



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, July 01, 2021
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

MEMBER COMMENTS:

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [1.](#) Police Department Monthly Report June 2021
- [2.](#) Public Works/Utilities Monthly Report for June 2021
- [3.](#) Community & Economic Dev.; Council Monthly Report for June 2021
- [4.](#) Town Clerk/Treasurer Council Monthly Report for June 2021
- [5.](#) Town Manager Monthly Report - June 2021

CONSENT AGENDA:

- [6.](#) Bills – June 2021
- [7.](#) Minutes – June 3, 2021 Town Council Meeting
- [8.](#) Minutes – June 21, 2021 Special Town Council Meeting
- [9.](#) Minutes – June 24, 2021 Town Council Special Meeting

UNFINISHED BUSINESS:

- [10.](#) Economic Development Authority – Work Plan FY22

NEW BUSINESS:

- [11.](#) Shifflett's Waste Collection Date Change Request
- [12.](#) Electronic Participation in Meetings Policy

INFORMATIONAL ITEMS:

- [13.](#) Allocations of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) to Non-Entitlement Units of Government (NEU)

COMMITTEE REPORTS:

ADJOURNMENT



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

AGENDA ITEM: Police Department Monthly Report June 2021

DATE: 06/25/2021

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for June 2021

28 Total calls for service

46 Summonses / Parking tickets

60 Park walk and talks

16 Assist other agencies

55 Property checks/ Vacation checks

1 Warrant Services

1 Motor Vehicle Accidents

ATTACHMENTS:

None

HEADS UP ITEMS:



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

AGENDA ITEM: Public Works/Utilities Monthly Report for June 2021

DATE: June 25, 2021

PREPARED BY: Josh Irby

MONTHLY REPORT / PROJECT UPDATE:

Water

- Inspection of new connections
- Tank cleaning completed on GST and back online
- Water meter replacement and radio installation has begun- Once replacement is completely finished monthly billing will begin

Wastewater

- Plant is running well, no exceptions to report
- Inspection of new connections
- Responded to DEQ Inspection Report
- PER for Sewer Upgrades Completed- PER is under modification
- Repairs made at Bowling Green Meadows Lift Station

Public Works

- Maintenance of Town vehicles and equipment
- Normal Grass Cutting
- Watering flowers on Main St.
- Set up for meetings at Town Hall
- Set up for events at Old Mansion

ATTACHMENTS:

- Iworq Report (Work Orders)
- DMR for May

HEADS UP ITEMS:

Work Order Report

6/1/2021 - 6/25/2021

Work Order Date	Work Type	Work Description	Work Address/Location
6/1/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/1/2021	Public Works - Other	marked utilities	16061 and 16055 Grant CT
6/1/2021	Water - Meter Read	Final Meter Read reading .0502260 06/01/2021	17060 Elm Street
6/1/2021	Water - Service Connect	Cut Water on and take read .0504300 reading 06/01/2021	17052 Elm Street
6/2/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/2/2021	Public Works - Other	marked utilities	112 Gill ST
6/2/2021	Public Works - Mowing	Mow Grass Well 1, Playground, and Police Dept.	Butler Street
6/2/2021	Public Works - Mowing	Mow Grass Town Hall	117 Butler street
6/2/2021	Public Works - Mowing	Mow Grass Rt. 301 Welcome Sign	Rt. 301 Welcome Sign
6/2/2021	Public Works - Mowing	Mow Grass Well 4 and Warehouse	Cedar Lane

Work Order Date	Work Type	Work Description	Work Address/Location
6/2/2021	Public Works - Mowing	Mow Grass Rt. 301 Billboard	Rt. 301 Billboard
6/2/2021	Public Works - Mowing	Mow Grass Park and Ride	Chase Street
6/2/2021	Public Works - Mowing	Mow Grass South Main Street Medians	South Main Street
6/2/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/2/2021	Public Works - Mowing	Mow Grass Rt. 301 and Broaddus Intersection	Broaddus and Rt. 301
6/2/2021	Public Works - Mowing	Mow Grass Fredericksburg Tpke. Welcome Sign	Fredericksburg Tpke.
6/2/2021	Public Works - Mowing	Mow Grass Lacy Lane Lift Station	Lacy Lane
6/2/2021	Public Works - Mowing	Mow Grass Bowling Green Meadows Park	Dickinson Drive
6/2/2021	Public Works - Mowing	Mow Grass Bowling Green Meadows Lift Station	Roper Drive
6/2/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/2/2021	Public Works - Meeting Set-Up	Set up for Council meeting	117 Butler St.

Work Order Date	Work Type	Work Description	Work Address/Location
6/2/2021	Public Works - Garbage	take 2 trash cans and 1 recycle and pick up broken cans please	110 Lacy Ln
6/2/2021	Public Works - Garbage	ptake 2 trash cans and 1 recycle and pick up broken cans	110 Lacy Ln
6/2/2021	Public Works - Garbage	ptake 2 trash cans and 1 recycle and pick up broken cans	110 Lacy Ln
6/3/2021	Public Works - Special Events Set-Up	Clean Sweep	117 Butler Street
6/3/2021	Public Works - Other	marked utilities	16024 Grant CT
6/3/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/3/2021	Public Works - Other	marked utilities	16040 and 16056 Grant CT
6/3/2021	Public Works - Other	marked utilities	16040 and 16056 Grant CT
6/3/2021	Public Works - Other	marked utilities	16040 and 16056 Grant CT
6/3/2021	Public Works - Other	marked utilities	16057 Harrison Way lot 27
6/3/2021	Public Works - Other	marked utilities	16057 Harrison Way lot 27
6/3/2021	Public Works - Other	marked utilities	18073 Harding DR.

Work Order Date	Work Type	Work Description	Work Address/Location
6/3/2021	Public Works - Mowing	Mow Grass Heritage Pines Lift Station	Heritage Pine Circle
6/3/2021	Public Works - Mowing	Mow Grass Business Sidewalks	Milford Street
6/3/2021	Public Works - Mowing	Mow Grass Maury Heights Lift Station	Coolidge Lane
6/3/2021	Public Works - Mowing	Mow Grass 301 Welcome Sign	301 Welcome Sign
6/3/2021	Public Works - Mowing	Mow Grass Billboard Roger Clark Blvd.	Roger Clark Blvd.
6/3/2021	Public Works - Mowing	Mow Grass VDOT Water Tower	Fredericksburg Tpk.
6/3/2021	Public Works - Mowing	Mow Grass Well 5	Broaddus Ave.
6/3/2021	Public Works - Mowing	Mow Grass North Main Intersection	Main Street
6/3/2021	Public Works - Mowing	Mow Grass Rt. 301 Lift Station	Rt. 301 Lift Station
6/4/2021	Public Works - Other	marked utilities	16044 Harrison Way lot 20
6/4/2021	Public Works - Other	marked utilities	16062 Grant CT lot 7
6/4/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/4/2021	Public Works - Garbage	replace broken trash can pick up old can	106 Lacy Lane

Work Order Date	Work Type	Work Description	Work Address/Location
6/7/2021	Public Works - Meeting Set-Up	Set tables up for election	117 Butler St.
6/7/2021	Public Works - Building Maintenance	Change a/c filters	117 Butler St.
6/7/2021	Public Works - Mowing	Mow Grass WWTP	219 Anderson Ave.
6/7/2021	Public Works - Mowing	Mow Grass Business Sidewalks	Milford Street
6/7/2021	Public Works - Mowing	Mow Grass Maury Heights Lift Station	Coolidge Lane
6/7/2021	Public Works - Mowing	Mow Grass VDOT Water Tower	Fredericksburg Tpke.
6/7/2021	Public Works - Mowing	Mow Grass North Main Intersection	Main Street
6/7/2021	Public Works - Mowing	Mow Grass Fredericksburg Tpke. Welcome Sign	Fredericksburg Tpke.
6/7/2021	Public Works - Mowing	Mow Grass Bowling Green Meadows Park	Dickinson Drive
6/7/2021	Public Works - Mowing	Mow Grass Bowling Green Meadows Lift Station	Roper Drive
6/7/2021	Public Works - Mowing	Mow Grass Well 1, Playground, and Police Dept.	Butler Street
6/7/2021	Public Works - Mowing	Mow Grass Town Hall	117 Butler street

Work Order Date	Work Type	Work Description	Work Address/Location
6/7/2021	Public Works - Mowing	Mow Grass Well 4 and Warehouse	Cedar Lane
6/7/2021	Public Works - Mowing	Mow Grass Park and Ride	Chase Street
6/7/2021	Public Works - Mowing	Mow Grass Lacy Lane Lift Station	Lacy Lane
6/7/2021	Public Works - Mowing	Mow Grass Heritage Pines Lift Station	Heritage Pine Circle
6/7/2021	Public Works - Mowing	Mow Grass 301 Welcome Sign	301 Welcome Sign
6/7/2021	Public Works - Mowing	Mow Grass Billboard Roger Clark Blvd.	Roger Clark Blvd.
6/7/2021	Public Works - Mowing	Mow Grass Well 5	Broaddus Ave.
6/7/2021	Public Works - Mowing	Mow Grass South Main Street Medians	South Main Street
6/7/2021	Public Works - Mowing	Mow Grass Rt. 301 and Broaddus Intersection	Broaddus and Rt. 301
6/7/2021	Public Works - Mowing	Mow Grass Rt. 301 Billboard	Rt. 301 Billboard
6/7/2021	Public Works - Mowing	Mow Grass Rt. 301 Lift Station	Rt. 301 Lift Station
6/7/2021	Public Works - Mowing	Mow Grass Rt. 301 Welcome Sign	Rt. 301 Welcome Sign
6/7/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system

Work Order Date	Work Type	Work Description	Work Address/Location
6/7/2021	Public Works - Garbage	pick up broken trash can and take new trash can please	125 Travis St
6/8/2021	Public Works - Water Plants	Water hanging baskets	North Main St.
6/8/2021	Public Works - Landscaping	Clear fence line of trees, vines, shrubs, etc. minimum 3 feet	301 Lift Station
6/8/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/8/2021	Public Works - Other	marked utilities	16047 Grant CT lot 11
6/8/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/8/2021	Public Works - Vehicle Maintenance	Clean interior and exterior of Crown Victoria	219 Anderson Ave
6/9/2021	Public Works - Other	replaced broken trash can	121 Maury Ave.
6/9/2021	Public Works - Other	replaced broken trash cans	127 Travis ST
6/9/2021	Public Works - Garbage	trash can needs new wheels	121 Maury Ave
6/9/2021	Public Works - Garbage	pickup old trash can and take new trash can	127 Travis St

Work Order Date	Work Type	Work Description	Work Address/Location
6/9/2021	Public Works - Other	marked utilities	14408 Fredericksburg TPKE
6/9/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/9/2021	Public Works - Other	Mark utilities	17393 Chase St.
6/9/2021	Public Works - Other	Mark utilities	129 Lafayette
6/9/2021	Public Works - Other	Mark Utilities	13175 Rolling Hills Dr.
6/10/2021	Public Works - Garbage	Needs a new trash can please pu the damaged one	116 Anderson Ave
6/10/2021	Public Works - Other	Mark utilities	207 Milford St.
6/10/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/10/2021	Public Works - Equipment Maintenance	Vacuum liftstation skit	Roper Dr.
6/10/2021	Water - Customer Complaint	Customer saying she has no water	15426 CM Circle
6/11/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/11/2021	Public Works - Other	replaced trash can	120 Milford ST
6/14/2021	Public Works - Vehicle Maintenance	Wash Police Dodge Charger	219 Anderson Ave

Work Order Date	Work Type	Work Description	Work Address/Location
6/14/2021	Public Works - Mowing	Mow Grass Rt. 301 Billboard	Rt. 301 Billboard
6/14/2021	Public Works - Mowing	Mow Grass Rt. 301 and Broaddus Intersection	Broaddus and Rt. 301
6/14/2021	Public Works - Mowing	Mow Grass Rt. 301 Welcome Sign	Rt. 301 Welcome Sign
6/14/2021	Public Works - Other	marked utilities	13175 Rolling Hills DR
6/14/2021	Public Works - Other	marked utilities	17491 Coolidge LN
6/14/2021	Public Works - Other	marked utilities	17573 A P Hill BLVD
6/14/2021	Public Works - Other	marked utilities	16064 Grant CT lot 7
6/14/2021	Public Works - Other	marked utilities	16041 Grant CT lot 12
6/14/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/14/2021	Public Works - Garbage	Please take one trash can to address	210 Milford Street
6/14/2021	Public Works - Vehicle Maintenance	Fix coolant leak on Police Dodge Charger	219 Anderson Ave
6/14/2021	Public Works - Equipment Maintenance	Clean Vac Trailer	219 Anderson Ave
6/14/2021	Water - Water Line Repair	Take Vac Trailer to assist in water service line repair	17104 Elm St
6/15/2021	Public Works - Mowing	Mow Grass Courthouse Lane Office	Courthouse Lane

Work Order Date	Work Type	Work Description	Work Address/Location
6/15/2021	Public Works - Mowing	Mow Grass Maury Heights Lift Station	Coolidge Lane
6/15/2021	Public Works - Mowing	Mow Grass Fredericksburg Tpke. Welcome Sign	Fredericksburg Tpke.
6/15/2021	Public Works - Mowing	Mow Grass VDOT Water Tower	Fredericksburg Tpke.
6/15/2021	Public Works - Mowing	Mow Grass Well 4 and Warehouse	Cedar Lane
6/15/2021	Public Works - Mowing	Mow Grass Park and Ride	Chase Street
6/15/2021	Public Works - Mowing	Mow Grass Well 5	Broaddus Ave.
6/15/2021	Public Works - Mowing	Mow Grass Lacy Lane Lift Station	Lacy Lane
6/15/2021	Public Works - Mowing	Mow Grass Heritage Pines Lift Station	Heritage Pine Circle
6/15/2021	Public Works - Other	marked utilities	16028 Harrison Way lot 18
6/15/2021	Public Works - Other	marked utilities	18053 Harding DR.
6/15/2021		Work on control panel for Wells and Storage Tanks	Butler St.
6/15/2021	Water - Detect Water Leak	customer detects a leak on property. checked property and determined leak to be on customer's side	17387 Chase Street

Work Order Date	Work Type	Work Description	Work Address/Location
6/15/2021	Water - Service Disconnect	Water - Service Disconnect	153 Lee Street
6/15/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/15/2021	Public Works - Garbage	Needs a new trash can and pick up damaged one	131 Anderson Ave
6/15/2021	Public Works - Garbage	Needs a new trash can and pick up damaged one	375 Roper Dr
6/16/2021	Public Works - Mowing	Mow Grass 301 Welcome Sign	301 Welcome Sign
6/16/2021	Public Works - Mowing	Mow Grass Billboard Roger Clark Blvd.	Roger Clark Blvd.
6/16/2021	Public Works - Mowing	Mow Grass Rt. 301 Lift Station	Rt. 301 Lift Station
6/16/2021	Public Works - Mowing	Mow Grass South Main Street Medians	South Main Street
6/16/2021	Public Works - Mowing	Mow Grass North Main Intersection	Main Street
6/16/2021	Public Works - Mowing	Mow Grass Bowling Green Meadows Park	Dickinson Drive
6/16/2021	Public Works - Mowing	Mow Grass Bowling Green Meadows Lift Station	Roper Drive

Work Order Date	Work Type	Work Description	Work Address/Location
6/16/2021	Public Works - Mowing	Mow Grass Well 1, Playground, and Police Dept.	Butler Street
6/16/2021	Public Works - Other	replaced touch read cap	115 E Broaddus ST
6/16/2021	Public Works - Other	replaced touch read cap	111 S Main ST
6/16/2021	Public Works - Other	dumped trash cans at playground	107 Butler ST
6/16/2021	Public Works - Garbage	take two trash cans to resident	106 Cedar Lane
6/16/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/17/2021	Public Works - Other	marked utilities	15366 Hilldale Ave.
6/17/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/17/2021	Public Works - Equipment Maintenance	Prime/paint scag deck. Rebuild mower and place back in service	219 Anderson Ave
6/17/2021	Public Works - Water Plants	Water hanging flowers in Town	Main St.
6/17/2021	Public Works - Mowing	Mow Grass WWTP	219 Anderson Ave.

