



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, October 07, 2021
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC COMMENTS:

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [1.](#) Public Works/Utilities Monthly Report for August 2021
- [2.](#) Public Works/Utilities Monthly Report for September 2021
- [3.](#) Police Departments Monthly Report August 2021
- [4.](#) Police Departments Monthly Report September 2021
- [5.](#) Community & Economic Dev.; Council Monthly Report for August 2021
- [6.](#) Community & Economic Dev.; Council Monthly Report for September 2021
- [7.](#) Town Clerk/Treasurer Council Monthly Report
August & September 2021
- [8.](#) Town Manager Monthly Report - August & September 2021

CONSENT AGENDA:

- [9.](#) Minutes – August 5, 2021 Town Council Meeting
- [10.](#) Bills - August & September 2021
- [11.](#) Approval of Purchase of Trailer Jetting Machine and Push Camera

UNFINISHED BUSINESS:

- [12.](#) Bowling Green 2021 Harvest Festival Appropriation of Funds

NEW BUSINESS:

- [13.](#) Town Hall Rental Rates
- [14.](#) Allocation of Funds for Keystone Software
- [15.](#) Schedule Town Council Worksession on ARPA Funds

INFORMATIONAL ITEMS:

[16.](#) EDA Request to Town Council for ARPA Funds

[17.](#) Virginia Occupational Safety and Health (VOSH) Program Regulations

COMMITTEE REPORTS:

[Committee](#) and Commissions August & September 2021

CLOSED SESSION:

18. Closed Session in accordance with Section 2.2-3711(A) of the Code of Virginia to discuss Personnel Issues

RECONVENE IN OPEN SESSION

ADJOURNMENT



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

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

DATE: August 27, 2021

PREPARED BY: Josh Irby

MONTHLY REPORT / PROJECT UPDATE:

Water

- Monthly Water Project Update Meeting
- Survey crews will be around town for the next phase of the water project
- Well on School Road has been abandoned
- Meeting with VDH to discuss location for new well

Wastewater

- Plant is running well, no exceptions to report
- Staff attended Chemical Spill Training

Public Works

- Maintenance of Town vehicles and equipment
- Normal Grass Cutting
- Watering flowers on Main St.
- Set up for meetings at Town Hall
- Weekly Staff Meetings
- Facilities, Utilities, and Sidewalks Committee Meeting
- Set up and take down for Music on the Green
- Attended Stormwater training (2 out of 3 classes)

ATTACHMENTS:

- Iworq Report (Work Orders)
- DMR for July

HEADS UP ITEMS:

**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

FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

MONITORING PERIOD						
YEAR	MO	DAY	TO	YEAR	MO	DAY
2021	07	01		2021	07	31

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

Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD	.08	.122	MGD	*****	*****	*****	0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****		CONT	TIRE	
pH	REPORTD	*****	*****		7.7	*****	8.4	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0		1/DAY	GRAB	
TSS	REPORTD	.36	.48	KG/D	*****	1.23	1.57	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15		3D/W	8HC	
DO	REPORTD	*****	*****		6.3	*****	*****	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****		1/DAY	GRAB	
TKN (N-KJEL)	REPORTD	.21	.31	KG/D	*****	.7	1.02	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5		3D/W	8HC	
E.COLI	REPORTD	*****	*****		*****	13	*****	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****		3D/W	GRAB	
CBOD5	REPORTD	<QL	<QL	KG/D	*****	<QL	<QL	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15		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	
				TYPED OR PRINTED NAME	CERTIFICATE NUMBER
				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.				PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE
					804-221-1834
				TYPED OR PRINTED NAME	SIGNATURE
					Date
					2021-08-06 07:59:33

Work Order Report

8/1/2021 - 8/27/2021

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/2/2021	Public Works	Mow Grass South Main Street Medians	South Main Street
8/2/2021	Public Works	Mow Grass Billboard Roger Clark Blvd.	Roger Clark Blvd.
8/2/2021	Public Works	Mow Grass North Main Intersection	Main Street
8/2/2021	Public Works	Mow Grass Lacy Lane Lift Station	Lacy Lane
8/2/2021	Public Works	Mow Grass Well 4 and Warehouse	Cedar Lane
8/2/2021	Public Works	Mow Grass Fredericksburg Tpke. Welcome Sign	Fredericksburg Tpke.
8/2/2021	Public Works	Mow Grass Town Hall	117 Butler street
8/2/2021	Public Works	Mow Grass Well 1, Playground, and Police Dept.	Butler Street
8/2/2021	Public Works	Mow Grass Business Sidewalks	Milford Street
8/2/2021	Public Works	Mow Grass Well 5	Broaddus Ave.
8/2/2021	Public Works	Mow Grass Park and Ride	Chase Street
8/2/2021	Public Works	Mow Grass Rt. 301 and Broaddus Intersection	Broaddus and Rt. 301

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/2/2021	Public Works	marked utilities	120 Lacy LN
8/2/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/3/2021	Public Works	Set up for council meeting	117 Butler St.
8/3/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/3/2021	Public Works	Mow Grass Maury Heights Lift Station	Coolidge Lane
8/3/2021	Public Works	Mow Grass WWTP	219 Anderson Ave.
8/3/2021	Public Works	Mow Grass 301 Welcome Sign	301 Welcome Sign
8/3/2021	Public Works	Mow Grass VDOT Water Tower	Fredericksburg Tpke.
8/3/2021	Public Works	Mow Grass Bowling Green Meadows Park	Dickinson Drive
8/3/2021	Public Works	Mow Grass Bowling Green Meadows Lift Station	Roper Drive
8/3/2021	Public Works	Mow Grass Heritage Pines Lift Station	Heritage Pine Circle

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/3/2021	Public Works	Mow Grass Rt. 301 Lift Station	Rt. 301 Lift Station
8/3/2021	Public Works	Mow Grass Rt. 301 Billboard	Rt. 301 Billboard
8/3/2021	Public Works	Mow Grass Rt. 301 Welcome Sign	Rt. 301 Welcome Sign
8/3/2021	Public Works	Mow Grass Courthouse Lane Office	Courthouse Lane
8/3/2021	Public Works	Music on the Green (Set Up/Break Down)	Courthouse Lawn
8/3/2021	Public Works	Complete Monthly well sheets and email to ODW Field Office	219 Anderson Ave
8/3/2021	Public Works	Meter Read	115 Davis CT
8/3/2021	Public Works	take 3 tables, 3 trash cans and 1 handwash station and event parking signs to the BG Police Dept for National Night Out	107 Butler St
8/3/2021	Utilities	Take Truck #2 in for inspection and change windshield wipers	
8/3/2021	Utilities	Take Truck #1 in for inspection and change windshield wipers	

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/3/2021	Utilities	Engine air filter and cabin air filter change	
8/3/2021	Utilities	Engine air filter and cabin air filter change	
8/4/2021	Utilities	read meter - high water bill pleas	133 Oak Ridge St
8/4/2021	Public Works	Replace blades on mower	219 Anderson Ave
8/4/2021	Utilities	Service line leak detected	17130 Elm St
8/4/2021	Public Works	marked utilities	16041 Grant CT
8/5/2021	Public Works	pick up broken recycle can and take new one please	118 Virginia Ave
8/5/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/5/2021	Public Works	pick up broken trash can and take a new one please	192 Meadow Ln
8/5/2021	Public Works	Thursday pick up broken trash can and take a new one please	17570 AP Hill Blvd
8/5/2021	Public Works	on Thursday pick up 2 broken trashcans and take 2 new trashcans please	228 Milford St

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/5/2021	Public Works	Please replace trash can and pick up damaged can	455 Roper Drive
8/6/2021	Utilities	get a read please new customer moving in	113 Lacy Ln
8/6/2021	Public Works	pick up broken trash can and take 2 new ones please	108 E Broadus Ave
8/6/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/6/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/9/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/9/2021	Public Works	Mow Grass Maury Heights Lift Station	Coolidge Lane
8/9/2021	Public Works	Mow Grass WWTP	219 Anderson Ave.
8/9/2021	Public Works	Mow Grass 301 Welcome Sign	301 Welcome Sign
8/9/2021	Public Works	Mow Grass VDOT Water Tower	Fredericksburg Tpke.

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/9/2021	Public Works	Mow Grass Heritage Pines Lift Station	Heritage Pine Circle
8/9/2021	Public Works	Mow Grass Rt. 301 Lift Station	Rt. 301 Lift Station
8/9/2021	Public Works	Mow Grass Rt. 301 Billboard	Rt. 301 Billboard
8/9/2021	Public Works	Mow Grass Rt. 301 Welcome Sign	Rt. 301 Welcome Sign
8/9/2021	Public Works	Mow Grass Courthouse Lane Office	Courthouse Lane
8/9/2021	Public Works	Mow Grass South Main Street Medians	South Main Street
8/9/2021	Public Works	Mow Grass Billboard Roger Clark Blvd.	Roger Clark Blvd.
8/9/2021	Public Works	Mow Grass North Main Intersection	Main Street
8/9/2021	Public Works	Mow Grass Lacy Lane Lift Station	Lacy Lane
8/9/2021	Public Works	Mow Grass Well 4 and Warehouse	Cedar Lane
8/9/2021	Public Works	Mow Grass Fredericksburg Tpke. Welcome Sign	Fredericksburg Tpke.
8/9/2021	Public Works	Mow Grass Town Hall	117 Butler street

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/9/2021	Public Works	Mow Grass Well 1, Playground, and Police Dept.	Butler Street
8/9/2021	Public Works	Mow Grass Business Sidewalks	Milford Street
8/9/2021	Public Works	Mow Grass Well 5	Broaddus Ave.
8/9/2021	Public Works	Mow Grass Park and Ride	Chase Street
8/9/2021	Public Works	Mow Grass Rt. 301 and Broaddus Intersection	Broaddus and Rt. 301
8/9/2021	Public Works	Paint Ceiling at Town Shop/WWTP	219 Anderson Ave
8/9/2021	Public Works	Replace lights at Town Shop/WWTP	219 Anderson Ave
8/9/2021	Utilities	Clean up WWTP site. Remove any trash, extra materials, old equipment, etc.	219 Anderson Ave
8/9/2021	Public Works	Thoroughly clean/disinfect and organize Truck #1	219 Anderson Ave
8/9/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/9/2021	Utilities	turn water on and get a read please new customer moving in	107 N Main St

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/10/2021	Public Works	Take down meeting for middle school teachers	117 Butler St.
8/10/2021	Facilities	Replace light bulb in treasurers office	117 Butler Street
8/10/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/10/2021	Utilities	Replace broken belts on RAS Pump #1	219 Anderson Ave
8/11/2021	Treatment Plant	Get up drying bed #4	219 Anderson Ave
8/11/2021	Public Works	Spray grass at WWTP	219 Anderson Ave
8/11/2021	Public Works	Spray grass at billboard sign	A P Hill Blvd
8/11/2021	Public Works	Spray liftstation for grass	A P Hill Blvd
8/11/2021	Public Works	Spray 301 welcome sign area	A.P Hill Blvd
8/11/2021	Public Works	Spray concrete median for grass	East Broaddus
8/11/2021	Public Works	Spray grass in sidewalks	Chase St. and Milford St,
8/11/2021	Public Works	marked utilities	355 Roper DR.
8/11/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/13/2021	Public Works	marked utilities	14424 Fredericksburg TPKE
8/13/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/13/2021	Utilities	Final Meter Read - READ ONLY	15478 CM Apt 2E
8/13/2021	Public Works	Mark utilities	17144 White Meadows
8/13/2021	Public Works	Mark utilities	129 Martin St.
8/13/2021	Public Works	Sewer lateral is blocked	Lot#20 Harrison Way
8/13/2021	Utilities	Sewer and water connection inspection	Lot #29 Coolidge Lane
8/16/2021	Public Works	Mow Grass Maury Heights Lift Station	Coolidge Lane
8/16/2021	Public Works	Mow Grass WWTP	219 Anderson Ave.
8/16/2021	Public Works	Mow Grass 301 Welcome Sign	301 Welcome Sign
8/16/2021	Public Works	Mow Grass VDOT Water Tower	Fredericksburg Tpk.
8/16/2021	Public Works	Mow Grass Heritage Pines Lift Station	Heritage Pine Circle
8/16/2021	Public Works	Mow Grass Rt. 301 Lift Station	Rt. 301 Lift Station
8/16/2021	Public Works	Mow Grass Rt. 301 Billboard	Rt. 301 Billboard

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/16/2021	Public Works	Mow Grass Rt. 301 Welcome Sign	Rt. 301 Welcome Sign
8/16/2021	Public Works	Mow Grass Courthouse Lane Office	Courthouse Lane
8/16/2021	Public Works	Mow Grass South Main Street Medians	South Main Street
8/16/2021	Public Works	Mow Grass Billboard Roger Clark Blvd.	Roger Clark Blvd.
8/16/2021	Public Works	Mow Grass North Main Intersection	Main Street
8/16/2021	Public Works	Mow Grass Lacy Lane Lift Station	Lacy Lane
8/16/2021	Public Works	Mow Grass Well 4 and Warehouse	Cedar Lane
8/16/2021	Public Works	Mow Grass Fredericksburg Tpke. Welcome Sign	Fredericksburg Tpke.
8/16/2021	Public Works	Mow Grass Town Hall	117 Butler street
8/16/2021	Public Works	Mow Grass Well 1, Playground, and Police Dept.	Butler Street
8/16/2021	Public Works	Mow Grass Business Sidewalks	Milford Street
8/16/2021	Public Works	Mow Grass Well 5	Broaddus Ave.
8/16/2021	Public Works	Mow Grass Park and Ride	Chase Street

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/16/2021	Public Works	Mow Grass Rt. 301 and Broaddus Intersection	Broaddus and Rt. 301
8/16/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/16/2021	Public Works	Mow Grass Bowling Green Meadows Park	Dickinson Drive
8/16/2021	Public Works	Mow Grass Bowling Green Meadows Lift Station	Roper Drive
8/16/2021	Utilities	Low water pressure	17283 White Meadows Dr
8/17/2021	Public Works	pick up broken trash can and take a new one please	135 Oakridge St
8/17/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/17/2021	Public Works	Clean/disinfect, organize, and prep for rust repair- Dump Truck	219 Anderson Ave.
8/17/2021	Public Works	Replace broken trash can after Wednesday	117 Courthouse LN

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/18/2021	Public Works	pick up broken wheel trash can and take new one please	233 Maury Ave
8/19/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/19/2021	Utilities	turn water on and get a read new customer moving in	115 N Main St
8/20/2021	Utilities	Mark utilities	107 North Main St.
8/20/2021	Utilities	Mark utilities	17484 Coolidge Lane
8/20/2021	Utilities	Mark utilities	18031 Jackson Dr.
8/20/2021	Utilities	Mark utilities	16048-16062 Grant Ct.
8/20/2021	Utilities	Mark utilities	116 Anderson Ave
8/20/2021	Utilities	Mark utilities	181 Lee St.
8/23/2021	Public Works	Start meter reading for entire system	Entire water system
8/23/2021	Utilities	Cut water back on	247 North Main, 147 Lee St.
8/23/2021	Utilities	Sewer and water connection inspection	Lot #31 Coolidge Lane
8/23/2021	Utilities	Water cut off for nonpayment	247 North Main, 116 & 147 Lee St., CM APT 1A, 16364 Heritage Pines

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/23/2021	Utilities	Water sample	16033 Fredericksburg Tpke
8/23/2021	Utilities	Collect water samples	Shell Station,133 South Main, well 5 ,well 1,well 4
8/23/2021	Public Works	Mow Grass Maury Heights Lift Station	Coolidge Lane
8/23/2021	Public Works	Mow Grass WWTP	219 Anderson Ave.
8/23/2021	Public Works	Mow Grass 301 Welcome Sign	301 Welcome Sign
8/23/2021	Public Works	Mow Grass VDOT Water Tower	Fredericksburg Tpke.
8/23/2021	Public Works	Mow Grass Heritage Pines Lift Station	Heritage Pine Circle
8/23/2021	Public Works	Mow Grass Rt. 301 Lift Station	Rt. 301 Lift Station
8/23/2021	Public Works	Mow Grass Rt. 301 Billboard	Rt. 301 Billboard
8/23/2021	Public Works	Mow Grass Courthouse Lane Office	Courthouse Lane
8/23/2021	Public Works	Mow Grass South Main Street Medians	South Main Street
8/23/2021	Public Works	Mow Grass Billboard Roger Clark Blvd.	Roger Clark Blvd.
8/23/2021	Public Works	Mow Grass North Main Intersection	Main Street

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/23/2021	Public Works	Mow Grass Lacy Lane Lift Station	Lacy Lane
8/23/2021	Public Works	Mow Grass Well 4 and Warehouse	Cedar Lane
8/23/2021	Public Works	Mow Grass Fredericksburg Tpke. Welcome Sign	Fredericksburg Tpke.
8/23/2021	Public Works	Mow Grass Town Hall	117 Butler street
8/23/2021	Public Works	Mow Grass Well 1, Playground, and Police Dept.	Butler Street
8/23/2021	Public Works	Mow Grass Business Sidewalks	Milford Street
8/23/2021	Public Works	Mow Grass Well 5	Broaddus Ave.
8/23/2021	Public Works	Mow Grass Park and Ride	Chase Street
8/23/2021	Public Works	Mow Grass Rt. 301 and Broaddus Intersection	Broaddus and Rt. 301
8/23/2021	Public Works	Mow Grass Bowling Green Meadows Park	Dickinson Drive
8/23/2021	Public Works	Mow Grass Bowling Green Meadows Lift Station	Roper Drive
8/23/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/24/2021	Utilities	Mark Utilities	17283 White Meadows Drive
8/24/2021	Public Works	pick up broken trash can and take a new one please	116 Sunset Dr
8/24/2021	Public Works	pick up broken trash can and take a new one please	141 Milford St
8/24/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/24/2021	Utilities	turn water back on	16364 Heritage Pines Cir
8/25/2021	Utilities	Mark utilities	105 Milford St.
8/25/2021	Utilities	Mark utilities	220 Milford St.
8/25/2021	Utilities	Mark utilities	Farmer Dr.
8/26/2021	Public Works	marked utilities	17466,17458, 17474 Coolidge LN.
8/26/2021	Utilities	Mark utilities	16057 Harrison Way
8/26/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
8/27/2021	Public Works	dumped trash @ playground	107 Butler ST.

Work Order Date	Assigned Department	Work Description	Work Address/Location
8/27/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system

Total Records: 177

8/27/2021



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

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

DATE: October 1, 2021

PREPARED BY: Josh Irby

MONTHLY REPORT / PROJECT UPDATE:

Water

- Monthly Water Project Update Meetings
- Water Meter Replacement beginning October 5, 2021
- Survey crews will be around town for the next phase of the water project
- Working on application for Utility Relief Funds with Town Clerk/Treasurer/Manager

Wastewater

- Plant is running well, no exceptions to report
- DEQ Technical Inspection on September 16, 2021- Provide requested information to DEQ Inspector- In progress

Public Works

- Public Works Employees did a great job edging sidewalks
- Maintenance of Town vehicles and equipment
- Normal Grass Cutting
- Watering flowers on Main St.
- Set up for meetings at Town Hall
- Weekly Staff Meetings
- Facilities, Utilities, and Sidewalks Committee Meeting
- Set up and take down for Music on the Green
- Assist in Clean Sweep
- Prepare for Harvest Festival

ATTACHMENTS:

- Iworq Report (Work Orders)
- DMR for August

HEADS UP ITEMS:

Work Order Report

09/01/2021 - 09/30/2021

Work Order Date	Assigned Department	Work Description	Work Address/Location
9/1/2021	Utilities	Final Meter Read - Do not cut-off service	AP Hill Blvd - Trailer Park
9/1/2021	Utilities	Complete monthly well sheets and email to ODW Field Office	219 Anderson Ave
9/1/2021	Public Works	Mow Grass Maury Heights Lift Station	Coolidge Lane
9/1/2021	Public Works	Mow Grass WWTP	219 Anderson Ave.
9/1/2021	Public Works	Mow Grass 301 Welcome Sign	301 Welcome Sign
9/1/2021	Public Works	Mow Grass VDOT Water Tower	Fredericksburg Tpke.
9/1/2021	Public Works	Mow Grass Heritage Pines Lift Station	Heritage Pine Circle
9/1/2021	Public Works	Mow Grass Rt. 301 Lift Station	Rt. 301 Lift Station
9/1/2021	Public Works	Mow Grass Rt. 301 Billboard	Rt. 301 Billboard
9/1/2021	Public Works	Mow Grass Rt. 301 Welcome Sign	Rt. 301 Welcome Sign
9/1/2021	Public Works	Mow Grass South Main Street Medians	South Main Street

Work Order Date	Assigned Department	Work Description	Work Address/Location
9/1/2021	Public Works	Mow Grass Billboard Roger Clark Blvd.	Roger Clark Blvd.
9/1/2021	Public Works	Mow Grass North Main Intersection	Main Street
9/1/2021	Public Works	Mow Grass Lacy Lane Lift Station	Lacy Lane
9/1/2021	Public Works	Mow Grass Well 4 and Warehouse	Cedar Lane
9/1/2021	Public Works	Mow Grass Fredericksburg Tpke. Welcome Sign	Fredericksburg Tpke.
9/1/2021	Public Works	Mow Grass Town Hall	117 Butler street
9/1/2021	Public Works	Mow Grass Well 1, Playground, and Police Dept.	Butler Street
9/1/2021	Public Works	Mow Grass Business Sidewalks	Milford Street
9/1/2021	Public Works	Mow Grass Park and Ride	Chase Street
9/1/2021	Public Works	Mow Grass Rt. 301 and Broaddus Intersection	Broaddus and Rt. 301
9/1/2021	Public Works	Mow Grass Bowling Green Meadows Park	Dickinson Drive
9/1/2021	Public Works	Mow Grass Bowling Green Meadows Lift Station	Roper Drive

Work Order Date	Assigned Department	Work Description	Work Address/Location
9/1/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
9/1/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
9/2/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
9/2/2021	Public Works	Start cleaning up sidewalks edging and weedeating. Multiple days of hard work! I appreciate it!-Josh	Entire town
9/3/2021	Public Works	Clean up Town Shop/WWTP	219 Anderson Ave
9/3/2021	Public Works	Clean interior/exterior Truck #4	219 Anderson Ave
9/7/2021	Public Works	Replace lights and ceiling fan in office and paint ceiling.	219 Anderson Ave
9/7/2021	Public Works	Mow Grass Maury Heights Lift Station	Coolidge Lane
9/7/2021	Public Works	Mow Grass WWTP	219 Anderson Ave.
9/7/2021	Public Works	Mow Grass 301 Welcome Sign	301 Welcome Sign

Work Order Date	Assigned Department	Work Description	Work Address/Location
9/7/2021	Public Works	Mow Grass VDOT Water Tower	Fredericksburg Tpke.
9/7/2021	Public Works	Mow Grass Heritage Pines Lift Station	Heritage Pine Circle
9/7/2021	Public Works	Mow Grass Rt. 301 Lift Station	Rt. 301 Lift Station
9/7/2021	Public Works	Mow Grass Rt. 301 Billboard	Rt. 301 Billboard
9/7/2021	Public Works	Mow Grass Rt. 301 Welcome Sign	Rt. 301 Welcome Sign
9/7/2021	Public Works	Mow Grass South Main Street Medians	South Main Street
9/7/2021	Public Works	Mow Grass Billboard Roger Clark Blvd.	Roger Clark Blvd.
9/7/2021	Public Works	Mow Grass North Main Intersection	Main Street
9/7/2021	Public Works	Mow Grass Lacy Lane Lift Station	Lacy Lane
9/7/2021	Public Works	Mow Grass Well 4 and Warehouse	Cedar Lane
9/7/2021	Public Works	Mow Grass Fredericksburg Tpke. Welcome Sign	Fredericksburg Tpke.
9/7/2021	Public Works	Mow Grass Town Hall	117 Butler street

Work Order Date	Assigned Department	Work Description	Work Address/Location
9/7/2021	Public Works	Mow Grass Well 1, Playground, and Police Dept.	Butler Street
9/7/2021	Public Works	Mow Grass Business Sidewalks	Milford Street
9/7/2021	Public Works	Mow Grass Park and Ride	Chase Street
9/7/2021	Public Works	Mow Grass Rt. 301 and Broaddus Intersection	Broaddus and Rt. 301
9/7/2021	Public Works	Mow Grass Bowling Green Meadows Park	Dickinson Drive
9/7/2021	Public Works	Mow Grass Bowling Green Meadows Lift Station	Roper Drive
9/7/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
9/7/2021	Public Works	Mow Grass Courthouse Lane Office	Courthouse Lane
9/7/2021	Public Works	Mow Grass Well 5	Broaddus Ave.
9/9/2021	Public Works	Paint walls at Town Shop/WWTP	219 Anderson Ave
9/9/2021	Public Works	Make sure windows in Town Hall are locked properly	117 Butler St.
9/10/2021	Public Works	take a recycle can please	116 Anderson Ave

Work Order Date	Assigned Department	Work Description	Work Address/Location
9/10/2021	Public Works	Take Down Music on the Green	119 North Main St
9/10/2021	Public Works	Set up for Music on the Green	119 North Main St
9/10/2021	Public Works	Remove all cans, customer now has dumpster. Wait for trash PU this week	111 S. Main Street
9/13/2021	Public Works	Dismantle old lab equipment and cabinets at WWTP	219 Anderson Ave
9/15/2021	Utilities	turn water on and get a read	116 Lee St
9/16/2021	Utilities	Tracy requested re-reads for addresses in Maury Heights	Maury Heights
9/16/2021	Public Works	Make repairs to playground	Butler St.
9/16/2021	Public Works	Install handicap sign for space in front of old courthouse	Main St.
9/20/2021	Public Works	Clean Sweep	117 Butler Street
9/20/2021	Utilities	Install water meter at Lot 13 in Maury Heights	Grant Ct.
9/20/2021	Public Works	Mow Grass Maury Heights Lift Station	Coolidge Lane

Work Order Date	Assigned Department	Work Description	Work Address/Location
9/20/2021	Public Works	Mow Grass WWTP	219 Anderson Ave.
9/20/2021	Public Works	Mow Grass 301 Welcome Sign	301 Welcome Sign
9/20/2021	Public Works	Mow Grass VDOT Water Tower	Fredericksburg Tpke.
9/20/2021	Public Works	Mow Grass Heritage Pines Lift Station	Heritage Pine Circle
9/20/2021	Public Works	Mow Grass Rt. 301 Lift Station	Rt. 301 Lift Station
9/20/2021	Public Works	Mow Grass Rt. 301 Billboard	Rt. 301 Billboard
9/20/2021	Public Works	Mow Grass Rt. 301 Welcome Sign	Rt. 301 Welcome Sign
9/20/2021	Public Works	Mow Grass South Main Street Medians	South Main Street
9/20/2021	Public Works	Mow Grass Billboard Roger Clark Blvd.	Roger Clark Blvd.
9/20/2021	Public Works	Mow Grass North Main Intersection	Main Street
9/20/2021	Public Works	Mow Grass Lacy Lane Lift Station	Lacy Lane
9/20/2021	Public Works	Mow Grass Well 4 and Warehouse	Cedar Lane
9/20/2021	Public Works	Mow Grass Fredericksburg Tpke. Welcome Sign	Fredericksburg Tpke.

