



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, July 07, 2022
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

DELEGATIONS:

PUBLIC COMMENTS:

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [1.](#) Public Works/Utilities Monthly Report for June 2022
- [2.](#) Town Police Department Monthly Report for June 2022
- [3.](#) Town Treasurer/Finance Department Council Monthly Report for June 2022
- [4.](#) Town Administration Monthly Report for June 2022

CONSENT AGENDA:

- [5.](#) Bills – June 2022
- [6.](#) Minutes - Town Council Meeting for June 2, 2022

UNFINISHED BUSINESS:

NEW BUSINESS:

- [7.](#) Application for Grant Funding for Well Replacement
- [8.](#) Schedule Public Hearing for USDA Funding for Sewer Upgrades

INFORMATIONAL ITEMS:

COMMITTEE REPORTS:

ADJOURNMENT



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

AGENDA ITEM: Public Works/Utilities Monthly Report for June 2022

DATE: June 30, 2022

PREPARED BY: Josh Irby

MONTHLY REPORT / PROJECT UPDATE:

Water

- Working on cross connection prevention program- Part of Virginia Waterworks Regulations
- Working with Town Admin Staff to contact customers regarding possible water leaks
- Working on grant application for well replacement

Wastewater

- Plant is running ok
- Working on application for funding for sewer upgrades with USDA

Public Works

- Set up for meetings at Town Hall
- Weekly Staff Meetings
- Normal grass cutting
- Watering flowers
- Working on preventative maintenance program
- Playground- Several meetings with contractor to discuss equipment and options
- Set up for Music on the Green

ATTACHMENTS:

- DMR for May

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

MONITORING PERIOD					
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FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

FROM	YEAR	MO	DAY	TO	YEAR	MO	DAY
	2022	05	01		2022	05	31

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

Parameter	REPORTD REQRMNT	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD	0.092	.114	MGD	*****	*****	*****	0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****		CONT	TIRE	
pH	REPORTD	*****	*****		7.5	*****	8.1	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0		1/DAY	GRAB	
TSS	REPORTD	0.66	2.37	KG/D	*****	2.04	7.27	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	0.35	0.88	KG/D	*****	1.03	2.63	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5		3D/W	8HC	
E.COLI	REPORTD	*****	*****		*****	1.33	*****	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****		3D/W	GRAB	
CBOD5	REPORTD	0.07	0.36	KG/D	*****	0.2	1.0	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			
				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	
	TYPED OR PRINTED NAME			SIGNATURE		2022-06-09 12:07:34	
						Date	



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

AGENDA ITEM: Police Departments Monthly Report June 2022

DATE: 07/01/2022

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for June 2022

44-Total calls for service

23-Assist other agencies

28-Summons / Parking tickets

90-Park walk and talks

1-Larceny

1- Fraud

1 B&E

3- Motor Vehicle Accidents

62-Property checks/ Vacation checks/ Business Checks

ATTACHMENTS:

None

HEADS UP ITEMS:



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

AGENDA ITEM: Town Treasurer/Finance Department Council Monthly Report
June 2022

DATE: June 30, 2022

PREPARED BY: Jackie Nance

MONTHLY REPORT / PROJECT UPDATE:

- Attended Weekly Staff Meetings.
- Completed monthly payrolls/taxes.
- Completed monthly accounts payable.
- Completed daily register reconciliation.
- Completed daily banking/cc payment processing- supervisor approval.
- Attending Keystone Zoom Product Review for Utility billing module
- Attended in person & Zoom meetings for Sensus Analytics
- Positive Pay completed and in place
- Liaison with utility billing product stakeholders for Lockbox capability
- Submitted 599 Police Grant application
- Initiated Year End closing
- Continued collaborative efforts to fix GL account reporting

ATTACHMENTS:

- Monthly Town Hall Rental Report – June 2022
- Delinquent Tax Report – Current Report

HEADS UP ITEMS: Predicted upcoming paper shortage

TOWN HALL RENTALS

June 2022

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
7	Town Hall Activities	Class	\$ 90.00
1	Town Council Meeting	Meeting	N/C
1	Town Council Work Session	Meeting	N/C
1	Caroline County	Election	100.00
1	Planning Commission	Meeting	N/C
1	Special TC Meeting	Meeting	N/C
1	Private Event	Wedding Rec	\$ 675.00
13		Totals	\$ 865.00

6/30/2022

-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
PP2018	1	MC	.00	.00	.00	.00	.00	.00	.00	0
		PP	.00	6,425.97	32.43	72.07	2,988.13-	.00	3,437.84	175
		VL	.00	5,020.00	.00	.00	451.07-	.00	4,568.93	168
		HALF TOTALS =	.00	11,445.97	32.43	72.07	3,439.20-	.00	8,006.77	343
		DEPT# TOTALS =	.00	11,445.97	32.43	72.07	3,439.20-	.00	8,006.77	343
PP2019	1	PP	.00	10,097.14	20.82	3.46	4,176.37-	.00	5,920.77	232
		VL	.00	6,175.00	.00	.00	44.50-	.00	6,130.50	207
		HALF TOTALS =	.00	16,272.14	20.82	3.46	4,220.87-	.00	12,051.27	439
		DEPT# TOTALS =	.00	16,272.14	20.82	3.46	4,220.87-	.00	12,051.27	439
PP2020	1	PP	.00	9,836.43	4.82	.26	4,494.19-	.00	5,342.24	278
		VL	.00	7,380.00	.00	.00	453.57-	.00	6,926.43	247
		HALF TOTALS =	.00	17,216.43	4.82	.26	4,947.76-	.00	12,268.67	525
		DEPT# TOTALS =	.00	17,216.43	4.82	.26	4,947.76-	.00	12,268.67	525
PP2021	1	PP	.00	18,946.16	17.06	.75	7,227.19-	.00	11,718.97	199
		VL	.00	5,135.00	.00	.00	320.74-	.00	4,814.26	172
		HALF TOTALS =	.00	24,081.16	17.06	.75	7,547.93-	.00	16,533.23	371
		DEPT# TOTALS =	.00	24,081.16	17.06	.75	7,547.93-	.00	16,533.23	371
PP		TOTALS =	.00	69,015.70	75.13	76.54	20,155.76-	.00	48,859.94	1678
RE2003	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	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2005	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2006	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2007	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0

-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2008	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2009	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2010	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2011	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2012	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2013	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2014	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2015	1	HALF TOTALS =	.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	HALF TOTALS =	.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
RE2017	1	HALF TOTALS =	.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



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

AGENDA ITEM: Town Administration Monthly Report - June 2022

DATE: July 7, 2022

PREPARED BY: Allyson Finchum

MONTHLY REPORT / PROJECT UPDATE:

- Preparation and Staff for the May 23rd Planning Commission Meeting & Worksession – Comprehensive Plan Amendments for 1) Mixed Use & 2) Residential Area of East Broadus Ave(portion).
- Review of Zoning Permits
- Planning and Zoning Inquiries
- ARPA Funds Project - Playground Improvements
- ARPA Funds Project – Safety/Security Improvements
- Preparation of July 7, 2022 Town Council Agenda Packet
- Preparation of May 5th, 2022 Town Council Worksession
- Training of New Staff
- Special Events – Music in May
- Development of Future Water Project
- Updated Town Website
- Assisting with Harvest Festival Preparations

Meetings/Training attended:

- June 2nd Town Council Worksession
- June 2nd Town Council Meeting
- June 23rd Planning Commission Meeting
- Weekly Staff Meetings
- Training on Keystone Utilities Software
- Meetings on various topics with:
Developers/Citizens, State Governmental Agencies, Planning Commissioners,
Town Council Members
Specific Topics: Harvest Festival

Schedule:

- Zoning Ordinance text amendments to allow additional uses in the B-1 business district
- Update of the Comprehensive Plan with Planning Commission



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

AGENDA ITEM: Bills – June 2022
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Jackie Nance, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in June 2022

ATTACHMENTS:

AP Reports:

- AP June 2022 Bills Summary
- AP June 2022 Bills Details
- June 22 Check Register Summary
- AP Check Register_06.09.2022
- AP Check Register_06.21.2022
- AP Check Register_06.24.2022

REQUESTED ACTION:

Approve invoices.