Work Order Date	Work Type	Work Description	Work Address/Location
6/17/2021	Public Works - Mowing	Mow Grass Business Sidewalks	Milford Street
6/17/2021	Public Works - Mowing	Mow Grass Town Hall	117 Butler street
6/17/2021	Public Works - Garbage	Please take 1 recycle can and pick up damaged one	220 Milford Road
6/18/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/21/2021	Public Works - Special Events Set-Up	Music on the Green - Plan for ordering/installing hanging	Courthouse Lawn
6/21/2021	Water - Meter Read	Final Meter Read	146 Maury Ave
6/21/2021	Public Works - Other	marked utilities	16056 Tyler CT
6/21/2021	Public Works - Other	marked utilities	145 Martin ST
6/21/2021	Public Works - Other	marked utilities	16047,16048, 16041 Grant CT
6/21/2021	Public Works - Other	marked utilities	206 Milford ST
6/21/2021	Public Works - Special Events Set-Up	Old Mansion; Deliver 2 handwashing stations and cornhole boards on 7/1/21 for CCPS event.	200 S. Main Street
6/22/2021	Water - Meter Read	read meter new customer moving in	126047 Tyler Ct

Work Order Date	Work Type	Work Description	Work Address/Location
6/22/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/22/2021	Water - Water Line Repair	Repair service line	15366 Hilldale
6/22/2021	Public Works - Mowing	Mow Grass 301 Welcome Sign	301 Welcome Sign
6/22/2021	Public Works - Mowing	Mow Grass Billboard Roger Clark Blvd.	Roger Clark Blvd.
6/22/2021	Public Works - Mowing	Mow Grass South Main Street Medians	South Main Street
6/22/2021	Public Works - Mowing	Mow Grass Maury Heights Lift Station	Coolidge Lane
6/22/2021	Public Works - Mowing	Mow Grass Heritage Pines Lift Station	Heritage Pine Circle
6/22/2021	Public Works - Mowing	Mow Grass Rt. 301 Billboard	Rt. 301 Billboard
6/22/2021	Public Works - Mowing	Mow Grass Rt. 301 and Broaddus Intersection	Broaddus and Rt. 301
6/22/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/22/2021	Public Works - Mowing	Mow Grass Rt. 301 Welcome Sign	Rt. 301 Welcome Sign

Work Order Date	Work Type	Work Description	Work Address/Location
6/23/2021	Public Works - Mowing	Mow Grass Business Sidewalks	Milford Street
6/23/2021	Public Works - Mowing	Mow Grass Business Sidewalks	Milford Street
6/23/2021	Public Works - Mowing	Mow Grass Rt. 301 Lift Station	Rt. 301 Lift Station
6/23/2021	Public Works - Mowing	Mow Grass North Main Intersection	Main Street
6/23/2021	Public Works - Mowing	Mow Grass Bowling Green Meadows Park	Dickinson Drive
6/23/2021	Public Works - Mowing	Mow Grass Bowling Green Meadows Lift Station	Roper Drive
6/23/2021	Public Works - Mowing	Mow Grass Town Hall	117 Butler street
6/23/2021	Public Works - Mowing	Mow Grass Well 1, Playground, and Police Dept.	Butler Street
6/23/2021	Public Works - Mowing	Mow Grass Courthouse Lane Office	Courthouse Lane
6/23/2021	Public Works - Mowing	Mow Grass Fredericksburg Tpke. Welcome Sign	Fredericksburg Tpke.
6/23/2021	Public Works - Mowing	Mow Grass VDOT Water Tower	Fredericksburg Tpke.
6/23/2021	Public Works - Mowing	Mow Grass Well 4 and Warehouse	Cedar Lane
6/23/2021	Public Works - Mowing	Mow Grass Park and Ride	Chase Street

Work Order Date	Work Type	Work Description	Work Address/Location
6/23/2021	Public Works - Mowing	Mow Grass Well 5	Broaddus Ave.
6/23/2021	Public Works - Mowing	Mow Grass Lacy Lane Lift Station	Lacy Lane
6/23/2021	Public Works - Other	marked utilities	16044,16034,16028 Harrison Way
6/23/2021	Water - Meter Read	read meter new customer moving in	119 Courthouse Ln
6/23/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/24/2021	Public Works - Garbage	pick up broken trash can and deliver new trash can	118 Lacy Ln
6/24/2021	Public Works - Other	marked utilities	16062,16024 Grant CT
6/24/2021	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
6/24/2021	Public Works - General Maintenance	Paint curb in front of Los Dos Amigos grey where it is currently painted blue	Main St.
6/24/2021	Public Works - General Maintenance	Paint curb in front of old court house blue where new handicap parking spot is located	Main St.

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
2021	05	01	2021	05	31

FROM

TO

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

FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD	0.071	0.099		*****	*****	*****				
PARAM CODE: 001	REQRMNT	0.25	NL	MGD	*****	*****	*****	0	CONT	TIRE	
pH	REPORTD	*****	*****		7.5	*****	8.2		CONT	TIRE	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0	0	1/DAY	GRAB	
TSS	REPORTD	0.38	0.44		*****	1.39	1.7		1/DAY	GRAB	
PARAM CODE: 004	REQRMNT	9.5	14	KG/D	*****	10	15	0	3D/W	8HC	
DO	REPORTD	*****	*****		7.9	*****	*****		3D/W	8HC	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****	0	1/DAY	GRAB	
TKN (N-KJEL)	REPORTD	0.25	0.4		*****	0.94	1.55		1/DAY	GRAB	
PARAM CODE: 068	REQRMNT	2.8	4.2	KG/D	*****	3.0	4.5	0	3D/W	8HC	
E.COLI	REPORTD	*****	*****		*****	6	*****		3D/W	8HC	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****	0	3D/W	GRAB	
CBOD5	REPORTD	0.04	0.16		*****	0.14	0.67		3D/W	GRAB	
PARAM CODE: 159	REQRMNT	9.5	14	KG/D	*****	10	15	0	3D/W	8HC	

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

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE			
				Joshua Irby	1965008627		
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		TELEPHONE	CERTIFICATE NUMBER
						804-221-1834	
				TYPED OR PRINTED NAME		SIGNATURE	Date
				2021-06-08 12:31:20			



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

AGENDA ITEM: Community & Economic Dev.; Council Monthly Report for June 2021
DATE: 6/25/21
PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Economic Development Authority:

- Ongoing work with ReThink Main Street for economic development marketing material. (In Progress)
- Continue monitoring U.S. Treasury website for information regarding the American Rescue Plan.
- Invite Interim Town Manager to attend EDA meeting on 6/28/21.
- Create and publish EDA meeting agenda and packet.
- Attend 6/28/21 EDA meeting.

Clean Sweep:

- Coordinate with Town business office to accept participant registrations.
- Create map of participating sales, print and distribute on event day. *See attached
- Social media promotion
- Installation of temporary directional signage prior to event.
- Event day; 42 yard sales around Town and over 12 sales at Town Hall; Work with volunteers to load unsold items for The Salvation Army.

Music on the Green:

- Finalize entertainment schedule.
- Coordinate with Circuit Court Judge to allow for hanging lights at Music on the Green.
- Coordinate with Caroline County Public Works and Bowling Green Public Works for ordering the product and determining logistics for installing the lights.
- Create event on Facebook.
- Update website event calendar.
- Finalize marketing graphic. *See attached
- Secured sponsorship with Atlantic Union Bank *See attached

Harvest Festival:

- Review and approve Motorcycle Show marketing graphic. *See attached
- Meet with graphic artist to discuss design concept and media assets for marketing.
- Update and publish 2021 Classic Car & Truck Show registration form. *See attached
- Distribute 2021 Vendor Application.
- Coordinate with event emcee for sound, line up, etc.
- Secure entertainment stage.

Community Relations:

- CCPS Summer Extravaganza (Enrichment Program) – Old Mansion:
6/14 – 4th graders visit Old Mansion for an onsite lesson focusing on the restoration and preservation of the home in order to maintain its historical integrity.
 - Create, publish and distribute press release. *See attached.
 - Visit BGE on 6/10/21 to meet with classrooms and teachers.
 - Secure professional photographer as a volunteer for photos.
 - Event day; Work with Public Works for handwashing stations and cornhole boards, coordinate with Local Services for port-o-pottie delivery, coordinate with Gibson’s Soft Serve for ice cream.
- 7/1 – 1st graders to visit the property, get a lesson on plants, work in newly constructed raised beds to plant sunflowers, pick a sunflower to take home and ice cream social.
 - Visit BGE on 6/29/21 to meet with classrooms and teachers.
- CCPS Business Advisory Committee Meeting
- Community Heart & Soul:
 - Secure vendor space at Caroline County Agricultural Fair.
 - Accept donation from the Caroline Care Group and deposit to BGVA Community Alliance for future projects.
 - Virtual meeting on 6/8/21 with Lisa Gattie and CCPS Assistant Superintendent to determine internship opportunities for high school students interested in pursuing careers in media studies, mass communications and journalism for support developing the podcast in story gathering phase.

Misc.

- Coordinate with Interim Town Manager for press release; Publish on website and Facebook. *See attached
- Remove Interim TM position from VACo and VML sites; Renew TM position posting.
- Per the PC Chairman’s request, revise Town website calendar to reflect the cancellation of the Planning Commission meeting scheduled for Monday, June 28, 2021 at 7pm.
- Create and publish meeting agenda and packet for the Special Town Council meeting on 6/21/21.
- Attend demo with iWorq and TextMyGov for new services being offered.
- Attend courses offered through Virginia Zoning Officials Association (7/22-7/25).
- Field emails/calls about renting Town Hall for private functions.
- General social media posts.

THE TOWN OF BOWLING GREEN

MUSIC 2021 ON THE GREEN

August 6

Patsy & The Country Classics

August 13

Wylde Katz Band

August 20

Shades of Gray Band

August 27

Bittersweet Band

September 3

REUNION

September 10

Milford Station

**COURTHOUSE LAWN
BOWLING GREEN**

FRIDAYS

6:30 p.m.- 8:30 p.m.

FREE

Bring your chairs

townofbowlinggreen.com



THE TOWN OF BOWLING GREEN
PRESENTS THE
31ST Annual Bowling Green Harvest Festival
2021 Classic Car & Truck Show



Saturday, October 16, 2021
8:00 am – 3:00 pm
(Rain or Shine)

Located in the Caroline Square Shopping Center
Intersection of Rt. 301 and Rt. 207 at Broadus Avenue and Main Street

\$15.00 Pre-Registration Fee Per Vehicle

***DEADLINE TO PRE-REGISTER IS OCTOBER 9, 2021**

\$20.00 Registration Fee (Day of Show) Per Vehicle

***NO REGISTRATION AFTER 11:00 AM OCTOBER 16, 2021**

◆ Trophies to be awarded for the TOP 20 ◆ 5 Specialty Awards ◆

◆ One Day Judging ◆ Music On Site ◆

**WINNERS ANNOUNCED AT 1:00PM – ALL VEHICLES ARE STRONGLY
ENCOURAGED TO STAY UNTIL 3:00PM DUE TO SAFETY CONCERNS.**

Due to limited space, no car trailers, haulers, tents or canopies will be allowed on the show lot.

Open Event – Please No Commercial Vehicles

Registration Form – Please Print Legibly

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Vehicle Make: _____ Model: _____ Year: _____

By remittance of \$_____, I hereby release the Town of Bowling Green and all sponsors from any responsibility for any injuries, accidents, damage or theft, which may occur to myself and/or my vehicle at this event. I will adhere to all rules and regulations, laid out by the Events Coordinator and Car Show Coordinator. If under 21 years of age, parent or legal guardian must also sign this form.

Signature: _____ Date: _____

Parent/Legal Guardian: _____ Date: _____

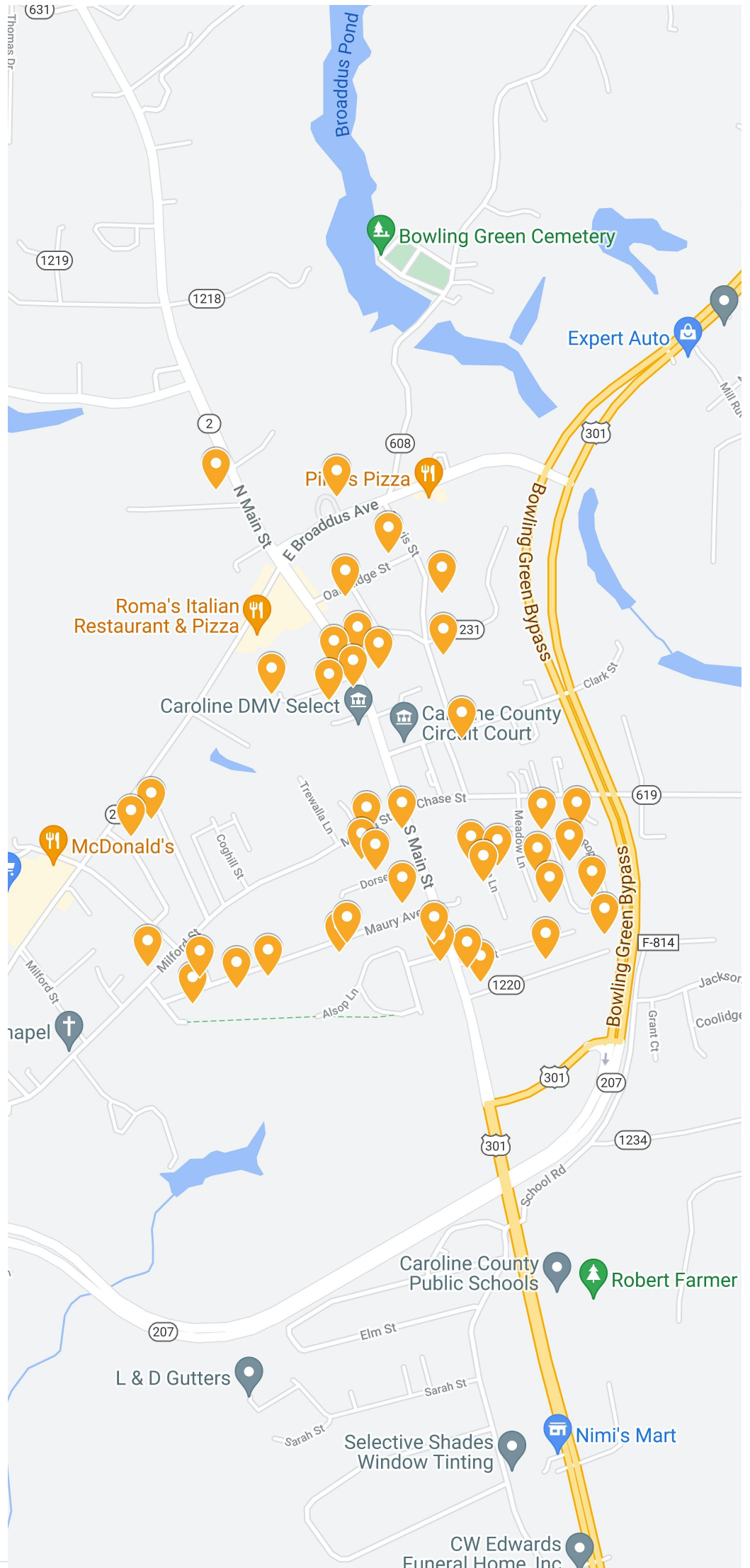
Mail and payable to: Town of Bowling Green, P.O. Box 468, Bowling Green, VA 22427

***NO DOGS PERMITTED AT THE HARVEST FESTIVAL -
VIOLATORS WILL BE ASKED TO LEAVE**

2021 SPRING CLEAN SWEEP

YARD SALES:

- (1) 328 N Main St
- (2) 125 E Broaddus Ave
- (3) 233 N Main St
- (4) 236 N Main St
- (5) 224 N Main St
- (6) 110 Sunset Dr
- (7) 127 Sunset Dr
- (8) Bowling Green Baptist
- (9) 114 Milford St
- (10) Calvary Baptist Church
- (11) 136 Martin St
- (12.) 103 Lee St
- (13) 255 Milford St
- (14) 230 Maury Ave
- (15) 227 Maury Ave
- (16) 214 Maury Ave
- (17) 166 Maury Ave
- (18) 134 Maury Ave
- (19) 130 Maury Ave
- (20) 109 Maury Ave
- (21) 141 Lafayette Ave
- (22) 129 Lafayette Ave
- (23) 107 Lafayette Ave
- (24) 165 S Main St
- (25) 154 S Main St
- (26) 148 S Main St
- (27) 113 Dorsey Ln
- (28) 108 S Main St
- (29) 200 Dickinson Ln
- (30) 229 Dickinson Ln
- (31) 238 Dickinson Ln
- (32) 135 Roper Dr
- (33) 195 Roper Dr
- (34) 330 Roper Dr
- (35) 440 Roper Dr
- (36) 243 Meadow Ln
- (37) 283 Meadow Ln
- (38) Town Hall - 15+ SALES!
- (39) 127 Travis St
- (40) 122 Virginia Ave
- (41) 129 Oak Ridge St
- (42) 205 Travis St



**** LIMITED SPACE FOR PICK-UP. NO MATTRESSES, BOX SPRINGS, TV'S, LARGE FURNITURE OR DAMAGED ITEMS; ALL ITEMS SHOULD BE BOXED AND PLACED ON THE CURB BY 1PM ****



Town of Bowling Green
117 Butler Street ♦ P.O. Box 468
Bowling Green, Virginia 22427

Mrs. Sherry Gravatt
Atlantic Union Bank
211 N. Main Street
Bowling Green, Virginia 22427

June 17, 2021

Dear Mrs. Gravatt,

On behalf of the Bowling Green Town Council, I would like to offer our most sincere appreciation for the support of Atlantic Union Bank as a loyal sponsor for the annual summer concert series, Music on the Green. The Bowling Green Town Council graciously requests the support of Atlantic Union Bank again in 2021, to be named as a title sponsor for the amount of \$500.00.

In addition to Atlantic Union Bank receiving stage mentions each Friday in August, plus the first two Friday's in September, a banner (provided by AUB) displayed on stage, and a presence on the Town of Bowling Green Facebook page, this sponsorship will also serve as a means of preserving a longstanding relationship between the bank and the local community.

It was a pleasure seeing you earlier this week and meeting Sonja. Congratulations on your retirement, Sherry! Best of luck in all of your future endeavors and thank you for your consideration of this request.

Sincerely,

Jo-Elsa Jordan
Director of Community & Economic Development, Town of Bowling Green
EDAcordinator@townofbowlinggreen.com
(804) 516-5045



FOR IMMEDIATE RELEASE

Bowling Green and Old Mansion Partner with BGE for Summer School Curriculum and Programming

Town of Bowling Green
P.O. Box 468
Bowling Green, VA 22427
(804) 633-6212

Contact: Jo-Elsa Jordan; Director of Community & Economic Development
edacoordinator@townofbowlinggreen.com
(804) 516-5045 (Office/Cell)

Bowling Green, VA. – June 10, 2021; The Town of Bowling Green and Old Mansion are partnering with Bowling Green Elementary for its summer school curriculum by providing on-site programming related to the restoration of the historic property. Old Mansion is offering 2 days of experiential learning for first and fourth grade students.

As outlined on the Caroline County Public Schools' (CCPS) website, the Summer Extravaganza program is designed to “close achievement gaps while providing experiences that will enhance the physical, social and emotional wellness of all participants.” Through its Business Advisory Committee, CCPS reached out to many community partners, including the Town of Bowling Green, to understand opportunities that may be available for programming.

As a result of the COVID-19 pandemic, the annual *Bowling on the Green Virginia Wine Festival* at Old Mansion, which normally supports CCPS Education Foundation, did not take place this year. Therefore, the Town of Bowling Green saw the Summer Extravaganza program as a community relations opportunity that could involve Old Mansion while supporting the local school system.