Work Order Date	Assigned Department	Work Description	Work Address/Location
9/20/2021	Public Works	Mow Grass Town Hall	117 Butler street
9/20/2021	Public Works	Mow Grass Well 1, Playground, and Police Dept.	Butler Street
9/20/2021	Public Works	Mow Grass Business Sidewalks	Milford Street
9/20/2021	Public Works	Mow Grass Park and Ride	Chase Street
9/20/2021	Public Works	Mow Grass Rt. 301 and Broaddus Intersection	Broaddus and Rt. 301
9/20/2021	Public Works	Mow Grass Bowling Green Meadows Park	Dickinson Drive
9/20/2021	Public Works	Mow Grass Bowling Green Meadows Lift Station	Roper Drive
9/20/2021	Public Works	Mow Grass Courthouse Lane Office	Courthouse Lane
9/20/2021	Public Works	Mow Grass Well 5	Broaddus Ave.
9/21/2021	Public Works	Patch nail holes in Truck #2 tire	219 Anderson Ave
9/21/2021	Public Works	Replace old outlets, switches, face plates at WWTP/Town Shop	219 Anderson Ave
9/22/2021	Public Works	Replace lights in restroom at WWTP/Town Shop	219 Anderson Ave

Work Order Date	Assigned Department	Work Description	Work Address/Location
9/22/2021	Public Works	Paint restroom at WWTP/Town Shop	219 Anderson Ave
9/22/2021	Utilities	Mark Utilities	117 Martin St.
9/22/2021	Facilities	Possible Critter at 109 Courthouse Lane	109 Courthouse Lane
9/23/2021	Public Works	Pick up banner from Town Hall and install banner at Broaddus/Main Street.	109 Courthouse Lane
9/23/2021	Public Works	Deliver trash can	118 Courthouse Lane
9/23/2021	Public Works	Replace light bulbs in office	117 Butler St.
9/23/2021	Utilities	flush hydrant, customer says water smells like sewage	13835 Farmer Dr
9/24/2021	Public Works	Clean out small building at WWTP/Shop	219 Anderson Ave
9/27/2021	Utilities	water leak	15264 Hill Dale Ave
9/27/2021	Utilities	hydrant leaking	14397 Crystal Ct
9/27/2021	Utilities	get a read customer complaining high bill	118 Courthouse Lane
9/27/2021	Public Works	take new trash can	115 Davis Ct
9/27/2021	Public Works	Mow Grass Town Hall	117 Butler street

Work Order Date	Assigned Department	Work Description	Work Address/Location
9/27/2021	Public Works	Mow Grass Well 1, Playground, and Police Dept.	Butler Street
9/27/2021	Public Works	Mow Grass Business Sidewalks	Milford Street
9/27/2021	Public Works	Mow Grass Park and Ride	Chase Street
9/27/2021	Public Works	Mow Grass Bowling Green Meadows Park	Dickinson Drive
9/27/2021	Public Works	Mow Grass Bowling Green Meadows Lift Station	Roper Drive
9/27/2021	Public Works	Mow Grass Courthouse Lane Office	Courthouse Lane
9/27/2021	Public Works	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system
9/27/2021	Public Works	Collect Bac T samples	120 Anderson Ave & VDOT water tower
9/27/2021	Public Works	Clean crown victoria and Truck #4	219 Anderson Ave
9/28/2021	Public Works	Paint walls/ceiling in small office at WWTP/Town Shop	219 Anderson Ave
9/28/2021	Public Works	Take trash/junk next to Warehouse to the dump	Cedar Lane

Work Order Date	Assigned Department	Work Description	Work Address/Location
9/29/2021	Public Works	take new trash can please	115 Davis Ct
9/29/2021	Public Works	take a new trash can please	118 Davis Ct
9/29/2021	Public Works	Weed eat/trim around fire hydrants on Chase St. and Rt. 2	Chase St. and Rt. 2

Total Records: 120

10/1/2021

**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

FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

MONITORING PERIOD						
YEAR	MO	DAY	YEAR	MO	DAY	
2021	08	01	TO	2021	08	31

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

Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD	.088	.224	MGD	*****	*****	*****	0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****				
pH	REPORTD	*****	*****		7.3	*****	8.4	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0				
TSS	REPORTD	0.43	0.79	KG/D	*****	1.33	2.6	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15				
DO	REPORTD	*****	*****		6.1	*****	*****	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****				
TKN (N-KJEL)	REPORTD	0.27	0.43	KG/D	*****	0.84	1.3	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5				
E.COLI	REPORTD	*****	*****		*****	8	*****	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****				
CBOD5	REPORTD	<QL	<QL	KG/D	*****	<QL	<QL	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15				

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

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE	
				TYPED OR PRINTED NAME	CERTIFICATE NUMBER
				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	CERTIFICATE NUMBER
				PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE
					804-221-1834
					2021-09-09 09:06:54
			TYPED OR PRINTED NAME	SIGNATURE	Date



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

AGENDA ITEM: Police Departments Monthly Report August 2021

DATE: 08/27/2021

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for August 2021

52 Total calls for service

39 Summonses / Parking tickets

55 Park walk and talks

17 Assist other agencies

39 Property checks/ Vacation checks

1 Warrant Services/ Arrests

1 Domestic / Assault

4 Motor Vehicle Accidents

1 Juvenile Offenders

8 Alarms

2 Animal control

ATTACHMENTS:

None

HEADS UP ITEMS:

In contact with VDOT on traffic controls and visibility of speed limit signs in town.



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

AGENDA ITEM: Police Departments Monthly Report September 2021

DATE: 09/30/2021

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for September 2021

- 61 Total calls for service
- 33 Summonses / Parking tickets
- 61 Park walk and talks
- 14 Assist other agencies
- 54 Property checks/ Vacation checks
- 3 Warrant Services/ Arrests
- 1 Domestic / Assault
- 1 Motor Vehicle Accidents
- 2 Juvenile Offenders
- 3 Alarms
- 1 Animal control

ATTACHMENTS:

None

HEADS UP ITEMS:

In contact with VDOT on traffic controls and visibility of speed limit signs in town.



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

AGENDA ITEM: Community & Economic Dev.; Council Monthly Report for August 2021

DATE: 8/27/21

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Economic Development Authority:

- Canvas business owners and residents for video interviews with ReThink Main Street; Coordinate with ReThink MS to provide contact list and assist with scheduling.
- Coordinate with ReThink to produce progress report presented at the 8/30/21 EDA meeting.
- American Rescue Plan Act 2021 (ARPA):
 - Create letter to Town Council requesting funds to be appropriated to the EDA for infrastructure and visitor/tourism improvements. *See attached
 - Prepare Power Point presentation for EDA and Town Council Work Session.
 - Research ARPA spending plans for neighboring municipalities.
- Research cost estimate for Main Street façade conceptual.
- Create and publish EDA meeting agenda and packet for 8/30/21.
- Attend 8/30/21 EDA meeting.

Music on the Green:

- Coordinate with Local Services for bathroom unit to be delivered.
- Emcee Music on the Green, thanking sponsors and promoting local businesses.
- Monitor weather forecast.
- Negotiate rain date for Wylde Katz Band to be rescheduled for 9/17/21.
- Meeting with staff to determine effective processes that improve efficiencies for the event.
- Notify businesses, residents and leadership groups of cancellation process.
- Attend events on 8/6, 8/13 and 8/27.

Harvest Festival:

- Finalize marketing graphic for Harvest Festival. *See attached
- Coordinate with graphic designer for promo image series to be used for digital marketing and social media.
- Follow up with Dominion Energy, REC and McKesson regarding sponsorship.
- Secure sponsorship with Atlantic Broadband
- Coordinate with Atlantic Union Bank Marketing Department on radio advertising and on-site radio presence at event.

- Distribute 2021 Vendor Application. (Ongoing)
- Review/approve submitted vendor applications (Ongoing)
- Recruit entertainment line up
- Recruitment of Tractor Show Coordinator
- Complete and submit VDOT LUP application for street closures on event day.
- Attend meeting with BG United Methodist Church for use of property for kids' activities.
- Order bathroom units and handwashing stations for event day.
- Secure \$3,000 contribution from Caroline County.
- Submit application for VA ABC Banquet License
- Coordinate with Caroline County Tourism to post event and web link on County website.

Fall Clean Sweep: 9/25/21

- Secure pick-up/donation service with Rappahannock Goodwill
- Finalize event graphic *See attached
- Coordinate with Caroline County Tourism to post event and web link on County website.

Planning Commission:

- Update the Comprehensive Plan by incorporating chapters 9 and 10.
- Provide to PC in Word format and follow up with PC members for edits/revisions.
- Register PC members for Certified Planning Commissions' Certification

Community Relations:

- Reminder to the public about trash pick-up days being changed to Wednesdays.
- Meet with new business owners in Town (i.e. The Heist and Iron Heritage Strength & Fitness)
- Coordinate with Dainty Chic for cross promotion of Music on the Green and Ladies Night Out.
- Inform small businesses of a seminar produced by the Better Business Bureau to learn about available government funding and resources.
- Reach out to local civic groups to determine interest in applying for the Small Town America Civil Volunteer Award through DHCD.

Misc.

- Remove job postings for Public Works and BGPD from website.
- Publish BGPD Activity Report on website.
- Research event venue rates as comps for Town Hall rental.
- Meet with Councilwoman Gaines and staff to discuss Town Hall rental rates; create document outlining notes/suggestions.
- Field emails/calls about renting Town Hall for private functions.
- General social media posts.

ECONOMIC DEVELOPMENT AUTHORITY OF THE TOWN OF BOWLING GREEN, VIRGINIA



The Honorable Mark Gaines, Mayor
Members of Town Council
Town of Bowling Green
117 Butler Street / P.O. Box 468
Bowling Green, Virginia 22427

August 25, 2021

Dear Mr. Mayor and Members of Town Council:

On behalf of the Economic Development Authority of the Town of Bowling Green (EDA), I am requesting Council's consideration to appropriate 20% of funds received through the American Rescue Plan of 2021, to be used for infrastructure projects, visitation and tourism that directly impact our small business community.

Unlike many municipalities suffering from the negative economic impacts of the pandemic, Bowling Green has seen some growth in new business, while residential growth continues to gain interest among developers. Town Council, the Planning Commission and the EDA are charged with the important responsibility of managing the process so that this growth is smart and strategic, yielding positive results for the Town of Bowling Green and its fiscal position.

The EDA is requesting this appropriation in order to continue beautifying the town through addressing infrastructure needs in our downtown business district, along with projects that speak to improving the visitor experience such as, but not limited to, installing and/or improving wayfinding signage. The EDA will work to define a clear scope of work, along with the required estimates and documentation for improvements.

The EDA is dedicated to representing our governing body in a way that reflects support and prosperity in our community and we look forward to collaborating in the future. Thank you for your consideration.

Yours Very Truly,

A handwritten signature in cursive script that reads 'John Lane'.

John Lane
Chairman

CC: Allyson Finchum, Interim Town Manager
Jo-Elsa Jordan, Director of Economic Development

THE TOWN OF
BOWLING
green

Fall

CLEAN SWEEP!

Community Yard Sale & Farmers' Market

SATURDAY, SEPT 25TH
8AM - 1PM

40+ YARD SALES AROUND TOWN!

To register, **call (804) 633-6212** by Wednesday, Sept 22nd

Yard sale spaces available for all Caroline County residents
in the Town Hall parking lot

The Rappahannock Goodwill will collect some unsold items!
Due to COVID-19, Goodwill has limited resources and capacity.
(No collection for TV's, mattresses, box springs, large pieces of furniture or damaged items.)

THE TOWN OF
BOWLING
green

**FREE
ADMISSION!**

31ST ANNUAL

HARVEST FESTIVAL

SATURDAY OCTOBER 16, 2021

9AM-4PM ON MAIN STREET

LIVE ENTERTAINMENT ALL DAY!

**ARTISAN
CRAFTS**

**FARMER'S
MARKET**

**FOOD
VENDORS**

**CHILDREN'S
ACTIVITIES**

**PETTING
ZOO**

BEER GARDEN

WITH LIVE MUSIC 2PM-6PM

**CLASSIC
CAR & TRUCK
SHOW**

**ANTIQU
TRACTOR
SHOW**

**MOTORCYCLE
SHOW**

AND MORE!

NO DOGS PLEASE

www.townofbowlinggreen.com



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

AGENDA ITEM: Community & Economic Dev.; Council Monthly Report for September 2021

DATE: 10/01/21

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Economic Development Authority:

- Continued coordination with ReThink Main Street, business owners and residents.
- Update EDA board on Town Council's plan for ARPA funding.
- Update hotel developer on reversion of Northview deed.
- Attend ribbon-cutting at new MC Dean facility.
- Cancel 9/27/21 EDA meeting.
- Update EDA board on Caroline Square shopping center.
- Meet with the owners of The Heist to understand business model and short-term goals.

Music on the Green:

- Coordinate with Local Services for bathroom unit to be picked-up after 9/20/21.
- Emcee Music on the Green, thanking sponsors and promoting local businesses.
- Monitor weather forecast.
- Install sheppards hooks and solar lighting around the Courthouse Lawn; Collect and transport at the conclusion of the event.
- Attend events on 9/3, 9/10 and 9/17.

Harvest Festival:

- Secure sponsorship with McKesson, REC, Dominion Energy and Atlantic Union Bank.
- Coordinate with Atlantic Union Bank Marketing Department to approve radio script and provide Harvest Festival logo for online advertising.
- Finalize entertainment schedule; provide performers with W9 as required for payment.
- Deliver check for LUP (road closures) to VDOT.
- Coordinate children's activities with vendor; Assign space at the United

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

Methodist Church so as to not conflict with the community garden.

- Coordinate with Caroline County Fire & Rescue for First Aid tent and volunteer recruitment.
- Beer order with VA Eagle Distributing; Research and secure beer truck.
- Meet with BG Suites property owner for permission to use private property for the beer garden.
- Send food vendor list to Virginia Department of Health for compliance.
- Create operations plan for event day
- Create volunteer schedule
- Finalize vendor assignments, create vendor passes.
- Finalize full-page advertisement in Front Porch October edition.
- Update Meals Tax form for food vendors to include with vendor passes.
- Order 4’x10’ event banner; Coordinate installation at Broaddus/Main with property owner and PW department.
- Order sponsorship banner for display on the main stage on event day.
- Order pumpkin decorating supplies.
- Coordinate with CHS band director and JROTC to perform the National Anthem and presentation of colors at event kick-off.
- Meet with Class Car & Truck Show volunteers.
- Secure event radios from Caroline County Fire & Rescue.
- Secure clean-up services following the conclusion of the event.
- Meet with Farmers Market committee to discuss location at Harvest Festival.
- Coordinate with PW for trash containers; Get quotes.
- Distribute 2021 Vendor Application. (Ongoing)
- Review/approve submitted vendor applications (Ongoing)

Fall Clean Sweep: 9/25/21

- Order additional wayfinding signage
- Submit advertisement for Free Lance-Star classifieds and The Weekender
- Create map listing participants
- Work with Public Works Department to install Clean Sweep signs around town the afternoon before the event.
- Recruit volunteers for escorting Goodwill truck(s) around town and loading truck with donated items.
- Event day; distribute maps, check on yard sale participants, load Goodwill truck(s) with donated items, collect Clean Sweep signage and transport to storage on Cedar Lane.

Planning Commission:

- Facilitate virtual courses for Planning Commissioners’ Program for board members.
- Update website to reflect the cancellation of the public hearing on 9/20/21.

Community Relations:

- Attend BGVA Community Alliance meeting on 9/8/21
- Follow up with Zoning Administrator on zoning permit for The Mix House and permitting/ordinance question from Walgreens.
- Meeting on 9/24/21 with CCPS Senior team and Old Mansion to discuss holiday tree project.

Misc.

- Report to Town Hall Business Office to answer phone calls and accept utility payments in the absence of administrative staff.
- Create cancellation notice for Town Council meeting on 9/2/21; Publish on website, share on social media channels and email contact list in database of residents and business owners.
- Upload documentation of Golf Cart regulations on website.
- Create reminder for utility bills due on October 1st to include on website homepage.
- Meet with Director of Public Works & Utilities to understand details of water meter project.
- Field emails/calls about renting Town Hall for private functions.
- General social media posts.



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

AGENDA ITEM: Town Clerk/Treasurer Council Monthly Report
August & September 2021

DATE: October 4, 2021

PREPARED BY: Tracy Wright

MONTHLY REPORT / PROJECT UPDATE:

- **August & September 2021**
- Monitored Recruitment Emails and processed information accordingly.
- Attended Monthly Meeting for water/meter project.
- Attended Project-Update Utility Meeting.
- Attended Weekly Staff Meetings
- Completed monthly payrolls/taxes.
- Completed monthly accounts payable.
- Completed daily register reconciliation.
- Completed daily banking/cc payment processing- supervisor approval.
- **August 2021** - Attended Sensus Analytics Integration Meeting.
- Attended Municode Conversion Draft Meeting.
- Completed Utility cut-offs for bills due August 06, 2021
- Supported National Night Out for Police Chief, August 3, 2021
- **September 2021** – Processed Utility Bills for July-August Billing Cycle.
- Attended Conference Calls with Town Manager on Keystone Software.

ATTACHMENTS:

- Monthly Town Hall Rental Report – August & September 2021
- Delinquent Tax Report – Current Report
- YTD Budget Report – Current Report

TOWN HALL RENTALS

August 2021

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
7	Town Hall Activities	Class	\$ 300.00
1	Water Meter Replacement	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	Policy & Personnel	Meeting	N/C
1	Utilities & Streets	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Jury Trial	Meeting	N/C
1	Caroline County	Welcome Teachers	N/C
1	Private Party	Awards Banq	\$ 250.00
1	Private Party	Celeb of Life	\$175.00
1	Private Party	Birthday	\$575.00
1	HOA Meeting	Meeting	N/C
18		Totals	\$ 1300.00

TOWN HALL RENTALS

September 2021

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
6	Town Hall Activities	Class	\$ 130.00
1	Water Meter Replacement	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	Policy & Personnel	Meeting	N/C
1	Utilities & Streets	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	EDA	Meeting	N/C
12		Totals	\$ 130.00

8/31/2021

-TREASURER INVENTORY BALANCE-

PAGE 1 TR504

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
PP2016	1	PP	.00	.00	.00	.00	.00	.00	.00	0
	1	VL	.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	6,984.28	21.44	52.60	3,207.62-	.00	3,776.66	192
	1	VL	.00	5,525.00	.00	.00	416.60-	.00	5,108.40	185
		HALF TOTALS =	.00	12,509.28	21.44	52.60	3,624.22-	.00	8,885.06	377
		DEPT# TOTALS =	.00	12,509.28	21.44	52.60	3,624.22-	.00	8,885.06	377
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	PP	.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	12,378.60	30.40	1.61	5,347.21-	.00	7,031.39	324
	1	VL	.00	8,185.00	.00	.00	126.78-	.00	8,058.22	274
		HALF TOTALS =	.00	20,563.60	30.40	1.61	5,473.99-	.00	15,089.61	598
		DEPT# TOTALS =	.00	20,563.60	30.40	1.61	5,473.99-	.00	15,089.61	598
		TOTALS =	.00	60,487.87	140.84	78.85	16,702.77-	.00	43,785.10	1815
		COMPANY TOTALS =	.00	60,487.87	140.84	78.85	16,702.77-	.00	43,785.10	1815
		DEPT. TOTALS								
		DEPT. TOTALS								
		ADJUSTMENTS								
		ADJUSTMENTS								
		PPTRA CREDIT								
		PPTRA CREDIT								
		ADJUSTED TOTAL								
		ADJUSTED TOTAL								

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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

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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
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
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	838.63	83.67	156.07	978.99-	.00	140.36-	4
		HALF TOTALS =	.00	838.63	83.67	156.07	978.99-	.00	140.36-	4
		DEPT# TOTALS =	.00	838.63	83.67	156.07	978.99-	.00	140.36-	4
RE2019	1		.00	855.79	.23	.38	2.33-	.00	853.46	7
		HALF TOTALS =	.00	855.79	.23	.38	2.33-	.00	853.46	7
		DEPT# TOTALS =	.00	855.79	.23	.38	2.33-	.00	853.46	7
RE2020	1		.00	6,349.45	70.43	16.19	1,220.83-	.00	5,128.62	36
		HALF TOTALS =	.00	6,349.45	70.43	16.19	1,220.83-	.00	5,128.62	36
		DEPT# TOTALS =	.00	6,349.45	70.43	16.19	1,220.83-	.00	5,128.62	36
RE		TOTALS =	.00	8,126.45	161.11	172.82	2,216.79-	.00	5,909.66	52
		COMPANY TOTALS =	.00	8,126.45	161.11	172.82	2,216.79-	.00	5,909.66	52

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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	

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DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
PP2017	1	PP	.00	3,202.57	5.72	1.58	1,448.80-	.00	1,753.77	113
	1	VL	.00	2,479.00	.00	.00	184.33-	.00	2,294.67	100
		HALF TOTALS =	.00	5,681.57	5.72	1.58	1,633.13-	.00	4,048.44	213
		DEPT# TOTALS =	.00	5,681.57	5.72	1.58	1,633.13-	.00	4,048.44	213
PP2018	1	MC	.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	6,984.28	22.75	53.14	3,208.23-	.00	3,776.05	192
	1	VL	.00	5,525.00	.00	.00	416.60-	.00	5,108.40	185
		HALF TOTALS =	.00	12,509.28	22.75	53.14	3,624.83-	.00	8,884.45	377
		DEPT# TOTALS =	.00	12,509.28	22.75	53.14	3,624.83-	.00	8,884.45	377
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	PP	.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	12,378.60	30.40	1.61	5,347.21-	.00	7,031.39	324
	1	VL	.00	8,185.00	.00	.00	126.78-	.00	8,058.22	274
		HALF TOTALS =	.00	20,563.60	30.40	1.61	5,473.99-	.00	15,089.61	598
		DEPT# TOTALS =	.00	20,563.60	30.40	1.61	5,473.99-	.00	15,089.61	598
PP		TOTALS =	.00	55,985.06	93.87	60.69	15,195.64-	.00	40,789.42	1655
COMPANY TOTALS =			.00	55,985.06	93.87	60.69	15,195.64-	.00	40,789.42	1655

DEPT. TOTALS .00
 DEPT. TOTALS .00
 ADJUSTMENTS .00
 PPTRA CREDIT ADJUSTED TOTAL .00

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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

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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
		DEPT# TOTALS =	.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	838.63	83.67	156.07	978.99-	.00	140.36-	4
		HALF TOTALS =	.00	838.63	83.67	156.07	978.99-	.00	140.36-	4
		DEPT# TOTALS =	.00	838.63	83.67	156.07	978.99-	.00	140.36-	4
RE2019	1		.00	855.79	.23	.38	2.33-	.00	853.46	7
		HALF TOTALS =	.00	855.79	.23	.38	2.33-	.00	853.46	7
		DEPT# TOTALS =	.00	855.79	.23	.38	2.33-	.00	853.46	7
RE2020	1		.00	6,349.45	70.43	16.19	1,220.83-	.00	5,128.62	36
		HALF TOTALS =	.00	6,349.45	70.43	16.19	1,220.83-	.00	5,128.62	36
		DEPT# TOTALS =	.00	6,349.45	70.43	16.19	1,220.83-	.00	5,128.62	36
RE		TOTALS =	.00	8,126.45	161.11	172.82	2,216.79-	.00	5,909.66	52
		COMPANY TOTALS =	.00	8,126.45	161.11	172.82	2,216.79-	.00	5,909.66	52

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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