Vendor Name	Ck Date	Check Amt
A & M HOME CENTER	6/9/2022	41.92
A & M HOME CENTER	6/24/2022	198.04
AFLAC	6/28/2022	93.60
ALACRITI PAYMENTS, LLC	6/9/2022	59.07
AMERICAN WATER WORKS	6/24/2022	372.00
ARTHUR WHOLEY	6/9/2022	900.00
ATLANTIC BROADBAND METROCAST COMMUNICATIONS /	6/21/2022	129.09
ATLANTIC UNION BANK	6/16/2022	227.78
ATLANTIC UNION BANK	6/16/2022	79.80
BAI MUNICIPAL SOFTWARE	6/24/2022	4,800.00
BAI TREASURERS'USER GROUP	6/9/2022	350.00
BDK EQUINE VENTURES LLC	6/27/2022	825.00
BITTER CREEK CONSTRUCTION LLC	6/9/2022	1,100.00
BKT UNIFORMS	6/9/2022	640.58
BMW CLEANING SERVICES	6/9/2022	700.00
BOWLING GREEN FIRE DEPT	6/9/2022	300.00
CAROLINE CHAPTER #174 OES	6/9/2022	300.00
CAROLINE COUNTY	6/13/2022	8,016.20
CINTAS CORPORATION	6/24/2022	366.85
CINTAS CORPORATION	6/1/2022	14.65
CINTAS OF RICHMOND	6/13/2022	67.07
COBANK, ACB	6/21/2022	1,502.10
CORE & MAIN	6/13/2022	1,250.00
CTT	6/21/2022	459.80
DEBORAH HOWARD	6/9/2022	900.00
DEBORAH T BENNETT	6/9/2022	175.00
DENNIS BERRY	6/9/2022	150.00
DIAMOND SPRINGS	6/9/2022	116.83
DO IT RIGHT LLC	6/21/2022	375.00
DOMINION CHEMICAL CO	6/23/2022	516.20
DOMINION VIRGINIA POWER	6/15/2022	49.59
DOMINION VIRGINIA POWER	6/17/2022	2,212.16
DOMINION VIRGINIA POWER	6/15/2022	59.04
DOMINION VIRGINIA POWER	6/15/2022	56.42
DOMINION VIRGINIA POWER	6/17/2022	1,774.29
DOMINION VIRGINIA POWER	6/17/2022	328.20
DOMINION VIRGINIA POWER	6/17/2022	118.28
DOMINION VIRGINIA POWER	6/17/2022	916.23
DOMINION VIRGINIA POWER	6/17/2022	205.06
DOMINION VIRGINIA POWER	6/17/2022	474.17
DOMINION VIRGINIA POWER	6/17/2022	70.88
DOMINION VIRGINIA POWER	6/10/2022	16.35
DOMINION VIRGINIA POWER	6/15/2022	25.13
ECB/SECURITY TECHNOLOGIES	6/21/2022	898.52
ENVIROCOMPLIANCE LAB INC	6/9/2022	1,445.00
ENVIROCOMPLIANCE LAB INC	6/21/2022	250.00

G & G MILFORD FARM SERV.	6/9/2022	1,170.42
GFL ENVIRONMENTAL	6/27/2022	29,499.68
GRAINGER	6/24/2022	3,564.73
IPROMOTEU	6/21/2022	2,191.38
JD ROBERTS	6/9/2022	800.00
JEAN DAVIS	6/9/2022	900.00
JEFF VOIT	6/9/2022	900.00
JESSIE CAPPS	6/9/2022	600.00
JOHNSON'S EXTERMINATING	6/9/2022	625.00
JUSTTECH	6/9/2022	312.76
KATHERINE DEAN	6/9/2022	492.00
LOCAL SERVICES	6/9/2022	155.93
LUCK STONE CORPORATION CAROLINE	6/21/2022	124.15
MARK GAINES	6/9/2022	1,350.00
MARY JAMES	6/10/2022	105.00
MID-ATLANTIC COMMUNICATIONS	6/9/2022	1,800.00
MID-ATLANTIC LAB	6/24/2022	60.00
MORTON'S POWER EQUIPMENT	6/24/2022	261.93
NATIONWIDE RETIREMENT SOL	6/10/2022	315.00
NATIONWIDE RETIREMENT SOL	6/13/2022	215.00
NATIONWIDE RETIREMENT SOL	6/28/2022	215.00
NATIONWIDE RETIREMENT SOL	6/30/2022	215.00
PRO SHRED SECURITY	6/10/2022	45.90
PRO SHRED SECURITY	6/10/2022	45.90
RANDY HAGEMAN	6/9/2022	900.00
RAPPAHANNOCK ELEC COOP	6/9/2022	507.16
SOSMETAL PRODUCTS INC	6/21/2022	168.48
STAPLES ADVANTAGE	6/27/2022	434.62
STAPLES ADVANTAGE	6/24/2022	688.66
STAPLES ADVANTAGE	6/10/2022	514.50
TAMMIE GAINES	6/9/2022	900.00
THE FREE LANCE STAR	6/24/2022	1,566.80
USA BLUE BOOK	6/9/2022	934.30
USA BLUE BOOK	6/23/2022	342.58
USA BLUE BOOK	6/23/2022	88.95
USA BLUE BOOK	6/21/2022	488.41
USDA RURAL DEVELOPMENT	6/24/2022	17,938.00
VA DEPT.OF TAXATION	6/16/2022	1,100.57
VALARIE COYLE	6/9/2022	900.00
VERIZON	6/16/2022	320.82
VERIZON	6/16/2022	16.53
VERIZON WIRELESS	6/13/2022	486.72
VML	6/24/2022	835.00
VUPS	6/9/2022	51.45
W.V. DELOACH HOME IMPROVEMENTS	6/21/2022	6,305.00
WASTE MANAGEMENT	6/22/2022	989.97
WASTE MANAGEMENT	6/15/2022	89.71

WASTE MANAGEMENT	6/15/2022	2,240.52
WESLEY STORKE	6/9/2022	100.00
WEX BANK	6/9/2022	1,326.04
XEROX FINANCIAL SERVICES	6/14/2022	123.22
		120,248.69

Vendor Name	Invoice#	Ck Date	heck Numb	Invoice Description	Invoice Amt.
A & M HOME CENTER	C70758	6/9/2022	30077	24' Palmyra Push Broom	25.99
A & M HOME CENTER	C71648	6/9/2022	30077	Key To Visitor Center	3.00
A & M HOME CENTER	C72461	6/9/2022	30077	2 PK D Alkaline Battery	6.99
A & M HOME CENTER	C72525	6/9/2022	30077	H78 Ford Auto Key	5.94
A & M HOME CENTER	C72809	6/24/2022	30121	COVID-19 EXPENSES- Electric Entry Keypad, prime coat door hole cover	162.28
A & M HOME CENTER	C73137	6/24/2022	30121	EQUIPMENT/SUPPLIES- Adhesive fastener, Goof Off remover	11.48
A & M HOME CENTER	C73583	6/24/2022	30121	COVID-19 EXPENSES- rigid door stop	24.28
AFLAC	AFLAT-1-11-2022-4	6/28/2022	98013	Agency Checks	21.44
AFLAC	AFLAT-1-12-2022-4	6/28/2022	98013	Agency Checks	21.44
AFLAC	AFLPT-1-11-2022-4	6/28/2022	98013	Agency Checks	25.36
AFLAC	AFLPT-1-12-2022-4	6/28/2022	98013	Agency Checks	25.36
ALACRITI PAYMENTS, LLC	NMXGQ613M83YN10	6/9/2022	30078	CREDIT CARD AND BANK FEES	59.07
AMERICAN WATER WORKS	7002019674	6/24/2022	30122	FEES AND DUES- Utility 0-5k CustSvc, Virginia Section Aug 22-Jul 23	372.00
ARTHUR WHOLEY	AW-JUNE-2022	6/9/2022	30108	2nd Half FY22 Comp	900.00
ATLANTIC BROADBAND METROCAST COMMUNIC.	828215011001992MAY22	6/21/2022	99066	TELECOMMUNICATIONS-INTERNET TOWN HALL	129.09
ATLANTIC UNION BANK	BANK-ANALYSIS-JUN22	6/16/2022	99056	CREDIT CARD AND BANK FEES- JUNE 2022	227.78
ATLANTIC UNION BANK	ACTIVITY-FEE-JUN22	6/16/2022	99057	CREDIT CARD AND BANK FEES- FEE BASED ACTIVITY	79.80
BAI MUNICIPAL SOFTWARE	20220621001	6/24/2022	30123	USDA System Upgrade- software interface with Sensus FTP server	4,800.00
BAI TREASURERS'USER GROUP	MEMBERSHIPMAY22	6/9/2022	30079	BAI TREASURER'S USER GROUP MEMBERSHIP DUES	350.00
BDK EQUINE VENTURES LLC	2022-001	6/27/2022	99072	Helping Hands office assistance	825.00
BITTER CREEK CONSTRUCTION LLC	825	6/9/2022	30080	REPAIR / MAINTENANCE- Installed 1"meter & setter at town hall building.Reduced from a 2" down to a 1". Material	1,100.00
BKT UNIFORMS	86034	6/9/2022	30081	Men's S/S ICE Polo	140.00
BKT UNIFORMS	86035	6/9/2022	30081	Men's S/S ICE Polo	57.00
BKT UNIFORMS	86082	6/9/2022	30081	Tactical Shirt	61.00
BKT UNIFORMS	86086	6/9/2022	30081	Grey Poly Shirt	97.58
BKT UNIFORMS	86217	6/9/2022	30081	Oxford Shoes	285.00
BMW CLEANING SERVICES	0000019	6/9/2022	30082	TOWN HALL EXPENSES- set up & cleaning event on 03/07	700.00
BOWLING GREEN FIRE DEPT	2022-04-13THDR	6/9/2022	30083	REFUNDS PAYABLE	300.00
CAROLINE CHAPTER #174 OES	2022-04-22	6/9/2022	30084	REFUNDS PAYABLE	300.00
CAROLINE COUNTY	DVI-1-10-2022-2	6/13/2022	98009	Agency Checks	19.80
CAROLINE COUNTY	DVI-1-9-2022-2	6/13/2022	98009	Agency Checks	19.80
CAROLINE COUNTY	DVIER-1-10-2022-2	6/13/2022	98009	Agency Checks	112.40
CAROLINE COUNTY	DVIER-1-9-2022-2	6/13/2022	98009	Agency Checks	112.40
CAROLINE COUNTY	HLTHEE-1-10-2022-2	6/13/2022	98009	Agency Checks	446.88
CAROLINE COUNTY	HLTHEE-1-9-2022-2	6/13/2022	98009	Agency Checks	446.88
CAROLINE COUNTY	HLTHER-1-10-2022-2	6/13/2022	98009	Agency Checks	3,429.02
CAROLINE COUNTY	HLTHER-1-9-2022-2	6/13/2022	98009	Agency Checks	3,429.02
CINTAS CORPORATION	8405737486	6/24/2022	30124	OFFICE SUPPLIES- ZOLL AED ADULT PADS, DISINFECTANT, BANDAGES	366.85
CINTAS CORPORATION	8405694664	6/1/2022	99041	OFFICE SUPPLIES/EQUIPMENT- Hard surface disinfectant	14.65
CINTAS OF RICHMOND	1903005837	6/13/2022	99043	UNIFORMS/ SAFETY EQUIP- sweatshirt, hoodie, navy	67.07
COBANK, ACB	COBANK-JUN22	6/21/2022	99068	USDA System Upgrade	1,502.10
CORE & MAIN	Q549480	6/13/2022	99047	5/8 EXPANSION CONN	1,250.00
CTT	18163	6/21/2022	30109	Repair radio at Sheriff's Office- replaced & programmed new devices, 2 access point spares	459.80
DEBORAH HOWARD	DH-JUNE-2022	6/9/2022	30094	2nd Half FY22 Comp	900.00
DEBORAH T BENNETT	YOGAMAY2022	6/9/2022	30087	TOWN HALL ACTIVITIES- Yoga	175.00
DENNIS BERRY	2022-03-12	6/9/2022	30088	Town Hall Rental Refund	150.00
DIAMOND SPRINGS	0002504092	6/9/2022	30089	TOWN HALL EXPENSES- 5 gallon spring water	15.18
DIAMOND SPRINGS	0002553085	6/9/2022	30089	TOWN HALL EXPENSES- water cooler rent	9.95
DIAMOND SPRINGS	0002553178	6/9/2022	30089	MISCELLANEOUS- water cooler rental	11.95
DIAMOND SPRINGS	0002553907	6/9/2022	30089	TOWN HALL EXPENSES- water cooler rental	9.95
DIAMOND SPRINGS	0002556954	6/9/2022	30089	MISCELLANEOUS- 5 gallon spring water	7.59
DIAMOND SPRINGS	0002579591	6/9/2022	30089	TOWN HALL EXPENSES- 5 gallon spring water x3, cooler rental	32.72