On Monday, June 14, 2021, fourth graders will get a lesson in history about the property, along with details of how the structure has been restored over the years, while preserving its historical integrity, allowing for Old Mansion to be one of the nation's oldest historical homes that is still occupied. Leading that class will be Peter Post, a restoration and preservation specialist who has

(more)

worked extensively in historical properties in the state of Virginia including such landmarks as George Washington’s Mount Vernon, Thomas Jefferson’s Poplar Forest, George Mason’s Gunston Hall, and James Madison’s Montpelier. He has been in charge of conservation efforts at the Old Mansion for more than a decade.

While the 128 acres of land surrounding Old Mansion has a rich and complex history of landscape architecture and design, first graders will engage in a simple, hands-on lesson about the science of plants on Thursday, July 1, 2021. Dean Norton, director of Horticulture at George Washington’s Mount Vernon who is currently working with the team restoring the gardens at Old Mansion, will give a tour of the grounds sharing 18th century gardening practices. The young students are invited to plant some native trees, play some 18th century games, and will take individual potted seeds home with them as a keepsake for their time at Old Mansion. Both days will be complete with a sweet treat from Gibson’s Soft Serve, Bowling Green’s local ice cream shop.

“My husband, Nobuo, and I want for everyone in the community to feel as connected to Old Mansion as we do and we welcome any opportunity to support the county’s youth through educational opportunities.” said Marialuz Moreno Badia, owner of Old Mansion.

Old Mansion

The home and its 128 acres was the Commonwealth’s first historic property to receive perpetual protection under the authority of the Open-Space Land Act. George Hoopes held the original 17th century patent, and built the house in 1661. Today, over 600 historic properties and 39,000 associated acres that are protected by preservation easements held or co-held by the Board of Historic Resources and administered by DHR.

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FOR IMMEDIATE RELEASE

Bowling Green Town Council Hires Interim Town Manager

Town of Bowling Green
P.O. Box 468
Bowling Green, VA 22427
(804) 633-6212

Contact: Jo-Elsa Jordan; Director of Community & Economic Development
edacoordinator@townofbowlinggreen.com
(804) 516-5045 (Office/Cell)

Bowling Green, VA. – June 11, 2021; The Town Council of Bowling Green is pleased to announce that Allyson Finchum has been appointed as the Interim Town Manager for Bowling Green effective June 9, 2021. Ms. Finchum brings over thirty years of experience in local government in various positions, most recently serving as Town Manager for Port Royal, Virginia. Prior to that, she held municipal management positions as Director of Community Development for the Town of Ashland and Louisa County. She also brings experience at the regional level through her time at the Richmond Regional Planning District Commission.

Finchum attended American University in Washington D.C. where she earned a bachelor's degree in Communications and Virginia Commonwealth University in Richmond, Virginia where she earned a master's degree in Planning, graduating summa cum laude while working full-time and raising seven children. "I am no stranger to hard work" Finchum said "and I'm grateful for the opportunity to serve a community that I have loved for many years. I appreciate the confidence bestowed upon me by Town Council and hope my modest contributions will assist Bowling Green in accomplishing their goals."

###



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

AGENDA ITEM: Town Clerk/Treasurer Council Monthly Report for June 2021

DATE: July 01, 2021

PREPARED BY: Tracy Wright

MONTHLY REPORT / PROJECT UPDATE:

- Monitored Recruitment Emails and processed information accordingly
- Attended Pre-Construction Meeting for water/meter project
- Processed utility bill payments and disconnect notifications for non-payment.
- Processed handheld for upcoming utility reads.
- Completed monthly payrolls.
- Completed monthly accounts payable.
- Completed daily register reconciliation.

ATTACHMENTS:

- Monthly Town Hall Rental Report
- Delinquent Tax Report
- YTD Budget

HEADS UP ITEMS:

None.

TOWN HALL RENTALS

June 2021

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
12	Town Hall Activities	Class	0.00
1	Water Meter Replacement	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	Election	Meeting	N/C
1	TC Special Meeting	Meeting	N/C
1	Utilities & Streets	Meeting	N/C
1	Budget Adoption & Tax Rate	Meeting	N/C
1	EDA	Meeting	N/C
1	Private party	Wedding	\$ 675.00
1	Private Party	Wedding	\$1150.00
21		Totals	\$1825.00

6/28/2021

-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2000	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2001	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2002	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2003	1		.00	59.08	.00	.00	.00	.00	59.08	1
	HALF	TOTALS =	.00	59.08	.00	.00	.00	.00	59.08	1
	DEPT#	TOTALS =	.00	59.08	.00	.00	.00	.00	59.08	1
RE2004	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2005	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2006	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2007	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2008	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2009	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2010	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0

6/28/2021

-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2011	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2012	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2013	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2014	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2015	1		.00	22.20	6.78	.18	14.64-	.00	7.56	2
	HALF	TOTALS =	.00	22.20	6.78	.18	14.64-	.00	7.56	2
	2		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	22.20	6.78	.18	14.64-	.00	7.56	2
RE2016	1		.00	.65	.00	.00	.00	.00	.65	1
	HALF	TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
	DEPT#	TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
RE2017	1		.00	.65	.00	.00	.00	.00	.65	1
	HALF	TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
	DEPT#	TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
RE2018	1		.00	1,516.19	133.60	243.79	1,318.88-	.00	197.31	8
	HALF	TOTALS =	.00	1,516.19	133.60	243.79	1,318.88-	.00	197.31	8
	DEPT#	TOTALS =	.00	1,516.19	133.60	243.79	1,318.88-	.00	197.31	8
RE2019	1		.00	1,637.09	.00	.00	94.77-	.00	1,542.32	11
	HALF	TOTALS =	.00	1,637.09	.00	.00	94.77-	.00	1,542.32	11
	DEPT#	TOTALS =	.00	1,637.09	.00	.00	94.77-	.00	1,542.32	11
RE2020	1		.00	7,130.75	70.43	16.19	1,220.83-	.00	5,909.92	40
	HALF	TOTALS =	.00	7,130.75	70.43	16.19	1,220.83-	.00	5,909.92	40
	DEPT#	TOTALS =	.00	7,130.75	70.43	16.19	1,220.83-	.00	5,909.92	40
RE		TOTALS =	.00	10,366.61	210.81	260.16	2,649.12-	.00	7,717.49	64
COMPANY		TOTALS =	.00	10,366.61	210.81	260.16	2,649.12-	.00	7,717.49	64

6/28/2021

-TREASURER INVENTORY BALANCE-

PAGE 1 TR504

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
TD2011	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2012	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2013	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2014	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2015	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2016	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2017	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2018	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2019	1	01	.00	1,960.26	28.46	31.31	299.53-	.00	1,660.73	3
	HALF	TOTALS =	.00	1,960.26	28.46	31.31	299.53-	.00	1,660.73	3
	DEPT#	TOTALS =	.00	1,960.26	28.46	31.31	299.53-	.00	1,660.73	3
TD2020	1	01	.00	5,152.00	.00	.00	.00	.00	5,152.00	4
	HALF	TOTALS =	.00	5,152.00	.00	.00	.00	.00	5,152.00	4
	DEPT#	TOTALS =	.00	5,152.00	.00	.00	.00	.00	5,152.00	4
TD		TOTALS =	.00	7,112.26	28.46	31.31	299.53-	.00	6,812.73	7
COMPANY TOTALS =			.00	7,112.26	28.46	31.31	299.53-	.00	6,812.73	7
				DEPT		ADJUSTMENTS	PPTRA CREDIT ADJUSTED TOTAL			

6/28/2021

-TREASURER INVENTORY BALANCE-

PAGE 1 TR504

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
PP2015	1		.00	.00	.00	.00	.00	.00	.00	0
	1	MC	.00	.00	.00	.00	.00	.00	.00	0
	1	MT	.00	4.08	.00	.00	.00	.00	4.08	1
	1	PP	.00	1,764.38	.00	.00	850.00-	.00	914.38	77
	1	VL	.00	1,543.00	.00	.00	105.19-	.00	1,437.81	62
		HALF TOTALS =	.00	3,311.46	.00	.00	955.19-	.00	2,356.27	140
		DEPT# TOTALS =	.00	3,311.46	.00	.00	955.19-	.00	2,356.27	140
PP2016	1		.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	2,780.49	48.28	18.70	1,487.59-	.00	1,292.90	90
	1	VL	.00	1,693.00	.00	.00	17.83-	.00	1,675.17	68
		HALF TOTALS =	.00	4,473.49	48.28	18.70	1,505.42-	.00	2,968.07	158
		DEPT# TOTALS =	.00	4,473.49	48.28	18.70	1,505.42-	.00	2,968.07	158
PP2017	1	PP	.00	3,206.89	5.72	1.58	1,451.12-	.00	1,755.77	114
	1	VL	.00	2,504.00	.00	.00	184.33-	.00	2,319.67	101
		HALF TOTALS =	.00	5,710.89	5.72	1.58	1,635.45-	.00	4,075.44	215
		DEPT# TOTALS =	.00	5,710.89	5.72	1.58	1,635.45-	.00	4,075.44	215
PP2018	1	MC	.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	7,111.14	23.67	43.30	3,228.60-	.00	3,882.54	194
	1	VL	.00	5,555.00	.00	.00	392.25-	.00	5,162.75	186
		HALF TOTALS =	.00	12,666.14	23.67	43.30	3,620.85-	.00	9,045.29	380
		DEPT# TOTALS =	.00	12,666.14	23.67	43.30	3,620.85-	.00	9,045.29	380
PP2019	1	PP	.00	10,755.61	35.00	4.36	4,463.69-	.00	6,291.92	250
	1	VL	.00	6,475.00	.00	.00	.00	.00	6,475.00	217
		HALF TOTALS =	.00	17,230.61	35.00	4.36	4,463.69-	.00	12,766.92	467
		DEPT# TOTALS =	.00	17,230.61	35.00	4.36	4,463.69-	.00	12,766.92	467
PP2020	1		.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	12,531.96	30.40	1.61	5,643.15-	.00	6,888.81	326
	1	VL	.00	8,215.00	.00	.00	186.78-	.00	8,028.22	275
		HALF TOTALS =	.00	20,746.96	30.40	1.61	5,829.93-	.00	14,917.03	601
		DEPT# TOTALS =	.00	20,746.96	30.40	1.61	5,829.93-	.00	14,917.03	601
PP		TOTALS =	.00	64,139.55	143.07	69.55	18,010.53-	.00	46,129.02	1961
		COMPANY TOTALS =	.00	64,139.55	143.07	69.55	18,010.53-	.00	46,129.02	1961
					DEPT	ADJUSTMENTS	PPTRA CREDIT	ADJUSTED	TOTAL	
					DEPT. TOTALS	.00	.00	.00		

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	1,771.26	141,321.42	178.58	.12
11011	***RT 301 SPECIAL TAX DISTRICT***	34,269.00	34,269.00	.00	28,800.60	5,468.40	15.95
11020	***PUBLIC SERVICE***	4,000.00	4,000.00	.00	3,370.17	629.83	15.74
11030	***PERSONAL PROPERTY***	52,500.00	52,500.00	336.69	43,029.16	9,470.84	18.03
11060	***PENALTY & INTEREST***	6,000.00	6,000.00	716.68	5,068.47	931.53	15.52
15010	INTEREST EARNED	5,000.00	5,000.00	206.20	2,528.59	2,471.41	49.42
16099	***REFUSE COLLECTION FEES***	89,301.00	89,301.00	15,115.49	76,893.82	12,407.18	13.89
120101	SALES TAX	32,000.00	32,000.00	19,109.55	43,049.05	11,049.05-	34.52-
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	5,636.69	32,118.43	2,118.43-	7.06-
120301	BUSINESS LICENSE	68,000.00	68,000.00	2,375.76	91,436.27	23,436.27-	34.46-
120501	VEHICLE LICENSE FEES	27,000.00	27,000.00	726.84	19,377.19	7,622.81	28.23
120601	BANK STOCK TAX	250,000.00	250,000.00	317,842.00	317,842.00	67,842.00-	27.13-
121001	TRANSIENT OCCUPANCY TAX	4,500.00	4,500.00	972.55	3,645.72	854.28	18.98
121101	MEALS TAX	200,000.00	200,000.00	77,438.09	266,380.77	66,380.77-	33.19-
130306	***PERMITS, FEES AND LICENSES***	3,000.00	3,000.00	865.00	5,930.00	2,930.00-	97.66-
140101	***FINES AND FORFEITURES***	43,100.00	43,100.00	4,773.74	22,895.90	20,204.10	46.87
150201	***RENTALS***	26,000.00	26,000.00	3,300.00	17,341.42	8,658.58	33.30
189000	** OTHER LOCAL REVENUE **	2,100.00	2,100.00	.00	12,000.00	9,900.00-	471.42-
220108	ROLLING STOCK TAX	.00	.00	.00	2.46	2.46-	100.00-
220109	VA 599 POLICE FUNDING	24,500.00	24,500.00	5,795.00	26,147.00	1,647.00-	6.72-
220110	PPTRA REIMBURSEMENT-STATE	21,900.00	21,900.00	.00	21,907.50	7.50-	.03-
220111	COMMUNICATIONS TAX	38,000.00	247,390.00	7,494.24	240,276.66	7,113.34	2.87
240407	***GRANTS***	1,034.00	1,034.00	.00	5,935.00	4,901.00-	473.98-
240412	VIRGINIA FIRE PROGRAMS	10,000.00	10,000.00	.00	15,000.00	5,000.00-	50.00-
410501	**SAVINGS TRANSFER**	216,775.00	216,775.00	.00	1,885.00	214,890.00	99.13
999999	MISCELLANEOUS	.00	.00	16,836.05	25,239.43	25,239.43-	100.00-
--FUND TOTAL--		1,330,479.00	1,539,869.00	481,311.83	1,469,422.03	70,446.97	4.57
FUND #-320 ***ECONOMIC DEVELOPMENT AUTH***							
410501	TRSF FROM GENERAL FUND	.00	106,510.00	.00	106,510.00	.00	.00
--FUND TOTAL--		.00	106,510.00	.00	106,510.00	.00	.00
FUND #-400 ***EVENTS AND ACTIVITIES FUND***							
19050	HARVEST FESTIVAL	13,000.00	13,000.00	1,025.00	3,665.00	9,335.00	71.80
410501	USE OF FUND BALANCE	6,500.00	6,500.00	.00	6,000.00	500.00	7.69
--FUND TOTAL--		19,500.00	19,500.00	1,025.00	9,665.00	9,835.00	50.43
FUND #-420 ***DEBT SERVICE***							
410501	USE OF FUND BALANCE	.00	.00	.00	344.37	344.37-	100.00-
--FUND TOTAL--		.00	.00	.00	344.37	344.37-	100.00-

TOWN OF BOWLING GREEN
REVENUE SUMMARY
7/01/2020 - 6/28/2021

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
----	-----	-----	-----	-----	-----	-----	-----
FUND #-500 ***WATER REVENUE***							
16099	***WATER REVENUE***	2,941,130.00	2,941,130.00	481,049.62	985,384.16	1,955,745.84	66.49
410501	***SAVINGS TRANSFER***	253,986.00	253,986.00	.00	253,986.00	.00	.00
	--FUND TOTAL--	<u>3,195,116.00</u>	<u>3,195,116.00</u>	<u>481,049.62</u>	<u>1,239,370.16</u>	<u>1,955,745.84</u>	<u>61.21</u>
FUND #-520 ** SEWER OPERATIONS **							
16099	SEWER SALES	422,250.00	427,071.79	249,281.34	782,770.35	355,698.56	83.28
410501	USE OF FUND BALANCE SEWER	161,270.00	161,270.00	.00	161,270.00	.00	.00
	--FUND TOTAL--	<u>583,520.00</u>	<u>588,341.79</u>	<u>249,281.34</u>	<u>944,040.35</u>	<u>355,698.56</u>	<u>60.45</u>
	--FINAL TOTAL--	<u>5,128,615.00</u>	<u>5,449,336.79</u>	<u>1,212,667.79</u>	<u>3,769,351.91</u>	<u>1,679,984.88</u>	<u>30.82</u>

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2020 - 6/28/2021

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	275,198.00	484,588.00	55,906.00	438,849.87	.00	45,738.13	9.43
12410	***TREASURER'S EXPENSES***	257,176.00	257,176.00	71,263.38	277,108.71	.00	19,932.71-	7.75-
31100	***POLICE DEPT. EXPENSES***	143,682.00	143,682.00	37,802.95	133,180.56	.00	10,501.44	7.30
31200	***POLICE DEPT RESTRICTED FUNDS***	3,000.00	3,000.00	.00	2,582.86	.00	417.14	13.90
32000	***DONATIONS***	12,000.00	12,000.00	.00	17,000.00	.00	5,000.00-	41.66-
43100	***PUBLIC WORKS***	299,470.00	299,470.00	64,910.29	280,948.31	.00	18,521.69	6.18
410501	***TRANSFERS OUT***	421,256.00	421,256.00	.00	421,256.00	.00	.00	.00
500100	PAYROLL ERROR CODE	.00	.00	.00	240.01	.00	240.01-	100.00-
--FUND TOTAL--		1,411,782.00	1,621,172.00	229,882.62	1,571,166.32	.00	50,005.68	3.08
FUND #-300 ***CIP EXPENDITURES***								
300100	***CAPITAL PROJECTS FUND (GF)***	.00	.00	9,500.00	9,500.00	.00	9,500.00-	100.00-
--FUND TOTAL--		.00	.00	9,500.00	9,500.00	.00	9,500.00-	100.00-
FUND #-320 ***ECONOMIC DEV AUTH EXPENSES***								
32100	EDA LOANS AND GRANTS	.00	106,510.00	.00	106,545.56	.00	35.56-	.03-
--FUND TOTAL--		.00	106,510.00	.00	106,545.56	.00	35.56-	.03-
FUND #-400 ***EVENTS AND ACTIVITIES***								
71200	EVENTS COORDINATOR	19,950.00	19,950.00	.00	5,893.53	.00	14,056.47	70.45
--FUND TOTAL--		19,950.00	19,950.00	.00	5,893.53	.00	14,056.47	70.45
FUND #-500 ***WATER EXPENDITURES***								
500100	***WATER OPERATIONS***	453,848.00	453,848.00	126,862.36	406,558.46	.00	47,289.54	10.41
500500	***WATER CIP***	2,700,000.00	2,700,000.00	2,500.00	236,841.00	.00	2,463,159.00	91.22
--FUND TOTAL--		3,153,848.00	3,153,848.00	129,362.36	643,399.46	.00	2,510,448.54	79.59
FUND #-520 ***SEWER OPERATIONS***								
500100	***SEWER OPERATIONS***	586,537.00	591,358.79	110,670.73	616,511.50	.00	25,152.71-	4.25-
--FUND TOTAL--		586,537.00	591,358.79	110,670.73	616,511.50	.00	25,152.71-	4.25-
--FINAL TOTAL--		5,172,117.00	5,492,838.79	479,415.71	2,953,016.37	.00	2,539,822.42	46.23



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

AGENDA ITEM: Town Manager Monthly Report - June 2021

DATE: July 1, 2021

PREPARED BY: Allyson Finchum

MONTHLY REPORT / PROJECT UPDATE:

- Preparation of State Application for Local Coronavirus Funds
- Discussion with State and Local Officials on Stormwater Management Assistance
- Attendance at Caroline County Board of Supervisors Meeting for VDOT Presentation on Local Projects
- Discussion with Caroline Commissioner of the Revenue on Status of Data Request
- Rearrangement of Town Council Chambers for Post Covid Seating
- Assistance with Grant Application for Police Service Funding
- Preparation of Address Map for Schifflett's Waste Collection
- Discussion with Schifflett's Waste Collection on Bin Replacement
- Review of MOU with Caroline County on Town Parking Lot
- Discussion with Town Attorney about Policy on Facebook
- Review of AV Equipment in Town Council Chambers
- Town Inspection
- Three Violations
- Review of Existing Grant and Contract for Wastewater Treatment Plant Upgrades
- Assist with Preparation of June 24th Town Council Agenda Packet

Meetings/Training attended:

- June 3 Town Council Meeting
- June 24 Town Council Special Meeting – Budget Approval
- June 22 Streets, Sidewalks, Facilities, Utilities Committee Meeting
- 2 Weekly Staff meetings

Attachments:

None.