PPTRA CREDIT ADJUSTED TOTAL

ADJUSTMENTS

DEPT

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
FUND #--100 ***GENERAL FUND REVENUE***						
11010	***REAL ESTATE**	140,500.00	140,500.00	787.93	787.93	139,712.07 99.43
11011	***301 SPECIAL TAX DISTRICT***	34,269.00	34,269.00	.00	.00	34,269.00 100.00
11020	***PUBLIC SERVICE***	3,500.00	3,500.00	.00	.00	3,500.00 100.00
11030	***PERSONAL PROPERTY***	45,500.00	45,500.00	174.80	174.80	45,325.20 99.61
11060	***PENALTY & INTEREST***	5,000.00	5,000.00	360.39	360.39	4,639.61 92.79
15010	INTEREST EARNED	5,000.00	5,000.00	190.13	190.13	4,809.87 96.19
16099	***REFUSE COLLECTION FEES***	85,729.00	85,729.00	15,502.34	15,502.34	70,226.66 81.91
120101	SALES TAX	40,000.00	40,000.00	10,172.77	10,172.77	29,827.23 74.56
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	10,615.39	10,615.39	19,384.61 64.61
120301	BUSINESS LICENSE	68,000.00	68,000.00	11,284.14	11,284.14	56,715.86 83.40
120501	VEHICLE LICENSE FEES	20,000.00	20,000.00	190.35	190.35	19,809.65 99.04
120601	BANK STOCK TAX	250,000.00	250,000.00	.00	.00	250,000.00 100.00
121001	TRANSIENT OCCUPANCY TAX	2,000.00	2,000.00	1,440.86	1,440.86	559.14 27.95
121101	MEALS TAX	235,000.00	235,000.00	75,667.92	75,667.92	159,332.08 67.80
130306	***PERMITS, FEES AND LICENSES***	3,200.00	3,200.00	1,907.50	1,907.50	1,292.50 40.39
140101	***FINES AND FOREFEITURES***	20,800.00	20,800.00	7,822.09	7,822.09	12,977.91 62.39
150201	***RENTALS***	11,300.00	11,300.00	9,219.08	9,219.08	2,080.92 18.41
220108	ROLLING STOCK TAX	.00	.00	2.43	2.43	2.43-- 100.00--
220109	VA 599 POLICE FUNDING	24,500.00	24,500.00	6,369.00	6,369.00	18,131.00 74.00
220110	PPTRA REIMBURSEMENT-STATE	21,900.00	21,900.00	21,907.50	21,907.50	7.50- 03-
220111	COMMUNICATIONS TAX	31,500.00	31,500.00	7,210.93	7,210.93	24,289.07 77.10
240407	***GRANTS***	800.00	800.00	.00	.00	800.00 100.00
240412	VIRGINIA FIRE PROGRAMS	15,000.00	15,000.00	.00	.00	15,000.00 100.00
410502	TRANSFERS IN	415,256.00	415,256.00	.00	.00	415,256.00 100.00
999999	MISCELLANEOUS	.00	.00	288.00	288.00	288.00- 100.00-
--FUND TOTAL--		1,508,754.00	1,508,754.00	181,113.55	181,113.55	1,327,640.45 87.99

FUND #--320 *ECONOMIC DEVELOPMENT AUTH*****

18990	DONATIONS	10,000.00	10,000.00	.00	.00	10,000.00 100.00
--FUND TOTAL--		10,000.00	10,000.00	.00	.00	10,000.00 100.00

FUND #--400 *EVENTS AND ACTIVITIES FUND*****

19050	HARVEST FESTIVAL	500.00	500.00	13,535.00	13,535.00	13,035.00- 607.00-
410501	USE OF FUND BALANCE	12,950.00	12,950.00	.00	.00	12,950.00 100.00
--FUND TOTAL--		13,450.00	13,450.00	13,535.00	13,535.00	85.00- .63-

FUND #--500 *WATER REVENUE*****

16099	***WATER REVENUE***	2,310,300.00	2,310,300.00	220,106.40	220,106.40	2,090,193.60 90.47
410501	***SAVINGS TRANSFER***	71,204.00	71,204.00	.00	.00	71,204.00 100.00
--FUND TOTAL--		2,381,504.00	2,381,504.00	220,106.40	220,106.40	2,161,397.60 90.75

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
FUND # -520 ** SEWER OPERATIONS **						
16099	SEWER SALES	642,000.00	642,000.00	143,246.06	143,246.06	498,753.94
410501	USE OF FUND BALANCE SEWER	107,255.00	107,255.00	.00	.00	107,255.00
	--FUND TOTAL--	749,255.00	749,255.00	143,246.06	143,246.06	606,008.94
	--FINAL TOTAL--	4,662,963.00	4,662,963.00	558,001.01	558,001.01	4,104,961.99
						88.03

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 ADMINISTRATOR EXPENSE	285,984.00	285,984.00	75,168.49	75,168.49	.00	210,815.51	73.71
12410	***TREASURER'S EXPENSES***	213,094.00	213,094.00	62,256.32	62,256.32	.00	150,837.68	70.78
31100	***POLICE DEPT. EXPENSES***	187,108.00	187,108.00	41,734.11	41,734.11	.00	145,373.89	77.69
31200	***POLICE DEPT RESTRICTED FUNDS***	1,000.00	1,000.00	2,970.29	2,970.29	.00	1,970.29	197.02
32000	***DONATIONS***	17,000.00	17,000.00	.00	.00	.00	17,000.00	100.00
43100	***PUBLIC WORKS***	348,867.00	348,867.00	66,783.53	66,783.53	.00	282,083.47	80.85
410501	***TRANSFERS OUT***	34,270.00	34,270.00	.00	.00	.00	34,270.00	100.00
	--FUND TOTAL--	1,087,323.00	1,087,323.00	248,912.74	248,912.74	.00	838,410.26	77.10
FUND #-300 ***CIP EXPENDITURES***								
300100	***CAPITAL PROJECTS FUND(GF)***	.00	.00	30,484.80	30,484.80	.00	30,484.80	100.00
	--FUND TOTAL--	.00	.00	30,484.80	30,484.80	.00	30,484.80	100.00
FUND #-320 ***ECONOMIC DEV AUTH EXPENSES***								
32100	EDA LOANS AND GRANTS	10,000.00	10,000.00	.00	.00	.00	10,000.00	100.00
	--FUND TOTAL--	10,000.00	10,000.00	.00	.00	.00	10,000.00	100.00
FUND #-400 ***EVENTS AND ACTIVITIES***								
71200	EVENTS COORDINATOR	13,450.00	13,450.00	4,681.62	4,681.62	.00	8,768.38	65.19
	--FUND TOTAL--	13,450.00	13,450.00	4,681.62	4,681.62	.00	8,768.38	65.19
FUND #-500 ***WATER EXPENDITURES***								
500100	***WATER OPERATIONS***	681,504.00	681,504.00	107,305.31	107,305.31	.00	574,198.69	84.25
500500	***WATER CIP***	1,700,000.00	1,700,000.00	80,510.26	80,510.26	.00	1,619,489.74	95.26
	--FUND TOTAL--	2,381,504.00	2,381,504.00	187,815.57	187,815.57	.00	2,193,688.43	92.11
FUND #-520 ***SEWER OPERATIONS***								
500100	***SEWER OPERATIONS***	749,256.00	749,256.00	133,510.80	133,510.80	.00	615,745.20	82.18
	--FUND TOTAL--	749,256.00	749,256.00	133,510.80	133,510.80	.00	615,745.20	82.18
	--FINAL TOTAL--	4,241,533.00	4,241,533.00	605,405.53	605,405.53	.00	3,636,127.47	85.72



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

AGENDA ITEM: Town Manager Monthly Report - August & September 2021

DATE: October 7, 2021

PREPARED BY: Allyson Finchum

MONTHLY REPORT / PROJECT UPDATE:

- Preparation of August & September Planning Commission Packets
- Staff for August 16th & September 20th Planning Commission Meeting
- Review of Site Plan for ZP 2021-013 Village Self-Storage on Route 301
- Review of ZP 2021-018 Residential Rezoning on Route 301 (Fairmont)
- Preparation of Legal Advertisement for ZP 2021-018
- Preparation of Staff Report for ZP 2021-013
- Preparation of 2nd Legal Advertisement for ZP 2021-018
- Staff Assistance for Policy, Personnel, and Ordinances Committee on August 25th
- Staff Assistance for Utilities, Streets, Sidewalks, Buildings and Grounds Committee August 24th & September 28th
- Staff Preparation of "Music on the Green" Event
- Staff Preparation of "Harvest Festival" Event
- Preparation of August 5th Town Council Minutes
- Preparation of September 2nd Town Council Agenda
- Review of five Zoning Permits
- Provided Assistance on Planning and Zoning Inquiries
- Review of Cleaning Service
- Review of Keystone Software
- Review of AARPA Funds
- Review of Safety/Security Proposal for Town Hall

Meetings/Training attended:

- August 5th & September 2nd Town Council Meeting
- August 16th Planning Commission Meeting
- August 25th Policy, Personnel, and Ordinances Committee
- August 24th & September 28th Utilities, Streets, Sidewalks, Buildings, and Grounds Committee
- August 10th Town Hall Rental Rates
- August 3rd, 31st & September 5th Water Meter Project
- Nine Weekly Staff Meetings



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

AGENDA ITEM: Minutes – August 5, 2021 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
Minutes transcribed from the August 5, 2021 Town Council Meeting

ATTACHMENTS:
Minutes from the August 5, 2021 Town Council Meeting

REQUESTED ACTION:
Approve Minutes.

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, August 05, 2021
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor called the meeting to order 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

DELEGATIONS:

Years of Service Award:
Mayor Gaines and Interim Town Manager, Allyson Finchum recognized Judy Beazley for her outstanding dedication and service working with the Department of Administration for the Town of Bowling Green. Judy was presented with a certificate from the Mayor with appreciation for her five years of service with the town.

Council congratulated Ms. Beazley on her years of service.

PUBLIC COMMENTS:

None

MEMBER COMMENTS:

Council thanked Tracy Wright, Judy Beazley, and Rusty Daymude for help with *National Night Out*.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented:

Public Works/Utilities Monthly Report - July 2021

Council Member T. Gaines requested an update on Kelvic.

The Town Attorney said communication is ongoing.

Events & Economic Development Coordinator Monthly Report - July 2021

Council Member Coyle questioned staff time for the Bowling Green Community Alliance. Staff responded they are a liaison between Community Heart and Soul and Bowling Green Community Alliance. Council Member T. Gaines asked for information on the murals noted on the staff report. Staff answered that business owners on Main Street are interested in having murals in the commercial district and funding and placement have not been determined. The Mayor stated that expenditures for the Fall Harvest Festival will be from the general fund until the allocation for the event is reviewed and approved by Council next month.

The Events and Economic Development Coordinator noted that Music on the Green is occurring on Friday evenings.

Town Clerk/Treasurer Monthly Report – July 2021

Town Manager Monthly Report - July 2021

Council Member T. Gaines stated the minutes from the Planning Commission and sub-committee meetings provided in the packet is very helpful.

Two items were mentioned by the Town Manager: The Planning Commission is reviewing Village Self-Storage site plan located on Route 301; a rezoning application has been filed for a rezoning on Route 301 from B-2 to R-3.

Consent Agenda:

The Mayor reminded Council that Consent Agenda items must be pulled for questions.

A request was made by Council Member Voit to pull from the Consent Agenda items #6 and #7 for discussion.

Minutes – July 1, 2021 Town Council Meeting

Council Member Voit identified a typographical error in the spelling of the name Tiny Tang rather than Tz'ny Tang.

Motion made by Council Member T. Gaines, Seconded by Council Member Voit to approve Consent Agenda #6 July 1, 2021 Town Council Minutes with changes.

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.

Bills - July 2021(attached to theses minutes)

Motion made by Council Member Voit, Seconded by Council Member Wholey to accept Consent Agenda #7 July 2021 Bills as presented.

Discussion followed.

Spilman, Thomas, and Battle were paid as bond counsel for water meter project.

Question on benefit of paying contract versus staff for set-up, break-down and cleaning of Town Hall events. Council Member T. Gaines will meet with a committee to discuss issue.

David Brooks was paid for 1) sewer at 100 N. Main and 2) water leak which required repairs to asphalt.

Rappahannock Regional training dues are paid yearly.

Dawn Haun was paid for graphics for social media and poster design for the Town event *Music on the Green*.

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:

Resolution on Risks of Organ Transplants in China

Presentation by members of the Falun Gong Practitioners in Virginia about persecution of Falun Gong in China and the organ harvesting of imprisoned practitioners.

Motion made by Council Member Voit, Seconded by Council Member Davis to approve the resolution as written.

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.

Allocation of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) to Non-Entitlement Units of Government (NEU)

The Town Manager presented information on a list of projects requested by citizens, staff, the Economic Development Authority and individual Council members for possible funding approval by Town Council. Additional information and costs will be provided at a later date.

NEW BUSINESS:

Bowling Green Billboard Lease

Town Attorney Andrea Erard provided information on the lease (\$0) of a billboard on Rogers Clark Boulevard west of Town limits. The Town owns the billboard and the land upon which it is placed. The Town agrees to maintain the billboard in structurally sound condition.

Motion made by Council Member Wholey, Seconded by Council Member T. Gaines to approve the billboard lease as presented.

Discussion followed with request to update the face of the billboard due to aging/fading and increase in businesses and services within the Town.

Vote by Roll-Call: Vice-Mayor Coyle, yea; Council Member Davis, yea; Council Member T. Gaines, yea; Council Member Covington, yea; Council Member Voit, yea; Council Member Wholey, yea.

Motion passed.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Vice-Mayor Coyle – The Planning Commission discussed a site plan for Village Self-Storage and are waiting for information from the applicant to finalize the project.

Council Member Davis - No Comment.

Council Member T. Gaines – Cemetery fencing on Town owned land near Bowling Green Meadows is under review.

Council Member Howard – Discussion in the Policy, Personnel and Budget Committee discussed the budget and retreat with department heads who will request funding in the FY23 budget process, revenue/expenditures and possible funding of Town events, growth of the Town and staffing needs, Covid fund projects.

Council Member Covington - No Comment.

Council Member Voit – Discussion in the Utility, Streets, Sidewalks, Building and Grounds Committee Meeting included coronavirus relief funds, PER should be available in April, Letter of Support for Caroline County and discussed ideas for playground and painting of lines by VDOT.

Council Member Wholey - No Comment.

ADJOURNMENT

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

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

Meeting adjourned at 7:57 p.m.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26315	284	AMERICAN WATER WORKS	000	7/26/2021	361.00	.00
26316	201	BAL TREASURERS'USER GROUP	000	7/26/2021	350.00	.00
26317	600	BENNETT DEBORAH T	000	7/26/2021	140.00	.00
26318	897	CINTAS CORPORATION	000	7/26/2021	22.21	.00
26319	778	COMMONWEALTH ENGINEERING	000	7/26/2021	10,578.73	.00
26320	679	DAVID L BROOKS HAULING &	000	7/26/2021	27,900.00	.00
26321	1052	ENCO UTILITY SERVICES FLO	000	7/26/2021	549.29	.00
26322	648	ERARD ANDREA G	000	7/26/2021	3,000.00	.00
26323	237	GRAINGER	000	7/26/2021	1,287.30	.00
26324	850	HAUN DAWN	000	7/26/2021	75.00	.00
26325	1113	ILLUSIONS WRAPS	000	7/26/2021	380.23	.00
26326	1081	IWORQ	000	7/26/2021	13,000.00	.00
26327	898	JAMES MARY	000	7/26/2021	105.00	.00
26328	546	JOHNSON'S EXTERMINATING	000	7/26/2021	625.00	.00
26329	743	LOCAL SERVICES	000	7/26/2021	152.42	.00
26330	1027	MICHAEL MCCANN	000	7/26/2021	455.00	.00
26331	48	MID-ATLANTIC LAB	000	7/26/2021	210.00	.00
26332	935	PATTERSON CONSTRUCTION	000	7/26/2021	8,344.00	.00
26333	1092	PBM	000	7/26/2021	500.00	.00
26334	919	PRO SHRED SECURITY	000	7/26/2021	45.00	.00
26335	83	RAPPAHANNOCK REGIONAL	000	7/26/2021	1,161.00	.00
26336	1089	SNAP-ON TOOLS	000	7/26/2021	711.25	.00
26337	659	SOSMETAL PRODUCTS INC	000	7/26/2021	347.13	.00
26338	999999	TILLMAN TIVON	000	7/26/2021	150.00	.00
26339	16	VA DEPT OF HEALTH	000	7/26/2021	2,523.00	.00
26340	313	VA ENERGY PURCHASING	000	7/26/2021	83.00	.00
26341	76	VA RURAL WATER ASSOC.	000	7/26/2021	350.00	.00
26342	61	VML	000	7/26/2021	774.00	.00
26343	1094	WARE BLANCH	000	7/26/2021	825.00	.00
26344	12	WASTE MANAGEMENT	000	7/26/2021	89.71	.00
		CLASS TOTAL			75,094.27	.00
		ACH TOTAL			.00	
		CHECK TOTAL			75,094.27	
		EPY TOTAL			.00	
		FINAL TOTAL			75,094.27	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 75,094.27- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



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

AGENDA ITEM: Bills - August & September 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 August 2021

ATTACHMENTS:

Check Reports:

- 08/09/2021
- 08/20/2021
- 08/25/2021
- 09/03/2021
- 09/09/2021
- 09/17/2021
- 09/24/2021
- 09/30/2021

REQUESTED ACTION:

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26348	18	A & M HOME CENTER	000	8/09/2021	48.11	.00
26349	1063	ALACRITI PAYMENTS, LLC	000	8/09/2021	52.57	.00
26350	944	ATLANTIC BROADBAND /	000	8/09/2021	204.40	.00
26351	1065	CASWELL KAT	000	8/09/2021	700.00	.00
26352	999999	CECIL MICHELE	000	8/09/2021	150.00	.00
26353	999999	CHAMPION CIRCLE	000	8/09/2021	150.00	.00
26354	1058	DIAMOND SPRINGS	000	8/09/2021	46.83	.00
26355	648	ERARD ANDREA G	000	8/09/2021	3,000.00	.00
26356	28	G & G MILFORD FARM SERV.	000	8/09/2021	311.41	.00
26357	237	GRAINGER	000	8/09/2021	741.73	.00
26358	958	HOCKADAY PATRICIA	000	8/09/2021	600.00	.00
26359	1115	JUSTTECH	000	8/09/2021	176.63	.00
26360	1123	KEESEE JAY R	000	8/09/2021	600.00	.00
26361	743	LOCAL SERVICES	000	8/09/2021	139.35	.00
26362	320	MORTON'S POWER EQUIPMENT	000	8/09/2021	159.16	.00
26363	544	SAFETY SERVICES COMPANY	000	8/09/2021	1,524.95	.00
26364	977	SHEEHY FORD	000	8/09/2021	30,484.80	.00
26365	1122	SHIFFLETT'S WASTE SERVICE	000	8/09/2021	11,625.00	.00
26366	1089	SNAP-ON TOOLS	000	8/09/2021	635.75	.00
26367	19	VERIZON	000	8/09/2021	338.80	.00
26368	256	VERIZON WIRELESS	000	8/09/2021	489.46	.00
26369	228	VIRGINIA DEPARTMENT OF	000	8/09/2021	100.00	.00
26370	44	VUPS	000	8/09/2021	61.95	.00
26371	12	WASTE MANAGEMENT	000	8/09/2021	2,654.14	.00
		CLASS TOTAL			54,995.04	.00
		ACH TOTAL			.00	
		CHECK TOTAL			54,995.04	
		EPY TOTAL			.00	
		FINAL TOTAL			54,995.04	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 54,995.04 - 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 PMT	BATCH INV. DESCRIPTION
0000000	000018	A & M HOME CENTER	C55707	8/09/2021		4100-031100-3310-	7.99	26348		VEHICLE MAINTENANCE
0000000	000018		C56835	8/09/2021		4100-043100-6009-	11.98	26348		EQUIPMENT/ SUPPLIES
0000000	000018		C57056	8/09/2021		4100-012410-5840-	8.18	26348		MISCELLANEOUS
0000000	000018		C57073	8/09/2021		4500-500100-6007-	19.96	26348		REPAIR/MAINTENANCE
		DISC. TOTAL					.00			48.11
0000000	001063	ALACRITTI PAYMENTS, LLC	NMKG8139J8IRKS	8/09/2021		4100-012410-3130-	52.57	26349		CREDIT CARD AND BANK FEES
		DISC. TOTAL					.00			52.57
0000000	000944	ATLANTIC BROADBAND /	2021-08	8/09/2021		4100-012410-5230-	125.20	26350		TELECOMMUNICATIONS
0000000	000944		2021-08	8/09/2021		4520-500100-5230-	79.20	26350		TELECOMMUNICATIONS
		DISC. TOTAL					.00			204.40
0000000	001065	CASWELL KAT	20210813	8/09/2021		4400-071200-1230-	700.00	26351		MUSIC ON THE GREEN
		DISC. TOTAL					.00			700.00
0000000	999999	CECIL MICHELE	THDR 2021-07-24	8/09/2021		100-000200-3500-	150.00	26352		REFUNDS PAYABLE
		DISC. TOTAL					.00			150.00
0000000	999999	CHAMPION CIRCLE	THDR 2021-07-25	8/09/2021		100-000200-3500-	150.00	26353		REFUNDS PAYABLE
		DISC. TOTAL					.00			150.00
0000000	001058	DIAMOND SPRINGS	2021-07	8/09/2021		4100-043100-7200-	24.93	26354		TOWN HALL EXPENSES
0000000	001058		2021-07	8/09/2021		4100-043100-7200-	9.95	26354		TOWN HALL EXPENSES
0000000	001058		2021-07	8/09/2021		4520-500100-5840-	11.95	26354		MISCELLANEOUS
		DISC. TOTAL					.00			46.83
0000000	000648	ERRARD ANDREA G	2021-08	8/09/2021		4100-012110-3150-	3,000.00	26355		PROFESSIONAL SERVICES - LEGAL
		DISC. TOTAL					.00			3,000.00
0000000	000028	G & G MILFORD FARM SERV.	K91607	8/09/2021		4100-043100-6007-	59.99	26356		REPAIR/ MAINT TOWN BUILDINGS
0000000	000028		191480	8/09/2021		4500-500100-6009-	19.24	26356		EQUIPMENT/SUPPLIES
0000000	000028		191488	8/09/2021		4500-500100-6006-	32.99	26356		HAND TOOLS
0000000	000028		191521	8/09/2021		4100-043100-6001-	37.74	26356		OFFICE SUPPLIES & PRINTING
0000000	000028		191729	8/09/2021		4100-043100-6006-	15.96	26356		HAND TOOLS
0000000	000028		191742	8/09/2021		4100-043100-6006-	10.58	26356		HAND TOOLS
0000000	000028		191786	8/09/2021		4520-500100-6030-	134.91	26356		PLANT & LAB SUPPLIES/CHEMICAL
		DISC. TOTAL					.00			311.41
0000000	000237	GRAINGER	9005210431	8/09/2021		4100-043100-6001-	590.67	26357		OFFICE SUPPLIES & PRINTING
0000000	000237		9005210431	8/09/2021		4100-043100-6005-	25.68	26357		JANITORIAL SUPPLIES
0000000	000237		9970292836	8/09/2021		4100-043100-6009-	125.38	26357		EQUIPMENT/ SUPPLIES
		DISC. TOTAL					.00			741.73
0000000	000958	HOCKADAY PATRICIA	20210809	8/09/2021		4400-071200-1230-	600.00	26358		MUSIC ON THE GREEN
		DISC. TOTAL					.00			600.00
0000000	001115	JUSTTECH	70709	8/09/2021		4100-012410-3310-	176.63	26359		OFFICE EQUIPMENT
		DISC. TOTAL					.00			176.63
0000000	001123	KEESSE JAY R	20210820	8/09/2021		4400-071200-1230-	600.00	26360		MUSIC ON THE GREEN
		DISC. TOTAL					.00			600.00

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26372	999999 EGAN KIMBERLY	000	8/20/2021	67.73	.00
26373	999999 FINEBERG JONATHAN & TIFFA	000	8/20/2021	69.77	.00
26374	999999 LITTON MARIE	000	8/20/2021	62.17	.00
26375	999999 OGBURN GARRISON	000	8/20/2021	100.00	.00
26376	999999 PARKER PETER III & CHANIC	000	8/20/2021	174.67	.00
26377	999999 RODGERS DEANNA & GREGORY	000	8/20/2021	109.88	.00
26378	999999 SLATER TRAVIS	000	8/20/2021	8.82	.00
26379	999999 THOMPSON CHARLES	000	8/20/2021	30.78	.00
	CLASS TOTAL			623.82	.00
	ACH TOTAL			.00	
	CHECK TOTAL			623.82	
	EPY TOTAL			.00	
	FINAL TOTAL			623.82	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 623.82- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	REFUNDS PAYABLE	BATCH INV. DESCRIPTION
0000000	9999999	EGAN KIMBERLY	UT0020027310001	8/20/2021	N	100-000200-3500-	67.73	26372	ACH PMT TOTAL	REFUNDS PAYABLE	00029 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL				.00			.00	67.73
0000000	9999999	FINEBERG JONATHAN & TIFFA	UT0020032350001	8/20/2021	N	100-000200-3500-	69.77	26373	ACH PMT TOTAL	REFUNDS PAYABLE	00029 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL				.00			.00	69.77
0000000	9999999	LITTON MARIE	UT0020022270001	8/20/2021	N	100-000200-3500-	62.17	26374	ACH PMT TOTAL	REFUNDS PAYABLE	00029 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL				.00			.00	62.17
0000000	9999999	OGBURN GARRISON	UT0020032170001	8/20/2021	N	100-000200-3500-	100.00	26375	ACH PMT TOTAL	REFUNDS PAYABLE	00029 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL				.00			.00	100.00
0000000	9999999	PARKER PETER III & CHANIC	UT0020032000001	8/20/2021	N	100-000200-3500-	174.67	26376	ACH PMT TOTAL	REFUNDS PAYABLE	00029 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL				.00			.00	174.67
0000000	9999999	RODGERS DEANNA & GREGORY	UT0020031550001	8/20/2021	N	100-000200-3500-	109.88	26377	ACH PMT TOTAL	REFUNDS PAYABLE	00029 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL				.00			.00	109.88
0000000	9999999	SLATER TRAVIS	UT0020032890001	8/20/2021	N	100-000200-3500-	8.82	26378	ACH PMT TOTAL	REFUNDS PAYABLE	00029 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL				.00			.00	8.82
0000000	9999999	THOMPSON CHARLES	UT0020030070001	8/20/2021	N	100-000200-3500-	30.78	26379	ACH PMT TOTAL	REFUNDS PAYABLE	00029 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL				.00			.00	30.78
			CHECK TOTAL				.00			.00	623.82
			CHECK TOTAL				.00			.00	623.82