DIAMOND SPRINGS	0002579592	6/9/2022	30089	TOWN HALL EXPENSES- water cooler rental	9.95
DIAMOND SPRINGS	0002579593	6/9/2022	30089	MISCELLANEOUS- 5 gallon water & cooler rental	19.54
DO IT RIGHT LLC	260	6/21/2022	30110	Storm Water Management, VSMP/SWM review	375.00
DOMINION CHEMICAL CO	78000170	6/23/2022	30118	Sodium Hypochlorite 12.5%	516.20
DOMINION VIRGINIA POWER	1894757945-MAY22	6/15/2022	99050	ELECTRICITY-STREETLIGHTS	49.59
DOMINION VIRGINIA POWER	3855985002-MAY22	6/17/2022	99058	ELECTRICITY- Treatment Plant	2,212.16
DOMINION VIRGINIA POWER	5003055000-MAY22	6/15/2022	99052	ELECTRICITY- Police Office	59.04
DOMINION VIRGINIA POWER	6929697750-MAY22	6/15/2022	99051	Electricity- Visitor Center	56.42
DOMINION VIRGINIA POWER	7444574185-MAY22	6/17/2022	99059	ELECTRICITY-STREETLIGHTS at Butler/Chase	1,774.29
DOMINION VIRGINIA POWER	5013017503-MAY22	6/17/2022	99062	Electricity- Town Hall green	328.20
DOMINION VIRGINIA POWER	5509902317-MAY22	6/17/2022	99064	ELECTRICITY- Pump station Maury Heights	118.28
DOMINION VIRGINIA POWER	7662938187-MAY22	6/17/2022	99060	ELECTRICITY- Well #5	916.23
DOMINION VIRGINIA POWER	9803025007-MAY22	6/17/2022	99063	ELECTRICITY- Ground Tank	205.06
DOMINION VIRGINIA POWER	9193025005-MAY22	6/17/2022	99061	ELECTRICITY- Chase Water Tower	474.17
DOMINION VIRGINIA POWER	1964286692-MAY22	6/17/2022	99065	ELECTRICITY- Pump station	70.88
DOMINION VIRGINIA POWER	3896112509-MAY22	6/10/2022	99048	ELECTRICITY-Pump station	16.35
DOMINION VIRGINIA POWER	0243075009-MAY22	6/15/2022	99049	Electricity- Sewage pump station	25.13
ECB/SECURITY TECHNOLOGIES	098689	6/21/2022	30111	COVID-19 EXPENSES- Install silent panic alarm Visitor Center	400.00
ECB/SECURITY TECHNOLOGIES	098690	6/21/2022	30111	COVID-19 EXPENSES- Security Monitoring- Visitor Center, May-June 2022	49.26
ECB/SECURITY TECHNOLOGIES	098691	6/21/2022	30111	COVID-19 EXPENSES- Install silent panic alarms	400.00
ECB/SECURITY TECHNOLOGIES	098692	6/21/2022	30111	COVID-19 EXPENSES- Security monitoring, May-June 2022	49.26
ENVIROCOMPLIANCE LAB INC	R2562395	6/9/2022	30090	TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2562811	6/9/2022	30090	TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2562834	6/9/2022	30090	TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2562876	6/9/2022	30090	TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2562956	6/9/2022	30090	TESTING	135.00
ENVIROCOMPLIANCE LAB INC	R2563021	6/9/2022	30090	TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2563115	6/9/2022	30090	TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2563142	6/9/2022	30090	TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2563190	6/9/2022	30090	TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2563277	6/9/2022	30090	TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2663327	6/9/2022	30090	TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2663412	6/21/2022	30112	TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2663444	6/21/2022	30112	TESTING	135.00
G & G MILFORD FARM SERV.	195121	6/9/2022	30091	Hydrated Lime	164.92
G & G MILFORD FARM SERV.	195137	6/9/2022	30091	Bolts, Nuts, Screws, Washers	2.40
G & G MILFORD FARM SERV.	195215	6/9/2022	30091	Ashphalt Patch - Lacy Lane	99.87
G & G MILFORD FARM SERV.	195216	6/9/2022	30091	Tamper Steel	59.99
G & G MILFORD FARM SERV.	195227	6/9/2022	30091	Hanging Baskets	670.30
G & G MILFORD FARM SERV.	K95120	6/9/2022	30091	Premium Top Soil	172.94
GFL ENVIRONMENTAL	KB0000063650	6/27/2022	99073	REFUSE COLLECTION	5,812.50
GFL ENVIRONMENTAL	KB0000066701	6/27/2022	99073	REFUSE COLLECTION	5,812.50
GFL ENVIRONMENTAL	KB0000071217	6/27/2022	99073	REFUSE COLLECTION	5,812.50
GFL ENVIRONMENTAL	KB0000132733	6/27/2022	99073	REFUSE COLLECTION	5,812.50
GFL ENVIRONMENTAL	KB0000184610	6/27/2022	99073	REFUSE COLLECTION	6,249.68
GRAINGER	9318389096	6/24/2022	30125	EQUIPMENT/SUPPLIES- jump starter 1700 peak amp, 12V	222.05
GRAINGER	9335762846	6/24/2022	30125	REPAIR / MAINTENANCE- marking paint, caution blue	45.36
GRAINGER	9344086807	6/24/2022	30125	REPAIR / MAINTENANCE- INDUSTRIAL PORTABLE DEHUMIDIFIER, QTY (4)	3,297.32
IPROMOTEU	2007631ENN	6/21/2022	30113	National Night Out promotional materials	2,191.38
JD ROBERTS	1	6/9/2022	30095	MUSIC ON THE GREEN- Crowfoot Bottom performance	800.00
JEAN DAVIS	JDJUNE2022	6/9/2022	30086	2nd Half FY22 Comp	900.00
JEFF VOIT	JV-JUNE-2022	6/9/2022	30104	2nd Half FY22 Comp	900.00
JESSIE CAPPS	2022-02-26THDR	6/9/2022	30096	Town Hall Deposit Refund	600.00