Heads up:



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

AGENDA ITEM: Bills – June 2021
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Tracy Wright, twright@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in June 2021

ATTACHMENTS:

Check Reports:

- 6-03-21
- 6-04-21
- 6-10-21
- 6-11-21
- 6-24-21
- 6-25-21

REQUESTED ACTION:

Approve Invoices

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26192	18	A & M HOME CENTER	000	6/04/2021	36.97	.00
26193	1063	ALACRITI PAYMENTS, LLC	000	6/04/2021	38.95	.00
26194	999999	ARRINGTON KIMBERLY /	000	6/04/2021	150.00	.00
26195	944	ATLANTIC BROADBAND	000	6/04/2021	414.05	.00
26196	1121	BADGE & WALLET	000	6/04/2021	636.50	.00
26197	14	CINTAS OF RICHMOND	000	6/04/2021	588.40	.00
26198	1120	COVINGTON JERRY	000	6/04/2021	900.00	.00
26199	907	COYLE VALARIE	000	6/04/2021	900.00	.00
26200	664	DAVIS JEAN	000	6/04/2021	900.00	.00
26201	1058	DIAMOND SPRINGS	000	6/04/2021	91.35	.00
26202	10	DOMINION VIRGINIA POWER	000	6/04/2021	1,284.27	.00
26203	234	ENVIROCOMPLIANCE LAB INC	000	6/04/2021	1,290.00	.00
26204	234	ENVIROCOMPLIANCE LAB INC	000	6/04/2021	270.00	.00
26205	648	ERARD ANDREA G	000	6/04/2021	1,667.00	.00
26206	946	GAINES MARK	000	6/04/2021	1,350.00	.00
26207	1051	GAINES TAMMIE	000	6/04/2021	900.00	.00
26208	780	HOWARD DEBORAH	000	6/04/2021	900.00	.00
26209	546	JOHNSON'S EXTERMINATING	000	6/04/2021	625.00	.00
26210	1115	JUSTTECH	000	6/04/2021	234.02	.00
26211	257	ON SITE PC	000	6/04/2021	231.50	.00
26212	1092	PBM	000	6/04/2021	500.00	.00
26213	919	PRO SHRED SECURITY	000	6/04/2021	45.00	.00
26214	1089	SNAP-ON TOOLS	000	6/04/2021	172.45	.00
26215	1034	SPILMAN THOMAS & BATTLE	000	6/04/2021	9,500.00	.00
26216	918	STAPLES ADVANTAGE	000	6/04/2021	666.67	.00
26217	999999	TRIVETTE JACOB	000	6/04/2021	150.00	.00
26218	19	VERIZON	000	6/04/2021	274.45	.00
26219	256	VERIZON WIRELESS	000	6/04/2021	468.85	.00
26220	985	VOIT JEFF	000	6/04/2021	900.00	.00
26221	44	VUPS	000	6/04/2021	95.55	.00
26222	1094	WARE BLANCH	000	6/04/2021	375.00	.00
26223	12	WASTE MANAGEMENT	000	6/04/2021	8,655.85	.00
26224	878	WHITE OAK ELECTRIC	000	6/04/2021	320.00	.00
26225	1074	WHOLEY ARTHUR	000	6/04/2021	900.00	.00
26226	1114	XEROX FINANCIAL SERVICES CLASS TOTAL	000	6/04/2021	123.22	.00
		ACH TOTAL			.00	
		CHECK TOTAL			39,555.05	
		EPY TOTAL			.00	
		FINAL TOTAL			39,555.05	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 39,555.05- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH PMT	G/L ACCOUNT	DESC.	BATCH INV. DESCRIPTION
0000000	000018	A & M HOME CENTER	C5438	6/04/2021		4500-500100-6009-	.98	26192		EQUIPMENT/SUPPLIES		00882 CPVC COUPLING
0000000	000018		C53453	6/04/2021		4100-031100-6010-	35.99	26192		EQUIPMENT/SUPPLIES		00882 DROP HITCH
							.00			TOTAL		36.97
0000000	001063	ALACRITI PAYMENTS, LLC	NMXG6137KXMK12GH	6/04/2021		4100-012410-3130-	38.95	26193		CREDIT CARD AND BANK FEES		00882 2021-05 2.5% CC FE
							.00			TOTAL		38.95
0000000	999999	ARRINGTON KIMBERLY	THDR 2021-05-29	6/04/2021		100-000200-3500-	150.00	26194		REFUNDS PAYABLE		00882 THDR 2021-05-29
							.00			TOTAL		150.00
0000000	000944	ATLANTIC BROADBAND /	2021-05	6/04/2021		4100-012410-5230-	125.20	26195		TELECOMMUNICATIONS		00882 TH
0000000	000944		2021-05	6/04/2021		4520-500100-5230-	79.20	26195		TELECOMMUNICATIONS		00882 WMTF
0000000	000944		2021-06	6/04/2021		4100-012410-5230-	125.20	26195		TELECOMMUNICATIONS		00882 TH
0000000	000944		2021-06	6/04/2021		4520-500100-5230-	84.45	26195		TELECOMMUNICATIONS		00882 WMTF
							.00			TOTAL		414.05
0000000	001121	BADGER & WALLLET	377526	6/04/2021		4100-031100-6010-	636.50	26196		EQUIPMENT/SUPPLIES		00882 BADGERS
							.00			TOTAL		636.50
0000000	000014	CINTAS OF RICHMOND	1902155787	6/04/2021		4500-500100-6011-	947.35	26197		UNIFORMS/SAFETY EQUIP		00882 UNIFORMS
0000000	000014		4083238872	6/04/2021		4500-500100-6011-	159.12	26197		UNIFORMS/SAFETY EQUIP		00882 UNIFORMS
0000000	000014		4083941194	6/04/2021		4500-500100-6011-	2,481.93	26197		UNIFORMS/SAFETY EQUIP		00882 UNIFORMS
							.00			TOTAL		3,588.40
0000000	001120	COVINGTON JERRY	20210604	6/04/2021		4100-012110-3160-	900.00	26198		COMPENSATION - COUNCIL/COMMIT		00882 2ND 1/2 FY21 COMP
							.00			TOTAL		900.00
0000000	000907	COYLE VALARIE	20210604	6/04/2021		4100-012110-3160-	900.00	26199		COMPENSATION - COUNCIL/COMMIT		00882 2ND 1/2 PY 21 COMP
							.00			TOTAL		900.00
0000000	000664	DAVIS JEAN	20210604	6/04/2021		4100-012110-3160-	900.00	26200		COMPENSATION - COUNCIL/COMMIT		00882 2ND 1/2 FY21 COMP
							.00			TOTAL		900.00
0000000	001058	DIAMOND SPRINGS	2021-05	6/04/2021		4100-043100-7200-	9.95	26201		TOWN HALL EXPENSES		00882 109 COURTHOUSE LN
0000000	001058		2021-05	6/04/2021		4100-043100-7200-	46.98	26201		TOWN HALL EXPENSES		00882 117 BUTLER ST
0000000	001058		2021-05	6/04/2021		4500-500100-5840-	34.42	26201		MISCELLANEOUS		00882 WMTF
							.00			TOTAL		91.35
0000000	000010	DOMINION VIRGINIA POWER	20210604	6/04/2021		4500-500100-5110-	1,284.27	26202		ELECTRICITY		00882 WELL #5 OFF & ON
							.00			TOTAL		1,284.27
0000000	000234	ENVIROCOMPLIANCE LAB INC	R1454448	6/04/2021		4520-500100-3160-	115.00	26203		TESTING		00882 TESTING
0000000	000234		R1454472	6/04/2021		4520-500100-3160-	115.00	26203		TESTING		00882 TESTING
0000000	000234		R154521	6/04/2021		4520-500100-3160-	155.00	26203		TESTING		00882 TESTING
0000000	000234		R154611	6/04/2021		4520-500100-3160-	115.00	26203		TESTING		00882 TESTING
0000000	000234		R154624	6/04/2021		4520-500100-3160-	115.00	26203		TESTING		00882 TESTING
0000000	000234		R154656	6/04/2021		4520-500100-3160-	155.00	26203		TESTING		00882 TESTING
0000000	000234		R154747	6/04/2021		4520-500100-3160-	135.00	26203		TESTING		00882 TESTING
0000000	000234		R154770	6/04/2021		4520-500100-3160-	155.00	26203		TESTING		00882 TESTING
0000000	000234		R1554821	6/04/2021		4520-500100-3160-	115.00	26203		TESTING		00882 TESTING
			R1554907	6/04/2021		4520-500100-3160-	.00			TOTAL		1,290.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	A/C H	A/C H	AMOUNT	CHECK NO.	PMT	G/L	ACCOUNT	DESC.	BATCH	INV. DESCRIPTION
0000000	000234	ENVIROCOMPLIANCE LAB INC	R1554931	6/04/2021		4520-500100-3160-	115.00	26204							TESTING		00882	TESTING
0000000	000234		R1554981	6/04/2021		4520-500100-3160-	155.00	26204							TESTING		00882	TESTING
DISC. TOTAL							.00								TOTAL		270.00	
0000000	000648	EBARD ANDREA G		6/04/2021		4100-012110-3150-	1,667.00	26205							PROFESSIONAL SERVICES - LEGAL		00882	TOWN ATTORNEY
DISC. TOTAL							.00								TOTAL		1,667.00	
0000000	000946	GAINES MARK	20210604	6/04/2021		4100-012110-3160-	1,350.00	26206							COMPENSATION - COUNCIL/COMMIT		00882	2ND 1/2 FY21 COMP
DISC. TOTAL							.00								TOTAL		1,350.00	
0000000	001051	GAINES TAMMIE	20210604	6/04/2021		4100-012110-3160-	900.00	26207							COMPENSATION - COUNCIL/COMMIT		00882	2ND 1/2 FY21 COMP
DISC. TOTAL							.00								TOTAL		900.00	
0000000	000780	HOMARD DEBORAH	20210604	6/04/2021		4100-012110-3160-	900.00	26208							COMPENSATION - COUNCIL/COMMIT		00882	2ND 1/2 FY21 COMP
DISC. TOTAL							.00								TOTAL		900.00	
0000000	000546	JOHNSON'S EXTERMINATING	2021-05	6/04/2021		4100-031100-3320-	50.00	26209							PROFESSIONAL SERVICES		00882	109 COURTHOUSE LN
0000000	000546		2021-05	6/04/2021		4100-043100-7120-	75.00	26209							PARK MAINTENANCE		00882	109 COURTHOUSE LN
0000000	000546		2021-05	6/04/2021		4100-043100-7200-	65.00	26209							TOWN HALL EXPENSES		00882	109 COURTHOUSE LN
0000000	000546		2021-05	6/04/2021		4100-043100-7200-	10.00	26209							TOWN HALL EXPENSES		00882	109 COURTHOUSE LN
0000000	000546		2021-05	6/04/2021		4520-500100-3320-	425.00	26209							PROFESSIONAL SERVICES		00882	109 COURTHOUSE LN
DISC. TOTAL							.00								TOTAL		625.00	
0000000	001115	JUSTTECH	67369	6/04/2021		4100-012410-3110-	234.02	26210							OFFICE EQUIPMENT		00882	2021-05
DISC. TOTAL							.00								TOTAL		234.02	
0000000	000257	ON SITE PC	5030	6/04/2021		4100-012110-5250-	231.50	26211							TELECOMMUNICATIONS		00882	SPLASH TOP FOR CPA
DISC. TOTAL							.00								TOTAL		231.50	
0000000	001092	PBM	32398	6/04/2021		4100-043100-7200-	500.00	26212							TOWN HALL EXPENSES		00882	2021-05
DISC. TOTAL							.00								TOTAL		500.00	
0000000	000919	PRO SHRED SECURITY	38060	6/04/2021		4100-012110-3140-	45.00	26213							CONTRACTED SERVICES/SHREDDING		00882	2021-05
DISC. TOTAL							.00								TOTAL		45.00	
0000000	001089	SNAP-ON TOOLS	052621124202	6/04/2021		4500-500100-6006-	72.50	26214							HAND TOOLS		00882	STYLUS PRO LED BAT
0000000	001089		052621124202	6/04/2021		4500-500100-6006-	99.95	26214							HAND TOOLS		00882	SOLDERING CLAMP
DISC. TOTAL							.00								TOTAL		172.45	
0000000	001034	SPILMAN THOMAS & BATTLE	5451213	6/04/2021		4300-300100-8700-	9,500.00	26215							REFINANCING AND USDA PROJECTS		00882	BOND ANTICIP NOTE
DISC. TOTAL							.00								TOTAL		9,500.00	
0000000	000918	STAPLES ADVANTAGE	733048661001	6/04/2021		4100-012410-6001-	72.81	26216							OFFICE SUPPLIES & PRINTING		00882	PAPER, SHARPIE
0000000	000918		733099991001	6/04/2021		4100-012410-6001-	299.00	26216							OFFICE SUPPLIES & PRINTING		00882	ANNUAL MEMBERSHIP
0000000	000918		733106652201	6/04/2021		4100-012410-6001-	294.86	26216							OFFICE SUPPLIES & PRINTING		00882	LEKMARK TONER
DISC. TOTAL							.00								TOTAL		666.67	
0000000	999999	TRIVETTE JACOB	THDR 2021-04-24	6/04/2021		100-000200-3500-	150.00	26217							REFUNDS PAYABLE		00882	THDR 2021-04-24
DISC. TOTAL							.00								TOTAL		150.00	
0000000	000019	VERIZON	2021-06	6/04/2021		4500-500100-5230-	17.79	26218							TELECOMMUNICATIONS		00882	COOLIDGE LN

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000019		2021-06	6/04/2021		4500-500100-5230-	256.66	26218			TELECOMMUNICATIONS	00882 WELL #5
		DISC. TOTAL	.00				.00				TOTAL	274.45
0000000	000256	VERIZON WIRELESS	9880171519	6/04/2021		4100-031100-5230-	173.66	26219			TELECOMMUNICATIONS	00882 PC
0000000	000256		9880171519	6/04/2021		4100-043100-5230-	59.66	26219			TELECOMMUNICATIONS	00882 PW
0000000	000256		9880171519	6/04/2021		4100-012110-5250-	47.73	26219			TELECOMMUNICATIONS	00882 TM
0000000	000256		9880171519	6/04/2021		4100-012110-2600-	68.50	26219			MAYOR EXPENSES	00882 MAYOR
0000000	000256		9880171519	6/04/2021		4500-500100-5230-	59.65	26219			TELECOMMUNICATIONS	00882 WATER
0000000	000256		9880171519	6/04/2021		4520-500100-5230-	59.65	26219			TELECOMMUNICATIONS	00882 SEMR
		DISC. TOTAL	.00				.00				TOTAL	468.85
0000000	000985	JEFF	20210604	6/04/2021		4100-012110-3160-	900.00	26220			COMPENSATION - COUNCIL/COMMISS	00882 2ND 1/2 FY21 COMP
		DISC. TOTAL	.00				.00				TOTAL	900.00
0000000	000044	VUPS	05210461	6/04/2021		4500-500100-5899-	95.55	26221			MISS UTILITY COSTS	00882 TRANSMISSIONS
		DISC. TOTAL	.00				.00				TOTAL	95.55
0000000	001094	WARR BLANCH	00000003	6/04/2021		4100-043100-7200-	375.00	26222			TOWN HALL EXPENSES	00882 SPT UP BREAKDOWN
		DISC. TOTAL	.00				.00				TOTAL	375.00
0000000	000012	WASTE MANAGEMENT	273453002811	6/04/2021		4520-500100-3320-	89.71	26223			PROFESSIONAL SERVICES	00882 WWTP
0000000	000012		273479202817	6/04/2021		4100-043100-7130-	1,592.16	26223			REFUSE COLLECTION	00882 DOMESTERS
0000000	000012		351685524248	6/04/2021		4100-043100-7130-	6,141.99	26223			REFUSE COLLECTION	00882 RESIDENTS
0000000	000012		373439202816	6/04/2021		4520-500100-3180-	831.99	26223			SLUDGE REMOVAL	00882 SLUDGE
		DISC. TOTAL	.00				.00				TOTAL	8,655.85
0000000	000878	WHITE OAK ELECTRIC	3128	6/04/2021		4520-500100-6007-	320.00	26224			REPAIR/ MAINTENANCE	00882 HERITAGE PINS LIP
		DISC. TOTAL	.00				.00				TOTAL	320.00
0000000	001074	WHOLEY ARTHUR	20210604	6/04/2021		4100-012110-3160-	900.00	26225			COMPENSATION - COUNCIL/COMMISS	00882 2ND 1/2 FY21 COMP
		DISC. TOTAL	.00				.00				TOTAL	900.00
0000000	001114	XEROX FINANCIAL SERVICES	2636870	6/04/2021		4100-012410-3310-	123.22	26226			OFFICE EQUIPMENT	00882 2021-05
		DISC. TOTAL	.00				.00				TOTAL	123.22
		CHECK TOTAL	.00				39,555.05				TOTAL	39,555.05