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 THE TOTAL 623.82- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26380	1124 A. C. SCHULTES OF MARYLAND	000	8/20/2021	8,250.00	.00
26381	999999 CAROLINE CHAPTER NO 174 O	000	8/20/2021	150.00	.00
26382	897 CINTAS CORPORATION	000	8/20/2021	16.70	.00
26383	1017 CORE & MAIN	000	8/20/2021	79,665.01	.00
26384	341 DOMINION CHEMICAL CO	000	8/20/2021	417.00	.00
26385	10 DOMINION VIRGINIA POWER	000	8/20/2021	5,514.07	.00
26386	234 ENVIROCOMPLIANCE LAB INC	000	8/20/2021	1,290.00	.00
26387	234 ENVIROCOMPLIANCE LAB INC	000	8/20/2021	270.00	.00
26388	1076 EXPERT AUTO	000	8/20/2021	1,012.42	.00
26389	805 FRENCH BILL	000	8/20/2021	500.00	.00
26390	237 GRAINGER	000	8/20/2021	327.74	.00
26391	514 K L LANGFORD EXCAVATING	000	8/20/2021	6,831.00	.00
26392	743 LOCAL SERVICES	000	8/20/2021	135.00	.00
26393	1102 MARISOL FOOD INC	000	8/20/2021	60.00	.00
26394	48 MID-ATLANTIC LAB	000	8/20/2021	240.00	.00
26395	1021 MUNICIPAL CODE CORP	000	8/20/2021	2,200.00	.00
26396	257 ON SITE PC	000	8/20/2021	65.00	.00
26397	1092 PBM	000	8/20/2021	500.00	.00
26398	11 RAPPANNOCK ELEC COOP	000	8/20/2021	526.16	.00
26399	918 STAPLES ADVANTAGE	000	8/20/2021	167.63	.00
26400	1119 VML/VACO FINANCE	000	8/20/2021	47.50	.00
26401	1114 XEROX FINANCIAL SERVICES	000	8/20/2021	123.22	.00
	CLASS TOTAL			108,308.45	.00
	ACH TOTAL			.00	
	CHECK TOTAL			108,308.45	
	EPY TOTAL			.00	
	FINAL TOTAL			108,308.45	.00

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 THE TOTAL 108,308.45- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH TOTAL	REFUNDS PAYABLE	COVID-19 EXPENSES	BATCH INV. DESCRIPTION
00000000	001124	A.C. SCHULTZES OF MARYLAND	080521.H8846	8/20/2021		4100-012110-5830	8,250.00	26380	8,250.00				00891 ABANDONMENT WELL # 8,250.00
00000000	999999	CAROLINE CHAPTER NO 174 O THDR	20210806	8/20/2021		100-0000200-3500	150.00	26381	150.00				00891 THDR 2021-08-06 150.00
00000000	000897	CINTAS CORPORATION	8405268714	8/20/2021		4520-500100-6011	16.70	26382	16.70				00891 FIRST AID 16.70
00000000	01017	CORE & MAIN	1	8/20/2021		4500-500500-3500	79,665.01	26383	79,665.01				00891 WATER METER PROJEC 79,665.01
00000000	000341	DOMINION CHEMICAL CO	201875	8/20/2021		4500-500100-6021	417.00	26384	417.00				00891 SODIUM HYPOCHLORIT 417.00
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4100-043100-7200	450.39	26385	450.39				00891 TH 450.39
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4100-043100-7200	58.06	26385	58.06				00891 109 COURTHOUSE LN 58.06
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4100-043100-5110	1,653.45	26385	1,653.45				00891 BUT/CHASE ST LIGHT 1,653.45
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4100-043100-5110	43.01	26385	43.01				00891 MAIN ST ST LIGHTS 43.01
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4100-031100-5110	101.92	26385	101.92				00891 PC 101.92
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4500-500100-5110	379.33	26385	379.33				00891 BUT/CHASE WTR TWR 379.33
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4500-500100-5110	105.85	26385	105.85				00891 BUTLER GRND TANK 105.85
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4500-500100-5110	696.22	26385	696.22				00891 WELL #5 696.22
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4520-500100-5110	1,851.18	26385	1,851.18				00891 WWP 1,851.18
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4520-500100-5110	32.47	26385	32.47				00891 LACY LN PMP STAT 32.47
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4520-500100-5110	69.73	26385	69.73				00891 SCHOOL RD PMP STAT 69.73
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4520-500100-5110	18.91	26385	18.91				00891 ROGERS CLARK PMP S 18.91
00000000	000010	DOMINION VIRGINIA POWER	2021-07	8/20/2021		4520-500100-5110	53.55	26385	53.55				00891 CHASE ST PMP STAT 53.55
00000000	000234	ENVIROCOMPLIANCE LAB INC	R1655892	8/20/2021		4520-500100-3160	115.00	26386	115.00				00891 TESTING 115.00
00000000	000234	ENVIROCOMPLIANCE LAB INC	R1655924	8/20/2021		4520-500100-3160	115.00	26386	115.00				00891 TESTING 115.00
00000000	000234	ENVIROCOMPLIANCE LAB INC	R1655963	8/20/2021		4520-500100-3160	155.00	26386	155.00				00891 TESTING 155.00
00000000	000234	ENVIROCOMPLIANCE LAB INC	R1756047	8/20/2021		4520-500100-3160	115.00	26386	115.00				00891 TESTING 115.00
00000000	000234	ENVIROCOMPLIANCE LAB INC	R1756066	8/20/2021		4520-500100-3160	115.00	26386	115.00				00891 TESTING 115.00
00000000	000234	ENVIROCOMPLIANCE LAB INC	R1756104	8/20/2021		4520-500100-3160	155.00	26386	155.00				00891 TESTING 155.00
00000000	000234	ENVIROCOMPLIANCE LAB INC	R1756192	8/20/2021		4520-500100-3160	115.00	26386	115.00				00891 TESTING 115.00
00000000	000234	ENVIROCOMPLIANCE LAB INC	R1756221	8/20/2021		4520-500100-3160	115.00	26386	115.00				00891 TESTING 115.00
00000000	000234	ENVIROCOMPLIANCE LAB INC	R1756276	8/20/2021		4520-500100-3160	155.00	26386	155.00				00891 TESTING 155.00
00000000	000234	ENVIROCOMPLIANCE LAB INC	R1756346	8/20/2021		4520-500100-3160	135.00	26386	135.00				00891 TESTING 135.00
00000000	000234	ENVIROCOMPLIANCE LAB INC	R1756376	8/20/2021		4520-500100-3160	115.00	26387	115.00				00891 TESTING 115.00
00000000	000234	ENVIROCOMPLIANCE LAB INC	R1756420	8/20/2021		4520-500100-3160	155.00	26387	155.00				00891 TESTING 155.00
00000000	001076	EXPERT AUTO	21472	8/20/2021		4100-031100-3310	1,012.42	26388	1,012.42				00891 TIRES & OIL CHNG 1,012.42
00000000	000805	FRENCH BILL	20210903	8/20/2021		4400-071200-1230	500.00	26389	500.00				00891 MOG 09/03/2021 500.00

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26405	1125 BARTLEY DELMAS A	000	8/20/2021	500.00	.00
		CLASS TOTAL		500.00	.00
		ACH TOTAL		.00	
		CHECK TOTAL		500.00	
		EPY TOTAL		.00	
		FINAL TOTAL		500.00	.00

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DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23412	18	A & M HOME CENTER	000	9/03/2021	77.54	.00
23413	944	ATLANTIC BROADBAND /	000	9/03/2021	212.68	.00
23414	600	BENNETT DEBORAH T	000	9/03/2021	105.00	.00
23415	1017	CORE & MAIN	000	9/03/2021	19,849.60	.00
23416	1058	DIAMOND SPRINGS	000	9/03/2021	69.30	.00
23417	234	ENVIROCOMPLIANCE LAB INC	000	9/03/2021	1,290.00	.00
23418	234	ENVIROCOMPLIANCE LAB INC	000	9/03/2021	270.00	.00
23419	237	GRAINGER	000	9/03/2021	880.48	.00
23420	898	JAMES MARY	000	9/03/2021	140.00	.00
23421	546	JOHNSON'S EXTERMINATING	000	9/03/2021	625.00	.00
23422	1115	JUSTTECH	000	9/03/2021	365.59	.00
23423	999999	LEMONDS JEANNE	000	9/03/2021	50.00	.00
23424	743	LOCAL SERVICES	000	9/03/2021	160.00	.00
23425	519	MILFORD STATION	000	9/03/2021	600.00	.00
23426	919	PRO SHRED SECURITY	000	9/03/2021	45.00	.00
23427	918	STAPLES ADVANTAGE	000	9/03/2021	593.81	.00
23428	653	STEMMLE PLUMBING REPAIR	000	9/03/2021	1,190.00	.00
23429	647	TREASURER OF VIRGINIA	000	9/03/2021	2,940.00	.00
23430	19	VERIZON	000	9/03/2021	338.66	.00
23431	256	VERIZON WIRELESS	000	9/03/2021	492.11	.00
23432	228	VIRGINIA DEPARTMENT OF	000	9/03/2021	100.00	.00
23433	44	VUPS	000	9/03/2021	70.35	.00
23434	1094	WARE BLANCH	000	9/03/2021	650.00	.00
23435	12	WASTE MANAGEMENT	000	9/03/2021	2,610.67	.00
23436	878	WHITE OAK ELECTRIC	000	9/03/2021	4,495.60	.00
23437	999999	WRIGHT PEGGY	000	9/03/2021	150.00	.00
23438	1114	XEROX FINANCIAL SERVICES	000	9/03/2021	123.22	.00
		CLASS TOTAL			38,494.61	.00
		ACH TOTAL			.00	
		CHECK TOTAL			38,494.61	
		EPY TOTAL			.00	
		FINAL TOTAL			38,494.61	.00

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0000000	000018	A & M HOME CENTER	C57999	9/03/2021		4100-031100-3310-	31.06	23412			VEHICLE MAINTENANCE	00893 CLEANING SUPPLIES
0000000	000018		C58459	9/03/2021		4100-031100-3310-	39.99	23412			VEHICLE MAINTENANCE	00893 STUBBY SOCKET SET
0000000	000018		C58554	9/03/2021		4100-012410-5840-	6.49	23412			MISCELLANEOUS	00893 GORILLA GLIDE
		DISC. TOTAL			77.54		.00				CPA PMT TOTAL	77.54
0000000	000944	ATLANTIC BROADBAND /	2021-09	9/03/2021		4100-012410-5230-	129.09	23413			TELECOMMUNICATIONS	00893 TH
0000000	000944		2021-09	9/03/2021		4520-500100-5230-	83.59	23413			TELECOMMUNICATIONS	00893 WWTP
		DISC. TOTAL			212.68		.00				CPA PMT TOTAL	212.68
0000000	000600	BENNETT DEBORAH T	2021-08	9/03/2021		4400-071200-1310-	105.00	23414			TOWN HALL ACTIVITIES	00893 YOGA CLASSES
		DISC. TOTAL			105.00		.00				CPA PMT TOTAL	105.00
0000000	01017	CORE & MAIN	P129989	9/03/2021		4500-500100-6050-	19,849.60	23415			METER/FIRE HYDRANTS	00893 METERS
0000000	01017		P307016	9/03/2021		4500-500100-6050-	1,112.56	23415			METER/FIRE HYDRANTS	00893 METER SETTER
0000000	01017		P357156	9/03/2021		4500-500100-6050-	1,112.56	23415			METER/FIRE HYDRANTS	00893 RETURN
		DISC. TOTAL			19,849.60		.00				CPA PMT TOTAL	19,849.60
0000000	01058	DIAMOND SPRINGS	2021-08	9/03/2021		4100-043100-7200-	24.93	23416			TOWN HALL EXPENSES	00893 TH
0000000	01058		2021-08	9/03/2021		4100-043100-7200-	9.95	23416			TOWN HALL EXPENSES	00893 109 COURTHOUSE LN
0000000	01058		2021-08	9/03/2021		4500-500100-5840-	34.42	23416			MISCELLANEOUS	00893 WWTP
		DISC. TOTAL			69.30		.00				CPA PMT TOTAL	69.30
0000000	000234	ENVIROCOMPLIANCE LAB INC	R1756494	9/03/2021		4520-500100-3160-	115.00	23417			TESTING	00893 TESTING
0000000	000234		R1756518	9/03/2021		4520-500100-3160-	115.00	23417			TESTING	00893 TESTING
0000000	000234		R1756570	9/03/2021		4520-500100-3160-	155.00	23417			TESTING	00893 TESTING
0000000	000234		R1856651	9/03/2021		4520-500100-3160-	115.00	23417			TESTING	00893 TESTING
0000000	000234		R1856678	9/03/2021		4520-500100-3160-	115.00	23417			TESTING	00893 TESTING
0000000	000234		R1856706	9/03/2021		4520-500100-3160-	135.00	23417			TESTING	00893 TESTING
0000000	000234		R1856807	9/03/2021		4520-500100-3160-	155.00	23417			TESTING	00893 TESTING
0000000	000234		R1856836	9/03/2021		4520-500100-3160-	115.00	23417			TESTING	00893 TESTING
0000000	000234		R1856887	9/03/2021		4520-500100-3160-	115.00	23417			TESTING	00893 TESTING
0000000	000234		R1856963	9/03/2021		4520-500100-3160-	155.00	23417			TESTING	00893 TESTING
		DISC. TOTAL			1,290.00		.00				CPA PMT TOTAL	1,290.00
0000000	000234	ENVIROCOMPLIANCE LAB INC	R1856989	9/03/2021		4520-500100-3160-	115.00	23418			TESTING	00893 TESTING
0000000	000234		R1857018	9/03/2021		4520-500100-3160-	155.00	23418			TESTING	00893 TESTING
		DISC. TOTAL			270.00		.00				CPA PMT TOTAL	270.00
0000000	000237	GRAINGER	9030978150	9/03/2021		4100-043100-6009-	79.95	23419			EQUIPMENT/ SUPPLIES	00893 HANDHELD SPRAYER
0000000	000237		9030978150	9/03/2021		4520-500100-6030-	112.24	23419			PLANT & LAB SUPPLIES/CHEMICAL	00893 PVC PIPE
0000000	000237		9034323015	9/03/2021		4100-043100-5840-	40.46	23419			MISCELLANEOUS	00893 BEVERAGE COOLER
0000000	000237		9035144543	9/03/2021		4100-043100-6009-	110.20	23419			EQUIPMENT/ SUPPLIES	00893 SHELVING
0000000	000237		9035144543	9/03/2021		4500-500100-6009-	110.20	23419			EQUIPMENT/SUPPLIES	00893 SHELVING
0000000	000237		9035144543	9/03/2021		4520-500100-6030-	110.21	23419			PLANT & LAB SUPPLIES/CHEMICAL	00893 SHELVING
0000000	000237		9036472489	9/03/2021		4100-043100-6009-	78.35	23419			EQUIPMENT/ SUPPLIES	00893 GLOVES
0000000	000237		9036472489	9/03/2021		4500-500100-6009-	78.35	23419			EQUIPMENT/SUPPLIES	00893 GLOVES
0000000	000237		9036472489	9/03/2021		4520-500100-6030-	78.35	23419			PLANT & LAB SUPPLIES/CHEMICAL	00893 GLOVES
0000000	000237		9038130457	9/03/2021		4100-043100-6007-	82.17	23419			REPAIR/ MAINT TOWN BUILDINGS	00893 ELE BOX,DANGER SIG
		DISC. TOTAL			880.48		.00				CPA PMT TOTAL	880.48
0000000	000898	JAMES MARY	2021-08	9/03/2021		4400-071200-1310-	140.00	23420			TOWN HALL ACTIVITIES	00893 HAPPY YOGA
		DISC. TOTAL			140.00		.00				CPA PMT TOTAL	140.00

P. O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000546	JOHNSON'S EXTERMINATING	2021-08	9/03/2021		4100-031100-3320-	50.00	23421			PROFESSIONAL SERVICES	00893 PC
0000000	000546	2021-08	9/03/2021		4100-043100-7120-	75.00	23421				PARK MAINTENANCE	00893 PLAY GROUND
0000000	000546	2021-08	9/03/2021		4100-043100-7200-	65.00	23421				TOWN HALL EXPENSES	00893 TH
0000000	000546	2021-08	9/03/2021		4100-043100-7200-	10.00	23421				TOWN HALL EXPENSES	00893 109 COURTHOUSE LN
0000000	000546	2021-08	9/03/2021		4520-500100-3320-	425.00	23421				PROFESSIONAL SERVICES	00893 WWTP
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					625.00
0000000	001115	JUSTTECH	69224	9/03/2021		4100-012410-3310-	365.59	23422			OFFICE EQUIPMENT	00893 2021-06
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					365.59
0000000	999999	LEMONDS JERANNE	THDR 2021-08-21	9/03/2021		100-000200-3500-	50.00	23423			REFUNDS PAYABLE	00893 THDR 2021-08-21
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					50.00
0000000	000743	LOCAL SERVICES	70222	9/03/2021		4100-012110-6021-	160.00	23424			PUBLIC RELATIONS	00893 2021-09
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					160.00
0000000	000519	MILFORD STATION	09032021	9/03/2021		4400-071200-1230-	600.00	23425			MUSIC ON THE GREEN	00893 MOG 09-10-2021
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					600.00
0000000	000919	PRO SHRED SECURITY	39952	9/03/2021		4100-012110-3140-	45.00	23426			CONTRACTED SERVICES/SHREDDING	00893 2021-08
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					45.00
0000000	000918	STAPLES ADVANTAGE	733563159901	9/03/2021		4100-012410-6001-	294.86	23427			OFFICE SUPPLIES & PRINTING	00893 BLACK TONER
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					294.86
0000000	000918	733569624701	733569624701	9/03/2021		4100-012410-6001-	75.48	23427			OFFICE SUPPLIES & PRINTING	00893 PAPER & TONER
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					75.48
0000000	000918	733626591301	733626591301	9/03/2021		4100-043100-6005-	149.48	23427			JANITORIAL SUPPLIES	00893 PAPER & TRASH BAGS
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					149.48
0000000	000918	733626591301	733626591301	9/03/2021		4100-012410-6001-	73.99	23427			OFFICE SUPPLIES & PRINTING	00893 PAPER & TRASH BAGS
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					73.99
0000000	000653	STEMMLE PLUMBING REPAIR	185960	9/03/2021		4520-500100-6007-	1,190.00	23428			REPAIR/ MAINTENANCE	00893 16044 HARRISON WAY
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					1,190.00
0000000	000647	TREASURER OF VIRGINIA	717398	9/03/2021		4520-500100-5613-	2,940.00	23429			VPDES FEES/DEQ	00893 FY22 VPDES FEES
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					2,940.00
0000000	000019	VERIZON	2021-09	9/03/2021		4500-500100-5230-	17.84	23430			TELECOMMUNICATIONS	00893 18114 COOLIDGE LN
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					17.84
0000000	000019	9886654161	9886654161	9/03/2021		4500-500100-5230-	320.82	23430			TELECOMMUNICATIONS	00893 WELL #5
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					320.82
0000000	000256	VERIZON WIRELESS	9886654161	9/03/2021		4100-031100-5230-	175.28	23431			TELECOMMUNICATIONS	00893 PC
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					175.28
0000000	000256	9886654161	9886654161	9/03/2021		4100-043100-5230-	59.97	23431			TELECOMMUNICATIONS	00893 PW
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					59.97
0000000	000256	9886654161	9886654161	9/03/2021		4100-012110-5250-	68.47	23431			TELECOMMUNICATIONS	00893 TM
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					68.47
0000000	000256	9886654161	9886654161	9/03/2021		4100-012110-2600-	68.47	23431			MAYOR EXPENSES	00893 MAYOR
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					68.47
0000000	000256	9886654161	9886654161	9/03/2021		4500-500100-5230-	59.96	23431			TELECOMMUNICATIONS	00893 WATER
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					59.96
0000000	000256	9886654161	9886654161	9/03/2021		4520-500100-5230-	492.11	23431			TELECOMMUNICATIONS	00893 SEWER
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					492.11
0000000	000228	VIRGINIA DEPARTMENT OF	20210903	9/03/2021		4400-071200-1210-	100.00	23432			HARVEST FESTIVAL	00893 ROAD CLOSURE H FES
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					100.00
0000000	000044	VUPS	08210459	9/03/2021		4500-500100-5899-	70.35	23433			MISS UTILITY COSTS	00893 TRANSMISSIONS
		DISC. TOTAL				.00 CPA PMT TOTAL	.00					70.35

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH TOTAL	CPA PMT TOTAL	CPA TOTAL	EPY PMT TOTAL	EPY TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001094 WARE BLANCH	0000007	9/03/2021	ACH PMT TOTAL	4100-043100-7200-	650.00	23434	650.00	650.00	.00	650.00	650.00	650.00	TOWN HALL EXPENSES	00893 AUGUST SETUP / DOW
DISC. TOTAL		CHECK TOTAL													650.00
0000000	000012 WASTE MANAGEMENT	274151802817	9/03/2021	ACH PMT TOTAL	4520-500100-3320-	90.09	23435	90.09	90.09	.00	90.09	90.09	90.09	PROFESSIONAL SERVICES	00893 WWTP
0000000	000012	274177602811	9/03/2021	ACH PMT TOTAL	4100-043100-7130-	2,520.58	23435	2,520.58	2,520.58	.00	2,520.58	2,520.58	2,520.58	REFUSE COLLECTION	00893 DUMFESTER
DISC. TOTAL		CHECK TOTAL													2,610.67
0000000	000878 WHITE OAK ELECTRIC	3144	9/03/2021	ACH PMT TOTAL	4520-500100-6007-	4,495.60	23436	4,495.60	4,495.60	.00	4,495.60	4,495.60	4,495.60	REPAIR/ MAINTENANCE	00893 301 LIFT STMT
DISC. TOTAL		CHECK TOTAL													4,495.60
0000000	999999 WRIGHT PEGGY	THDR 2021-08-28	9/03/2021	ACH PMT TOTAL	100-000200-3500-	150.00	23437	150.00	150.00	.00	150.00	150.00	150.00	REFUNDS PAYABLE	00893 THDR 2021-08-28
DISC. TOTAL		CHECK TOTAL													150.00
0000000	001114 XEROX FINANCIAL SERVICES	2781363	9/03/2021	ACH PMT TOTAL	4100-012410-3310-	123.22	23438	123.22	123.22	.00	123.22	123.22	123.22	OFFICE EQUIPMENT	00893 2021-08 LEASE
DISC. TOTAL		CHECK TOTAL													123.22
		CHECK TOTAL													38,494.61
		CHECK TOTAL													38,494.61

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 38,494.61- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

AP100B 9/10/2021 TOWN OF BOWLING GREEN

A/P CHECK REGISTER
Check Date - 9/09/2021

TIME-15:04:45
CHECK# 26439
VENDOR# 1049 WEX BANK

CHECK#	VENDOR#	CLASS	DATE	AMOUNT	DISCOUNT
26439	1049 WEX BANK	000	9/09/2021	1,138.00	.00
		CLASS TOTAL		1,138.00	.00
		ACH TOTAL		.00	
		CHECK TOTAL		1,138.00	
		EPY TOTAL		.00	
		FINAL TOTAL		1,138.00	.00

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THE TOTAL 1,138.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001049	WEX BANK	73335096	9/09/2021		4100-031100-6008-	368.08	26439		VEHICLE FUEL/OIL	00894 PC
0000000	001049		73335096	9/09/2021		4100-043100-6008-	256.64	26439		VEHICLE FUEL/ OIL	00894 PW
0000000	001049		73335096	9/09/2021		4500-500100-6008-	256.64	26439		VEHICLE FUEL/OIL	00894 WATER
0000000	001049		73335096	9/09/2021		4520-500100-6008-	256.64	26439		VEHICLE FUEL & OIL	00894 SEWER
		DISC. TOTAL					.00			EPY PMT TOTAL	1,138.00
		CHECK TOTAL					.00			CPA PMT TOTAL	1,138.00
		CHECK TOTAL					.00			EPY PMT TOTAL	1,138.00
		CHECK TOTAL					.00			CPA PMT TOTAL	1,138.00

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DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26456	117	BAI MUNICIPAL SOFTWARE	000	9/24/2021	6,430.00	.00
26457	1058	DIAMOND SPRINGS	000	9/24/2021	91.77	.00
26458	237	GRAINGER	000	9/24/2021	450.45	.00
26459	514	K L LANGFORD EXCAVATING	000	9/24/2021	3,528.00	.00
26460	320	MORTON'S POWER EQUIPMENT	000	9/24/2021	100.10	.00
26461	1092	PBM	000	9/24/2021	500.00	.00
26462	11	RAPPAHANNOCK ELEC COOP	000	9/24/2021	540.35	.00
26463	1122	SHIFFLETT'S WASTE SERVICE	000	9/24/2021	5,812.50	.00
26464	1089	SNAP-ON TOOLS	000	9/24/2021	117.25	.00
26465	659	SOMETAL PRODUCTS INC	000	9/24/2021	308.60	.00
26466	728	VRSA INSURANCE	000	9/24/2021	28,501.00	.00
		CLASS TOTAL			46,380.02	.00
		ACH TOTAL			.00	
		CHECK TOTAL			46,380.02	
		EPY TOTAL			.00	
		FINAL TOTAL			46,380.02	.00

