A W	000	10/17/2019	600.00	.00
24797	621	CAROLINE COUNTY	000	10/17/2019	600.00	.00
24798	1070	CAROLINE HIGH SCHOOL FFA	000	10/17/2019	500.00	.00
24799	865	CASH	000	10/17/2019	850.00	.00
24800	1072	CHAPMAN STEWART	000	10/17/2019	1,500.00	.00
24801	1035	CHENAULT FRANKIE	000	10/17/2019	600.00	.00
24802	550	COLEMAN WICK	000	10/17/2019	100.00	.00
24803	805	FRENCH BILL	000	10/17/2019	500.00	.00
24804	846	LAWHORNE RIK	000	10/17/2019	550.00	.00
24805	416	MAIN STAGE PRODUCTIONS	000	10/17/2019	2,400.00	.00
24806	515	MEMORABLE MOMENTS	000	10/17/2019	500.00	.00
24807	1069	MIGHTY MUSIC, LLC	000	10/17/2019	1,700.00	.00
24808	651	MVP AWARDS	000	10/17/2019	1,113.00	.00
24809	593	NEAL CHAD	000	10/17/2019	550.00	.00
24810	1038	VA EAGLE DISTRIBUTING	000	10/17/2019	2,047.39	.00
24811	1071	WOOD RICHARD A	000	10/17/2019	500.00	.00
		CLASS TOTAL			14,610.39	.00
		ACH TOTAL			.00	
		CHECK TOTAL			14,610.39	
		EPY TOTAL			.00	
		FINAL TOTAL			14,610.39	.00

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 THE TOTAL 14,610.39- 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.	AGH AMT	AGH ACCTL	BATCH INV. DESCRIPTION
0000000	000477	BEAZLEY A W	20171017	10/17/2019		4400-071200-1210-	600.00	24796			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							600.00	24797			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							600.00	24798			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							500.00	24799			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							350.00	24799			HARVEST FESTIVAL
							300.00	24799			HARVEST FESTIVAL
							200.00	24799			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							1,500.00	24800			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							600.00	24801			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							100.00	24802			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							500.00	24803			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							550.00	24804			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							2,400.00	24805			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							500.00	24806			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							1,700.00	24807			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							1,113.00	24808			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							550.00	24809			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			
							2,047.39	24810			HARVEST FESTIVAL
							.00	EPY PMT TOTAL			

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24812	297	HALEY SCOTT	000	10/18/2019	100.00	.00
24813	546	JOHNSON'S EXTERMINATING	000	10/18/2019	750.00	.00
24814	1049	WEX BANK	000	10/18/2019	1,153.50	.00
24815	451	XEROX CORPORATION	000	10/18/2019	16.00	.00
		CLASS TOTAL			2,019.50	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,019.50	
		EPY TOTAL			.00	
		FINAL TOTAL			2,019.50	.00

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 THE TOTAL 2,019.50- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



API100B 10/21/2019 TOWN OF BOWLING GREEN  
TIME-14:43:56

A/P CHECK REGISTER  
Check Date - 10/21/2019

ActPd - 2019/10

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24816	257	ON SITE PC	000	10/21/2019	1,254.71	.00
			CLASS TOTAL		1,254.71	.00
			ACH TOTAL		.00	
			CHECK TOTAL		1,254.71	
			EPY TOTAL		.00	
			FINAL TOTAL		1,254.71	.00

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



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24819	47	CAROLINE GARAGE	000	10/25/2019	93.22	.00
24820	1020	CONSOLIDATED PIPE & SUP	000	10/25/2019	186.80	.00
24821	1058	DIAMOND SPRINGS	000	10/25/2019	58.15	.00
24822	341	DOMINION CHEMICAL CO	000	10/25/2019	384.75	.00
24823	1052	ENCO UTILILITY SERVICES FLO	000	10/25/2019	756.44	.00
24824	743	LOCAL SERVICES	000	10/25/2019	1,200.00	.00
24825	48	MTD-ATLANTIC LAB	000	10/25/2019	60.00	.00
24826	1042	OMNIGO SOFTWARE	000	10/25/2019	2,483.52	.00
24827	919	PRO SHRED SECURITY	000	10/25/2019	135.00	.00
24828	11	RAPPAHANNOCK ELEC COOP	000	10/25/2019	456.96	.00
24829	1030	RED WING SHOES	000	10/25/2019	707.98	.00
24830	861	THE UPS STORE #6358	000	10/25/2019	295.00	.00
		CLASS TOTAL			6,817.82	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,817.82	
		EPY TOTAL			.00	
		FINAL TOTAL			6,817.82	.00

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 THE TOTAL 6,817.82- 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 PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIP
0000000	000047	CAROLINE GARBAGE	24020	10/25/2019		4100-031100-3310-	93.22	24819		VEHICLE MAINTENANCE	00775 05 CV LIGHT, OIL C
		DISC. TOTAL					.00	EPY PMT TOTAL			
0000000	001020	CONSOLIDATED PIPE & SUP	6291244000000	10/25/2019		4500-500100-6050-	186.80	24820		METER/FIRE HYDRANTS	00775 RISERS
		DISC. TOTAL					.00	EPY PMT TOTAL			
0000000	001058	DIAMOND SPRINGS	20191011	10/25/2019		4100-043100-5840-	8.82	24821		MISCELLANEOUS	00775 WATER
0000000	001058		20191011	10/25/2019		4100-043100-7200-	31.70	24821		TOWN HALL EXPENSES	00775 WATER
0000000	001058		20191011	10/25/2019		4500-500100-5840-	8.82	24821		MISCELLANEOUS	00775 WATER
0000000	001058		20191011	10/25/2019		4520-500100-5840-	8.81	24821		MISCELLANEOUS	00775 WATER
		DISC. TOTAL					.00	EPY PMT TOTAL			
0000000	000341	DOMINION CHEMICAL CO	195528	10/25/2019		4520-500100-6004-	384.75	24822		LAB SUPPLIES/CHEMICALS	00775 SODIUM HYPOC
		DISC. TOTAL					.00	EPY PMT TOTAL			
0000000	001052	ENCO UTILITY SERVICES FLO 5381	5381	10/25/2019		4100-012410-5210-	415.28	24823		POSTAGE	00775 PP BILLS
0000000	001052		5383	10/25/2019		4100-012410-5210-	1.20	24823		POSTAGE	00775 PUBLIC SERVICE BIL
0000000	001052		5383	10/25/2019		4100-012410-5210-	339.96	24823		POSTAGE	00775 REAL ESTATE BILLS
		DISC. TOTAL					.00	EPY PMT TOTAL			
0000000	000743	LOCAL SERVICES	48846	10/25/2019		4400-071200-1210-	1,200.00	24824		HARVEST FESTIVAL	00775 POTTY
		DISC. TOTAL					.00	EPY PMT TOTAL			
0000000	000048	MID-ATLANTIC LAB	15218	10/25/2019		4500-500100-6022-	60.00	24825		WATER TESTING	00775 24 HR TEST
		DISC. TOTAL					.00	EPY PMT TOTAL			
0000000	001042	OMNIGO SOFTWARE	10S003222	10/25/2019		4100-031100-6010-	2,483.52	24826		EQUIPMENT/SUPPLIES	00775 SOFTWARE
		DISC. TOTAL					.00	EPY PMT TOTAL			
0000000	000919	PRO SHRED SECURITY	25240	10/25/2019		4100-012110-3140-	45.00	24827		CONTRACTED SERVICES/SHREDDING	00775 2019-04
0000000	000919		25728	10/25/2019		4100-012110-3140-	45.00	24827		CONTRACTED SERVICES/SHREDDING	00775 2019-05
0000000	000919		28304	10/25/2019		4100-012110-3140-	45.00	24827		CONTRACTED SERVICES/SHREDDING	00775 2019-10
		DISC. TOTAL					.00	EPY PMT TOTAL			
0000000	000011	RAPPANNOCK ELEC COOP	2019-09	10/25/2019		4100-043100-5110-	69.24	24828		ELECTRICITY-STREETLIGHTS	00775 CEDAR LN WAREHOUSE
0000000	000011		2019-09	10/25/2019		4500-500100-5110-	208.28	24828		ELECTRICITY	00775 WELB #4
0000000	000011		2019-09	10/25/2019		4500-500100-5110-	51.72	24828		ELECTRICITY	00775 TRANS ON HILL
0000000	000011		2019-09	10/25/2019		4520-500100-5110-	23.93	24828		ELECTRICITY	00775 OAK RIDGE PMP STAT
0000000	000011		2019-09	10/25/2019		4520-500100-5110-	82.79	24828		ELECTRICITY	00775 LAKEWOOD PMP STAT
0000000	000011		2019-09	10/25/2019		4520-500100-5110-	21.00	24828		ELECTRICITY	00775 RT 2 WATER TOWER
		DISC. TOTAL					.00	EPY PMT TOTAL			
0000000	001030	RED WING SHOES	20191025	10/25/2019		4500-500100-6011-	122.99	24829		UNIFORMS/SAFETY EQUIP	00775 JUSTIN WR BOOT
0000000	001030		20191025	10/25/2019		4500-500100-6011-	67.50	24829		UNIFORMS/SAFETY EQUIP	00775 BILLY WR BOOT
0000000	001030		20191025	10/25/2019		4520-500100-6011-	150.00	24829		UNIFORMS/SAFETY EQUIPMENT	00775 LANDON WR BOOTS
0000000	001030		20191025	10/25/2019		4520-500100-6011-	150.00	24829		UNIFORMS/SAFETY EQUIPMENT	00775 KENDRICK WR BOOTS
0000000	001030		20191025	10/25/2019		4520-500100-6011-	150.00	24829		UNIFORMS/SAFETY EQUIPMENT	00775 AILICIA WR BOOT
0000000	001030		20191025	10/25/2019		4520-500100-6011-	67.49	24829		UNIFORMS/SAFETY EQUIPMENT	00775 BILLY WR BOOT
		DISC. TOTAL					.00	EPY PMT TOTAL			
0000000	000861	THE UPS STORE #6358	5037	10/25/2019		4400-071200-1210-	100.00	24830		HARVEST FESTIVAL	00775 POSTERS





CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24831	18	A & M HOME CENTER	000	10/31/2019	112.47	.00
24832	600	BENNETT DEBORAH T	000	10/31/2019	175.00	.00
24833	897	CINTAS CORPORATION	000	10/31/2019	96.39	.00
24834	14	CINTAS OF RICHMOND	000	10/31/2019	853.10	.00
24835	1052	ENCO UTILILITY SERVICES FLO	000	10/31/2019	6.00	.00
24836	234	ENVIROCOMPLIANCE LAB INC	000	10/31/2019	1,290.00	.00
24837	234	ENVIROCOMPLIANCE LAB INC	000	10/31/2019	655.00	.00
24838	648	ERARD ANDREA G	000	10/31/2019	1,667.00	.00
24839	28	G & G MILFORD FARM SERV.	000	10/31/2019	405.18	.00
24840	55	GALL'S LLC	000	10/31/2019	425.93	.00
24841	999999	GRESHAM PIERRE	000	10/31/2019	175.00	.00
24842	898	JAMES MARY	000	10/31/2019	140.00	.00
24843	546	JOHNSON'S EXTERMINATING	000	10/31/2019	904.00	.00
24844	986	LAWRENCE MANDY	000	10/31/2019	200.00	.00
24845	725	MCGINLEY MICHELLE B	000	10/31/2019	35.00	.00
24846	999999	MT SALEM BAPTIST CHURCH	000	10/31/2019	150.00	.00
24847	722	PACHELLO KRISTIN M	000	10/31/2019	175.00	.00
24848	1073	RIVER CITY GOLF CARTS	000	10/31/2019	200.00	.00
24849	918	STAPLES ADVANTAGE	000	10/31/2019	171.84	.00
24850	1002	VACORP	000	10/31/2019	136.87	.00
24851	19	VERIZON	000	10/31/2019	250.12	.00
24852	228	VIRGINIA DEPARTMENT OF	000	10/31/2019	100.00	.00
24853	930	WEBB EMILY	000	10/31/2019	210.00	.00
		CLASS TOTAL			8,533.90	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,533.90	
		EPY TOTAL			.00	
		FINAL TOTAL			8,533.90	.00

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



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCT#	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INVENTORY DESCRIPTION
0000000	000234		R9941871	10/31/2019		4520-500100-3160-	115.00	24837			TESTING	00776 TESTING
		DISC. TOTAL					.00	EPY PMT TOTAL			TOTAL	655.00
0000000	000648	ERARD ANDREA G	2019-11	10/31/2019		4100-012110-3150-	1,667.00	24838			PROFESSIONAL SERVICES - LEGAL00776 ATTORNEY	1,667.00
		DISC. TOTAL					.00	EPY PMT TOTAL			TOTAL	
0000000	000028	G & G MILFORD FARM SERV.	181855	10/31/2019		4100-043100-6009-	89.99	24839			EQUIPMENT/ SUPPLIES	00776 WHEELBARROW
			181947	10/31/2019		4500-500100-6006-	18.99	24839			HAND TOOLS	00776 GEARSE GUN
			182101	10/31/2019		4400-071200-1210-	125.00	24839			HARVEST FESTIVAL	00776 BALED STRAW
			182160	10/31/2019		4100-043100-6007-	159.71	24839			REPAIR/ MAINT TOWN BUILDINGS	00776 LIME, PERT & SEED
			182234	10/31/2019		4100-043100-7110-	11.49	24839			PARKING LOT/STREET/SIDWALK	00776 FIX STREET SIGN
		DISC. TOTAL					.00	EPY PMT TOTAL			TOTAL	405.18
0000000	000055	GALL'S LLC	013640836	10/31/2019		4100-031100-6010-	425.93	24840			EQUIPMENT/SUPPLIES	00776 FLASHLITE, VEST, HO
		DISC. TOTAL					.00	EPY PMT TOTAL			TOTAL	425.93
0000000	999999	GRESHAM PIERRE	THDR 2019-10-27	10/31/2019		100-000200-3500-	150.00	24841			REFUNDS PAYABLE	00776 THDR 2019-10-27
		DISC. TOTAL					25.00	24841			MISCELLANEOUS	00776 PAID EXTRA ON RENT
							.00	EPY PMT TOTAL			TOTAL	175.00
0000000	000898	JAMES MARY	2019-10	10/31/2019		4400-071200-1310-	140.00	24842			TOWN HALL ACTIVITIES	00776 HAPPY YOGA
		DISC. TOTAL					.00	EPY PMT TOTAL			TOTAL	140.00
0000000	000546	JOHNSON'S EXTERMINATING	2019-10	10/31/2019		4100-031100-3320-	50.00	24843			PROFESSIONAL SERVICES	00776 PC
			2019-10	10/31/2019		4100-043100-7120-	75.00	24843			PARK MAINTENANCE	00776 PLAYGROUND
			2019-10	10/31/2019		4100-043100-7200-	65.00	24843			TOWN HALL EXPENSES	00776 TH
			2019-10	10/31/2019		4100-043100-7200-	289.00	24843			TOWN HALL EXPENSES	00776 CLEANING OFFICES
			2019-10	10/31/2019		4520-500100-3320-	425.00	24843			PROFESSIONAL SERVICES	00776 PW
		DISC. TOTAL					.00	EPY PMT TOTAL			TOTAL	904.00
0000000	000986	LAWRENCE MANDY	20191031	10/31/2019		4400-071200-1320-	200.00	24844			MARKETING	00776 SPRING/SUMMER 2019
		DISC. TOTAL					.00	EPY PMT TOTAL			TOTAL	200.00
0000000	000725	MCGINLEY MICHELLE B	2019-10	10/31/2019		4400-071200-1310-	35.00	24845			TOWN HALL ACTIVITIES	00776 PITAIYO
		DISC. TOTAL					.00	EPY PMT TOTAL			TOTAL	35.00
0000000	999999	MT SALEM BAPTIST CHURCH	THDR 2019-10-05	10/31/2019		100-000200-3500-	150.00	24846			REFUNDS PAYABLE	00776 THDR 2019-10-05
		DISC. TOTAL					.00	EPY PMT TOTAL			TOTAL	150.00
0000000	000722	PACELLO KRISTIN M	2019-10	10/31/2019		4400-071200-1310-	175.00	24847			TOWN HALL ACTIVITIES	00776 YOGA
		DISC. TOTAL					.00	EPY PMT TOTAL			TOTAL	175.00
0000000	001073	RIVER CITY GOLF CARTS	392	10/31/2019		4100-031100-6010-	200.00	24848			EQUIPMENT/SUPPLIES	00776 GOLF CART RENTAL
		DISC. TOTAL					.00	EPY PMT TOTAL			TOTAL	200.00
0000000	000918	STAPLES ADVANTAGE	722161908211 CR	10/31/2019		4100-043100-6009-	30.99	24849			JANITORIAL SUPPLIES	00776 RETURN WIPES
			722161908211 CR	10/31/2019		4500-500100-6005-	31.00	24849			JANITORIAL SUPPLIES	00776 RETURN WIPES
			722161908211 CR	10/31/2019		4520-500100-6009-	31.00	24849			JANITORIAL SUPPLIES	00776 RETURN WIPES
			730085281801	10/31/2019		4100-012110-6001-	80.00	24849			OFFICE/MEETING SUPPLIES & PRIO00776 2020 CALENDARS	00776 CARD STOCK
			730085281801	10/31/2019		4400-071200-1210-	12.79	24849			HARVEST FESTIVAL	00776 CARD STOCK
			73012325401	10/31/2019		4100-043100-7200-	105.68	24849			TOWN HALL EXPENSES	00776 TRASH LINERS



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCT#	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000918		730125413201	10/31/2019		4100-012110-6001-	66.36	24849			OFFICE/MEETING SUPPLIES & PAPER, PENS, POST I	
		DISC. TOTAL					.00				TOTAL	171.84
0000000	001002	VACORP	2019-09	10/31/2019		4100-012110-2500-	21.11	24850			DISABILITY INSURANCE - VML	00776 HYBRID
0000000	001002		2019-09	10/31/2019		4100-012410-2500-	14.08	24850			HYBRID DISABILITY INSURANCE	00776 HYBRID
0000000	001002		2019-09	10/31/2019		4100-043100-2500-	21.90	24850			HYBRID DISABILITY INSURANCE	00776 HYBRID
0000000	001002		2019-09	10/31/2019		4500-500100-2500-	19.72	24850			HYBRID DISABILITY INS	00776 HYBRID
0000000	001002		2019-09	10/31/2019		4520-500100-2500-	60.06	24850			HYBRID DISABILITY INS	00776 HYBRID
		DISC. TOTAL					.00				TOTAL	136.87
0000000	000019	VERIZON	2019-11	10/31/2019		4500-500100-5230-	233.76	24851			TELECOMMUNICATIONS	00776 WBL #5
0000000	000019		2019-11	10/31/2019		4500-500100-5230-	16.36	24851			TELECOMMUNICATIONS	00776 18114 COOLIDGE LN
		DISC. TOTAL					.00				TOTAL	250.12
0000000	000228	VIRGINIA DEPARTMENT OF	20191214	10/31/2019		4400-071200-1250-	100.00	24852			PARADE/HOLIDAY EVENTS	00776 PARADE STREET CLOS
		DISC. TOTAL					.00				TOTAL	100.00
0000000	000930	WEBB EMILY	2019-10	10/31/2019		4400-071200-1310-	210.00	24853			TOWN HALL ACTIVITIES	00776 CARDIO RES
		DISC. TOTAL					.00				TOTAL	210.00
		DISC. TOTAL					.00				TOTAL	8,533.90
		DISC. TOTAL					.00				TOTAL	8,533.90

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 8,533.90- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



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

**AGENDA ITEM:** Minutes - September 5, 2019 Town Council Meeting  
**ITEM TYPE:** Consent Agenda  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Transcribed Minutes from the September 5, 2019 Town Council Meeting.

**ATTACHMENTS:**

Minutes and bills approved at the 9/05/2019 meeting

**REQUESTED ACTION:**

Approve Minutes.

**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**MINUTES**

**Thursday September 05, 2019  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

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

**PRESENT**

Mayor Jason Satterwhite  
Vice-Mayor Glenn McDearmon  
Council Member Valarie Coyle  
Council Member Jean Davis  
Council Member Mark Gaines  
Council Member Tammie Gaines  
Council Member Deborah Howard

**ABSENT**

Council Member Otis Wright

**PUBLIC HEARINGS:**

**Notice of Application to USDA for Loan/Grant Funds** - The Mayor stated that the town had applied for a combination loan/grant package through the USDA to fund water system improvements. Notice of application was published in the Free-Lance Star on August 20, 2019. The Mayor called for public comments on the matter. Hearing none he closed the Public Hearing.

**PUBLIC COMMENTS:**

Patricia Ernest, 218 Maury Ave. - Ms. Ernest expressed her concern about standing water in front of her house caused by recent utility repairs. She felt that the VDOT contractor did a poor resurfacing job on Maury Ave. near her house.

Bonnie Cannon, 123 S. Main St. - Ms. Cannon asked that VDOT install a storm water drain in front of her house to address standing water. She stated she was unhappy with the crown of the road on S. Main St. and the drivers in the work zone at the intersection of Milford and Main Streets.

**STAFF REPORTS & PRESENTATIONS:**

The following staff reports were noted:

Bowling Green Police Department Town Council Report August 2019 -

The Police Chief recognized TAC/301 Airsoft Group for its generous donation to the Police Department.

Sgt. Cecil was commended for his efforts in assisting in the search for a detainee that escaped from the local detention center.

Public Works and Utilities Department Council Monthly Report for August 2019

Events Coordinator Council Monthly Report for August 2019  
Town Clerk/Treasurer's Monthly Report to Council August 2019  
Town Manager's Monthly Report for August 2019

**CONSENT AGENDA:**

The following Consent Agenda was presented:

August 2019 Bills (attached to these minutes)

August 1, 2019 Town Council Meeting Minutes

Traffic Calming Program Guide

Recommendation of Donation to CCPS Education Foundation

Motion made by Council Member Gaines, Seconded by Council Member Coyle to approve the Consent Agenda as presented.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard

Motion passed.

**NEW BUSINESS:**

**Invocation Parameters** - The Town attorney presented Council with a draft policy regarding invocation at Town Council Meetings. The Mayor directed staff to add the policy to October's agenda to give Council time to read and consider the proposed policy for adoption.

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

Council member T. Gaines – stated that the Utilities, Streets Sidewalks, Building and Grounds Committee had met and discussed the Davis Ct. sewer line replacement project, marking of lines at Main St. and Broaddus Ave., and repair of Maury Ave. resurfacing.

Council member Howard – stated that the Budget, Policy, Personnel, and Ordinances Committee had met and discussed the future of the Town's water system.

Council member Davis – had no comments.

Vice Mayor McDearmon - stated that the EDA has received interest in a project on the Route 301 corridor.

Council member M. Gaines - stated that the Budget, Policy, Personnel, and Ordinances Committee had met and discussed a plan to fund repayment of a loan for water system improvements.

Council member Coyle – stated that the Planning Commission had not in September, its next meeting is scheduled for October.

Mayor Satterwhite - stated that he'd like to display a LOVE sign in Town and asked that staff contact the Virginia Tourism Corporation.

**CLOSED SESSION:**



**Amendment to Town Manager's Contract** - In accordance with Section 2.2-3711(A)(1) of the Code of Virginia, motion was made to convene in closed Meeting to consider a personnel matter involving the Town Manager's employment contract.

Motion made by Council Member M. Gaines, Seconded by Vice-Mayor McDearmon.  
Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard

Motion passed.

### **RECONVENE IN OPEN SESSION**

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to reconvene in Open Meeting.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council T. Member Gaines, Council Member Howard.

Motion passed.

### **CERTIFICATION**

Only public business matters lawfully exempted from open meeting requirements in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered.

Certifying Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard.

Motion made by Council Member M. Gaines, Seconded by Council Member Howard to approve the extension of the Town Manager's employment contract.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard

Motion passed.

### **ADJOURNMENT**

Motion made by Council Member Gaines, Seconded by Vice-Mayor McDearmon to adjourn.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard

API00B 8/07/2019 TOWN OF BOWLING GREEN  
 TIME-13:58:32

A/P CHECK REGISTER  
 Check Date - 8/07/2019

ActPd - 2019/08

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24608	11	RAPPAHANNOCK ELEC COOP	000	8/07/2019	578.83	.00
24609	75	SYDNOR HYDRO INC	000	8/07/2019	8,950.00	.00
24610	863	WILLIAMS MULLEN	000	8/07/2019	660.00	.00
		CLASS TOTAL			10,188.83	.00
		ACH TOTAL			.00	
		CHECK TOTAL			10,188.83	
		EPY TOTAL			.00	
		FINAL TOTAL			10,188.83	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 10,188.83- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24611	600	BENNETT DEBORAH T	000	8/09/2019	70.00	.00
24612	1039	BIG DOG AUTOMOTIVE, LLC	000	8/09/2019	20.00	.00
24613	47	CAROLINE GARAGE	000	8/09/2019	605.00	.00
24614	898	JAMES MARY	000	8/09/2019	175.00	.00
24615	836	JOHN ALLISON	000	8/09/2019	105.00	.00
24616	1026	MIKE LUCCI BAND	000	8/09/2019	400.00	.00
24617	918	STAPLES ADVANTAGE	000	8/09/2019	608.62	.00
24618	228	VIRGINIA DEPARTMENT OF	000	8/09/2019	100.00	.00
24619	930	WEBB EMILY	000	8/09/2019	280.00	.00
		CLASS TOTAL			2,363.62	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,363.62	
		EPY TOTAL			.00	
		FINAL TOTAL			2,363.62	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 2,363.62- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
246222	944	ATLANTIC BROADBAND /	000	8/16/2019	194.65	.00
246223	47	CAROLINE GARAGE	000	8/16/2019	452.34	.00
246224	950	CAROLINE HEATING & AIR	000	8/16/2019	250.00	.00
246225	536	CAS SEVERN	000	8/16/2019	105.00	.00
246226	897	CINTAS CORPORATION	000	8/16/2019	13.07	.00
246227	1020	CONSOLIDATED PIPE & SUP	000	8/16/2019	85.25	.00
246228	1062	CROSON BARBARA	000	8/16/2019	502.64	.00
246229	679	DAVID L BROOKS HAULING &	000	8/16/2019	822.92	.00
24630	1058	DIAMOND SPRINGS	000	8/16/2019	154.05	.00
24631	10	DOMINION VIRGINIA POWER	000	8/16/2019	5,837.81	.00
24632	1052	ENCO UTILITY SERVICES FLO	000	8/16/2019	538.54	.00
24633	55	GALL'S LLC	000	8/16/2019	207.74	.00
24634	958	HOCKADAY PATRICIA	000	8/16/2019	600.00	.00
24635	546	JOHNSON'S EXTERMINATING	000	8/16/2019	350.00	.00
24636	519	MILFORD STATION	000	8/16/2019	600.00	.00
24637	1021	MUNICIPAL CODE CORP	000	8/16/2019	2,200.00	.00
24638	257	ON SITE PC	000	8/16/2019	345.00	.00
24639	421	SILVER WINGS BAND	000	8/16/2019	600.00	.00
24640	659	SOMETAL PRODUCTS INC	000	8/16/2019	500.85	.00
24641	1043	STATE OF ESCAPE LLC	000	8/16/2019	955.00	.00
24642	75	SYDOR HYDRO INC	000	8/16/2019	16,149.63	.00
24643	148	THE FREE LANCE STAR	000	8/16/2019	395.20	.00
24644	291	USA BLUE BOOK	000	8/16/2019	313.95	.00
24645	44	VUPS	000	8/16/2019	55.65	.00
24646	12	WASTE MANAGEMENT	000	8/16/2019	8,428.05	.00
24647	451	XEROX CORPORATION	000	8/16/2019	363.86	.00
		CLASS TOTAL			41,021.20	.00
		ACH TOTAL			.00	
		CHECK TOTAL			41,021.20	
		EPY TOTAL			.00	
		FINAL TOTAL			41,021.20	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 41,021.20 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

API00B 8/16/2019 TOWN OF BOWLING GREEN  
TIME-11:51:47

A/P CHECK REGISTER  
Check Date - 8/16/2019

ActPd - 2019/08

PAGE

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24648	228	VIRGINIA DEPARTMENT OF CLASS TOTAL	000	8/16/2019	100.00	.00
					100.00	.00

ACH TOTAL .00  
CHECK TOTAL 100.00  
EPY TOTAL .00  
FINAL TOTAL 100.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 100.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24649	18	A & M HOME CENTER	000	8/28/2019	77.93	.00
24650	1063	ALACRITI PAYMENTS, LLC	000	8/28/2019	105.82	.00
24651	1064	BADIA MARIALUZ MORENO	000	8/28/2019	1,820.00	.00
24652	600	BENNETT DEBORAH T	000	8/28/2019	105.00	.00
24653	318	BUD'S AUTOMOTIVE	000	8/28/2019	95.00	.00
24654	500	CARTER MACHINERY CO INC	000	8/28/2019	368.93	.00
24655	897	CINTAS CORPORATION	000	8/28/2019	91.12	.00
24656	14	CINTAS OF RICHMOND	000	8/28/2019	640.52	.00
24657	999999	CRISMOND JIMMY	000	8/28/2019	150.00	.00
24658	679	DAVID L BROOKS HAULING &	000	8/28/2019	1,170.00	.00
24659	234	ENVIROCOMPLIANCE LAB INC	000	8/28/2019	1,185.00	.00
24660	234	ENVIROCOMPLIANCE LAB INC	000	8/28/2019	385.00	.00
24661	648	ERARD ANDREA G	000	8/28/2019	1,667.00	.00
24662	813	FOLEY HEATHER	000	8/28/2019	1,625.00	.00
24663	28	G & G WILFORD FARM SERV.	000	8/28/2019	325.13	.00
24664	924	GODLEY CALLIS	000	8/28/2019	600.00	.00
24665	850	HAUN DAMN	000	8/28/2019	85.00	.00
24666	898	JAMES MARY	000	8/28/2019	105.00	.00
24667	836	JOHN ALLISON	000	8/28/2019	35.00	.00
24668	546	JOHNSON'S EXTERMINATING	000	8/28/2019	904.00	.00
24669	48	MID-ATLANTIC LAB	000	8/28/2019	60.00	.00
24670	1021	MUNICIPAL CODE CORP	000	8/28/2019	894.02	.00
24671	919	PRO SHRED SECURITY	000	8/28/2019	45.00	.00
24672	11	RAPPAHANNOCK ELEC COOP	000	8/28/2019	600.80	.00
24673	918	STAPLES ADVANTAGE	000	8/28/2019	435.31	.00
24674	148	THE FREE LANCE STAR	000	8/28/2019	34.00	.00
24675	647	TREASURER OF VIRGINIA	000	8/28/2019	2,825.00	.00
24676	291	USA BLUE BOOK	000	8/28/2019	120.85	.00
24677	19	VERIZON	000	8/28/2019	174.22	.00
24678	256	VERIZON WIRELESS	000	8/28/2019	40.01	.00
24679	930	WEBB EMILY	000	8/28/2019	175.00	.00
		CLASS TOTAL			16,944.66	.00
		ACH TOTAL			.00	
		CHECK TOTAL			16,944.66	
		EPY TOTAL			.00	
		FINAL TOTAL			16,944.66	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 16,944.66 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



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

**AGENDA ITEM:** Minutes - October 3, 2019 Town Council Meeting  
**ITEM TYPE:** Consent Agenda  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Transcribed Minutes from the October 3, 2019 Town Council Meeting.