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 39,555.05 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26227	1111	BKT UNIFORMS	000	6/11/2021	258.00	.00
26228	554	CAROLINE COUNTY TREASURER	000	6/11/2021	111.56	.00
26229	10	DOMINION VIRGINIA POWER	000	6/11/2021	4,991.26	.00
26230	939	DRAINFIELD SOLUTIONS, LLC	000	6/11/2021	415.00	.00
26231	28	G & G MILFORD FARM SERV.	000	6/11/2021	832.59	.00
26232	743	LOCAL SERVICES	000	6/11/2021	570.00	.00
26233	987	MINCZ TIRE SERVICE	000	6/11/2021	45.00	.00
26234	1089	SNAP-ON TOOLS	000	6/11/2021	514.00	.00
26235	148	THE FREE LANCE STAR	000	6/11/2021	2,488.40	.00
26236	291	USA BLUE BOOK	000	6/11/2021	111.25	.00
26237	1002	VACORP	000	6/11/2021	134.72	.00
26238	12	WASTE MANAGEMENT	000	6/11/2021	926.34	.00
26239	1049	WEX BANK	000	6/11/2021	1,102.07	.00
		CLASS TOTAL			13,500.19	.00
		ACH TOTAL			.00	
		CHECK TOTAL			13,500.19	
		EPY TOTAL			.00	
		FINAL TOTAL			13,500.19	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 13,500.19 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	G/L ACCOUNT	DISC.	BATCH INV. DESCRIPTION
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0000000	001111	BKT UNIFORMS	82721	6/11/2021	4100-031100-6011-	UNIFORMS	258.00	26227	258.00			00883 UNIFORMS
DISC. TOTAL							0.00					
DISC. TOTAL							111.56	26228	111.56			00883 SARAH KUTT # 13472
DISC. TOTAL							0.00					111.56

0000000	000010	DOMINION VIRGINIA POWER	2021-05	6/11/2021	4100-043100-7200-	TOWN HALL EXPENSES	369.44	26229	369.44			00883 TH
0000000	000010		2021-05	6/11/2021	4100-043100-7200-	TOWN HALL EXPENSES	31.78	26229	31.78			00883 109 COURTHOUSE LN
0000000	000010		2021-05	6/11/2021	4100-043100-5110-	ELECTRICITY-STREETLIGHTS	1,652.92	26229	1,652.92			00883 BUT/CHASE ST LIGHT
0000000	000010		2021-05	6/11/2021	4100-043100-5110-	ELECTRICITY-STREETLIGHTS	43.53	26229	43.53			00883 MAIN ST LIGHTS
0000000	000010		2021-05	6/11/2021	4100-031100-5110-	ELECTRICITY	64.25	26229	64.25			00883 PC
0000000	000010		2021-05	6/11/2021	4500-500100-5110-	ELECTRICITY	42.21	26229	42.21			00883 BUTLER GRD TNR
0000000	000010		2021-05	6/11/2021	4500-500100-5110-	ELECTRICITY	879.66	26229	879.66			00883 WELLS #5
0000000	000010		2021-05	6/11/2021	4500-500100-5110-	ELECTRICITY	7.42	26229	7.42			00883 BUT/CHS WTR TNR
0000000	000010		2021-05	6/11/2021	4520-500100-5110-	ELECTRICITY	1,722.96	26229	1,722.96			00883 WMP
0000000	000010		2021-05	6/11/2021	4520-500100-5110-	ELECTRICITY	34.37	26229	34.37			00883 LACY PMP STAT
0000000	000010		2021-05	6/11/2021	4520-500100-5110-	ELECTRICITY	13.65	26229	13.65			00883 ROGERS CLK PMP STA
0000000	000010		2021-05	6/11/2021	4520-500100-5110-	ELECTRICITY	49.26	26229	49.26			00883 CHASE ST PMP STAT
0000000	000010		2021-05	6/11/2021	4520-500100-5110-	ELECTRICITY	79.81	26229	79.81			00883 SCHOOL RD PMP STAT
DISC. TOTAL							0.00					4,991.26
DISC. TOTAL							4,991.26					4,991.26

0000000	000939	DEAINTFIELD SOLUTIONS, LLC	5080	6/11/2021	4520-500100-6007-	REPAIR/ MAINTENANCE	415.00	26230	415.00			00883 BG MEADOWS LIFT ST
DISC. TOTAL							0.00					415.00
DISC. TOTAL							0.00					0.00

0000000	000028	G & G MILFORD FARM SERV.	K90679	6/11/2021	4100-043100-6007-	REPAIR/ MAINT BUILDINGS	41.98	26231	41.98			00883 DELTA GUARD & HAND
0000000	000028		K90679	6/11/2021	4100-043100-7110-	PARKING LOT/STREET/SIDWALK	4.21	26231	4.21			00883 PVC PIPE
0000000	000028		190804	6/11/2021	4100-043100-6009-	EQUIPMENT/ SUPPLIES	14.99	26231	14.99			00883 GARDEN SPRAYER
0000000	000028		190871	6/11/2021	4100-043100-6007-	REPAIR/ MAINT TOWN BUILDINGS	97.04	26231	97.04			00883 SHOWER HEADS PARTS
0000000	000028		190872	6/11/2021	4100-043100-6007-	REPAIR/ MAINT TOWN BUILDINGS	29.99	26231	29.99			00883 EXTN CORP
0000000	000028		190882	6/11/2021	4100-043100-7110-	PARKING LOT/STREET/SIDWALK	560.44	26231	560.44			00883 HANGING BASKETS
0000000	000028		190948	6/11/2021	4520-500100-6007-	REPAIR/ MAINTENANCE	83.94	26231	83.94			00883 LIME
DISC. TOTAL							0.00					832.59
DISC. TOTAL							832.59					832.59

0000000	000743	LOCAL SERVICES	66914	6/11/2021	4100-012110-6021-	PUBLIC RELATIONS	120.00	26232	120.00			00883 2021-04 BG POTTY
0000000	000743		67318	6/11/2021	4100-012110-6021-	PUBLIC RELATIONS	225.00	26232	225.00			00883 2021-05 BG POTTY
0000000	000743		68056	6/11/2021	4100-012110-6021-	PUBLIC RELATIONS	225.00	26232	225.00			00883 2021-06 BG POTTY
DISC. TOTAL							0.00					570.00
DISC. TOTAL							570.00					570.00

0000000	000987	MINCZ TIRE SERVICE	1020731	6/11/2021	4100-031100-3310-	VEHICLE MAINTENANCE	45.00	26233	45.00			00883 2017 FORD CALIBRAT
DISC. TOTAL							0.00					45.00
DISC. TOTAL							0.00					0.00

0000000	001089	SNAP-ON TOOLS	060321124555	6/11/2021	4500-500100-6009-	EQUIPMENT/SUPPLIES	36.50	26234	36.50			00883 3/8 DR TORX
0000000	001089		060321124555	6/11/2021	4500-500100-6006-	HAND TOOLS	40.00	26234	40.00			00883 25 FT TAPE MEASURE
0000000	001089		060321124555	6/11/2021	4500-500100-6009-	EQUIPMENT/SUPPLIES	318.00	26234	318.00			00883 3/8 PC IMP SET
0000000	001089		060321124555	6/11/2021	4500-500100-6009-	EQUIPMENT/SUPPLIES	286.00	26234	286.00			00883 35 PC MSR EXT SET
0000000	001089		060321124555	6/11/2021	4500-500100-6009-	EQUIPMENT/SUPPLIES	550.00	26234	550.00			00883 MILTIMETER APP
0000000	001089		060321124555	6/11/2021	4500-500100-6005-	TANTORIAL SUPPLIES	86.00	26234	86.00			00883 GLOVES
0000000	001089		060321124555	6/11/2021	4500-500100-6009-	EQUIPMENT/SUPPLIES	187.50	26234	187.50			00883 3/8 RAT
DISC. TOTAL							0.00					1,514.00
DISC. TOTAL							1,514.00					1,514.00

0000000	000148	THE FREE LANCE STAR	2021-05	6/11/2021	4100-012110-3600-	ADVERTISING	2,488.40	26235	2,488.40			00883 BUDGET PH
DISC. TOTAL							0.00					2,488.40
DISC. TOTAL							0.00					0.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
0000000	000291	USA BLUE BOOK	610211	6/11/2021		4520-500100-6030-	111.25	26236		PLANT & LAB SUPPLIES/CHEMICAL00883 LIQUID DPD1A 60 ML
		DISC. TOTAL					.00			
		CHECK TOTAL					111.25			
		ACH PMT TOTAL					.00			
0000000	001002	VACORP	2021-05	6/11/2021		4100-012110-2500-	60.62	26237		DISABILITY INSURANCE - VML
0000000	001002		2021-05	6/11/2021		4100-012410-2500-	16.17	26237		HYBRID DISABILITY INSURANCE
0000000	001002		2021-05	6/11/2021		4100-043100-2500-	20.21	26237		HYBRID DISABILITY INSURANCE
0000000	001002		2021-05	6/11/2021		4500-500100-2500-	8.08	26237		HYBRID DISABILITY INS
0000000	001002		2021-05	6/11/2021		4520-500100-2500-	29.64	26237		HYBRID DISABILITY INS
		DISC. TOTAL					.00			
		CHECK TOTAL					134.72			
		ACH PMT TOTAL					.00			
0000000	000012	WASTE MANAGEMENT	273568402815	6/11/2021		4520-500100-3180-	926.34	26238		SLUDGE REMOVAL
		DISC. TOTAL					.00			
		CHECK TOTAL					926.34			
		ACH PMT TOTAL					.00			
0000000	001049	WEX BANK	72188605	6/11/2021		4100-031100-6008-	363.44	26239		VEHICLE FUEL/OIL
0000000	001049		72188605	6/11/2021		4100-043100-6008-	246.21	26239		VEHICLE FUEL/OIL
0000000	001049		72188605	6/11/2021		4500-500100-6008-	246.21	26239		VEHICLE FUEL/OIL
0000000	001049		72188605	6/11/2021		4520-500100-6008-	246.21	26239		VEHICLE FUEL & OIL
		DISC. TOTAL					.00			
		CHECK TOTAL					1,102.07			
		ACH PMT TOTAL					.00			
		CHECK TOTAL					13,500.19			
		ACH PMT TOTAL					.00			
		CHECK TOTAL					13,500.19			
		ACH PMT TOTAL					.00			
		CHECK TOTAL					13,500.19			
		ACH PMT TOTAL					.00			

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 THE TOTAL 13,500.19- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26243	897	CINTAS CORPORATION	000	6/25/2021	35.06	.00
26244	341	DOMINION CHEMICAL CO	000	6/25/2021	427.75	.00
26245	237	GRAINGER	000	6/25/2021	282.20	.00
26246	514	K L LANGFORD EXCAVATING	000	6/25/2021	1,904.00	.00
26247	987	MINCZ TIRE SERVICE	000	6/25/2021	45.00	.00
26248	1092	PBM	000	6/25/2021	500.00	.00
26249	919	PRO SHRED SECURITY	000	6/25/2021	45.00	.00
26250	11	RAPPANNOCK ELEC COOP	000	6/25/2021	749.04	.00
26251	999999	RICHARDSON MICHELLE	000	6/25/2021	150.00	.00
26252	999999	ROLLINS SHERITA	000	6/25/2021	150.00	.00
26253	1089	SNAP-ON TOOLS	000	6/25/2021	1,397.00	.00
26254	700	TREASURER OF VIRGINIA	000	6/25/2021	49.00	.00
26255	291	USA BLUE BOOK	000	6/25/2021	394.31	.00
26256	1094	WARE BLANCH	000	6/25/2021	550.00	.00
		CLASS TOTAL			6,678.36	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,678.36	
		EPY TOTAL			.00	
		FINAL TOTAL			6,678.36	.00

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 THE TOTAL 6,678.36- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT	BATCH INV. DESCRIPTION
0000000	000897	CINTAS CORPORATION	8405184366	6/25/2021		4520-500100-6011-	35.06	26243		UNIFORMS/ SAFETY EQUIPMENT	00884 FIRST AID
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			35.06
0000000	000341	DOMINION CHEMICAL CO	68000079	6/25/2021		4520-500100-6004-	427.75	26244		LAB SUPPLIES/CHEMICALS	00884 SODIUM HYPOCHLORIT
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			427.75
0000000	000237	GRAINGER	9928145417	6/25/2021		4520-500100-6004-	282.20	26245		LAB SUPPLIES/CHEMICALS	00884 GLOVES
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			282.20
0000000	000514	K L LANGFORD EXCAVATING	7205	6/25/2021		4500-500100-6007-	1,904.00	26246		REPAIR/MAINTENANCE	00884 17157 ELM ST
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			1,904.00
0000000	000987	MINCZ TIRE SERVICE	1020968	6/25/2021		4100-031100-3310-	45.00	26247		VEHICLE MAINTENANCE	00884 DODGER CHGR CALIBRA
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			45.00
0000000	001092	PBM	32494	6/25/2021		4100-043100-7200-	500.00	26248		TOWN HALL EXPENSES	00884 2021-06 CLEAN OFFI
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			500.00
0000000	000919	PRO SHRED SECURITY	38449	6/25/2021		4100-012110-3140-	45.00	26249		CONTRACTED SERVICES/SHREDDING	00884 2021-06
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			45.00
0000000	000011	RAPPANNOCK ELEC COOP	2021-05	6/25/2021		4100-043100-5110-	51.27	26250		ELECTRICITY-STREETLIGHTS	00884 CEDAR LN TRANS POL
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			51.27
0000000	000011		2021-05	6/25/2021		4500-500100-5110-	531.19	26250		ELECTRICITY	00884 WELLS #4
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			531.19
0000000	000011		2021-05	6/25/2021		4500-500100-5110-	22.05	26250		ELECTRICITY	00884 RT 2 WATER TOWER
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			22.05
0000000	000011		2021-05	6/25/2021		4500-500100-5110-	91.31	26250		ELECTRICITY	00884 LAKEMOOD PMP STAT
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			91.31
0000000	000011		2021-05	6/25/2021		4520-500100-5110-	29.25	26250		ELECTRICITY	00884 OAK RIDGE PMP STAT
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			29.25
0000000	000011		2021-05	6/25/2021		4520-500100-5110-	23.97	26250		ELECTRICITY	00884 CEDAR LAKE WAREHO
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			23.97
0000000	999999	RICHARDSON MICHELLE	THDR 2021-06-12	6/25/2021		100-000200-3500-	150.00	26251		REFUNDS PAYABLE	00884 THDR 2021-06-12
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			150.00
0000000	999999	ROLLINS SHERITA	THDR 2021-06-05	6/25/2021		100-000200-3500-	150.00	26252		REFUNDS PAYABLE	00884 THDR 2021-06-05
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			150.00
0000000	001089	SNAP-ON TOOLS	060921124820	6/25/2021		4100-043100-6009-	262.50	26253		EQUIPMENT/ SUPPLIES	00884 CERT LEAK DETCT
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			262.50
0000000	001089		060921124820	6/25/2021		4100-043100-6006-	207.88	26253		HAND TOOLS	00884 RAT, BRAKE CAL, RA
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			207.88
0000000	001089		060921124820	6/25/2021		4500-500100-6009-	262.50	26253		EQUIPMENT/ SUPPLIES	00884 CERT LEAK DETCT
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			262.50
0000000	001089		061621125103	6/25/2021		4500-500100-6006-	207.87	26253		HAND TOOLS	00884 RAT, BRAKE CAL, RA
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			207.87
0000000	001089		061621125103	6/25/2021		4500-500100-6009-	298.00	26253		EQUIPMENT/ SUPPLIES	00884 UNDER HOOD RBD LIG
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			298.00
0000000	001089		1,397.00	6/25/2021		4500-500100-6006-	158.25	26253		HAND TOOLS	00884 6PC MOB EXT
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			1,397.00
0000000	000700	TREASURER OF VIRGINIA	329721	6/25/2021		4100-031100-3312-	49.00	26254		EQUIPMENT REPAIR	00884 TUNING PORK CALIB
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			49.00
0000000	000291	USA BLUE BOOK	626169	6/25/2021		4500-500100-6021-	102.98	26255		TESTING SUPPLIES/CHEMICALS	00884 CASO4 5LB
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			102.98
0000000	000291		626169	6/25/2021		4500-500100-6021-	291.33	26255		TESTING SUPPLIES/CHEMICALS	00884 CHESSILL CHART
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			291.33
0000000	001094	WARE BLANCH	0000004	6/25/2021		4100-043100-7200-	550.00	26256		TOWN HALL EXPENSES	00884 SETUP BREAK DOWN
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			550.00
0000000	001094		0000004	6/25/2021		4100-043100-7200-	6,678.36	26256		TOWN HALL EXPENSES	00884 SETUP BREAK DOWN
DISC. TOTAL			CHECK TOTAL				.00	EPY PMT TOTAL			6,678.36

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 6,678.36- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____



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

AGENDA ITEM: Minutes – June 3, 2021 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Tracy Wright, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the June 3, 2021 Town Council Meeting

ATTACHMENTS:

Minutes and approved bills from the June 3, 2021 Town Council Meeting

REQUESTED ACTION:

Approve Minutes.

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, June 03, 2021
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor opened the meeting at 7:00 p.m. and noted a quorum was present. The Pledge of Allegiance was recited.

PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Jean Davis
Council Member Tammie Gaines
Council Member Deborah Howard
Council Member Jerry Covington
Council Member Jeff Voit
Council Member Arthur Wholey

PUBLIC HEARINGS:

FY 2022 Proposed Budget Public Hearing

Jo-Elsa Jordan, Community and Economic Development - Jordan asked that Town Council consider funds for Harvest Festival expenditures be appropriated prior to approval of the budget, as zero dollars are noted in the proposed budget for FY22.

Bonnie Cannon, 123 S. Main Street - Mrs. Cannon questioned whether federal funding can be used to avoid future rate and tax increases for residents.

PUBLIC COMMENTS:

Bonnie Cannon, 123 S. Main Street - Addressed Council with concerns about the future of Bowling Green. She further encouraged Council to study the budget, review the Town ordinance as it relates to fences, questioned street cleaning as well as the future utility project. Cannon offered accolades to Chief Cecil for a job well done.

MEMBER COMMENTS:

Council Member Davis complemented staff on the hard work and dedication presented during the transition of personnel and recruitment for the Town Manager position.

Council Member Voit echoed Council Member Davis's sentiments regarding staff.

STAFF REPORTS & PRESENTATIONS:

The following Staff reports were presented to Council:

Police Department Monthly Report - May 2021

Public Works and Utilities Dept. Monthly Report - May 2021

Community & Economic Development Monthly Report - May 2021

Town Clerk/Treasurer Monthly Report - May 2021

CONSENT AGENDA: (The Consent Agenda is approved as one item. If a Council member wishes to discuss or ask questions about an item on the Consent Agenda, then that item should be removed from the Consent Agenda and discussed & voted on separately.)

The following items were presented to Council:

Bills - May 2021(attached to these minutes)

Minutes – May 06, 2021 Special Town Council Meeting

Minutes – May 06, 2021 Town Council Meeting

Minutes – May 13, 2021 Special Town Council Meeting

Minutes – May 24, 2021 Special Town Council Meeting

R-2021-005 Depository Designation

A request was made from Council Member Wholey to pull from the Consent Agenda item number 6 Bills-May 2021 for discussion.

Motion made by Council Member T. Gaines, Seconded by Council Member Voit to approve Consent Agenda items 7-11.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

Floor was opened for discussion by Mayor Gaines. Council Member Wholey inquired about an invoice regarding a Ditch Witch. Upon clarification a motion was made.

Motion made by Council Member Wholey, Seconded by Council Member Voit to accept Consent Agenda item number 6 as presented.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

UNFINISHED BUSINESS:

Community & Economic Development

Review of EDA Work Plan from FY21 requesting that the funds be appropriated for FY22 as no decision was made or funds appropriated in FY21.

Council requested time to review. No motion made by Council.

Town Manager Search Process Update

Mayor Gaines and Treasurer, Tracy Wright updated Council on the status of Town Manager Search Process. Continuing to monitor the Town Recruitment email and process applications received, then forwarding all to Town Council.

COMMITTEE REPORTS:

No Comments from Committee Members.

CLOSED SESSION:

Motion made by Council Member Voit, Seconded by Council Member Davis to go into Closed Session in accordance with Section 2.2-3711(A)(1) of the code of Virginia for the interviewing and/or discussion of the hiring of a Town Manager and/or Interim Town Manager.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey

Motion passed.

RECONVENE IN OPEN SESSION:

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

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

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: Mayor Gaines, Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion made by Council Member Voit, Seconded by Council Member T. Gaines to offer the position of Interim Town Manager to Allyson Finchum, with a start date of June 7, 2021. Applications for the full time position of Town Manager will still be reviewed.

Voting Yea: Mayor Gaines, Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

ADJOURNMENT:

Motion made by Council Member Voit, Seconded by Council Member Wholey to adjourn.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Meeting Adjourned at 8:58 p.m.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26129	257	ON SITE PC	000	5/03/2021	1,465.20	.00
			CLASS TOTAL		1,465.20	.00
			ACH TOTAL		.00	
			CHECK TOTAL		1,465.20	
			EPY TOTAL		.00	
			FINAL TOTAL		1,465.20	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 1,465.20- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26136	18	A & M HOME CENTER	000	5/07/2021	104.15	.00
26137	536	CAS SEVERN	000	5/07/2021	56.50	.00
26138	14	CINTAS OF RICHMOND	000	5/07/2021	754.40	.00
26139	1017	CORE & MAIN	000	5/07/2021	695.35	.00
26140	1058	DIAMOND SPRINGS	000	5/07/2021	89.30	.00
26141	319	DITCH WITCH OF VIRGINIA	000	5/07/2021	46,982.81	.00
26142	813	FOLEY HEATHER	000	5/07/2021	3,600.00	.00
26143	1118	GIBSON'S SOFT SERVE	000	5/07/2021	30.00	.00
26144	999999	HART JASMINE	000	5/07/2021	50.00	.00
26145	1115	JUSTTECH	000	5/07/2021	176.63	.00
26146	512	MID-ATLANTIC	000	5/07/2021	6,822.00	.00
26147	1089	SNAP-ON TOOLS	000	5/07/2021	1,687.76	.00
26148	1119	VML/VACO FINANCE	000	5/07/2021	1,617.50	.00
26149	44	VUPS	000	5/07/2021	85.05	.00
26150	999999	WASHINGTON KENTRALE	000	5/07/2021	150.00	.00
26151	12	WASTE MANAGEMENT	000	5/07/2021	7,823.86	.00
26152	1114	XEROX FINANCIAL SERVICES	000	5/07/2021	123.22	.00
		CLASS TOTAL			70,848.53	.00
		ACH TOTAL			.00	
		CHECK TOTAL			70,848.53	
		EPY TOTAL			.00	
		FINAL TOTAL			70,848.53	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 70,848.53- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26153	10	DOMINION VIRGINIA POWER	000	5/14/2021	5,820.84	.00
26154	234	ENVIROCOMPLIANCE LAB INC	000	5/14/2021	1,290.00	.00
26155	234	ENVIROCOMPLIANCE LAB INC	000	5/14/2021	270.00	.00
26156	28	G & G MILFORD FARM SERV.	000	5/14/2021	456.36	.00
26157	120	KAY UNIFORMS #1	000	5/14/2021	320.00	.00
26158	505	POWER & FLOW SOLUTIONS	000	5/14/2021	543.27	.00
26159	1089	SNAP-ON TOOLS	000	5/14/2021	1,047.45	.00
26160	1002	VACORP	000	5/14/2021	124.97	.00
26161	12	WASTE MANAGEMENT	000	5/14/2021	94.35	.00
26162	1049	WEX BANK	000	5/14/2021	972.23	.00
		CLASS TOTAL			10,939.47	.00
		ACH TOTAL			.00	
		CHECK TOTAL			10,939.47	
		EPY TOTAL			.00	
		FINAL TOTAL			10,939.47	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 10,939.47- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26175	27	ARC3 GASES	000	5/21/2021	150.00	.00
26176	897	CINTAS CORPORATION	000	5/21/2021	38.51	.00
26177	679	DAVID L BROOKS HAULING &	000	5/21/2021	98.00	.00
26178	1052	ENCO UTILITY SERVICES FLO	000	5/21/2021	553.92	.00
26179	237	GRAINGER	000	5/21/2021	806.99	.00
26180	48	MID-ATLANTIC LAB	000	5/21/2021	90.00	.00
26181	11	RAPPAHANNOCK ELEC COOP	000	5/21/2021	462.66	.00
26182	659	SOSMETAL PRODUCTS INC	000	5/21/2021	157.91	.00
		CLASS TOTAL			2,357.99	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,357.99	
		EPY TOTAL			.00	
		FINAL TOTAL			2,357.99	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 2,357.99- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26184	237	GRAINGER	000	5/28/2021	102.30	.00
26185	280	KUSTOM SIGNALS INC	000	5/28/2021	9,147.00	.00
26186	179	LUCK STONE CORPORATION	000	5/28/2021	372.40	.00
26187	1089	SNAP-ON TOOLS	000	5/28/2021	450.95	.00
26188	878	WHITE OAK ELECTRIC	000	5/28/2021	34,782.80	.00
		CLASS TOTAL			44,855.45	.00
		ACH TOTAL			.00	
		CHECK TOTAL			44,855.45	
		EPY TOTAL			.00	
		FINAL TOTAL			44,855.45	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 44,855.45- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26167	41	VISA	000	5/21/2021	2,909.12	.00
26168	41	VISA	000	5/21/2021	633.32	.00
26169	41	VISA	000	5/21/2021	997.84	.00
26170	41	VISA	000	5/21/2021	374.77	.00
CLASS TOTAL					4,915.05	.00
ACH TOTAL					.00	
CHECK TOTAL					4,915.05	
EPY TOTAL					.00	
FINAL TOTAL					4,915.05	.00

*Checks printed wrong
New Checks*

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 4,915.05- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

*26171
26172
26173
26174*



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – June 21, 2021 Special Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Tracy Wright, twright@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the June 21, 2021 Special Town Council Meeting

ATTACHMENTS:

Minutes from the June 21, 2021 Special Town Council Meeting

REQUESTED ACTION:

Approve Minutes.

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

MINUTES

**Monday, June 21, 2021
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PRESENT:

Mayor Mark Gaines

Vice-Mayor Valarie Coyle

Council Member Jean Davis

Council Member Tammie Gaines

Council Member Deborah Howard

Council Member Jerry Covington

Council Member Jeff Voit

Council Member Arthur Wholey

The Mayor opened the meeting at 6:00 p.m. and noted a quorum was present.

CLOSED SESSION:

1. The purpose of the meeting is to interview for the position of Town Manager. Council will go into Closed Session in accordance with Section 2.2-3711(A)(1) of the code of Virginia to interview and consider prospective candidates for employment.

Motion made by Council Member Davis, Seconded by Vice-Mayor Coyle to enter into Closed Meeting.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

RECONVENE IN OPEN SESSION:

Motion made by Council Member Davis, Seconded by Council Member Covington to reconvene in Open Meeting.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

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: Mayor Gaines, Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

In Open Session Council had some discussion regarding FY22 Budget.

ADJOURNMENT:

Motion made by Council Member Davis, Seconded by Council Member Wholey to adjourn.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

Meeting Adjourned at 7:42 p.m.



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

AGENDA ITEM: Minutes – June 24, 2021 Town Council Special Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Tracy Wright, twright@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the June 24, 2021 Town Council Special Meeting

ATTACHMENTS:

Minutes from the June 24, 2021 Town Council Special Meeting

REQUESTED ACTION:

Approve Minutes.

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

M I N U T E S

**Thursday, June 24, 2021
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor opened the meeting at 6:00 p.m. and noted a quorum was present. The Pledge of Allegiance was recited.

PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Jean Davis
Council Member Tammie Gaines
Council Member Deborah Howard
Council Member Jerry Covington
Council Member Jeff Voit
Council Member Arthur Wholey

PUBLIC HEARINGS:

Mayor called for the public to speak, hearing none he closed the Public Hearing.

FY2021-2022 Tax and Utility Rates

NEW BUSINESS:

Adoption of FY 2021-2022 Proposed Budget

Motion made by Council Member T. Gaines, Seconded by Council Member Covington for the Adoption of the FY 2021-2022 Proposed Budget.

The Mayor opened the floor for discussion.

Council Member Wholey requested clarification on the Va Fire Program fund of \$15,000. Council Member Wholey had been informed the Fire Department was uncertain whether they received the funds from FY21. Wholey asked if staff could research and return to him their findings. Council Member Wholey also asked for clarification on the budget in the area of Web Based Services and Professional Services-Legal.

Vice Mayor Coyle expressed her concerns with Town Events and requested more review into these areas before appropriation of funds.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

Adoption of Ordinance O-2021-002 Real & Personal Property Tax, Machinery & Tools, Route 301 Tax District, Vehicle License, Solid Waste & Water/Sewer Rates.

Motion made by Council Member Wholey, Seconded by Council Member Voit to adopt Ordinance O-2021-002 as presented.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Special Town Council Work Session was scheduled by the Mayor for June 30, 2021 at 6:30 p.m.

ADJOURNMENT:

Motion made by Council Member Wholey, Seconded by Council Member Covington to adjourn.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Meeting Adjourned at 6:20 p.m.



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

AGENDA ITEM: Economic Development Authority – Work Plan FY22

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Jo-Elsa Jordan

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

For the EDA to receive funding in the amount of \$10,000 from the Town of Bowling Green to produce, design, print and mail marketing material, showcasing Bowling Green as a viable location for residential and commercial development; To reinstate the Façade Improvement Program; To cover associated legal fees.

ATTACHMENTS:

EDA Work Plan FY22

REQUESTED ACTION:

Decision – By Motion



Economic Development Authority FY22 Work Plan

GOAL: To receive funding in the amount of \$10,000.00 from the Town of Bowling Green to produce, design, print and mail marketing material, showcasing Bowling Green as a viable location for residential and commercial development; To reinstate Façade Improvement Program; To cover associated legal fees.

	ITEM:	ESTIMATED AMOUNT:
•	Graphic Design	\$500.00
•	Two-pocket linen folder w/business card slit; Qty. 1000 (PrintDirtCheap.com)	\$1,500.00
•	Printing tiered inserts; Custom paper sizes	\$1,000.00
•	Postage	\$1,000.00
•	Legal Fees	\$3,500.00
•	Façade Improvement Grant Program	\$2,500.00
•	TOTAL	\$10,000.00



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Shifflett's Waste Collection Date Change Request

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Schifflett's Waste Disposal has contracted with the Town of Bowling Green to provide weekly residential trash collection as well as commercial and residential recycling collection with a starting date of July 1, 2021. The collection date for trash pick-up was to remain on Thursdays, consistent with the previous service contract with Waste Management. Schifflett's is now requesting an amendment to contract to change the waste collection from Thursday to Wednesday

ATTACHMENTS:

Schifflett's Waste Contract

REQUESTED ACTION:

Approval/denial by Town Council to change the weekly date of trash collection.

Solid Waste Collection Services Request for Bids

The Town of Bowling Green, Virginia is seeking bids from qualified firms for the collection of trash and recyclables. Solid waste collection firms qualified to perform the work outlined in this document shall submit proposals in accordance with the attached request. Sealed proposals must be received by the Town by 2:00 p.m., Wednesday, March 31, 2021. Three (3) copies of all proposal submittals must be sent to: Melissa Lewis, Acting Town Manager, Town of Bowling Green, 117 Butler Street (UPS, FedEx, or private courier), P.O. Box 468 (if sent via USPS), Bowling Green, Virginia 22427. Public opening will be at Town Hall located at 117 Butler Street, Bowling Green, VA 22247.

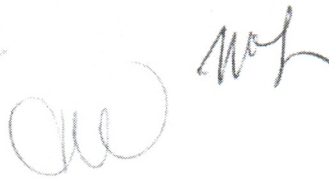
Current customers served:

Residential service:

- 96-gallon cart service to 375 customers; and
- 96-gallon single stream recycling totes to 375 customers.

Commercial customers:

- 6 with 2-yard dumpsters,
- 6 with 4-yard dumpsters
- 3 with 6-yard dumpsters
- 4 with 8-yard dumpsters



All inquiries for bid information should be directed to: Melissa Lewis, Town Manager, telephone 804-633-6212 ext. 1001 or townmanager@townofbowlinggreen.com.

Solid Waste Collection Services Request for Bids

PRICE SCHEDULE

Instructions: Offerors are required to provide a bid on the shaded items in the tables shown below. Any exceptions, comments, variations, etc. for a specific bid item should be detailed in the "Notes" section in the tables. If more space is needed beyond the tables provided, please attach additional separate sheets.

Trash Collection Services

Item	Description	Bid Price (price per customer per month)
Residential		
1	Weekly curbside collection of refuse using contractor-provided totes for each household and transport to a landfill.	\$ 13.00 per unit
2	Weekly collection of recyclables and transport to a recycling facility (single-stream collection) using contractor-provided totes for each household.	\$ 2.50 per unit
Recycling: Alternative A		
3	Bi-weekly collection of recyclables and transport to a recycling facility (single-stream collection). using contractor-provided totes for each household.	\$ N/A
4	Weekly collection of recyclables and transport to a recycling facility (separated at the curb) using contractor-provided totes for each household.	\$ 2.50 per unit weekly
5	Bi-weekly collection of recyclables and transport to a recycling facility (separated at the curb) Bi-weekly collection of recyclables and transport to a recycling facility (separated at the curb).	\$ N/A
Commercial*		Bid Price (price per cubic yard of waste Per customer per month)
6	Weekly collection of refuse using contractor-provided dumpsters or totes for each location and transport to a landfill.	\$ N/A
<p>Contract rates will be firm for the first two years and then will increase by <u>2</u> % at the beginning of the third year and remain firm for the third and fourth year.</p> <p>* Commercial businesses are not required to use our service.</p> <p>Notes: We currently at this time do not offer dumpster service.</p>		

Solid Waste Collection Services Request for Bids

The terms and condition contained in the attached proposed contract are agreeable.

Submitted By:

Shifflett's Waste Service , LLC

Legal Name of Firm

P O Box 5386, Fredericksburg , Virginia 22403

Address of Firm

Tammy Waite

Signature

Sales Consultant

Title

Tammy Waite

Printed Name

3/11/21

Date

540-752-1600

Telephone/Fax

tw@shifflettswasteservices.com

Email

Solid Waste Collection Services Request for Bids

**PROPOSED AGREEMENT FOR SOLID WASTE AND RECYCLING
COLLECTION SERVICES**

THIS AGREEMENT is dated as of the 1st day of July 2021, by and between the Town of Bowling Green, a municipal corporation of the Commonwealth of Virginia (hereinafter referred to as Town) and Shifflett's Waste Service, LLC, a Virginia corporation (hereinafter referred to as Shifflett's Waste Service LLC).