JOHNSON'S EXTERMINATING	EXTERMINATINGMAY22	6/9/2022	30097	PROFESSIONAL SERVICES- Police Office exterminating	625.00
JUSTTECH	86386	6/9/2022	30098	OFFICE EQUIPMENT- MONTHLY SERVICE CHARGE FOR COPIER	312.76
KATHERINE DEAN	00002	6/9/2022	30099	Planning Commission Meeting minutes 3/24 & 4/28	492.00
LOCAL SERVICES	176066	6/9/2022	30100	PUBLIC RELATIONS- PORT-A-POTTY RENTAL	155.93
LUCK STONE CORPORATION CAROLINE	IV-101608248	6/21/2022	30114	ASTM Masonry Sand	124.15
MARK GAINES	MG-JUNE-2022	6/9/2022	30092	2nd Half FY22 Comp	1,350.00
MARY JAMES	HAPPYYOGAMAY22	6/10/2022	99037	TOWN HALL ACTIVITIES- Happy Yoga	105.00
MID-ATLANTIC COMMUNICATIONS	42869	6/9/2022	30101	EQUIPMENT/SUPPLIES- cabinet with elevated platform & mounting for police vehicle	1,800.00
MID-ATLANTIC LAB	16671	6/24/2022	30126	WATER TESTING	60.00
MORTON'S POWER EQUIPMENT	12220713	6/24/2022	30127	EQUIPMENT/ SUPPLIES- blade Hi-flow overstock, Belt-V overstock back shelf & 10 5 Top	261.93
NATIONWIDE RETIREMENT SOL	PEB-1-7-2022-3	6/10/2022	98008	PAYROLL LIABILITY	315.00
NATIONWIDE RETIREMENT SOL	PEB-1-10-2022-3	6/13/2022	98011	Agency Checks	215.00
NATIONWIDE RETIREMENT SOL	PEB-1-12-2022-3	6/30/2022	98015	Agency Checks	215.00
NATIONWIDE RETIREMENT SOL	PEB-1-11-2022-3	6/28/2022	98014	Agency Checks	215.00
PRO SHRED SECURITY	1021380	6/10/2022	99055	CONTRACTED SERVICES/SHREDDING	45.90
PRO SHRED SECURITY	1016129	6/10/2022	99038	CONTRACTED SERVICES/SHREDDING	45.90
RANDY HAGEMAN	RH-JUNE-2022	6/9/2022	30102	2nd Half FY22 Comp	900.00
RAPPAHANNOCK ELEC COOP	13016-A	6/9/2022	99040	ELECTRICITY lakewood sewer pump	507.16
SOSMETAL PRODUCTS INC	1475793	6/21/2022	30115	EQUIPMENT/SUPPLIES- food grade silicone lube	168.48
STAPLES ADVANTAGE	7358674005-0-1	6/27/2022	99074	OFFICE SUPPLIES & PRINTING- Frame hanging folder, steel	434.62
STAPLES ADVANTAGE	1642201301	6/24/2022	99071	OFFICE SUPPLIES & PRINTING- Premium membership fee	688.66
STAPLES ADVANTAGE	7353598312-0-1	6/10/2022	99039	trash liners	237.17
STAPLES ADVANTAGE	7353598312-0-2	6/10/2022	99039	trash bags	48.49
STAPLES ADVANTAGE	7355009960-0-1	6/10/2022	99039	copier paper	55.00
STAPLES ADVANTAGE	7355151275-0-1	6/10/2022	99039	lexmark toner	173.84
TAMMIE GAINES	TG-JUNE-2022	6/9/2022	30093	2nd Half FY22 comp	900.00
THE FREE LANCE STAR	A52920226090898	6/24/2022	30128	ADVERTISING- Proposed Budget FY22-23, Utility Tax Rates	1,566.80
USA BLUE BOOK	974626	6/9/2022	30103	TESTING SUPPLIES/CHEMICALS- DRIERITE INDICATING DESICCANT	934.30
USA BLUE BOOK	952889	6/23/2022	30119	Electrode storage solution, 1L	342.58
USA BLUE BOOK	922600	6/23/2022	30120	Dipper 6'L Handle 16OZ cup	88.95
USA BLUE BOOK	996239	6/21/2022	30116	WATER TESTING- DPD chlorine secondary, liquid DPD1A & DPD1B	488.41
USDA RURAL DEVELOPMENT	2022-06-USDA-LOAN	6/24/2022	99076	2018 Loan Interest Expense- JUNE 2022	17,938.00
VA DEPT.OF TAXATION	STATEVA-1-11-2022-5	6/16/2022	98012	Agency Checks	1,100.57
VALARIE COYLE	VCJUNE2022	6/9/2022	30085	2nd Half FY22 Comp	900.00
VERIZON	00648566822	6/16/2022	99054	TELECOMMUNICATIONS- WELL 5	320.82
VERIZON	00716171199	6/16/2022	99053	TELECOMMUNICATIONS- PUBLIC WORKS	16.53
VERIZON WIRELESS	216158760-0001-MAY22	6/13/2022	99042	TELECOMMUNICATIONS- POLICE DEPT CELL PHONES	486.72
VML	1547	6/24/2022	30129	MEMBERSHIP DUES- Virginia Municipal League	835.00
VUPS	05220453	6/9/2022	30105	MISS UTILITY COST	51.45
W.V. DELOACH HOME IMPROVEMENTS	2027	6/21/2022	30117	COVID-19 EXPENSES- Install Petition Wall,window, front entry door, steel door, cash window	5,760.00
W.V. DELOACH HOME IMPROVEMENTS	DELOACH-6-9-2022	6/21/2022	30117	COVID-19 EXPENSES- REPAIR SUB-FLOOR & REPLACED THRESHOLD OF DOOR DUE TO WATER LEAK	545.00
WASTE MANAGEMENT	2764709-0281-4	6/22/2022	99067	SLUDGE REMOVAL	989.97
WASTE MANAGEMENT	2763638-0281-6	6/15/2022	99046	WWTP DUMPSTER SERVICE	89.71
WASTE MANAGEMENT	2763875-0281-4	6/15/2022	99045	REFUSE COLLECTION	2,240.52
WESLEY STORKE	2022-03-27THDR	6/9/2022	30106	Town Hall Rental Deposit	100.00
WEX BANK	81329674	6/9/2022	30107	VEHICLE FUEL/OIL- Police vehicles	1,326.04
XEROX FINANCIAL SERVICES	3267103	6/14/2022	99044	OFFICE EQUIPMENT- XEROX LEASE PAYMENT FOR MAY 2022	123.22

120,248.69

TOWN of BOWLING GREEN A/P CHECK REGISTER JUNE 2022					
Vendor Name	Invoice#	Ck Date	Check Amt	Check Number	Description
A & M HOME CENTER	C70758	6/9/2022	41.92	30077	24' Palmyra Push Broom
A & M HOME CENTER	C72809	6/24/2022	198.04	30121	COVID-19 EXPENSES- Electric Entry Keypad, prime coat door hole cover
AFLAC	AFLAT-1-11-2022-4	6/28/2022	93.60	98013	Agency Checks
ALACRITI PAYMENTS, LLC	NMXGQ613M83YN10	6/9/2022	59.07	30078	CREDIT CARD AND BANK FEES
AMERICAN WATER WORKS	7002019674	6/24/2022	372.00	30122	FEES AND DUES- Utility 0-5k CustSvc, Virginia Section Aug 22-Jul 23
ARTHUR WHOLEY	AW-JUNE-2022	6/9/2022	900.00	30108	2nd Half FY22 Comp
ATLANTIC BROADBAND METROCAST COMMUNICATIONS /	828215011001992MAY22	6/21/2022	129.09	99066	TELECOMMUNICATIONS-INTERNET TOWN HALL
ATLANTIC UNION BANK	BANK-ANALYSIS-JUN22	6/16/2022	227.78	99056	CREDIT CARD AND BANK FEES- JUNE 2022
ATLANTIC UNION BANK	ACTIVITY-FEE-JUN22	6/16/2022	79.80	99057	CREDIT CARD AND BANK FEES- FEE BASED ACTIVITY
BAI MUNICIPAL SOFTWARE	20220621001	6/24/2022	4,800.00	30123	USDA System Upgrade- software interface with Sensus FTP server
BAI TREASURERS' USER GROUP	MEMBERSHIPMAY22	6/9/2022	350.00	30079	BAI TREASURER'S USER GROUP MEMBERSHIP DUES
BDK EQUINE VENTURES LLC	2022-001	6/27/2022	825.00	99072	Helping Hands office assistance
BITTER CREEK CONSTRUCTION LLC	825	6/9/2022	1,100.00	30080	REPAIR / MAINTENANCE- Installed 1"meter & setter at town hall building.Reduced from a 2" down to a 1". Materials & labor.
BKT UNIFORMS	86034	6/9/2022	640.58	30081	Men's S/S ICE Polo
BMW CLEANING SERVICES	0000019	6/9/2022	700.00	30082	TOWN HALL EXPENSES- set up & cleaning event on 03/07
BOWLING GREEN FIRE DEPT	2022-04-13THDR	6/9/2022	300.00	30083	REFUNDS PAYABLE
CAROLINE CHAPTER #174 OES	2022-04-22	6/9/2022	300.00	30084	REFUNDS PAYABLE
CAROLINE COUNTY	DVI-1-10-2022-2	6/13/2022	8,016.20	98009	Agency Checks
CINTAS CORPORATION	8405737486	6/24/2022	366.85	30124	OFFICE SUPPLIES- ZOLL AED ADULT PADS, DISINFECTANT, BANDAGES
CINTAS CORPORATION	8405694664	6/1/2022	14.65	99041	OFFICE SUPPLIES/EQUIPMENT- Hard surface disinfectant
CINTAS OF RICHMOND	1903005837	6/13/2022	67.07	99043	UNIFORMS/ SAFETY EQUIP- sweatshirt, hoodie, navy
COBANK, ACB	COBANK-JUN22	6/21/2022	1,502.10	99068	USDA System Upgrade
CORE & MAIN	Q549480	6/13/2022	1,250.00	99047	5/8 EXPANSION CONN
CTT	18163	6/21/2022	459.80	30109	Repair radio at Sheriff's Office- replaced & programmed new devices, 2 access point spares
DEBORAH HOWARD	DH-JUNE-2022	6/9/2022	900.00	30094	2nd Half FY22 Comp
DEBORAH T BENNETT	YOGAMAY2022	6/9/2022	175.00	30087	TOWN HALL ACTIVITIES- Yoga
DENNIS BERRY	2022-03-12	6/9/2022	150.00	30088	Town Hall Rental Refund
DIAMOND SPRINGS	0002504092	6/9/2022	116.83	30089	TOWN HALL EXPENSES- 5 gallon spring water
DO IT RIGHT LLC	260	6/21/2022	375.00	30110	Storm Water Management, VSPM/SWM review
DOMINION CHEMICAL CO	78000170	6/23/2022	516.20	30118	Sodium Hypochlorite 12.5%
DOMINION VIRGINIA POWER	1894757945-MAY22	6/15/2022	49.59	99050	ELECTRICITY-STREETLIGHTS
DOMINION VIRGINIA POWER	3855985002-MAY22	6/17/2022	2,212.16	99058	ELECTRICITY- Treatment Plant
DOMINION VIRGINIA POWER	5003055000-MAY22	6/15/2022	59.04	99052	ELECTRICITY- Police Office
DOMINION VIRGINIA POWER	6929697750-MAY22	6/15/2022	56.42	99051	Electricity- Visitor Center
DOMINION VIRGINIA POWER	7444574185-MAY22	6/17/2022	1,774.29	99059	ELECTRICITY-STREETLIGHTS at Butler/Chase
DOMINION VIRGINIA POWER	5013017503-MAY22	6/17/2022	328.20	99062	Electricity- Town Hall green
DOMINION VIRGINIA POWER	5509902317-MAY22	6/17/2022	118.28	99064	ELECTRICITY- Pump station Maury Heights
DOMINION VIRGINIA POWER	7662938187-MAY22	6/17/2022	916.23	99060	ELECTRICITY- Well #5
DOMINION VIRGINIA POWER	9803025007-MAY22	6/17/2022	205.06	99063	ELECTRICITY- Ground Tank
DOMINION VIRGINIA POWER	9193025005-MAY22	6/17/2022	474.17	99061	ELECTRICITY- Chase Water Tower
DOMINION VIRGINIA POWER	1964286692-MAY22	6/17/2022	70.88	99065	ELECTRICITY- Pump station
DOMINION VIRGINIA POWER	3896112509-MAY22	6/10/2022	16.35	99048	ELECTRICITY-Pump station
DOMINION VIRGINIA POWER	0243075009-MAY22	6/15/2022	25.13	99049	Electricity- Sewage pump station
ECB/SECURITY TECHNOLOGIES	098689	6/21/2022	898.52	30111	COVID-19 EXPENSES- Install silent panic alarm Visitor Center
ENVIROCOMPLIANCE LAB INC	R2562395	6/9/2022	1,445.00	30090	TESTING
ENVIROCOMPLIANCE LAB INC	R2663412	6/21/2022	250.00	30112	TESTING
G & G MILFORD FARM SERV.	195121	6/9/2022	1,170.42	30091	Hydrated Lime
GFL ENVIRONMENTAL	KB0000063650	6/27/2022	29,499.68	99073	REFUSE COLLECTION
GRAINGER	9318389096	6/24/2022	3,564.73	30125	EQUIPMENT/SUPPLIES- jump starter 1700 peak amp, 12V
IPROMOTEU	2007631ENN	6/21/2022	2,191.38	30113	National Night Out promotional materials
JD ROBERTS	1	6/9/2022	800.00	30095	MUSIC ON THE GREEN- Crowfoot Bottom performance
JEAN DAVIS	JDJUNE2022	6/9/2022	900.00	30086	2nd Half FY22 Comp
JEFF VOIT	JV-JUNE-2022	6/9/2022	900.00	30104	2nd Half FY22 Comp
JESSIE CAPPS	2022-02-26THDR	6/9/2022	600.00	30096	Town Hall Deposit Refund
JOHNSON'S EXTERMINATING	EXTERMINATINGMAY22	6/9/2022	625.00	30097	PROFESSIONAL SERVICES- Police Office exterminating
JUSTTECH	86386	6/9/2022	312.76	30098	OFFICE EQUIPMENT- MONTHLY SERVICE CHARGE FOR COPIER
KATHERINE DEAN	00002	6/9/2022	492.00	30099	Planning Commission Meeting minutes 3/24 & 4/28;Town Council Meeting minutes 04/07 & 05/05
LOCAL SERVICES	176066	6/9/2022	155.93	30100	PUBLIC RELATIONS- PORT-A-POTTY RENTAL
LUCK STONE CORPORATION CAROLINE	IV-101608248	6/21/2022	124.15	30114	ASTM Masonry Sand
MARK GAINES	MG-JUNE-2022	6/9/2022	1,350.00	30092	2nd Half FY22 Comp
MARY JAMES	HAPPYYOGAMAY22	6/10/2022	105.00	99037	TOWN HALL ACTIVITIES- Happy Yoga
MID-ATLANTIC COMMUNICATIONS	42869	6/9/2022	1,800.00	30101	EQUIPMENT/SUPPLIES- cabinet with elevated platform & mounting for police vehicle

MID-ATLANTIC LAB	16671	6/24/2022	60.00	30126	WATER TESTING
MORTON'S POWER EQUIPMENT	12220713	6/24/2022	261.93	30127	EQUIPMENT/ SUPPLIES- blade Hi-flow overstock, Belt-V overstock back shelf & 10 5 Top
NATIONWIDE RETIREMENT SOL	PEB-1-7-2022-3	6/10/2022	315.00	98008	PAYROLL LIABILITY
NATIONWIDE RETIREMENT SOL	PEB-1-10-2022-3	6/13/2022	215.00	98011	Agency Checks
NATIONWIDE RETIREMENT SOL	PEB-1-11-2022-3	6/28/2022	215.00	98014	Agency Checks
PRO SHRED SECURITY	1021380	6/10/2022	45.90	99055	CONTRACTED SERVICES/SHREDDING
PRO SHRED SECURITY	1016129	6/10/2022	45.90	99038	CONTRACTED SERVICES/SHREDDING
RANDY HAGEMAN	RH-JUNE-2022	6/9/2022	900.00	30102	2nd Half FY22 Comp
RAPPAHANNOCK ELEC COOP	13016-A	6/9/2022	507.16	99040	ELECTRICITY lakewood sewer pump
SOSMETAL PRODUCTS INC	1475793	6/21/2022	168.48	30115	EQUIPMENT/SUPPLIES- food grade silicone lube
STAPLES ADVANTAGE	7358674005-0-1	6/27/2022	434.62	99074	OFFICE SUPPLIES & PRINTING- Frame hanging folder, steel
STAPLES ADVANTAGE	1642201301	6/24/2022	688.66	99071	OFFICE SUPPLIES & PRINTING- Premium membership fee
STAPLES ADVANTAGE	7353598312-0-1	6/10/2022	514.50	99039	trash liners
TAMMIE GAINES	TG-JUNE-2022	6/9/2022	900.00	30093	2nd Half FY22 comp
THE FREE LANCE STAR	A52920226090898	6/24/2022	1,566.80	30128	ADVERTISING- Proposed Budget FY22-23, Utility Tax Rates
USA BLUE BOOK	974626	6/9/2022	934.30	30103	TESTING SUPPLIES/CHEMICALS- DRIERITE INDICATING DESICCANT
USA BLUE BOOK	952889	6/23/2022	342.58	30119	Electrode storage solution, 1L
USA BLUE BOOK	922600	6/23/2022	88.95	30120	Dipper 6'L Handle 16OZ cup
USA BLUE BOOK	996239	6/21/2022	488.41	30116	WATER TESTING- DPD chlorine secondary, liquid DPD1A & DPD1B
USDA RURAL DEVELOPMENT	2022-06-USDA-LOAN	6/24/2022	17,938.00	99076	2018 Loan Interest Expense- JUNE 2022
VA DEPT.OF TAXATION	STATEVA-1-11-2022-5	6/16/2022	1,100.57	98012	Payroll Agency Checks
VALARIE COYLE	VCJUNE2022	6/9/2022	900.00	30085	2nd Half FY22 Comp
VERIZON	00648566822	6/16/2022	320.82	99054	TELECOMMUNICATIONS
VERIZON	00716171199	6/16/2022	16.53	99053	TELECOMMUNICATIONS- PUBLIC WORKS
VERIZON WIRELESS	216158760-0001-MAY22	6/13/2022	486.72	99042	TELECOMMUNICATIONS- CELL PHONES
VML	1547	6/24/2022	835.00	30129	MEMBERSHIP DUES- Virginia Municipal League
VUPS	05220453	6/9/2022	51.45	30105	MISS UTILITY COST
W.V. DELOACH HOME IMPROVEMENTS	2027	6/21/2022	6,305.00	30117	COVID-19 EXPENSES- Install Petition Wall,window, front entry door, steel door, cash window
WASTE MANAGEMENT	2764709-0281-4	6/22/2022	989.97	99067	SLUDGE REMOVAL
WASTE MANAGEMENT	2763638-0281-6	6/15/2022	89.71	99046	WWTP DUMPSTER SERVICE
WASTE MANAGEMENT	2763875-0281-4	6/15/2022	2,240.52	99045	REFUSE COLLECTION
WESLEY STORKE	2022-03-27THDR	6/9/2022	100.00	30106	Town Hall Rental Deposit refund
WEX BANK	81329674	6/9/2022	1,326.04	30107	VEHICLE FUEL/OIL- vehicles
XEROX FINANCIAL SERVICES	3267103	6/14/2022	123.22	99044	OFFICE EQUIPMENT- XEROX LEASE PAYMENT FOR MAY 2022
			120,033.69		



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – June 2, 2022 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 June 2, 2022 Town Council Meeting

ATTACHMENTS:

Minutes from June 2, 2022 Town Council Meeting

REQUESTED ACTION:

Approve Minutes.



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

June 2, 2022
7:00 p.m.
Town Hall

ROLL CALL AND QUORUM ESTABLISHED

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

The Pledge of Allegiance was recited.

MEMBERS PRESENT

Mayor Mark Gaines
Vice-Mayor Valerie Coyle
Council Member Jean Davis
Council Member Jeff Voit
Council Member Tammie Gaines
Council Member Deborah Howard
Council Member Randy Hageman

MEMBERS ABSENT

Council Member Arthur Wholey

PUBLIC HEARING

FY23 Proposed Budget

Ms. Finchum presented to the members the Draft FY23 Budget and reviewed the following:

- Proposed FY23 General Fund for Expenditures is \$2,268,543.00;
- Proposed FY23 General Fund for Revenues is \$2,704,688.00;
- Proposed Remaining Balance to Transfer to General Fund is \$436,145.00; and
- Reviewed allocations for expenditures and revenues.

Proposed Water & Sewer Rates effective July 1, 2022

Ms. Finchum presented to the members the Proposed FY23 Water and Sewer Rates and discussed the following:

- Proposed 15% increase to water rates; and
- U.S. Department of Agriculture (USDA) required rate increase.

Mayor Gaines opened the public hearing for FY23 Proposed Budget. There being no one that desired to speak, Mayor Gaines closed the public hearing.

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 6-0, the Town Council voted to defer action on the Draft FY23 Budget to the June 16, 2022, meeting.

Mayor Gaines opened the public hearing for FY23 Proposed Water and Sewer Rates. There being no one that desired to speak, Mayor Gaines closed the public hearing.

On the motion of Mr. Hageman, seconded by Mr. Voit, which carried a vote of 6-0, the Town Council voted to adopt the FY23 Water & Sewer Rates effective July 1, 2022.

Amendment to Zoning Ordinance, Division 16, Section 3-189. Prohibited signs. (C) (3)

Ms. Finchum present to the members the request for an amendment to Zoning Ordinance, Division 16, Section 3-189 and discussed the following:

- Permit signs on parapet walls;
- No greater than five (5) feet above roofline;
- Planning Commission recommended unanimously;
- Photos of historical parapet signs;
- Fits with historic nature of the town; and
- Gain consistency between regulations.

Mayor Gaines opened the public hearing. There being no one that desired to speak, Mayor Gaines closed the public hearing.

On the motion of Mr. Hageman, seconded by Mr. Voit, which carried a vote of 6-0, the Town Council adopted the amendment to the Bowling Green Town Code, Chapter 3, "Land Use and Buildings," Article I, "Zoning Ordinance," Division 16, "Prohibited Signs," (C)(3) to allow signs to extend from a parapet wall not greater than five (5) feet.

Rezoning – #RZS-2021-020 – Fairmont

Mayor Gaines noted the public hearing is a continuation from the May 5, 2022, meeting.

Ms. Finchum noted receipt of a new proffer and presented the proposed proffer with the following information:

- Proffered \$50,000.00 towards Water and Sewer Infrastructure for well construction;
- Paid in total prior to issuance of 20th Certificate of Occupancy;
- Council may reject proffer or readvertise.

Mr. Dan Webb, Applicant/Owner, addressed the members and discussed the following:

- Obtained Virginia Department of Transportation (VDOT) written approval of trail location;
- Some modifications requested; and
- Must meet standard requirements.

Mayor Gaines closed the public hearing.

On the motion of Ms. Coyle, seconded by Mr. Voit, which carried a vote of 5-1, with Ms. Gaines opposing, the Town Council voted to deny rezoning request #RZS-2021-020 – Fairmont.

Council discussed the following:

- Water availability issues;
- Problem needs resolution;
- Additional research and studies needed;
- Planning Commission recommended denial;
- Water and sewer brought to the area approximately (2) years ago;
- In favor of growth;
- Growth should be done correctly;
- Protection of the community;
- Department of Environmental Quality (DEQ) noted critical challenges anticipated;
- Staff hours and expenses incurred due to deferrals;
- Developer can resubmit request in one year;
- Plan modifications needed;
- Locate additional water sources;
- Residents requesting growth;
- Special tax paid by commercial and residential properties of the area;
- Information from experts on water availability will take considerable time; and
- Resolve water problem for Bowling Green not for developments.

Roll Call Vote:

Randy Hageman – Aye
 Deborah Howard – Aye
 Valerie Coyle – Aye
 Tammy Gaines – No
 Jeff Voit – Aye
 Jean Davis – Aye
 Author Wholey - Absent

DELEGATIONS

None.

PUBLIC COMMENTS

Mayor Gaines opened the public comment period.

Ms. Bonnie Cannon, resident, addressed the members and noted concern of property tax increases associated with the proposed FY23 Budget; need for a Noise Ordinance; and ongoing trash collection issues.

Mr. Dan Webb, Applicant/Owner, addressed the members in disagreement of the denial of the

rezoning request.

Mayor Gaines closed the public comment period.

MEMBER COMMENTS

Council complimented the front office renovation.

Council discussed ongoing issue of street light repair.

Council offered to review the proposed FY23 Budget with Ms. Cannon.

Council noted appreciation to those who spoke and attended the meeting.

Council expressed gratitude to all that assisted with the beautiful Memorial Day Service.

STAFF REPORTS & PRESENTATIONS

The following staff reports were presented to Council:

2022 Harvest Festival

- Completed flyers, vendor applications, and sponsorship applications;
- Mainstage highlights;
- Draft financial report;
- Volunteers requested;
- Vendors;
- Website; and
- Project timeline.

Council requested a report showing total meals tax collected during the event. Staff agreed.

Council asked for information regarding liability of activities at Harvest Festival. Staff noted the event will be held on personal property; no liability to the town; and special event insurance policy will be in place.

COVID-19 Economic Relief Funding Projects

- Safety improvements underway;
- Keystone Software ongoing training;
- Playground improvements; and
- Renovation of town hall.

Public Works/Utilities Monthly Report for May 2022

- Options for electricity to pavilion; and
- Sidewalk and paving completed prior to electrical work.

Police Department Monthly Report for May 2022

- None.

Town Clerk/Treasurer Council Monthly Report for May 2022

- Discussed differences of cash collected and revenue earned; and
- Continued streamline of reports.

Town Manager Monthly Report for May 2022

- Comprehensive Plan Amendments with Planning Commission
- Implementing event calendar for Council;
- Ongoing work on violation complaints; and
- Upcoming worksession on Property Maintenance Code.

CONSENT AGENDA

Minutes – May 5, 2022, Town Council Meeting

Bills – May 2022

On the motion of Ms. Gaines, seconded by Mr. Voit, which carried a vote of 6-0, the Town Council voted to accept Consent Agenda as presented.

UNFINISHED BUSINESS

Rezoning – #RZS-2021-025 – Northview

Mr. Jason Manns, Applicant/Owner, addressed the members and discussed the following:

- Discussion with DEQ;
- Unaware of actual growth during review;
- Approved growth with approved lots determines need;
- Additional contacts available to conduct research;
- Within close proximity to well; and
- Water available for development.

On the motion of Ms. Coyle, seconded by Mr. Voit, which carried a vote of 5-1, with Ms. Gaines opposing, the Town Council voted to deny rezoning request #RZS-2021-025 – Northview.

Council noted the importance of proper planning, working together, smart development, and protecting precious resources.

Roll Call Vote:

Randy Hageman – Aye
 Deborah Howard – Aye
 Valerie Coyle – Aye
 Tammy Gaines – No
 Jeff Voit – Aye
 Jean Davis – Aye
 Author Wholey - Absent

NEW BUSINESS

Quarterly Employee Bonuses for FY23

Ms. Finchum presented to the members the request for Quarterly Bonuses for full time, non-probationary, non-exempt employees with salaries under 42,000 to assist in offsetting the cost of healthcare and inflation of necessities which have recently increased. Ms. Finchum stated the bonuses will be \$300.00 each quarter for a total of \$1200 for each of the six employees that qualify; a total of \$7200.00

On the motion of Mr. Hageman, seconded by Ms. Gaines, which carried a vote of 5-1, with Ms. Davis opposing, the Town Council approved the request for Quarterly Employee Bonuses for FY23.

Council inquired about quarterly verses lump sum payments. Staff noted lump sum payment is an option; however several reasons to have quarterly payments including will assist staff throughout the year.

Roll Call Vote:

Randy Hageman – Aye
Deborah Howard – Aye
Valerie Coyle – Aye
Tammy Gaines – Aye
Jeff Voit – Aye
Jean Davis – No
Author Wholey - Absent

INFORMATIONAL ITEMS

None.

COMMITTEE REPORTS

None.

ADJOURNMENT

Motion to made by Ms. Gaines, seconded by Ms. Howard, which carried a vote of 6-0, the Town Council voted to adjourn the June 2, 2022, meeting at 8:28 p.m.



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

AGENDA ITEM: Application to Apply for Grant Funding Through VDH
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Josh Irby
PHONE: (804) 633-6212

BACKGROUND / SUMMARY: Replacement and abandonment of Well #4 as required by the Groundwater Withdrawal Permit. Seeking grant funding to assist with any costs incurred for the project.

ATTACHMENTS: Virginia Department of Health Application for Financial Assistance

REQUESTED ACTION: Approval to apply for financial assistance through the Virginia Department of Health

**VIRGINIA DEPARTMENT OF HEALTH (VDH)
OFFICE OF DRINKING WATER (ODW)**

2022 APPLICATION FOR PLANNING & DESIGN FUND PROGRAM
FINANCIAL ASSISTANCE

Application also available at:
<https://www.vdh.virginia.gov/drinking-water/capacity-development/planning-and-design-fund/>
Year-Round Submittals Accepted

WATERWORKS NAME: _____ **PWSID #:** _____ **COUNTY/CITY:** _____
PROPOSED PROJECT NAME: _____

Section A: Preliminary Questions

1. Complete Table 1 in order to determine if the waterworks is eligible and/or ready to apply for funds:

Table 1: Pre-Requirements for Applying

Yes / No	#	Question
_____	1	Is the waterworks classified either as a Community or as a nonprofit, Nontransient Noncommunity waterworks?
_____	2	Does the waterworks serve a total population of $\leq 10,000$ people; Or, does the project have a design benefit population of $\leq 10,000$ people?
_____	3	Are the waterworks and owner in good standing to receive state or federal funds (VDH operations fees paid, non-debarment or suspension)?
_____	4	Is this a public waterworks owned by other than state, federal, or tribal ownership?
_____	5	Has the project application been approved by a controlling board, council, president, etc. of each waterworks that is applying for funding?
_____	6	Does the applicant or waterworks have documented evidence of issues that affect or could affect the waterworks ability to comply with state or federal drinking water regulations?
_____	7	Has the waterworks excluded incurred expenses from this application?
_____	8	Has the waterworks had a Preliminary Engineering Conference (PEC) with the field office to discuss the project or has the field office indicated in writing that a PEC is not required?

If the answer to any question above is a NO, STOP, as you are not eligible / not ready to apply for funds. If all responses to the questions in Table 1 are YES, the waterworks and project are eligible / ready to apply to the Planning & Design Fund Program. Note that VDH will prioritize awarding funding for projects that address documented health-based issues.

2. Provide a **brief summary** of the project including the problem(s) that the project will address and/or solve, what the project will entail, the amount of time expected to complete it, and desired outcomes: _____

Section B: Applicant Information

I. APPLICATION PREPARER INFORMATION

1. Firm / Individual Name: _____
2. Address: _____
3. Contact Person: _____
 - a. Telephone Number: _____
 - b. Alternate Phone Number: _____
 - c. Email Address: _____

II. APPLICANT INFORMATION

1. Waterworks Name: _____ PWSID #: _____
 - a. Located in City / County: _____
 - b. Waterworks type: Community Nonprofit, nontransient noncommunity (NTNC)
If nonprofit NTNC, attach proof of nonprofit status (**Attachment Required**).
 - c. Waterworks existing or proposed: Existing Proposed
If proposed, when will the proposed system begin providing water to the public? _____
 - d. Waterworks owned by: Municipality (Town/County) Service Authority
 Non-Profit Entity Private Entity

*Note: State or Federally-Owned Waterworks are **not** eligible for funding through this program.*

2. Legal Owner(s) of Waterworks making application
 - a. Entity / Individual Name: _____
 - b. Address: _____
 - c. Contact Person: _____
 - i. Telephone Number: _____
 - ii. Alternate Phone Number: _____
 - iii. Email Address: _____

3. Are multiple owners involved in this project? Yes No
4. Document **each** collaborating owner / waterworks / utility in Table 2:

Table 2: Collaborating Owners

Owner Name	Waterworks / Utility Represented	PWSIDs Represented	Agreement/ Resolution/ Contract Attached

5. Has each participating entity (waterworks owner/board/etc.) from Table 2 approved this application?
 - Yes: *If Yes* Include Attach Signed Resolution(s) or Letter(s) of Intent for single-entity projects. For multi-entity projects, provide documentation of the legal arrangement between the owners (e.g., agreement, joint resolution, or contract). (**Attachment Required**).
 - No: *If No*, explain (**Explanation Required**): _____
6. Document the population that will benefit from the proposed project (“design benefit population”) in Table 3. Note that populations served through a consecutive connection must be included in Table 3.

Table 3: Project Design Benefit Population

Waterworks Name	PWSID	Consecutive Connection	Design Benefit Population
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Design Benefit Population			

Note: Projects with a design benefit population of greater than 10,000 people are not eligible for this funding program. See instructions for details.

7. Has the Applicant excluded all incurred expenses from the funding request associated with this project?
 - Yes No *If No, these expenses must be removed before submitting the application.*

Section C: Project Information

I. GENERAL PROJECT INFORMATION

1. Proposed Project Name: _____
2. Location of Project (i.e. locality, city, county): _____
3. Has the waterworks had a Preliminary Engineering Conference (PEC) with the field office to discuss the project or has the field office indicated in writing that a PEC is not required?
 - No *If No*, this project is not eligible. Contact the field office to address this issue before proceeding.
 - Yes *If Yes*, attach a copy of the notes from the PEC or written documentation from the Field Office that a PEC is not required. (**Attachment Required**)
4. Type of Project:

<input type="checkbox"/> Preliminary Engineering Report	<input type="checkbox"/> Leak Detection
<input type="checkbox"/> Engineering Plans & Specifications	<input type="checkbox"/> Pilot Study of Treatment
<input type="checkbox"/> Source Evaluation/Replacement/Addition	<input type="checkbox"/> Consolidation
<input type="checkbox"/> Distribution System Evaluation	<input type="checkbox"/> Other: _____
5. Issues Addressed by Project
 Complete Table 4. Answer “Yes/No or NA” for each “Issue to be addressed by project.” A “Yes” response indicates the project addresses that particular issue. For each issue that addressed by the project, provide a brief description and attach documentation. Supporting documentation for any issue marked “Yes” is **required**. Failure to provide documentation will result in the application being incomplete. Supporting documentation includes letters from VDH, Notices of Violation, Sanitary Surveys, licensed professionals reports, chemical results, photos, and other inspections. **An applicants’ written description of the problem does not constitute documentation.**

Table 4: Issues Addressed by Project

	Yes/No or NA	Issue to be addressed by project	Brief Description of issue including dates	Attachment (name)
Acute Health Risk		Waterworks under formal enforcement action, Commissioner-declared health hazard, or emergency declaration		
		Surface Water Treatment Rule violations		
		Revised Total Coliform Rule violations (PMCL)		
		Nitrate violations		
		Continuous boil water notices		
Chronic Risk		Formal enforcement actions (e.g., consent order, special order, court order) or Commissioner’s letter		
		Lead and Copper Action Level exceedances		
		Primary Maximum Contaminant Level (PMCL) violations		
Public Health Concerns		Formal Enforcement Actions, Commissioner’s Letter, or Warning Letter		
		Inadequate treatment		
		Inadequate source quality		

		Inadequate source quantity		
		Inadequate storage and/or distribution system pressure		
		Will extend water supply to homes (not served by a waterworks) that have inadequate private water sources		
		Will prevent or resolve conditions that favor the entrance of contaminants into the distribution system, including water loss $\geq 40\%$ in a defined pressure zone		
		Documented inadequate well condition		

II. PROJECT DETAILS

- Describe, in **detail**, the project being proposed: the problem(s) that the project will address and/or solve, what the project will entail, the amount of time expected to complete it, and desired outcomes: _____
NOTE: Distribution-system projects submitted for funding through this program shall not be broken into smaller, separate projects for the same single distribution zone.
- Explain how this project will impact the waterworks ability to comply with state or federal drinking water standards and/or regulations: _____
- Has the waterworks previously attempted to solve the problem?
 No *If no, explain why not: _____*
 Yes *If Yes, describe what was done, when it was done, the outcome, and how it was funded: _____*
- Does this project include regionalization or consolidation as a part of the project in order to address health issues?
 Yes *If Yes, explain: _____*
 No *If No, explain: _____*
- Does the project involve environmental review?
 No Yes *If Yes, costs associated with environmental review must be covered by non-VDH funds.*

III. PROJECT IMPACT AND TIMING

- Describe short-term benefits of the completed project: _____
- Describe long-term benefits of the completed project: _____
- If this project is needed before future improvements can be made at the waterworks, describe the timing and connection between the Planning & Design Fund Program activities and future modifications/construction/etc. at the waterworks: _____
- Will this project address a problem that, if left unaddressed, is highly likely to worsen and put water service/quality/quantity at risk? (Meaning: Is it proactive?)
 No
 Yes *If Yes, describe the situation and how this project will prevent future escalation of the problem: _____*

Section D: Project Cost and Proposed Financing

I. PROJECT COST

- Provide details on the estimated cost of the project. In determining the total cost of the project, secure estimates from appropriate vendors to support the amount requested, and include them with the application.

Table 5: Project Cost Estimate

Project Components	Estimated Cost
_____	\$ _____

_____	\$ _____
_____	\$ _____
TOTAL PROJECT COST	\$ _____

2. Describe how the cost of the project was determined. Attach copies of estimates if available: _____

II. CALCULATION OF FUNDING REQUEST

Complete Table 6. Non-VDH funding includes all secured funds, either directly from the waterworks or from other entities used for the total cost of this project. Note that non-VDH funds must pay for environmental reviews, when required. If an environmental review is part of the overall project, account for funding as “Non-VDH funding”.

Table 6: Funding Request

Total Project Cost (from above)	\$ _____
Non-VDH Funding Secured	(\$ _____)
Amount Requested from VDH	\$ _____

III. COMPLETE EXHIBIT A

Exhibit A brings together project scope, timeline, expenses and funding. Exhibit A (at the end of this application packet) includes a summary of all key activities, expenses, and the timeline associated with the project. The financial portion of Exhibit A must match what is reflected above. Failure to include a complete Exhibit A will result in the application being rejected.

Complete: *Exhibit A: Summary of Project, Including Timeline and Expenses. (Required)*

Section E: Water Rates & Fees

The information in this section applies to the design benefit population, though it may be for the entire waterworks if there is only one schedule of rates and fees. If more than one waterworks is involved in the Project, attach responses to each of these questions for the design benefit population at each participating waterworks. VDH reserves the right to decide if funding is contingent upon adjusting water rates and/or requiring savings for financial reserves.

1. Describe or attach the current water rate schedule: _____ (**Attachment Required**)
2. Date water rates were last adjusted? _____ Describe the adjustment: _____
3. What is the connection fee for water? \$ _____
4. What is the availability fee for water? \$ _____
5. Provide details regarding customer billing:
 - a. Billing Frequency: Monthly Quarterly Other: _____
 - b. Charges are based on: Metered Usage Fee/Service Charge Other: _____
 - c. If bills are based on usage, how frequently are meters read: Monthly Quarterly Other: _____
 - d. If “Other” is selected for any question above, explain: _____
6. Are billing / meter reading procedures the same for residential and non-residential service connections?
 Yes No *If No, Explain:* _____
7. What is the average residential monthly water bill: \$ _____
8. Median Household Income- Complete either a or b. Documentation of MHI figures **are Required** (Question c)
 - a. *Using Census Tract data:* What is the Median Household Income (MHI) for the county or the smallest census tract or tracts that contain the project area: \$ _____; Source of the MHI data: _____
 - b. *Using Income Survey data:* What is the MHI for the project benefit area, calculated using income surveys: \$ _____; Data provided/summarized in Attachment _____ (*Required if this method is used*) Documentation for at least 75% of all affected customers must be included

- c. Documentation provided in Attachment _____ (name of attachment) **(Required)**
9. Calculate the percent of MHI required for an average monthly residential bill:
- a. $\frac{\text{(Average Residential Monthly water bill x 12 months/year)}}{\text{MHI / year}} \times 100 = \text{_____ \% MHI}$
10. Will completion of the proposed project result in a change in water rates, fees, billing, or meter reading within 5 years after completing the project?
- No Yes *If Yes, Explain:* _____

Section F: Sustainability

1. Does the waterworks complete periodic water audits?
- No *If No, explain:* _____
- Yes *If Yes, describe how the audits are conducted and attach a copy of the most recent water audit:* _____
2. Percent (%) water loss (loss due to leaks) based on the past 18 months: _____
- If project addresses water loss, documentation of water loss must be included in the project description and supporting documents attached to the application.*
3. Does the waterworks have a detailed budget?
- No *If No, explain:* _____
- Yes *If Yes, attach a copy of the most recent budget:* _____
4. Does the waterworks have audited financial statements or a CAFR?
- No *If No, explain:* _____
- Yes *If Yes, attach a copy of the most recent document:* _____
5. Does the waterworks have an emergency reserve fund?
- No *If No, explain how emergency expenses are handled:* _____
- Yes *If Yes, briefly describe what reserves are maintained:* _____
6. Does the waterworks have a current Asset Management Plan (AMP)?
- No
- Yes *If Yes, briefly describe the AMP and specify when it was updated:* _____

Section G: Application Certification

Sharing of Application Information:

VDH may share information from this application with other funding entities in an effort to improve sharing of information, partnerships, and assisting you in seeking other funding opportunities.

Do you have any objections? Yes, I object. No, I have no objections.

Application Certification:

Submittal of this application is only a starting point for discussion and is not a binding agreement on either party. Incomplete information may result in the delay or rejection of the application request.

The undersigned authorized representative(s) of the waterworks making application certifies that the information contained herein and the attached statements and exhibits are true, correct, and complete to the best of his or her knowledge and belief. The undersigned agrees to clarify or supplement information pertaining to this application upon request. The undersigned recognizes that the information contained herein may be subject to state Freedom of Information Act requirements. The undersigned acknowledges that a part of any interest required on a closed loan can be used by VDH to support the drinking water program.

Primary Applicant:

NAME and TITLE: _____
ORGANIZATION: _____
SIGNATURE: _____ DATE: _____

Collaborating Applicants:

NAME and TITLE: _____
ORGANIZATION: _____
SIGNATURE: _____ DATE: _____

NAME and TITLE: _____
ORGANIZATION: _____
SIGNATURE: _____ DATE: _____

Reminders:

Submit all attachments, documentation, and necessary forms. VDH will consider up to three applications per regulated waterworks submitted through the Planning & Design Fund Program application process in any funding year. However, funding offers will be limited to a maximum of two active funding offers per eligible waterworks owner per funding year. ODW intends these funds to position waterworks for application for construction funding for larger projects. The applicant shall not scope distribution-system projects into separate smaller projects for the same single distribution zone. Projects awarded Planning & Design Funds must be complete within 15 months of signing of the contract, and therefore, be achievable within that timeframe. Projects that exceed the 15-month timeframe may have funding withdrawn.

All recipients must comply with the Virginia Public Procurement Act, our program requirements, and procurement procedural guidelines.

Section H: Application Submittal Instructions

VDH will consider up to three applications from a waterworks owner in each funding year. However, due to the demand for the Program and limited funds for projects, offers will be limited to a maximum of two grants, of not more than \$35,000 each, per eligible waterworks owner per funding year. Multiple applications from one owner must be for different areas of a waterworks' infrastructure (e.g. source, treatment, distribution, security, etc.) or for a completely different waterworks (i.e., a waterworks with a different PWSID #). VDH reserves the right to fund a project received at any time during the year, or to by-pass any project for lack of progress at any time. VDH also reserves the right to decide if funding is contingent upon adjusting water rates and/or requiring savings for financial reserves. Funding is not contingent on receiving a local match. **Please note that applications are accepted year-round.**

Applicants are required to submit a full electronic copy of the application. Please provide a complete digital copy of the application and all supporting documents in pdf format to both:

Barry.Matthews@vdh.virginia.gov

Julie.Floyd@vdh.virginia.gov

Applicants are encouraged to submit two complete and signed paper applications and two copies of all required attachments to:

Virginia Department of Health
Office of Drinking Water
Attn: Barry Matthews, CPG, Director
Division of Training, Capacity Development and Outreach
109 Governor Street, 6th Floor
Richmond, VA 23219

For more information please contact:

Barry E. Matthews, CPG, Director
Division of Training, Capacity Development and Outreach
(804) 477-5171
Barry.Matthews@vdh.virginia.gov

Julie M. Floyd, Capacity Development Supervisor
Cell: (540) 460-9348
Julie.Floyd@vdh.virginia.gov

All applications must include the following attachments except as noted:

- Proof of non-profit status (for non-profit NTNCs only)
- Copy of Signed Resolution or Letter of Intent for single-entity projects or
- Documentation of legal arrangement between collaborating owners for multi-entity projects.
- Copy of Preliminary Engineering Conference notes or letter from field office that PEC not required
- Documentation of each issue addressed by project (Table 4)
- Estimates used to determine project cost (if available)
- Exhibit A
- Current Water Rate Schedule including connection and availability fees
- Median Household Income documentation (i.e. copy of US Census report for the project area showing MHI)
- Most recent water audit (if available)
- Documentation of water loss (i.e. water production, billing, maintenance logs showing leaks and repairs, results of leak detection studies, etc.) if the project addresses water loss
- Waterworks Budget (if available)
- Waterworks audited financial statements or CAFR (if available)

EXHIBIT A

SUMMARY OF PROJECT, INCLUDING TIMELINE AND EXPENSES

Applicant: _____

Project Number: PF - _____

Project: _____

Summarize the the problem(s) that the project will address, what the project will entail, and expected outcomes:

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Provide a budget that reflects all eligible costs associated with the project:

ACTIVITY	ESTIMATED COST	START DATE	PROJECTED COMPLETION DATE
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
TOTAL Project Cost =	\$ _____	Additional Comments:	
Non-VDH Funding Secured =	(\$ _____)		
VDH Funding Requested =	\$ _____		

*VDH reserves the right to bypass the planning fund applications and withdraw funding if the above schedule is not met.
Make any requests for changes to this schedule in writing to Barry.Matthews@vdh.virginia.gov. All program requirements apply.*



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

AGENDA ITEM: Notice of Intent to Apply for Funding and Notice of Public Hearing

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Josh Irby

PHONE: (804) 633-6212

BACKGROUND / SUMMARY: Application for financial assistance through the United States Department of Agriculture for upgrades to the Town of Bowling Green's Sanitary Sewer System and Wastewater Treatment Plant. Preliminary Engineering Report has been completed by Dewberry Engineering. Public hearing must be accomplished within 60 days of application.

ATTACHMENTS: Notice of Intent to Apply for Funding and Public Hearing

REQUESTED ACTION: Request to schedule Public Hearing for August 2022 Town Council Meeting

NOTICE OF INTENT TO APPLY FOR FUNDING
AND NOTICE OF PUBLIC HEARING

The _____ hereby provides notice of its intent to file an application for funding with USDA, Rural Development for funding of a proposed _____ project, which consists of (insert brief description of work to be performed).

A public hearing on the proposed project will be held on (insert date and time). Anyone requesting information on this project or to offer comments should attend this meeting, which will be held at (insert location of meeting).

Instructions: This notice needs to be advertised in your local paper that serves the clients in the project service area. Must be published within 60 days of filing the application for financial assistance, and at least 10 days prior to the public meeting. Please forward our office the Certificate of Publication from the newspaper showing the article and the date of the newspaper in which it was published, along with minutes of the meeting.