**ATTACHMENTS:**

Minutes and bills approved at the 10/3/2019 meeting

**REQUESTED ACTION:**

Approve Minutes.

**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**MINUTES**

**Thursday October 03, 2019  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

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

**PRESENT**

Mayor Jason Satterwhite  
Vice-Mayor Glenn McDearmon  
Council Member Valarie Coyle  
Council Member Jean Davis  
Council Member Mark Gaines  
Council Member Tammie Gaines  
Council Member Otis Wright

**ABSENT**

Council Member Deborah Howard

**DELEGATIONS:**

There were no delegations.

**PUBLIC COMMENTS:**

There were no Public Comments.

**STAFF REPORTS & PRESENTATIONS:**

The following staff reports were noted:

Bowling Green Police Department Town Council Report September 2019  
Council Monthly Report for September 2019  
Events Coordinator Council Monthly Report for September 2019  
Town Clerk/Treasurer's Monthly Report to Council September 2019  
Town Manager's Monthly Report for September 2019

**CONSENT AGENDA:**

The following Consent Agenda was presented:

September 2019 Bills

R-2019-009 – Resolution to accept donation to BGPD

R-2019-010 – Resolution of appreciation to TAC/301 Airsoft Group for donation to BGPD

Schedule and Advertise Public Hearing for O-2019-005 – Amendment to enhanced speeding fines

Motion made by Council Member Gaines, Seconded by Council Member Coyle to approve the Consent Agenda as presented.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council T. Member Gaines, Council Member Wright



## **UNFINISHED BUSINESS:**

### **Invocation Policy**

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Wright to adopt the Policy Regarding Invocation at Town Council Meetings.

Voting Yea: Vice-Mayor McDearmon, Council Member Davis, Council Member T. Gaines, Council Member Wright

Voting Nay: Council Member Coyle, Council Member M. Gaines

Motion passed.

## **NEW BUSINESS:**

There was no New Business

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

Council member T. Gaines – noted that the sewer replacement project was on schedule.

Council member Davis – stated the EDA had met in closed session to discuss potential business interest in the RT. 301 corridor.

Vice mayor McDearmon -had no comment.

Council member Wright – had no comments.

Council member M. Gaines - had no comments.

Council member Coyle – stated that the Planning Commission will seek the public's input on the Comprehensive Plan review by forming a Citizen Advisory Committee.

Mayor Satterwhite - noted that the Clerk/Treasurer had resumed full-time hours. He stated that the salary difference would be covered by currently budgeted funds.

The Mayor asked that he had received a request from CCPS for free use of Town Hall. Upon discussion, Council arrived at the consensus to allow CCPS to rent the hall at a discounted price of \$250.00.

Mayor Satterwhite presented a Resolution of Appreciation to TAC/301 Airsoft Group for its generous donation to the BGPD.

## **ADJOURNMENT**

Motion made by Council Member M. Gaines, Seconded by Council Member Coyle to adjourn the meeting.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Wright

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24680	1036	ANDREWS MICHAEL	000	9/06/2019	400.00	.00
24681	117	BAI MUNICIPAL SOFTWARE	000	9/06/2019	5,093.00	.00
24682	1039	BIG DOG AUTOMOTIVE, LLC	000	9/06/2019	371.99	.00
24683	536	CAS SEVERN	000	9/06/2019	52.50	.00
24684	999999	DIKEY SHANNON	000	9/06/2019	150.00	.00
24685	341	DOMINION CHEMICAL CO	000	9/06/2019	309.50	.00
24686	932	IBM CORPORATION	000	9/06/2019	854.59	.00
24687	1040	KEYVIC CONSTRUCTION CO	000	9/06/2019	320,028.20	.00
24688	1028	MITCHELLE CARR MARKETING	000	9/06/2019	500.00	.00
		CLASS TOTAL			327,759.78	.00
		ACH TOTAL			.00	
		CHECK TOTAL			327,759.78	
		EPY TOTAL			.00	
		FINAL TOTAL			327,759.78	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 327,759.78- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24710	9999999	ALEXANDER JULIA	000	9/12/2019	137.02	.00
24711	9999999	AMATO JOSEPH	000	9/12/2019	3.64	.00
24712	9999999	COGHILL MICHAEL	000	9/12/2019	1.19	.00
24713	9999999	COLDWELL BANKER ELITE	000	9/12/2019	3.76	.00
24714	9999999	HOME INVESTORS OF AMERICA	000	9/12/2019	83.69	.00
24715	9999999	HONAKER JOSHUA	000	9/12/2019	24.86	.00
24716	9999999	IRONWOOD INVESTMENTS	000	9/12/2019	15.17	.00
24717	9999999	JOHNSON GERTRUDE	000	9/12/2019	7.25	.00
24718	9999999	LOGAN JOHN	000	9/12/2019	14.11	.00
24719	9999999	MARSHALL EULA	000	9/12/2019	67.95	.00
24720	9999999	SCHOONMAKER SAMANTHA	000	9/12/2019	24.86	.00
24721	9999999	STEGALL JOSEPH & LYNDSEI	000	9/12/2019	17.35	.00
24722	9999999	UPHUES TED	000	9/12/2019	24.86	.00
		CLASS TOTAL			425.71	.00
		ACH TOTAL			.00	
		CHECK TOTAL			425.71	
		EPY TOTAL			.00	
		FINAL TOTAL			425.71	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 425.71- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24692	944	ATLANTIC BROADBAND /	000	9/13/2019	194.40	.00
24693	967	C&B TREE SERVICE & LAND	000	9/13/2019	750.00	.00
24694	979	CAROLINE COUNTY HEALTH DE	000	9/13/2019	207.32	.00
24695	1065	CASWELL KAT	000	9/13/2019	650.00	.00
24696	1020	CONSOLIDATED PIPE & SUP	000	9/13/2019	750.00	.00
24697	1062	CROSON BARBARA	000	9/13/2019	94.79	.00
24698	679	DAVID I. BROOKS HAULING &	000	9/13/2019	5,088.00	.00
24699	1066	EARHART MARY K., PLLC	000	9/13/2019	7,847.21	.00
24700	924	GODLEY CALIIS	000	9/13/2019	600.00	.00
24701	1015	RED BUD SUPPLY INC	000	9/13/2019	285.84	.00
24702	75	SYDNOR HYDRO INC	000	9/13/2019	1,090.16	.00
24703	1055	TEMPUS NOVA, LLC	000	9/13/2019	3,250.00	.00
24704	148	THE FREE LANCE STAR	000	9/13/2019	97.70	.00
24705	291	USA BLUE BOOK	000	9/13/2019	384.58	.00
24706	256	VERIZON WIRELESS	000	9/13/2019	448.99	.00
24707	44	VUPS	000	9/13/2019	52.50	.00
24708	12	WASTE MANAGEMENT	000	9/13/2019	8,200.71	.00
24709	451	XEROX CORPORATION	000	9/13/2019	289.46	.00
		CLASS TOTAL			30,281.66	.00
		ACH TOTAL			.00	
		CHECK TOTAL			30,281.66	
		EPY TOTAL			.00	
		FINAL TOTAL			30,281.66	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 30,281.66- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24723	813	FOLEY HEATHER	000	9/13/2019	1,000.00	.00
					1,000.00	.00
					.00	
					1,000.00	
					.00	
					1,000.00	.00

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 THE TOTAL 1,000.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24734	999999	SCALES JAY	000	9/19/2019	77.06	.00
					77.06	.00
					.00	
					77.06	
					.00	
					77.06	.00

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 THE TOTAL 77.06- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24724	1063	ALACRITTI PAYMENTS, LLC	000	9/20/2019	105.96	.00
24725	967	CEB TREE SERVICE & LAND	000	9/20/2019	850.00	.00
24726	1067	CAROLINE CHRISTIAN CENTER	000	9/20/2019	150.00	.00
24727	925	CAROLINE COUNTY PUBLIC	000	9/20/2019	1,000.00	.00
24728	865	CASH	000	9/20/2019	250.00	.00
24729	10	DOMINION VIRGINIA POWER	000	9/20/2019	5,714.85	.00
24730	1005	FREDERICKSBURG BIG BAND	000	9/20/2019	250.00	.00
24731	546	JOHNSON'S EXTERMINATING	000	9/20/2019	350.00	.00
24732	11	RAPPAHANNOCK ELEC COOP	000	9/20/2019	561.28	.00
24733	659	SOSMETAL PRODUCTS INC	000	9/20/2019	133.22	.00
		CLASS TOTAL			9,365.31	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,365.31	
		EPY TOTAL			.00	
		FINAL TOTAL			9,365.31	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 9,365.31 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24735	999999	COOPER CALVIN	000	9/23/2019	64.63	.00
24736	999999	MYERS DONZELL	000	9/23/2019	10.80	.00
24737	999999	PARRISH ALLIE	000	9/23/2019	100.00	.00
		CLASS TOTAL			175.43	.00
		ACH TOTAL			.00	
		CHECK TOTAL			175.43	
		EPY TOTAL			.00	
		FINAL TOTAL			175.43	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 175.43 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



-----  
 CHECK#      VENDOR      CLASS      DATE      AMOUNT      DISCOUNT

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
247740	18 A & M HOME CENTER	000	9/27/2019	24.83	.00
247741	1050 AIS INDUSTRIAL SERVICES	000	9/27/2019	26,146.80	.00
247742	2 ATLANTIC UNION BANK	000	9/27/2019	194.65	.00
247743	9999999 BEAZLEY JUDY	000	9/27/2019	45.61	.00
247744	600 BENNETT DEBORAH T	000	9/27/2019	140.00	.00
247745	851 CAROLINE COUNTY PUBLIC	000	9/27/2019	250.00	.00
247746	47 CAROLINE GARAGE	000	9/27/2019	52.24	.00
247747	536 CAS SEVERN	000	9/27/2019	3,767.24	.00
247748	897 CINTAS CORPORATION	000	9/27/2019	96.43	.00
247749	14 CINTAS OF RICHMOND	000	9/27/2019	640.52	.00
247750	1058 DIAMOND SPRINGS	000	9/27/2019	71.40	.00
247751	1052 ENCO UTILITY SERVICES FLO	000	9/27/2019	543.86	.00
247752	234 ENVIROCOMPLIANCE LAB INC	000	9/27/2019	1,300.00	.00
247753	234 ENVIROCOMPLIANCE LAB INC	000	9/27/2019	1,385.00	.00
247754	648 ERARD ANDREA G	000	9/27/2019	1,667.00	.00
247755	1068 FOUNDATION GROUP, INC	000	9/27/2019	2,900.00	.00
247756	28 G & G MILFORD FARM SERV.	000	9/27/2019	439.80	.00
247757	9999999 GAINES MARK	000	9/27/2019	100.00	.00
247758	898 JAMES MARY	000	9/27/2019	175.00	.00
247759	725 MCGINLEY MICHELLE B	000	9/27/2019	35.00	.00
247760	48 MID-ATLANTIC LAB	000	9/27/2019	2,705.00	.00
247761	257 ON SITE PC	000	9/27/2019	42.50	.00
247762	722 PACELLO KRISTIN M	000	9/27/2019	105.00	.00
247763	919 PRO SHRED SECURITY	000	9/27/2019	45.00	.00
247764	321 PROFESSIONAL LOCK	000	9/27/2019	223.50	.00
247765	880 REID ENGINEERING CO INC	000	9/27/2019	20,295.96	.00
247766	1002 VACORP	000	9/27/2019	273.74	.00
247767	12 WASTE MANAGEMENT	000	9/27/2019	694.19	.00
247768	930 WEBB EMILY	000	9/27/2019	245.00	.00

CLASS TOTAL      63,605.27      .00

ACH TOTAL      .00

CHECK TOTAL      63,605.27

EPY TOTAL      .00

FINAL TOTAL      63,605.27      .00

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 THE TOTAL      63,605.27      EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



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

**AGENDA ITEM:** Request for Water Bill adjustment due to leak  
**ITEM TYPE:** Action Item  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

A resident living on Hilldale Ave experienced a break in her waterline during the July – August billing period. She was not aware of the leak until she received her bill in early September. She was billed for 87,000 gallons resulting in a \$411.06 bill. The resident is on a fixed income and was attempting to find affordable assistance from a plumber. By the time she was able to hire a plumber and fix the broken line she had used an additional 109,600 gallons of water resulting in a second bill for \$506.21.

To avoid disconnection of service, staff accepted partial payment from the resident of \$216.00. The average bill for this household is about \$80.00. At this time there is an outstanding balance of \$236.86 and a new bill of \$506.21 equating to a total due of \$743.07. The Public Works and Utilities Director has confirmed that the leak has been repaired.

The resident has asked for forgiveness in the amount of \$663.07, leaving her with a total amount due of \$80.00 (an approximate average bill.) Staff asks that Council approve the request.

**ATTACHMENTS:**

None.

**REQUESTED ACTION:**

Approve request of water bill forgiveness in the amount of \$663.07, allow staff to adjust bill.



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

**AGENDA ITEM:** Source Water Protection Plan

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Billy Deavers, [bdeavers@townofbowlinggreen.com](mailto:bdeavers@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

### **BACKGROUND / SUMMARY:**

A Source Water Protection Plan is an important tool to be used by the Public Works and Utilities Department to both protect groundwater sources and establish procedures to mitigate costly remediation should water source become contaminated. Adopting a Source Water Protection Plan is highly recommended by the Virginia Dept. of Health.

### **ATTACHMENTS:**

Source Water Protection Plan

### **REQUESTED ACTION:**

Adopt the attached Source Water Protection Plan

# Source Water Protection Plan

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2019

For the Town of Bowling Green  
PWSID 6033550

Prepared by:



Funded by:



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## Record of Review

The Source Water Protection Plan should be reviewed and revised at least every 3 years.

Date of Review	Name of Reviewer	Description of Updates (if any)
2018	VDH	Individual System Source Water Assessment Report (SWAR)
2019	Tetra Tech	Major Plan Update

## 1. Statement of Adoption

The Town of Bowling Green, hereafter referred to as the Town, adopted this Source Water Protection Plan and has a copy of the plan on file with the Virginia Department of Health Office of Drinking Water (VDH-ODW). The Town is the governmental entity that provides public water service within Caroline County. The service and assistance of the waterworks' representatives in preparation of the plan is acknowledged and greatly appreciated.

*[VDH-ODW recommends inserting a copy of the page from Town Council/Board of Supervisors meeting minutes recording the adoption of the Source Water Protection Plan.]*

## 2. Introduction

### 2.1. Protection of Groundwater Sources

Protection of sources which supply public drinking water is of vital importance to the residents serviced by the Town.

The water supply represents a valuable resource and investment which, if it were to become polluted, could negatively impact public health and would be expensive to restore or replace. Reducing or preventing chemical and microbiological contamination of water sources can ideally allow public water systems to avoid costly treatments and minimize future monitoring requirements. When drinking water is contaminated, costs include the following:

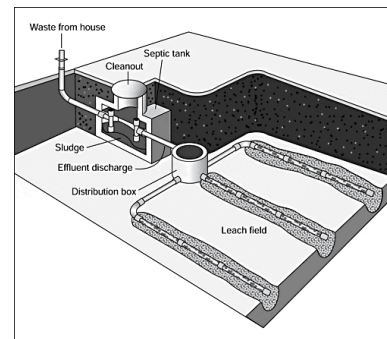
- Providing emergency replacement water;
- Paying for treatment and/or remediation expenses;
- Finding and developing new supplies;
- Paying for consulting services and staff time;
- Litigating against responsible parties;
- Conducting public information campaigns when incidents occur;
- Failing to meet the regulations of the Safe Drinking Water Act;
- Reducing property value or tax revenue;
- Adding health-related costs from exposure to contaminated water;
- Economic impacts, such as interruptions to businesses and loss of development opportunities; and
- Losing community acceptance of treated drinking water.

Source Water Protection is a voluntary program in Virginia. Proposed source water protection strategies are not mandated by state or federal regulations. Proposed commitments and schedules by waterworks' representatives are subject to change.

To avoid costly remediation, it is vital to reduce or prevent chemical and microbiological contamination of source waters. There are many normal day-to-day activities that could have the unintended consequence of compromising the community's drinking water supply. Some of the activities include:

- Improper use and disposal of household chemicals and fuels;
- Lawn treatments (excess fertilizers, and pesticides);
- Leaking oil and heating fuel tanks; and
- Improper management of septic systems.

To maintain quality drinking water, it is important to reduce and/or eliminate hazardous activities.



**Septic Tank Schematic**



Groundwater can be contaminated by several different pathways:

- Infiltration from the surface;
- Leachate from onsite wastewater (septic) systems;
- Introduction of contaminants from the surface through improperly constructed or defective wells;
- Direct contamination through sink holes or other geologic features; or
- Dissolution of naturally-occurring substances in the soil or rock.

Contaminant movement is affected by the properties of the aquifer as well as the overlying soils. Preventing contamination is paramount in keeping groundwater supplies safe.

## **2.2. Plan Purpose**

The purpose of the Source Water Protection Plan (SWPP) is to protect groundwater, which serves as a source of public water supply, from the threat of contamination as a result of accidents or unwise practices from nearby residential, industrial, commercial, agricultural, waste management, or transportation activities.

## **2.3. Plan Goals**

The goals of the SWPP are:

- To promote public health, economic development, and community infrastructure by maintaining an adequate drinking water supply for all residents of the community;
- To create an awareness of the communities' drinking water source(s); and
- To provide for a comprehensive action plan in case of an emergency affecting the water source.

### 3. Local Advisory Committee (LAC)

The purpose of the LAC is to evaluate the site-specific risks to the source water, develop site-specific recommended actions to mitigate the risks, and to ensure that the recommended actions are implemented. Community involvement is a critical element to developing a successful SWPP. The LAC involves the community in this process by incorporating community members and local officials into its membership, and by holding meetings with local stakeholders.

The LAC membership typically consists of waterworks employees, town or local government officials, county or regional government representatives, board members, and/or water customers. Extensive knowledge of source water protection or the water system components is not a prerequisite to being a committee member.

**Table 1. Bowling Green Local Advisory Committee (LAC)**

<b>Name</b>	<b>Organization</b>	<b>Title</b>
<b>Billy Deavers</b>	Town of Bowling Green	Director of Public Works
<b>Shawn Fortune</b>	Town of Bowling Green	Supervisor of Public Works
<b>Reese Peck</b>	Town of Bowling Green	Town Manager
<b>David Lipscomb</b>	Town of Bowling Green	Police Chief

The LAC contributes information to aid the development of the SWPP, reviews draft SWPPs, and ensures the implementation of recommended actions. The recommended actions that the LAC proposes are presented to the local officials and the waterworks for implementation.

The LAC holds meetings to solicit information from other local stakeholders, such as emergency response personnel, local health professionals, land or business owners, and other concerned citizens.

After reviewing the available information, characterizing the water source and the Source Water Protection Area, the LAC develops recommended actions to best protect the Town's water source(s). The recommended actions developed by the LAC are listed in the following section.

## 4. Recommended Actions

The following source water protection measures are recommended to prevent potential contamination of the Town’s water supply.

**Table 2. Summary of Recommended Implementation Activities**

Action Number	Recommended Action	Planned Completion Date	Actual Completion Date
1	Provide information about source water protection on <a href="http://www.townofbowlinggreen.com">www.townofbowlinggreen.com</a> , including the Annual Water Quality Report.		CCR yearly provided on the website.
2	Annually review with pertinent emergency response personnel at Caroline County Emergency Services of the designated SWPA zones and appropriate response procedures. Provide an emergency information sheet that shows the SWPAs, roads, and emergency contact information. Conduct an annual meeting/training/review with emergency response personnel to highlight the significance of the SWPAs and review appropriate response procedures for incidents in the SWPAs.		
3	Work with County officials and the citizens committee to update the Bowling Green – Milford Section of the Caroline County Comprehensive Plan (Appendix A) to include goals and policies to facilitate source water protection.	Update in 2030	
4	Seek grant funding to rectify wellhouse chlorine issues.		
5	Seek grant funding and consider fencing and installing security cameras in vital wellhead areas to prevent graffiti, trash, and vandalism. The wells identified for security improvements include: <ul style="list-style-type: none"> <li>• Well 01A (Security Cameras)</li> <li>• Well 4 (Security Cameras and Fencing)</li> <li>• Well 5 (Security Cameras)</li> </ul> Fencing recommended during VDH inspection.		
6	Seek grant funding to formally abandon or re-drill Well 4 as required by the groundwater permit, and formally abandon Well 6	2025	
7	Seek grant funding to pave access road to Well 4 due to accessibility issues for vehicles during inclement weather.		
8	Seek grant funding to identify groundwater recharge areas.		
	Develop or revise a septic system ordinance requiring that all septic systems shall be maintained in good working order and pumped out once every five years.		Completed prior to July 2017
	Evaluate and rank the potential risk (from highest to lowest) of each of the Potential Sources of Contamination. Factors to consider are:		Completed in 2019 SWPP

## 5. Source Water Assessment & Protection Areas

### 5.1. Delineation of Source Water Assessment & Protection Areas

VDH delineates two different Source Water Assessment Area zones for each waterworks source. These zones are defined for groundwater sources as follows:

- Zone 1 is a 1,000-foot fixed radius around the well and is a priority zone for managing potential sources of contamination; and
- Zone 2 is a one-mile (5,280-feet) fixed radius outside of Zone 1.

The circular Zone 1 and Zone 2 delineations described above assume that the source is withdrawing from a confined aquifer comprised of uniform unconsolidated material. For groundwater sources which do not withdraw from a confined aquifer, the VDH recommends further study to delineate Zone 1 and Zone 2 assessment areas specific to each source. The Zone 1 assessment area should be defined as the area most at risk of source water contamination and the Zone 2 assessment area should be defined as the entire recharge area.

For the purposes of this plan, the Source Water Protection Area (SWPA) is defined as the area encompassing the Zone 1 and Zone 2 Source Water Assessment Areas. A map of the SWPA for each source is provided in Appendix A.

**Table 3. Summary of Public Well Details**

System	Well Count	Connections	Population
Town of Bowling Green	3	900	1,500

As indicated in Table 3, the Town relies on 3 wells to supply raw water to 900 connections for approximately 1,500 people. All wells have been designated with low susceptibility to contamination by the VDH because they are “properly constructed groundwater source[s] located in an area that tends to inhibit contaminant migration [and] is protected with an appropriate aquitard<sup>1</sup>”. Appendix D summarizes the construction verification for each of the wells. The Town’s wells do have Potential Sources of Contamination (PSC) in within the SWPA.

**Table 4. Wells Addressed in this Plan**

Well Name	Contamination Susceptibility
WL01A	Low
WL004	Low
WL005	Low

<sup>1</sup> VDH Source Water Assessment Report December 3, 2018. See Appendix I

## 5.2. Geological Characterization

The Town system and wells are located in an unconsolidated aquifer. Unconsolidated aquifers are principally composed of sand and gravel and are typically found in river valleys and in the Virginia Coastal Plain physiographic province. These aquifers yield water via the pore spaces between the individual grains, which tend to be large for coarse-grained well-sorted aquifer material. Appendix A-3 contains geological maps.

The Town is located in a Groundwater Management Area. Groundwater Management Areas are declared by Virginia Administrative Code 9VAC25-600-20 and managed by the Virginia Department of Environmental Quality. Wells in these areas are required to meet additional construction standards beyond the Virginia Waterworks Regulations. Withdrawals of 300,000 gallons per month or more in these areas require a groundwater withdrawal permit.

## 5.3. Land Use

Existing land use maps for the SWPAs are presented in Appendix B-1. The Town's water system consists of three public wells. SWPA Zone 1 for WL01A is predominantly developed land. WL004 Zone 1 SWPA contains mostly developed open space with some forest. WL005 Zone 1 SWPA is predominantly forest with some mixed developed uses and cropland. Zone 2 SWPAs overlap significantly. There is a wide variety of land uses but Zone 2 SWPA land use consists primarily of forest and developed land uses. The Bowling Green Bypass, labeled State Route 301, transects Zone 2 SWPA for all three wells and Zone 1 SWPA for WL01A. Major roads may be used to transport unknown potential contaminants.

## 5.4. Future Land Use

Future land uses are identified in the Bowling Green - Milford Community Plan<sup>2</sup> and the Bowling Green Comprehensive Plan<sup>3</sup>. Future Land Use maps are presented in Appendix B-2.

The 2008 Bowling Green, Virginia Comprehensive Plan identified abandoned wells, leaking drain fields, and failing septic systems as potential groundwater contamination sources. Future population projections indicate a potential increase of 300 people by 2030. The current system capacity, 365,000 gallons per day, is sufficient to meet projected demand.

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<sup>2</sup> <https://co.caroline.va.us/DocumentCenter/View/399/Appendix-A---Bowling-Green-Milford-Plan-PDF>

<sup>3</sup>

[https://www.townofbowlinggreen.com/sites/default/files/fileattachments/public\\_works/page/2731/bg\\_comp\\_plan\\_adopted\\_080708\\_1.pdf](https://www.townofbowlinggreen.com/sites/default/files/fileattachments/public_works/page/2731/bg_comp_plan_adopted_080708_1.pdf)

## 6. Potential Sources of Contamination (PSC)

VDH develops an inventory of PSC within the SWPA through its Source Water Assessment Program. This inventory contains information regarding the ownership of the PSC, the types of contaminants produced by the PSC, as well as the distance of the PSC to the water source. This inventory is summarized in Appendix E. The location map of PSC within the SWPA are also presented in Appendix E. These PSC include publicly available information from DEQ, VDH, EPA, and other sources. DEQ hosts an online VEGIS mapping inventory at: [https://apps.deq.virginia.gov/mapper\\_ext/](https://apps.deq.virginia.gov/mapper_ext/).

The risk of each PSC varies depending on proximity to the well and potential pathways to reach groundwater. The highest priority area for protection includes the activities within Zone 1 of the SWPA. The Town should use the inventory of PSCs in Zone 1 in evaluating the risk posed by each PSC and the need for protection measures.

The PSCs generally can be categorized as:

- Closed Storage Tank Releases
- Pesticides, Fertilizers and Agricultural Land Uses
- Concentrated Residential or Municipal Areas
- Public and Private Waste Water
- Private Wells
- Industrial Facilities
- Illegal Dump Sites
- Impaired Streams

The 2008 Bowling Green, Virginia Comprehensive Plan identified abandoned wells, leaking drain fields, and failing septic systems as potential groundwater contamination sources. Though 85 septic systems are located in Town, owners are required to pump-out or to have an inspection every 5 years. New residential structures must connect to an available public sewer line. There are private individual septic systems and public waste water systems located in and near the SWPA. Accidental releases may allow untreated waste water to contaminate the water resource. Failing private septic systems can leach waste into surrounding soils and potentially contaminate the source water. The Comprehensive Plan also identified and inventoried all underground gas tanks. Fifteen tanks existed on 6 individual tax parcels. Many of these sites are not within SWPAs.