That in and for consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

ARTICLE I. WORK.

Shifflett's Waste Service, LLC shall complete all work as specified or indicated in the Contract Documents. The Work is general described as follows:

- 1.1 Shifflett's Waste Service, LLC shall provide all labor and equipment to conduct once weekly collection of residential and light commercial (municipal) solid waste within the corporate limits of the Town AND weekly collection and sorting of recyclable waste.

- 1.2 Shifflett's Waste Service, LLC shall collect at each collection all refuse acceptable for collection under Section 5-313 of the Code of the Town of Bowling Green, Virginia (hereinafter referred to as Code) including but not limited to garbage, food containers, paper, cloth, floor covering, rubber, leather, toys, small appliances, newspapers, magazines, cardboard, yard and garden trimmings (includes bagged leaves), and items of wood, metal and plastic that are placed in the Shifflett's Waste Service, LLC provided containers. Also Shifflett's Waste Service, LLC shall collect Christmas trees for two weeks following Christmas.

- 1.3 Refuse unacceptable for collection under Section 5-314 of the Code shall include building materials, brick, masonry, drywall, dirt, structural lumber, furniture, mattresses and bed springs, large appliances, tires, automotive batteries and parts, sheet metal, animal carcasses, human and animal waste, and hazardous substances such as poisons, acids, caustics, explosives, and containers of flammable liquids.

- 1.4 Refuse collection shall be made on Thursdays between the hours of 7 a.m. and 5 p.m. All non recyclable waste shall be disposed of at the Shifflett's Waste Service, LLC or at such other place as the parties may agree to in writing. Shifflett's Waste Service, LLC may levy additional charges directly to customers requesting to use optional large capacity refuse containers, although no customer shall be required to use such container.

Solid Waste Collection Services Request for Bids

- 1.5 Recyclable collection shall be made from contractor provided containers at the curbside. Recyclable waste shall be properly disposed of. Recyclable disposal shall be at the discretion of Shifflett's Waste Service, LLC in accordance with applicable State and Local laws and regulations.

ARTICLE II. PERFORMANCE STANDARDS.

- 2.1 Shifflett's Waste Service, LLC shall complete all collection activities in a prompt and courteous manner.
- 2.2 Shifflett's Waste Service, LLC shall complete all collection activities in a neat and orderly manner.
- 2.3 Shifflett's Waste Service, LLC shall generally begin collection during morning hours, but in no case shall collection begin prior to 7:00 a.m.
- 2.4 Shifflett's Waste Service, LLC shall collect from all publicly maintained trash cans, and all residences and business other than those, which have been approved by the Town to "opt out" of service, or are considered "heavy commercial" business. Shifflett's Waste Service, LLC may at its discretion enter into and provide services for said businesses who are considered "heavy commercial" or who have "opted out" of the services provided by the Town. The interpretation of this Section shall be consistent with the Code.
- 2.5 In the event that Shifflett's Waste Service, LLC fails to collect from any customer during the time of collection on a scheduled collection day, Shifflett's Waste Service, LLC will return to make the collection provided that (Name of your company) is notified by the Town by 4:00 pm. on that day. If Shifflett's Waste Service, LLC fails to return on that day, or if notification of a missed collection is not provided by 4:00 pm., then (Name of your company) will return and make the collection on the following business day.
- 2.6 Shifflett's Waste Service, LLC shall maintain collection vehicles in a safe and properly working manner so as to provide for safe and efficient operation and to avoid leaks and spills of refuse or mechanical fluids. Shifflett's Waste Service, LLC shall ensure that vehicles are maintained according to standards of cleanliness as may reasonably be required by the Town. Spills and leaks from collection vehicles shall be immediately cleaned from streets, alleys and driveways. Vehicles shall at all times comply with applicable state and local inspection and licensing requirements.
- 2.7 Shifflett's Waste Service, LLC shall maintain adequate records indicating the time and date of collection operations, the weight of refuse collected, and the weight by category of collected recyclables. Reasonable requests by Town to verify weight collected shall be honored by Shifflett's Waste Service, LLC.

Solid Waste Collection Services Request for Bids

ARTICLE III. CONTRACT TERMS.

The term of this agreement shall be for a period of four (4) years commencing on July 1, 2021 and concluding on June 30, 2025.

ARTICLE IV. CONTRACT PRICE.

(This section will be changed to reflect the winning Bid)

In consideration of the services herein mentioned, Town agrees to pay Shifflett's Waste Service, LLC a monthly amount of at the rate of \$ 13.00 per unit for residential collection (96-gallon cart service) and \$2.50 per unit for residential single stream recycling collection (96-gallon cart service). Commercial collection is at a rate of \$ N/A per cubic yard per month for commercial front-end load dumpster service at commercial businesses.

Contract rates will be firm for the first two years and then will increase by 2 % at the beginning of the third year and remain firm for the third and fourth year.

ARTICLE V. PAYMENT PROCEDURES.

- 5.1 Payment shall be made in equal monthly installments upon presentation of a bill for services to the Town Treasurer. Bills should be presented on or before the 25th of every month for approval and payment on the first Thursday of the next month.
- 5.2 If during any month Shifflett's Waste Service, LLC fails to provide work in accordance with this agreement, the Town may reduce the amount of payment by an amount proportional to the reduction in work performed by Shifflett's Waste Service, LLC , or by an amount equivalent to the actual cost of replacement collection service, whichever is greater.

ARTICLE VI. CONTRACTORS REPRESENTATIONS.

- 6.1 Shifflett's Waste Service, LLC has examined and carefully studied the Contract Documents.
- 6.2 Shifflett's Waste Service, LLC has visited the Town and environs and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, performance or furnishing of work.

Solid Waste Collection Services Request for Bids

- 6.3 Shifflett's Waste Service ,LLC is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress, performance and furnishing or the work.
- 6.4 Shifflett's Waste Service ,LLC will comply with all federal, state and local laws and regulations.

ARTICLE VII. CONTRACT DOCUMENTS.

- 7.1 The Contract Documents which comprise of the entire agreement between the Town and Shifflett's Waste Service ,LLC concerning the work of the following:
- A. This Agreement;
 - B. Article 3, Division 2 of the Code of the Town of Bowling Green;
 - C. Certificate of Insurance; and
 - D. Contractor's Proposal documents.

The above documents are hereby attached to this agreement and incorporated hereto. There are no other contract documents other than those listed above.

- 7.2 The agreement between the parties may only be amended, modified, or supplemented pursuant to Article 8 of this Contract.

ARTICLE VIII. AMENDMENTS.

- 8.1 This agreement may be amended to provide for additions, deletions and revisions in writing and by mutual consent of the parties.
- 8.2 After the first 12 months either party to this Agreement may request to renegotiate the contract price and the other party shall not delay in accommodating a reasonable and justifiable Amendment to the contract price in accordance with section 8.1. Any amendments to contract price must be finalized by April 1 of each year for incorporation into the Towns next FY budget.

Solid Waste Collection Services Request for Bids

- 8.3 Should the Code of the Town of Bowling Green, Virginia (Code) be amended in such a way that the nature of the work is substantially and/or materially altered, Shifflett's Waste Service ,LLC may seek to amend the terms of this agreement, inclusive of consideration.

ARTICLE IX. INSURANCE AND INDEMNIFICATION.

- 9.1 Shifflett's Waste Service ,LLC shall defend, indemnify and hold harmless the Town from any claim, loss, liability, cost or expense that results from Shifflett's Waste Service , LLC activities if said claim, loss, liability, cost or expense is the result of Shifflett's Waste Service ,LLC negligent acts and/or omissions.
- 9.2 Town shall defend, indemnify and hold harmless Shifflett's Waste Service ,LLC from any claim, loss, liability, cost or expense that results from Town's activities if said claim, loss, liability, cost or expense is the result of Town's negligent acts and/or omissions.
- 9.3 Shifflett's Waste Service ,LLC shall defend, indemnify and hold harmless the Town from any claim, loss, liability, cost or expense that results from Town's breach of this Agreement.
- 9.4 Town shall defend, indemnify and hold harmless Shifflett's Waste Service ,LLC any claim, loss, liability, cost or expense that results from Town's breach of the Agreement.
- 9.5 Shifflett's Waste Service ,LLC shall carry general commercial liability insurance, motor vehicle insurance and worker's compensation insurance in an amount mutually acceptable to the parties herein. Certificates of the aforesaid insurance shall be filed with the Town annually. The Town shall be named as an additional insured on all policies pertaining to the work in this agreement.
- 9.6 Shifflett's Waste Service ,LLC shall not be held responsible for damage to private roads, alleys and/or driveways if (Name of your company) 's vehicles are required to utilize the same in the performance of the collection duties.

ARTICLE X. WARRANTY.

- 10.1 Shifflett's Waste Service ,LLC warrants that this work will be performed in accordance with the Contract documents and accepted industry standards.

Solid Waste Collection Services Request for Bids

- 10.2 Whenever the Town believes that Shifflett's Waste Service ,LLC is not meeting the obligations of this agreement, the Town will notify Shifflett's Waste Service ,LLC in writing. Shifflett's Waste Service ,LLC shall have ten (10) days to respond to the Town's notice. The response shall be in writing and shall explain why Shifflett's Waste Service ,LLC disagrees with the Town or explain how the obligations of this agreement will be met or how the complaint will be resolved.

ARTICLE XI. EQUAL OPPORTUNITY.

Shifflett's Waste Service ,LLC shall conform with Section 11-51 of the Code of Virginia (1950) as amended, pertaining to nondiscrimination in employment and the workplace.

ARTICLE XII. MISCELLANEOUS.

- 12.1 The parties agree that there shall not be any third-party beneficiaries of this agreement.
- 12.2 If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be modified consistent with the original intent of the parties so as to be enforceable, and the remainder of the Agreement shall remain in full force and effect.
- 12.3 If any portion of this Agreement is in conflict with the Code, the Code shall supersede and control the relationship between the parties. If any portion of this Agreement is in conflict with any other contract document, this Agreement shall supersede.

Solid Waste Collection Services Request for Bids

IN WITNESS HEREOF, the Town and Shifflett's Waste Service ,LLC have affixed the signatures of their duly authorized representatives. All portions of the Contract Documents have been identified and acknowledged by the Town and Shifflett's Waste Service ,LLC.

TOWN OF BOWLING GREEN, VIRGINIA Shifflett's Waste Service ,LLC

BY *M. A. Lewis*

BY *Tammy Waite*

TITLE *Town Manager*

TITLE *Sales Consultant*

DATE *4/2/2021*

DATE *3/19/21*



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Electronic Participation in Meetings Policy

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Town Manager, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

To allow electronic participation in meetings as permitted by Virginia Code Section 2.2-3708.2

ATTACHMENTS:

Policy

REQUESTED ACTION:

To approve the Electronic Participation in Meetings Policy

Electronic Participation in Meetings Policy

It is the policy of the Bowling Green Town Council that individual members of the Council may, with the approval of a quorum that is physically assembled, participate in meetings of the governing body by electronic communications means as permitted by Virginia Code Section 2.2-3708.2.

A Council member who seeks to participate electronically must notify that the Mayor that:

1 – The member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance (medical condition or disability need not be identified) or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or

2 – The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation electronically is limited to each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If a participation by a member through electronic communication means is approved by a vote of the quorum that is physically assembled (electronic participation may only be disapproved for failure to follow this policy), the minutes must record the remote location from which the member participated. (The remote location need not be open to the public.) However, if three or more members are gathered at the same remote location, then such remote location shall be open to the public.

If electronic participation is approved, the minutes must reflect that the member participated through electronic communication means due to (i) a temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance.

If the member participates electronically because of a personal reason, the minutes must reflect the specific nature of the personal matter cited by the member.

Whenever an individual member participates from a remote location that is open to the public there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Allocations of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) to Non-Entitlement Units of Government (NEU)

ITEM TYPE: Informational

PURPOSE OF ITEM: Discussion Only

PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Federal financial assistance has been established to address direct impacts of the COVID-19 pandemic. The Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) will be distributed through the Commonwealth of Virginia to eligible non-entitlement communities such as Bowling Green. Award amounts are based on the population of the town. A preliminary estimate of Bowling Green's funds is \$609,541 (subject to change). Appropriate documents have been submitted to the Virginia Department of Accounts for determination on the final amount. The information letter from the state indicates that "towns have broad flexibility to spend these funds" which must be used for qualified purposes incurred between March 31, 2021 to December 31, 2024.

Use of the funds is limited to costs that:

- Support public health expenditures
- Address negative economic impacts caused by the public health emergency
- Replace lost public sector revenue
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure

ATTACHMENTS:

Commonwealth of Virginia Allocation Letter

REQUESTED ACTION:

No action required



COMMONWEALTH of VIRGINIA

Aubrey L. Layne, Jr., MBA, CPA
Secretary of Finance

P.O. Box 1475
Richmond, Virginia 23218

June 9, 2021

To: Local Officials of Non-Entitlement Units of Government

From: Aubrey L. Layne, Jr., Secretary of Finance

Subject: Allocations of Coronavirus State and Local Fiscal Recovery Funds to Non-Entitlement Units of Government (NEU) Pursuant to the Federal *American Rescue Plan Act* (ARPA)

What you need to know about your ARPA funds – in short

- The Commonwealth has received funding for towns designated by the federal government as NEUs but needs your help to distribute your allocation as soon as possible. A preliminary estimate of the amount available to your town is shown in Appendix A.
- You will need a DUNS number to obtain your funds and meet your federal reporting requirements. Guidance on obtaining a DUNS number is provided in Appendix B. Your first federal report on the use of these funds is required to be submitted to the U.S. Department of Treasury (Treasury) by October 31, 2021. A summary of your federal reporting requirements is also provided in Appendix B. You should be aware that federal guidelines permit towns to use a portion of ARPA funds for administrative costs associated with managing this grant program.
- Towns have broad flexibility to spend these funds to respond to the COVID-19 pandemic. Specific federal requirements and reference links on the use of these funds are provided in Appendices C, D, and E.
- Pursuant to federal law, the amount you receive cannot exceed 75% of the town operating budget that was in effect as of January 27, 2020. In order to confirm the amount you will

receive, you and your fiscal representative will need to provide your town's operating budget amount and sign the certification form provided in Appendix F.

- If you decide to decline your allocation, you will need to sign and return the certification in Appendix G.

Background

As most of you are aware, Congress passed and the President recently signed the ARPA Act of 2021. This Act provides funding for a number of different programs to address the COVID-19 pandemic. A primary component of the ARPA is \$350 billion in assistance for eligible state, local, territorial, and Tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF).

The CSLFRF provides for \$19.53 billion to support tens of thousands of non-entitlement units of government (NEUs), which are local governments typically serving a population under 50,000. Allocations for NEUs were sent to states based on population. Localities with populations greater than 50,000 could apply to receive funds directly from Treasury. All other CSLFRF funds were distributed to the states to disburse to the NEUs.

Virginia received approximately \$316.9 million on May 28, 2021, which is half of the Commonwealth's allocated \$633.8 million of NEU CSLFRF. Virginia must now distribute these funds to its NEUs within 30 days or seek a waiver from Treasury. The remaining fifty percent of the NEU allocation will not be sent to Virginia until approximately this time next year.

NEU CSLFRF provides eligible governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, and more equitable, economy as the country recovers. See Appendix E for descriptions of the categories of expenditures for which recipients may use these funds. Within these overall categories, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities.

Allocation of CSLFRF Funds to NEUs

NEUs are local governments typically serving populations of less than 50,000. NEUs include cities, villages, towns, townships, or other types of local governments. NEUs will receive CSLFRF payments through the Commonwealth. The Commonwealth has received a specific allocation of these funds from Treasury for this purpose and is responsible for distributing these funds to NEUs within the state.

Award amounts are based on the population of the NEU. Fifty (50) percent of the NEU allocations will be distributed to NEUs as soon as possible by the Department of Accounts (DOA) after receipt of a signed certification from the NEU (Appendix E). This distribution will

be made to you electronically in accordance with current State Electronic Data Interchange (EDI) protocol or by check if you are not enrolled in EDI.

Each NEU's allocation will be based on the proportion that the NEU's population represents of the total statewide NEU population, up to 75 percent of the most recent NEU operating budget as of January 27, 2020. Appendix A reflects the preliminary calculation of funding based on population used by Treasury to allocate CSLFRF funds to the states for NEUs. This population data is the preliminary basis for determining the allocations to each NEU but is subject to change if necessary to ensure the state is distributing funds in accordance with Treasury guidelines.

This table also includes your NEU Recipient Number, as required by Treasury. Although guidance documents have been issued, states are raising a number of questions that may result in answers that could impact these preliminary allocations.

Requirements for Use of Funds and Certifications

The amounts listed in Appendix A are preliminary estimates of the amount from the first tranche of CSLFRF funds that will be transferred to each NEU after receipt of the required certification (Appendix F) from the NEU, which is required to be signed by an authorized representative (Town Manager, Mayor, etc.) and a fiscal contact person (Treasurer, Finance Director, Finance Officer, etc.). Before signing the documents, please read and understand the most recent federal guidance and the frequently asked questions, which can be obtained at:

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/non-entitlement-units>.

Please note that the certification statement includes an acknowledgment that you may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. Since these funds are being provided to you "up front" rather than on a reimbursement basis, it is important for you to understand that the burden of ensuring that all CSLFRF funds are spent for qualifying purposes falls on you, the NEU. Pursuant to the ARPA, your locality is designated as a recipient; therefore, you are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements and you will be responsible for all federal reporting (see Appendix B).

If the federal government determines that you have used CSLFRF funds for purposes that do not qualify, you must return those funds to the federal government. **If** the federal government issues guidance that the funds must be returned to the state before being returned to the federal government, you are responsible for returning funds to the Commonwealth. If you do not return the funds as directed, the Commonwealth can use state aid intercept to recover funds that are not returned in a timely manner.