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 THE TOTAL 46,380.02- 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 PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000117	BAI MUNICIPAL SOFTWARE	WATS2022J10073	9/24/2021		4100-012410-3320-	6,430.00	26456		COMPUTER LICENSES/SUPPORT	00896 TECH SUPPORT
		DISC. TOTAL									6,430.00
0000000	001058	DIAMOND SPRINGS	2021-09	9/24/2021		4100-043100-7200-	32.42	26457		TOWN HALL EXPENSES	00896 TH
0000000	001058		2021-09	9/24/2021		4100-043100-7200-	9.95	26457		TOWN HALL EXPENSES	00896 109 COURTHOUSE LN
0000000	001058		2021-09	9/24/2021		4500-500100-5840-	49.40	26457		MISCELLANEOUS	00896 WWTP
		DISC. TOTAL									91.77
0000000	000237	GRAINGER	9043131342	9/24/2021		4100-043100-6009-	133.39	26458		EQUIPMENT/SUPPLIES	00896 TRASH BAG, SAF SIG
0000000	000237		9043131342	9/24/2021		4500-500100-6009-	133.39	26458		EQUIPMENT/SUPPLIES	00896 TRASH BAG, SAF SIG
0000000	000237		9043131342	9/24/2021		4520-500100-6030-	133.39	26458		PLANT & LAB SUPPLIES/CHEMICAL	00896 TRASH BAG, SAF SIG
0000000	000237		9043131359	9/24/2021		4100-043100-6009-	16.76	26458		EQUIPMENT/SUPPLIES	00896 SAFETY SIGN
0000000	000237		9043131359	9/24/2021		4500-500100-6009-	16.76	26458		EQUIPMENT/SUPPLIES	00896 SAFETY SIGN
0000000	000237		9043131359	9/24/2021		4520-500100-6030-	16.76	26458		PLANT & LAB SUPPLIES/CHEMICAL	00896 SAFETY SIGN
		DISC. TOTAL									450.45
0000000	000514	K L LANGFORD EXCAVATING	7337	9/24/2021		4500-500100-6007-	3,528.00	26459		REPAIR/MAINTENANCE	00896 16221 RICHMOND TRN
		DISC. TOTAL									3,528.00
0000000	000320	MORTON'S POWER EQUIPMENT	12120670	9/24/2021		4100-043100-6009-	100.10	26460		EQUIPMENT/SUPPLIES	00896 BLADE TRI CUT
		DISC. TOTAL									100.10
0000000	001092	PBM	32971	9/24/2021		4100-043100-7200-	500.00	26461		TOWN HALL EXPENSES	00896 2021-09 CLEANING
		DISC. TOTAL									500.00
0000000	000011	RAPPANNOCK ELEC COOP	2021-08	9/24/2021		4100-043100-5110-	51.27	26462		ELECTRICITY-STREETLIGHTS	00896 TRANS CEDAR LN
0000000	000011		2021-08	9/24/2021		4500-500100-5110-	317.20	26462		ELECTRICITY	00896 WELL #4
0000000	000011		2021-08	9/24/2021		4500-500100-5110-	22.05	26462		ELECTRICITY	00896 RT 2 TOWER LIGHT
0000000	000011		2021-08	9/24/2021		4500-500100-5110-	96.11	26462		ELECTRICITY	00896 LAKEWOOD PMP STAT
0000000	000011		2021-08	9/24/2021		4520-500100-5110-	27.70	26462		ELECTRICITY	00896 OAK RIDGE PMP STAT
0000000	000011		2021-08	9/24/2021		4520-500100-5110-	26.02	26462		ELECTRICITY	00896 CEDAR LN WAREHOUSE
		DISC. TOTAL									540.35
0000000	001122	SHIFFLETT'S WASTE SERVICE	142011	9/24/2021		4100-043100-7130-	5,812.50	26463		REFUSE COLLECTION	00896 2021-09
		DISC. TOTAL									5,812.50
0000000	001089	SNAP-ON TOOLS	091521128619	9/24/2021		4100-043100-6006-	39.08	26464		HAND TOOLS	00896 TOOLS
0000000	001089		091521128619	9/24/2021		4500-500100-6006-	39.08	26464		HAND TOOLS	00896 TOOLS
0000000	001089		091521128619	9/24/2021		4520-500100-6006-	39.09	26464		SMALL TOOLS	00896 TOOLS
		DISC. TOTAL									117.25
0000000	000659	SOSMETAL PRODUCTS INC	1450220	9/24/2021		4520-500100-6007-	308.60	26465		REPAIR/ MAINTENANCE	00896 CABLE LUBE
		DISC. TOTAL									308.60
0000000	000728	VRSA INSURANCE	20210924	9/24/2021		4100-012110-5300-	16,361.00	26466		TOWN INSURANCE-GENERAL FUND	00896 2021-2022 RENEWAL
0000000	000728		20210924	9/24/2021		4100-043100-5300-	4,200.00	26466		INSURANCE	00896 2021-2022 RENEWAL
0000000	000728		20210924	9/24/2021		4500-500100-5300-	4,200.00	26466		TOWN INSURANCE-WATER	00896 2021-2022 RENEWAL
0000000	000728		20210924	9/24/2021		4520-500100-5300-	3,740.00	26466		INSURANCE	00896 2021-2022 RENEWAL
		DISC. TOTAL									28,501.00
		DISC. TOTAL									46,380.02
		DISC. TOTAL									46,380.02

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TIME-11:01:57

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26440	1065	CASWELL KAT	000	9/17/2021	200.00	.00
26441	897	CINTAS CORPORATION	000	9/17/2021	14.15	.00
26442	10	DOMINION VIRGINIA POWER	000	9/17/2021	5,690.29	.00
26443	28	G & G MILFORD FARM SERV.	000	9/17/2021	123.53	.00
26444	1115	JUSTTECH	000	9/17/2021	176.63	.00
26445	743	LOCAL SERVICES	000	9/17/2021	135.00	.00
26446	1021	MUNICIPAL CODE CORP	000	9/17/2021	1,200.00	.00
26447	257	ON SITE PC	000	9/17/2021	127.50	.00
26448	919	PRO SHRED SECURITY	000	9/17/2021	45.00	.00
26449	1089	SNAP-ON TOOLS	000	9/17/2021	310.75	.00
26450	700	TREASURER OF VIRGINIA	000	9/17/2021	40.00	.00
26451	12	WASTE MANAGEMENT	000	9/17/2021	94.35	.00
26452	1049	WEX BANK	000	9/17/2021	1,377.53	.00
		CLASS TOTAL			9,534.73	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,534.73	
		EPY TOTAL			.00	
		FINAL TOTAL			9,534.73	.00

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 THE TOTAL 9,534.73- 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 PMT	ACH PMT TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001065	CASWELL KAT	20210917	9/17/2021		4400-071200-1230-	200.00	26440	200.00		MUSIC ON THE GREEN	00895 MOG RAIN DATE 0917
			CHECK TOTAL									200.00
0000000	000897	CINTAS CORPORATION	8405311546	9/17/2021		4520-500100-6011-	14.15	26441	14.15		UNIFORMS/ SAFETY EQUIPMENT	00895 FIRST AID
			CHECK TOTAL									14.15
0000000	000010	DOMINION VIRGINIA POWER	2021-08	9/17/2021		4100-043100-7200-	490.33	26442	490.33		TOWN HALL EXPENSES	00895 TH
			2021-08	9/17/2021		4100-043100-7200-	48.37	26442	48.37		TOWN HALL EXPENSES	00895 109 COURTHOUSE LN
			2021-08	9/17/2021		4100-043100-5110-	1,659.00	26442	1,659.00		ELECTRICITY-STREETLIGHTS	00895 BUT/CHASE ST LIGHT
			2021-08	9/17/2021		4100-043100-5110-	45.51	26442	45.51		ELECTRICITY-STREETLIGHTS	00895 MAIN ST ST LIGHTS
			2021-08	9/17/2021		4100-031100-5110-	92.01	26442	92.01		ELECTRICITY	00895 FC
			2021-08	9/17/2021		4500-500100-5110-	378.88	26442	378.88		ELECTRICITY	00895 BUT/CHASE WTR TWR
			2021-08	9/17/2021		4500-500100-5110-	106.75	26442	106.75		ELECTRICITY	00895 BUTLER GRND TNK
			2021-08	9/17/2021		4500-500100-5110-	691.68	26442	691.68		ELECTRICITY	00895 WELL #5
			2021-08	9/17/2021		4520-500100-5110-	1,962.78	26442	1,962.78		ELECTRICITY	00895 WWP
			2021-08	9/17/2021		4520-500100-5110-	35.99	26442	35.99		ELECTRICITY	00895 LACY LN PMP STAT
			2021-08	9/17/2021		4520-500100-5110-	100.50	26442	100.50		ELECTRICITY	00895 SCHOOL RD PMP STAT
			2021-08	9/17/2021		4520-500100-5110-	20.51	26442	20.51		ELECTRICITY	00895 RODGERS CLRK PMP S
			2021-08	9/17/2021		4520-500100-5110-	57.98	26442	57.98		ELECTRICITY	00895 CHASE ST PMP STAT
			CHECK TOTAL				5,690.29		5,690.29			5,690.29
0000000	000028	G & G MILFORD FARM SERV.	191942	9/17/2021		4100-043100-6009-	25.98	26443	25.98		EQUIPMENT/ SUPPLIES	00895 PRIMER, LINERS
			191982	9/17/2021		4520-500100-6007-	59.99	26443	59.99		REPAIR/ MAINTENANCE	00895 PLASTIC DRYING BED
			192118	9/17/2021		4100-043100-3311-	37.56	26443	37.56		VEHICLE MAINT	00895 CLEANING SUPPLIES
			CHECK TOTAL				123.53		123.53			123.53
0000000	001115	JUSTTECH	72220	9/17/2021		4100-012410-3310-	176.63	26444	176.63		OFFICE EQUIPMENT	00895 2021-08
			CHECK TOTAL				176.63		176.63			176.63
0000000	000743	LOCAL SERVICES	2214014	9/17/2021		4100-012110-6021-	135.00	26445	135.00		PUBLIC RELATIONS	00895 2021-09
			CHECK TOTAL				135.00		135.00			135.00
0000000	001021	MUNICIPAL CODE CORP	00363307	9/17/2021		4100-012110-3152-	1,200.00	26446	1,200.00		WEB BASED SERVICES	00895 SELF PUB RENEWAL
			CHECK TOTAL				1,200.00		1,200.00			1,200.00
0000000	000257	ON SITE PC	5153	9/17/2021		4100-012410-5230-	127.50	26447	127.50		TELECOMMUNICATIONS	00895 JO ELSA COMP
			CHECK TOTAL				127.50		127.50			127.50
0000000	000919	PRO SHRED SECURITY	140388	9/17/2021		4100-012110-3140-	45.00	26448	45.00		CONTRACTED SERVICES/SHREDDING	00895 2021-09
			CHECK TOTAL				45.00		45.00			45.00
0000000	001089	SNAP-ON TOOLS	090921128329	9/17/2021		4100-043100-6006-	103.58	26449	103.58		HAND TOOLS	00895 TOOLS
			090921128329	9/17/2021		4500-500100-6006-	103.58	26449	103.58		HAND TOOLS	00895 TOOLS
			090921128329	9/17/2021		4520-500100-6006-	103.59	26449	103.59		SMALL TOOLS	00895 TOOLS
			CHECK TOTAL				310.75		310.75			310.75
0000000	000700	TREASURER OF VIRGINIA	340434	9/17/2021		4100-012110-6050-	40.00	26450	40.00		FARMERS' MARKET EXPENSES	00895 FOOD SAFETY ANN FE
			CHECK TOTAL				40.00		40.00			40.00
0000000	000012	WASTE MANAGEMENT	274264502817	9/17/2021		4520-500100-3180-	94.35	26451	94.35		SLUDGE REMOVAL	00895 SLUDGE
			CHECK TOTAL				94.35		94.35			94.35

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001049	WEX BANK	73867915	9/17/2021		4100-031100-6008-	548.27	26452		VEHICLE FUEL/OIL	00895 FC
0000000	001049		73867915	9/17/2021		4100-043100-6008-	276.42	26452		VEHICLE FUEL/OIL	00895 PW
0000000	001049		73867915	9/17/2021		4500-500100-6008-	276.42	26452		VEHICLE FUEL/OIL	00895 WATER
0000000	001049		73867915	9/17/2021		4520-500100-6008-	276.42	26452		VEHICLE FUEL & OIL	00895 SEWER
		DISC. TOTAL					.00			EPY PMT TOTAL	1,377.53
		CHECK TOTAL					.00			CPA PMT TOTAL	9,534.73
		CHECK TOTAL					.00			CPA PMT TOTAL	9,534.73
		CHECK TOTAL					.00			CPA PMT TOTAL	9,534.73

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 9,534.73- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26467	1111	BKT UNIFORMS	000	9/30/2021	107.00	.00
26468	4	CAROLINE COUNTY	000	9/30/2021	4,922.24	.00
26469	1076	EXPERT AUTO	000	9/30/2021	380.28	.00
26470	237	GRAINGER	000	9/30/2021	209.85	.00
26471	546	JOHNSON'S EXTERMINATING	000	9/30/2021	625.00	.00
26472	48	MID-ATLANTIC LAB	000	9/30/2021	180.00	.00
26473	1042	OMNIGO SOFTWARE	000	9/30/2021	2,970.29	.00
26474	257	ON SITE PC	000	9/30/2021	127.50	.00
26475	918	STAPLES ADVANTAGE	000	9/30/2021	224.74	.00
26476	1106	THE PAINTED HORSE	000	9/30/2021	10.00	.00
26477	291	USA BLUE BOOK	000	9/30/2021	441.70	.00
26478	19	VERIZON	000	9/30/2021	338.66	.00
26479	1114	XEROX FINANCIAL SERVICES	000	9/30/2021	123.22	.00
		CLASS TOTAL			10,660.48	.00
		ACH TOTAL			.00	
		CHECK TOTAL			10,660.48	
		EPY TOTAL			.00	
		FINAL TOTAL			10,660.48	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 10,660.48- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	CHECK TOTAL	ACH PMT TOTAL	NET AMOUNT	CHECK NO.	ACH PMT	BATCH INV. DESCRIPTION
0000000	001111	BKT UNIFORMS	84114	9/30/2021		4100-031100-6011-	107.00	26467	107.00	26467		UNIFORMS
							DISC. TOTAL	.00	.00	TOTAL		
0000000	000004	CAROLINE COUNTY	DC0302011282012	9/30/2021		100-000200-0001-	1,615.37	26468	1,615.37	26468		PAYROLL LIABILITY
							DISC. TOTAL	.00	.00	TOTAL		
0000000	001076	EXPERT AUTO	21746	9/30/2021		4100-043100-3311-	10.00	26469	10.00	26469		VEHICLE MAINT
							DISC. TOTAL	.00	.00	TOTAL		
0000000	001076	GRAINGER	9070252581	9/30/2021		4500-500100-6005-	25.22	26470	25.22	26470		JANITORIAL SUPPLIES
							DISC. TOTAL	.00	.00	TOTAL		
0000000	001076	GRAINGER	9070252581	9/30/2021		4520-500100-5840-	159.41	26470	159.41	26470		MISCELLANEOUS
							DISC. TOTAL	.00	.00	TOTAL		
0000000	000546	JOHNSON'S EXTERMINATING	2021-09	9/30/2021		4100-031100-3320-	380.28	26471	380.28	26471		VEHICLE MAINTENANCE
							DISC. TOTAL	.00	.00	TOTAL		
0000000	000546	JOHNSON'S EXTERMINATING	2021-09	9/30/2021		4500-500100-6005-	25.22	26470	25.22	26470		JANITORIAL SUPPLIES
							DISC. TOTAL	.00	.00	TOTAL		
0000000	000546	JOHNSON'S EXTERMINATING	2021-09	9/30/2021		4520-500100-5840-	209.85	26470	209.85	26470		MISCELLANEOUS
							DISC. TOTAL	.00	.00	TOTAL		
0000000	000546	JOHNSON'S EXTERMINATING	2021-09	9/30/2021		4100-031100-3320-	625.00	26471	625.00	26471		PROFESSIONAL SERVICES
							DISC. TOTAL	.00	.00	TOTAL		
0000000	000048	MID-ATLANTIC LAB	16268	9/30/2021		4500-500100-6022-	180.00	26472	180.00	26472		WATER TESTING
							DISC. TOTAL	.00	.00	TOTAL		
0000000	001042	OMNIGO SOFTWARE	I-OS009853	9/30/2021		4100-031200-0003-	2,970.29	26473	2,970.29	26473		USE OF E-SUMMONS FEES
							DISC. TOTAL	.00	.00	TOTAL		
0000000	000257	ON SITE PC	5158	9/30/2021		4100-012410-5230-	127.50	26474	127.50	26474		TELECOMMUNICATIONS
							DISC. TOTAL	.00	.00	TOTAL		
0000000	000918	STAPLES ADVANTAGE	733924024201	9/30/2021		4100-012410-6001-	75.83	26475	75.83	26475		OFFICE SUPPLIES & PRINTING
							DISC. TOTAL	.00	.00	TOTAL		
0000000	000918	STAPLES ADVANTAGE	733924024201	9/30/2021		4400-071200-1210-	46.98	26475	46.98	26475		HARVEST FESTIVAL
							DISC. TOTAL	.00	.00	TOTAL		
0000000	000918	STAPLES ADVANTAGE	734005120401	9/30/2021		4100-012410-6001-	60.95	26475	60.95	26475		OFFICE SUPPLIES & PRINTING
							DISC. TOTAL	.00	.00	TOTAL		
0000000	000918	STAPLES ADVANTAGE	734005120401	9/30/2021		4400-071200-1210-	40.98	26475	40.98	26475		HARVEST FESTIVAL
							DISC. TOTAL	.00	.00	TOTAL		
0000000	001106	THE PAINTED HORSE	20210930	9/30/2021		4100-012110-3100-	10.00	26476	10.00	26476		CONTINGENCY
							DISC. TOTAL	.00	.00	TOTAL		

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	000291	USA BLUE BOOK	725492	9/30/2021	441.70	4520-500100-6004-	441.70	26477	26477	LAB SUPPLIES/CHEMICALS	00897 AVAC FLOAT	
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	441.70	
0000000	000019	VERIZON	2021-10	9/30/2021	17.84	4500-500100-5230-	17.84	26478	26478	TELECOMMUNICATIONS	00897 18114 COOLIDGE LN	
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	00897 WELL #5	
						.00 CPA PMT TOTAL	.00			TOTAL	338.66	
0000000	001114	XEROX FINANCIAL SERVICES	2831330	9/30/2021	123.22	4100-012410-3310-	123.22	26479	26479	OFFICE EQUIPMENT	00897 LEASE	
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	123.22	
						.00 CPA PMT TOTAL	.00			TOTAL	10,660.48	
						.00 CPA PMT TOTAL	.00			TOTAL	10,660.48	

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 THE TOTAL 10,660.48- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



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

AGENDA ITEM: Approval of Purchase of Trailer Jetting Machine and Push Camera

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Josh Irby, jirby@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The FY22 Town of Bowling Green Budget, Sewer Fund (520-500100-8300) contains approval of \$50,000 for Large Equipment Purchases. Purchases will include a new push camera for sewer lateral inspections and jet trailer for clearing sewer blockages in laterals and mains and routine maintenance of the lines.

ATTACHMENTS:

Quote for Push Camera
Spec Sheet on Jet Trailer

REQUESTED ACTION:

Approval to purchase the Jet Trailer and Push Camera with combined total cost not to exceed \$50,000 of funds authorized in the FY22 budget.

Infrastructure Solutions Group

8383 Old Richfood Rd. Mechanicsville, VA 23116
 Office: 804-730-4040 | Fax: 804-730-4242
 www.infrasolutionsgroup.com



Quotation From:

ISG

8383 Old Richfood Rd.
 Mechanicsville, VA 23116

Quotation For:

Town of Bowling Green

117 Butler St
Bowling Green, VA 22427

Quotation

Quote No: 20210827WA

Date: 8/27/2021

Terms: NET 30

FOB:

Prepared By: *Woody Anderson*

Attention to: Josh Irby

Product ID	Description	QTY	Unit Price	Amount
VSP130	Verisight Pro Plus Push Camera 130'	1	\$8,509.00	\$8,509.00
	Virginia Sheriffs Association Contract: 22-03-0721, Heavy Equipment			
Sub Total				
Tax				
Invoice Total				
Freight				
Amount Paid				
Balance Due				\$8,509.00

Comments



US JETTING LLC
 850 McFarland Pkwy. | Alpharetta, GA 30004
 TOLL FREE: 800.538.8464
 PHONE: 770.740.9917
 FAX: 770.740.0297

WEST COAST OFFICE
 13571 Lawin Circle | Santa Fe Springs, CA 90670
 TOLL FREE: 800.538.8464
 PHONE: 562.376.4656

WWW.USJETTING.COM
SALES@USJETTING.COM

**HIGH PRESSURE WATER
 JETTING MACHINES**



US Jetting units are warranted against defect in material or workmanship for a period of 12 months. The pump and engine has an additional 12 month warranty (totaling 24 months), and the water tank has 3 year warranty.

For specifics on US Jetting's warranty please contact a customer service representative at **1-800-Jetting (538-8464)**.

WWW.USJETTING.COM

HIGH PRESSURE WATER JETTING MACHINES

High pressure jetting machines are a great investment for anyone in the drain cleaning industry with blockage issues or where byproducts regularly create drainage problems. These jets are most commonly used by plumbing contractors, municipalities, and industries that deal with drain and sewer pipes, storm drains, and process pipes. However, they have a variety of other uses such as pressure washing and heavy duty surface cleaning in airports, stadiums, and parking decks.

US Jetting units are bulldozer tough and designed to perform. The concept of high pressure low volume has become the gold standard in the drain cleaning industry with US Jetting leading the way. They are a cost effective maintenance and emergency response machine with an outstanding return on investment.



WE DON'T JUST BUILD THE BEST JETTING UNIT IN THE INDUSTRY – WE ALSO BACK UP EVERY PURCHASE WITH TOP OF THE LINE CUSTOMER SUPPORT.

WWW.USJETTING.COM

KEY FEATURES:

- US Jetting Run Dry Pump
- Diesel Engines *Gas Engines Optional*
- All Engines Tier 4 Compliant
- State of the Art Remote Systems
- Hydraulically Driven Hose Reels
- 180 Degree Pivoting Hose Reel
- Trailer or Skid (Truck) Mount Units
- Aluminum Components
- Powder Coated Frames & Components

AVAILABLE PRESSURE & FLOWS:

- 2000 PSI @ 40 GPM
- 2000 PSI @ 65 GPM
- 3000 PSI @ 12 GPM
- 3000 PSI @ 30 GPM
- 3000 PSI @ 36 GPM
- 3000 PSI @ 40 GPM
- 4000 PSI @ 8 GPM
- 4000 PSI @ 16 GPM
- 4000 PSI @ 18 GPM
- 4000 PSI @ 25 GPM

STANDARD COMPONENTS:

- Water Tank Size – 300, 375, 600, 750 Gallons
- Single Axle, Tandem Axle Trailers, or Skid Mounted
- 3 Cylinder Plunger Pumps
- Belt or Gear Box Driven
- 180 Degree Pivoting Hose Reel
- Water Recirculation, Anti-Freeze System, Pulsation System
- 500FT of Jetting Hose
- 2 x RPD Nozzles (3R 1F & 6R)
- Toolbox Storage

OPTIONAL FEATURES:

- JMS Remote Control System
- Power Pull Out Hydraulic Hose Reel
- Dual Hose Reel (Tandem Axle Only)
- Warthog (Stoneage) & Enz Nozzles





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

AGENDA ITEM: Bowling Green 2021 Harvest Festival Appropriation of Funds
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Jo-Elsa Jordan, EDACoordinator@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Funds for the Bowling Green Harvest Festival were not included in the FY22 budget.

ATTACHMENTS:

REQUESTED ACTION:

Appropriate \$23,500 from the general fund for use on the 2021 Harvest Festival.



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

AGENDA ITEM: Town Hall Rental Rates
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

A meeting was held with Council Member Tammy Gaines and staff to review current rental rates for Town Hall. Discussion involved issues with covering expenses of the building including internal/external building maintenance, utilities, police protection, set up and cleaning. A draft document was prepared that outlines suggested new rates.

A public hearing must be held to adopt a new rate schedule.

ATTACHMENTS:

REQUESTED ACTION:

Review the attached documents on change of rental rates for Town Hall.

Motion to authorize a public hearing for amendment of rental rates for Town Hall.

TOWN OF BOWLING GREEN
BOWLING GREEN EVENT HALL RENTAL RATES

W/NOTES FROM 8/10/21 STAFF MEETING W/COUNCILWOMAN TAMMIE GAINES

- **USO Ballroom (1 Day)** **\$575.00**
 PROPOSED RATE \$1,000.00
 (PLUS) CLEANING FEE \$275.00
PROPOSED TOTAL **1,275.00**

- LOCAL NON-PROFIT**..... **\$250.00**
 PROPOSED RATE \$350.00
 (PLUS) CLEANING FEE \$275.00
PROPOSED TOTAL**\$625.00**

- TOWN RESIDENT** **N/A**
 PROPOSED RATE \$750.00
 (PLUS) CLEANING FEE \$275.00
PROPOSED TOTAL **\$975.00**

- FOR PROFIT/FUNDRAISING EVENT**..... **N/A**
FOR PROFIT/FUNDRAISING EVENT..... **TBD**
 Do rates vary with local non-profits vs. private organizations? (i.e. Fire & Rescue vs. Tinsel
 Town)

- TOWN EMPLOYEE**..... **N/A**
TOWN EMPLOYEE..... **TBD**

- **EXTRA PREPERATION AFTER 4:00 THE NIGHT BEFORE AN EVENT**
 Rappahannock Reception or USO Ballroom..... **\$100.00**
 (For decorating only, no dinner, practice, etc.)
PROPOSED RATE: **\$200.00**

- **Rappahannock Reception Room (1 Day)**.....**\$175.00**
 (Approved by Town Council 7-7-11)
 PROPOSED RATE:\$325.00
 (PLUS) CLEANING FEE:\$150.00
 (PLUS) KITCHEN:.....\$150.00
PROPOSED TOTAL:.....**\$625.00**
TOTAL W/O KITCHEN:.....**\$475.00**

- **Deposit – Ballroom**.....**\$150.00**
 PROPOSED RATE:..... \$300.00
Lobby..... **\$50.00**
PROPOSED: **TBD**

TOWN OF BOWLING GREEN
BOWLING GREEN EVENT HALL RENTAL RATES

W/NOTES FROM 8/24/21 SUB-COMMITTEE MEETING; NOTES PROVIDED BY COUNCILWOMAN TAMMIE GAINES

Actual Costs:

- Cleaning: \$275.00
- Staff (2-4 hours): \$80.00
- Chair Rental: \$300.00
- Table Rental: \$100.00
- TOTAL: \$755.00

- **USO Ballroom (1 Day) \$575.00**
PROPOSED RATE \$950.00

- LOCAL NON-PROFIT..... \$250.00**
PROPOSED RATE \$350.00

- TOWN RESIDENT/EMPLOYEE N/A**
PROPOSED RATE \$750.00

- **EXTRA PREPERATION (4:00PM – 10PM) THE NIGHT BEFORE AN EVENT**

- Rappahannock Reception and/or USO Ballroom \$100.00**
 (For decorating only, no dinner, practice, etc.)
PROPOSED RATE: \$150.00

- **Rappahannock Reception Room (1 Day).....\$175.00**
PROPOSED RATE: \$225.00
(PLUS) CLEANING FEE: \$150.00
PROPOSED TOTAL W/O KITCHEN: \$375.00
(PLUS) KITCHEN: \$150.00
PROPOSED TOTAL W/KITCHEN: \$525.00

- **Deposit – Ballroom.....\$150.00**
PROPOSED RATE:..... \$250.00
Lobby..... \$50.00
PROPOSED RATE:\$100.00



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

AGENDA ITEM: Allocation of Funds for Keystone Software

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212 Town Hall

BACKGROUND / SUMMARY:

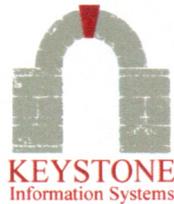
Keystone Software will replace Brite Software for governmental operations including tax billing and collections, utility billing and collections, business licenses, budget preparation, accounts payable, general ledger, bank reconciliation, payroll, etc. Additional modules are also available. The conversion to Keystone is presently underway in Caroline County government offices.

