



**TOWN OF BOWLING GREEN  
TOWN COUNCIL ORGANIZATIONAL MEETING**

**A G E N D A**

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

**CALL TO ORDER AND QUORUM ESTABLISHED:**

Pledge of Allegiance

**TOWN COUNCIL 2019 ORGANIZATIONAL MATTERS:**

- 1. Election of Vice Mayor
- 2. Appointment of Council's EDA Members  
\*Two Town Council seats are up for appointment.
- 3. Committee Appointments  
\*Budget, Policy, Personnel and Ordinances  
\*Utilities, Streets, Sidewalks, Building and Grounds
- 4. Adoption of Council and Committee 2019 Meeting Schedule  
\*Town Council -1st Thursday of the month  
\* Planning Commission - 3rd Monday of the month  
\* Budget, Policy, Personnel and Ordinances - 3rd Tuesday of the month  
\* EDA - 4th Monday of the month  
\* Utilities, Streets, Sidewalks, Building Grounds - 4th Tuesday of the Month
- 5. FY 2019-FY 2020 Budget Schedule
- 6. FOIA/Conflict of Interest Orientation  
  
\* Materials to be handed out at the meeting.

**PUBLIC HEARINGS:** None

**DELEGATIONS:** None

**PUBLIC COMMENTS:** *This will be limited to three minutes per person*

**STAFF REPORTS & PRESENTATIONS:**

- 7. Police Dept. Council Monthly Report for December 2018
- 8. Public Works Council Monthly Report for December 2018
- 9. Events Coordinator Council Monthly Report for December 2018
- 10. Town Clerk/Treasurer's Monthly Report to Council December 2018

[11.](#) Town Manager's Council Monthly Report for December 2018

**CONSENT AGENDA:**

[12.](#) Bills - December 2018

[13.](#) Town Council Meeting Minutes December 6, 2018

[14.](#) Special Called Town Council Meeting Minutes December 17, 2018

[15.](#) EDA Appointment

**UNFINISHED BUSINESS:**

[16.](#) Caroline County Health Insurance MOU

**NEW BUSINESS:**

**INFORMATIONAL ITEMS:**

[17.](#) Sewer Line Replacement Project Update Info Meeting

[18.](#) Calendar Year 2019 Holiday Schedule

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

**CLOSED SESSION:**

**RECONVENE IN OPEN SESSION**

**ADJOURNMENT**

**Town of Bowling Green  
Fiscal Year 2019 - 2020  
Budget Schedule**

January 2018	Develop Budget Objectives with Budget Committee	TBD
January / February 2019	Develop Proposed Water & Sewer Rates in conjunction with Budget Committee	TBD
March 7, 2019	Regular Meeting – Town Manager Present Proposed Budget	7:00pm
March 21, 2019	Council Budget Work Session	7:00pm
April 4, 2019	Regular Meeting/ Final Proposed Budget Introduction/Authorize Town Manger to Advertise Public Hearing	7:00pm
May 2, 2019	Regular Meeting/Public Hearing Budget	7:00pm
June 6, 2019	Regular Meeting/Adoption of Budget and Tax Rate/Appropriate Funds	7:00pm



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

**AGENDA ITEM:** Police Department Monthly Council Report

**DATE:** 12/21/18

**PREPARED BY:** Chief David Lipscomb

**MONTHLY REPORT / PROJECT UPDATE:**

Statistical Data:

28 Calls for service

4 Reportable crimes

2 DUI arrests

1 Possession of marijuana arrest

1 Drive revoked DUI related arrest

48 Virginia uniform summonses issued

6 Suspended drivers

1 Motor vehicle crash

42 Park walk and talk

65 Property checks

2 Motorist assists

7 Court appearances

Chief's operational report:

We are continuing the process to "go live" with the recently purchased RMS software. We have a tentative date of 1/18/19 to be operational.

Created an operational traffic safety plan for the Christmas parade. Assigned police units to strategic locations throughout the parade route for street closures. Utilized positive median barriers provided by Caroline Garage and Woody's Towing.

Attended weekly staff meetings.



**ATTACHMENTS:**

None

**HEADS UP ITEMS:**

BGPD policy manual needs to be approved.



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

**AGENDA ITEM:** Council Monthly Report for December 2018

**DATE:** December 21, 2018

**PREPARED BY:** Billy Deavers

**MONTHLY REPORT / PROJECT UPDATE:**

**Wastewater**

- Had two heaters and thermostats repaired in the Generator room/pump room, and one in the chemical room.
- Both scum pit pump guiderails rusted apart and need repaired, being manually pumped down for now
- There are three Oxidation Ditch Aerators out of service, waiting on Contractor to receive parts and install
- Had DEQ show up for Recon Inspection, will be returning for Technical Inspection in the near future
- Kelv Construction Co. is still underway with Sewer Project
- Pumps were pulled and de-ragged at Heritage Pines Lift Station

**Water**

- Changed meter at 16105 Grant Court, having old one tested
- There were two watermain breaks on Milford due to construction, repairs were made by the Contractors
- The panel in booster pump room at Well #1 shorted out, it was temporarily fixed and waiting on Contractor to repair permanently
- Monthly Bac-T samples will be collected the week of Dec 24<sup>th</sup>

**Public Works**

- Set up and cleanup of Christmas Parade
- Set up for the County Christmas luncheon at Town Hall, and two Town Council Meetings
- Regular leaf collection





#	Street Name	Work Type	Description
135	Oak Ridge St	Meter Read	135 oak ridge street please read meter customer leaving residence
117	Butler	Building Maintenance	Well 1 needs foam sealant around pipes
109	Maury Avenue	Other - PW	Leaf collection
18073	Harding Dr	Meter Read	18073 Harding Drive Please read meter new customer
13329	Fredericksburg Tpke	Meter Read	13329 Fredericksburg Turnpike Read meter customer moving out
144	E Broaddus Ave	Garbage	144 E Broaddus Glory Outreach Needs one trash can delivered to location
0	Milford St.,Maury Ave,South Main,Virginia	Other - PW	Leaf collection
206	N Main St	Landscaping	Water Planters
0	Anderson Ave, South Main,Lacy Lane	Other - PW	Collect leaves
0	Cary,Hoomes,Gill,North Main	Other - PW	Leaf Collection
114	Maury Ave	Service Disconnect	114 Maury Ave turn water off a plumber is going to be working
17191	White Meadows Dr	Customer Complaint	17191 White Meadows Dr flush hydrant and lines please Mrs. Carter says there is black stuff coming out of pipes
16015	Grant Ct	Meter Read	16015 Grant Ct. Please read meter
119	Oak Ridge St	Garbage	119 Oak Ridge Street Please take new waste trash can to location. Waste Management damaged original can
114	N Main St	Special Events Breakdown	114 N Main Street Please pick up lattice and remove what is in the town hall and put in cedar lane until Robin Sieg can determine where they want it stored. thanks
106	Lee St	Other - Water Utility	Pull meter to see if anything has clogged it
205	Roper Dr	Pump Station	Put extra heater in liftstation and repair rubber around door
211	Milford St	Other - Water Utility	
108	Martin St	Other - Water Utility	Replace meter top
204	North Main	Other - PW	Mark utilities at 204 North Main
108	Lee St	Customer Complaint	108 Lee Street Low water pressure complaint Please check site
14372	Crystal Ct	Hydrant Flushing	Flushing blowoff
17194	Mulberry	Meter Re-Read	Read meter
16417	Tinder Dr	Meter Read	16417 Tinder Dr. read meter. water should already be on. New customer Joann Tyler moved in 12/11/18
17194	Mulberry Ln	Meter Read	17194 Mulberry Lane read meter, Elaine Whittaker moved out
219	Anderson Ave	Other - PW	Help pump down scum pit
109	Cedar Ln	Other - PW	Unload cones and trash cans off trailer store it back in cedar lane shop
109	Cedar Lane	Other - PW	Unload trailer cones and trash cans
117	Butler St.	Other - PW	Clear front of Police Department of snow
117	Butler St.	Other - PW	Clear snow and ice from sidewalks,ramps and steps put ice melt down
231	N Main St	Garbage	231 N. Main St. Please take a trash can
117	Butler St	Special Events Set-up	117 Butler Street. Set up for Caroline Co luncheon Monday, Dec 10,2018 Town Hall Ballroom
	N Main St	Building Maintenance	114 N Main Street. Deliver 12 pieces of lattice for Art show TODAY Friday Dec 7, 2018 at 3:45. You will be meeting Kathryn Boltz to access building. Thank you
0	North Main ,South Main	Other - PW	Clean streets for Christmas parade
13290	Fredericksburg Tpke	Meter Read	13290 Fredericksburg Tpk read meter new customer moved in 12/06/2018 Thanks
206	N Main St	Landscaping	Water Planters
0	North Main,Maury Ave	Other - PW	Leaf collection
117	Butler St	Other - PW	Move lattice off stage
219	Anderson Ave	Repairs	Replace rubber on clarified skimmer arm
117	Butler St	Building Maintenance	Toilet keeps hanging when you flush it
134	Milford St	Garbage	134 Milford St. pickup 2 trash cans