The required certification encompasses the federal requirements outlined in this memorandum and provided in Appendices C, D, and E. **In order to receive your NEU's allocation, the**

CERTIFICATION FORM TO BE SUBMITTED FOR PAYMENT OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS, ASSISTANCE LISTING NUMBER 21.027 (Appendix F) must be submitted no later than **June 15, 2021, to the Department of Accounts in electronic form to GACCT@DOA.Virginia.gov.**

In order to decline your NEU allocation, the CERTIFICATION FORM TO BE SUBMITTED FOR DECLINE OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS, ASSISTANCE LISTING NUMBER 21.027 (Appendix G) must be submitted no later than **June 15, 2021, to the Department of Accounts in electronic form to GACCT@DOA.Virginia.gov.**

If you have any questions about this process, you may contact my office at (804) 786-1148. If you have technical questions about the forms or the distribution of the funds, please contact Melinda Pearson, Director, General Accounting, Department of Accounts, at Melinda.Pearson@DOA.Virginia.gov or by phone at 804-225-2376.

APPENDIX A: PRELIMINARY Estimates of the First Tranche of CSLFRF Allocations

Name	Total Population of the NEU	First Tranche of NEU Funds to Distribute (Rounded)	NEU Recipient Number
Abingdon	7,867	\$4,081,072	VA0001
Accomac	485	\$251,598	VA0002
Alberta	270	\$140,065	VA0003
Altavista	3,406	\$1,766,891	VA0004
Amherst	2,180	\$1,130,893	VA0005
Appalachia	1,533	\$795,257	VA0006
Appomattox	1,794	\$930,652	VA0007
Ashland	7,875	\$4,085,222	VA0008
Bedford	6,597	\$3,422,249	VA0009
Belle Haven	502	\$260,417	VA0010
Berryville	4,371	\$2,267,493	VA0011
Big Stone Gap	5,132	\$2,662,268	VA0012
Blackstone	3,329	\$1,726,946	VA0013
Bloxom	366	\$189,866	VA0014
Bluefield	4,837	\$2,509,234	VA0015
Boones Mill	233	\$120,871	VA0016
Bowling Green	1,175	\$609,541	VA0017
Boyce	627	\$325,261	VA0018
Boydton	411	\$213,210	VA0019
Boykins	526	\$272,867	VA0020
Branchville	115	\$59,657	VA0021
Bridgewater	6,145	\$3,187,770	VA0022
Broadway	3,978	\$2,063,621	VA0023
Brodnax	268	\$139,027	VA0024
Brookneal	1,098	\$569,597	VA0025
Buchanan	1,174	\$609,022	VA0026
Buena Vista	6,478	\$3,360,516	VA0027
Burkeville	399	\$206,985	VA0028
Cape Charles	1,019	\$528,615	VA0029
Capron	151	\$78,333	VA0030
Cedar Bluff	1,002	\$519,796	VA0031
Charlotte Court House	512	\$265,604	VA0032
Chase City	2,215	\$1,149,050	VA0033
Chatham	1,427	\$740,268	VA0034
Cheriton	448	\$232,404	VA0035
Chilhowie	1,702	\$882,927	VA0036
Chincoteague	2,875	\$1,491,430	VA0037
Claremont	336	\$174,303	VA0038
Clarksville	1,166	\$604,872	VA0039
Cleveland	175	\$90,783	VA0040

Clifton	293	\$151,996	VA0041
Clifton	3,494	\$1,812,542	VA0042
Clinchco	294	\$152,515	VA0043
Clinchport	64	\$33,201	VA0044
Clintwood	1,284	\$666,086	VA0045
Coeburn	1,845	\$957,109	VA0046
Colonial Beach	3,619	\$1,877,386	VA0047
Courtland	1,215	\$630,291	VA0048
Covington	5,538	\$2,872,884	VA0049
Craigsville	931	\$482,964	VA0050
Crewe	2,129	\$1,104,436	VA0051
Culpeper	18,873	\$9,790,526	VA0052
Damascus	775	\$402,038	VA0053
Dayton	1,637	\$849,207	VA0054
Dendron	247	\$128,133	VA0055
Dillwyn	442	\$229,291	VA0056
Drakes Branch	501	\$259,898	VA0057
Dublin	2,584	\$1,340,471	VA0058
Duffield	83	\$43,057	VA0059
Dumfries	5,922	\$3,072,087	VA0060
Dungannon	298	\$154,590	VA0061
Eastville	339	\$175,859	VA0062
Edinburg	1,070	\$555,071	VA0063
Elkton	2,903	\$1,505,955	VA0064
Emporia	5,346	\$2,773,282	VA0065
Exmore	1,372	\$711,736	VA0066
Fairfax	24,019	\$12,460,056	VA0067
Falls Church	14,617	\$7,582,690	VA0068
Farmville	7,846	\$4,070,178	VA0069
Fincastle	341	\$176,897	VA0070
Floyd	436	\$226,179	VA0071
Franklin	7,967	\$4,132,948	VA0072
Fries	446	\$231,366	VA0073
Front Royal	15,278	\$7,925,590	VA0074
Galax	6,347	\$3,292,559	VA0075
Gate City	1,869	\$969,559	VA0076
Glade	1,406	\$729,374	VA0077
Glasgow	1,103	\$572,190	VA0078
Glen Lyn	97	\$50,320	VA0079
Gordonsville	1,624	\$842,464	VA0080
Goshen	368	\$190,903	VA0081

Gretna	1,190	\$617,322	VA0082
Grottoes	2,860	\$1,483,649	VA0083
Grundy	899	\$466,364	VA0084
Halifax	1,210	\$627,698	VA0085
Hallwood	200	\$103,752	VA0086
Hamilton	629	\$326,299	VA0087
Haymarket	1,676	\$869,439	VA0088
Haysi	465	\$241,223	VA0089
Herndon	24,601	\$12,761,973	VA0090
Hillsboro	169	\$87,670	VA0091
Hillsville	2,661	\$1,380,416	VA0092
Honaker	1,318	\$683,723	VA0093
Hurt	1,223	\$634,441	VA0094
Independence	892	\$462,732	VA0095
Iron Gate	357	\$185,197	VA0096
Irvington	398	\$206,466	VA0097
Ivor	316	\$163,928	VA0098
Jarratt	572	\$296,730	VA0099
Jonesville	928	\$481,408	VA0100
Keller	169	\$87,670	VA0101
Kenbridge	1,197	\$620,954	VA0102
Keysville	781	\$405,150	VA0103
Kilmarnock	1,394	\$723,149	VA0104
La Crosse	575	\$298,286	VA0105
Lawrenceville	1,020	\$529,133	VA0106
Lebanon	3,147	\$1,632,532	VA0107
Lexington	7,446	\$3,862,674	VA0108
Louisa	1,733	\$899,008	VA0109
Lovettsville	2,198	\$1,140,231	VA0110
Luray	4,848	\$2,514,940	VA0111
Madison	241	\$125,021	VA0112
Manassas	41,085	\$21,313,185	VA0113
Manassas Park	17,478	\$9,066,858	VA0114
Marion	5,559	\$2,883,777	VA0115
Martinsville	12,554	\$6,512,492	VA0116
McKenney	489	\$253,673	VA0117
Melfa	387	\$200,759	VA0118
Middleburg	834	\$432,644	VA0119
Middletown	1,396	\$724,187	VA0120
Mineral	523	\$271,311	VA0121
Monterey	136	\$70,551	VA0122

Montross	390	\$202,316	VA0123
Mount Crawford	458	\$237,591	VA0124
Mount Jackson	2,118	\$1,098,730	VA0125
Narrows	1,952	\$1,012,616	VA0126
Nassawadox	478	\$247,966	VA0127
New Castle	153	\$79,370	VA0128
New Market	2,253	\$1,168,762	VA0129
Newsoms	297	\$154,071	VA0130
Nickelsville	360	\$186,753	VA0131
Norton	3,981	\$2,065,177	VA0132
Occoquan	1,086	\$563,372	VA0133
Onancock	1,211	\$628,216	VA0134
Onley	500	\$259,379	VA0135
Orange	5,096	\$2,643,592	VA0136
Painter	224	\$116,202	VA0137
Pamplin City	228	\$118,277	VA0138
Parksley	808	\$419,157	VA0139
Pearisburg	2,636	\$1,367,447	VA0140
Pembroke	1,081	\$560,778	VA0141
Pennington Gap	1,721	\$892,783	VA0142
Phenix	213	\$110,496	VA0143
Pocahontas	353	\$183,122	VA0144
Poquoson	12,271	\$6,365,683	VA0145
Port Royal	206	\$106,864	VA0146
Pound	918	\$476,220	VA0147
Pulaski	8,714	\$4,520,460	VA0148
Purcellville	10,178	\$5,279,922	VA0149
Quantico	553	\$286,873	VA0150
Remington	658	\$341,343	VA0151
Rich Creek	741	\$384,400	VA0152
Richlands	5,234	\$2,715,181	VA0153
Ridgeway	693	\$359,500	VA0154
Rocky Mount	4,724	\$2,450,614	VA0155
Round Hill	656	\$340,305	VA0156
Rural Retreat	1,448	\$751,162	VA0157
Salem	25,301	\$13,125,104	VA0158
Saltville	1,901	\$986,160	VA0159
Saxis	231	\$119,833	VA0160
Scottsburg	128	\$66,401	VA0161
Scottsville	618	\$320,593	VA0162
Shenandoah	2,331	\$1,209,226	VA0163

Smithfield	8,475	\$4,396,477	VA0164
South Boston	7,588	\$3,936,338	VA0165
South Hill	4,349	\$2,256,080	VA0166
St. Charles	110	\$57,063	VA0167
St. Paul	851	\$441,463	VA0168
Stanardsville	386	\$200,241	VA0169
Stanley	1,673	\$867,883	VA0170
Stephens City	2,063	\$1,070,198	VA0171
Stony Creek	178	\$92,339	VA0172
Strasburg	6,676	\$3,463,231	VA0173
Stuart	1,271	\$659,342	VA0174
Surry	218	\$113,089	VA0175
Tangier	701	\$363,650	VA0176
Tappahannock	2,402	\$1,246,057	VA0177
Tazewell	4,141	\$2,148,178	VA0178
The Plains	236	\$122,427	VA0179
Timberville	2,691	\$1,395,979	VA0180
Toms Brook	272	\$141,102	VA0181
Troutdale	166	\$86,114	VA0182
Troutville	427	\$221,510	VA0183
Urbanna	458	\$237,591	VA0184
Victoria	1,626	\$843,501	VA0185
Vienna	16,485	\$8,551,731	VA0186
Vinton	8,104	\$4,204,017	VA0187
Virgilina	137	\$71,070	VA0188
Wachapreague	223	\$115,683	VA0189
Wakefield	825	\$427,976	VA0190
Warrenton	10,027	\$5,201,590	VA0191
Warsaw	1,486	\$770,875	VA0192
Washington	127	\$65,882	VA0193
Waverly	1,953	\$1,013,135	VA0194
Weber City	1,211	\$628,216	VA0195
West Point	3,257	\$1,689,596	VA0196
White Stone	331	\$171,709	VA0197
Williamsburg	14,954	\$7,757,512	VA0198
Windsor	2,758	\$1,430,735	VA0199
Wise	2,906	\$1,507,512	VA0200
Woodstock	5,258	\$2,727,631	VA0201
Wytheville	7,921	\$4,109,085	VA0202

APPENDIX B: FEDERAL REPORTING REQUIREMENTS

Your entity will need a DUNS number to meet your federal reporting requirements related to CSLFRF.

If your entity already has a DUNS number, and you need to verify it, please visit <https://fedgov.dnb.com/webform/CCRSearch.do> and follow the prompts under the Company Lookup tab to obtain your entity's registered DUNS number.

If your entity does not have a DUNS number, and you need to establish one, please visit <https://www.dnb.com/duns-number/get-a-duns.html> and follow the prompts to request a DUNS number.

Once you receive a valid DUNS number, your entity must also register in SAM.gov as soon as possible after receiving the award, to support efficient reporting to Treasury.

NEUs are considered prime recipients of CSLFRF funding distributed from the Commonwealth and are required to file an annual project and expenditure report. Per Treasury guidance, *“Non-entitlement units of local government will be required to submit the project and expenditure report annually. The initial annual Project and Expenditure report for non-entitlement units of local government will cover activity from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent annual reports must be submitted to Treasury by October 31 each year.”*

Treasury has indicated that additional reporting instructions should be forthcoming.

APPENDIX C: AWARD TERMS AND CONDITIONS

U.S. DEPARTMENT OF THE TREASURY CORONAVIRUS LOCAL FISCAL RECOVERY FUND AWARD TERMS AND CONDITIONS

1. Use of Funds.

a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.

b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.

2. Period of Performance.

The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.

3. Reporting.

Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.

4. Maintenance of and Access to Records

a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.

b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.

c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.

5. Pre-award Costs.

Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.

6. Administrative Costs.

Recipient may use funds provided under this award to cover both direct and indirect costs.

7. Cost Sharing.

Cost sharing or matching funds are not required to be provided by Recipient.

8. Conflicts of Interest.

Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.

b. Federal regulations applicable to this award include, without limitation, the following:

- i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
- ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
- iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
- iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
- v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
- vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
- vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
- viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
- ix. Generally applicable federal environmental laws and regulations.

ix. Generally applicable federal environmental laws and regulations.

c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:

i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;

iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;

iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and

v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

10. Remedial Actions.

In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.

11. Hatch Act.

Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

12. False Statements.

Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

13. Publications.

Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."

14. Debts Owed the Federal Government.

a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.

b. Any debts determined to be owed the federal government must be paid promptly by Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.

b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.

b. The list of persons and entities referenced in the paragraph above includes the following:

- i. A member of Congress or a representative of a committee of Congress;
- ii. An Inspector General;
- iii. The Government Accountability Office;
- iv. A Treasury employee responsible for contract or grant oversight or management;
- v. An authorized official of the Department of Justice or other law enforcement agency;

vi. A court or grand jury; or

vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.

c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States.

Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving.

Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

APPENDIX D: ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the “Recipient”) provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient’s beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient’s program(s) and activity(ies), so long as any portion of the Recipient’s program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient’s programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.
4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient’s successors, transferees, and assignees for the period in which such assistance is provided.

5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.

7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.

8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.

9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

APPENDIX E: CERTIFICATION FOR USE OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND

CERTIFICATION for RECEIPT of

CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND PAYMENTS

We the undersigned certify that:

1. we have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) pursuant to sections 602 and 603 of the Social Security Act, as added by section 9901 of the American Rescue Plan Act of 2021.
2. we understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the locality.
3. the locality 's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
 - **Support public health expenditures**, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
 - **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector
 - **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic
 - **Provide premium pay for essential workers**, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
 - **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet
4. any funds that are not expended or that will not be expended on necessary expenditures incurred by December 31, 2024, by the locality or its grantee(s), must be returned to the federal government in accordance with applicable current and future federal directives.
5. we understand that the locality will receive two separate distributions of CSLFRF payments from the Commonwealth, adhering to an approved timeframe of the Commonwealth receiving the funds from Treasury.
6. funds received from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.

7. any CSLFRF funds expended by the locality or its grantee(s) in any manner that does not adhere to official federal guidance must be returned to the federal government in accordance with applicable current and future federal directives.
8. as a condition of receiving the CSLFRF funds pursuant to this certification, the locality shall retain copies of all signed certifications and actual budget documents validating the top-line budget provided to the Commonwealth.
9. the NEU must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
10. any CSLFRF funds received pursuant to this certification will not be used for expenditures for which the locality has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CSLFRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.
11. our entity is not considered a subrecipient of the Commonwealth of Virginia, and no monitoring process by the Commonwealth is required under this Act.

APPENDIX F: CERTIFICATION FORM TO BE SUBMITTED FOR PAYMENT OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS, ASSISTANCE LISTING NUMBER 21.027

We certify that we have received, read and understand the Memorandum dated June 9, 2021 from Secretary Aubrey L. Layne, Jr. re: Allocations of Coronavirus State and Local Fiscal Recovery Funds to Non-Entitlement Units of Government Pursuant to the Federal American Rescue Plan Act.

Further, we certify that we have received, read, and agree to:

- Appendix C: AWARD TERMS AND CONDITIONS
- Appendix D: ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS
- Appendix E: CERTIFICATION FOR USE OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND

The below certification is complete, and our statements contained herein are true and correct to the best of our knowledge.

_____	_____
Local Government Name	Local Government Street Address

	Local Government City, State, Zip
_____	_____
DUNS Number (NEU Recipient Number)	Taxpayer Identification Number

\$ _____ *(rounded to the nearest dollar)*
Top-Line Budget (defined as your local government’s total annual operating budget, including the general fund and other funds, in effect as of January 27, 2020)

_____	_____
Authorized Representative Name and Title	Authorized Representative Email
_____	_____
Authorized Representative Signature	Date
_____	_____
Fiscal Contact Name and Title	Fiscal Contact Email
_____	_____
Fiscal Contact Signature	Date

Electronic signatures will be accepted in digital, electronic, or scanned format. Your typed name in the Signature field represents your electronic signature. By typing your name in the Signature field, you agree your electronic signature is the equivalent of your manual/handwritten signature on this form.

APPENDIX G: CERTIFICATION FORM TO BE SUBMITTED FOR DECLINE OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS, ASSISTANCE LISTING NUMBER 21.027

We certify that we have received, read and understand the Memorandum dated June 9, 2021 from Secretary Aubrey L. Layne, Jr. re: Allocations of Coronavirus State and Local Fiscal Recovery Funds to Non-Entitlement Units of Government Pursuant to the Federal American Rescue Plan Act.

Further, it is our intention to DECLINE our NEU allocation of CSLFRF funding from the Commonwealth.

Local Government Name

Local Government Street Address

Local Government City, State, Zip

Authorized Representative Name and Title

Authorized Representative Email

Authorized Representative Signature

Date

Fiscal Contact Name and Title

Fiscal Contact Email

Fiscal Contact Signature

Date

Electronic signatures will be accepted in digital, electronic, or scanned format. Your typed name in the Signature field represents your electronic signature. By typing your name in the Signature field, you agree your electronic signature is the equivalent of your manual/handwritten signature on this form.