ATTACHMENTS:

Keystone software proposal.

REQUESTED ACTION:

Review and amend the attached proposal. Motion to appropriate funds.



Software and Services Cost Proposal to the Town of Bowling Green, Virginia

Dated August 25, 2021

Summary of Projected Costs					
Keystone LOGIC/PAAS Application Software Modules: License for Tier 1: Add-on to License acquired by Caroline County, Virginia (Footnote 1)	One- time License Fees	Implementation Services			Annual Maintenance (Footnote 7)
		Estimated number of person/trips (Footnote 4)	Review/ Implementation / Training Hours (Footnotes 2, 3)	Service Prices	
CIA / PAAS	\$31,840	10	280 Hours	\$28,000	\$7,093
FIS	\$9,500	4	100 Hours	\$10,000	\$1,996
KEMS	\$10,355	6	160 Hours	\$16,000	\$2,267
Other Required Products & Services	\$18,082	2	30+ Hours	\$7,200	\$7,357
Totals	\$69,777	22	570 Implementation and Training Project Hours	\$61,200	\$18,713*
Total One Time Fixed Amounts (see next page for estimated amounts)				\$130,977	

Software Licensing is priced at 25% of the license fees paid by Caroline County, treated as an add-on / related entity, with the stipulation of use of the same server/single iteration of the software programs with Caroline County. (Data files are separated, with appropriate system security applied.)

Services Pricing, as well as the Estimate for Travel Fees and Expense Reimbursement is based on the assumption of a parallel implementation with Caroline County as some combined on-site sessions as well as other combined/dual purpose travel/trips have been factored into this total. (Current anticipated go-live: January 2022 for Financials, Payroll, HR; October 2022 for all revenue applications, "CIA / PAAS", herein).

*Application Software maintenance pricing is priced at approximately 25% of current Tier 1 maintenance rates. Should Caroline County no longer be a maintenance customer of Keystone's for a particular module, maintenance would be raised to full Tier 1 rate for that module.



Other Estimated Additional Project Costs (One Time)	
PAAS Real and Personal Property Data Conversion: This estimate is priced as a block of 100 hours, using the reduced rate of \$100/hour. Conversion services hours will be tracked by Keystone and reported to the customer. Obstacles, and shortfalls of the estimate will be documented and the customer alerted for decision and direction as to effort to apply, and particular data files to convert. Any hours not used from this block may be reallocated by customer to data conversion work for other Keystone applications, or for any other project implementation services.	\$10,000
Utility Billing Data Conversion: This estimate is priced as a block of 20 hours, using the reduced rate of \$100/hour. Conversion services hours will be tracked by Keystone and reported to the customer. Obstacles, and shortfalls of the estimate will be documented and the customer alerted for decision and direction as to effort to apply, and particular data files to convert. Any hours not used from this block may be reallocated by customer to data conversion work for other Keystone applications, or for any other project implementation services.	\$2,000
FIS Data Conversion: This estimate is priced as a block of 20 hours, using the reduced rate of \$100/hour. Conversion services hours will be tracked by Keystone and reported to the customer. Obstacles, and shortfalls of the estimate will be documented and the customer alerted for decision and direction as to effort to apply, and particular data files to convert. Any hours not used from this block may be reallocated by customer to data conversion work for other Keystone applications, or for any other project implementation services.	\$2,000
KEMS Data Conversion: This estimate is priced as a block of 20 hours, using the reduced rate of \$100/hour. Conversion services hours will be tracked by Keystone and reported to the customer. Obstacles, and shortfalls of the estimate will be documented and the customer alerted for decision and direction as to effort to apply, and particular data files to convert. Any hours not used from this block may be reallocated by customer to data conversion work for other Keystone applications, or for any other project implementation services.	\$2,000
Inspections and Permits Data Conversion: This estimate is priced as a block of 20 hours, using the reduced rate of \$100/hour. Conversion services hours will be tracked by Keystone and reported to the customer. Obstacles, and shortfalls of the estimate will be documented and the customer alerted for decision and direction as to effort to apply, and particular data files to convert. Any hours not used from this block may be reallocated by customer to data conversion work for other Keystone applications, or for any other project implementation services.	\$2,000
Business Licenses Data Conversion: This estimate is priced as a block of 20 hours, using the reduced rate of \$100/hour. Conversion services hours will be tracked by Keystone and reported to the customer. Obstacles, and shortfalls of the estimate will be documented and the customer alerted for decision and direction as to effort to apply, and particular data files to convert. Any hours not used from this block may be reallocated by customer to data conversion work for other Keystone applications, or for any other project implementation services.	\$2,000
Travel Fees and Expense Reimbursement	\$16,500
Total Estimated Additional Amounts	\$36,500*

TOTAL ONE TIME PROJECT COST, WITH ESTIMATED AMOUNTS *	\$167,477*
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*Cost estimates for potential system modifications or external system interfaces are not included in this total. Keystone hopes to do a full product demonstration to help determine if any modifications will be needed, before arriving at a firm total anticipated project cost.

Note: Keystone's hourly rate of \$100 across most of the services herein represents a specially discounted block of hours pricing, assuming the final contract will include this approximate total scope of services. Hours will be tracked and billed as actually used. Keystone will extend this hourly rate until all of the proposed modules are implemented and in live/production use, or until December 31, 2023, whichever is sooner. Regular market rates for these services currently range between \$145 and \$175/hour.

The Annual Maintenance / Support pricing above provides for fixed rate, unlimited access to help desk and warranty services, as well as the rights to all update product enhancement releases on all covered software products. (Updates would be scheduled to be simultaneously timed with updates for Caroline County.) Price increases for Maintenance / Support have averaged around 3-4% annually.

Keystone prorates initial annual maintenance charges, by individual module, as a module is accepted and placed into production usage (so to cycle the annual charges into the customer's fiscal year).

Pricing herein does not include any equipment or network services.

See fuller standard footnotes at the end of this section.



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

AGENDA ITEM: Town Council Worksession on ARPA Funds
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

To hold a worksession to discuss details of the American Rescue Plan Act (ARPA) Funds and review potential qualifying projects.

ATTACHMENTS:

REQUESTED ACTION:

Establish date and motion to hold a Town Council worksession on ARPA Funds.



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

AGENDA ITEM: EDA Request to Town Council for ARPA Funds

ITEM TYPE: Choose an item.

PURPOSE OF ITEM: Decision - Introduction

PRESENTER: Jo-Elsa Jordan, edacoordinator@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

EDA Chairman, John Lane, has written to Town Council requesting a percentage of American Rescue Plan Act (ARPA) funds to be used for infrastructure improvements, beautification projects on Main Street and projects designed to improve the visitor experience in Bowling Green.

ATTACHMENTS:

Letter Attached

REQUESTED ACTION:

For Council's consideration and discussion at ARPA Work Session, followed by a decision.

ECONOMIC DEVELOPMENT AUTHORITY OF THE TOWN OF BOWLING GREEN, VIRGINIA



The Honorable Mark Gaines, Mayor
Members of Town Council
Town of Bowling Green
117 Butler Street / P.O. Box 468
Bowling Green, Virginia 22427

August 25, 2021

Dear Mr. Mayor and Members of Town Council:

On behalf of the Economic Development Authority of the Town of Bowling Green (EDA), I am requesting Council's consideration to appropriate 20% of funds received through the American Rescue Plan of 2021, to be used for infrastructure projects, visitation and tourism that directly impact our small business community.

Unlike many municipalities suffering from the negative economic impacts of the pandemic, Bowling Green has seen some growth in new business, while residential growth continues to gain interest among developers. Town Council, the Planning Commission and the EDA are charged with the important responsibility of managing the process so that this growth is smart and strategic, yielding positive results for the Town of Bowling Green and its fiscal position.

The EDA is requesting this appropriation in order to continue beautifying the town through addressing infrastructure needs in our downtown business district, along with projects that speak to improving the visitor experience such as, but not limited to, installing and/or improving wayfinding signage. The EDA will work to define a clear scope of work, along with the required estimates and documentation for improvements.

The EDA is dedicated to representing our governing body in a way that reflects support and prosperity in our community and we look forward to collaborating in the future. Thank you for your consideration.

Yours Very Truly,

A handwritten signature in cursive script that reads 'John Lane'.

John Lane
Chairman

CC: Allyson Finchum, Interim Town Manager
Jo-Elsa Jordan, Director of Economic Development



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Virginia Occupational Safety and Health (VOSH) Program Regulations

ITEM TYPE: Presentation

PURPOSE OF ITEM: Information Only

PRESENTER: Andrea Erard, Town Attorney

PHONE: (804) 633-6212 Town Hall

BACKGROUND / SUMMARY:

Employer requirements to protect employees from workplace exposure to the SARS-CoV-2 virus that causes the COVID-19 disease.

ATTACHMENTS:

Regulation 16VAC25-220, VOSH Standard for Infectious Disease Prevention of the SARS-CoV-2 Virus That Causes COVID-19

REQUESTED ACTION:

Review the attached regulations. The Town Attorney will prepare a policy for authorization by Town Council at a future meeting.

**16VAC25-220, VOSH Standard for Infectious Disease Prevention of the SARS-CoV-2
Virus That Causes COVID-19**

As Adopted by the
Virginia Safety and Health Codes Board
on August 26, 2021



VIRGINIA OCCUPATIONAL SAFETY AND HEALTH (VOSH) PROGRAM

VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY (DOLI)

Effective Date: September 8, 2021

16VAC25-220

Chapter 220. Standard for Infectious Disease Prevention of the SARS-Co-V-2 Virus that Causes COVID-19

16VAC25-220-10. Purpose, scope, and applicability.

A. This chapter is designed to establish requirements for employers to control, prevent, and mitigate the spread of SARS-CoV-2, the virus that causes coronavirus disease 2019 (COVID-19) to and among employees and employers.

B. This chapter is adopted in accordance with subdivision 6 a of § 40.1-22 of the Code of Virginia and shall apply to every employer, employee, and place of employment in the Commonwealth of Virginia within the jurisdiction of the VOSH program as described in 16VAC25-60-20 and 16VAC25-60-30.

1. Should the federal COVID-19 Emergency Temporary Standard, 29 CFR 1910.502, et seq., applicable to settings where any employee provides health care services or health care support services, be adopted by the Virginia Safety and Health Codes Board and take effect, application of this chapter, except for 16VAC25-220-40 B 7 d and B 7 e and 16VAC25-220-90, to such covered employers and employees subject to the chapter shall be suspended while the federal COVID-19 Emergency Temporary Standard remains in effect.

2. Should the federal COVID-19 Emergency Temporary Standard, 29 CFR 1910.502 et seq., applicable to settings where any employee provides health care services or health care support services, be adopted by the Virginia Safety and Health Codes Board but later be stayed or invalidated by a state or federal court, the provisions of this chapter, including 16VAC25-220-50, shall immediately apply to such employers and employees in its place with no further action of the board required.

3. Should the federal COVID-19 Emergency Temporary Standard, 29 CFR 1910.502 et seq., applicable to all settings where any employee provides health care services or health care support services, be adopted by the Virginia Safety and Health Codes Board but later be stayed by federal OSHA, or otherwise revoked, repealed, declared unenforceable, or permitted to expire, the provisions of this chapter, including 16VAC25-220-50, shall immediately apply to such employers and employees in its place with no further action of the board required. In addition, the Virginia Safety and Health Codes Board shall within 30 days notice a regular, special, or emergency meeting/conduct a regular, special, or emergency meeting to determine whether there is a continued need for this chapter or whether it should be maintained, modified, or revoked.

C. This chapter is designed to supplement and enhance existing VOSH laws, rules, regulations, and standards applicable directly or indirectly to SARS-CoV-2 virus or COVID-19 disease-related hazards such as, but not limited to, those dealing with personal protective equipment, respiratory protective equipment, sanitation, access to employee exposure and medical records, occupational exposure to hazardous chemicals in laboratories, hazard communication, § 40.1-51.1.A of the Code of Virginia, etc. Should this standard conflict with an existing VOSH rule, regulation, or standard, the more stringent requirement from an occupational safety and health hazard prevention standpoint shall apply. Notwithstanding anything to the contrary in this standard, no enforcement action shall be brought against an employer or institution for failure to provide PPE required by this standard if such PPE is not readily available on commercially reasonable terms and the employer or institution makes a good faith effort to acquire or provide such PPE as is readily available on commercially reasonable terms. The Department of Labor and Industry shall consult with the Virginia Department of Health as to the ready availability of PPE on commercially reasonable terms and, in the event there are limited supplies of PPE, whether such supplies are being allocated to the appropriate workplaces.

D. Reserved.

E. To the extent that an employer actually complies with a recommendation contained in current CDC guidelines, whether mandatory or non-mandatory, to mitigate SARS-CoV-2 virus and COVID-19 disease related hazards or job tasks addressed by this standard, the employer's actions shall be considered in compliance with this chapter. An employer's actual compliance with a recommendation contained in current CDC guidelines, whether mandatory or non-mandatory, to mitigate SARS-CoV-2 and COVID-19 related hazards or job tasks addressed by a provision of this chapter shall be considered evidence of good faith in any enforcement proceeding related to this chapter. The Commissioner of Labor and Industry shall consult with the State Health Commissioner for advice and technical aid before making a determination related to compliance with current CDC guidelines.

F. Nothing in the chapter shall be construed to require employers to conduct contact tracing of the SARS-CoV-2 virus or COVID-19 disease.

16VAC25-220-20. Effective dates.

A. Adoption process.

1. This chapter shall take effect upon review by the Governor, and if no revisions are requested, filing with the Registrar of Regulations and publication in a newspaper of general circulation published in the City of Richmond, Virginia.

2. If the Governor's review results in one or more requested revisions to the chapter, the Safety and Health Codes Board shall reconvene to approve, amend, or reject the requested revisions.

3. If the Safety and Health Codes Board approves the requested revisions to the chapter as submitted, the chapter shall take effect upon filing with the Registrar of Regulations and publication in a newspaper of general circulation published in the City of Richmond, Virginia.

4. Should the Governor fail to review the chapter under subdivision A 1 of this section within 30 days of its approval by the Safety and Health Codes Board, the board will not need to reconvene to take further action, and the chapter shall take effect upon filing with the Registrar of Regulations and publication in a newspaper of general circulation published in the City of Richmond, Virginia.

B. The Governor reviewed this chapter under subdivision A 1 of this section, and the requirements of this chapter shall take effect on September 8, 2021 except where otherwise noted.

C. The requirements for 16VAC25-220-70 shall take effect on October 8, 2021.

D. The training requirements in 16VAC25-220-80 shall take effect on November 7, 2021.

16VAC25-220-30. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Administrative control" means any procedure that significantly limits daily exposure to SARS-CoV-2 virus and COVID-19 disease related workplace hazards and job tasks by control or manipulation of the work schedule or manner in which work is performed. The use of personal protective equipment is not considered a means of administrative control.

"Aerosol-generating procedure" means a medical procedure that generates aerosols that can be infectious and are of respirable size. Only the following medical procedures are considered aerosol-generating procedures: open suctioning of airways; sputum induction; cardiopulmonary resuscitation; endotracheal intubation and extubation; non-invasive ventilation (e.g., BiPAP, CPAP); bronchoscopy; manual ventilation; medical/surgical/postmortem procedures using oscillating bone saws; and dental procedures involving: ultrasonic scalers; high-speed dental handpieces; air/water syringes; air polishing; and air abrasion.

"Airborne infection isolation room" or "AIIR," means a dedicated negative pressure patient-care room, with special air handling capability, that is used to isolate persons with a suspected or confirmed airborne-transmissible infectious disease. AIIRs include both permanent rooms and temporary structures (e.g., a booth, tent, or other enclosure designed to operate under negative pressure).

"Ambulatory care" means health care services performed on an outpatient basis, without admission to a hospital or other facility. It is provided in settings such as offices of physicians and other health care professionals; hospital outpatient departments; ambulatory surgical centers; specialty clinics or centers (e.g., dialysis, infusion, medical imaging); and urgent care clinics. Ambulatory care does not include home health care settings.

"ASTM" means American Society for Testing and Materials.

"Asymptomatic" means a person who does not have symptoms.

"Building or facility owner" means the legal entity, including a lessee, that exercises control over management and recordkeeping functions relating to a building or facility in which activities covered by this chapter take place.

"CDC" means Centers for Disease Control and Prevention.

"Cleaning" means the removal of dirt and impurities, including germs, from surfaces using soap and water or other cleaning agents. Cleaning alone reduces germs on surfaces by removing contaminants and may also weaken or damage some of the virus particles, which decreases risk of infection from surfaces.

"Community transmission," also called "community spread," means people have been infected with SARS-CoV-2 in an area, including some who are not sure how or where they became infected.

The level of community transmission may be obtained from the VDH website and is assessed using, at a minimum, two metrics: (i) new COVID-19 cases per 100,000 persons in the last 7 days and (ii) the percentage of positive SARS-CoV-2 diagnostic nucleic acid amplification tests in the last 7 days. For each of these metrics, CDC classifies transmission values as low, moderate, substantial, or high. If the values for each of these two metrics differ (e.g., one indicates moderate and the other low), then the higher of the two should be used for decision-making.

CDC core indicators of and thresholds for community transmission levels of SARS-CoV-2:

Indicator Level	Low	Moderate	Substantial	High
<u>New COVID-19 cases per 100,000 persons in the last 7 days</u>	<u>0–9.99</u>	<u>10.00–49.99</u>	<u>50.00–99.99</u>	<u>≥100.00</u>
<u>Percentage of positive SARS-Co-V-2 diagnostic nucleic acid amplification tests in the last 7 days</u>	<u><5.00</u>	<u><5.00</u>	<u>8.00–9.99</u>	<u>≥10.00</u>

"Confirmed COVID-19" means a person, whether symptomatic or asymptomatic, who has tested positive for SARS-CoV-2, and the employer knew or with reasonable diligence should have known that the person has tested positive for SARS-CoV-2.

"COVID-19" means Coronavirus Disease 2019, which is primarily a respiratory disease, caused by the SARS-CoV-2 virus.

"COVID-19 positive and confirmed COVID-19" refer to a person who has a confirmed positive test for, or who has been diagnosed by a licensed health care provider with, COVID-19.

"COVID-19 test" means a test for SARS-CoV-2 that is:

1. Cleared or approved by the U.S. Food and Drug Administration (FDA) or is authorized by an emergency use authorization (EUA) from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
2. Administered in accordance with the FDA clearance or approval or the FDA EUA as applicable.

"Disinfecting" means using chemicals approved for use against SARS-CoV-2 virus, for example EPA-registered disinfectants, or non-EPA-registered disinfectants that otherwise meet the EPA criteria for use against SARS-CoV-2 virus, to kill germs on surfaces. The process of disinfecting does not necessarily clean dirty surfaces or remove germs, but killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

"Duration and frequency of employee exposure" means how long ("duration") and how often ("frequency") an employee is potentially exposed to the SARS-CoV-2 virus or COVID-19 disease. Generally, the greater the frequency or length of time of the exposure, the greater the probability is for potential infection to occur. Frequency of exposure is generally more significant for acute acting agents or situations, while duration of exposure is generally more significant for chronic acting agents or situations. An example of an acute SARS-CoV-2 virus or COVID-19 disease

situation could involve a customer, patient, or other person who is not fully vaccinated not wearing a face covering or personal protective equipment or coughing or sneezing directly into the face of an employee. An example of a chronic situation could involve a job task that requires an employee who is not fully vaccinated to interact either for an extended period of time inside six feet with a smaller static group of other employees or persons or for an extended period of time inside six feet with a larger group of other employees or persons in succession but for periods of shorter duration.

"Economic feasibility" means the employer is financially able to undertake the measures necessary to comply with one or more requirements in this chapter. The cost of corrective measures to be taken will not usually be considered as a factor in determining whether a violation of this chapter has occurred. If an employer's level of compliance lags significantly behind that of its industry, an employer's claim of economic infeasibility will not support a VOSH decision to decline to take enforcement action.

"Elastomeric respirator" means a tight-fitting respirator with a facepiece that is made of synthetic or rubber material that permits it to be disinfected, cleaned, and reused according to manufacturer's instructions. It is equipped with a replaceable cartridge, canister, or filter.

"Elimination" means a method of exposure control that removes the employee completely from exposure to SARS-CoV-2 virus and COVID-19 disease related workplace hazards and job tasks.

"Employee" means an employee of an employer who is employed in a business of his employer. Reference to the term "employee" in this chapter also includes, but is not limited to, temporary employees and other joint employment relationships, persons in supervisory or management positions with the employer, etc., in accordance with Virginia occupational safety and health laws, standards, regulations, and court rulings.

"Engineering control" means the use of substitution, isolation, ventilation, and equipment modification to reduce exposure to SARS-CoV-2 virus and COVID-19 disease related workplace hazards and job tasks.

"Face covering" means an item made of two or more layers of washable, breathable fabric that fits snugly against the sides of the face without any gaps, completely covering the nose and mouth and fitting securely under the chin. Neck gaiters made of two or more layers of washable, breathable fabric, or folded to make two such layers are considered acceptable face coverings. Nonmedical disposable masks for single use that otherwise meet the definition of "face covering" in this chapter, with the exception that they are not washable, are permissible to use as face coverings. Face coverings shall not have exhalation valves or vents, which allow virus particles to escape, and shall not be made of material that makes it hard to breathe, such as vinyl. A face covering is not a surgical mask or respirator. A face covering is not subject to testing and approval by a state or federal government agency, so it is not considered a form of personal protective equipment or respiratory protection equipment under VOSH laws, rules, regulations, and standards. Notwithstanding any other provisions in this definition, face coverings approved as having met ASTM standards for face coverings effective against the SARS-CoV-2 virus shall be considered to be in compliance with this chapter.

"Facemask" means a surgical, medical procedure, dental, or isolation mask that is FDA-cleared, authorized by an FDA EUA, or offered or distributed as described in an FDA enforcement policy. Facemasks may also be referred to as "medical procedure masks."

"Face shield" means a device, typically made of clear plastic, that:

1. Is certified to ANSI/ISEA Z87.1; or

2. Covers the wearer's eyes, nose, and mouth to protect from splashes, sprays, and spatter of body fluids, wraps around the sides of the wearer's face (i.e., temple-to-temple), and extends below the wearer's chin.

"Feasible" as used in this chapter includes both technical and economic feasibility.

"Filtering facepiece respirator" means a negative pressure air purifying particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium. Filtering facepiece respirators are certified for use by the National Institute for Occupational Safety and Health (NIOSH).

"Fully vaccinated" means a person is considered fully vaccinated for COVID-19 more than or equal to two weeks after they have received the second dose in a two-dose series, or more than or equal to two weeks after they have received a single-dose vaccine, provided such vaccine has been FDA-approved, or authorized by an FDA EUA, or authorized for emergency use by the World Health Organization (WHO).

"Hand sanitizer" means an alcohol-based hand rub containing at least 60% alcohol, unless otherwise provided for in this chapter.

"HIPAA" means Health Insurance Portability and Accountability Act.

"Health care services" mean services that are provided to individuals by professional healthcare practitioners (e.g., doctors, nurses, emergency medical personnel, oral health professionals) for the purpose of promoting, maintaining, monitoring, or restoring health. Health care services are delivered through various means including hospitalization, longterm care, ambulatory care, home health and hospice care, emergency medical response, and patient transport. Health care services include autopsies.

"Health care support services" mean services that facilitate the provision of health care services. Health care support services include patient intake or admission, patient food services,

equipment and facility maintenance, housekeeping services, health care laundry services, medical waste handling services, and medical equipment cleaning or reprocessing services.

"Occupational exposure" means the state of being actually or potentially exposed to contact with SARS-CoV-2 virus or COVID-19 disease related hazards at the work location or while engaged in work activities at another location.

"Otherwise at-risk" means a person whose ability to have a full immune response to vaccination may have been affected by certain conditions, such as a prior transplant, as well as prolonged use of corticosteroids or other immune-weakening medications.

"Personal protective equipment" or "PPE" means equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, biological, or other workplace hazards. Personal protective equipment for actual or potential exposure to SARS-CoV-2 or COVID-19 exposure may include, but is not limited to, gloves, safety glasses, goggles, respirators, surgical masks, facemasks, impermeable gowns or coveralls, face shields, vests, and full body suits.