117	Butler St	Other - PW	117 Butler Street Retrieve 12 pieces of lattice 12/07/18 to be delivered to 114 Main Street. To be coordinated with Kathryn Boltz to determine access to the building.
0	Milford St., Elliott	Other - PW	Get up two big piles of leaves one on street
117	Butler St.	Repairs	Flag pole needs new rope
219	Anderson Ave	Other - PW	Help Landon pump down scum pit
16385	Heritage Pines.	Other - PW	Pumps need to be pulled they are clogged with rags
0	North Main, Maury Ave, South Main	Other - PW	Leaf collection
0	Milford St., Martin St., Anderson Ave., Maury Ave	Hydrant Flushing	Flushing hydrants to get air out lines from water main break
0	North Main, South Main, Maury Ave, Carey St.	Other - PW	Collect Leaves
140	Maury Ave	Valve Exercise	Dug up hydrant valve and put risers on it and exercise it
214	thru 216 Milford St.	Other - PW	Mark water services and check old service to see if it's still live.
16015	Grant Ct	Install/Set Meter	Install new meter
116	Maury Ave	Service Disconnect	116 Maury Ave. turn water off customer moved out. need reading
219	Anderson Ave	Building Maintenance	Strip and wax lab floors
280	Roper Dr	Garbage	280 Roper Drive remove damaged trash can and replace.
219	Anderson Ave	Clean Drying Beds	Shovel out drying bed
134	Milford St	Service Disconnect	134 Milford Street MONDAY 12-03 Disconnect water
0	Maury Ave	Other - PW	Leaf collection
137	South Main	Other - PW	Collect leaves in alleyway
0	Milford St., South Main Butler St., Courthouse	Other - PW	Leaf collection
107	Lacy Ln	Meter Read	107 Lacy Ln read meter 11/30/2018 new customer moving in 12/01/2018 Chris Burns
134	Milford St	Service Connect	134 Milford St. 11/30/2018 Please turn water on new customer  MacDoc Property Management
117	Butler St.	Landscaping	Rake leaves into piles to be collected
355	Roper Dr	Garbage	355 Roper Drive-Remove extra trash can that was delivered due to overflow from Holiday
121	Maury Ave	Garbage	121 Maury Ave Remove and replace broken trash can for customer 11-29-18
0	Lafayette, Gill, Hoomes Circle, Maury Ave, South Main	Other - PW	Leaf collection
17570	A P Hill Blvd	Garbage	17570 AP Hill Blvd Remove old trash can from property. Should be sitting off by itself, lighter green can
18073	Harding Dr	Service Connect	18073 Harding Dr. Turn water back on, hot water heater has been installed
15441	Caroline Manor Cir Apt 3D	Meter Read	15441 Caroline Manor Cir Apt 3D read meter please  New customer moving in 11/28/2018
114	N Main St	Other - PW	Put Christmas lights up
17485	Jackson Dr	Service Connect	17485 Jackson Dr. Turn water on new customer Lori Petrovitch moved in 11/28/18
0	Pizza Hut and 133 South Main	Water Sampling	Collect Bac T samples
0	Anderson Ave, Maury Ave, South Main	Other - PW	Leaf collection
0	Cedar Lane warehouse	Other - PW	Inventory of stuff in warehouse
107	S Main St	Garbage	107 S. Main St. Take 1 new trash can and Pick up 1 re-cycle Thanks
18073	Harding Dr	Service Disconnect	18073 Harding Dr. Turn water off, having hot water heater replaced
16334	Tinder Dr	Meter Re-Read	16334 Tinder Dr. Re-Read meter high usage
18073	Harding Drive	Service Disconnect	Cut water off to replace water tank
18035	Harding Dr.	Other - Water Utility	Utility ticket mark
147	-153 Lee St	Install/Set Meter	Install touch read hardware on meter boxes
16015	Grant Ct	Meter Re-Read	16015 Grant Ct. 11/28/2018 read meter customer has high usage Thanks change meter



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

**AGENDA ITEM:** Events Coordinator Council Monthly Report for December 2018

**DATE:** 12/21/18

**PREPARED BY:** Jo-Elsa Jordan

**MONTHLY REPORT / PROJECT UPDATE:**

**Bowling Green Christmas Parade of Lights: 12/8/18, 5:00 p.m.**

**Student Winter Art Show:**

Coordinate with Sydney E. King Foundation, Caroline High School Art Department and landlord for access to 114 N. Main Street; Coordinate with Public Works Dept. for pick-up and delivery of lattice work.

**Photos with Santa Food Drive:**

Coordinate with owner of Flower Fashions for location.

Secure photographer

Deliver food donations to Caroline County Social Services.

Secure volunteers

Coordinate with photographer to create online link and individual emails to provide access to Santa photos.

**Parade:**

Secure paid advertising in the Free Lance-Star

Register event on the Community Calendar in the Free Lance-Star Weekender (free).

Recruit judges and gather bios for event Emcee.

Coordinate with Caroline resident, Kerry Bischoff, for delivery and pick up of trailer for Judges' Table.

Order and accept deliver of port-o-potties

Coordinate with Kelvic site Superintendent to ensure no conflicts with the event and work on sewer lines.

Coordinate with property owner, Bill Webb, for placement of Judges' Table at the ingress/egress of Bowling Green Suites.

Collect, print and organize event Emcee notes for parade entries.

Update Excel spreadsheet with parade entries.

Print color coded judges' forms.

Coordinate with Caroline Fire/Rescue for use of radios

Gather supplies as needed (i.e. clip boards, radios, Sharpies, pens, tape, etc.)

Coordinate with BG Police Chief for operations plan (i.e. road closures, positive safety barriers, line up procedures, etc.)

Coordinate with Public Works Dept. for event needs (i.e. safety cones, trash cans, judges' table, Emcee podium, registration table, chairs, construction lights).

Coordinate with Town resident, David Storke, for use of his personal golf cart and parking



area at Storke Funeral Home for staging Santa's horse-drawn carriage and port-o-pottie for marching units.

Volunteer management (i.e. registration table, line up, marching units, judges' table, etc.)

Decorate Judges' Table

Facebook promotion

Pick-up and delivery of trophies for awards ceremony.

Announce winners at Roma's.

Announce winners on Facebook.

### **Economic Development Committee:**

Follow up with Chairman for November minutes.

Coordinate with Town Manager for agenda and 12/18/18 meeting packet.

Email EDA members with a link to the meeting packet.

Record minutes at 12/18/18 EDA meeting.

### **Misc.**

Secure Mandy Lawrence Photography for three installments of seasonal photos of scenic

Bowling Green to be used for marketing, social media and website.

Create yearly event descriptions and provide to the Town Manager for website.

Finalize expenditures/revenues from 2018 Harvest Festival and complete AAR to present to Town Council at the 12/6/18 meeting.

Facebook posts

Review Municode Training videos

Weekly staff meetings on Monday's (10:00 a.m.)

Town Council meeting on 12/06/18

Coordinate with Public Works Dept. to remove Christmas decorations by 1/4/19.

Staff report

Begin scouting and booking bands for Music on the Green.

Research stage purchase for Music on the Green and various other Town events.

Coordinate with the Sidney E. King Foundation for the Arts to determine removal of lattice work from Town Hall and Cedar Lane warehouse.

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### **ATTACHMENTS:**

**HEADS UP ITEMS:** Determine 2019 event calendar to present at February meeting.



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

**AGENDA ITEM:** Town Clerk/Treasurer's Monthly Report to Council December 2018

**DATE:** December 27, 2018

**PREPARED BY:** Melissa Lewis

**MONTHLY REPORT / PROJECT UPDATE:**

***Utility Billing:***

- Performed mass write-off of Utility bills with customers in-active prior to 2016 in preparation for sending in-active delinquent accounts to collections via TACS.
- Researched customer accounts based on customer-initiated inquiries to determine possible leaks, billing errors, etc.
- Made adjusting entries when necessary based on research of customer accounts.
- Working to provide SERCAP with requested information and statistics on water usage and billing for purposes of completing water distribution study.

***Payroll/Human Resources:***

- Prepared 2 bi-weekly payrolls to include: initiating of bank file for Direct Deposit payments, independent tracking of leave, preparation and distribution of direct deposit and leave statements to staff. Reporting and paying State and Federal Withholding, Social Security, and Medicare following each payroll.
- Prepared, reconciled, and submitted payment to VRS and ICMA-RC for VRS Hybrid Retirement Employees following each payroll.
- Provided information to Town Manager and Caroline County in their preparation of Health Insurance MOU.

***Treasurer/Financial:***

- Worked extensively with CPA to resolve General Ledger discrepancies.
- Made adjusting entries to FY18 as identified by CPA.
- Reviewed and posted Accounts Payable and Receivable transactions.
- Reviewed and reconciled bank deposits and online payments.
- Initiated new in office credit card processing.
- Finalized and released new payment portal on website where customers can now view their bills

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



on-line.

**Town Clerk:**

- Responded to public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Assisted Town Manager, Police Chief, and Public Works and Utilities staff in researching information pertaining to Town Code, policy, accounts payable transactions, and customer usage.
- Maintained a list of Agenda items for Town Council, recorded and prepared minutes, prepared packets for distribution.

**Meeting attended:**

- December 6th Town Council Meeting
- 4 weekly staff meetings
- 4 Municode Pay Module Meetings
- 1 Payment request meeting with USDA
- 1 pre-sewer project progress meeting teleconference

**ATTACHMENTS:**

None.

**HEADS UP ITEMS:**

The night of the meeting the following reports will be available:

- Expense Summary report
- Delinquent Tax Report
- Police Department Revenue Report



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

**AGENDA ITEM:** TITLE Council Monthly Report for Town Manager December 2018

**DATE:** December 31, 2019

**PREPARED BY:** Reese Peck

**MONTHLY REPORT / PROJECT UPDATE:**

Town Council: November 6th regular meeting, December 17<sup>th</sup> Special Meeting; Town Council Committees: Budget & Personnel December 3<sup>rd</sup>; Commissions: None; and Authority Meetings: EDA December 18<sup>th</sup>.

Other Meetings: MuniCode - Web Site and Agenda Management Training, Sewer Project Progress meetings (3).

Attended orientation session for one of the new Council members. Continued work on the posting of content on the new Town web site.

Prepared additional information for the County to support the Town's 2019 Sewer Rate Adjustment request.

In coordination with the County completed the five year update to our Regional Water Supply Plan.

Developed Water Meter Asset Management Spreadsheet.

**ATTACHMENTS:**

None

**HEADS UP ITEMS:**

None



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

**AGENDA ITEM:** December 2018 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 December 2018

### **ATTACHMENTS:**

Check Reports:

- 12/06/18
- 12/13/18
- 12/19/18
- 12/21/18

### **REQUESTED ACTION:**

Approve invoices.

16

24022  
24023  
24024

988 BALLEW DALE  
986 LAWRENCE MANDY  
906 MCLEOD RICKY

000 12/07/2018  
000 12/07/2018  
000 12/07/2018

300.00  
200.00  
600.00  
1,100.00

.00  
.00  
.00  
.00

ACH TOTAL .00  
CHECK TOTAL 1,100.00  
FINAL TOTAL 1,100.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 1,100.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	ACH PMT	G/L ACCOUNT	BATCH INV. DESCRIPTION
00000	000988 BALLEW DALE	2018-12	12/07/2018		4400-071200-1250-	300.00	24022	TOTAL		PARADE/HOLIDAY EVENTS	00706 SANTA
	DISC. TOTAL	.00	CHECK TOTAL	300.00	ACH PMT TOTAL	.00				300.00	
00000	000986 LAWRENCE MANDY	2018-12	12/07/2018		4400-071200-1250-	200.00	24023	TOTAL		PARADE/HOLIDAY EVENTS	00706 PHOTOS PARADE OF LI
	DISC. TOTAL	.00	CHECK TOTAL	200.00	ACH PMT TOTAL	.00				200.00	
00000	000906 MCLIBOD RICKY	2018-12	12/07/2018		4400-071200-1250-	600.00	24024	TOTAL		PARADE/HOLIDAY EVENTS	00706 SANTA CARRIAGE
	DISC. TOTAL	.00	CHECK TOTAL	600.00	ACH PMT TOTAL	.00				600.00	
	CHECK TOTAL	.00	CHECK TOTAL	1,100.00	ACH PMT TOTAL	.00				1,100.00	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 1,100.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

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CHK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24025	944	ATLANTIC BROADBAND /	000	12/14/2018	189.40	.00
24026	32	BOWLING GREEN AUTO PARTS	000	12/14/2018	3.29	.00
24027	10	DOMINION VIRGINIA POWER	000	12/14/2018	7,136.73	.00
24028	939	DRAINFIELD SOLUTIONS, LLC	000	12/14/2018	380.00	.00
24029	125	E M GRAY & SON	000	12/14/2018	1,669.83	.00
24030	151	FIRE SAFETY SYSTEMS	000	12/14/2018	296.00	.00
24031	999999	FOXX CANDACE	000	12/14/2018	575.00	.00
24032	932	IBM CORPORATION	000	12/14/2018	854.59	.00
24033	1021	MUNICIPAL CODE CORP	000	12/14/2018	23.50	.00
24034	999999	REDD MARQUITA	000	12/14/2018	50.00	.00
24035	991	RGS&S COMMERCIAL CLEANING	000	12/14/2018	289.00	.00
24036	999999	SOUTHWORTH TERRY	000	12/14/2018	150.00	.00
24037	859	SUNBELT RENTALS INC	000	12/14/2018	512.80	.00
24038	75	SYDNER HYDRO INC	000	12/14/2018	10,288.12	.00
24039	148	THE FREE LANCE STAR	000	12/14/2018	657.60	.00
24040	934	TOTAL POWER SWEEPING SER	000	12/14/2018	1,900.00	.00
24041	852	US POSTAL SERVICE	000	12/14/2018	116.00	.00
24042	291	USA BLUE BOOK	000	12/14/2018	457.60	.00
24043	44	VUPS	000	12/14/2018	38.85	.00
24044	451	XEROX CORPORATION	000	12/14/2018	212.32	.00
		CLASS TOTAL			25,800.63	.00
		ACH TOTAL			.00	
		CHECK TOTAL			25,800.63	
		FINAL TOTAL			25,800.63	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 25,800.63 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCTNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000 000944	ATLANTIC BROADBAND /	2018-12	12/14/2018		4100-012410-5230-	118.20	24025		TELECOMMUNICATIONS	00707 TH
00000 000944		2018-12	12/14/2018		4520-500100-5230-	71.20	24025		TELECOMMUNICATIONS	00707 WMTP
	DISC. TOTAL					.00	TOTAL		189.40	
00000 000032	BOWLING GREEN AUTO PARTS	408486	12/14/2018		4100-043100-6009-	3.29	24026		EQUIPMENT/ SUPPLIES	00707 SPARK PLUG GOLF CART
	DISC. TOTAL					.00	TOTAL		3.29	
00000 000010	DOMINION VIRGINIA POWER	2018-11	12/14/2018		4100-043100-7200-	669.82	24027		TOWN HALL EXPENSES	00707 TH
00000 000010		2018-11	12/14/2018		4100-043100-5110-	1,670.96	24027		ELECTRICITY-STREETLIGHTS	00707 STREETLIGHTS
00000 000010		2018-11	12/14/2018		4100-031100-5110-	71.68	24027		ELECTRICITY-STREETLIGHTS	00707 MAIN ST LIGHTS
00000 000010		2018-11	12/14/2018		4100-500100-5110-	193.47	24027		ELECTRICITY	00707 PC
00000 000010		2018-11	12/14/2018		4500-500100-5110-	473.54	24027		ELECTRICITY	00707 BUTLER GROUND TANK
00000 000010		2018-11	12/14/2018		4500-500100-5110-	692.09	24027		ELECTRICITY	00707 WELL #5
00000 000010		2018-11	12/14/2018		4500-500100-5110-	429.99	24027		ELECTRICITY	00707 BUT/CHASE WATER TWR
00000 000010		2018-11	12/14/2018		4520-500100-5110-	112.26	24027		ELECTRICITY	00707 SCHOOL RD PMP STAT
00000 000010		2018-11	12/14/2018		4520-500100-5110-	35.89	24027		ELECTRICITY	00707 ROGERS CLARK PMP STAT
00000 000010		2018-11	12/14/2018		4520-500100-5110-	2,666.08	24027		ELECTRICITY	00707 WMTP
00000 000010		2018-11	12/14/2018		4520-500100-5110-	88.08	24027		ELECTRICITY	00707 CHASE ST PMP STAT
00000 000010		2018-11	12/14/2018		4520-500100-5110-	33.87	24027		ELECTRICITY	00707 LACY LN PMP STAT
	DISC. TOTAL					.00	TOTAL		7,136.73	
00000 000939	DRAINFIELD SOLUTIONS, LLC	1624	12/14/2018		4520-500100-3180-	380.00	24028		SLUDGE REMOVAL	00707 LIPT STAT HERRITAGE
	DISC. TOTAL					.00	TOTAL		380.00	
00000 000125	E M GRAY & SON	12112018	12/14/2018		4100-043100-7200-	1,669.83	24029		TOWN HALL EXPENSES	00707 PROPANE TH
	DISC. TOTAL					.00	TOTAL		1,669.83	
00000 000151	FIRE SAFETY SYSTEMS	55075	12/14/2018		4100-043100-7200-	152.00	24030		TOWN HALL EXPENSES	00707 TH
00000 000151		55087	12/14/2018		4520-500100-6007-	144.00	24030		REPAIR/ MAINTENANCE	00707 WMTP
	DISC. TOTAL					.00	TOTAL		296.00	
00000 999999	FOXX CANDACE	THRR 2018-12-10	12/14/2018		3100-150201-0002-	575.00	24031		TOWN HALL RENTALS	00707 THRR 2018-12-10
	DISC. TOTAL					.00	TOTAL		575.00	
00000 000932	IMM CORPORATION	Q92794X	12/14/2018		4100-012410-3320-	351.83	24032		COMPUTER LICENSES/SUPPORT	00707 MAINTENANCE
00000 000932		Q92804X	12/14/2018		4100-012410-3310-	502.76	24032		OFFICE EQUIPMENT	00707 LEASE
	DISC. TOTAL					.00	TOTAL		854.59	
00000 001021	MUNICIPAL CODE CORP	003132889	12/14/2018		4100-012110-3152-	23.50	24033		WEB BASED SERVICES	00707 POSTAGE THRU METER
	DISC. TOTAL					.00	TOTAL		23.50	
00000 999999	REDD MARQUITA	THDR 2018-12-01	12/14/2018		100-000200-3500-	50.00	24034		REFUNDS PAYABLE	00707 THDR 2018-12-01
	DISC. TOTAL					.00	TOTAL		50.00	
00000 000991	RGS&S COMMERCIAL CLEANING	1498	12/14/2018		4100-043100-7200-	289.00	24035		TOWN HALL EXPENSES	00707 2018-11
	DISC. TOTAL					.00	TOTAL		289.00	
00000 999999	SOUTHWORTH TERRY	THDR 2018-12-07	12/14/2018		100-000200-3500-	150.00	24036		REFUNDS PAYABLE	00707 THDR 2018-12-07
	DISC. TOTAL					.00	TOTAL		150.00	
00000 000859	SUNBELT RENTALS INC	84311868	12/14/2018		4400-071200-1250-	512.80	24037		PARADE/HOLIDAY EVENTS	00707 LIGHT TOWER
	DISC. TOTAL					.00	TOTAL		512.80	



FACTORY 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
00000	000075	SYDNOR HYDRO INC	39770	12/14/2018		4500-500100-6050-	2,536.25	24038			METER/FIRE HYDRANTS	00707 GILL ST HYDRANT
00000	000075		39771	12/14/2018		4500-500100-6007-	1,333.67	24038			REPAIR/MAINTENANCE	00707 116 SUNSET LEAK
00000	000075		39774	12/14/2018		4520-500100-6007-	4,243.79	24038			REPAIR/ MAINTENANCE	00707 108 ELLIOTT ST
00000	000075		39775	12/14/2018		4520-500100-6007-	2,174.41	24038			REPAIR/ MAINTENANCE	00707 108 ELLIOTT ST
		DISC. TOTAL	.00	10,288.12		ACH PMT TOTAL	.00					
00000	000148	THE FREE LANCE STAR	2018-11	12/14/2018		4100-012110-3600-	657.60	24039			ADVERTISING	00707 PH BUDGET ADVN TWICE
		DISC. TOTAL	.00	657.60		ACH PMT TOTAL	.00					
00000	000934	TOTAL POWER SWEEPING SR	25367	12/14/2018		4100-043100-7110-	1,900.00	24040			PARKING LOT/STREET/SIDWALK	00707 STREET CLEANING
		DISC. TOTAL	.00	1,900.00		ACH PMT TOTAL	.00					
00000	000852	US POSTAL SERVICE	12142018	12/14/2018		4100-012410-5210-	116.00	24041			POSTAGE	00707 PO BOX RENT
		DISC. TOTAL	.00	116.00		ACH PMT TOTAL	.00					
00000	000291	USA BLUE BOOK	744999	12/14/2018		4520-500100-6030-	457.60	24042			PLANT & LAB SUPPLIES/CHEMICAL	00707 SETTLING AGENT
		DISC. TOTAL	.00	457.60		ACH PMT TOTAL	.00					
00000	000044	VDPS	11180446	12/14/2018		4500-500100-5899-	38.85	24043			MISS UTILITY COSTS	00707 TRANSMISSIONS
		DISC. TOTAL	.00	38.85		ACH PMT TOTAL	.00					
00000	000451	XEROX CORPORATION	095222369	12/14/2018		4100-012410-3310-	212.32	24044			OFFICE EQUIPMENT	00707 2018-11
		DISC. TOTAL	.00	212.32		ACH PMT TOTAL	.00					
		DISC. TOTAL	.00	25,800.63		ACH PMT TOTAL	.00					

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 25,800.63 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24063	9999999	ALLEN KELSI	000	12/21/2018	6.97	.00
24064	9999999	LEESBURG OFFICE EQUIPMENT	000	12/21/2018	100.00	.00
24065	9999999	PETREY RICHARD	000	12/21/2018	83.71	.00
24066	9999999	RAPPAHANNOCK PROPERTIES,	000	12/21/2018	82.98	.00
24067	9999999	RICHARDS GREGORY N	000	12/21/2018	5.50	.00
24068	9999999	SANDERS DOUGLAS RAY	000	12/21/2018	55.43	.00
24069	9999999	SATTERWHILTE JAMIE	000	12/21/2018	36.39	.00
		CLASS TOTAL			370.98	.00
		ACH TOTAL			.00	
		CHECK TOTAL			370.98	
		FINAL TOTAL			370.98	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 370.98- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

F.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH AMT	REFUNDS PAYABLE	BATCH INV. DESCRIPTION
00000	9999999 ALLEN KELSI	UT0020026650001	12/21/2018	N	100-000200-3500-	6.97	24063	TOTAL		REFUNDS PAYABLE	00012 UTILITY REFUND
	DISC. TOTAL					.00				6.97	
00000	9999999 LEBESUNG OFFICE EQUIPMENT	UT0020027300001	12/21/2018	N	100-000200-3500-	100.00	24064	TOTAL		REFUNDS PAYABLE	00012 UTILITY REFUND
	DISC. TOTAL					.00				100.00	
00000	9999999 PETERREY RICHARD	UT0020030440001	12/21/2018	N	100-000200-3500-	83.71	24065	TOTAL		REFUNDS PAYABLE	00012 UTILITY REFUND
	DISC. TOTAL					.00				83.71	
00000	9999999 RAPPANNOCK PROPERTIES,	UT0020030060001	12/21/2018	N	100-000200-3500-	82.98	24066	TOTAL		REFUNDS PAYABLE	00012 UTILITY REFUND
	DISC. TOTAL					.00				82.98	
00000	9999999 RICHARDS GREGORY N	PPL1700013510001	12/21/2018	N	100-000200-3500-	5.50	24067	TOTAL		REFUNDS PAYABLE	00012 TAX REFUND
	DISC. TOTAL					.00				5.50	
00000	9999999 SANDERS DOUGLAS RAY	PPL1500005770001	12/21/2018	N	100-000200-3500-	18.01	24068	TOTAL		REFUNDS PAYABLE	00012 TAX REFUND
	DISC. TOTAL					.00				18.01	
00000	9999999	PPL1600005830003	12/21/2018	N	100-000200-3500-	19.44	24068	TOTAL		REFUNDS PAYABLE	00012 TAX REFUND
	DISC. TOTAL					.00				19.44	
00000	9999999	PPL1700013750003	12/21/2018	N	100-000200-3500-	17.98	24068	TOTAL		REFUNDS PAYABLE	00012 TAX REFUND
	DISC. TOTAL					.00				17.98	
00000	9999999 SATTERWHITE JAMIE	UT0020029460001	12/21/2018	N	100-000200-3500-	36.39	24069	TOTAL		REFUNDS PAYABLE	00012 UTILITY REFUND
	DISC. TOTAL					.00				36.39	
	CHECK TOTAL					370.98		TOTAL		370.98	
	CHECK TOTAL					.00		TOTAL		.00	
	CHECK TOTAL					370.98		TOTAL		370.98	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 370.98 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

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K#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24047	851	CAROLINE COUNTY PUBLIC	000	12/21/2018	250.00	.00
24048	47	CAROLINE GARAGE	000	12/21/2018	236.18	.00
24049	546	JOHNSON'S EXTERMINATING	000	12/21/2018	550.00	.00
24050	986	LAWRENCE MANDY	000	12/21/2018	200.00	.00
24051	999999	LEWIS DANIELLE	000	12/21/2018	150.00	.00
24052	743	LOCAL SERVICES	000	12/21/2018	332.00	.00
24053	987	MINCZ TIRE SERVICE	000	12/21/2018	45.00	.00
24054	919	PRO SHRED SECURITY	000	12/21/2018	45.00	.00
24055	11	RAPPAHANNOCK ELEC COOP	000	12/21/2018	584.42	.00
24056	13	SHELL FLEET PLUS	000	12/21/2018	815.57	.00
24057	1043	STATE OF ESCAPE, LLC	000	12/21/2018	675.00	.00
24058	861	THE UPS STORE #6358	000	12/21/2018	140.00	.00
24059	256	VERIZON WIRELESS	000	12/21/2018	40.01	.00
24060	863	WILLIAMS MUILEN	000	12/21/2018	10,465.00	.00
		CLASS TOTAL			14,528.18	.00
		ACH TOTAL			.00	
		CHECK TOTAL			14,528.18	
		FINAL TOTAL			14,528.18	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 14,528.18- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000851 CAROLINE COUNTY PUBLIC	100 1	12/21/2018		4400-071200-1210-	250.00	24047	TOTAL		HARVEST FESTIVAL	00709 2018 HF
	DISC. TOTAL					.00				250.00	
00000	000047 CAROLINE GARAGE	22828	12/21/2018		4100-031100-3310-	236.18	24048	TOTAL		VEHICLE MAINTENANCE	00709 05 FORD WINDOW REG
	DISC. TOTAL					.00				236.18	
00000	000546 JOHNSON'S EXTERMINATING	12312018	12/21/2018		4100-043100-7200-	550.00	24049	TOTAL		TOWN HALL EXPENSES	00709 12/7 & 12/9 CLEAN/SE
	DISC. TOTAL					.00				550.00	
00000	000986 LAWRENCE MANDY	2018-FALL	12/21/2018		4400-071200-1320-	200.00	24050	TOTAL		MARKETING	00709 FALL IMAGES
	DISC. TOTAL					.00				200.00	
00000	999999 LEWIS DANIELLE	THDR 20190629	12/21/2018		100-000200-3500-	150.00	24051	TOTAL		REFUNDS PAYABLE	00709 THDR 20190629
	DISC. TOTAL					.00				150.00	
00000	000743 LOCAL SERVICES	41377	12/21/2018		4400-071200-1250-	332.00	24052	TOTAL		PARADE/HOLIDAY EVENTS	00709 PORTA POTTY
	DISC. TOTAL					.00				332.00	
00000	000987 MINCZ TIRE SERVICE	108862	12/21/2018		4100-031100-6010-	45.00	24053	TOTAL		EQUIPMENT/SUPPLIES	00709 05 FORD CALIBRATED
	DISC. TOTAL					.00				45.00	
00000	000919 PRO SHRED SECURITY	23573	12/21/2018		4100-012110-3140-	45.00	24054	TOTAL		CONTRACTED SERVICES/SHREDDING	00709 2018-12
	DISC. TOTAL					.00				45.00	
00000	000011 RAPPANNOCK ELEC COOP	2018-11	12/21/2018		4100-043100-5110-	100.78	24055	TOTAL		ELECTRICITY-STREETLIGHTS	00709 CEDAR WAREHOUSE
	DISC. TOTAL					.00					
00000	000011	2018-11	12/21/2018		4500-500100-5110-	292.62	24055	TOTAL		ELECTRICITY	00709 BELL #4
	DISC. TOTAL					.00					
00000	000011	2018-11	12/21/2018		4500-500100-5110-	51.03	24055	TOTAL		ELECTRICITY	00709 CEDAR LN TRANSFORMER
	DISC. TOTAL					.00					
00000	000011	2018-11	12/21/2018		4500-500100-5110-	22.33	24055	TOTAL		ELECTRICITY	00709 RT 2 WATER TWR LTR
	DISC. TOTAL					.00					
00000	000011	2018-11	12/21/2018		4520-500100-5110-	26.71	24055	TOTAL		ELECTRICITY	00709 OAK RIDGE PMP STAT
	DISC. TOTAL					.00					
00000	000011	2018-11	12/21/2018		4520-500100-5110-	90.95	24055	TOTAL		ELECTRICITY	00709 LAKEWOOD PMP STAT
	DISC. TOTAL					.00				90.95	
00000	000013 SHELL FLEET PLUS	9806812	12/21/2018		4100-031100-6008-	259.05	24056	TOTAL		VEHICLE FUEL/OIL	00709 PC
	DISC. TOTAL					.00					
00000	000013	9806812	12/21/2018		4100-043100-6008-	185.50	24056	TOTAL		VEHICLE FUEL/OIL	00709 PW
	DISC. TOTAL					.00					
00000	000013	9806812	12/21/2018		4500-500100-6008-	185.51	24056	TOTAL		VEHICLE FUEL/OIL	00709 WATER
	DISC. TOTAL					.00					
00000	000013	9806812	12/21/2018		4520-500100-6008-	185.51	24056	TOTAL		VEHICLE FUEL & OIL	00709 SEWER
	DISC. TOTAL					.00				815.57	
00000	001043 STATE OF ESCAPE, LLC	117001	12/21/2018		4100-012110-6021-	675.00	24057	TOTAL		PUBLIC RELATIONS	00709 SPEAKERS & MICS FOR
	DISC. TOTAL					.00				675.00	
00000	000861 THE UPS STORE #6358	4036	12/21/2018		4100-012110-6001-	105.00	24058	TOTAL		OFFICE/MEETING SUPPLIES & PRINTING	00709 TRACY, VALARIE, OTIS
	DISC. TOTAL					.00					
00000	000861	4098	12/21/2018		4520-500100-5840-	35.00	24058	TOTAL		MISCELLANEOUS	00709 ALICIA BUSINESS CARD
	DISC. TOTAL					.00				140.00	
00000	000256 VERIZON WIRELESS	9819978617	12/21/2018		4100-031100-5230-	40.01	24059	TOTAL		TELECOMMUNICATIONS	00709 PC
	DISC. TOTAL					.00				40.01	
00000	000863 WILLIAMS MULLEN	2018-10 1	12/21/2018		4320-032100-0100-	5,232.50	24060	TOTAL		EDA LOANS AND GRANTS	00709 LEGAL FEES
	DISC. TOTAL					.00					
00000	000863	2018-11	12/21/2018		4320-032100-0100-	5,232.50	24060	TOTAL		EDA LOANS AND GRANTS	00709 LEGAL FEES
	DISC. TOTAL					.00				10,465.00	
00000	000863	2018-11	12/21/2018		4320-032100-0100-	14,528.18	24060	TOTAL		EDA LOANS AND GRANTS	00709 LEGAL FEES
	DISC. TOTAL					.00				14,528.18	
00000	000863	2018-11	12/21/2018		4320-032100-0100-	14,528.18	24060	TOTAL		EDA LOANS AND GRANTS	00709 LEGAL FEES
	DISC. TOTAL					.00				14,528.18	



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

**AGENDA ITEM:** Town Council Meeting Minutes December 6, 2018

**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 December 6, 2018 Town Council Meeting.

**ATTACHMENTS:**

Minutes and bills approved at the 12/6/18 meeting

**REQUESTED ACTION:**

Approve Minutes.



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**MINUTES**

**Thursday December 06, 2018  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

**PRESENT**

- Mayor Jason Satterwhite
- Council Member Otis Wright
- Council Member Mark Gaines
- Council Member Mary Frances Coleman
- Council Member Jean Davis
- Council Member Tyler Gibson
- Council Member Valarie Coyle

**ABSENT**

Vice-Mayor Glenn McDearmon – joined meeting by speaker phone for informational purposes only

**PUBLIC HEARINGS:**

At 7:01 P.M. the Mayor opened the Public Hearing to consider adopting the presented Budget Amendment. He noted a notice of Public Hearing was run in the Free-Lance Star Newspaper on November 20 and November 27, 2018. The public was invited to speak on the matter.

John Sieg, Chairman - Bowling Green Economic Development Authority (EDA) - Chairman Sieg explained that the \$25,000 line item in the proposed budget amendment for the EDA was money that was in the EDA's unassigned fund balance and the EDA was asking for the Town to appropriate the funds so that the EDA may use it for business development purposes.

Susan Sili, 205 Travis Street - Ms. Sili asked that Council consider giving the \$25,000 that the EDA was asking to be appropriated instead to a newly formed downtown business owners group.

Bonnie Cannon, 123 S. Main Street - Ms. Cannon asked for further explanation of the proposed budget amendment. The Town Manager gave an explanation for each line item in the proposed budget amendment.

At 7:14 P.M. the Mayor closed the Public Hearing and stated that Council would vote on the matter under New Business.

**DELEGATIONS:**

Caroline County Supervisor Jeff Sili and Economic Development Director Gary Wilson – Mr. Sili and Mr. Wilson informed Council that the Caroline County Economic Development Authority was working with a non-profit organization called the Cardinal Group that is performing a study on Economic Development in the County. They suggested the group may be able to provide a like study for the Town. The Mayor asked for the groups contact information and stated he'd like to hold a joint meeting with Town Council and the Town's EDA to speak with the Cardinal Group.

## **PUBLIC COMMENTS:**

Chris Whittaker, homeowner on Mulberry Lane in White Meadows Subdivision - Mr. Whittaker asked Council if the Town could extend its sewer lines into the White Meadows subdivision as they already provided water and the sewer main runs down Richmond Turnpike past the neighborhood. The Mayor suggested that Mr. Whittaker meet jointly with Town and County Public Utilities staff to locate the nearest sewer main at which time he could be informed of possible options.

Barbara Allen, 125 Travis Street - Ms. Allen questioned whether a water main break caused by sewer main repairs in the vicinity was intentionally caused by Town staff. The Town's Director of Public Works explained that it was an accident that occurred when a contractor was replacing dirt over work done on sewer lines and the nearby water lines could not sustain the weight due to their age and condition. Ms. Allen asked how the EDA intended to spend the additional \$25,000 if the budget amendment were adopted. The Town Manager said that the EDA was able to use the money as it saw fit once it was appropriated.

Bonnie Cannon, 123 S. Main Street - Ms. Cannon raised concerns she had over the possibility of increased truck traffic on Main Street if the County approved the re-zoning of a commercial property south of Town.

Maj. Scott Moser, CCSO - Maj. Moser stated that he lived on Roper Drive but was present as a representative of the Caroline County Sheriff's Office. He said that a CCSO representative intended to be present at each Council meeting moving forward to keep Council informed of the CCSO's efforts in Town.

## **STAFF REPORTS & PRESENTATIONS:**

The following staff reports were noted:

Police Department Council Monthly Report for November 2018

Public Works Director Council Monthly Report for November 2018

Events Coordinator Council Monthly Report for November 2018

Town Clerk/Treasurer's Monthly Report to Council November 2018

Town Manager Council Monthly Report for November 2018

## **CONSENT AGENDA:**

**November 2018 Bills** – Attached to these minutes.

**Town Council Meeting Minutes November 1, 2018**

**R-2018-012 – In recognition of Council Member Coleman**

**R-2018-013 – In recognition of Council Member Gibson**

The Mayor presented Council Members Coleman and Gibson with their Resolutions and expressed his appreciation for their hard work and dedication.

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

Voting Yea: Council Member Wright, Council Member Gaines, Council Member Coleman, Council

Member Davis, Council Member Gibson, Council Member Coyle

### **NEW BUSINESS:**

The Mayor asked Council their desired action on the proposed Budget Amendment.

Motion made by Council Member Gaines, with no Second, to adopt the proposed Budget Amendment less the \$25,000 for the EDA. Motion failed.

Motion made by Council Member Gibson, Seconded by Council Member Davis to approve the Budget Amendment as presented.

Discussion: Council member Gaines said that he did not feel the EDA should use the \$25,000 for an attorney as it had spent its previous budget on an attorney without any results in finalizing a deal on the Route 301 Hotel Project. EDA Chairman Sieg said that previous deals had failed because they lacked expert assistance and the EDA intended to use the \$25,000 to secure such assistance.

Voting Yea: Council Member Coleman, Council Member Davis, Council Member Gibson

Voting Nay: Council Member Wright, Council Member Gaines, Council Member Coyle  
Mayor Satterwhite Voted Yea. Motion Passed.

### **UNFINISHED BUSINESS:**

**Billing of customers with multiple addresses on single meter** - Mayor Satterwhite recommended that the Town Attorney and staff draft an ordinance addressing the matter. The Ordinance and Policies Committee could review the draft ordinance in January and then place it on the Town Council Agenda for February.

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

Otis Wright – had no comments.

Mark Gaines – Mr. Gaines stated that he appreciated Caroline County for accepting Town employees onto the County's Insurance plan.

Valarie Coyle – Ms. Coyle that she also appreciated Caroline County for accepting Town employees onto the County's Insurance plan.

Jean Davis – had no comments.

Mary Frances Coleman – had no comments.

Tyler Gibson – had no comments.

Jason Satterwhite, Mayor – Mayor Satterwhite thanked Council for its hard work and ability to make hard decisions. He asked that the public approach him with any concerns that may have over staff or otherwise.

### **ADJOURNMENT**

On motion made by Council Member Gaines, Seconded by Council Member Gibson Council voted unanimously to adjourn the meeting at 8:20 P.M.



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TRK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23930	47	CAROLINE GARAGE	000	11/09/2018	102.96	.00
23931	10	DOMINION VIRGINIA POWER	000	11/09/2018	5,335.18	.00
23932	28	G & G MILFORD FARM SERV.	000	11/09/2018	206.30	.00
23933	237	GRATINGER	000	11/09/2018	39.80	.00
23934	1021	MUNICIPAL CODE CORP	000	11/09/2018	2,020.00	.00
23935	999999	PECK REESE	000	11/09/2018	402.21	.00
23936	880	REID ENGINEERING CO INC	000	11/09/2018	2,947.98	.00
23937	75	SYDNOR HYDRO INC	000	11/09/2018	45,950.90	.00
23938	12	WASTE MANAGEMENT	000	11/09/2018	7,047.07	.00
23939	902	WBOB/WFVA RADIO	000	11/09/2018	1,550.00	.00
		CLASS TOTAL			65,602.40	.00
		ACH TOTAL			.00	
		CHECK TOTAL			65,602.40	
		FINAL TOTAL			65,602.40	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 65,602.40 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

30

CHK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23940	944	ATLANTIC BROADBAND /	000	11/16/2018	189.40	.00
23941	679	DAVID L BROOKS HAULING &	000	11/16/2018	69.96	.00
23942	999999	DEAVERS BILLY	000	11/16/2018	138.24	.00
23943	850	HAUN DAWN	000	11/16/2018	75.00	.00
23944	48	MID-ATLANTIC LAB	000	11/16/2018	60.00	.00
23945	1015	RED BUD SUPPLY INC	000	11/16/2018	265.56	.00
23946	991	RGS&S COMMERCIAL CLEANING	000	11/16/2018	289.00	.00
23947	659	SOSMETAL PRODUCTS INC	000	11/16/2018	63.80	.00
23948	75	SYDOR HYDRO INC	000	11/16/2018	2,520.12	.00
23949	148	THE FREE LANCE STAR	000	11/16/2018	1,238.13	.00
23950	291	USA BLUE BOOK	000	11/16/2018	566.24	.00
23951	44	VUPS	000	11/16/2018	50.40	.00
23952	451	XEROX CORPORATION	000	11/16/2018	249.08	.00
		CLASS TOTAL			5,774.93	.00
		ACH TOTAL			.00	
		CHECK TOTAL			5,774.93	
		FINAL TOTAL			5,774.93	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 5,774.93- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23955	1039	BIG DOG AUTOMOTIVE, LLC	000	11/23/2018	394.39	.00
23956	764	BLUE TARP FINANCIAL	000	11/23/2018	51.28	.00
23957	341	DOMINION CHEMICAL CO	000	11/23/2018	345.00	.00
23958	546	JOHNSON'S EXTERMINATING	000	11/23/2018	925.00	.00
23959	1040	KELVIC CONSTRUCTION CO	000	11/23/2018	98,281.65	.00
23960	999999	MONROE REGINA	000	11/23/2018	150.00	.00
23961	1021	MUNICIPAL CODE CORP	000	11/23/2018	3,400.00	.00
23962	11	RAPPAHANNOCK ELEC COOP	000	11/23/2018	111.33	.00
23963	13	SHELL FLEET PLUS	000	11/23/2018	1,079.39	.00
23964	999999	WARNER ALICIA	000	11/23/2018	118.37	.00
23965	863	WILLIAMS MULLEN	000	11/23/2018	10,301.00	.00
		CLASS TOTAL			115,157.41	.00
		ACH TOTAL			.00	
		CHECK TOTAL			115,157.41	
		FINAL TOTAL			115,157.41	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 115,157.41 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

APPROVE 11/28/2018 TOWN OF BOWLING GREEN

A/P CHECK REGISTER  
Check Date - 11/28/2018

ACCPD - 2018/11

PAGE 1

3

23972

VEND# 863

WILLIAMS MULLEN

CLASS 000

DATE 11/28/2018

AMOUNT 5,068.50

5,068.50

DISCOUNT .00

.00

ACH TOTAL .00

CHECK TOTAL 5,068.50

FINAL TOTAL 5,068.50

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 5,068.50 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

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

33

23966  
23967  
23968  
23969  
23970  
23971

11/28/2018 TOWN OF BOWLING GREEN

A/P CHECK REGISTER  
Check Date - 11/30/2018

VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
179	LUCK STONE CORPORATION	000	11/30/2018	398.25	.00
1041	MASTINS ROOFING & CONST	000	11/30/2018	26,500.00	.00
651	MVP AWARDS	000	11/30/2018	1,113.00	.00
1042	OMNIGO SOFTWARE	000	11/30/2018	2,888.00	.00
291	USA BLUE BOOK	000	11/30/2018	211.90	.00
256	VERIZON WIRELESS	000	11/30/2018	40.01	.00
	CLASS TOTAL			31,151.16	.00
	ACH TOTAL			.00	
	CHECK TOTAL			31,151.16	
	FINAL TOTAL			31,151.16	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 31,151.16- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

K#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23977	18	A & M HOME CENTER	000	12/07/2018	92.38	.00
23978	790	ADVANCE AUTO PARTS	000	12/07/2018	94.95	.00
23979	159	C W WARTHEN COMPANY	000	12/07/2018	487.23	.00
23980	47	CAROLINE GARAGE	000	12/07/2018	269.42	.00
23981	999999	CHRISTENSEN LINDA	000	12/07/2018	50.00	.00
23982	897	CINTAS CORPORATION	000	12/07/2018	57.70	.00
23983	14	CINTAS OF RICHMOND	000	12/07/2018	894.96	.00
23984	663	COLEMAN MARY FRANCES	000	12/07/2018	600.00	.00
23985	907	COYLE VALARIE	000	12/07/2018	425.00	.00
23986	664	DAVIS JEAN	000	12/07/2018	675.00	.00
23987	234	ENVIROCOMPLIANCE LAB INC	000	12/07/2018	1,290.00	.00
23988	234	ENVIROCOMPLIANCE LAB INC	000	12/07/2018	1,155.00	.00
23989	648	ERARD ANDREA G	000	12/07/2018	1,667.00	.00
23990	139	FLORES ARMANDO L	000	12/07/2018	100.00	.00
23991	28	G & G MILFORD FARM SERV.	000	12/07/2018	499.15	.00
23992	946	GAINES MARK	000	12/07/2018	600.00	.00
23993	983	GIBSON TYLER	000	12/07/2018	600.00	.00
23994	70	GREENLINE SERVICE CORP	000	12/07/2018	1,362.88	.00
23995	439	HAUSER MARTIN	000	12/07/2018	100.00	.00
23996	898	JAMES MARY	000	12/07/2018	140.00	.00
23997	836	JOHN ALLISON	000	12/07/2018	280.00	.00
23998	999999	JOHNSON MARK	000	12/07/2018	50.00	.00
24000	546	JOHNSON'S EXTERMINATING	000	12/07/2018	2,115.00	.00
24001	1040	KELVIC CONSTRUCTION CO	000	12/07/2018	50,714.13	.00
24002	999999	LEWIS PAT	000	12/07/2018	50.00	.00
24003	743	LOCAL SERVICES	000	12/07/2018	80.00	.00
24004	999999	MARSHALL TIM	000	12/07/2018	150.00	.00
24005	378	MCDERMION GLENN	000	12/07/2018	600.00	.00
24006	725	MCGINLEY MICHELLE B	000	12/07/2018	35.00	.00
24007	1021	MUNICIPAL CODE CORP	000	12/07/2018	1,060.34	.00
24008	598	SATTERWHITE JASON	000	12/07/2018	900.00	.00
24009	999999	SMITH SHAWN	000	12/07/2018	150.00	.00
24010	918	STAPLES ADVANTAGE	000	12/07/2018	254.15	.00
24011	15	TREASURER OF VIRGINIA	000	12/07/2018	819.65	.00
24012	999999	TRUE DELIVERANCE CHURCH	000	12/07/2018	150.00	.00
24013	1002	VACORP	000	12/07/2018	116.79	.00
24014	19	VERIZON	000	12/07/2018	323.56	.00
24015	256	VERIZON WIRELESS	000	12/07/2018	497.51	.00
24016	728	VML INSURANCE	000	12/07/2018	333.00	.00
24017	985	VOIT JEFF	000	12/07/2018	100.00	.00
24018	12	WASTE MANAGEMENT	000	12/07/2018	7,297.07	.00
24019	930	WEBB EMILY	000	12/07/2018	20,397.60	.00
24020	878	WHITE OAK ELECTRIC	000	12/07/2018	600.00	.00
24021	438	WRIGHT OTIS	000	12/07/2018	50.00	.00
	999999	WOOLFORD LAURIE	000	12/07/2018	97,529.47	.00
		CLASS TOTAL			97,529.47	
		ACH TOTAL			.00	
		CHECK TOTAL			97,529.47	
		FINAL TOTAL			97,529.47	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 97,529.47- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.





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

**AGENDA ITEM:** Special Called Town Council Meeting Minutes December 17, 2018

**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 December 17, 2018 Town Council Meeting.

**ATTACHMENTS:**

Minutes from the 12/17/18 meeting

**REQUESTED ACTION:**

Approve Minutes.

**TOWN OF BOWLING GREEN  
SPECIAL CALLED TOWN COUNCIL MEETING**

**MINUTES**

**Monday December 17, 2018  
5:30 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

**PRESENT**

- Mayor Jason Satterwhite
- Vice-Mayor Glenn McDearmon
- Council Member Otis Wright
- Council Member Mark Gaines
- Council Member Mary Frances Coleman - by telephone.
- Council Member Jean Davis
- Council Member Tyler Gibson
- Council Member Valarie Coyle

Ms. Coleman was unable to be present at the meeting due to personal matters but participated telephonically by speaker phone.

**PUBLIC COMMENTS:**

There were no comments from the public.

**NEW BUSINESS:**

**An Amendment to the FY 2018-2019 Appropriation**

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Gaines to adopt the Amendment to the FY 2018-2019 Appropriation as presented.

Voting Yea: Vice-Mayor McDearmon, Council Member Wright, Council Member Gaines, Council Member Coleman, Council Member Davis, Council Member Gibson, Council Member Coyle.

**ADJOURNMENT:**

At 5:43 P.M. Council unanimously voted to adjourn the meeting.





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

**AGENDA ITEM:** EDA Appointment  
**ITEM TYPE:** Consent Agenda  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Reese Peck, townmanager@townofbowlinggreen.com  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Hardy Dunnington's EDA term expired 11-03-2018. He has requested to reappointment for a term to expire on 11-03-2022.

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

Approve reappointment.



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

**AGENDA ITEM:** Caroline County Health Insurance MOU  
**ITEM TYPE:** Action Item  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Reese Peck, [townmanager@townofbowlinggreen.com](mailto:townmanager@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

The County Board of Supervisors has approved the Town's participation in its self-insurance health plan administered by Anthem Blue Cross Blue Shield. The Town's current plan terminates at the end of January and the MOU allows the Town's employees to enroll for coverage effective February 1, 2019.

**ATTACHMENTS:**

Proposed MOU and FY2018-2019 Rates

**REQUESTED ACTION:**

Approve MOU

**CAROLINE COUNTY  
HEALTH INSURANCE AND DENTAL PREMIUM RATES 2017-2018**

			<u>HMO POS Coverage</u>				<u>PPO 25 Coverage</u>				<u>Enhanced Dental</u>			
			<u>Total Premium</u>	<u>County Share</u>	<u>Employee Share</u>	<u>Per Payday</u>	<u>Total Premium</u>	<u>County Share</u>	<u>Employee Share</u>	<u>Per Payday</u>	<u>Total Premium</u>	<u>County Share</u>	<u>Employee Share</u>	<u>Per Payday</u>
Employee Only	92%	Medical	530.54	489.04	41.50	20.75	629.19	478.69	150.50	75.25	30.50	25.14	5.36	2.68
	88%	Dental	28.60	25.14	3.46	1.73	28.60	25.14	3.46	1.73				
	Total		559.14	514.18	44.96	22.48	657.79	503.83	153.96	76.98				
Employee + Child	85%	Medical	899.30	767.82	131.48	65.74	1,064.95	750.37	314.58	157.29	61.00	49.82	11.18	5.59
	87%	Dental	57.20	49.82	7.38	3.69	57.20	49.82	7.38	3.69				
	Total		956.50	817.64	138.86	69.43	1,122.15	800.19	321.96	160.98				
Employee + Spouse	84%	Medical	1,027.50	867.34	160.16	80.08	1,216.45	847.37	369.08	184.54	60.08	45.64	14.44	7.22
	81%	Dental	56.34	45.64	10.70	5.35	56.34	45.64	10.70	5.35				
	Total		1,083.84	912.98	170.87	85.43	1,272.79	893.01	379.78	189.89				
Family	77%	Medical	1,618.74	1,241.58	377.16	188.58	1,914.45	1,210.19	704.26	352.13	91.50	62.60	28.90	14.45
	72%	Dental	85.80	62.60	23.20	11.60	85.80	62.60	23.20	11.60				
	Total		1,704.54	1,304.18	400.36	200.18	2,000.25	1,272.79	727.46	363.73				
<u>Dual Enrollment</u>														
Employee + Spouse		Medical	1,027.50	957.42	70.08	35.04	1,216.45	936.67	279.78	139.89	60.08	53.10	6.98	3.49
		Dental	56.34	53.11	3.58	1.79	56.34	53.11	3.58	1.79				
		Total	1,083.84	1,010.53	73.66	36.83	1,272.79	989.78	283.36	141.68				
Family		Medical	1,618.74	1,304.47	314.27	157.14	1,914.45	1,273.07	641.38	320.69	91.50	71.20	20.30	10.15
		Dental	85.80	71.20	14.60	7.30	85.80	71.20	14.60	7.30				
		Total	1,704.54	1,375.67	328.87	164.43	2,000.25	1,344.27	655.98	327.99				

# Caroline County, Virginia

DEC 18 20

40

## Board of Supervisors

Caroline County, VA



Jeffrey S. Black  
*Western Caroline District*

Clayton T. Forehand  
*Madison District*

Nancy L. Long  
*Port Royal District*

Jeffery M. Sili  
*Bowling Green District*

Floyd W. Thomas  
*Mattaponi District*

Reginald L. Underwood  
*Reedy Church District*

Charles M. Culley, Jr.  
*County Administrator*

December 14, 2018

Mr. A. Reese Peck  
Town Manager  
Town of Bowling Green  
P. O. Box 468  
Bowling Green, Virginia 22427

Dear Mr. Peck,

At its December 11, 2018 meeting, the Caroline County Board of Supervisors approved the attached Memorandum of Understanding (MOU) outlining the terms and conditions under which the County will allow employees of the Town of Bowling Green to join its self-insured medical and dental insurance plans.

If the MOU is approved by Town Council, please ask Mayor Satterwhite to sign the agreement and return a copy to me. Feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Culley".

Charles M. Culley, Jr.  
County Administrator

Attachment

*"Committed To Service, Dedicated To The People"*

212 North Main Street, P. O. Box 447, Bowling Green, Virginia 22427  
(804)633-5380 – Telephone (804)633-4970 – Fax

[www.co.caroline.va.us](http://www.co.caroline.va.us)

**MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING** ("MOU") by and among the Board of Supervisors of Caroline County, Virginia (the "Board" or the "County") and the Town of Bowling Green, Virginia (the "Town") is dated December \_\_\_, 2018 (the "Effective Date"), and recites and provides as follows.

**WHEREAS**, the Town has requested that the County permit Town employees to join its self-insured medical and dental insurance plans (collectively, the "Plan") beginning February 1, 2019 to prevent a gap in the Town's coverage and continue for the Plan Year beginning March 1, 2019 and ending February 29, 2020 (the "Plan Year"); and

**WHEREAS**, the County is willing to do so on a trial basis for one Plan Year subject to the terms and conditions of this MOU; and

**NOW, THEREFORE**, for and in consideration of the premises, the mutual benefits to be derived by the parties from entering into this Memorandum of Understanding ("MOU"), and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows.

1. The County shall allow the Town and the employees of the Town to join its self-insured plan for medical and dental insurance beginning February 1, 2019 and continuing for the Plan Year beginning March 1, 2019 and ending February 29, 2020, subject to the terms and conditions set forth in this MOU.

2. The Town shall pay and submit both the employer and employee share of the cost of the plan and coverage for its employees to the County on the same day the Town pays its employees during the term of this MOU and shall provide an accompanying breakdown of payments by the employee's name and plan type.

3. The County may remove the Town and its employees from the Plan at the conclusion of the initial or any subsequent Plan Year in its sole and absolute discretion.

4. The Town shall pay to the County within thirty (30) days after receiving an invoice therefor, the amount of any deficit in claims expense versus premium revenue received by the County should the Town decide to leave the Plan on its own volition at any time.

5. The Town shall require all of its eligible employees to attend an open enrollment meeting and submit their completed forms no later than the due date established for enrollment. Any employee not submitting such completed forms by the due date shall not be covered by the Plan for the upcoming Plan Year in the sole and absolute discretion of the County.

6. The Town shall keep County Administration informed of any changes that affect coverage, or could affect coverage, of its employees at any time during any Plan Year that this MOU is in effect.



7. This MOU and the Plan do not include other voluntary benefits, including but not limited to, cancer policies, supplemental life insurance, etc. that may be offered during open enrollment to County employees. The only Plan to be offered to Town employees and covered by this MOU is the County's self-insured medical and dental plan.

8. The initial term of this MOU shall commence on February 1, 2019 and continue for one (1) Plan Year commencing on March 1, 2019 and ending on February 29, 2020. Unless renewed in writing by the County prior to the expiration of the initial Plan Year, this MOU shall automatically terminate and be of no further force and effect on February 29, 2020.

9. This MOU and all obligations of the County hereunder are subject to annual appropriation of the Board of Supervisors of the County. Neither this MOU nor any obligation of the County hereunder shall be deemed to constitute a debt or pledge of the full faith and credit of the Commonwealth of Virginia or any political subdivision thereof, including the County.

10. This MOU may be executed in one or more counterparts, each of which shall be an original and all of which together shall be one and the same instrument. This MOU contains the entire understanding of the parties to it, and may be amended or added to only in a writing executed by both parties.

11. The parties hereto expressly do not intend by execution of this MOU to create in the public, or any member thereof, any rights as a third party beneficiary to this MOU or to authorize any person or entity not a party hereto to maintain a suit for damages or any other cause of action pursuant to the terms of this MOU.

12. Any notice under this MOU shall be given in writing and delivered either in person, by overnight courier service or by certified mail, postage prepaid and return receipt requested, to the parties as follows:

To the County: Mr. Charles M. Culley, Jr.  
County Administrator  
Caroline County  
212 N. Main Street  
Bowling Green, Virginia 22427

To the Town: Mr. Reese Peck  
Town Manager  
117 Butler Street  
Bowling Green, Virginia 22427

Notice given as required above shall be effective immediately upon receipt if personally delivered, one (1) business day after being deposited with an overnight courier service, and five (5) business days after mailing if mailed by certified mail, postage prepaid.

10. This MOU shall be binding upon and inure to the benefit of the respective successors in interest, and permitted assigns of the parties. This MOU may not be assigned by either party without the prior written consent of the other.



11. This MOU shall be construed according to the laws of the Commonwealth of Virginia. Sole jurisdiction and venue for adjudication of any dispute arising out of this MOU shall be in the Circuit Court of Caroline County, Virginia.

12. If either party breaches this MOU, the non-breaching party may recover its attorneys' fees incurred in enforcing this MOU. This MOU contains the entire agreement between the parties hereto and may not be modified or amended except in a writing executed by all of the parties hereto. This MOU may be executed in two or more counterparts, each of which shall be an original and both of which together shall constitute one and the same instrument. All personal pronouns used herein, whether used in the masculine, feminine or neuter gender, shall include all other genders. The singular shall include the plural and vice versa unless the context specifically requires otherwise.

13. This MOU has been duly approved and authorized by the County and the Town, in open meetings duly called.

**WITNESS** the following signatures and seals as of the date first written above.

**BOARD OF SUPERVISORS OF  
CAROLINE COUNTY, VIRGINIA**

By: \_\_\_\_\_ (SEAL)  
Chairman

**TOWN OF BOWLING GREEN, VIRGINIA**

By: \_\_\_\_\_ (SEAL)  
Mayor



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

**AGENDA ITEM:** Sewer Line Replacement Project Update Info Meeting  
**ITEM TYPE:** Informational Item  
**PURPOSE OF ITEM:** Information Only  
**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

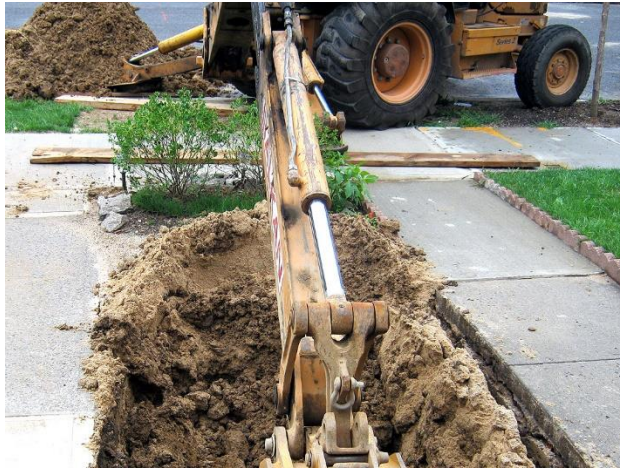
Reminder of the 2<sup>nd</sup> bi-monthly Public Information Meeting on the Sewer Line Replacement Project.

**ATTACHMENTS:**

- Meeting Flier

**REQUESTED ACTION:**

None.



## **PUBLIC INFORMATION MEETING #2**

### **SEWER LINE REPLACEMENT ON S. MAIN STREET, MAURY AVENUE, DORSEY LANE, AND MILFORD STREET**

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**WHEN** Friday January 4, 2019 at 6:00 PM

**WHERE** Bowling Green Town Hall

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This Public Information Meeting serves to educate and update residents, businesses, and the general public about the construction activities on S. Main Street, Maury Avenue, Dorsey Lane, and Milford Street related to a sewer line replacement project. A presentation will be followed by a question and answer session where you will have the opportunity ask the contractor and engineer questions about the project.





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

**AGENDA ITEM:** Calendar Year 2019 Holiday Schedule  
**ITEM TYPE:** Informational Item  
**PURPOSE OF ITEM:** Information Only  
**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**  
Section 8.3 (C) of the Town’s Personnel Policy identifies the Holidays on which the Office is closed for business. The dates for 2019 are attached for informational purposes.

- ATTACHMENTS:**
- Personnel Policy Section 8.3 (C)
  - 2019 State Holiday Schedule

**REQUESTED ACTION:**

None.

## Section 8. General Rules

### 8.1. Purpose

The following policies set forth general operating procedures.

### 8.2. Official Hours

A. The official hours for the transaction of Town business are from 9:00 a.m. until 5:00 p.m., Monday through Friday. The Town Manager may establish different official hours for the departments, depending on the functions and operations involved.

B. Because of the variety of services that departments provide, an employee’s work schedule may be different from the official hours. However, a full-time employee is expected to work forty (40) hours per workweek.

### 8.3. Holidays

A. Town offices shall be closed on officially designated state holidays. Employees who provide public safety or other essential services may be required to work on holidays.

B. The Town shall observe the following holidays:

<u>Holiday</u>	<u>Date County Offices Closed</u>
New Year’s Day	January 1
Lee-Jackson Day	Friday preceding the 3rd Monday in January
Martin Luther King, Jr. Day	3rd Monday in January
President’s Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	2nd Monday in October
Veteran’s Day	November 11th
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Day	December 25

C. The Bowling Green Town Council also honors special holidays approved by the Governor of Virginia and/or the President of the United States. In addition to these and the holidays listed above, the Town Council may designate any other day or part of a day as an official holiday. If one of the above holidays falls on a Saturday, the preceding Friday will be observed as the designated holiday; if the holiday falls on a Sunday, the following Monday will be observed as the designated holiday. Salaried employees shall receive paid time off for a holiday. Each full day holiday shall be valued at eight hours, and a one-half day holiday shall be valued at four hours.



# Commonwealth of Virginia 2019 Pay and Holiday Calendar

## State Holidays

- January 1**  
New Year's Day
- January 18**  
Lee-Jackson Day
- January 21**  
Martin Luther King, Jr. Day
- February 18**  
George Washington Day
- May 27**  
Memorial Day
- July 4**  
Independence Day
- September 2**  
Labor Day
- October 14**  
Columbus Day & Yorktown Victory Day
- November 11**  
Veterans Day
- November 27**  
4 hours additional holiday time
- November 28**  
Thanksgiving
- November 29**  
Day After Thanksgiving
- December 24**  
8 hours additional holiday time
- December 25**  
Christmas

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

- Denotes Payday
- Denotes Holiday
- Denotes Additional Time Off 8 hrs 4 hrs
- Denotes Payday on Holiday or Time Off

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## January

S	M	T	W	T	F	S
		①	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			