Six Closed Storage Tank Releases exist in the Town of Bowling Green SWPAs. Threats associated with storage tanks may be from historic or active facilities. If these tanks remain at historic sites, they may contain residual chemicals/oils that could contaminate the source if they were to leak. For active facilities, storage tanks potentially contain materials that if released would pose a risk to public health. The PSC categorized as Closed Storage Tank Releases are those for which DEQ opened and closed an investigation. These sites may pose no threat to the water resource or leaking may have occurred. For more information on specific sites, DEQ provides a database in CSV format called `i_register.txt`. This database may be downloaded from

the following site:

<https://www.deq.virginia.gov/Programs/LandProtectionRevitalization/PetroleumProgram/FilesForms/DataandRecords.aspx>. The same information is provided on the VEGIS mapping site.

There are 2 facilities inside Zone 2 for Town of Bowling Green SWPAs subject to the Resource Conservation and Recovery Act (RCRA). RCRA is the public law that creates the framework for the proper management of hazardous and non-hazardous solid waste as well as underground storage tanks. The RCRA sites in Town of Bowling Green SWPAs concern gas or automotive industries. Some sites may require a Hazardous Waste Management Permit, meaning they are engaged in the treatment, use, or disposal of hazardous waste. Such facilities can be a source of a wide variety of contaminants depending on the historical use of the site.

Underground Storage Tanks (USTs), particularly those at historic sites, may leak and contaminate groundwater sources. In addition to gas stations, many businesses in the community were observed to have vehicle maintenance facilities, including auto sales lots and industrial facilities with company-owned vehicle fleets. The USTs are included as RCRA sites.

The source assessment found record of 2 underground injection wells in the SWPA of Town of Bowling Green system wells. Depending upon the depth, injection wells within the SWPA can potentially contaminate the groundwater source. Locational information for the underground injection wells in the SWPA were provided by the US Environmental Protection Agency (USEPA) Underground Injection Control Program.

Major highways run through the Zone 1 and Zone 2 SWPAs. Major routes may carry heavy truck traffic through the region. A release from a vehicle accident may result in a hazardous materials spill. If a hazardous materials spill were to occur, the substance spilled could infiltrate into the ground and potentially contaminate the water supply. Lubricants, antifreeze, and other automotive fluids, in addition to gasoline and diesel, can cause contamination of groundwater sources if not cleaned up and disposed of properly.

Pesticides and fertilizers used for farm operations can migrate into the water supply. Areas used for disposal of animal waste or burying dead livestock can also cause contamination of the source water. Feed stores and home improvement stores that sell fertilizer and pesticides can be sources of contamination if these chemicals are not stored properly.

Some wells are located close to developed areas within town limits. Municipal and industrial areas have a concentration of homes, businesses, schools, and other facilities that may collectively introduce contaminants into water at a concentration to cause concern. There are 15 industrial sites, and 2 known tire piles in the SWPAs. Stormwater runoff, care of public grounds, maintenance of city and county vehicles at garages, and residents' activities in and outside their homes can contribute to contamination of the water source including use and storage of fertilizers, pesticides, oils, paints, cleaning agents, etc. Other potential conduits include offline wells and contaminated streams that may feed ground water resources.

Identification of existing contamination sources may address immediate concerns about protection of the local water supply. To ensure that the supply remains uncontaminated,

continual review of land use activities and identification of potential sources of contamination is necessary.



## **7. Source Water Protection Plan**

The SWPP describes the actions necessary to minimize the risk to the quality of the source water utilized by the Town. The goal of the plan is to reduce or eliminate potential threats to drinking water supplies within the SWPA either through existing regulatory or statutory controls, or by using non-regulatory (and often voluntary) measures centered around an involved public.

### **7.1. Existing Measures and Activities**

Current measures in place for protecting the quality of water within the SWPA are:

- The Virginia Department of Health provided and updated a Source Water Assessment Report (SWAR) in December 2018 for each of the Town's wells, provided in Appendix I.
- Article IV, Chapter 98, Section 18 of the Caroline County Code of Ordinances specifies that subdivisions will not be approved without appropriate sanitary sewers or septic tanks. Article III requires permits and inspections for all private sewage disposal and requires permits for installation or repair of septic systems.
- The Town provides adequate treatment to ensure water quality for customers and provides yearly Water Quality Reports.
- The Town Code Section 3-159 Performance Standards regulates agricultural activity in the Town and additionally restricts activity in Chesapeake Bay Preservation Areas to protect water resources. Section 5 restricts use of the sanitary sewer network and prohibits use of the treatment works as a discharge for pollutants.

### **7.2. Source Water Protection Emergency Response Plan**

An Example Emergency Response Plan was created in 2004 by Whitman, Requardt & Associates pertaining to most emergencies potentially encountered by the Town of Bowling Green system. In addition to this resource, the "Emergency Response Planning Template for Public Drinking Water Systems" produced for the Rural Community Assistance Partnership National Network and the Rural Community Assistance Corporation (2005) was used to develop an Emergency Response Plan specifically concerning source water protection. The Emergency Response Plan provides contact information and defines basic emergency response procedures to aid the waterworks in responding to a source water contamination event. The Source Water Protection Emergency Response Plan is located in Appendix F.

### **7.3. Public Education and Outreach**

For citizens to appreciate the benefits of source water protection, they must first understand what the problems are in providing safe drinking water, and how they can become involved in the process. Public education is the greatest promoter of voluntary action and public support for a community's wellhead source water protection program. The Town provides customers yearly Water Quality Reports via individual mail.

Activities and opportunities should be sought that will increase public awareness that source water protection is a local issue and that each citizen plays a part. A public education brochure template is available in Appendix C. Some other examples of public education and outreach include providing information about source water protection on the waterworks website and in the Annual Water Quality Report and installing signs along roads in high visibility locations near the designated boundary of the SWPA that state “Entering Town of Bowling Green Source Water Protection Area”.

## 7.4. Implementation and Funding

The initial step in implementation should be to discuss responsible parties and timelines to implement the strategies. Community members can determine the best process for completing activities within the projected time periods. Feasible source management strategies are addressed in the Recommended Actions Section of this Plan.

Numerous funding opportunities are available to aid communities in the implementation of source water protection initiatives. The following is a summary funding sources currently available to support source water protection in Virginia:

### Litter Prevention and Recycling Grant Programs – Virginia Department of Environmental Quality

Funding type: grant

Description: This program coordinates annual competitive and non-competitive Litter Prevention and Recycling Grant Programs to support localities’ recycling and litter prevention activities. Contact program staff at 804-698-4029 to determine what resources may be available to encourage cleanup and reporting of dump sites.

Link: <http://www.deq.virginia.gov/Programs/LandProtectionRevitalization/RecyclingandLitterPreventionPrograms/LitterPreventionandRecyclingGrantPrograms.aspx>

### Wellhead Protection Implementation Projects Grants – Virginia Department of Health – Office of Drinking Water

Funding type: grant

Description: This program supports the implementation of wellhead protection projects including well abandonment, educational outreach, wellhead fencing, advancing ordinances, emergency response planning, hazardous waste collection, and protection area delineation. This program requires that the waterworks have a protection strategy in-place (i.e. Source Water Protection Plan) and an active source water protection committee.

Link: <http://www.vdh.virginia.gov/drinking-water/source-water-programs/source-water-protection-assistance-funding-opportunities/>

Drinking Water State Revolving Fund – Virginia Department of Health – Office of Drinking Water

Funding type: low interest loan with possible principal forgiveness

Description: This program provides planning funding, which could be used to analyze solutions to source water measures or evaluate potential new sources. This program also provides low interest loans with possible principal forgiveness for waterworks construction projects including new wells and intake modifications, and low interest loans for waterworks to acquire land or conservation easements and to establish local voluntary incentive-based source water protection measures. Funding is prioritized for small, financially stressed, community waterworks.

Link: <http://www.vdh.virginia.gov/drinking-water/financial-construction-assistance-programs/>

Nonpoint Source Management Implementation Grant Program – Virginia Department of Environmental Quality

Funding type: grant

Description: This program provides grants for watershed projects, demonstration and educational programs and nonpoint source pollution control program development.

Link: <http://www.deq.virginia.gov/Programs/Water/WaterQualityInformationTMDLs/NonpointSourcePollutionManagement.aspx>

Virginia Wastewater Revolving Loan Fund – Virginia Department of Environmental Quality

Funding type: low interest loan

Description: This program provides low interest loans for acquisition of title or other rights to real property to protect or improve water quality, and for storm water runoff control best management practices.

Link: <http://www.deq.virginia.gov/Programs/Water/CleanWaterFinancingAssistance/VCWRLFTableofContents.aspx>

Virginia Clean Water Revolving Loan Fund – Virginia Department of Environmental Quality

Funding type: low interest loan

Description: This program primarily funds wastewater treatment projects, but also funds agricultural best management practices and non-point Source Pollution Abatement. This program can provide low interest loans to waterworks or localities to provide loans or other incentives to facilitate the implementation of agricultural best management practices.

Links:

Land conservation -

<http://www.deq.virginia.gov/Programs/Water/CleanWaterFinancingAssistance/LandConservation.aspx>

Stormwater -

<http://www.deq.virginia.gov/Programs/Water/CleanWaterFinancingAssistance/StormwaterFundingPrograms/StormwaterLoans.aspx>

Stormwater Local Assistance Fund – Virginia Department of Environmental Quality

Funding type: cost-share

Description: This fund provides matching grants for stormwater projects including new stormwater best management practices, stormwater best management practice retrofits, stream restoration, low impact development projects, buffer restorations, pond retrofits, and wetlands restoration.

Link: [http://www.deq.virginia.gov/Programs/Water/CleanWaterFinancingAssistance/StormwaterFundingPrograms/StormwaterLocalAssistanceFund\(SLAF\).aspx](http://www.deq.virginia.gov/Programs/Water/CleanWaterFinancingAssistance/StormwaterFundingPrograms/StormwaterLocalAssistanceFund(SLAF).aspx)

Virginia Land Conservation Foundation – Virginia Department of Conservation and Recreation

Funding type: grant

Description: Grants are awarded to help fund the purchase of permanent conservation easements, open spaces and parklands, lands of historic or cultural significance, farmlands and forests, and natural areas. This program may allow public waterworks to permanently protect land in the SWPA at little cost to the waterworks.

Link: <http://www.dcr.virginia.gov/virginia-land-conservation-foundation/>

The Land and Water Conservation Fund State and Local Assistance Program – Virginia Department of Conservation and Recreation

Funding type: cost-share

Description: This program supports the acquisition and/or development of public outdoor recreation areas. This may aid utilities in purchasing land in the SWPA when the source water protection goals do not conflict with the recreational use of the land. It should be noted that all LWCF assisted areas must be maintained and opened, in perpetuity, as public outdoor recreation areas.

Link: <http://www.dcr.virginia.gov/recreational-planning/grants>

#### Other Virginia Department of Forestry funding programs –

VDF administers a number of programs aimed at promoting healthy forests and wildlife habitat that may help waterworks to limit erosion on land that they control within the SWPA. Additionally, VDF administers programs aimed at supporting agricultural best management practices. Waterworks can use these programs to promote Best Management Practices within their SWPA.

Link: <http://www.dof.virginia.gov/costshare/index.htm>

#### Urban Waters Small Grants Program – US Environmental Protection Agency

Funding type: grant

Description: This program provides small grants to restore their urban waters in ways that also benefit community and economic revitalization. In general, projects should address local water quality issues related to urban runoff pollution, provide additional community benefits, actively engage underserved communities; and foster partnership

Link: <https://www.epa.gov/urbanwaters/urban-waters-small-grants>

#### Healthy Watersheds Consortium Grant – U.S. Endowment for Forestry & Communities, Inc.

Funding type: grant

Description: This program provides grants to accelerate strategic protection of healthy, freshwater ecosystems and their watersheds. The primary focus for applicants should be protection and stewardship of the landscape that comprises the watershed, rather than restoration of degraded habitats or projects with a strictly water quality improvement outcome.

Link: <http://www.usendowment.org/healthywatersheds.html>

#### Regional Conservation Partnership Program – U.S. Department of Agriculture

Funding type: cost share

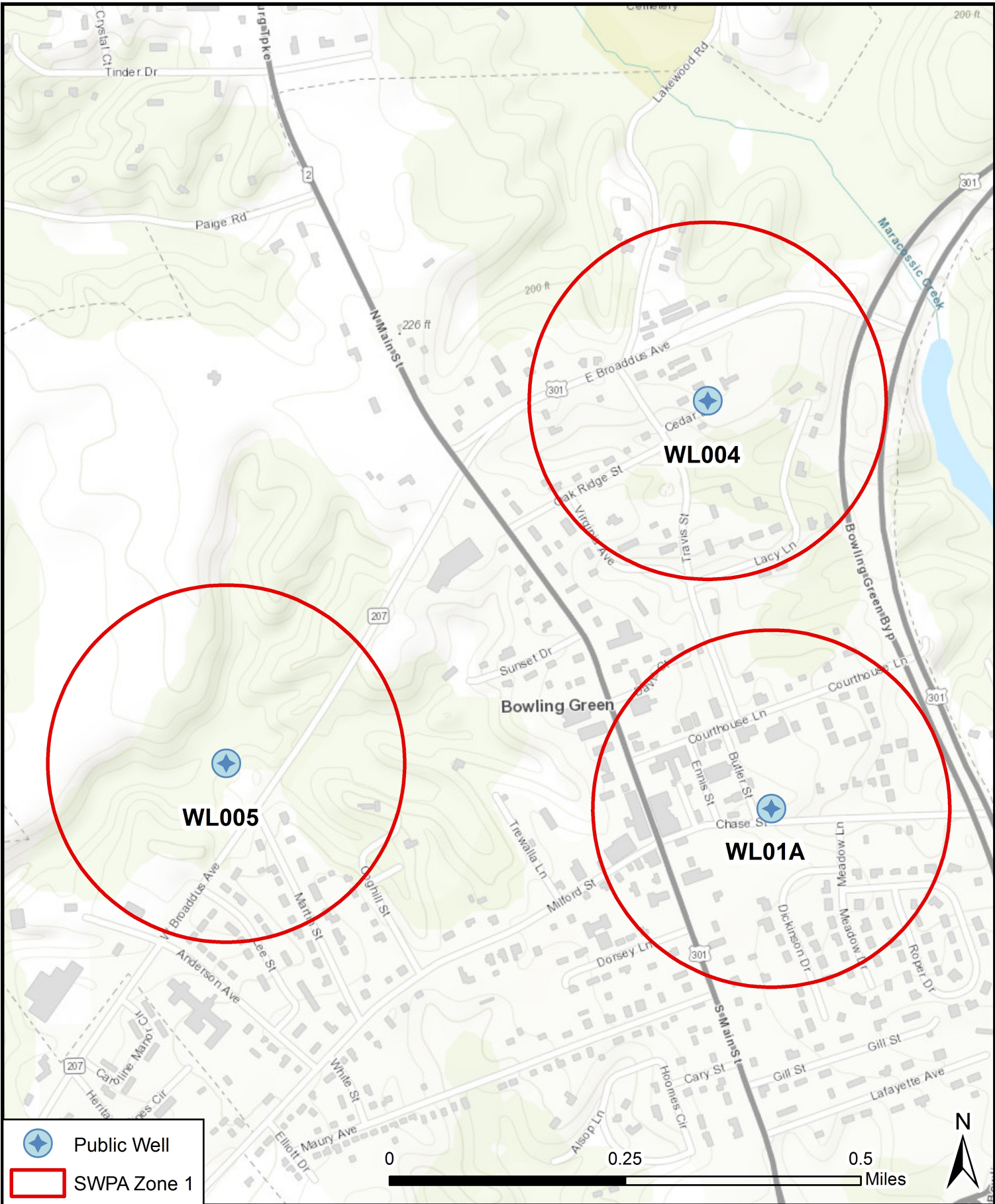
Description: This program provides funding to locally driven, public-private partnerships that improve the nation's water quality, combat drought, enhance soil health, support wildlife habitat and protect agricultural viability. The program connects partners with producers and private landowners to design and implement voluntary conservation solutions that benefit natural resources, agriculture, and the economy. Applicants must match or exceed the federal award with private or local funds.

Link: <https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/farmland/rcpp/>

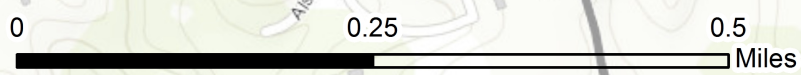
## **Appendix A-1: Source Water Protection Area Zone 1 Topological Map**

This appendix is omitted from public versions of the document for security purposes.





-  Public Well
-  SWPA Zone 1



Town of Bowling Green  
PWSID: 6033550

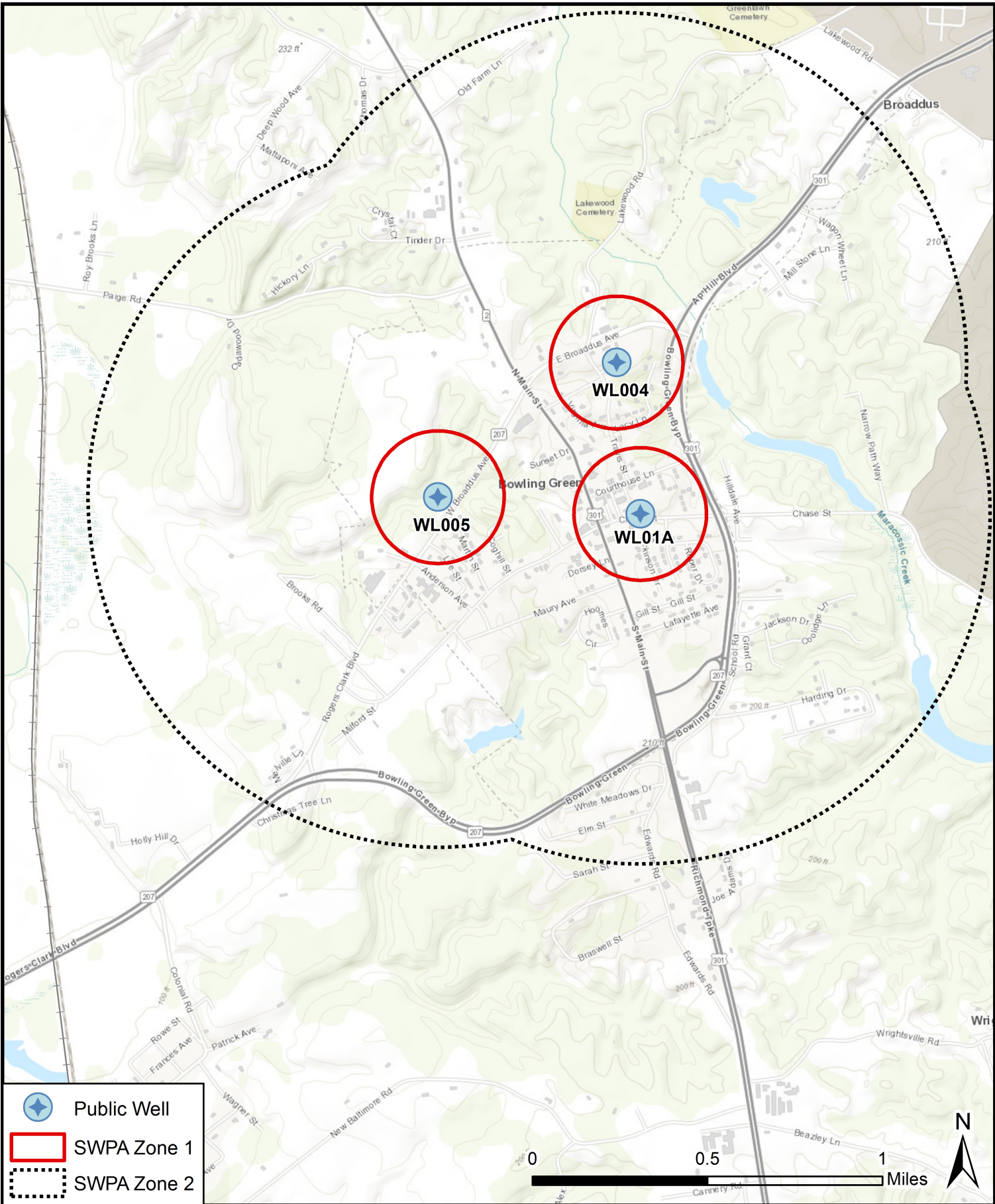
Topographical Area Map  
SWPA Zone 1




Source Water Protection Plan

## **Appendix A-2: Source Water Protection Area Zone 2 Topological Map**

This appendix is omitted from public versions of the document for security purposes.





-  Public Well
-  SWPA Zone 1
-  SWPA Zone 2



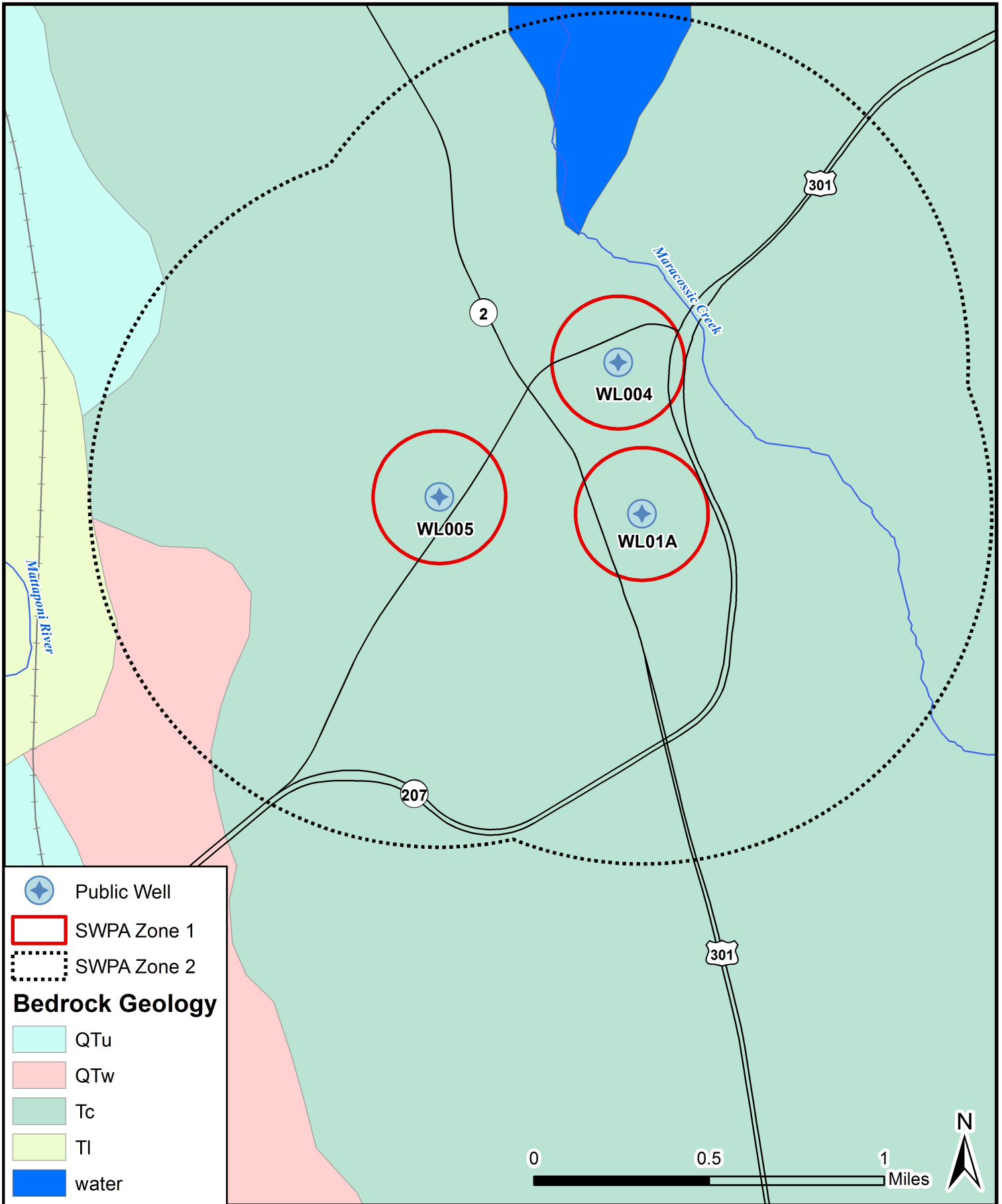
Town of Bowling Green  
PWSID: 6033550

Topographical Area Map  
SWPA Zone 2

Source Water Protection Plan

## **Appendix A-3: Source Water Protection Area Geological Maps**

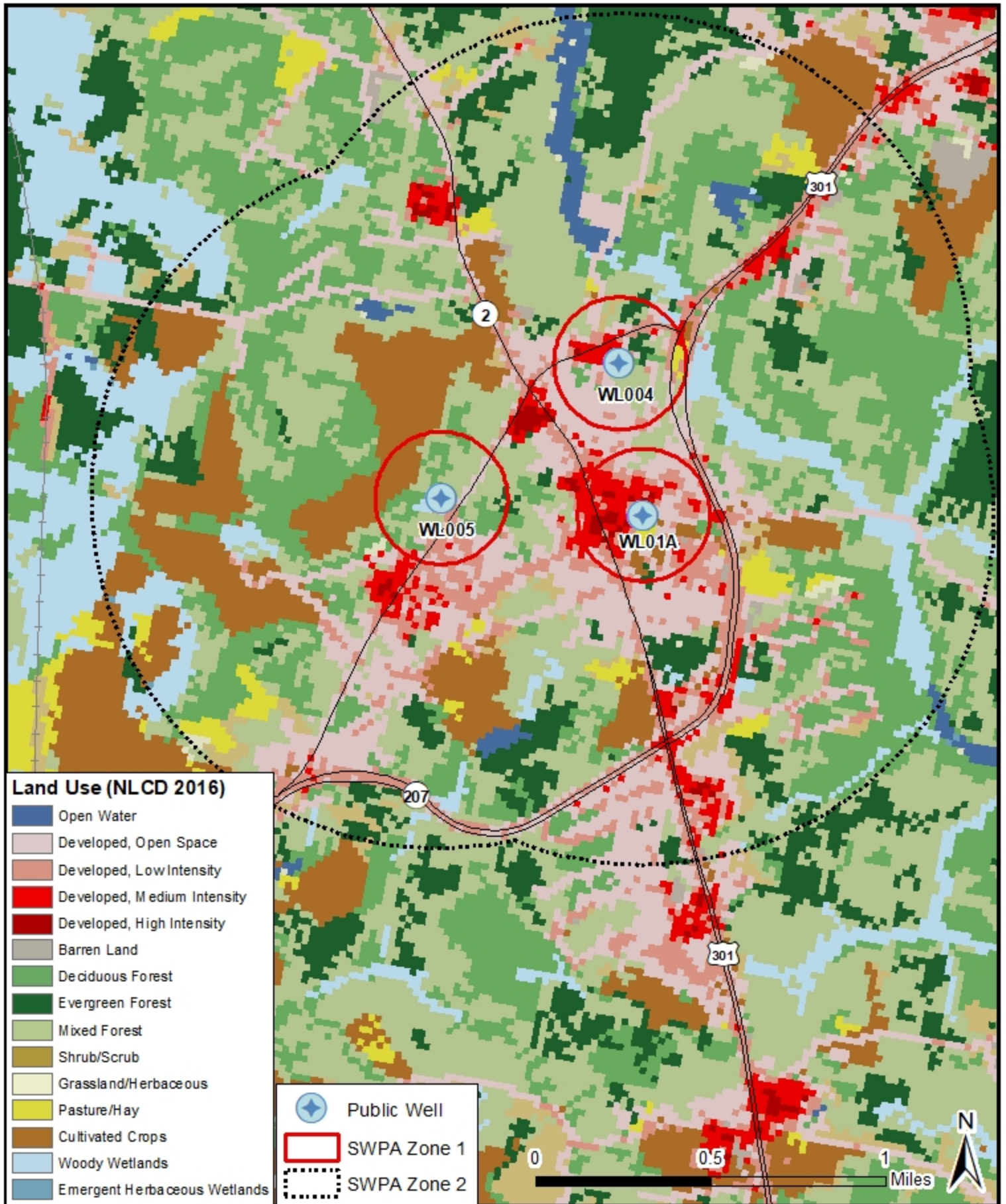
This appendix is omitted from public versions of the document for security purposes.



## **Appendix B-1: Source Water Protection Area Land Use Maps**

This appendix is omitted from public versions of the document for security purposes.





Town of Bowling Green  
PWSID: 6033550

Land Use

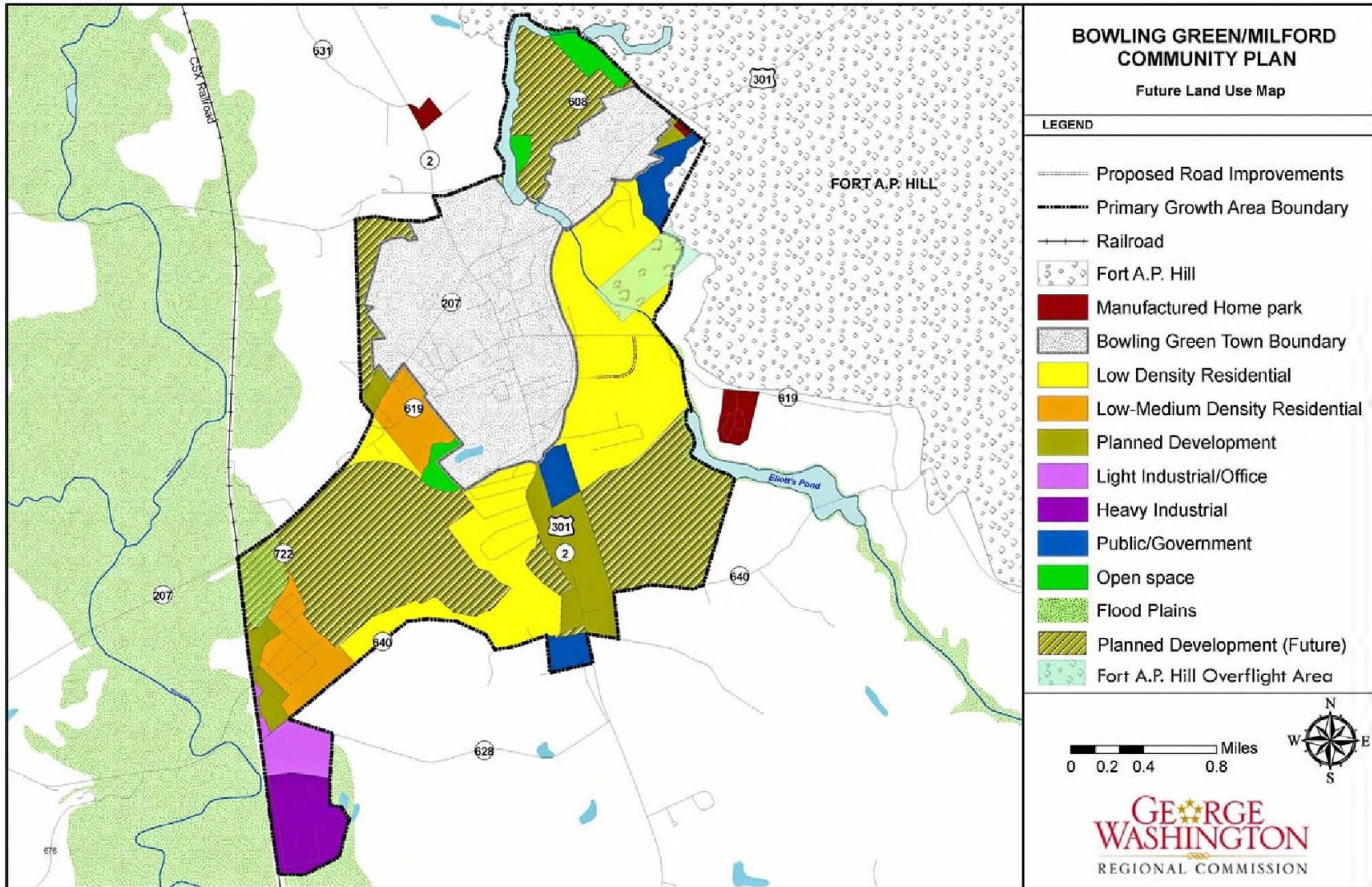


Source Water Protection Plan



# Appendix B-2: Source Water Protection Area Future Land Use Map

Future Land Use map included in the 2006 Bowling Green – Milford Community Plan<sup>4</sup>

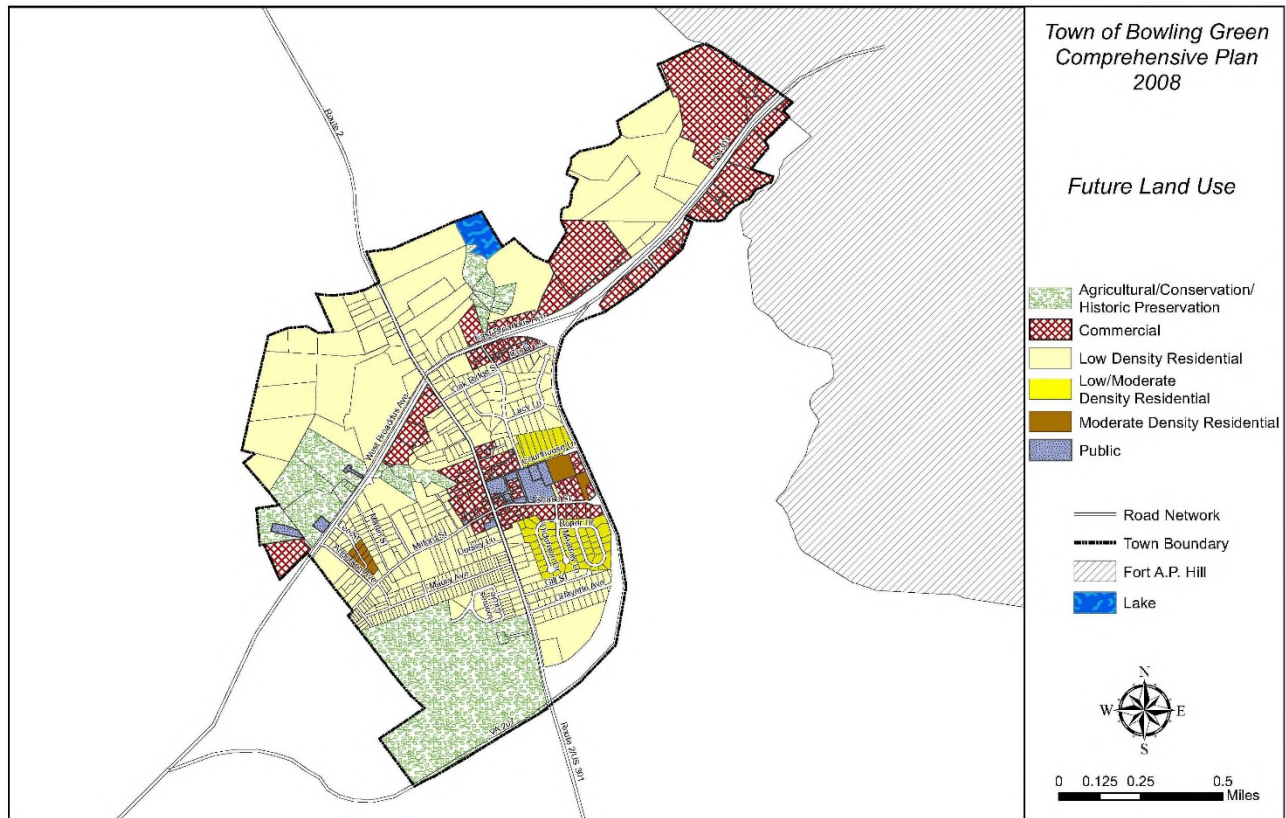
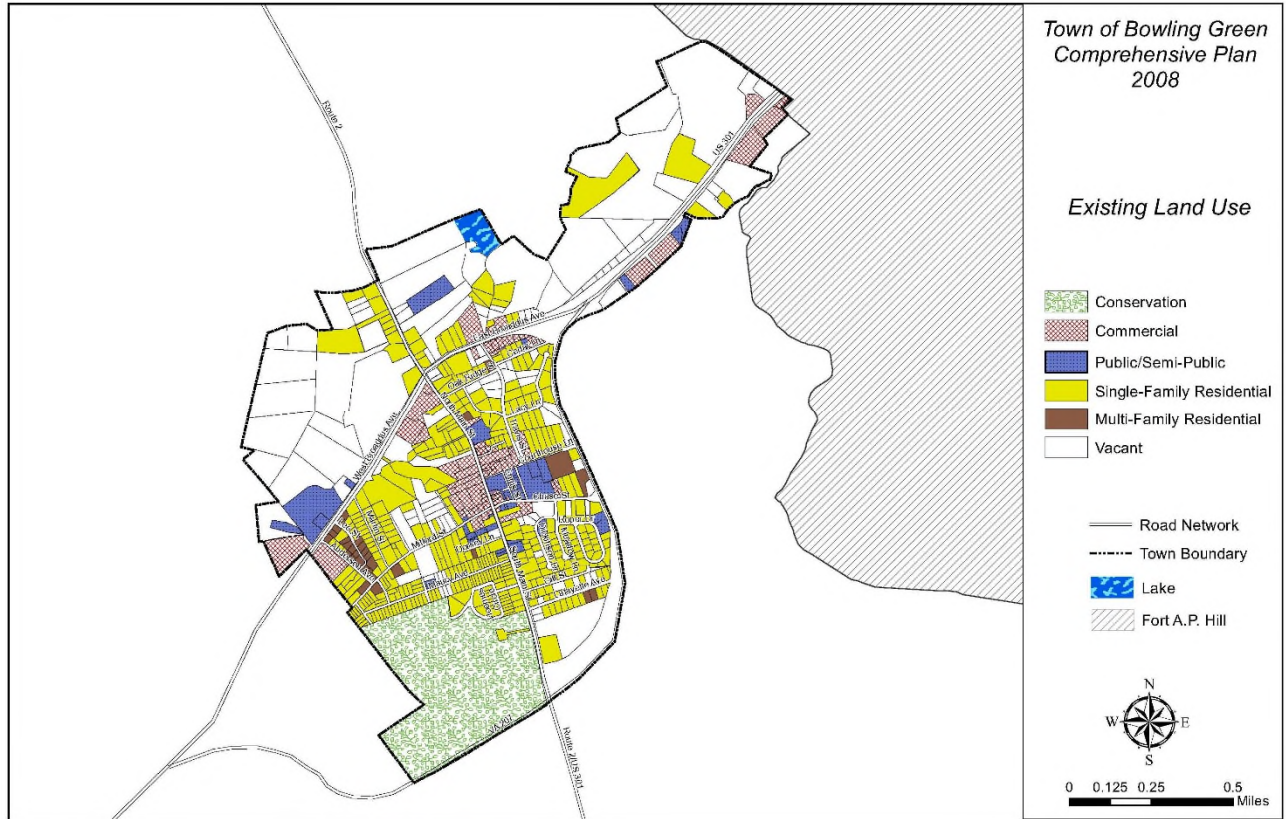


<sup>4</sup> <https://co.caroline.va.us/DocumentCenter/View/399/Appendix-A---Bowling-Green-Milford-Plan-PDF>

Map A.1



**Current and Future Land Use maps included in the 2008 Town of Bowling Green Comprehensive Plan<sup>5</sup>**



<sup>5</sup> <https://www.townofbowlinggreen.com/documents>





## Appendix D: VDH ODW Field Office Construction Verification

District Engineer Douglas Meyer, from the Virginia Department of Health Office of Drinking Water East Central support office, provided email correspondence verification whether wells were constructed in accordance with the *Waterworks Regulations* based on engineering description sheets or well driller logs on file. The table below indicates whether each well meets these requirements.

PWSID	System Name	Source	Meets Construction Requirements?
6033550	Bowling Green	WL01A	Y
		WL004	Y
		WL005	Y

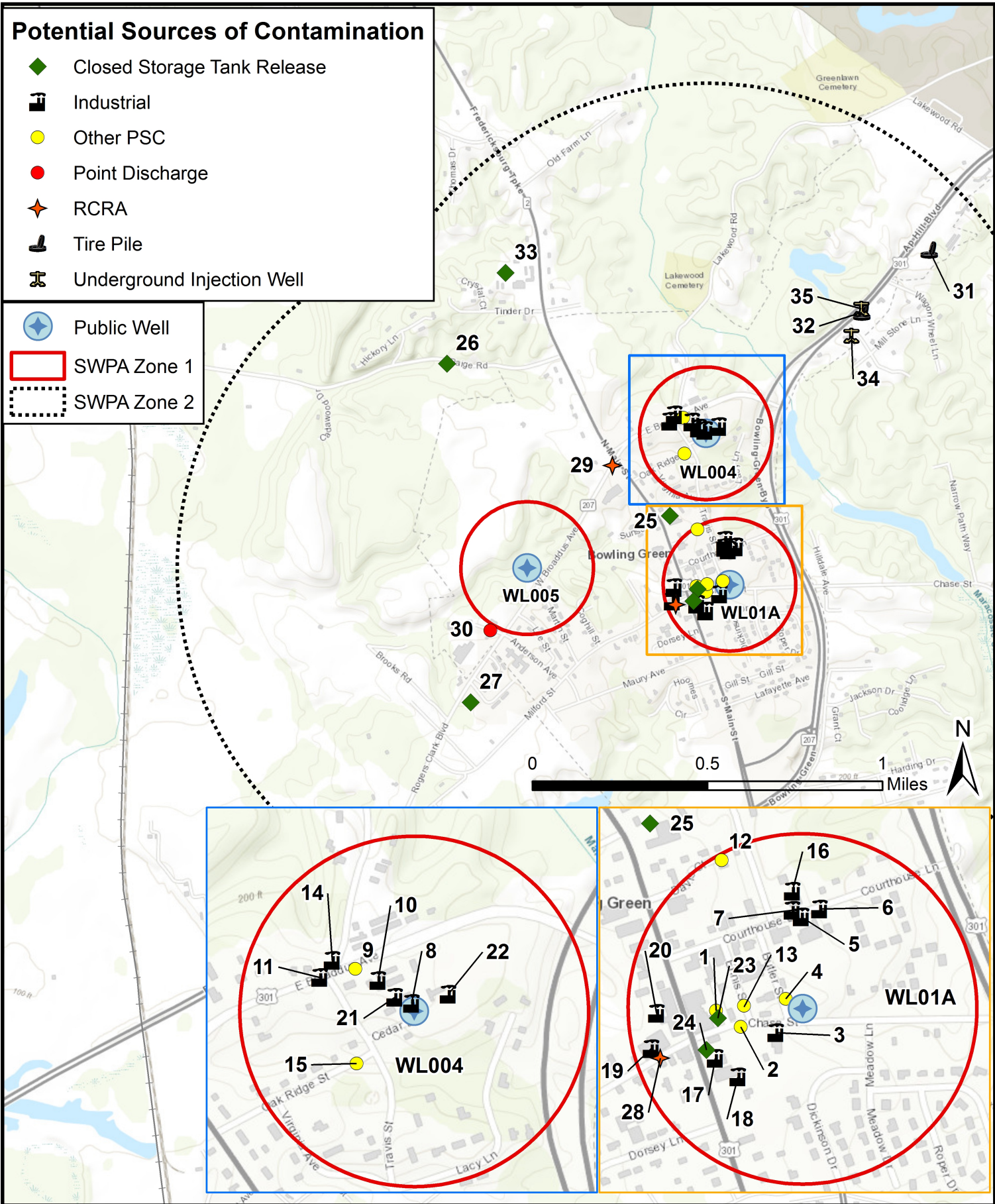
## **Appendix E: Potential Sources of Contamination Inventory**

This appendix is omitted from public versions of the document for security purposes.

# Potential Sources of Contamination

- Closed Storage Tank Release
- Industrial
- Other PSC
- Point Discharge
- RCRA
- Tire Pile
- Underground Injection Well

- Public Well
- SWPA Zone 1
- SWPA Zone 2





**Summary of Potential Sources of Contamination occurring in or near the Well Head Protection Areas of WL01A**

<b>WL01A PSC Types</b>	<b>Zone 1</b>	<b>Zone 2</b>	<b>Totals</b>
<b>Closed Storage Tank Release</b>	2	2	4
<b>Industrial site</b>	9	6	15
<b>Other PSC</b>	5	2	7
<b>Point Discharge</b>		1	1
<b>RCRA</b>	1	1	2
<b>Underground Injection Well</b>		2	2
<b>Tire Pile</b>		1	1
<b>TOTAL</b>	<b>17</b>	<b>15</b>	<b>32</b>

**Well 01A Aerial Imagery**





**Summary of Potential Sources of Contamination occurring in or near the Well Head Protection Areas of WL004**

WL004 PSC Types	Zone 1	Zone 2	Totals
Closed Storage Tank Release		5	5
Industrial site	6	9	15
Other PSC	2	5	7
Point Discharge		1	1
RCRA		2	2
Underground Injection Well		2	2
Tire Pile		2	2
<b>TOTAL</b>	<b>8</b>	<b>26</b>	<b>34</b>

**Well 004 Aerial Imagery**

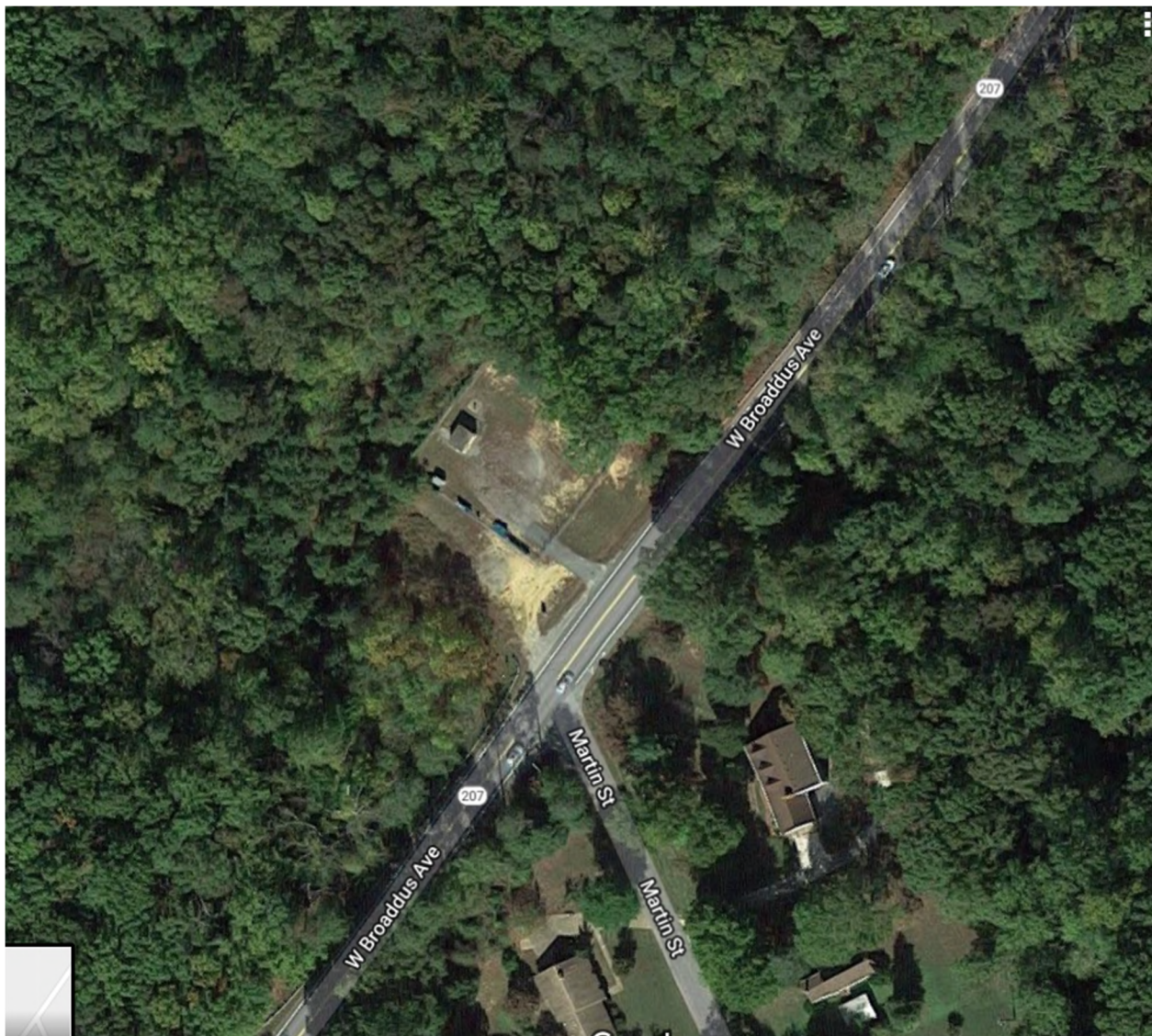




**Summary of Potential Sources of Contamination occurring in or near the Well Head Protection Areas of WL005**

WL005 PSC Types	Zone 1	Zone 2	Totals
Closed Storage Tank Release		6	6
Industrial site		15	15
Other PSC		7	7
Point Discharge		1	1
RCRA		2	2
<b>TOTAL</b>	0	31	31

**Well 005 Aerial Imagery**



**Summary of Potential Sources of Contamination occurring in or near all the Well Head Protection Areas**

All PSC Types	Zone 1	Zone 2	Totals
Closed Storage Tank Release	2	4	6
Industrial site	15		15
Other PSC	7		7
Point Discharge		1	1
RCRA	1	1	2
Underground Injection Well		2	2
Tire Pile		2	2
<b>TOTAL</b>	25	10	35

Note: Many of the PSCs occur as duplicates by affecting multiple wells. Every attempt has been made to remove duplicates in this summary table, so the counts represent individual PSCs. However, in some cases duplication exists where a PSC is categorized as two different types. If a PSC occurred in Zone 1 SWPA for any well, it was counted in the Zone 1 column.

**Risk Ranking Methodology for Individual PSCs**

In 2005 the Virginia Department of Environmental Quality created a Wellhead Protection Plan guidance document. This document contained an inventory establishing the level of risk specific land uses pose to surface and groundwater sources. This resource was used to create a point value methodology for ranking individual PSC risk to source water and is included in Appendix H. Additional factors have also been assigned point values, and the tally of these points represent the Risk Ranking in the Individual PSC Details for Town of Bowling Green Wells table within this Appendix below. The following table indicates risk categories and point values used to rank each PSC and possibly prioritize or gauge the necessity for future protection actions:

Risk Category		Point Value
Land Use Risk	High	4
	Medium	3
	Low	2
	X or Unranked	1
Proximity to Source	Zone 1	2
	Zone 2	1
Number of Systems/Wells Affected		1 per system/well

**Individual PSC details for the Town of Bowling Green wells**

<b>Town of Bowling Green PWSID: 6033550</b>					
<b>Map ID</b>	<b>Contaminant Type</b>	<b>Facility Type</b>	<b>Zone 1 Well</b>	<b>Zone 2 Well</b>	<b>Risk Ranking</b>
1	Inorganics, SOCs, VOCs	Los Dos Amigos heating oil tanks	WL01A	All Wells	8
2	Microbial, nitrate/nitrite, VOCs	sanitary sewer replacement	WL01A	All Wells	7
3	Inorganics, SOCs, VOCs	Bowling Green auto parts	WL01A	All Wells	8
4	Inorganics, SOCs, VOCs	Bethel Baptist Church heating oil tank	WL01A	All Wells	8
5	Inorganics, SOCs, VOCs	fire department	WL01A	All Wells	8
6	Inorganics, SOCs, VOCs	VA Department of Forestry large truck parking	WL01A	All Wells	8
7	Inorganics, SOCs, VOCs	Caroline Garage	WL01A	All Wells	8
8	Inorganics, SOCs, VOCs	Truck Yard Stokers Unlimited	WL004	All Wells	8
9	Inorganics, SOCs, VOCs	residential heating oil tank	WL004	All Wells	8
10	Inorganics, SOCs, VOCs	Shell gas station	WL004	All Wells	8
11	Inorganics, SOCs, VOCs	Old gas station; now sells trousers	WL004	All Wells	8
12	Inorganics, SOCs, VOCs	residential heating oil tank	WL01A	All Wells	8
13	Inorganics, SOCs, VOCs	county building heating oil tank	WL01A	All Wells	8
14	Inorganics, SOCs, VOCs	Gasoline Station/Service Center	WL004	All Wells	8
15	Inorganics, Microbial, SOCs, VOCs	Wastewater Pump Station	WL004	All Wells	7
16	Inorganics, SOCs, VOCs	Gasoline Station/Service Center	WL01A	All Wells	8
17	Inorganics, SOCs, VOCs	Gasoline Station/Service Center	WL01A	All Wells	8
18	Inorganics, Microbial, SOCs, VOCs	Funeral Home/Mortuary	WL01A	All Wells	7
19	VOCs	Dry Cleaning Establishment	WL01A	All Wells	8
20	Inorganics, SOCs, VOCs	Paint Shop	WL01A	All Wells	8
21	Inorganics, SOCs, VOCs	Gasoline Station/Service Center	WL004	All Wells	8
22	Inorganics, SOCs, VOCs	Gasoline Station/Service Center	WL004	All Wells	8
23	Inorganics, SOCs, VOCs	Caroline County Jail Closed Storage Tank Release	WL01A	All Wells	8
24	Inorganics, SOCs, VOCs	Shorties Closed Storage Tank Release	WL01A	All Wells	8



**Town of Bowling Green PWSID: 6033550**

<b>Map ID</b>	<b>Contaminant Type</b>	<b>Facility Type</b>	<b>Zone 1 Well</b>	<b>Zone 2 Well</b>	<b>Risk Ranking</b>
25	Inorganics, SOCs, VOCs	Contel Central Office Closed Storage Tank Release		All Wells	7
26	Inorganics, SOCs, VOCs	Hart Emmett Residence Closed Storage Tank Release		Well 004, Well 005	6
27	Inorganics, SOCs, VOCs	Bauserman property Closed Storage Tank Release		Well 005, Well 01A	6
28	Site Specific	CAROLINE CLEANERS RCRA	WL01A	All Wells	8
29	Site Specific	RITE AID #3352 RCRA		All Wells	7
30	Microbial, nitrate/nitrite, VOCs	BOWLING GREEN WASTEWATER TREAT		All Wells	6
31	VOCs	Ceil E. Robinson Jr. tire pile		Well 004	5
32	VOCs	Mr. John Giles & Margaret tire pile		Well 004, Well 01A	6
33	Inorganics, SOCs, VOCs	Rappahannock Electric Corporation Closed Storage Tank Release		Well 004, Well 005	6
34	Inorganics, Microbial, RADs, SOCs, VOCs	ASHLAND FORD, INC. Underground Injection Well		Well 004, Well 01A	7
35	Inorganics, Microbial, RADs, SOCs, VOCs	BUD'S AUTOMOTIVE SERVICE Underground Injection Well		Well 004, Well 01A	7

## **Appendix F: Source Water Protection Emergency Response Plan**

This appendix is omitted from public versions of the document for security purposes.

# Source Water Protection Emergency Response Plan

August 2019

For the Town of Bowling Green  
PWSID 6033550

117 Butler Street  
PO Box 468  
Bowling Green, VA 22427

## EXECUTIVE SUMMARY

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Developing an emergency response plan (ERP) can take a lot of time and effort. The purpose of this document is to make the job easier and help create a plan that works for your water system. This ERP is developed for emergencies specifically related to source water protection. A separate ERP pertaining to other types of emergencies may be developed or this ERP expanded. This ERP is based on the Emergency Response Planning Template for Public Drinking Water Systems developed by the Rural Community Assistance Partnership (RCAP). The original version of the template is accessible via [www.rcap.org](http://www.rcap.org).

Since this document may contain sensitive information, make sure to keep it stored in a safe and secure location. It is recommended you have one copy stored on-site and one off-site to ensure the document is available in the event you are unable to access your offices or facilities. You should also keep up-to-date plans and schematics of your treatment facility and distribution system (storage tanks, pump stations, etc), as well as up-to-date operations manuals. These should be kept in at least two secure locations, one being with the final version of this emergency response plan.

This plan is officially in effect when reviewed, approved, and signed by the following people:

Name/Title	Signature	Date
Reese Peck, Town Manager		

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## ACRONYMS/ABBREVIATIONS

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Acronyms/Abbreviations	Definition
EOC	Emergency Operations Center
ERP	Emergency Response Plan
RCAP	Rural Community Assistance Partnership
VDH	Virginia Department of Health

## 1.0 SYSTEM INFORMATION AND CRITICAL SYSTEM COMPONENTS

Basic system information is included here to be easily accessible to authorized staff to aid emergency responders, repair crews, and news media.

### 1.1 TOWN OF BOWLING GREEN WELLS

<b>System Identification Number</b>	6033550	
<b>System Name and Address</b>	Town of Bowling Green The primary administrative office is located at: 117 Butler Street PO Box 468 Bowling Green, VA 22427	
<b>Directions to the System</b>	The Bowling Green system is located off the Bowling Green Bypass and South Main Street.	
<b>Basic Description and Location of System Facilities</b>	The system consists of three well facilities. Well 01A is near Chase Street, Well 004 is near Travis Street from East Broaddus Avenue, and Well 005 is near West Broaddus Avenue.	
<b>Location/Town</b>	Bowling Green, VA 22427	
<b>Population Served and Service Connections from Division of Drinking Water Records</b>	<b>People</b>	<b>Connections</b>
	1,500	900
<b>System Owner</b>	Town of Bowling Green	
<b>Name, Title, and Phone Number of Person Responsible for Maintaining and Implementing the Emergency Plan</b>	Billy Deavers, Public Works Director	Phone: 804-633-9474
		Cell: 434-760-0351
		Email: bdeavers@townofbowlinggreen.com
<b>Location of treatment and distribution schematics and operations manuals</b>	Bowling Green WWTP	
<b>Water System Facilities</b>	<ul style="list-style-type: none"> <li>• Permitted for 365,000 gpd</li> <li>• 100,000-gallon elevated tank at VDOT</li> <li>• 200,000-gallon above ground storage tank</li> <li>• 3 booster pumps at well sites</li> </ul>	
<b>Buildings</b>	3 Well houses	
<b>Hydrants</b>	92	
<b>Customer Database</b>	Customer database in Bright software	

## 2.0 CHAIN OF COMMAND – COMMUNICATION TEAM

The first response step in any emergency is to inform the person at the top of this list, who is responsible for managing the emergency and making key decisions.

In the event of a spill, release, or other incident that may threaten water quality, members of the communication team who are available will coordinate to:

- Collect information needed to investigate, analyze, and characterize the incident/event
- Provide information to the management staff, so they can decide how to respond
- Assist the management staff in handling event response and communication duties
- Coordinate fully and seamlessly with the management staff to ensure response effectiveness

During events when water quality and human health are in question, it may be necessary to issue a health advisory that gives advice or recommendations to water system customers on how to protect their health when drinking water is considered unsafe. These advisories are issued by the public spokesperson when the health risks to the consumers are sufficient, in the estimation of the water system, to warrant such advice.

Health advisories usually take the form of a drinking water warning or boil water advisory. Communication during these times is critical. Health advisories should always be well thought out and provide very clear messages.

Name and Title	Responsibilities During an Emergency	Contact Number
Billy Deavers	Spokesperson	434-760-0351
Billy Deavers	Water Operations	434-760-0351
Billy Deavers	Maintenance & Construction	434-760-0351

## 3.0 PUBLIC SPOKESPERSON

The public spokesperson will be responsible for speaking on behalf of the water system to local agencies, the public, and the news media. The spokesperson should work with the management staff and the team to ensure that all communication is clear, accurate, timely, and consistent. The spokesperson may authorize and/or direct others to issue news releases or other information that has been approved by the system’s management staff. The spokesperson is expected to be on call immediately when an incident or event which may threaten water quality occurs. The spokesperson will perform the following tasks in the event of a spill, release, or other event that threatens water quality:

- Issue news releases, updates, and other information regarding the incident/event
- Use the news media, email, social media, and other appropriate information venues
- Ensure that news releases are sent to local health agencies and the public
- Respond to questions from the news media and others regarding the incident/event
- Appear at news conferences and interviews to explain incident response, etc.



Name & Position	Telephone	Night or Cell Phone	Email
Jason Satterwhite, Mayor	804-221-1834	804-633-6855	jasonsatterwhite@townofbowlinggreen.com

## 4.0 EMERGENCY NOTIFICATION

Communication with customers, the news media, and the public is a critical part of emergency response. The following tables identify appropriate emergency and agency contacts.

### 4.1 EMERGENCY CONTACTS

Organization or Department	Name & Position	Telephone	Capability
<b>Local Law Enforcement</b>	Caroline County Sheriff's Office Dispatch	804-633-5400	<ul style="list-style-type: none"> <li>Emergency Operation Center Liaison</li> <li>Emergency Response due to contamination</li> </ul>
<b>Virginia Emergency Management</b>	VA Department of Emergency Management	804-897-6502	<ul style="list-style-type: none"> <li>Emergency Response Technical Assistance</li> </ul>
<b>Caroline County Fire, Rescue, and Emergency Management</b>	Charles M. Culley, Jr., Emergency Management Director, County Administrator	804-633-5380	<ul style="list-style-type: none"> <li>Emergency Response Coordination</li> <li>Incident Command</li> <li>Hazardous material response</li> <li>Technical assistance</li> <li>Emergency Operations Center (EOC) Liaison</li> </ul>
<b>Local Public Health Department</b>	Caroline County Health Department	804-633-5465	<ul style="list-style-type: none"> <li>Public notification</li> <li>Advisory services</li> <li>Emergency operations liaison</li> </ul>
<b>VDH Office of Drinking Water Emergency Hotline</b>		1-866-531-3068	<ul style="list-style-type: none"> <li>24 hour call center to notify appropriate ODW staff of emergency</li> </ul>
<b>EPA Contact</b>	Amie Howell	215-814-5722	<ul style="list-style-type: none"> <li>Source Water Contacts</li> </ul>
<b>Interconnected Water System</b>	None		
<b>Neighboring Water System (not connected)</b>	All American Water	540-371-6577	<ul style="list-style-type: none"> <li>Increase supplies as needed</li> <li>Mutual Aid Agreements exist with All American Water</li> </ul>

Organization or Department	Name & Position	Telephone	Capability
			540-371-6577
<b>Testing Laboratory</b>	VA State Consolidated Lab Mid Atlantic Laboratories, Port Royal	Emergency Pager 804-418-9923 804-742-5577	<ul style="list-style-type: none"> <li>• Provide kits and containers</li> <li>• Perform analysis</li> <li>• Technical Assistance</li> </ul>
<b>Virginia Department of Transportation</b>	Fredericksburg District	Normal Bus. Hours: 540-899-4288 Emergency: 800-367-7623	<ul style="list-style-type: none"> <li>• Emergency Roadway Assistance</li> </ul>
<b>Southeastern RCAP Contact</b>		540-345-1184	<ul style="list-style-type: none"> <li>• Technical Assistance</li> <li>• Project Funding</li> </ul>
<b>Virginia Rural Water Association Contact</b>	Scott McNally	540-261-7178 office 908-642-1579 cell smcnally@vrwa.org	<ul style="list-style-type: none"> <li>• Source Water Protection Specialist</li> </ul>

## 4.2 PRIORITY OR SENSITIVE CUSTOMERS

Priority customers include entities that represent the largest usage customers. Sensitive customers represent vulnerable populations including hospitals, nursing homes, schools, etc.

Customer	Contact Person	Telephone	System
none			

## 4.3 STATE, FEDERAL, LABORATORY CONTACTS

Organization or Department	Name & Position	Telephone	Night or Cell Phone	Email
<b>Virginia Department of General Services Emergency Management</b>	Brandon DeGraaf	804-225-8136		Brandon.DeGraaf@dgs.virginia.gov

<b>Richmond ODW Field Office</b>	Doug Meyer, PE, District Engineer	804-864-7408		doug.meyer@vdh.virginia.gov
<b>Authorized Testing Laboratory</b>	Mid Atlantic Laboratories, Port Royal	804-742-5577		

#### 4.4 SERVICE, REPAIR, UTILITY CONTACTS

Organization or Department	Telephone	Agency	Contact Person
<b>Electric Utility Co.</b>	1-888-667-3000	Dominion Virginia Power	
<b>Electrician</b>	804-514-3599	White Oak Electric	Jimmy Englehart
<b>Water Hauler</b>	540-371-6577	All American Water	
<b>Generator Service Repair</b>	540-940-8158	CAT, Carter Machinery, 50 Commerce Pkwy, Fredericksburg VA 22406	
<b>Pump Supplier</b>	804-520-5480	Core and Main	Ken Lilly
<b>“Call Before You Dig”</b>	811		
<b>Rental Equipment Supplier</b>	540-710-1300	Sunbelt Rentals	
<b>Chlorine/Chemical Supplier</b>	1-800-852-6970	Dominion Chemical	
<b>Well Drilling Co.</b>	804-643-2725	Sydnor Hydro	Jay Royall
<b>Pipe Supplier</b>	804-520-5480	Core and Main	Ken Lilly

#### 4.5 MEDIA NOTIFICATION LIST

Media contact, press releases, and social media outreach regarding emergencies should only be performed by the public spokesperson or their designee.

Organization or Department	Agency	Contact Person	Telephone
Newspaper - Local	Free Lance Star		540-374-5000
Radio	WFLS		540-370-9357
TV Station	Channel 8 Richmond	Newsroom	804-330-8814

## 5.0 ALTERNATIVE WATER SOURCES

These alternative water sources may be relied upon during an emergency or water shortage event.

	Organization or Department	Telephone	Availability	Is the Water Safe for Drinking?
<b>Interconnected Water Supply System</b>	none			
<b>Tanker Trucks Available for Bulk Water Delivery</b>	A N Js Plumbing and Well Pumps	540-448-0184	4,000-gallon trucks	Yes
	All American Water	540-371- 6577	4,000-gallon trucks	Yes

## 6.0 SOURCE WATER PROTECTION EMERGENCIES

The following table identifies emergencies that may arise specifically related to source water protection or have been experienced in the past. Specific events in the next section may identify events that result in these types of emergencies.

Type of Event	Probability	Risk	Comments
Source Water Contamination	low	high	This threat may be caused by chemical spills related to locations identified in the PSC inventory contained within the Source Water Protection Plan. All wells are dependent on the same aquifer
Power Outage	high	medium	This threat may be caused by storm damage to the electrical infrastructure, physical damage to the wellhouse components, or equipment malfunction. An extended power outage occurred in 2016 and resulted in water service interruption for 2 days, but generator and tank capacity was sufficient to maintain operation.

Type of Event	Probability	Risk	Comments
Drought	medium	low	This threat may be caused by lack of aquifer availability due to extended lack of precipitation. An extended drought occurred in 2014 but did not result in water service interruption or reduction.
Physical Damage to or Failure of Intakes and Pumps	medium	low	This threat may be caused by machine malfunction, vandalism, or vehicle collision with established intake assets.

## 7.0 RESPONSE ACTIONS FOR SPECIFIC EVENTS

In any event, there are a series of general steps to take:

1. Analyze the type and severity of the emergency;
2. Take immediate actions to save lives;
3. Take action to reduce injuries and system damage;
4. Make repairs based on priority demand, and
5. Return the system to normal operation.

The following tables identify the assessment, set forth immediate response actions, define what notifications need to be made, and describe important follow-up actions

### 7.1 DISTRIBUTION LINE BREAK

<b>Assessment</b>	Determine the service area affected.
<b>Immediate Actions</b>	Deploy repair personnel and equipment.
<b>Notifications</b>	<ul style="list-style-type: none"> <li>• Notify water system supervisors.</li> <li>• Contact appropriate repair personnel.</li> <li>• The public spokesperson may issue “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate.</li> <li>• Contact VDH if “Boil Water”, “Do not Drink”, or “Do not Use” orders are issued</li> <li>• Contact laboratory to arrange sample analyses, as required.</li> <li>• Notify Fire &amp; Rescue of affected areas.</li> <li>• Notify Finance Department of the need for emergency procurement, as necessary</li> </ul>
<b>Follow-up Actions</b>	<ul style="list-style-type: none"> <li>• Distribution system flushing &amp; disinfection, if required.</li> <li>• The system should be repressurized slowly to avoid water hammer and the potential for damage to the lines.</li> <li>• Distribution system sampling, if required.</li> </ul>

	<ul style="list-style-type: none"> <li>Once pressure has been restored and satisfactory sample results received, the public spokesperson should rescind “Boil Water”, “Do not Drink”, or “Do not Use” orders and issue Press Releases as appropriate.</li> </ul>
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## 7.2 CHLORINE TREATMENT EQUIPMENT FAILURE

<b>Assessment</b>	Determine whether failure results in insufficient or excessive chlorine treatment.
<b>Immediate Actions</b>	<ul style="list-style-type: none"> <li>Notify water system supervisors.</li> <li>Perform actions to estimate the contaminated or undertreated service area.</li> <li>Take actions to isolate portions of system containing suspect water.</li> <li>Deploy repair personnel &amp; equipment.</li> <li>Flush distribution system as necessary.</li> <li>Check chlorine concentrations throughout the distribution system.</li> <li>Treat water as necessary.</li> </ul>
<b>Notifications</b>	<ul style="list-style-type: none"> <li>Notify water system supervisors.</li> <li>Contact appropriate repair personnel.</li> <li>The public spokesperson should issue “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate. Notify media as needed.</li> <li>Notify Finance Department of the need for emergency procurement, as necessary.</li> </ul>
<b>Follow-up Actions</b>	<ul style="list-style-type: none"> <li>Prepare any necessary incident reports.</li> <li>Resume Normal function.</li> <li>The public spokesperson should rescind “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate. Notify media as needed.</li> <li>See the section Addressing Hazards and Returning to Normal Operation.</li> </ul>

## 7.3 TREATMENT EQUIPMENT

<b>Assessment</b>	Determine whether failure results in insufficient or excessive treatment.
<b>Immediate Actions</b>	<ul style="list-style-type: none"> <li>Notify water system supervisors.</li> <li>Perform actions to estimate the contaminated or undertreated service area.</li> <li>Take actions to isolate portions of system containing suspect water.</li> <li>Deploy repair personnel.</li> <li>Treat water as necessary.</li> </ul>
<b>Notifications</b>	<ul style="list-style-type: none"> <li>Contact appropriate repair personnel.</li> <li>The public spokesperson should issue “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate. Notify media as needed.</li> </ul>
<b>Follow-up Actions</b>	<ul style="list-style-type: none"> <li>Prepare any necessary incident reports.</li> <li>Resume Normal function.</li> <li>See the section Addressing Hazards and Returning to Normal Operation.</li> </ul>

## 7.4 SOURCE PUMP FAILURE

<b>Assessment</b>	Determine the service area affected and likely outage time.
<b>Immediate Actions</b>	<ul style="list-style-type: none"> <li>• Notify water system supervisors.</li> <li>• Deploy repair personnel.</li> <li>• IF an extended outage is anticipated, THEN alternative arrangements for water provision may be initiated.</li> <li>• Determine the # of days of stored water available.</li> </ul>
<b>Notifications</b>	<ul style="list-style-type: none"> <li>• Contact appropriate repair personnel.</li> <li>• The public spokesperson should issue “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate. Notify media as needed.</li> <li>• Contact VDH if “Boil Water”, “Do not Drink”, or “Do not Use” orders are issued</li> <li>• Notify Fire &amp; Rescue of affected areas.</li> <li>• Notify Finance Department of the need for emergency procurement, as necessary.</li> </ul>
<b>Follow-up Actions</b>	<ul style="list-style-type: none"> <li>• The system should be repressurized slowly to avoid water hammer and the potential for damage to the lines.</li> <li>• Prepare any necessary incident reports.</li> <li>• Resume Normal function.</li> <li>• See the section Addressing Hazards and Returning to Normal Operation.</li> </ul>

## 7.5 MICROBIAL (COLIFORM, E. COLI) CONTAMINATION

<b>Assessment</b>	Collect water samples according to procedure.
<b>Immediate Actions</b>	<ul style="list-style-type: none"> <li>• Notify water system supervisors.</li> <li>• Perform actions to estimate the contaminated service area.</li> <li>• Take actions to isolate portions of system containing suspect water.</li> <li>• Treat water as necessary.</li> </ul>
<b>Notifications</b>	<ul style="list-style-type: none"> <li>• The public spokesperson should issue “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate.</li> <li>• Notify law enforcement, health department, VDEP, emergency management services, and media as needed.</li> <li>• Contact VDH if “Boil Water”, “Do not Drink”, or “Do not Use” orders are issued</li> <li>• Notify Fire &amp; Rescue of affected areas.</li> </ul>
<b>Follow-up Actions</b>	<ul style="list-style-type: none"> <li>• Verify that water is safe.</li> <li>• Prepare any necessary incident reports. Resume Normal function. See the section Addressing Hazards and Returning to Normal Operation.</li> <li>• Once satisfactory sample results are received, the public spokesperson should rescind “Boil Water”, “Do not Drink”, or “Do not Use” orders and issue Press Releases as appropriate.</li> </ul>

## 7.6 CHEMICAL CONTAMINATION/BACKFLOW EVENT

<b>Assessment</b>	Determine if threat is credible, if outage an outage is warranted, and likely length of outage.
<b>Immediate Actions</b>	<ul style="list-style-type: none"> <li>• Notify water system supervisors and necessary emergency personnel.</li> <li>• Define the investigation site.</li> <li>• IF an extended outage is anticipated, THEN alternative arrangements for water provision may be initiated.</li> <li>• Conduct preliminary assessment of potential site hazards.</li> <li>• Search for physical evidence (discarded containers, etc.).</li> <li>• Look for environmental indicators (dead animals or fish, dead vegetation, unusual odors or residues).</li> <li>• Perform rapid field testing of the water.</li> <li>• Collect water samples after coordinating with local testing facility for appropriate procedures.</li> <li>• Perform actions to estimate the contaminated area and predict movement of contamination.</li> <li>• Take actions to isolate portions of system containing suspect water.</li> <li>• Flush/dump contaminated water.</li> </ul>
<b>Notifications</b>	<ul style="list-style-type: none"> <li>• The public spokesperson should issue “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate.</li> <li>• Notify law enforcement, health department, VDEP, emergency management services, and media as needed.</li> <li>• Notify Fire &amp; Rescue of affected areas.</li> </ul>
<b>Follow-up Actions</b>	<ul style="list-style-type: none"> <li>• File any police or incident reports and retain copies. Complete the Spill or Release Report Form in Appendix A.</li> <li>• Verify that water is safe.</li> <li>• Return system to normal service.</li> <li>• The public spokesperson should rescind “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate.</li> <li>• See the section Addressing Hazards and Returning to Normal Operation.</li> </ul>

## 7.7 HAZARDOUS MATERIAL SPILL NEAR SOURCES OR SYSTEM

<b>Assessment</b>	Determine if the threat has the potential to affect the water supply, whether an outage is warranted, and likely length of outage.
<b>Immediate Actions</b>	<ul style="list-style-type: none"> <li>• Define the investigation site.</li> <li>• Conduct preliminary assessment of potential site hazards.</li> <li>• Search for physical evidence (discarded containers, etc.).</li> <li>• Look for environmental indicators (dead animals or fish, dead vegetation, unusual odors or residues).</li> <li>• Perform rapid field testing of the water.</li> <li>• Collect water samples after coordinating with local testing facility for appropriate procedures.</li> <li>• Perform actions to estimate the contaminated area and predict movement of contamination.</li> <li>• Take actions to isolate portions of system containing suspect water.</li> </ul>



	<ul style="list-style-type: none"> <li>IF an extended outage is anticipated, THEN alternative arrangements for water provision may be initiated.</li> </ul>
<b>Notifications</b>	<ul style="list-style-type: none"> <li>Notify water system supervisors and necessary emergency personnel.</li> <li>Notify law enforcement, health department, VDEP, emergency management services, and media as needed.</li> <li>The public spokesperson should issue “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate.</li> </ul>
<b>Follow-up Actions</b>	<ul style="list-style-type: none"> <li>File any police or incident reports and retain copies. Complete the Spill or Release Report Form in Appendix A.</li> <li>Verify that water is safe.</li> <li>Notify public that water is safe.</li> <li>Return system to normal service.</li> <li>The public spokesperson should rescind “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate. Notify media as needed.</li> <li>See the section Addressing Hazards and Returning to Normal Operation.</li> </ul>

## 7.8 VANDALISM OR TERRORIST ATTACK

<b>Assessment</b>	The person who first notices the situation should determine whether police, fire, or emergency medical services are immediately necessary.
<b>Immediate Actions</b>	<ul style="list-style-type: none"> <li>Determine whether utility is still at risk.</li> <li>When safe to do so, determine and document the extent of damage.</li> <li>If necessary, isolate and shut down damaged facilities and determine alternative water source supply.</li> </ul>
<b>Notifications</b>	<ul style="list-style-type: none"> <li>Notify water system supervisors.</li> <li>Notify repair services.</li> <li>The public spokesperson should issue “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate.</li> <li>Notify law enforcement, health department, VDEP, emergency management services, and media as needed.</li> <li>Notify Fire &amp; Rescue of affected areas</li> </ul>
<b>Follow-up Actions</b>	<ul style="list-style-type: none"> <li>File any police or incident reports and retain copies.</li> <li>Return system to normal service.</li> <li>The public spokesperson should rescind “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate.</li> <li>See the section Addressing Hazards and Returning to Normal Operation.</li> </ul>

## 7.9 REDUCTION OR LOSS OF WATER IN THE WELL

<b>Assessment</b>	Determine the source of the loss, rate of loss, and current tank levels.
<b>Immediate Actions</b>	If there have been lines with no water or negative pressures, a precautionary boil order should be issued by the utility until line tests on two consecutive days show the lines to be safe. Chlorine residuals should be increased temporarily.
<b>Notifications</b>	<ul style="list-style-type: none"> <li>Communicate water supply interruption to supervisors.</li> </ul>

	<ul style="list-style-type: none"> <li>The public spokesperson should issue “Boil Water”, “Do not Drink”, “Do not Use” or water restriction notices and Press Releases as appropriate. Notify media as needed.</li> </ul>
<b>Follow-up Actions</b>	<ul style="list-style-type: none"> <li>The system should be repressurized slowly to avoid water hammer and the potential for damage to the lines.</li> <li>Air should be bled from lines as they refill since entrapped air can impede flows and may cause line damage.</li> <li>Prepare any necessary incident reports.</li> <li>Resume Normal function.</li> <li>See the section Addressing Hazards and Returning to Normal Operation.</li> </ul>

## 7.10 DROUGHT

<b>Assessment</b>	<ul style="list-style-type: none"> <li>Determine the level of drought stage declared by the Commonwealth of Virginia and/or County.</li> <li>Determine the reduction in water usage necessary to meet the immediate needs of customers.</li> </ul>
<b>Immediate Actions</b>	<ul style="list-style-type: none"> <li>Water restrictions may include: Disallowing all landscape irrigation; Disallowing potable water use for construction purposes such as dust control, compaction, or trench jetting.</li> <li>Large industrial users, for example canneries and other food manufacturers, may be required to reduce or cease all water use.</li> <li>In addition to these incremental stages, the Utility should prepare for a catastrophic interruption of water supplies</li> <li>Utilize alternative water supply options as necessary.</li> </ul>
<b>Notifications</b>	The public spokesperson should issue water restriction notices and Press Releases as appropriate.
<b>Follow-up Actions</b>	<ul style="list-style-type: none"> <li>Prepare any necessary incident reports.</li> <li>Resume Normal function.</li> <li>See the section Addressing Hazards and Returning to Normal Operation.</li> </ul>

## 7.11 FLOOD

<b>Assessment</b>	<ul style="list-style-type: none"> <li>Use site maps or other available information to assess location of all facilities for location in flood plain.</li> <li>Conduct site assessment from nearest safe location.</li> <li>Based on peak flood stage, predict and build inventory of equipment likely to be most affected.</li> <li>List equipment needed to restore water service when flood waters recede.</li> </ul>
<b>Immediate Actions</b>	<ul style="list-style-type: none"> <li>Assemble essential personnel and designate duties.</li> <li>Elevate in-place or remove water-sensitive equipment within structures to prevent flood damage.</li> <li>Anchor fuel tanks.</li> <li>Elevate electrical system components.</li> <li>Take appropriate flood-proofing steps (sandbags or other).</li> <li>Install sewer backflow valves.</li> </ul>

	<ul style="list-style-type: none"> <li>• Flood-proof or elevate heating, cooling, and ventilating equipment.</li> <li>• Assemble and stage mobile stand-by generators and auxiliary water pumps.</li> <li>• Ensure that distribution system remains pressurized in flooded areas.</li> </ul>
<b>Notifications</b>	<ul style="list-style-type: none"> <li>• Notify neighboring utilities or other sources of emergency response support if manpower or equipment will be needed.</li> <li>• The public spokesperson should notify customers, media, and state and local authorities that service may be disrupted and/or that demand reductions may be necessary.</li> <li>• The public spokesperson should issue “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate.</li> </ul>
<b>Follow-up Actions</b>	<ul style="list-style-type: none"> <li>• Take pictures of the damage.</li> <li>• Check insurance policy for procedures to recover losses, including the National Flood Insurance Program.</li> <li>• Inspect, clean, rebuild, replace all affected equipment as necessary</li> <li>• Prepare any necessary incident reports.</li> <li>• Resume normal function.</li> <li>• See the section Addressing Hazards and Returning to Normal Operation.</li> </ul>

## 7.12 POWER OUTAGE

Bowling Green may have developed a separate Emergency Management Plan for Extended Power Outages for outages anticipated to last 24 hours or longer. In the event of a power outage, refer to the previously developed plan.

<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Backup generation is available.</li> <li>• Assess the ability to supply fuel for extended periods.</li> <li>• Estimate potable water requirements under the emergency condition and determine if the utility can still meet requirements.</li> </ul>
<b>Immediate Actions</b>	<ul style="list-style-type: none"> <li>• Turn off unnecessary electrical equipment.</li> <li>• Retrieve portable generator from Cedar Lane storage facility at Well 4.</li> <li>• Start backup generator as necessary for key components.</li> <li>• IF not able to meet community requirements for water THEN arrange for water to be supplied by another source.</li> </ul>
<b>Notifications</b>	<ul style="list-style-type: none"> <li>• Notify water system supervisors.</li> <li>• Notify generator repair services as needed.</li> <li>• Notify generator rental services as needed.</li> <li>• Notify fuel supplier as needed.</li> <li>• Call local electric supply company to request information on the estimated down time.</li> <li>• Notify users and request water conservation.</li> <li>• Notify priority customers.</li> <li>• Notify users of interruption of service if backup pump(s) is/are not capable of maintaining supply.</li> <li>• Issue “Boil Water”, “Do not Drink”, or “Do not Use” orders and Press Releases as appropriate.</li> </ul>
<b>Follow-up Actions</b>	<ul style="list-style-type: none"> <li>• Once power is restored, confirm proper water system operation.</li> <li>• Refuel generators as necessary.</li> <li>• Create, file, and copy incident report.</li> <li>• See the section Addressing Hazards and Returning to Normal Operation</li> </ul>

## 7.13 ELECTRONIC EQUIPMENT FAILURE

<b>Assessment</b>	Determine the effect of malfunction on the system.
<b>Immediate Actions</b>	<ul style="list-style-type: none"> <li>• Repair or replace equipment as necessary.</li> <li>• If system pressure is lost, refer to procedures in Section 7.1</li> </ul>
<b>Notifications</b>	Immediately notify water system supervisor and appropriate repair personnel.
<b>Follow-up Actions</b>	See the section Addressing Hazards and Returning to Normal Operation

## 7.14 CYBER ATTACK

<b>Assessment</b>	Determine if the electronic system needs to be isolated from process operations and taken completely off line.
<b>Immediate Actions</b>	<ul style="list-style-type: none"> <li>• Restrict physical access to the area.</li> <li>• Physically unplug any phone lines that could dial in to the attacked computer.</li> <li>• Unplug the computer from the network.</li> <li>• Photograph the scene, including connections to any peripherals.</li> <li>• IF the computer is off, DO NOT turn it on (preferred method is to jumper system disk drive(s) as read only, and perform a post-mortem on a separate computer using suitable tools.)</li> <li>• IF the computer is on, DO NOT reboot it.</li> <li>• Avoid accessing any files on the compromised machine.</li> <li>• Increase sampling at or near system intakes – consider whether to isolate.</li> </ul>
<b>Notifications</b>	Contact computer repair specialists, internet service provider, computer equipment vendor, law enforcement
<b>Follow-up Actions</b>	See the section Addressing Hazards and Returning to Normal Operation

## 8.0 ADDRESSING HAZARDS AND RETURNING TO NORMAL OPERATION

Upon initial notification of the incident/event, system managers and staff will collect information and verify the need for further investigation. Only properly trained personnel will perform onsite investigations if permitted by emergency responders. If further investigation is warranted, and the initial facts support it, the water system spokesperson will issue a public communication statement consistent with the threat level. In addition, water system personnel and partners will be dispatched to conduct reconnaissance, a threat assessment, and a threat characterization. Specific actions and responsible parties are outlined below.

After the threat level is reduced and operations return to normal, the water system staff, as well as the communication and source water protection teams and their partners, will conduct a post-event review and assessment. The purpose of the review is to examine the response to the incident, relevant communication activities, and overall outcomes. Plans and procedures may be updated, altered, or adapted based on lessons learned through this process.

## Town of Bowling Green Source Water Protection Emergency Response Plan 2019

Action	Activity Type	Responsible Party
Analyze the type and severity of the emergency	Assessment	Director
Assess system needs	Assessment	Director
If a hazardous material is involved, document its characteristics, amount, release rate, physical state, location, and threat to water resource	Assessment	Director
Activate incident management teams, emergency responders, internally responsible staff, and begin evacuations, if necessary	Response	Director
Stop intake or isolate a portion of the distribution system, if necessary	Response	Director
Issue appropriate advisories	Response	Public Spokesperson
Contact impacted system users and neighboring water providers.	Response	Public Spokesperson
Contact the media, when appropriate	Response	Public Spokesperson
Coordinate short-term and long-term water provision and activate mutual aid and assistance agreements	Response	Director
Contact appropriate contractors or repair services	Recovery	Director
Conduct mitigation and restoration measures	Recovery	Director
Communicate with and inform impacted users and partnering organizations of restoration	Recovery	Director
Update training and planning documents to reflect incidents and lessons learned	Recovery	Director

**ERP APPENDIX A: SPILL OR RELEASE REPORT FORM**

BASIC DATA		Page 1 of 4
Name, Title, and Organization of Person Submitting Written Report:	Telephone Number (provide area code):	
	Email Address:	
Release Location: Provide address, if known, and give directions to the spill location. Include nearest highway, town, road intersection, etc.		
<b>RELEASE DATA:</b> Provide the best available information regarding the release.		
<b>Date and Time of Release:</b>		
<b>Date and Time of Discovery:</b>		
<b>Duration of Release (days, hours, minutes):</b>		
<b>Cause of Incident:</b>		
<b>Material(s) Released:</b>		
<b>Container Type:</b>	<b>Railroad Car</b>	<b>Ship</b>
	<b>Pipeline</b>	<b>Truck</b>

**Town of Bowling Green Source Water Protection Emergency Response Plan 2019**

	Tank Capacity: _____	Other: _____
<b>INITIAL ACTION</b>		<b>Page 2 of 4</b>
<b>Immediate Actions Taken:</b>	<b>Containment</b>	<b>Monitoring</b>
	<b>Dilution</b>	<b>Other:</b>
	<b>Evacuation</b>	
	<b>Hazard Removal</b>	
	<b>System Shutdown</b>	
	<b>Distribution Isolation</b>	

**RELEASE IMPACT** Page 3 of 4

**Incident Description:**

Describe the incident, type of equipment involved in the release, how volume loss was determined, environmental damage. Identify person and agency that discovered the incident, person and agency that initially responded, and person and agency that performed clean-up activities.

<b>Release Reach:</b>	<b>Surface Waters</b> (name Stream, river, or lake):
	<b>Drain Connected to Sanitary Sewer</b> (nearest street or intersection):
	<b>Drain Connected to Storm Sewer</b> (nearest street or intersection):
	<b>Groundwater</b> (indicate if known drinking water source):
	<b>Soils</b>
	<b>Contained on Impervious Surface</b>
	<b>Other</b> (describe):



<b>DAMAGES</b>	
	<b>Page 4 of 4</b>
<b>Number of Onsite Injuries:</b>	
<b>Number of Hospitalizations:</b>	
<b>Describe Property or Infrastructure Damage:</b>	
<b>NOTIFICATIONS</b>	
<b>Describe Entities Notified and Advisories Issued:</b>	

Record additional comments or descriptions, if necessary:

**ERP APPENDIX B: EXTENDED POWER OUTAGE INCIDENT LOG**

Waterworks Name \_\_\_\_\_

Name of Event \_\_\_\_\_

Date \_\_\_\_\_ Time Event Occurred \_\_\_\_\_ AM PM

Nature of Event    Ice Storm    Tornado    Hurricane    High Winds    Blackout  
                          Thunderstorm    Flooding    Vandalism    Terrorism    Other \_\_\_\_\_

Services Disrupted    Main Power    Raw Water Service    Finished Water Service    Treatment  
                          Other \_\_\_\_\_

Action Taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Contacted Virginia Department of Health to apprise of situation YES ( ) NO ( )  
   Date \_\_\_\_\_ Time \_\_\_\_\_
- Implemented or advised to use EMP for Extended Power Outages YES ( ) NO ( )  
   Date \_\_\_\_\_ Time \_\_\_\_\_
- Contacted Local Emergency Coordinator to apprise of situation YES ( ) NO ( )  
   Date \_\_\_\_\_ Time \_\_\_\_\_
- Issued Precautionary Boil Water Notice YES ( ) NO ( )  
   Date \_\_\_\_\_ Time \_\_\_\_\_
- Contacted Media to Inform of Boil Water Notice YES ( ) NO ( )  
   Date \_\_\_\_\_ Time \_\_\_\_\_
- Implemented Emergency Disinfection Procedures YES ( ) NO ( )  
   Date \_\_\_\_\_ Time \_\_\_\_\_
- Collected First Bacteriological Sample from the Distribution System YES ( ) NO ( )  
   Date \_\_\_\_\_ Time \_\_\_\_\_
- Collected Second Bacteriological Sample from the Distribution System YES ( ) NO ( )  
   Date \_\_\_\_\_ Time \_\_\_\_\_
- Obtained approval to rescind Boil Water Notice YES ( ) NO ( )  
   Date \_\_\_\_\_ Time \_\_\_\_\_

**ERP APPENDIX C: STANDARD DISINFECTION PROCEDURES**

- Well(s)** – In the event wells are contaminated they may be disinfected by using sodium hypochlorite deposited directly into the well.

Calculate amount of sodium hypochlorite needed by using the following formulas:  $Lbs\ Cl_2 = Vol\ of\ water\ in\ well\ (million\ gallons) \times dose\ desired\ (mg/L) \times 8.34\ lbs/gal$

$$Vol\ (gal) = \left( \left[ \frac{Well\ Dia\ (in)}{12} \right]^2 / 4 \right) \times \pi \times depth\ (ft) \times 7.48\ gal/ft^3$$

$$Vol\ (million\ gal) = Vol\ (gal) / 1,000,000$$

$$Gal\ Sodium\ Hypochlorite = \frac{Lbs\ Cl_2 \times 100\%}{8.34\ lbs/gal \times hypo\ conc.\ (\%)}$$

Well dose should be calculated on an individual basis depending on the nature of the contamination. If uncertain, use a 200 mg/L dose.

Conversions	8 oz = 1 cup	16 oz = 1 pint
24 oz = 3 cups	32 oz = 1 quart	48 oz = 1 1/2 quarts
64 oz = 2 quarts	80 oz = 2 1/2 quarts	96 oz = 3 quarts
1 gal = 4 quarts		

- Finished Water Storage Structures** – Procedures are stated in 12 VAC 5-590-1080 of Article 5 of the Virginia Waterworks Regulations. Other procedures that could be used are given in the ANSI/AWWA Standard C652.

Storage or hydropneumatic tanks should be dosed according to the extent of suspected disinfection in the tanks and/or system. If the system experienced pressures less than 20 psi but no zero or negative pressures, use a 2.0 mg/L dose. If the system experienced zero or negative pressures, use a 5.0 mg/L dose. If active contamination is suspected or if uncertain, use a 10 mg/L dose. Higher doses may need to be considered on an individual basis.

Calculated amount of sodium hypochlorite needed by using the following formulas:

$$Lbs\ Cl_2 = Vol\ of\ tank\ (million\ gallons) \times dose\ desired\ (mg/L) \times 8.34\ lbs/gal$$

$$Vol\ (million\ gal) = Vol\ (gal) / 1,000,000$$

$$Gal\ Sodium\ Hypochlorite = \frac{Lbs\ Cl_2 \times 100\%}{8.34\ lbs/gal \times hypo\ conc.\ (\%)}$$

- Virginia Waterworks Regulations:** Refer to Section 12 VAC 5-590-800. Disinfection.

## **Appendix G: Potential Conduits of Contamination Inventory**

This appendix is omitted from public versions of the document for security purposes.

Private well location GIS data does not exist, though there are some residents who rely on private wells. These wells, if not properly maintained, allow PSCs to infiltrate the aquifer. The potential threat of wells to the water source may extend beyond the Zone 1 and 2 SWPAs.

## **Appendix H: Virginia Source Water Assessment Program Land Use Risk to Source Water**

# Virginia Source Water Assessment Program Land Use Risk to Source Water

Table 1  
LAND USE ACTIVITY INVENTORY  
(Community and Nontransient Noncommunity Waterworks)

CLASSIFICATION	CONTAMINANT	SURFACE WATER RISK	GROUND WATER RISK	NAICS CODE
<b>Residential/Commercial</b>				
Fuel Storage Systems [ground water only]	V	X	medium	814110
On-site sewage system [ground water only]	M, N	X	medium	814110
<b>Agriculture</b>				
Chemical/fuel storage areas	V, S, N	low	medium	111, 112
Crop and fodder production	S, N	low	medium	111
Specialty crop production/nursery (e.g. horticulture, citrus, nuts, fruits)	S, N	low	medium	112
Livestock/poultry				112
Pasture (grazing)	M, N	medium	low	112
Intensive animal feeding operations				112
Confined animal feeding operations (permitted)	M, N	high	high	112
Confined animal feeding operations (non-permitted)	M, N	high	high	112
Aquaculture	M, N	low	medium	11251
Animal burial areas	M, N	low	medium	112
Manure holding or spreading	M, N	medium	medium	112
Other				
<b>Industrial/Commercial [Dry and Discharging]</b>				
Above ground storage tank (> 660 gallons) excluding potable water and petroleum	V, S, N	medium	medium	
Animal Slaughtering or Processing	M, N	low	medium	311
Asphalt Plants	V, S, N	low	medium	32412
Car Wash	V	low	low	811192
Cemetery [ground water only]	M, N, S	X	low	812220
Coal Gasification Facility	V	low	medium	324199
Dry Cleaning Establishment	V	low	medium	812320
Electrical and Electronic Product Manufacturing	I, V	low	medium	335310, 334410
Electroplating/Metal Finishing	I, V	low	medium	332813
Fertilizer/Manufacturer/Distributor/Storage	A, S	medium	medium	325, 422
Fire Training Facilities	V	low	medium	922160
Food Processing	M, N	low	low	311
Funeral Home/Mortuary	N, V	low	low	812210
Furniture/Boat Refinish (Boat Yards)	V, S, N	medium	medium	811420, 336612
Gasoline Station/Service Center	V, S, N	low	medium	447100
Golf Course	B, S	low	medium	713910
Hazardous Waste Recovery Facility	V, S, R, M	high	high	562211
Hazardous Waste Transfer, Storage or Disposal	V, S, R, M	high	high	562
Hospital	V, S, R, M	low	medium	622110
Laboratories	V, S, R, M	low	medium	541380, 621510
Machine Shops	V	low	medium	332710
Marina [Surface Only]	M, V, S	medium	X	713930
Military Base	V, S, R, M	high	high	928110
Oil & Gas Production (Refining)/Storage/Pipelines	V	medium	medium	324110, 422710, 486910
Paint Shop	V	low	medium	811121
Pesticide/Herbicide Manufacturer/Distributor/Storage	S	medium	medium	325320, 422690, 422910, 812290
Photo Processor/Printer	I	low	medium	812290
Pipeline / Powerline Right of Way	S	low	low	486910, 221120
Plastic Manufacturer	V, S	low	medium	326100, 325211
Power Generation Station	S	medium	low	221110
Scrap and Junk Yards	V, I	low	medium	421930
Solid Waste Collection/Transfer Site	V, S, M, I	low	low	562111
Superfund Site	V, S, R, M, I	high	high	562211
Underground Injection Well [groundwater only]	V, S, R, M, I	X	high	562
Underground Storage Tanks [excluding potable water][groundwater only]	V	X	medium	
Underground Storage Tanks [leaking][regulated][groundwater]	V	X	high	
Wood Preservative Manufacturer/Wood Preserver	S	low	medium	321114
Other				
<b>Wastewater Facilities</b>				
Combined Sewer Overflow/Discharge	M, N, V, S	high	low	22132
Septage Lagoon	M, N	medium	medium	22132

Table 1  
 LAND USE ACTIVITY INVENTORY Continued  
 (Community and Nontransient Noncommunity Waterworks)

CLASSIFICATION	CONTAMINANT	SURFACE WATER RISK	GROUND WATER RISK	NAICS CODE
Sewer Lines (Surface-crossing and adjacent lines only) [surface water only]	M, N	High	X	22132
Storm Sewer Discharges and Stormwater infiltration ponds	V, N, S	Medium	low	22132
Untreated Piped Discharge [straight pipe]	M, N	High	low	22132
Wastewater Pump Station	M, N, V	High	low	22132
Wastewater Treatment Facility [point source discharge]	M, N, V	Medium	low	22132
Wastewater Treatment Nondischarging lagoon/mass drainfield	M, N, V	Low	medium	22132
<b>Land Disposal</b>				
Biosolids	M, N, I	low	low	111, 112
Industrial Sludge	M, N, I, S, V	low	low	562
Landfill (Lined)	M, N, V, S	low	medium	562212
Landfill (Unlined)	M, N, V, S	low	high	562212
Open Dump	M, N, V, S	low	High	5622
Septage	M, N	medium	Medium	111, 112, 562
Tire Pile	V	high	High	5622
Wastewater	M, N	medium	Medium	22132
Other				
<b>Resource Extraction</b>				
Coal	V	low	Low	21211
Oil + Gas	V	medium	Medium	211
Sand, Gravel, Limestone	V	low	Low	2123
Other				
<b>Transportation</b>				
Airport	V	low	Medium	422720
Parking Lots	V	low	Low	814
Primary Roadways	V, S, N, M, R	medium	Low	48
Railroad Tracks and Yards	V, S, N, M, R	medium	Low	482110
Salt Storage Sites	I	low	Low	48
Truck Terminals	V, S, N, M, R	medium	Medium	484
<b>Special Cases (specifically identified as a significant source of contaminants)</b>				
Barge and Vessel Traffic for surface sources		high	X	483211
Caves/Sinkholes for surface sources			X	

"x" – does not mean no risk

M = microbiological  
 N = nitrate/nitrite  
 V = volatile organic chemicals  
 S = synthetic organic chemicals  
 I = inorganic chemicals  
 R = radiological contaminants

(NOT all inclusive)



Table 2  
**LAND USE ACTIVITY INVENTORY**  
 (Transient Noncommunity Waterworks)

CLASSIFICATION	CONTAMINANT	SURFACE WATER RISK	GROUND WATER RISK	NAICS CODE
<b>Residential</b>				
On-site sewage system [ground water only]	M, N	X	medium	814110
<b>Agriculture</b>				
Chemical/fuel storage areas	V, S, N	low	medium	111, 112
Crop and fodder production	S, N	low	medium	111
Specialty crop production/nursery (e.g. horticulture, citrus, nuts, fruits)	S, N	low	medium	111
Livestock/poultry				112
Pasture (grazing)	M, N	medium	low	112
Intensive animal feeding operations				112
Confined animal feeding operations (permitted)	M, N	high	high	112
Confined animal feeding operations (unpermitted)	M, N	high	high	112
Aquaculture	M, N	low	medium	11251
Animal burial areas	M, N	low	medium	112
Manure holding or spreading	M, N	medium	medium	112
Other				
<b>Industrial/Commercial [Dry and Discharging]</b>				
Above ground storage tank (> 660 gallons) excluding potable water and petroleum	V, S, N	medium	medium	
Animal Slaughtering or Processing	O, N	low	medium	311
Fertilizer/Manufacturer/Distributor/Storage	C, S	medium	medium	325310
Hospital	V, S, R, M	low	medium	622110
Laboratories	V, S, R, M	low	medium	541380, 621510
Marina [Surface Only]	M, V, S	medium	X	713930
Solid Waste Collection/Transfer Site	V, S, M, I	low	low	562111
Underground Injection Well [groundwater only]	V, S, R, M, I	X	high	562
Other				
<b>Wastewater Facilities</b>				
Combined Sewer Overflow/Discharge	M, N, V, S	high	low	22132
Septage Lagoon	M, N	medium	medium	22132
Sewer Lines (Surface-crossing and adjacent lines only) [surface water only]	M, N	high	X	22132
Storm Sewer Discharges and Stormwater infiltration ponds	V, N, S	medium	low	22132
Untreated Piped Discharge [straight pipe]	M, N	High	low	22132
Wastewater Pump Station	M, N, V	High	low	22132
Wastewater Treatment Facility [point source discharge]	M, N, V	Medium	low	22132
Wastewater Treatment Nondischarging lagoon/mass drainfield	M, N, V	Low	medium	22132
<b>Land Disposal</b>				
Biosolids	M, N, I	Low	low	111, 112
Industrial Sludge	M, N, I, S, V	Low	low	562
Landfill (Lined)	M, N, V, S	Low	medium	562212
Landfill (Unlined)	M, N, V, S	Low	high	562212
Open Dump	M, N, V, S	Low	high	5622
Septage	M, N	Medium	medium	111, 112 562
Wastewater	M, N	Medium	medium	22132
Other				
<b>Special Cases (specifically identified as a significant source of contaminants)</b>				
Barge and Vessel Traffic for surface sources		High	X	483211
Caves/Sinkholes for surface sources			X	

"x" – does not mean no risk

M = microbiological  
 N = nitrate/nitrite  
 V = volatile organic chemicals  
 S = synthetic organic chemicals  
 I = inorganic chemicals  
 R = radiological contaminants

(NOT all inclusive)

# **Appendix I: Virginia Department of Health Source Water Protection Report (SWAR)**

This appendix is omitted from public versions of the document for security purposes.



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH

## OFFICE OF DRINKING WATER

Culpeper Field Office

400 S. Main Street, 2nd Floor  
Culpeper, VA 22701  
Phone: 540-829-7340  
Fax: 540-829-7337

M. Norman Oliver, MD, MA  
State Health Commissioner

### Processing Office:

Office of Drinking Water  
East Central Support Office  
109 Governor Street, UB23  
Richmond, VA 23219  
Phone (804) 864-7409  
Fax (804) 864-7520

SUBJECT: Caroline County  
Waterworks: Bowling Green, Town Of  
PWSID No.: 6033550

December 3, 2018

Billy Deavers  
Po Box 468  
Bowling Green, VA 22427

Dear Mr. Deavers:

The Virginia Department of Health, Office of Drinking Water has completed a Source Water Assessment for your waterworks. Attached you will find a copy of the assessment. Please note that the susceptibility class assigned is relative and not intended to be a definitive determination.

The Virginia Department of Health is available to provide assistance to waterworks in developing a Source Water Protection Plan. Available forms of assistance include:

- **Source Water Protection Plan Development & Implementation Assistance** –This program provides assistance to **develop and implement SWPPs, at no cost to the waterworks**, through engineering firms contracted by VDH. This program is available to community waterworks serving less than 50,000 people which process water directly from a drinking water supply source.
- **Wellhead Protection Implementation Projects Grants** –This program provides **grants to support the implementation** of wellhead protection projects such as well abandonment, educational outreach, wellhead fencing, advancing ordinances, emergency response planning, hazardous waste collection, and protection area delineation. This program requires that the waterworks have a protection strategy in-place (i.e. a protection plan) and an active source water protection committee.
- **Direct Technical Assistance** – VDH-ODW can offer a number of forms of technical assistance to waterworks to aid in the development and implementation of protection plans. This assistance includes SWPP templates and instructions to use the templates, GIS mapping (such as the maps included in your Source Water Assessment), and assistance locating source water protection funding opportunities.

For more information on these forms of assistance, please visit our webpage at <http://www.vdh.virginia.gov/drinking-water/source-water-programs/>, or contact Aaron Moses, PE, Special Projects Engineer at (804)864-7492 or [aaron.moses@vdh.virginia.gov](mailto:aaron.moses@vdh.virginia.gov).

---

Because your waterworks is classified as a community waterworks, the following information from the Source Water Assessment must be included in the Consumer Confidence Report issued by the waterworks with a brief summary of the susceptibility to contamination of each drinking water source.

Sincerely,



Douglas E. Meyer, PE  
District Engineer  
East Central Support Office

Enclosure: Source Water Assessment Report

cc: VDH – Central Office

Date: Decembere 3, 2018  
Waterworks Name: Bowling Green, Town Of  
Waterworks Owner:

For each source serving the subject waterworks this report includes, maps showing the source water assessment area (divided into Zones 1 and 2 with Zone 1 having greater influence on the source), an inventory of potential sources of contamination, and a rudimentary determination of the source's relative susceptibility to contamination. Information in this report is provided to aid in efforts toward Source Water Protection.

The Source Water Assessment of the subject waterworks has yielded the following results:

Source Name	Relative Susceptibility to Contamination	Explanation
Well 1A	Low	Properly constructed ground water source located in an area that tends to inhibit contaminant migration, is protected with an appropriate aquitard, and has known potential sources of contamination in the Zone 1 and Zone 2 assessment areas
Well 4	Low	Properly constructed ground water source located in an area that tends to inhibit contaminant migration, is protected with an appropriate aquitard, and has known potential sources of contamination in the Zone 1 and Zone 2 assessment areas
Well 5	Low	Properly constructed ground water source located in an area that tends to inhibit contaminant migration, is protected with an appropriate aquitard, and has known potential sources of contamination in the Zone 2 assessment area

The susceptibility determination(s) for this waterworks' source(s) were determined using the information detailed on the following table:

Source Name	Source Water Type	Source Sensitivity Determination	Number of Potential Sources of Contamination in Zone 1	Number of Potential Sources of Contamination in Zone 2
Well 1A	Groundwater	Not Sensitive	8	11
Well 4	Groundwater	Not Sensitive	4	17
Well 5	Groundwater	Not Sensitive	0	18

The number of Potential Sources of Contamination (PSC) in Zones 1 and 2 are determined from information contained in the VDH-ODW GIS system. This information was predominantly obtained from the relevant regulating agencies and may not have been recently field verified. If your field inspections do not agree with the supplied Potential Sources of Contamination maps, please contact Aaron Moses, PE, at (804)864-7492 to provide updated information and to request an updated Source Water Assessment Report.

The criteria utilized for delineation of the Source Water Assessment Area is explained in Attachment A, Source Water Assessment Area Delineation. The criteria utilized for placement into a particular susceptibility class is explained on Attachment B, Source Water Susceptibility Determination. The susceptibility class is not intended to be a definitive determination. A list of definitions of key terms used in this report is included on Attachment C.

The following attachments are part of this report:

- Attachment A – Source Water Assessment Area Delineation
  - Zone 1 Potential Sources of Contamination Map (one for each source)
  - Zone 2 Potential Sources of Contamination Map (one for each source)
  - Potential Sources of Contamination Summary (one for each source)
  - Potential Sources of Contamination Inventory (one for each source)
  - Zone 2 Land Use Map (one for each source)
  - Typical Contaminants Compendium
- Attachment B – Source Water Susceptibility Determination
- Attachment C – Definitions

Note that GIS shape files, data bibliography, and digital copies of the attached maps are available from the East Central Support Office.

**Attachment A**  
**Source Water Assessment Area Delineation**

VDH uses three categories of drinking water sources to delineate an assessment area: Groundwater, Groundwater Under the Direct Influence of Surface Water (GUDI), and Surface Water. All assessment areas are segregated into Zone 1 and Zone 2 assessment areas.

The Zone 1 assessment area is a priority zone for managing potential sources of contamination where contamination is believed to pose the greatest risk. The Zone 2 assessment area is a secondary zone for managing potential sources of contamination where the time of travel for contaminants to reach the source is expected to be greater than in Zone 1.

Source Water Assessment Areas are determined as follows:

**Ground Water Assessment Area**

- Zone 1 = 1000-foot fixed radius surrounding source
- Zone 2 = 1-mile fixed radius surrounding source and outside of Zone 1

**Surface Water Assessment Area**

- Zone 1 = Watershed area within a 5-mile fixed radius of the raw water intake
- Zone 2 = Total watershed area outside of Zone 1

**Ground water Under the Direct Influence of Surface Water**

With no identified flowing surface source

- Zone 1 = 1000-foot fixed radius surrounding source
- Zone 2 = 1-mile fixed radius surrounding the source and outside of Zone 1

With identified flowing surface source

- Zone 1 = 1000-foot fixed radius surrounding source
- Zone 2 = Total watershed area upgradient of the source and outside of Zone 1

Please see maps in this attachment for information specific to your sources.



**Attachment B**  
**Source Water Susceptibility Determination**

The following table details the process for determining a sources susceptibility to contamination.

<u>Source Water Type</u>	<u>Sensitive Source!</u>	<u>PSC Present in Assessment Area</u>		<u>Susceptibility</u>
		For Ground Water sources does a PSC exist in the Zone 1 assessment area or does a PSC exist in Zone 2?	For Surface Water sources does a PSC exist in the Zone 1 assessment area?	
Groundwater →	NO →	NO →	[REDACTED]	Very Low
		YES →		Low
	YES →	NO →		Moderate
		YES →		High
Surface Water →	YES →	[REDACTED]	NO →	Moderate
		[REDACTED]	YES →	High

1. A Class II B (or better) well that is constructed in accordance with the Virginia *Waterworks Regulations* and has a completed Uniform Water Well Completion Report (GW-2) that shows evidence in the driller's log that the well withdraws water from a confined aquifer is deemed to be non-sensitive. A confined aquifer is defined by the United States Environmental Protection Agency as "an aquifer bounded above and below by impermeable beds or by beds of distinctly lower permeability than that of the aquifer itself; an aquifer containing confined groundwater" (40 CFR 260.10). All other sources are deemed to be sensitive.

**Attachment C**  
**Definitions**

<b>Aquifer:</b>	A water bearing geological unit that will yield water to wells or springs.
<b>Aquitard:</b>	An underground confining bed of earthen material that retards, but does not prevent, the flow of water between adjacent aquifers.
<b>Confined or Non-sensitive Aquifer:</b>	An aquifer bounded above and below by impermeable beds or by beds of distinctly lower permeability than that of the aquifer itself; an aquifer containing confined groundwater
<b>Delineation:</b>	The process of defining or mapping a boundary that approximates the areas that contribute water to a particular water source used as a public water supply. For surface waters, the land area usually consists of the watershed for a reservoir or stream. For ground water sources, the boundary typically approximates the surface area that contributes water to the aquifer.
<b>Ground Water:</b>	All water obtained from sources not classified as surface water (or surface water sources), or groundwater under the direct influence of surface water.
<b>Ground Water Under the Direct Influence of Surface Water (GUDI):</b>	Any water beneath the surface of the ground with (i) significant occurrence of insects or other macroorganisms, algae, or large-diameter pathogens such as <i>Giardia lamblia</i> , or <i>Cryptosporidium</i> . It also means (ii) significant and relatively rapid shifts in water characteristics such as turbidity, temperature, conductivity, or pH that closely correlate to climatological or surface water conditions.
<b>Identified Flowing Surface Source:</b>	A surface water stream that enters the ground water by flowing into a sinkhole, Leaking through the bottom of a stream bed, or by other means and which has been verified through tracer or other studies to reemerge from the ground as a spring or through a well; or which flows beneath broken rubble (which is strewn down the side of a mountain) with openings to the atmosphere and which is collected at a 'springbox'.
<b>Potential Sources of Contamination:</b>	Facilities, sites, and activities that have the potential to affect the underlying ground water aquifers or nearby surface waters supplying a waterworks.
<b>Raw Water Intake:</b>	The suction intake that draws water from a surface water source for use as a public water supply.
<b>Sensitivity:</b>	The relative ease, with which a contaminant applied near the land surface, or to the subsurface, can migrate to the delineated source water area.
<b>Source Water Assessment:</b>	An assessment to provide information on the potential contaminant threats to the water source(s) of a waterworks and the susceptibility of those sources to contamination.
<b>Surface Water:</b>	All water open to the atmosphere and subject to surface runoff.
<b>Susceptibility to Contamination:</b>	The determined classification (or rating) of the susceptibility of a source to contamination based on its sensitivity and the presence of land use activities of concern, potential sources of contamination, or potential conduits to ground water (for ground water sources only) within the assessment area. This classification is not intended to be definitive.
<b>Watershed:</b>	A topographical area that is within a line drawn connecting the highest points uphill of a drinking water intake or otherwise known area of recharge from which overland flow drains to a water supply intake.

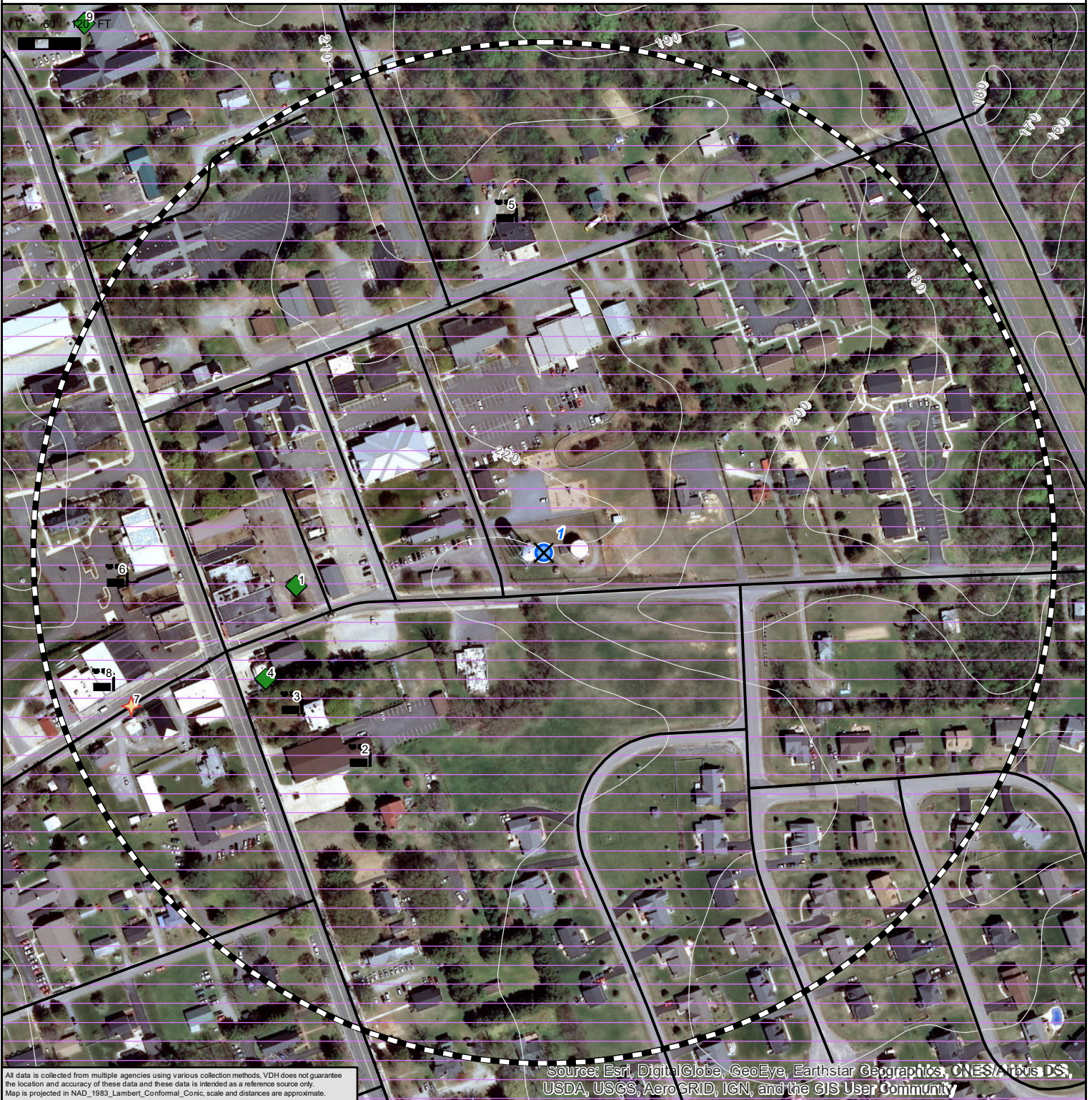


PWSID: 6033550  
 Source ID: WL01A  
 Facility: WELL 1A  
 Waterworks: BOWLING GREEN, TOWN OF

# Swap Zone 1

Date: 5/14/2018

TINWSF\_IS: 2660296.0  
 Jurisdiction: CAROLINE  
 District: DISTRICT 15A



All data is collected from multiple agencies using various collection methods. VDH does not guarantee the location and accuracy of these data and these data is intended as a reference source only. Map is projected in NAD\_1983\_Lambert\_Conformal\_Conic, scale and distances are approximate.

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



- Source
- Intake
- Well
- GUDIS
- Floodplains**
- 100 Year
- 500 Year
- Streams
- Contours
- Waterbodies

- Other PSC
- Mines - Other
- Mines - Abandoned
- Mines - Active
- Injection Wells
- Tire Piles
- Superfund
- Marinas
- Landfills
- Industrial
- Hospitals
- RCRA
- Golf Courses
- NPDES
- Petroleum Tank - Active
- Petroleum Tank - Closed
- Boat Ramps
- Airports
- Oil Gas Wells
- Impaired Streams
- Roads
- Rails
- Petroleum Pipeline
- Natural Gas Pipeline
- Zone 1
- Zone 2
- Impaired Waterbodies
- Karst Area



PWSID: 6033550  
 Source ID: WL01A  
 Facility: WELL 1A  
 Waterworks: BOWLING GREEN, TOWN OF

# SWAP Zone 2

Date: 5/14/2018

TINWSF\_IS: 2660296.0  
 Jurisdiction: CAROLINE  
 District: DISTRICT 15A



All data is collected from multiple agencies using various collection methods. VDH does not guarantee the location and accuracy of these data and these data is intended as a reference source only. Map is projected in NAD\_1983\_Lambert\_Conformal\_Conic, scale and distances are approximate.

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



- |  |  |  |   |   |  |
|--|--|--|---|---|--|
| <ul style="list-style-type: none"> <li> Source</li> <li> Intake</li> <li> Well</li> <li> GUDIS</li> <li><b>Floodplains</b></li> <li> 100 Year</li> </ul> | <ul style="list-style-type: none"> <li> 500 Year</li> <li> Streams</li> <li> Contours</li> <li> Waterbodies</li> </ul> | <ul style="list-style-type: none"> <li> Other PSC</li> <li> Mines - Other</li> <li> Mines - Abandoned</li> <li> Mines - Active</li> <li> Injection Wells</li> <li> Tire Piles</li> <li> Superfund</li> </ul> | <ul style="list-style-type: none"> <li> Marinas</li> <li> Landfills</li> <li> Industrial</li> <li> Hospitals</li> <li> RCRA</li> <li> Golf Courses</li> <li> NPDES</li> </ul> | <ul style="list-style-type: none"> <li> Petroleum Tank - Active</li> <li> Petroleum Tank - Closed</li> <li> Boat Ramps</li> <li> Airports</li> <li> Oil Gas Wells</li> <li> Impaired Streams</li> <li> Roads</li> </ul> | <ul style="list-style-type: none"> <li> Rails</li> <li> Petroleum Pipeline</li> <li> Natural Gas Pipeline</li> <li> Zone 1</li> <li> Zone 2</li> <li> Impaired Waterbodies</li> <li> Karst Area</li> </ul> |
|--|--|--|---|---|--|



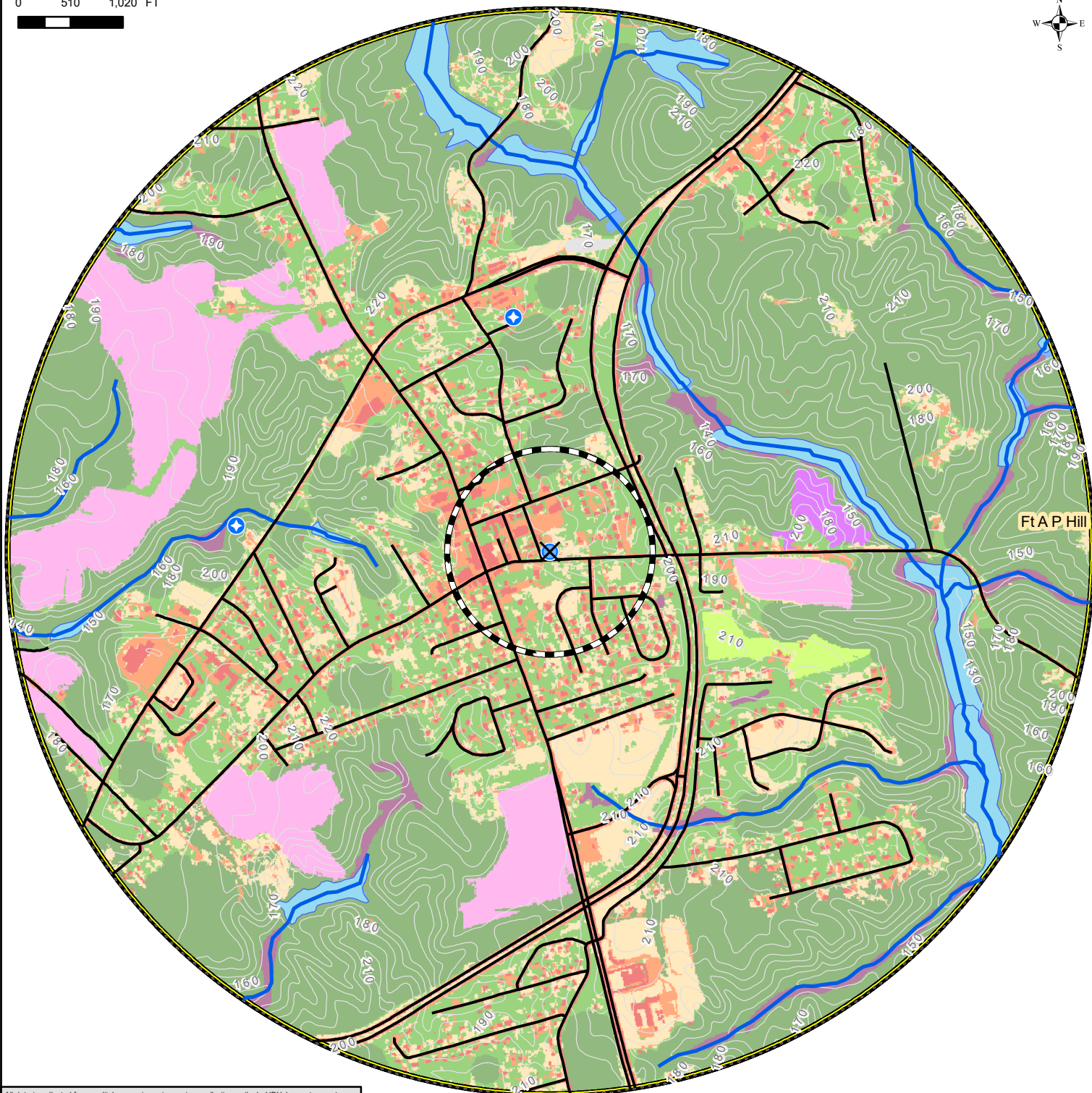
PWSID: 6033550  
 Source ID: WL01A  
 Facility: WELL 1A  
 Waterworks: BOWLING GREEN, TOWN OF

# SWAP Zone 2 Land Use

Date: 5/14/2018

TINWSF\_IS: 2660296.0  
 Jurisdiction: CAROLINE  
 District: DISTRICT 15A

0 510 1,020 FT



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- Source
- Intake
- Well
- GUDIS
- Zone 1
- Zone 2

- Roads
- Rails
- Impaired Streams
- Streams
- Contours
- Impaired Waterways
- Waterbodies

### Land Use

- Additional Extracted Impervious
- Barren
- Crop
- Forest Harvest
- Hardwood Forest/Pine Forest/Mixed Forest
- Local Buildings/Roads/Pavement
- Pasture
- Scrub
- Trees
- Wetland

149

POTENTIAL SOURCES OF CONTAMINATION SUMMARY

County\City: CAROLINE

PWSID: 6033550

Source ID: WL01A

Facility: WELL 1A

Waterworks: BOWLING GREEN, TOWN OF

Facility Type	Zone 1 Count	Zone 2 Count	Total
Closed Storage Tank Release	2	2	4
Industrial Site	5	3	8
Other PSC	0	1	1
Point Discharge	0	1	1
RCRA	1	1	2
Tire Pile	0	1	1
Underground Injection Well	0	2	2
Sum	8	11	19

Potential Sources of Contamination Inventory

County/City: CAROLINE

Waterworks: BOWLING GREEN, TOWN OF

PWSID: 6033550

Source ID: WL01A

Facility: WELL 1A

Evaluated by:

Date:

Reviewed by:

Date:

Map ID	Distance to Source (miles)	Contaminant Type	Facility Type	Property Owner/Business Name	Mailing Address/Location
1	0.09	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Caroline County Jail	107 County St Bowling Green VA 22427
2	0.10	Inorganics, Microbial, SOCs, VOCs	Industrial Site	David Storke	PO Box 920, Bowling Green VA 22514
3	0.11	Inorganics, SOCs, VOCs	Industrial Site	Majorie Gray	PO Box , Milford VA 22514
4	0.11	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Shorties	101 S Main St Bowling Green VA 22427
5	0.13	Inorganics, SOCs, VOCs	Industrial Site	Edith Chenault	PO Box 169, Bowling Green VA 22427
6	0.16	Inorganics, SOCs, VOCs	Industrial Site	Russell Elliott	PO Box 473, Bowling Green VA 22427
7	0.16	Site Specific	RCRA	CAROLINE CLEANERS	109 MILFORD ST BOWLING GREEN VA 224270000
8	0.17	VOCs	Industrial Site	Russell Elliott	PO Box 473, Bowling Green VA 22427
9	0.26	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Contel Central Office	Route 301 Bowling Green VA 22427
10	0.40	Inorganics, Microbial, SOCs, VOCs	Other PSC	Town of Bowling Green	PO Box 468, Bowling Green VA 22427
11	0.45	Inorganics, SOCs, VOCs	Industrial Site	Robert Ketterman	PO Box 808, Bowling Green VA 22427
12	0.46	Inorganics, SOCs, VOCs	Industrial Site	Garry Gray	PO Box 670, Bowling Green VA 22427
13	0.48	Site Specific	RCRA	RITE AID #3352	104 W. BROADDUS AVE BOWLING GREEN VA 22427
14	0.51	Inorganics, SOCs, VOCs	Industrial Site	Qmarkets Inc	6719 Janway Rd, Richmond VA 23228
15	0.70	Site Specific	Point Discharge	BOWLING GREEN WASTEWATER TREAT	219 ANDERSON AVE BOWLING GREEN VA 22427
16	0.79	Inorganics, Microbial, RADs, SOCs, VOCs	Underground Injection Well	ASHLAND FORD, INC.	ROUTE 301, NORTH BOWLING GREEN VA 22427
17	0.81	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Bauserman George B and Mitchell Linda L Property	15489 Rogers Clark Blvd Bowling Green VA 22427



Map ID	Distance to Source (miles)	Contaminant Type	Facility Type	Property Owner/Business Name	Mailing Address/Location
18	0.87	VOCs	Tire Pile	Mr. John Giles & Margaret	12 White Pines Dr. Milford VA 22514
19	0.87	Inorganics, Microbial, RADs, SOCs, VOCs	Underground Injection Well	BUD'S AUTOMOTIVE SERVICE	17440 A.P. HILL BOULEVARD BOWLING GREEN VA 22427

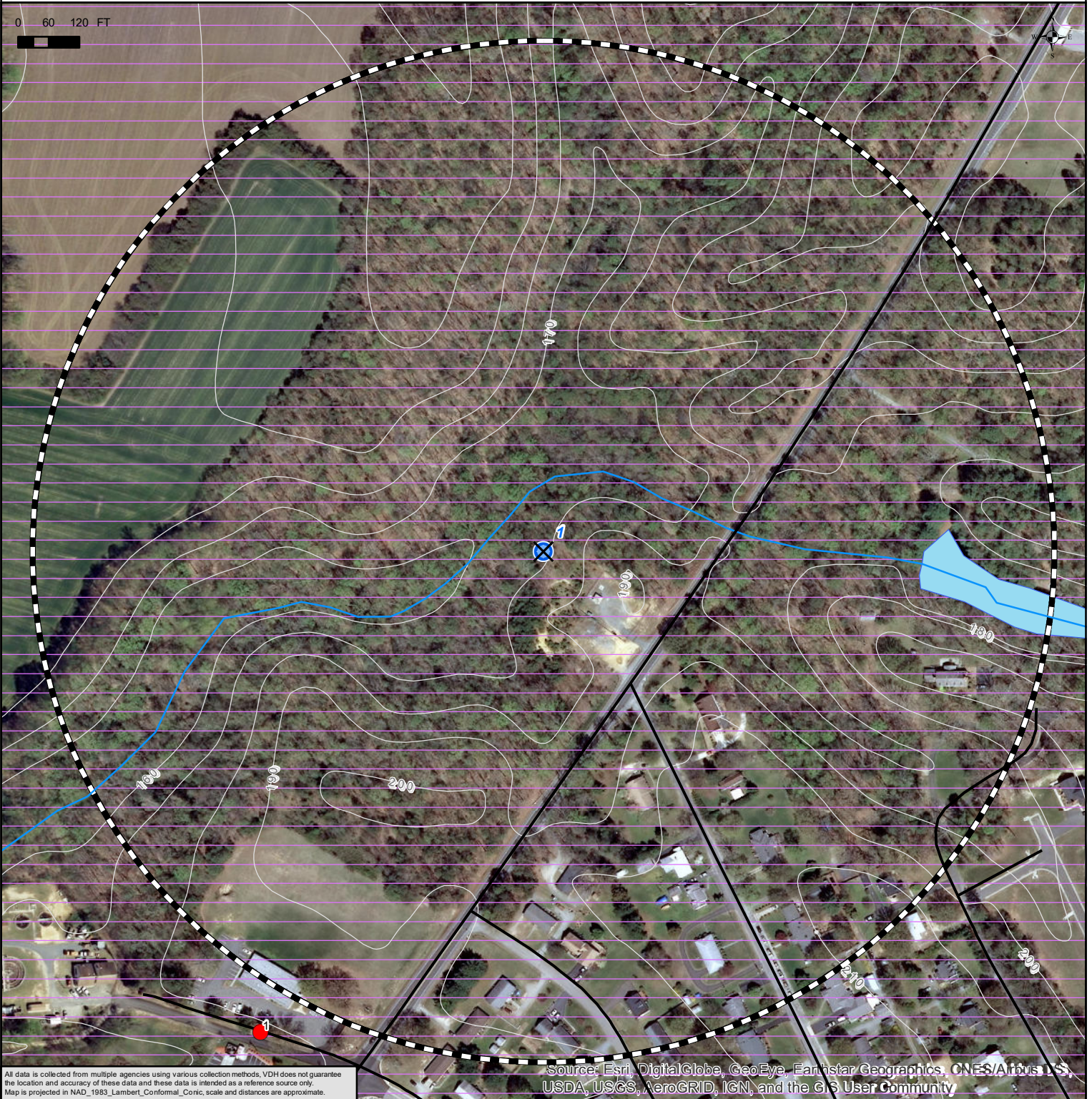


PWSID: 6033550  
 Source ID: WL005  
 Facility: WELL 5  
 Waterworks: BOWLING GREEN, TOWN OF

# Swap Zone 1

Date: 5/14/2018

TINWSF\_IS: 2676228.0  
 Jurisdiction: CAROLINE  
 District: DISTRICT 15A



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Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



- Source
- Intake
- Well
- GUDIS
- 500 Year Floodplains
- Streams
- Contours
- Waterbodies
- 100 Year Floodplains

- Other PSC
- Mines - Other
- Mines - Abandoned
- Mines - Active
- Injection Wells
- Tire Piles
- Superfund

- Marinas
- Landfills
- Industrial
- Hospitals
- RCRA
- Golf Courses
- NPDES

- Petroleum Tank - Active
- Petroleum Tank - Closed
- Boat Ramps
- Airports
- Oil Gas Wells
- Impaired Streams
- Roads

- Rails
- Petroleum Pipeline
- Natural Gas Pipeline
- Zone 1
- Zone 2
- Impaired Waterbodies
- Karst Area



PWSID: 6033550  
 Source ID: WL005  
 Facility: WELL 5  
 Waterworks: BOWLING GREEN, TOWN OF

# SWAP Zone 2

Date: 5/14/2018

TINWSF\_IS: 2676228.0  
 Jurisdiction: CAROLINE  
 District: DISTRICT 15A

0 300 600 FT



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- Source
- Intake
- Well
- GUDIS
- 500 Year Floodplains
- Streams
- Contours
- Waterbodies
- 100 Year Floodplains

- Other PSC
- Mines - Other
- Mines - Abandoned
- Mines - Active
- Injection Wells
- Tire Piles
- Superfund
- Marinas
- Landfills
- Industrial
- Hospitals
- RCRA
- Golf Courses
- NPDES

- Petroleum Tank - Active
- Petroleum Tank - Closed
- Boat Ramps
- Airports
- Oil Gas Wells
- Impaired Streams
- Roads
- Rails
- Petroleum Pipeline
- Natural Gas Pipeline
- Zone 1
- Zone 2
- Impaired Waterbodies
- Karst Area



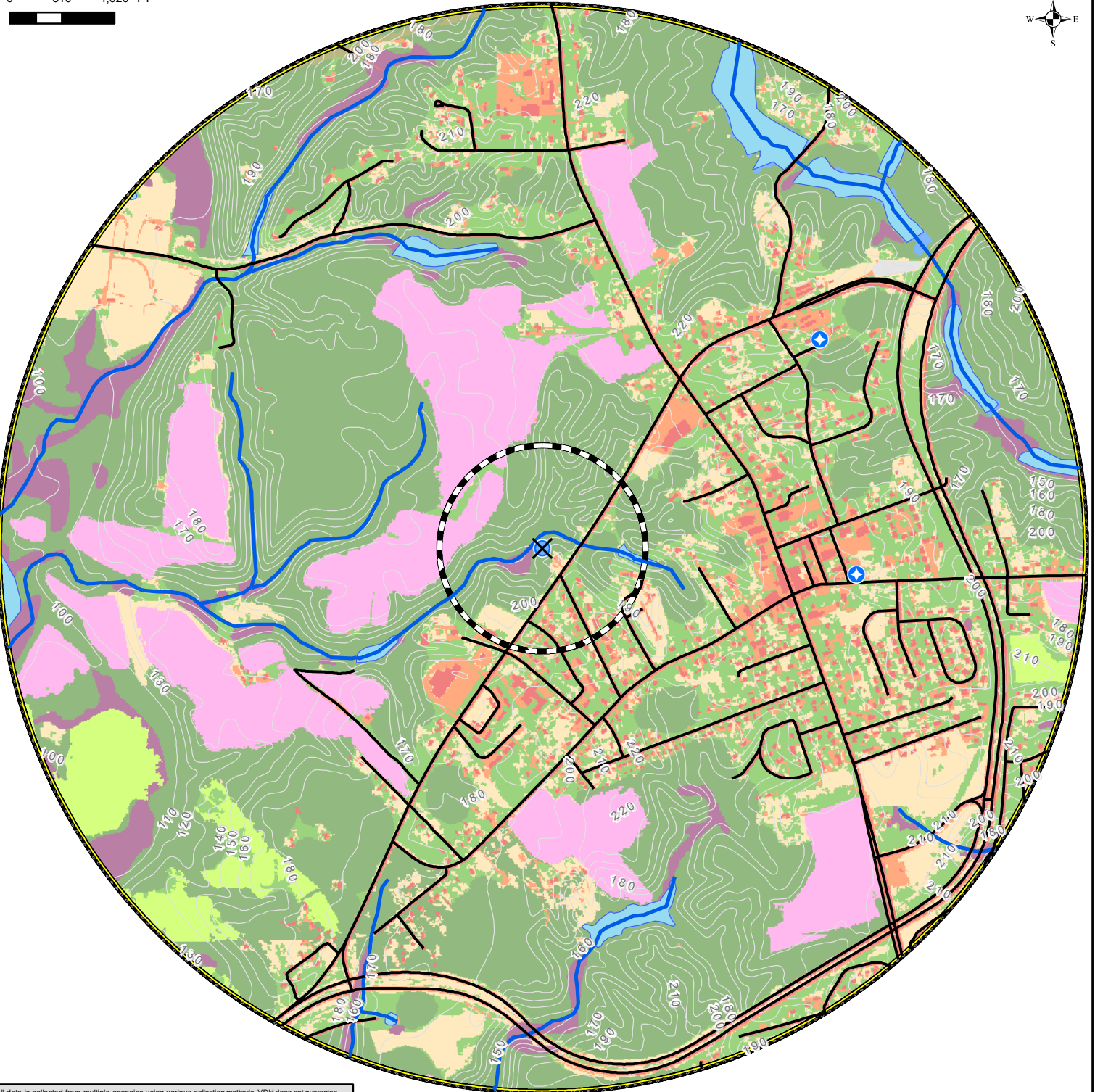
PWSID: 6033550  
 Source ID: WL005  
 Facility: WELL 5  
 Waterworks: BOWLING GREEN, TOWN OF

# SWAP Zone 2 Land Use

Date: 5/14/2018

TINWSF\_IS: 2676228.0  
 Jurisdiction: CAROLINE  
 District: DISTRICT 15A

0 510 1,020 FT



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- Source
- Intake
- Well
- GUDIS
- Zone 1
- Zone 2

- Roads
- Rails
- Impaired Streams
- Streams
- Contours
- Impaired Waterways
- Waterbodies

### Land Use

- Additional Extracted Impervious
- Barren
- Crop
- Forest Harvest
- Hardwood Forest/Pine Forest/Mixed Forest
- Local Buildings/Roads/Pavement
- Pasture
- Scrub
- Trees
- Wetland

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POTENTIAL SOURCES OF CONTAMINATION SUMMARY

County\City: CAROLINE

PWSID: 6033550

Source ID: WL005

Facility: WELL 5

Waterworks: BOWLING GREEN, TOWN OF

Facility Type	Zone 1 Count	Zone 2 Count	Total
Closed Storage Tank Release	0	6	6
Industrial Site	0	8	8
Other PSC	0	1	1
Point Discharge	0	1	1
RCRA	0	2	2
Sum	0	18	18

Potential Sources of Contamination Inventory

County/City: CAROLINE

Waterworks: BOWLING GREEN, TOWN OF

PWSID: 6033550

Source ID: WL005

Facility: WELL 5

Evaluated by:

Date:

Reviewed by:

Date:

Map ID	Distance to Source (miles)	Contaminant Type	Facility Type	Property Owner/Business Name	Mailing Address/Location
1	0.21	Site Specific	Point Discharge	BOWLING GREEN WASTEWATER TREAT	219 ANDERSON AVE BOWLING GREEN VA 22427
2	0.38	Site Specific	RCRA	RITE AID #3352	104 W. BROADDUS AVE BOWLING GREEN VA 22427
3	0.42	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Bauserman George B and Mitchell Linda L Property	15489 Rogers Clark Blvd Bowling Green VA 22427
4	0.42	Inorganics, SOCs, VOCs	Industrial Site	Russell Elliott	PO Box 473, Bowling Green VA 22427
5	0.43	VOCs	Industrial Site	Russell Elliott	PO Box 473, Bowling Green VA 22427
6	0.43	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Contel Central Office	Route 301 Bowling Green VA 22427
7	0.44	Site Specific	RCRA	CAROLINE CLEANERS	109 MILFORD ST BOWLING GREEN VA 224270000
8	0.48	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Shorties	101 S Main St Bowling Green VA 22427
9	0.49	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Caroline County Jail	107 County St Bowling Green VA 22427
10	0.50	Inorganics, SOCs, VOCs	Industrial Site	Majorie Gray	PO Box , Milford VA 22514
11	0.52	Inorganics, Microbial, SOCs, VOCs	Industrial Site	David Storke	PO Box 920, Bowling Green VA 22514
12	0.56	Inorganics, Microbial, SOCs, VOCs	Other PSC	Town of Bowling Green	PO Box 468, Bowling Green VA 22427
13	0.57	Inorganics, SOCs, VOCs	Industrial Site	Edith Chenault	PO Box 169, Bowling Green VA 22427
14	0.61	Inorganics, SOCs, VOCs	Industrial Site	Qmarkets Inc	6719 Janway Rd, Richmond VA 23228
15	0.63	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Hart Emmett Residence	16359 Paige Rd Woodford VA 22580
16	0.63	Inorganics, SOCs, VOCs	Industrial Site	Garry Gray	PO Box 670, Bowling Green VA 22427
17	0.68	Inorganics, SOCs, VOCs	Industrial Site	Robert Ketterman	PO Box 808, Bowling Green VA 22427

<b>Map ID</b>	<b>Distance to Source (miles)</b>	<b>Contaminant Type</b>	<b>Facility Type</b>	<b>Property Owner/Business Name</b>	<b>Mailing Address/Location</b>
18	0.84	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Rappahannock Electric Corporation	14380 Fredericksburg Tpke Bowling Green VA 22427



PWSID: 6033550  
 Source ID: WL004  
 Facility: WELL 4  
 Waterworks: BOWLING GREEN, TOWN OF

# Swap Zone 1

Date: 5/14/2018

TINWSF\_IS: 2660299.0  
 Jurisdiction: CAROLINE  
 District: DISTRICT 15A



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Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus U.S., USDA, USGS, AeroGRID, IGN, and the GIS User Community



- Source
- Intake
- Well
- GUDIS
- 500 Year Floodplains
- Streams
- Contours
- Waterbodies
- 100 Year Floodplains

- Other PSC
- Mines - Other
- Mines - Abandoned
- Mines - Active
- Injection Wells
- Tire Piles
- Superfund

- Marinas
- Landfills
- Industrial
- Hospitals
- RCRA
- Golf Courses
- NPDES

- Petroleum Tank - Active
- Petroleum Tank - Closed
- Boat Ramps
- Airports
- Oil Gas Wells
- Impaired Streams
- Roads

- Rails
- Petroleum Pipeline
- Natural Gas Pipeline
- Zone 1
- Zone 2
- Impaired Waterbodies
- Karst Area

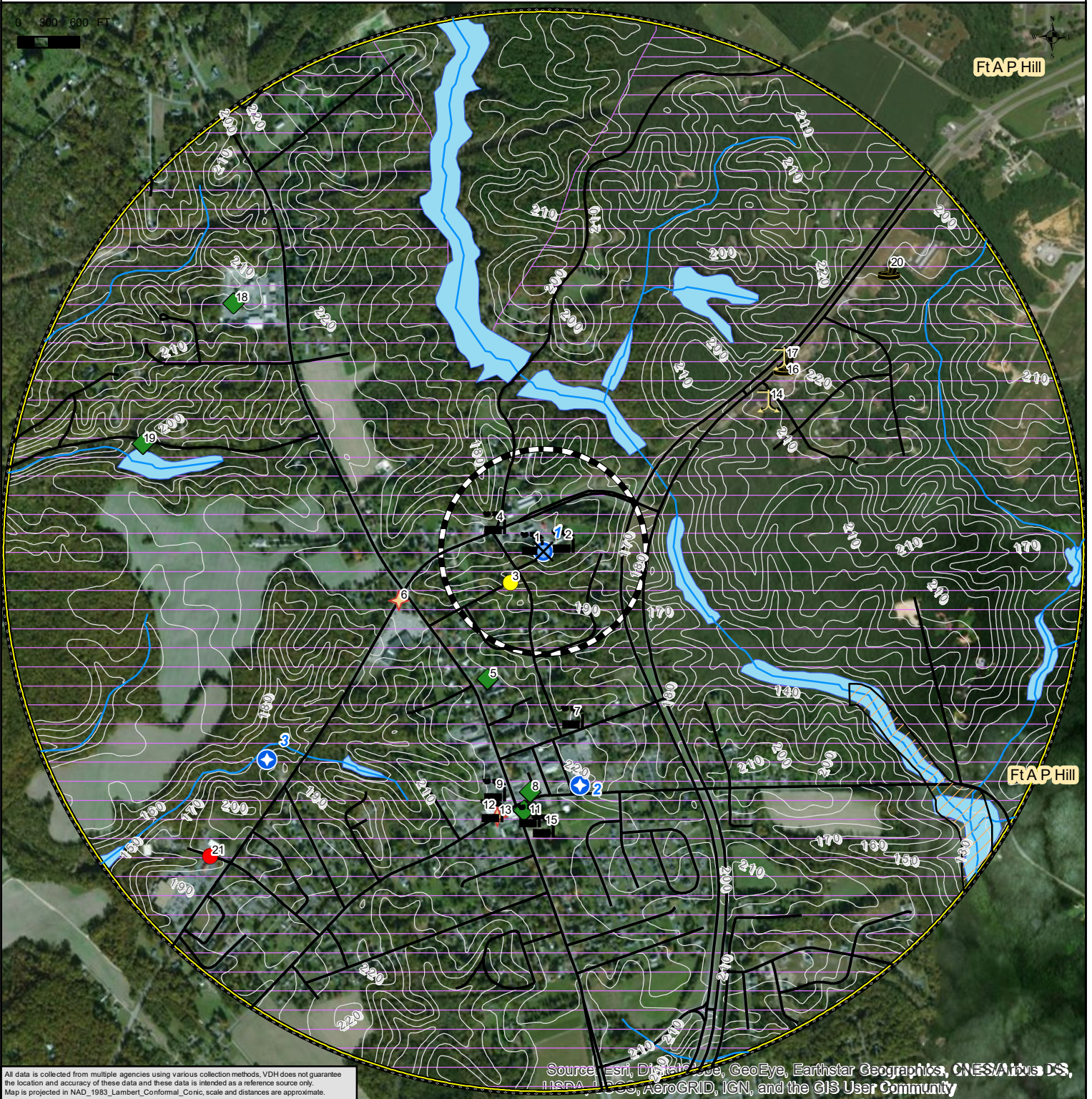


PWSID: 6033550  
 Source ID: WL004  
 Facility: WELL 4  
 Waterworks: BOWLING GREEN, TOWN OF

# SWAP Zone 2

Date: 5/14/2018

TINWSF\_IS: 2660299.0  
 Jurisdiction: CAROLINE  
 District: DISTRICT 15A



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- Source
- Intake
- Well
- GUDIS
- 500 Year Floodplains
- Streams
- Contours
- Waterbodies
- 100 Year Floodplains

- Other PSC
- Mines - Other
- Mines - Abandoned
- Mines - Active
- Injection Wells
- Tire Piles
- Superfund

- Marinas
- Landfills
- Industrial
- Hospitals
- RCRA
- Golf Courses
- NPDES

- Petroleum Tank - Active
- Petroleum Tank - Closed
- Boat Ramps
- Airports
- Oil Gas Wells
- Impaired Streams
- Roads

- Rails
- Petroleum Pipeline
- Natural Gas Pipeline
- Zone 1
- Zone 2
- Impaired Waterbodies
- Karst Area



PWSID: 6033550  
 Source ID: WL004  
 Facility: WELL 4  
 Waterworks: BOWLING GREEN, TOWN OF

# SWAP Zone 2 Land Use

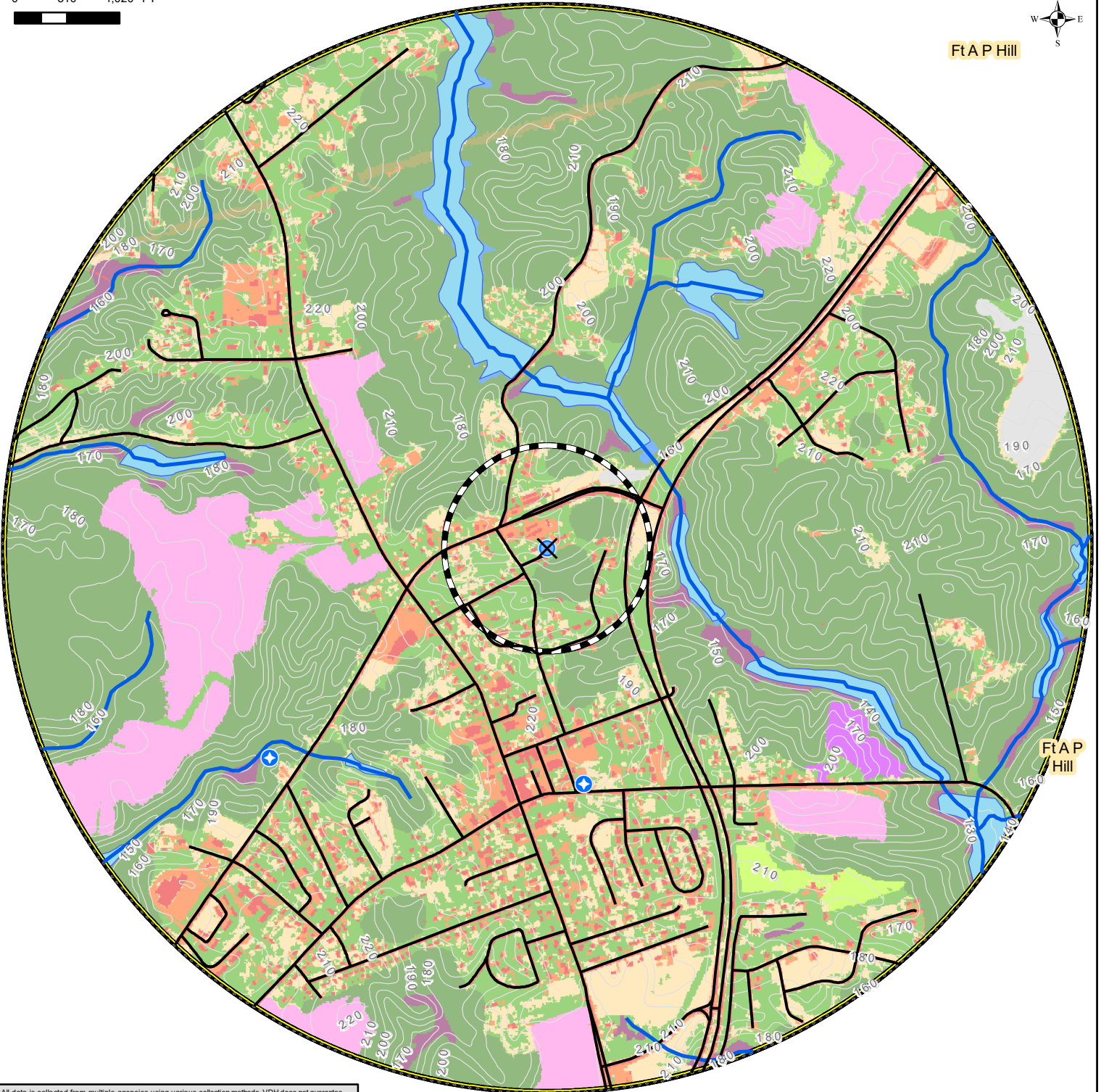
Date: 5/14/2018

TINWSF\_IS: 2660299.0  
 Jurisdiction: CAROLINE  
 District: DISTRICT 15A

0 510 1,020 FT



Ft AP Hill



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- Source
- Intake
- Well
- GUDIS
- Zone 1
- Zone 2

- Roads
- Rails
- Impaired Streams
- Streams
- Contours
- Impaired Waterways
- Waterbodies

**Land Use**

- Additional Extracted Impervious
- Barren
- Crop
- Forest Harvest
- Hardwood Forest/Pine Forest/Mixed Forest
- Local Buildings/Roads/Pavement
- Pasture
- Scrub
- Trees
- Wetland

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POTENTIAL SOURCES OF CONTAMINATION SUMMARY

County\City: CAROLINE

PWSID: 6033550

Source ID: WL004

Facility: WELL 4

Waterworks: BOWLING GREEN, TOWN OF

Facility Type	Zone 1 Count	Zone 2 Count	Total
Closed Storage Tank Release	0	5	5
Industrial Site	3	5	8
Other PSC	1	0	1
Point Discharge	0	1	1
RCRA	0	2	2
Tire Pile	0	2	2
Underground Injection Well	0	2	2
Sum	4	17	21

## Potential Sources of Contamination Inventory

County/City: CAROLINE

Waterworks: BOWLING GREEN, TOWN OF

PWSID: 6033550

Source ID: WL004

Facility: WELL 4

Evaluated by:

Date:

Reviewed by:

Date:

Map ID	Distance to Source (miles)	Contaminant Type	Facility Type	Property Owner/Business Name	Mailing Address/Location
1	0.03	Inorganics, SOCs, VOCs	Industrial Site	Garry Gray	PO Box 670, Bowling Green VA 22427
2	0.04	Inorganics, SOCs, VOCs	Industrial Site	Robert Ketterman	PO Box 808, Bowling Green VA 22427
3	0.08	Inorganics, Microbial, SOCs, VOCs	Other PSC	Town of Bowling Green	PO Box 468, Bowling Green VA 22427
4	0.10	Inorganics, SOCs, VOCs	Industrial Site	Qmarkets Inc	6719 Janway Rd, Richmond VA 23228
5	0.26	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Contel Central Office	Route 301 Bowling Green VA 22427
6	0.28	Site Specific	RCRA	RITE AID #3352	104 W. BROADDUS AVE BOWLING GREEN VA 22427
7	0.31	Inorganics, SOCs, VOCs	Industrial Site	Edith Chenault	PO Box 169, Bowling Green VA 22427
8	0.45	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Caroline County Jail	107 County St Bowling Green VA 22427
9	0.45	Inorganics, SOCs, VOCs	Industrial Site	Russell Elliott	PO Box 473, Bowling Green VA 22427
10	0.48	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Shorties	101 S Main St Bowling Green VA 22427
11	0.49	Inorganics, SOCs, VOCs	Industrial Site	Majorie Gray	PO Box , Milford VA 22514
12	0.49	VOCs	Industrial Site	Russell Elliott	PO Box 473, Bowling Green VA 22427
13	0.50	Site Specific	RCRA	CAROLINE CLEANERS	109 MILFORD ST BOWLING GREEN VA 224270000
14	0.50	Inorganics, Microbial, RADs, SOCs, VOCs	Underground Injection Well	ASHLAND FORD, INC.	ROUTE 301, NORTH BOWLING GREEN VA 22427
15	0.51	Inorganics, Microbial, SOCs, VOCs	Industrial Site	David Storke	PO Box 920, Bowling Green VA 22514
16	0.56	VOCs	Tire Pile	Mr. John Giles & Margaret	12 White Pines Dr. Milford VA 22514
17	0.57	Inorganics, Microbial, RADs, SOCs, VOCs	Underground Injection Well	BUD'S AUTOMOTIVE SERVICE	17440 A.P. HILL BOULEVARD BOWLING GREEN VA 22427
18	0.73	Inorganics, SOCs, VOCs	Closed Storage Tank	Rappahannock Electric	14380 Fredericksburg Tpke Bowling Green VA 22427

Map ID	Distance to Source (miles)	Contaminant Type	Facility Type	Property Owner/Business Name	Mailing Address/Location
			Release	Corporation	
19	0.77	Inorganics, SOCs, VOCs	Closed Storage Tank Release	Hart Emmett Residence	16359 Paige Rd Woodford VA 22580
20	0.82	VOCs	Tire Pile	Ceil E. Robinson Jr.	Route 2, Box 4A Ruther Glen VA 22546
21	0.83	Site Specific	Point Discharge	BOWLING GREEN WASTEWATER TREAT	219 ANDERSON AVE BOWLING GREEN VA 22427

Virginia Department of Health, Office of Drinking Water  
Source Water Assessment Program Typical Contaminants Compendium (Rev. December 2015)

Land Use	Typical Contaminants <sup>1,2,3</sup>	Contaminant Types
<b>COMMERCIAL / INDUSTRIAL</b>		
Auction lots	Livestock sewage wastes; nitrates; phosphates; coliform and noncoliform bacteria; giardia, viruses; total dissolved solids	Inorganics
Automotive Body shops/repair shops	Waste oils; solvents; acids; paints; automotive wastes <sup>4</sup> ; miscellaneous cutting oils	Inorganics, SOCs, VOCs
Car washes	Soaps; detergents, waxes; miscellaneous chemicals	
Gas stations	oils; solvents; gasoline, diesel, miscellaneous wastes, lead	
Boat Services/repair/refinishing	Diesel fuels; oil; septage from boat waste disposal area; wood preservative and treatment chemicals; paints; waxes; varnishes; automotive wastes <sup>4</sup>	Inorganics, SOCs, VOCs
Cement / concrete plants	Diesel fuels; solvents; oils; miscellaneous wastes	Inorganics, SOCs, VOCs
Dry cleaners	Solvents (perchloroethylene, petroleum solvents, Freon); spotting chemicals (trichloroethane, methyl chloroform, ammonia, peroxides, hydrochloric acid, rust removers, amyl acetate)	VOCs
Electrical/electronic manufacturing	Cyanides; metal sludges; caustic (chromic acid); solvents; oils; alkalis; acids; paints and paint sludges; calcium fluoride sludges; methylene chloride; perchloroethylene; trichloroethane; acetone; methanol; toluene; PCBs	Inorganics, SOCs, VOCs
Food processing / Animal Slaughtering	Nitrates; salts; phosphorus; miscellaneous food wastes; chlorine; ammonia; ethylene glycol	Inorganics, Microbial, VOCs, SOCs
Funeral homes and Mortuaries	External corporeal wash water, internal body fluids, as well as residual arterial embalming chemicals (formaldehyde, phenol, and methanol)	Inorganics, Microbial, SOCs, VOCs
Furniture repair/manufacturing	Paints; solvents; degreasing and solvent recovery sludges; lacquers; sealants	Inorganics, SOCs, VOCs
Hardware/lumber/parts stores	Hazardous chemical products in inventories; heating oil and fork lift fuel from storage tanks; wood-staining and treating products such as creosote; paints; thinners; lacquers; varnishes	Inorganics, SOCs, VOCs
Home manufacturing	Solvents; paints; glues and other adhesives; waste insulation; lacquers; tars; sealants; epoxy wastes; miscellaneous chemical wastes	Inorganics, SOCs, VOCs
Hospitals/Research laboratories	X-ray developers and fixers <sup>8</sup> ; infectious wastes; radiological biological wastes, disinfectants; asbestos; beryllium; solvents; infectious materials; drugs; disinfectants; (quaternary ammonia, hexachlorophene, peroxides, chlorhexidine, bleach); and miscellaneous chemical wastes.	Inorganics, Microbial, RADs, SOCs, VOCs
Junk/scrap/salvage yards	Automotive wastes <sup>4</sup> ; PCB contaminated wastes; any wastes from businesses <sup>6</sup> and households <sup>7</sup> ; oils; lead	Inorganics, SOCs, VOCs
Machine shops	Solvents; metals; miscellaneous organics; sludges; oily metal shavings; lubricant and cutting oils; degreasers (tetrachloroethylene); metal marking fluids; mold-release agents	Inorganics, SOCs, VOCs
Medical/vet offices	X-ray developers and fixers <sup>8</sup> ; infectious wastes; radiological wastes; biological wastes; disinfectants; asbestos; beryllium; dental acids; variable miscellaneous chemicals	Inorganics, Microbial, RADs, SOCs, VOCs
Metal plating/finishing/ fabricating	Sodium and hydrogen cyanide; metallic salts; hydrochloric acid; sulfuric acid; chromic acid; boric acid; paint wastes; heavy metals; plating wastes; oils; solvents	Inorganics, SOCs, VOCs
Military installations	Wide variety of hazardous and nonhazardous wastes depending on the nature of the facility and operation <sup>9</sup> ; diesel fuels; jet fuels; solvents; paints; waste oils; heavy metals; radioactive wastes	Inorganics, RADs, SOCs, VOCs

Virginia Department of Health, Office of Drinking Water  
Source Water Assessment Program Typical Contaminants Compendium (Rev. December 2015)

Office buildings/complexes	Building wastes <sup>6</sup> ; lawn and garden maintenance chemicals <sup>5</sup> ; gasoline; motor oil	Inorganics, SOCs, VOCs
Parking lots/malls	Hydrocarbons; heavy metals; building wastes <sup>6</sup>	Inorganics, SOCs, VOCs
Pharmaceutical	TSS, oil & grease, fecal coliform, volatile organic compounds, nonconventional pollutants.	Microbial, SOCs, VOCs
Photo processing, print shop	Ethanol, isopropanol, ethylene glycol, xylene, toluene, cyclohexanone, petroleum products, volatile organic compounds, lead, chromium, silver, cadmium, and barium,	Inorganics, SOCs, VOCs
Textiles	Scouring alkali waste, oils, surfactants, lubricants, dye, bleaching (hydrogen peroxide, sodium hypochlorite, sodium chlorite, sulfur dioxide), caustic soda, salts	Inorganics, SOCs
Wood preserving/treating	Wood preservatives; creosote, pentachlorophenol, arsenic, dioxin.	Dioxin, Inorganics, SOCs
Wood/pulp/paper processing and mills	Metals; acids; minerals; sulfides; other hazardous and nonhazardous chemicals <sup>9</sup> ; organic sludges; sodium hydroxide; chlorine; hypochlorite; chlorine dioxide; hydrogen peroxide; treated wood residue (copper quinolate, mercury, sodium azide); tanner gas; paint sludges; solvents; creosote; coating and gluing wastes, dioxin.	Dioxin, Inorganics, SOCs
<b>Chemical Processing / Storage</b>		
Above/Below ground storage tanks	Heating oil; diesel fuel; gasoline; other chemicals	Inorganics, SOCs, VOCs
Chemical/petroleum processing/storage	Hazardous chemicals; solvents; hydrocarbons; heavy metals; asphalt	Inorganics, SOCs, VOCs
Coal Gasification Facility	Gas loss, leaching of residual products found in ash residue in the spent gasification cavity (calcium, sodium, sulfate, bicarbonate, metals), condensed liquids (BTEX, phenolic compounds, Polycyclic aromatic hydrocarbons (PAHs) and heterocyclic compounds.	Inorganics, SOCs, VOCs
Pesticide / Herbicide / Fertilizer Manufacture / Distribution / Storage	Wide variety of hazardous and nonhazardous wastes depending on the nature of the facility.	Inorganics, SOCs, VOCs
Plastics/synthetics producers	Solvents; oils; miscellaneous organic and inorganics (phenols, resins); paint wastes; cyanides; acids; alkalis; wastewater treatment sludges; cellulose esters; surfactant; glycols; phenols; formaldehyde; peroxides; etc.	Inorganics, SOCs, VOCs
<b>Disposal</b>		
Solid Waste Collection / Transfer Site	Wide variety of contaminants depending on the historical use. Anthropogenic waste (toxic metals, hydrocarbons, chlorinated hydrocarbons, surfactant-derived compounds, phthalates, pharmaceutical chemicals. Biological waste (ammonia, dissolved organic carbon, aliphatic compounds, phenols, derivatives of abietic acid)	Inorganics, Microbial, SOCs, VOCs
Hazardous Waste Recovery Facility / Waste Transfer / Storage / Disposal and Superfund Sites	Wide variety of contaminants depending on historical use.	Inorganics, Microbial, RADs, SOCs, VOCs
<b>Resource Extraction</b>		
Shale Gas extraction / Coalbed methane extractions / Tight sands hydraulic fracturing	Total dissolved solids, fracturing fluid additives: acids, biocides, gel agents, clay stabilizers, corrosion inhibitors, pH adjusting agents, scale inhibitors, surfactants; metals, naturally occurring radioactive materials.	Inorganics, RADs, SOCs, VOCs
Mines/gravel pits	Mine spills or tailings that often contain metals; acids; highly corrosive mineralized waters; metal sulfides; metals; acids; minerals sulfides; other hazardous and nonhazardous chemicals <sup>9</sup>	Inorganics, RADs, VOCs
<b>NON-INDUSTRIAL</b>		
Golf courses	Fertilizers <sup>12</sup> ; herbicides <sup>11</sup> ; pesticides for controlling mosquitoes, ticks, ants, gypsy moths, and other pests <sup>5</sup>	Inorganics, SOCs, VOCs
<b>Transportation</b>		



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Airports (maintenance/fueling areas)	Jet fuels; deicers; diesel fuel; chlorinated solvents; automotive wastes; <sup>4</sup> heating oil; building wastes <sup>6</sup>	VOCs
Barge and Vessel Traffic	Fuel, miscellaneous wastes; oil; variable transported materials	Inorganics, Microbial, RADs, SOCs, VOCs
Boat ramps and marinas	Gasoline, diesel, miscellaneous wastes, lead, waste oil; solvents; gasoline and diesel fuel from vehicles and storage tanks; fuel oil; other automotive wastes <sup>4</sup> ; deicing products; variable transported materials	Inorganics, SOCs, VOCs
Fleet / trucking / bus terminals	Waste oil; solvents; gasoline and diesel fuel from vehicles and storage tanks; fuel oil; other automotive wastes <sup>4</sup>	Inorganics, SOCs, VOCs
Primary Roadways / Truck Terminals	Gasoline, diesel, miscellaneous wastes, lead, waste oil; solvents; gasoline and diesel fuel from vehicles and storage tanks; fuel oil; other automotive wastes <sup>4</sup> ; deicing products; variable transported materials	Inorganics, Microbial, RADs, SOCs, VOCs
Railroad tracks / yards / maintenance / fueling areas	Diesel fuel; herbicides for rights-of-way <sup>11</sup> ; creosote from preserving wood ties; solvents; paints; waste oils	Inorganics, Microbial, RADs, SOCs, VOCs
<b>Agriculture</b>		
Crop and Fodder Production/ Specialty Crop Production/Nursery	Pesticides, herbicides, fertilizers, nitrates.	Inorganics, SOCs, VOCs
Pasture (Grazing)/Confined Animal Feeding Operations/Aquaculture	Nutrients: nitrogen, ammonia, and phosphorus; organic matter; pathogens; parasites, bacteria, and viruses; solid matter; pesticides and hormones; antibiotics, metals	Inorganics, Microbial
<b>Land Disposal</b>		
Cemetery	Microbiological contaminants including <i>Staphylococcus spp.</i> , <i>Bacillus spp.</i> , <i>Enterobacteriaceae spp.</i> , fecal streptococci, <i>Clostridium spp.</i> , <i>Helicobacter pylori</i> , enteroviruses, rotavirus, calicivirus; arsenic, mercury, formaldehyde, copper, lead, zinc.	Inorganics, Microbial, SOCs
Injection wells/drywells/sumps	Stormwater runoff; spilled liquids; used oils; antifreeze; gasoline; solvents; other petroleum products; pesticides <sup>11</sup> ; and a wide variety	Inorganics, Microbial, RADs, SOCs, VOCs
Landfills/dumps (active and closed)	Leachate; organic and inorganic chemical contaminants; waste from households <sup>7</sup> and businesses <sup>6</sup> ; nitrates; oils; metals; solvents; sludge	Inorganics, Microbial, SOCs, VOCs
Septic systems	Nitrates; septage; Cryptosporidium; Giardia; coliform <sup>10</sup> and noncoliform bacteria; viruses; drain cleaners; solvents; heavy metals; synthetic detergents; cooking and motor oils; bleach; pesticides; <sup>5,13</sup> paints; paint thinner; swimming pool chemicals; <sup>14</sup> septic tank/cesspool cleaner chemicals <sup>15</sup> ; elevated levels of chloride, sulfate, calcium, magnesium, potassium, and phosphate; other household hazardous wastes <sup>7</sup>	Inorganics, Microbial
<b>Utilities</b>		
Urban stormwater management infrastructure	TSS, pesticides and fertilizers, animal waste, metals, oil and grease/hydrocarbons, bacteria and viruses, nitrogen and phosphorus ,	Inorganics, Microbial, SOCs, VOCs
Utility stations/maintenance areas	PCBs from transformers and capacitors; oils; solvents; sludges; acid solution; metal plating solutions (chromium, nickel, cadmium); herbicides from utility rights-of-way	Dioxin, SOCs
Wastewater treatment facilities	Municipal wastewater; sludge <sup>16</sup> ; treatment chemicals <sup>17</sup> ; nitrates; heavy metals; coliform <sup>10</sup> and noncoliform bacteria; nonhazardous wastes <sup>16</sup>	Inorganics, Microbial, SOCs, VOCs

NOTES

<sup>1</sup> This table lists the most common wastes, but not all potential wastes. For example, it is not possible to list all potential contaminants contained in stormwater runoff or from military installations.

<sup>2</sup> In general, water contamination stems from the misuse and improper disposal of liquid and solid wastes; the illegal dumping or abandonment of household, commercial, or industrial chemicals; the accidental spilling of chemicals from trucks, railways, aircraft, handling facilities, and storage tanks; or the improper siting, design, construction, operation, or maintenance of agricultural, residential, municipal, commercial, and industrial



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

**AGENDA ITEM:** Text Amendment to R-1 Special Use

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Andrea Erard, Town Attorney

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Interest has been expressed by the public to allow light impact business activity in certain residential areas. Staff recommends a text amendment to the R-1 zoning that would allow for such activity by Special Use Permit.

**ATTACHMENTS:**

Proposed text amendment.

**REQUESTED ACTION:**

Refer text amendment to the Planning Commission for recommendation.

Proposed Text Amendment to R-1

**Section 3-116. Special uses.**

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

- (1) Guest rooms.
- (2) Family care homes.
- (3) Two-family dwellings created by conversion of an existing single-family dwelling into a two-family dwelling.
- (4) Day-care center.
- (5) Bed and Breakfast Establishment.
- (6) Mixed Use Development - a residential use and a business use that is compatible with the neighborhood.



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

**AGENDA ITEM:** Veteran's Day Program Invitation

**ITEM TYPE:** Information

**PURPOSE OF ITEM:** Information Only

**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

The American Legion has extended an invitation to a Veteran's Day ceremony. The event will be held on the Courthouse Lawn on Monday, November 11th, at 11AM. In the event of inclement weather, it will move the ceremony to the Town Hall in Bowling Green.

**ATTACHMENTS:**

Email from Bob Smith, Commander of American Legion Post 221

**REQUESTED ACTION:**

None.



Melissa Lewis &lt;towntreasurer@townofbowlinggreen.com&gt;

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**Veteran's Day**

2 messages

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**Robert Smith** <smithrgdcm@aol.com>

Mon, Oct 28, 2019 at 12:43 PM

I am Bob Smith, Commander of Caroline County Memorial Post 221 of The American Legion. I would like to take this opportunity to invite you to attend the annual Caroline County Veteran's Day Ceremony. It will be held on the Courthouse Lawn in Bowling Green on Monday, November 11th, at 11AM. In the event of inclement weather we will move the ceremony to the Town Hall in Bowling Green.

Command Sergeant Major Joseph Reilly, Garrison Command Sergeant Major of Fort AP Hill, will be our keynote speaker. There will be live music and participation by the Caroline County Sheriff's Office Guard of Honor. Refreshments will be available at the conclusion of the ceremony as supplied by Ms. Dawn Harris of the Flying Pig Stop Cafe.

I would be delighted to have you participate with The American Legion on this commemorative day and I hope to hear from you should I have the pleasure of your company. Please call me if you have any questions or concerns at (804) 258-2095. I look forward to seeing and meeting you as we pay respects to our county's veterans.

For God and Country,

Robert G. "Bob" Smith  
Commander  
Caroline County Memorial Post 221  
The American Legion  
(804) 258-2095  
smithrgdcm@aol.com