"Physical distancing" also called "social distancing" means a person keeping space between himself and other persons while conducting work-related activities inside and outside of the physical establishment by staying at least six feet from other persons. Physical separation of an employee from other employees or persons by a permanent, solid floor to ceiling wall (e.g., an office setting) constitutes one form of physical distancing from an employee or other person stationed on the other side of the wall, provided that six feet of travel distance is maintained from others around the edges or sides of the wall as well.

"Powered air-purifying respirator" or "PAPR" means an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

"Respirator" means a type of PPE that is certified by NIOSH under 42 CFR Part 84 or is authorized under an EUA by the FDA. Respirators protect against airborne hazards by removing specific air contaminants from the ambient (surrounding) air or by supplying breathable air from a safe source. Common types of respirators include filtering facepiece respirators, elastomeric respirators, and PAPRs. Face coverings, facemasks, and face shields are not respirators.

"Respirator user" means an employee who in the scope of their current job may be assigned to tasks that may require the use of a respirator in accordance with this chapter or required by other provisions in the VOSH and OSHA standards.

"SARS-CoV-2" means the novel virus that causes coronavirus disease 2019, or COVID-19. Coronaviruses are named for the crown-like spikes on their surfaces.

"Severely immunocompromised" means a seriously weakened immune system that lowers the body's ability to fight infection and may increase the risk of getting severely sick from SARS-CoV-2, from being on chemotherapy for cancer, being within one year out from receiving a hematopoietic stem cell or solid organ transplant, untreated HIV infection with CD4 T lymphocyte count less than 200, combined primary immunodeficiency disorder, and receipt of prednisone greater than 20mg per day for more than 14 days. The degree of immunocompromise is determined by the treating provider, and preventive actions are tailored to each individual and situation.

"Signs of COVID-19" are medical conditions that can be objectively observed and may include fever, cough, shortness of breath or trouble breathing, vomiting, new confusion, inability to wake or stay awake, pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone, etc.

"Surgical mask" means a mask that covers the user's nose and mouth and provides a physical barrier to fluids and particulate materials. The mask meets certain fluid barrier protection

standards and Class I or Class II flammability tests. Surgical masks are generally regulated by FDA as Class II devices under 21 CFR 878.4040 – Surgical apparel.

"Suspected COVID-19" means a person who has been told by a licensed health care provider that they are suspected to have COVID-19; or is experiencing recent loss of taste and/or smell with no other explanation; or is experiencing both fever (greater than or equal to 100.4° F) and new unexplained cough associated with shortness of breath; or has symptoms consistent with the clinical criteria in the CDC national case definition and no other explanation for symptoms exist.

"Symptomatic" means a person is experiencing signs or symptoms attributed to COVID-19. A person may become symptomatic two to 14 days after exposure to the SARS-CoV-2 virus.

"Symptoms of COVID-19" are medical conditions that are subjective to the person and not observable to others and may include chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, or diarrhea, etc.

"Technical feasibility" means the existence of technical know-how as to materials and methods available or adaptable to specific circumstances that can be applied to one or more requirements in this chapter with a reasonable possibility that employee exposure to the SARS-CoV-2 virus and COVID-19 disease hazards will be reduced. If an employer's level of compliance lags significantly behind that of the employer's industry, allegations of technical infeasibility will not be accepted.

"USBC" means Virginia Uniform Statewide Building Code.

"Vaccine" means a biological product authorized or licensed by the FDA to prevent or provide protection against COVID-19, whether the substance is administered through a single dose or a series of doses.

"VDH" means Virginia Department of Health.

"VOSH" means Virginia Occupational Safety and Health.

"Work practice control" means a type of administrative control by which the employer modifies the manner in which the employee performs assigned work. Such modification may result in a reduction of exposure to SARS-CoV-2 virus and COVID-19 disease related workplace hazards and job tasks through such methods as changing work habits, improving sanitation and hygiene practices, or making other changes in the way the employee performs the job.

16VAC25-220-40. Mandatory requirements for all employers.

A. Employers shall have a policy in place to ensure compliance with the requirements in this section to protect employees from workplace exposure to the SARS-CoV-2 virus that causes the COVID-19 disease. Such policy shall have a method to receive anonymous complaints of violations. An employer that enforces its policy in good faith and resolves filed complaints shall be considered in compliance with this subsection.

B. Exposure assessment and determination, notification requirements, and employee access to exposure and medical records.

1. Employers shall assess their workplace for hazards and job tasks that can potentially expose employees to the SARS-CoV-2 virus or COVID-19 disease. Tasks that are similar in nature and employees exposed to the same hazard may be grouped for classification purposes.

Employers may rely on an employee's representation of being fully vaccinated, as defined by this chapter without requiring proof of vaccination; however, nothing in this chapter shall be construed to preclude an employer from requiring proof that an employee is fully vaccinated.

2. Employers shall inform employees of the methods of and encourage employees to self-monitor for signs and symptoms of COVID-19 if employees suspect possible exposure.

3. Serological testing, also known as antibody testing, is a test to determine if persons have been infected with SARS-CoV-2 virus. It has not been determined that persons who test positive for the presence of antibodies by serological testing are immune from infection.

- a. Serologic test results shall not be used to make decisions about returning employees to work who were previously classified as suspected or confirmed COVID-19.
 - b. Serologic test results shall not be used to make decisions concerning employees who were previously classified as suspected or confirmed COVID-19 about grouping, residing in, or being admitted to congregate settings, such as schools, dormitories, etc.
4. Employers shall develop and implement policies and procedures for employees to report when they are experiencing signs or symptoms consistent with COVID-19, and no alternative diagnosis has been made (e.g., tested positive for influenza). Such employees shall be designated by the employer as suspected COVID-19.
5. Employers shall not permit suspected or confirmed COVID-19 employees or other persons to report to or remain at the work site or engage in work at a customer or client location until cleared for return to work (see subsection C of this section).

Nothing in this chapter shall prohibit an employer from permitting a suspected or confirmed COVID-19 employee from engaging in teleworking or other form of work isolation that would not result in potentially exposing other employees to the SARS-CoV-2 virus.

6. Employers shall discuss with subcontractors and companies that provide contract or temporary employees the importance and requirement to exclude from work employees or other persons (e.g., volunteers) who are suspected or confirmed COVID-19. Subcontractor, contract, or temporary employees who are suspected or confirmed COVID-19 shall not report to or be allowed to remain at the work site until cleared for return to work. Subcontractors shall not allow their suspected or confirmed COVID-19 employees to report to or be allowed to remain at work or on a job site until cleared for return to work.

7. To the extent permitted by law, including HIPAA, employers shall establish a system to receive reports of positive COVID-19 tests by employees, subcontractors, contract employees, and temporary employees (excluding patients hospitalized on the basis of being suspected or confirmed COVID-19) present at the place of employment within two days prior to symptom onset (or positive test if the employee is asymptomatic) until 10 days after onset (or positive test). Employers shall notify:

a. The employer's own employees who may have been exposed, within 24 hours of discovery of the employees' possible exposure, while keeping confidential the identity of the confirmed COVID-19 person in accordance with the requirements of the Americans with Disabilities Act (ADA) (42 USC § 1201 et seq.) and other applicable federal and Virginia laws and regulations;

b. In the same manner as subdivision 7 a of this subsection, other employers whose employees were present at the work site during the same time period;

c. In the same manner as subdivision 7 a of this subsection, the building or facility owner. The building or facility owner will require all employer tenants to notify the owner of the occurrence of a COVID-19 positive test for any employees or residents in the building. This notification will allow the owner to take the necessary steps to clean the common areas of the building. In addition, the building or facility owner will notify all employer tenants in the building that one or more cases have been discovered and the floor or work area where the case was located. The identity of the individual will be kept confidential in accordance with the requirements of the Americans with Disabilities Act (ADA) and other applicable federal and Virginia laws and regulations;

d. The Virginia Department of Health. Every employer as defined by § 40.1-2 of the Code of Virginia shall report to the Virginia Department of Health (VDH) when the work

site has had two or more confirmed cases of COVID-19 of its own employees present at the place of employment within a 14-day period testing positive for COVID-19 during that 14-day time period. Employers shall make such a report in a manner specified by VDH, including name, date of birth, and contact information of each case, within 24 hours of becoming aware of such cases. Employers shall continue to report all cases until the local health department has closed the outbreak investigation. After the outbreak investigation is closed, subsequent identification of two or more confirmed cases of COVID-19 during a declared emergency shall be reported, as required by this subdivision B 7 d. The following employers are exempt from this provision because of separate outbreak reporting requirements contained in 12VAC5-90-90: any residential or day program, service, or facility licensed or operated by any agency of the Commonwealth, school, child care center, or summer camp; and

e. The Virginia Department of Labor and Industry within 24 hours of the discovery of two or more of its own employees present at the place of employment within a 14-day period testing positive for COVID-19 during that 14-day time period. A reported positive COVID-19 test does not need to be reported more than once and will not be used for the purpose of identifying more than one grouping of two or more cases, or more than one 14-day period.

8. Employers shall ensure employee access to the employee's own SARS-CoV-2 virus and COVID-19 disease related exposure and medical records in accordance with the standard applicable to its industry. Employers in the agriculture, public sector marine terminal, and public sector longshoring industries shall ensure employees' access to the employees' own SARS-CoV-2 virus and COVID-19 disease related exposure and medical records in accordance with 16VAC25-90-1910.1020, Access to Employee Exposure and Medical Records.

C. Return to work. Employers shall develop and implement policies and procedures for suspected or confirmed COVID-19 employees to return to work.

1. If the employer knows an employee is COVID-19 positive, regardless of vaccination status then the employer must immediately remove that employee from the work site and keep the employee removed until they meet the return to work criteria in subdivision C 3 of this section.

2. If the employer knows an employee is suspected COVID-19, regardless of vaccination status then the employer must immediately remove that employee from the work site and either:

a. Keep the employee removed until they meet the return to work criteria in subdivision C 3 of this section; or

b. Keep the employee removed and provide a COVID-19 polymerase chain reaction (PCR) test at no cost to the employee.

(1) If the test results are negative, the employee may return to work immediately.

(2) If the test results are positive, the employer must comply with subdivision C 1 of this section.

(3) If the employee refuses to take the test, the employer must continue to keep the employee removed from the workplace consistent with subdivision C 1 of this section.

Absent undue hardship, employers must make reasonable accommodations for employees who cannot take the test for religious or disability-related medical reasons.

3. The employer must make decisions regarding an employee's return to work after a COVID-19-related workplace removal in accordance with guidance from a licensed health care provider, a VDH public health professional, or CDC's "Isolation Guidance" (hereby incorporated by reference); and CDC's "Return to Work Health care Guidance" (hereby

incorporated by reference). If an employee has a known exposure to someone with COVID-19, the employee must follow any testing or quarantine guidance provided by a VDH public health professional.

4. For purposes of this section, COVID-19 testing is considered a "medical examination" under § 40.1-28 of the Code of Virginia. Employers shall not require employees to pay for the cost of COVID-19 testing for return to work determinations. If an employer's health insurance covers the entire cost of COVID-19 testing, use of the insurance coverage would not be considered a violation of this subdivision C 4.

D. Unless otherwise provided in this chapter, employers shall establish and implement policies and procedures that ensure employees who are not fully vaccinated and otherwise at-risk employees observe physical distancing while on the job and during paid breaks on the employer's property, including policies and procedures that:

1. Use verbal announcements, signage, or visual cues to promote physical distancing;
2. Decrease worksite density by limiting non-employee access to the place of employment or restrict access to only certain workplace areas to reduce the risk of exposure. An employer's compliance with occupancy limits contained in any applicable Virginia executive order or order of public health emergency will constitute compliance with the requirements in this subsection; and
3. Provide that such requirements do not apply to fully vaccinated employees.

E. Access to common areas, breakrooms, or lunchrooms shall be closed or controlled. This subsection does not apply to fully vaccinated employees.

If the nature of an employer's work or the work area does not allow employees to consume meals in the employee's workspace while observing physical distancing, an employer may designate, reconfigure, and alternate usage of spaces where employees congregate, including

lunch and break rooms, locker rooms, time clocks, etc., with controlled access, provided the following conditions are met:

1. At the entrance of the designated common area or room, employers shall clearly post the policy limiting the occupancy of the space and requirements for physical distancing, hand washing and hand sanitizing, and cleaning of shared surfaces for employees who are not fully vaccinated;
2. Employers shall limit occupancy of the designated common area or room so that occupants who are not fully vaccinated can maintain physical distancing from each other. Employers shall enforce the occupancy limit;
3. When no suspected or confirmed COVID-19 persons are known to have been in a space, the employer shall clean the common area, breakroom, or lunchroom once per shift; and
4. Handwashing facilities, and hand sanitizer where feasible, are available to employees. Hand sanitizers required for use to protect against SARS-CoV-2 are flammable and use and storage in hot environments can result in a hazard.

F. When an employee is occupying a vehicle or other form of transportation with one or more employees or other persons for work purposes, employers shall use the hierarchy of hazard controls to mitigate the hazards associated with SARS-CoV-2 and COVID-19 to prevent employee exposures in the following order. This subsection does not apply to fully vaccinated employees in areas of low to moderate community transmission and except as otherwise noted:

1. Eliminate the need for employees to share work vehicles or other transportation and arrange for alternative means for additional employees to travel to work sites.
2. Provide access to fresh air ventilation (e.g., windows). Do not recirculate cabin air.

3. When physical distancing cannot be maintained, establish procedures to maximize separation between employees as well as other persons during travel (e.g., setting occupancy limits, sitting in alternate seats, etc.).

4. When an employee who is not fully vaccinated must share a work vehicle or other transportation with one or more employees or other persons because no other alternatives are available, such employees shall be provided with and wear respiratory protection, such as an N95 filtering face piece respirator, or a face covering at the option of the employee. When an employee who is fully vaccinated must share work vehicles or other transportation with one or more employees or other persons in areas of substantial or high community transmission because no other alternatives are available, such employees shall be provided with and wear face coverings.

5. The employer shall ensure compliance with respiratory protection and personal protective equipment standards applicable to the employer's industry (e.g., when one or more employees is accompanying a suspected or confirmed COVID-19 person in an ambulance).

6. Until adequate supplies of respiratory protection and/or personal protective equipment become readily available for non-medical and non-first responder employers and employees, employers shall provide and employees shall wear face coverings while occupying a work vehicle or other transportation with other employees or persons.

Notwithstanding anything to the contrary in this chapter, the Secretary of Labor may exercise discretion in the enforcement of an employer's failure to provide PPE required by this chapter, if the employer demonstrates that the employer:

- a. Is exercising due diligence to come into compliance with such requirement; and

b. Is implementing alternative methods and measures to protect employees that are satisfactory to the Secretary of Labor after consultation with the Commissioner of Labor and Industry and the Secretary of Health and Human Services.

7. For commercial motor vehicles or trucks, if the driver is the only person in the vehicle or truck, or the vehicle or truck is operated by a team who all live in the same household and are the only persons in the vehicle, an employer of such drivers would be considered to be in compliance with subdivisions F 1 through F 5 of this section.

G. Employers shall provide and require employees that are not fully vaccinated, fully vaccinated employees in areas of substantial or high community transmission, and otherwise at-risk employees (because of a prior transplant or other medical condition) to wear face coverings or surgical masks while indoors, unless their work task requires a respirator or other PPE. Such employees shall wear a face covering or surgical mask that covers the nose and mouth to contain the wearer's respiratory droplets and help protect others and potentially themselves. This subsection does not apply to fully vaccinated employees in areas of low to moderate community transmission, and except as otherwise noted.

The following are exceptions to the requirements for face coverings or surgical masks for employees that are not fully vaccinated:

1. When an employee is alone in a room.
2. While an employee is eating and drinking at the workplace, provided each employee is at least six feet away from any other person, or separated from other people by a physical barrier.
3. When employees are wearing respiratory protection in accordance with 16VAC25-90-1910.134 or this chapter.

4. When it is important to see a person's mouth (e.g., communicating with an individual who is deaf or hard of hearing) and the conditions do not permit a facemask that is constructed of clear plastic or includes a clear plastic window. In such situations, the employer must ensure that each employee wears an alternative to protect the employee, such as a face shield, if the conditions permit it. The employer may determine that the use of face shields without facemasks in certain settings is not appropriate due to other infection control concerns.

5. When employees cannot wear facemasks due to a medical necessity, medical condition, or disability as defined in the Americans with Disabilities Act (ADA) (42 USC § 12101 et seq.), or due to a religious belief. Exceptions must be provided for a narrow subset of persons with a disability who cannot wear a facemask or cannot safely wear a facemask, because of the disability, as defined in the ADA, including a person who cannot independently remove the facemask. The remaining portion of the subset who cannot wear a facemask may be exempted on a case-by-case basis as required by the ADA and other applicable laws. In all such situations, the employer must ensure that any such employee wears a face shield for the protection of the employee, if their condition or disability permits it. Accommodations may also need to be made for religious beliefs consistent with Title VII of the Civil Rights Act (42 USC § 2000e et seq.). The employer may determine that the use of face shields without facemasks in certain settings is not appropriate due to other infection control concerns.

6. When the employer can demonstrate that the use of a facemask presents a hazard to an employee of serious injury or death (e.g., arc flash, heat stress, interfering with the safe operation of equipment). In such situations, the employer must ensure that each employee wears an alternative to protect the employee, such as a face shield, if the conditions permit it. Any employee not wearing a facemask must remain at least six feet away from all other

people unless the employer can demonstrate it is not feasible. The employee must resume wearing a facemask when not engaged in the activity where the facemask presents a hazard. The employer may determine that the use of face shields without facemasks in certain settings is not appropriate due to other infection control concerns.

7. Where a face shield is required to comply with this paragraph or is otherwise required by the employer, the employer must ensure that face shields are cleaned at least daily and are not damaged. When an employee provides a face shield that meets the definition of that term in 16VAC25-220-30, the employer may allow the employee to use it and is not required to reimburse the employee for that face shield. Notwithstanding anything to the contrary in this chapter, the Secretary of Labor may exercise discretion in the enforcement of an employer's failure to provide PPE required by this chapter if the employer demonstrates that the employer:

- a. Is exercising due diligence to come into compliance with such requirement; and
- b. Is implementing alternative methods and measures to protect employees that are satisfactory to the Secretary of Labor after consultation with the Commissioner of Labor and Industry and the Secretary of Health and Human Services.

H. Reserved.

I. When required by this chapter, face coverings shall be worn over the wearer's nose and mouth and extend under the chin.

J. Reserved.

K. Reserved.

L. Sanitation and disinfecting.

1. In addition to the requirements contained in this chapter, employers shall comply with the VOSH sanitation standard applicable to its industry.

2. Reserved.

3. In addition to the requirements contained in this chapter, employers shall comply with the VOSH hazard communication standard applicable to the employers' industry for cleaning and disinfecting materials and hand sanitizers (e.g. 16VAC25-90-1910.1200, 16VAC25-175-1926.59).

4. Areas in the place of employment where suspected or confirmed COVID-19 employees or other persons accessed or worked shall be cleaned and disinfected prior to allowing other employees access to the areas as follows:

a. The provisions in subdivisions 4 b, 4 c, and 4 d of this subsection do not apply to health care settings or for operators of facilities such as food and agricultural production or processing workplace settings, manufacturing workplace settings, or food preparation and food service areas where specific regulations or practices for cleaning and disinfection may apply.

b. If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.

c. If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. Employers may choose to also disinfect depending on certain conditions or everyday practices required by the facility.

d. If more than three days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning or disinfecting beyond regular cleaning practices is needed.

5. All common spaces, including bathrooms (including port-a-johns, privies, etc.), frequently touched surfaces, and doors, shall at a minimum be cleaned at least once during or at the end of the shift (where multiple shifts are employed, such spaces shall be cleaned no less than once every 12 hours), except as provided in subdivisions 5 a and 5 b.

a. The provision in subdivision 5 b of this subsection does not apply to health care settings or for operators of facilities such as food and agricultural production or processing workplace settings, manufacturing workplace settings, or food preparation and food service areas where specific regulations or practices for cleaning and disinfection may apply.

b. When no suspected or confirmed COVID-19 persons are known to have been in a space, clean once a day.

6. All shared tools, equipment, workspaces, and vehicles shall be cleaned prior to transfer from one employee to another. This subsection does not apply when the transfer is from one fully vaccinated employee to another fully vaccinated employee.

7. Employers shall ensure that cleaning and disinfecting products are readily available to employees to accomplish the required cleaning and disinfecting. In addition, employers shall ensure use of only disinfecting chemicals and products indicated in the Environmental Protection Agency (EPA) List N for use against SARS-CoV-2, or non-EPA-registered disinfectants that otherwise meet the EPA criteria for use against SARS-CoV-2.

8. Employers shall ensure that the manufacturer's instructions for use of all disinfecting chemicals and products are (e.g., concentration, application method, contact time, PPE, etc.) followed.

9. Employees shall have easy, frequent access and permission to use soap and water, and hand sanitizer where feasible, for the duration of work. Employees assigned to a work station where job tasks require frequent interaction inside six feet with other persons shall be provided with hand sanitizer where feasible at the employees work station.

10. Mobile crews shall be provided with hand sanitizer where feasible for the duration of work at a work site or client or customer location and shall have transportation immediately available to nearby toilet facilities and handwashing facilities that meet the requirements of VOSH laws, standards, and regulations dealing with sanitation. Hand sanitizers required for use to protect against SARS-CoV-2 are flammable, and use and storage in hot environments can result in a hazard.

11. In situations other than emergencies, employers shall ensure that protective measures are put in place to prevent cross-contamination between tasks, areas, and personnel.

M. Unless otherwise provided in this chapter, when engineering, work practice, and administrative controls are not feasible or do not provide sufficient protection, employers shall provide personal protective equipment to their employees and ensure the equipment's proper use in accordance with VOSH laws, standards, and regulations applicable to personal protective equipment, including respiratory protection equipment.

16VAC25-220-50. Requirements for health care services or health care support services.

A. Scope and application.

1. Should the federal COVID-19 Emergency Temporary Standard, 29 CFR 1910.502, et seq., applicable to settings where any employee provides health care services or health care support services, be adopted by the Virginia Safety and Health Codes Board and take effect, application of this chapter, except for 16VAC-25-220-40 B 7 d and B 7 e and 16VAC25-220-90, to such covered employers and employees subject to the chapter shall be suspended while the federal COVID-19 Emergency Temporary Standard remains in effect.

2. Should the federal COVID-19 Emergency Temporary Standard, 29 CFR 1910.502, et seq., applicable to settings where any employee provides health care services or health care support services, be adopted by the Virginia Safety and Health Codes Board but later be stayed or invalidated by a state or federal court, the provisions of this chapter, including this section, shall immediately apply to such employers and employees in its place with no further action of the board required.

3. Should the federal COVID-19 Emergency Temporary Standard, 29 CFR 1910.502, et seq., applicable to all settings where any employee provides health care services or health care support services, be adopted by the Virginia Safety and Health Codes Board but later be stayed by federal OSHA, or otherwise revoked, repealed, declared unenforceable, or permitted to expire, the provisions of this chapter, including this section, shall immediately apply to such employers and employees in its place with no further action of the board required. In addition, the Virginia Safety and Health Codes Board shall within 30 days notice a regular, special, or emergency meeting/conduct a regular, special, or emergency meeting to determine whether there is a continued need for this chapter, or whether it should be maintained, modified, or revoked.

4. The requirements in this section for employers apply in addition to requirements contained in 16VAC25-220-40, 16VAC25-220-70, and 16VAC25-220-80.
5. Except as otherwise provided in this subsection, this section applies to all settings where any employee provides health care services or health care support services.
6. This section does not apply to the following:
 - a. The provision of first aid by an employee who is not a licensed health care provider;
 - b. The dispensing of prescriptions by pharmacists in retail settings;
 - c. Nonhospital ambulatory care settings where all non-employees are screened prior to entry and people with suspected or confirmed COVID-19 are not permitted to enter those settings;
 - d. Well-defined hospital ambulatory care settings where all employees are fully vaccinated and all non-employees are screened prior to entry and people with suspected or confirmed COVID-19 are not permitted to enter those settings;
 - e. Home health care settings where all employees are fully vaccinated and all non-employees are screened prior to entry and people with suspected or confirmed COVID-19 are not present;
 - f. Health care support services not performed in a health care setting (e.g., off-site laundry, off-site medical billing); or
 - g. Telehealth services performed outside of a setting where direct patient care occurs.
 - h. VOSH does not intend to preclude the employers of employees who are unable to be vaccinated from the scope exemption in subdivisions A 6 d and A 6 e of this section. Under various anti-discrimination laws, workers who cannot be vaccinated because of medical conditions, such as allergies to vaccine ingredients or certain religious beliefs

may ask for a reasonable accommodation from their employer. Accordingly, where an employer reasonably accommodates an employee who is unable to be vaccinated in a manner that does not expose the employee to COVID-19 hazards (e.g., telework, working in isolation), that employer may be within the scope exemption in subdivisions A 6 d and A 6 e of this section.

7. Where a health care setting is embedded within a non-health care setting (e.g., medical clinic in a manufacturing facility, walk-in clinic in a retail setting), this section applies only to the embedded health care setting and not to the remainder of the physical location.

B. Engineering controls.

1. Employers shall ensure that appropriate air-handling systems under their control:

a. Are installed and maintained in accordance with the USBC and manufacturer's instructions in health care facilities and other places of employment treating, caring for, or housing suspected or confirmed COVID-19 persons; and

b. Where feasible and within the design parameters of the system, are utilized as follows:

(1) Increase total airflow supply to occupied spaces provided that a greater hazard is not created (e.g., airflow that is increased too much may make doors harder to open or may blow doors open);

(2) In ground transportation settings, use natural ventilation to increase outdoor air dilution of inside air in a manner that will aid in mitigating the spread of SARS-CoV-2 virus and COVID-19 disease transmission to employees, and when environmental conditions and transportation safety and health requirements allow;

(3) Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass;

(4) Increase air filtration to as high as possible in a manner that will still enable the system to provide airflow rates as the system design requires. Ensure compliance with higher filtration values is allowed by the air handler manufacturer's installation instructions and listing;

(5) Generate clean-to-less-clean air movements by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials;

(6) Have staff work in "clean" ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open);

(7) Ensure exhaust fans in restroom facilities are functional and operating continuously when the building is occupied;

(8) If the system's design can accommodate such an adjustment and is allowed by the air handler manufacturer's installation instructions and listing, improve central air filtration to MERV-13 and seal edges of the filter to limit bypass; and

(9) Check filters to ensure they are within service life and appropriately installed.

c. Comply with USBC and applicable referenced American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards.

2. Reserved.

3. Hospitalized patients who are suspected or confirmed COVID-19, where feasible and available, shall be placed in airborne infection isolation room (AIIRs).

4. Employers shall use AIIRs when available for performing aerosol-generating procedures on suspected or confirmed COVID-19 patients.

5. For postmortem activities, employers shall use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of persons suspected or confirmed COVID-19 at the time of their death.

6. Employers shall use special precautions associated with Biosafety Level 3 (BSL-3), as defined by the U.S. Department of Health and Human Services Publication No. (CDC) 21-1112 Biosafety in Microbiological and Biomedical Laboratories" (Dec. 2009), which is hereby incorporated by reference, when handling specimens from patients or persons suspected or confirmed COVID-19. Diagnostic laboratories that conduct routine medical testing and environmental specimen testing for COVID-19 are not required to operate at BSL-3.

7. To the extent feasible, employers shall install physical barriers, (e.g., clear plastic sneeze guards, etc.), where such barriers will aid in mitigating the spread of SARS-CoV-2 virus and COVID-19 disease transmission.

C. Administrative and work practice controls.

1. Prior to the commencement of each work shift, prescreening or surveying shall be required to verify each covered employee does not have signs or symptoms of COVID-19.

2. In health care facilities, employers shall follow existing guidelines and facility standards of practice for identifying and isolating infected persons and for protecting employees.

3. Employers shall limit non-employee access to the place of employment or restrict access to only certain workplace areas to reduce the risk of exposure. An employer's compliance with occupancy limits contained in any applicable Virginia executive order or order of public health emergency will constitute compliance with the requirements of this subdivision C 3.

4. Employers shall post signs requesting patients and family members to immediately report signs or symptoms of respiratory illness on arrival at the health care facility and use disposable face coverings.
5. Employers shall offer enhanced medical monitoring of employees during COVID-19 outbreaks.
6. To the extent feasible, an employer shall ensure that psychological and behavioral support is available to address employee stress at no cost to the employee.
7. In health care settings, employers shall provide alcohol-based hand sanitizers containing at least 60% ethanol or 70% isopropanol to employees at fixed work sites and to emergency responders and other personnel for decontamination in the field when working away from fixed work sites.
8. Employers shall provide face coverings to suspected COVID-19 non-employees to contain respiratory secretions until the non-employees are able to leave the site (i.e., for medical evaluation and care or to return home).
9. Where feasible, employers shall:
 - a. Implement flexible work site (e.g., telework).
 - b. Implement flexible work hours (e.g., staggered shifts).
 - c. Increase physical distancing between employees at the work site to six feet.
 - d. Increase physical distancing between employees and other persons to six feet.
 - e. Implement flexible meeting and travel options (e.g., use telephone or video conferencing instead of in person meetings; postpone non-essential travel or events, etc.).
 - f. Deliver services remotely (e.g. phone, video, internet, etc.).

g. Deliver products through curbside pick-up.

D. Personal protective equipment (PPE).

1. Unless contraindicated by a hazard assessment and equipment selection requirements in 16VAC25-90-1910.132, employees of employers covered by this section shall be provided with and wear gloves, a gown, a face shield or goggles, and a respirator when in contact with or inside six feet of suspected or confirmed COVID-19 patients or other persons. Gowns shall be the correct size to assure protection.

2. In addition, hazard assessment and equipment selection requirements may determine that respirators or other PPE are necessary in other circumstances to reduce exposure. When respirators are required, 16VAC25-90-1910.134 shall apply to all employees for that purpose.

16VAC25-220-60. Requirements for higher-risk workplaces.

A. The requirements in this section for employers with higher-risk workplaces with mixed-vaccination status employees apply in addition to requirements contained in 16VAC25-220-40, 16VAC25-70, and 16VAC25-80.

Employers shall take the additional steps in subsections B, C, and D to mitigate the spread of COVID-19 for employees who are not fully vaccinated, employees who are fully vaccinated but work in a place of employment with substantial or high community transmission, and otherwise at-risk employees in workplaces (which include, but are not limited to, manufacturing, meat and poultry processing, high-volume retail and grocery, transit, seafood processing, correctional facilities, jails, detention centers, and juvenile detention centers) where there is heightened risk due to the following types of factors:

1. Where employees who are not fully vaccinated or otherwise at-risk employees are working close to one another, for example, on production or assembly lines. Such workers may also be near one another at other times, such as when clocking in or out, during breaks, or in locker or changing rooms.
2. Where employees who are not fully vaccinated or otherwise at-risk workers often have prolonged closeness to coworkers or potential frequent contact with members of the public who may not be fully vaccinated.
3. Where employees who are not fully vaccinated or otherwise at-risk workers work in enclosed indoor spaces with inadequate ventilation where other coworkers or members of the public are present.
4. Where employees who are not fully vaccinated or otherwise at-risk employees who may be exposed to the infectious virus through respiratory droplets or aerosols in the air, for example, when working next to employees who are not fully vaccinated or otherwise at-

risk employees in a manufacturing or factory setting who have the virus. It is also possible that exposure could occur from contact with contaminated surfaces or objects, such as tools, workstations, or break room tables. Shared spaces such as break rooms, locker rooms, and entrances or exits to the facility may contribute to their risk.

5. Other distinctive factors that may increase risk among these employees who are not fully vaccinated or otherwise at-risk employees include:

- a. A common practice at some workplaces of sharing employer-provided transportation such as ride-share vans or shuttle vehicles; and
- b. Communal housing or living quarters onboard vessels with other employees who are not fully vaccinated or otherwise at-risk individuals.

B. Engineering controls.

1. Employers shall ensure that air-handling systems under their control:

- a. Are maintained in accordance with the manufacturer's instructions; and
- b. Where feasible and within the design parameters of the system, are utilized as follows:

(1) Increase total airflow supply to occupied spaces provided that a greater hazard is not created (e.g., airflow that is increased too much may make doors harder to open or may blow doors open);

(2) In ground transportation settings, use natural ventilation to increase outdoor air dilution of inside air in a manner that will aid in mitigating the spread of SARS-CoV-2 virus and COVID-19 disease transmission to employees and when environmental conditions and transportation safety and health requirements allow;

- (3) Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass;
 - (4) Increase air filtration to as high as possible in a manner that will still enable the system to provide airflow rates as the system design requires. Ensure compliance with higher filtration values is allowed by the air handler manufacturer's installation instructions and listing;
 - (5) Generate clean-to-less-clean air movements by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials;
 - (6) Have staff work in "clean" ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open);
 - (7) Ensure exhaust fans in restroom facilities are functional and operating continuously when the building is occupied;
 - (8) If the system's design can accommodate such an adjustment and is allowed by the air handler manufacturer's installation instructions and listing, improve central air filtration to MERV-13 and seal edges of the filter to limit bypass; and
 - (9) Check filters to ensure they are within service life and appropriately installed.
- c. Comply with USBC and applicable referenced American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards.
2. Where feasible, employers shall install physical barriers (e.g., such as clear plastic sneeze guards, etc.) for employees who are not fully vaccinated or otherwise at-risk employees, where such barriers will aid in mitigating the spread of SARS-CoV-2 virus transmission.

3. In workplaces (or well-defined work areas) with processing or assembly lines where there are employees who are not fully vaccinated or otherwise at-risk employees, working on food processing or assembly lines can result in virus exposure because these workplaces have often been designed for a number of employees to stand next to or across from each other to maximize productivity. Employers shall ensure proper spacing of employee who are not fully vaccinated or otherwise at-risk employees (or if not possible, appropriate use of barriers).

C. Administrative and work practice controls. To the extent feasible, employers shall implement the following administrative and work practice controls in all higher-risk workplaces where there are employees who are not fully vaccinated or otherwise at-risk employees:

1. Prior to the commencement of each work shift, prescreening or surveying shall be required to verify each covered employee does not have signs or symptoms of COVID-19.
2. Provide face coverings to suspected COVID-19 non-employees to contain respiratory secretions until the non-employees are able to leave the site (i.e., for medical evaluation and care or to return home).
3. Stagger break times or provide temporary break areas and restrooms to avoid groups of employees who are not fully vaccinated or otherwise at-risk employees congregating during breaks. Employees who are not fully vaccinated or otherwise at-risk employees shall maintain at least six feet of distance from others at all times, including on breaks.
4. Stagger employee's arrival and departure times to avoid congregations of employees who are not fully vaccinated or otherwise at-risk in parking areas, locker rooms, and near time clocks.

5. Implement flexible work hours (e.g., staggered shifts).
6. Provide visual cues (e.g., floor markings, signs) as a reminder to maintain physical distancing.
7. In retail workplaces (or well-defined work areas within retail) where there are employees who are not fully vaccinated, fully vaccinated employees in areas of substantial or high community transmission, or otherwise at-risk employees:
 - a. Post signage requiring face coverings for employees who are not fully vaccinated (or unknown-status) and fully vaccinated employees in areas of substantial or high community transmission, and requesting face coverings for customers and other visitors.
 - b. Require physical distancing from other people who are not known to be fully vaccinated. If distancing is not possible, implement the use of barriers between work stations used by employees who are not fully vaccinated or otherwise at-risk employees and the locations customers will stand, with pass-through openings at the bottom, if possible.
 - c. Move the electronic payment terminal or credit card reader farther away from any employees who are not fully vaccinated or otherwise at-risk employees in order to increase the distance between customers and such employees, if possible.
 - d. Shift primary stocking activities of employees who are not fully vaccinated or otherwise at-risk employees to off-peak or after hours when possible to reduce contact between employees who are not fully vaccinated or otherwise at-risk employees and customers.
8. Deliver services remotely (e.g. phone, video, internet, etc.).
9. Deliver products through curbside pick-up or delivery.

D. Personal protective equipment. This subsection does not apply to fully vaccinated employees. Otherwise, employers covered by this section and not otherwise covered by the VOSH Standards for General Industry (16VAC25-90-1910.132) shall comply with the requirements of this subsection for a SARS-CoV-2 virus and COVID-19 disease related hazard assessment and personal protective equipment selection.

1. Employers shall assess the workplace to determine if SARS-CoV-2 virus or COVID-19 disease hazards or job tasks are present or are likely to be present that necessitate the use of personal protective equipment (PPE). Employers shall provide for employee and employee representative involvement in the assessment process. If such hazards or job tasks are present or likely to be present, employers shall:

- a. Except as otherwise required in the chapter, select and have each affected employee use the types of PPE that will protect the affected employee from the SARS-CoV-2 virus or COVID-19 disease hazards identified in the hazard assessment;
- b. Communicate selection decisions to each affected employee; and
- c. Select PPE that properly fits each affected employee.

2. Employers shall verify that the required SARS-CoV-2 virus and COVID-19 disease workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date of the hazard assessment; and the document as a certification of hazard assessment.

3. Unless specifically addressed by an industry specific standard applicable to the employer and providing for PPE protections to employees from the SARS-Co-V-2 virus or COVID-19 disease (e.g., 16VAC25-175-1926, 16VAC25-190-1928, 16VAC25-100-1915, 16VAC25-120-1917, or 16VAC25-130-1918), the requirements of 16VAC25-90-1910.132

(General requirements) and 16VAC25-90-1910.134 (Respiratory protection) shall apply to all employers for that purpose.

4. PPE ensembles for employees will vary by work task, the results of the employer's hazard assessment, and the types of exposures employees have on the job.

16VAC25-220-70. Infectious disease preparedness and response plan.

A. The following employers shall develop and implement a written Infectious Disease Preparedness and Response Plan:

1. Employers covered by 16VAC25-220-50; and
2. Employers covered by 16VAC25-220-60 with 11 or more employees. In counting the number of employees, the employer may exclude fully vaccinated employees.

B. The plan and training requirements tied to the plan shall apply to those employees:

1. Covered by 16VAC25-220-50; and
2. Covered by 16VAC25-220-60, unless such employees are fully vaccinated.

C. Employers shall designate a person to be responsible for implementing their plan. The plan shall:

1. Identify the name or title of the person responsible for administering the plan. This person shall be knowledgeable in infection control principles and practices as the principles and practices apply to the facility, service, or operation.
2. Provide for employee involvement in development and implementation of the plan.
3. Consider and address the level of SARS-CoV-2 virus and COVID-19 disease risk associated with various places of employment, the hazards employees are exposed to at those sites, and job tasks employees perform at those sites. Such considerations shall include:

a. Where, how, and to what sources of the SARS-CoV-2 virus or COVID-19 disease might employees be exposed at work, including:

- (1) The general public, customers, other employees, patients, and other persons;

(2) Persons suspected or confirmed COVID-19 or those at particularly high risk of COVID-19 infection (e.g., local, state, national, and international travelers who have visited locations with ongoing COVID-19 community transmission and health care employees who have had unprotected exposures to suspected or confirmed COVID-19 persons;

(3) Situations where employees work more than one job with different employers and encounter hazards or engage in job tasks that involve potential exposure to sources of the SARS-CoV-2 virus or COVID-19 disease; and

(4) Situations where employees work during higher risk activities involving potentially large numbers of people or enclosed work areas such as at large social gatherings, weddings, funerals, parties, restaurants, bars, hotels, sporting events, concerts, parades, movie theaters, rest stops, airports, bus stations, train stations, cruise ships, river boats, airplanes, etc.

b. To the extent permitted by law, including HIPAA, employees' individual risk factors for severe disease. For example, people of any age with one or more of the following conditions are at increased risk of severe illness from COVID-19: chronic kidney disease; COPD (chronic obstructive pulmonary disease); immunocompromised state (weakened immune system) from solid organ transplant; obesity (body mass index or BMI of 30 or higher); serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies; sickle cell disease; or type 2 diabetes mellitus. Also, for example, people with one or more of the following conditions might be at an increased risk for severe illness from COVID-19: asthma (moderate-to-severe); cerebrovascular disease (affects blood vessels and blood supply to the brain); cystic fibrosis; hypertension or high blood pressure; immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of

corticosteroids, or use of other immune weakening medicines; neurologic conditions, such as dementia; liver disease; pregnancy; pulmonary fibrosis (having damaged or scarred lung tissues); smoking; thalassemia (a type of blood disorder); type 1 diabetes mellitus; etc. The risk for severe illness from COVID-19 also increases with age.

c. Engineering, administrative, work practice, and personal protective equipment controls necessary to address those risks.

4. Consider and address contingency plans for situations that may arise as a result of outbreaks that impact employee safety and health, such as:

a. Increased rates of employee absenteeism (an understaffed business can be at greater risk for accidents);

b. The need for physical distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing workplace control measures such as elimination and substitution, engineering controls, administrative and work practice controls, and personal protective equipment (e.g., respirators, surgical masks, etc.);

c. Options for conducting essential operations in a safe and healthy manner with a reduced workforce; and

d. Interrupted supply chains or delayed deliveries of safety and health related products and services essential to business operations.

5. Identify infection prevention measures to be implemented:

a. Promote frequent and thorough hand washing, including by providing employees, customers, visitors, the general public, and other persons to the place of employment with a place to wash their hands. If soap and running water are not immediately available, provide hand sanitizers.

- b. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
 - c. Establish policies and procedures for managing and educating visitors about the infection prevention procedures at the place of employment.
6. Provide for the prompt identification and isolation of suspected or confirmed COVID-19 employees away from work, including procedures for employees to report when they are experiencing signs or symptoms of COVID-19.
7. Address infectious disease preparedness and response with outside businesses, including, but not limited to, subcontractors who enter the place of employment, businesses that provide contract or temporary employees to the employer, and other persons accessing the place of employment to comply with the requirements of this chapter and the employer's plan.
8. Identify the mandatory and non-mandatory recommendations in any CDC guidelines or Commonwealth of Virginia guidance documents the employer is complying with, if any, in lieu of a provision of this chapter, as provided for in 16VAC25-220-10 E.

16VAC25-220-80. Training.

A. The following employers shall provide training on the hazards and characteristics of the SARS-CoV-2 virus and COVID-19 disease to employees working at the place of employment:

- 1. Employers covered by 16VAC25-220-50; and
- 2. Employers covered by 16VAC25-220-60.

Employers may provide fully vaccinated employees with written information meeting the requirements of subsection F of this section in lieu of training. Where applicable, the training program shall enable each employee to recognize the hazards of the SARS-CoV-2 virus and

signs and symptoms of COVID-19 disease and shall train each employee in the procedures to be followed in order to minimize these hazards.

B. The training required under subsection A of this section shall include:

1. The requirements of this chapter;
2. The mandatory and non-mandatory provisions in any applicable CDC guidelines or Commonwealth of Virginia guidance documents the employer is complying with, if any, in lieu of a provision of this chapter as provided for in 16VAC25-220-10 E;
3. The characteristics and methods of transmission of the SARS-CoV-2 virus;
4. The signs and symptoms of COVID-19 disease;
5. Risk factors for severe COVID-19 illness including underlying health conditions and advancing age;
6. Awareness of the ability of persons pre-symptomatically and asymptotically infected with SARS-CoV-2 to transmit the SARS-CoV-2 virus;
7. Safe and healthy work practices, including, but not limited to, physical distancing, the wearing of face coverings, disinfection procedures, disinfecting frequency, ventilation, noncontact methods of greeting, etc.;
8. Personal protective equipment (PPE):
 - a. When PPE is required;
 - b. What PPE is required;
 - c. How to properly don, doff, adjust, and wear PPE;
 - d. The limitations of PPE;
 - e. The proper care, maintenance, useful life, and disposal of PPE;

- f. Strategies to extend PPE usage during periods when supplies are not available and no other options are available for protection, as long as the extended use of the PPE does not pose any increased risk of exposure. The training to extend PPE usage shall include the conditions of extended PPE use, inspection criteria of the PPE to determine whether it can or cannot be used for an extended period, and safe storage requirements for PPE used for an extended period; and
 - g. Heat-related illness prevention including the signs and symptoms of heat-related illness associated with the use of COVID-19 PPE and face coverings;
9. The anti-discrimination provisions in 16VAC25-220-90; and
10. The employer's Infectious Disease Preparedness and Response Plan, where applicable.

C. Employers covered by 16VAC25-220-50 shall verify compliance with 16VAC25-220-80 A by preparing a written certification record for employees trained in accordance with this section.

1. The written certification record shall contain:
- a. The name or other unique identifier of the employee trained;
 - b. The trained employee's physical or electronic signature;
 - c. The date of the training; and
 - d. The name of the person who conducted the training, or for computer-based training, the name of the person or entity that prepared the training materials.
2. A physical or electronic signature is not necessary if other documentation of training completion can be provided (e.g., electronic certification through a training system, security precautions that enable the employer to demonstrate that training was accessed by passwords and usernames unique to each employee, etc.).

3. If an employer relies on training conducted by another employer, the certification record shall indicate the date the employer determined the prior training was adequate rather than the date of actual training.

4. The latest training or retraining certification shall be maintained.

D. When an employer has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by subsection A of this section, the employer shall retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:

1. Changes in the workplace, SARS-CoV-2 virus or COVID-19 disease hazards exposed to, or job tasks performed render previous training obsolete;

2. Changes are made to the employer's Infectious Disease Preparedness and Response Plan; or

3. Inadequacies in an affected employee's knowledge or use of workplace control measures indicate that the employee has not retained the requisite understanding or skill.

E. Employers not covered by 16VAC25-220-50 or 16VAC25-220-60 shall provide written or oral information to employees exposed to such hazards or engaged in such job tasks on the hazards and characteristics of the SARS-Co-V-2 virus, the signs and symptoms of COVID-19, and measures to minimize exposure. The Department of Labor and Industry shall develop an information sheet containing information on the items listed in subsection F of this section, which an employer may utilize to comply with this subsection.

F. The information required under subsection E of this section shall include at a minimum:

1. The requirements of this chapter;

2. The characteristics and methods of transmission of the SARS-CoV-2 virus;

3. The signs and symptoms of COVID-19 disease;
4. The ability of persons pre-symptomatically and asymptotically infected with SARS-CoV-2 to transmit the SARS-CoV-2 virus;
5. Safe and healthy work practices and control measures, including, but not limited to, physical distancing, the benefits of wearing face coverings, sanitation and disinfection practices; and
6. The anti-discrimination provisions in 16VAC25-220-90.

16VAC25-220-90. Discrimination against an employee for exercising rights under this chapter is prohibited.

A. No person shall discharge or in any way discriminate against an employee because the employee has exercised rights under the safety and health provisions of this chapter, Title 40.1 of the Code of Virginia, and implementing regulations under 16VAC25-60-110 for themselves or others.

B. No person shall discharge or in any way discriminate against an employee who voluntarily provides and wears the employee's own personal protective equipment, including, but not limited to, a respirator, face shield, gown, or gloves, provided that the PPE does not create a greater hazard to the employee or create a serious hazard for other employees. In situations where face coverings are not provided by the employer, no person shall discharge or in any way discriminate against an employee who voluntarily provides and wears the employee's own face covering that meets the requirements of this chapter, provided that the face covering does not create a greater hazard to the employee or create a serious hazard for other employees. Nothing in this subsection shall be construed to prohibit an employer from establishing and enforcing legally permissible dress code or similar requirements addressing the exterior appearance of personal protective equipment or face coverings.

C. No person shall discharge or in any way discriminate against an employee who raises a reasonable concern about infection control related to the SARS-CoV-2 virus and COVID-19 disease to the employer, the employer's agent, other employees, a government agency, or to the public such as through print, online, social, or any other media.

D. Nothing in this chapter shall limit an employee from refusing to do work or enter a location because of a reasonable fear of illness or death. The requirements of 16VAC25-60-110 contain the applicable requirements concerning discharge or discipline of an employee who has refused to complete an assigned task because of a reasonable fear of illness or death.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Committee Reports for Utilities, Streets, Sidewalks, Buildings and Grounds Sub-Committee; Policy, Personnel, and Ordinances Sub-Committee; Planning Commission

ITEM TYPE: Presentation

PURPOSE OF ITEM: Information Only

PRESENTER: Jeff Voit, Chair - Utilities, Streets, Sidewalks, Buildings and Grounds Sub-Committee
Deborah Howard, Chair - Policy, Personnel, and Ordinances Sub-Committee
Valarie Coyle - Planning Commission

PHONE: (804) 633-6212 Town Hall

BACKGROUND / SUMMARY:

Information on various committees and commissions that have occurred during August & September 2021.

ATTACHMENTS:

Agendas

REQUESTED ACTION:

Information and discussion. No action necessary.

Town Of Bowling Green

Utility, Streets, Sidewalks, Building and Grounds Committee Meeting

AGENDA

Tuesday, August 24th, 2021

10:00 AM

Roll Call

Amendments To The Agenda

General Informational Updates

1. Public Works Facility
2. Utilities
3. Town Hall
4. Other Public Land

Unfinished Discussion

1. Playground Upgrades
2. Facility Security
3. Town Hall Audio/Video System

New Discussion

1. CIP/ARP Funding
2. Vacant/Unused Public Land
3. Meeting Format

Any Other Matters

1. Report of Town Manager
2. Reports of Council Members

Adjournment

Town Of Bowling Green

Utility, Streets, Sidewalks, Building and Grounds Committee Meeting

AGENDA

Tuesday, September 28th, 2021

10:00 AM

Roll Call

Amendments To The Agenda

General Informational Updates

1. Public Works Facility
2. Utilities
3. Town Hall
4. Other Properties

Unfinished Discussion

1. Committee Goals and Strategy
2. Overview of Public Land
3. CIP/ARP Funding

New Discussion

1. Bike Lane Review

Any Other Matters

1. Report of Town Manager
2. Reports of Council Members

Adjournment



**TOWN OF BOWLING GREEN
POLICY, PERSONNEL, AND
ORDINANCES COMMITTEE
MEETING**

A G E N D A

**August 25, 2021
6:30 PM**

ROLL CALL AND DETERMINATION OF A QUORUM:

NEW BUSINESS:

1. Town Hall Rental Rates
2. Inclement Weather Plan for Special Events
3. Staffing
4. Harvest Festival Funds Appropriation
5. Federal Coronavirus Recovery Funds
 - Security Cameras
 - Generator
 - Street Sweeper
 - Police Station Improvements
 - Town Hall Improvements
 - Front Counter
 - Floor
 - Additional Tables

ADJOURNMENT



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

A G E N D A

**Monday, August 16, 2021
7:00 PM**

ROLL CALL AND DETERMINATION OF A QUORUM:

PUBLIC COMMENT:

PUBLIC HEARING:

APPROVAL OF THE MINUTES:

1. Approval of July 19, 2021 Meeting Minutes

NEW BUSINESS:

REPORT OF THE ZONING ADMINISTRATOR:

UNFINISHED BUSINESS:

2. ZP 2021-013: Caldwell, Randall, Owner/Applicant: Request Site Plan approval for Village Self Storage

INFORMATIONAL ITEMS:

3. ZP-2021-018: Hansen, Daniel, Owner / Fairmont Land LLC, Applicant: Request a Rezoning from B2, Business (no specified density) to R-3, Residential (with a gross density of no more than 7.26 dwelling units per acre)

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

A G E N D A

**Monday, September 20, 2021
7:00 PM**

ROLL CALL AND DETERMINATION OF A QUORUM:

PUBLIC COMMENT:

PUBLIC HEARING:

1. Rezoning – #RZS-2021-020 - Fairmont
2. Public Hearing - Postponed to Monday, October 18, 2021

APPROVAL OF THE MINUTES:

3. Approval of August 16, 2021 Meeting Minutes

NEW BUSINESS:

REPORT OF THE ZONING ADMINISTRATOR:

UNFINISHED BUSINESS:

4. Village Self Storage

INFORMATIONAL ITEMS:

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT