



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, September 01, 2022
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

DELEGATIONS:

PUBLIC COMMENTS:

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

1. Water Supply Project Update
2. 2022 Harvest Festival
3. Recovery Act (Covid) Funds/Projects
4. Planning Commission Update
- [5.](#) Public Works/Utilities Monthly Report for August 2022
- [6.](#) Police Departments Monthly Report for August 2022
- [7.](#) Town Treasurer/Finance Department Monthly Report for August 2022
- [8.](#) Town Administration Monthly Report for August 2022

CONSENT AGENDA:

- [9.](#) Minutes – July 7, 2022 & August 4, 2022 Town Council Meeting
- [10.](#) Bills – August 2022

UNFINISHED BUSINESS:

NEW BUSINESS:

- [11.](#) Conversion from Google to Microsoft Office
- [12.](#) Addition of Electronic Lockbox Service at Atlantic Union Bank
- [13.](#) Trash Service Discussion

INFORMATIONAL ITEMS:

COMMITTEE REPORTS:

CLOSED SESSION:

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 2022

DATE: August 26, 2022

PREPARED BY: Josh Irby

MONTHLY REPORT / PROJECT UPDATE:

Water

- Working with Town Admin Staff to contact customers regarding possible water leaks
- Working on grant application for well replacement

Wastewater

- Plant is running ok

Public Works

- Set up for meetings at Town Hall
- Weekly Staff Meetings
- Normal grass cutting
- Watering flowers
- Playground- Contractor is working on layout

ATTACHMENTS:

HEADS UP ITEMS: Music on the Green continues for two more weeks
Harvest Festival in October



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

AGENDA ITEM: Police Departments Monthly Report August 2022

DATE: 08/26/2022

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for August 2022

36-Total calls for service

21-Assist other agencies

14-Summons / Parking tickets

55-Park walk and talks

2-Assault/Domestic

1- Larceny

1- Motor Vehicle Accidents

26 -Property checks/ Vacation checks/ Business Checks

ATTACHMENTS:

None

HEADS UP ITEMS:

Planning/Preparing for Harvest Fest 2022



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

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

DATE: August 31, 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.
- Liaison with utility billing product stakeholders for Lockbox capability
- Initiated Voyager application for new fuel account
- Completed application documents for Value Payments System
- Completed Utility reports for Town Council
- Continued collaborative efforts to fix GL account reporting

ATTACHMENTS:

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

HEADS UP ITEMS: Predicted upcoming paper shortage

TOWN HALL RENTALS

August 2022

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
5	Town Hall Activities	Class	\$ 60.00
1	Town Council Meeting	Meeting	N/C
1	Town Council Work Session	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Private Event	Funeral	\$ 350.00
1	VDOT Meeting		N/C
10		Totals	\$ 410.00

8/22/2022

-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
	1	PP	.00	6,206.65	32.43	72.07	2,874.05-	.00	3,332.60	172
	1	VL	.00	4,960.00	.00	.00	475.63-	.00	4,484.37	166
		HALF TOTALS =	.00	11,166.65	32.43	72.07	3,349.68-	.00	7,816.97	338
		DEPT# TOTALS =	.00	11,166.65	32.43	72.07	3,349.68-	.00	7,816.97	338
PP2019	1	PP	.00	10,097.14	20.82	3.46	4,176.38-	.00	5,920.76	232
	1	VL	.00	6,175.00	.00	.00	44.50-	.00	6,130.50	207
		HALF TOTALS =	.00	16,272.14	20.82	3.46	4,220.88-	.00	12,051.26	439
		DEPT# TOTALS =	.00	16,272.14	20.82	3.46	4,220.88-	.00	12,051.26	439
PP2020	1		.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	9,836.43	4.82	.26	4,494.19-	.00	5,342.24	278
	1	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
	1	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	68,736.38	75.13	76.54	20,066.25-	.00	48,670.13	1673
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

8/22/2022

-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
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
RE2011	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2012	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2013	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2014	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2015	1		.00	22.20	6.78	.18	14.64-	.00	7.56	2
	HALF	TOTALS =	.00	22.20	6.78	.18	14.64-	.00	7.56	2
	2		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	22.20	6.78	.18	14.64-	.00	7.56	2
RE2016	1		.00	.65	.00	.00	.00	.00	.65	1
	HALF	TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
	DEPT#	TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
RE2017	1		.00	.65	.00	.00	.00	.00	.65	1
	HALF	TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
	DEPT#	TOTALS =	.00	.65	.00	.00	.00	.00	.65	1

8/22/2022

-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2018	1		.00	132.21	13.06	22.68	272.91-	.00	140.70-	3
	HALF	TOTALS =	.00	132.21	13.06	22.68	272.91-	.00	140.70-	3
	DEPT#	TOTALS =	.00	132.21	13.06	22.68	272.91-	.00	140.70-	3
RE2019	1		.00	249.21	.00	.00	.00	.00	249.21	4
	HALF	TOTALS =	.00	249.21	.00	.00	.00	.00	249.21	4
	DEPT#	TOTALS =	.00	249.21	.00	.00	.00	.00	249.21	4
RE2020	1		.00	2,440.75	75.14	54.17	986.70-	.00	1,454.05	18
	HALF	TOTALS =	.00	2,440.75	75.14	54.17	986.70-	.00	1,454.05	18
	DEPT#	TOTALS =	.00	2,440.75	75.14	54.17	986.70-	.00	1,454.05	18
RE2021	1		.00	16,087.82	57.42	7.29	12,601.57-	.00	3,486.25	63
	HALF	TOTALS =	.00	16,087.82	57.42	7.29	12,601.57-	.00	3,486.25	63
	DEPT#	TOTALS =	.00	16,087.82	57.42	7.29	12,601.57-	.00	3,486.25	63
RE		TOTALS =	.00	18,992.57	152.40	84.32	13,875.82-	.00	5,116.75	93
TD2019	1	01	.00	1,650.94	45.96	76.78	459.67-	.00	1,191.27	2
	HALF	TOTALS =	.00	1,650.94	45.96	76.78	459.67-	.00	1,191.27	2
	DEPT#	TOTALS =	.00	1,650.94	45.96	76.78	459.67-	.00	1,191.27	2
TD2020	1	01	.00	4,767.44	.00	.00	.00	.00	4,767.44	3
	HALF	TOTALS =	.00	4,767.44	.00	.00	.00	.00	4,767.44	3
	DEPT#	TOTALS =	.00	4,767.44	.00	.00	.00	.00	4,767.44	3
TD2021	1	01	.00	8,502.55	.00	.00	.00	.00	8,502.55	5
	HALF	TOTALS =	.00	8,502.55	.00	.00	.00	.00	8,502.55	5
	DEPT#	TOTALS =	.00	8,502.55	.00	.00	.00	.00	8,502.55	5
TD		TOTALS =	.00	14,920.93	45.96	76.78	459.67-	.00	14,461.26	10
COMPANY		TOTALS =	.00	102,649.88	273.49	237.64	34,401.74-	.00	68,248.14	1776
					DEPT	ADJUSTMENTS	PPTRA CREDIT	ADJUSTED	TOTAL	
					DEPT. TOTALS	.00	.00	.00		



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

AGENDA ITEM: Town Administration Monthly Report for August 2022
DATE: September 1, 2022
PREPARED BY: Allyson Finchum

MONTHLY REPORT / PROJECT UPDATE:

- Preparation and Staff for the August 18, 2022 Planning Commission Meeting & Worksession – 1) Comprehensive Plan Amendments for Chapter 9 Land Use 2) Water Supply Planning
- Review of Zoning Permits
- Planning and Zoning Inquiries
- ARPA Funds Project - Playground Improvements
- ARPA Funds Project – Safety/Security Improvements
- Preparation of September 1, 2022 Town Council Agenda Packet
- Preparation of September 1, 2022 Town Council Worksession
- Training of New Staff
- Development of Future Water Project
- Updated Town Website
- Preparation of Harvest Festival
- Preparation of Music on the Green
- Preparation of Clean Sweep
- Promotion of Town Events and Businesses

Meetings/Training:

- August 4, 2022 Town Council Worksession
- August 4, 2022 Town Council Meeting
- August 18, 2022 Planning Commission Meeting
- Weekly Staff Meetings
- Meetings on various topics with:
 - Developers/Citizens, State Governmental Agencies, Planning Commissioners, Town Council Members
 - Specific Topics: VDOT (Smart Scale & other issues)



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

AGENDA ITEM: Minutes – July 7, 2022 & August 4, 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 July 7, 2022 & August 4, 2022 Town Council Meeting

ATTACHMENTS:

Minutes from July 7, 2022 & August 4, 2022 Town Council Meeting

REQUESTED ACTION:

Approve Minutes.



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

July 7, 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 Valarie Coyle
Council Member Jean Davis
Council Member Jeff Voit
Council Member Randy Hageman
Council Member Deborah Howard (via Zoom)

MEMBERS ABSENT

Council Member Tammie Gaines

DELEGATIONS:

None.

PUBLIC COMMENTS

Mayor Gaines opened the public comment period.

Ms. Ann Neil Cosby, Applicant's Representative, with Wire Gill, LLC; addressed the members and discussed the following:

- Land Use Attorney representing Northview Properties LLC;
- Request for reconsideration of denial for #RZS-2021-020 – Fairmont;
- Primary driver for denial based on water supply issues;
- Department of Environmental Quality (DEQ) confirmed water supply concerns;
- Work together with DEQ toward resolution;
- Defer indefinitely as opposed to denial;
- Opportunity for smart growth; and

- Protection of water resources.

Council asked for information regarding alternatives should the water problem remain unsolved. The Applicant's Representative explained if a solution cannot be found, the application may be denied.

Ms. Yvette Harvey, resident, addressed the members and expressed concern of the fifteen percent (15%) water rate increase. Council offered a brief explanation for the increase and noted additional detail can be obtained from the Town Manager.

Ms. Bonnie Cannon, resident, addressed the members regarding unresolved issues with unsatisfactory trash collection service; personal property tax increase concerns; and loss of the historic integrity of the town.

Mayor Gaines closed the public comment period.

On the motion of Mr. Voit, seconded by Mr. Hageman, which carried a vote of 6-0, the Town Council approved participation by Ms. Howard through electronic communication means, from North Carolina due to personal vacation.

On the motion of Mr. Hageman, seconded by Ms. Howard, which carried a vote of 6-0, the Town Council voted to add Item #9, Resolution to Reconsider #RZS-2021-025 - Northview, to the agenda.

Roll Call Vote:

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

MEMBER COMMENTS

Council addressed concerns of trash collection and discussed following:

- Shiflett's Waste Services was procured by Green for Life Environmental Inc (GFL);
- GFL automatically acquired existing contracts;
- Discuss expectations with GFL;
- Limited options of waste removal companies;
- Review of existing contract by staff; and
- Trash must be placed in containers for pick up.

Council addressed tax increase concerns; explained the only increase occurred with water rates; and project no increase next year.

Council expressed gratitude to staff that worked on July 4th to ensure completion of the Town Council Meeting Packets.

Council expressed gratitude to the Planning Commission allowing Council the opportunity to attend meetings and collaborate.

Council noted safety concerns of a large sinkhole located near Anderson Avenue; need to determine extent of damage; dangers of injury; and several sidewalks in need of repair.

Council noted several vacant lots in need of lawn maintenance and need for code enforcement. Staff explained these types of issues are complaint based, therefore residents need contact the office to report violations; staff investigates and take action as needed.

Council noted concern of lost revenue as a consequence of the increase in Town Hall Rental Rates; more affordable rental options located in Caroline County. Council noted the cost for rental is fair and consistent with surrounding areas.

Council expressed the importance of resident complaint submission to the office; proper notification assists staff with violation tracking and follow up.

Council discussed the Virginia Department of Transportation's (VDOT) complaint referral form; online submission; and response timeframe.

Council acknowledged the great work conducted on the Town Hall Rental Rates; and historic preservation of the building is imperative.

Council discussed concern of crosswalk safety; conduct traffic study; hazardous driving behaviors; options for enforcement; VDOT five-year study completed; VDOT previously denied use of signs in roadway; and additional discussion needed.

STAFF REPORTS & PRESENTATIONS

The following staff reports were presented to Council:

Public Works/Utilities Monthly Report for June 2022

- Smart Scale Project Meeting with VDOT District Engineer scheduled for August 25, 2022;
- Council invited to attend.

Police Department Monthly Report for June 2022

- No discussion.

Town Clerk/Treasurer Council Monthly Report for June 2022

- Council complemented the format of reports.

Town Administration Monthly Report for June 2022

- Upcoming worksessions;
- Keystone Training;
- Utility Billing Rollout in October;

- Remaining modules go live Spring 2023;
- Cost sharing of training with Caroline County; and
- In line with County schedule.

CONSENT AGENDA

Bills – June 2022

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 6-0, the Town Council voted to accept Consent Agenda item five (5) as presented.

Minutes – June 2, 2022, Town Council Meeting

- Council noted correction on page 2, amendment to reflect Mr. Hageman as second to the motion made for Draft FY23 Budget;
- Council noted correction on page 5, amendment to move Public Hearing for Rezoning – #RZS-2021-025 – Northview, from Unfinished Business to follow Rezoning – #RZS-2021-020 – Fairmont; and
- Council noted correction on page 4, amendment to Public Comment Period to reflect Mr. Mike Manns as applicant.

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 6-0, the Town Council voted to accept Consent Agenda item six (6), with corrections as noted.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Application for Grant Funding for Well Replacement

Mr. Kirby presented to the members the application for grant funding for well replacement and discussed the following:

- Application for assistance for drilling of new well; and
- Must obtain approval of Council prior to submission of application.

On the motion of Mr. Voit, seconded by Mr. Hageman, which carried a vote of 6-0, the Town Council voted to approve the submission of Application for Grant Funding for Well Replacement.

Council asked for clarification if funding is for total replacement or a portion. Staff explained the grant will cover a portion of the costs, with the remainder a low interest loan.

Roll Call Vote:

Deborah Howard – Aye
Arthur Wholey – Aye
Randy Hageman – Aye

Valarie Coyle – Aye
Jeff Voit – Aye
Jean Davis – Aye
Tammy Gaines – Absent

Schedule Public Hearing for USDA Funding for Sewer Upgrades

Mr. Kirby presented to the members the request for public hearing for the USDA Funding of Sewer Upgrades and discussed the following:

- Sewer project upgrades previously presented by Dewberry;
- Application process for the grant loan package; and
- Requested public hearing for next meeting in August.

On the motion of Mr. Voit, seconded by Ms. Davis, which carried a vote of 6-0, the Town Council voted to schedule a public hearing for USDA Funding for Sewer Upgrades on August 4, 2023.

Council and staff discussed the following:

- Concern with the USDA style funding assistance;
- Low interest loan requiring repayment;
- Receive grant funding with remainder a low interest loan;
- Previously approved Water Project and Proposed Sewer Replacement are separate projects;
- Approval only for Notice of Intent;
- Under no obligation to move forward with project;
- Concern of extra expense impacts to residents;
- Proactive rather than reactive;
- Town must bear the entire expense of sewer line failure verses a low interest loan in place;
- Dewberry study for replacement of concrete sewer mains in need of repair;
- Level of testing standards will not change; and
- No increase of capacity with replacement of outdated equipment.

Roll Call Vote:

Deborah Howard – Aye
Arthur Wholey – Aye
Randy Hageman – Aye
Valarie Coyle – Aye
Jeff Voit – Aye
Jean Davis – Aye

Resolution to Reconsider Northview Rezoning

On the motion of Mr. Hageman, seconded by Ms. Howard, which carried a vote of 4-2, with Mr. Wholey, Ms. Coyle, Mr. Voit, and Ms. Davis opposing, the Town Council voted to deny the request for Resolution to Reconsider #RZS-2021-025 - Northview.

Council discussed the following:

- DEQ meeting identified areas of water concern around this area and east of the 95 Corridor;
- Concern of inability to provide water to existing vacant lots;
- Desire smart growth with proper planning;
- Just made aware of water problems;
- Work with Caroline County; Port Royal, and King George for Surface Water Withdrawal Permit;
- Requested letter of commitment;
- Need better communication with DEQ;
- Begin process for water management;
- Important to be open to help from Northview can offer to help;
- Water Management Plan adopted in 2011;
- Build Out Analysis information;
- Critical updates needed to the Comprehensive Plan;
- Updated information and database to include current statistics;
- Recommended increased restrictions for by-right developments;
- Industry standards used for calculations;
- Undeveloped and developed land water usage calculations;
- Commercial water usage calculations;
- Within the last 10 years usage peaked at or around 200,000 gallons;
- Current withdrawal permit allows for 190,000 gallons per day;
- Projected usage calculations exceed existing withdrawal permit;
- Water usage could scale up to 468,000 gallons per day;
- Possibility of legal repercussions on a locality for the inability to provide infrastructure and services for its citizens;
- No affirmative obligation to provide water
- Possible grounds for legal action if connection was purchased then denied access;
- Ordinance requires access to sewer only;
- Multiple county connections on town water system;
- Must obtain approval from the board of supervisors to connect to town system;
- Town incurs costs of readvertising for deferrals which is imposed on taxpayers;
- Allocated committed use is currently exceeds double the allowed by permit;
- Need for a more in-depth water plan;
- Substantial changes required; and
- Concern of lingering deferral effecting outcomes of other applications.

Roll Call Vote:

Deborah Howard – Aye
Arthur Wholey – No
Randy Hageman – Aye
Valarie Coyle – No
Jeff Voit – No
Jean Davis – No

INFORMATIONAL ITEMS

None.

COMMITTEE REPORTS

None.

ADJOURNMENT

On the motion of Mr. Voit, seconded by Ms. Davis, which carried a vote of 6-0, the Town Council voted to adjourn the July 7, 2022, meeting at 8:57 p.m.



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

August 4, 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 Valarie Coyle
Council Member Jean Davis
Council Member Jeff Voit
Council Member Tammie Gaines
Council Member Randy Hageman
Council Member Deborah Howard

PUBLIC HEARINGS

- Notice of intent to Apply for Funding through the USDA for improvements to the Town of Bowling Green's Sanitary Sewer System.
- Mr. Irby advised no upgrades with plant since 1991. Would like to install new generators with security fencing.
- Increase sewer rates.
- Discussion included cost to Town of repaying the loan

Motioned to approve the application for funding. Motion failed for lack of second.

DELEGATIONS

None.

PUBLIC COMMENTS

Mayor Gaines opened the public comment period.

Ms. Bonnie Cannon, resident, addressed the members regarding unresolved issues with funding of

projects; tax increase concerns; and increase in sewer rates.

Ms. Ann Marie Jiles, resident, addressed the members regarding seating of Town Council Meetings now as opposed to how it was before; has concerns on what it cost tax payers to redo office at Town Hall; addressed concerns about unsatisfactory trash collection; stated she does not feel welcome to meetings. Council thanked her for coming and stated that everyone is always welcome. Council stated that building itself looks darker now.

Ms. Yvette Harvey, resident, addressed the members regarding water usage fees; rate increase in sewer; and not being able to get the answers to her questions. Council offered a brief explanation for the increase and advised that a Town Council member is always available to help with any questions. Council advised to try to seek help at the office first.

Mayor Gaines closed the public comment period.

MEMBER COMMENTS

Council discussed the following concerns:

- Water and sewer usage and rates;
- GFL trash pick-up procedures/expectations;
- Council addressed tax increase concerns;

STAFF REPORTS & PRESENTATIONS

The following staff reports were presented to Council:

Water Supply Project Update

- Information was obtained from a Specialist Engineer to get the project started.
- This was the quickest way to find out what the status is for the water
- Engineer presented report to members on water issue

On the motion of Ms. Gaines, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council approved to move forward with proposal.

2022 Harvest Festival Update

- Lisa Stevens presented to members a packet on updated Harvest Festival plans.
- Talked about the different sections, along with what is in progress.
- Presented to members a monthly financial report and vendor tracker ledger.

Recovery Act (Covid) Funds/Projects

- Mr. Irby presented update on playground upgrade.
- Spoke with contractor concerning cost & design
- Stated budget is for playground equipment only and not sidewalks

Council asked for a detailed drawing/plans for the playground.

Council would like the area to be for children as well as adults with benches and tables.

Council feels this project has not received the attention it deserves. Would like more creativity.

Planning Commission Update

- Planning Commission continues to work on the water issue

Public Works/Utilities Monthly Report for August 2022

- Smart Scale Project Meeting with VDOT District Engineer scheduled for August 25, 2022;
- Council invited to attend.
- Reminder about Music on The Green

Police Department Monthly Report for August 2022

- Chief thanked everyone for helping with National Night Out and that it was a success.
- Council discussed getting more people involved (churches etc.)

Town Clerk/Treasurer Council Monthly Report for August 2022

- Council complimented the format of reports.
- Council thanked Treasurer for help with collecting data

Town Administration Monthly Report for August 2022

- Upcoming work sessions;
- Keystone Software;
- Utility Billing Rollout in October;

CONSENT AGENDA

Bills – August 2022

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council voted to accept Consent Agenda item five (5) as presented.

Minutes – July 7, 2022, Town Council Meeting

- Council noted correction on page 2, amendment to reflect Mr. Voit as voting No to add Item #9, Resolution to Reconsider #RZS-2021-025 – Northview, to the agenda.
- Council noted correction on page 6, correction to wording by Mr. Voit on sentence stating Estimate water usage of 468,000 gallons per day.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Request to Schedule Public Hearing on Comprehensive Plan Amendment for Chapter 9 Land Use

A motion to Schedule Public Hearing on Comprehensive Plan Amendment for Chapter 9 Land use, which carried a vote of 7-0 was approved by Town Council.

Request to Schedule Public Hearing for Rezoning Application of 133 Chase Street

A motion to Schedule Public Hearing for Rezoning Application of 133 Chase Street, which carried a vote of 7-0 was approved by Town Council.

INFORMATIONAL ITEMS

None.

COMMITTEE REPORTS

None.

ADJOURNMENT

On the motion of Mr. Voit, seconded by Ms. Howard, which carried a vote of 7-0, the Town Council voted to adjourn the August 4, 2022, meeting at 8:27 p.m.



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

AGENDA ITEM: Bills – August 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 August 2022

ATTACHMENTS:

AP Reports:

- AP July 2022 Bills Summary
- AP July 2022 Bills Details
- AP Check Register_2022.08.04
- AP Check Register_2022.08.17
- AP Check Register_2022.08.22
- AP Check Register_2022.08.26
-

REQUESTED ACTION:

Approve invoices.

Vendor Name	Ck Date	Check Number	Check Amt
A & M HOME CENTER	8/4/2022	30183	210.62
AFLAC	8/2/2022	98024	351.13
ALACRITI PAYMENTS, LLC	8/4/2022	30184	43.73
ATLANTIC BROADBAND METROCAST COMMUNICATIONS /	8/22/2022	99140	83.09
ATLANTIC BROADBAND METROCAST COMMUNICATIONS /	8/22/2022	99141	129.09
ATLANTIC UNION BANK	8/16/2022	99125	303.84
BMW CLEANING SERVICES	8/4/2022	30185	600.00
CAROLINE COUNTY	8/1/2022	98023	9,019.58
CHERRY HILL GLASS	8/17/2022	30205	685.00
CINTAS CORPORATION	8/4/2022	30186	111.90
CINTAS CORPORATION	8/17/2022	30206	22.36
COBANK, ACB	8/22/2022	99143	2,269.22
CORE & MAIN	8/22/2022	30213	68,074.01
DIAMOND SPRINGS	8/4/2022	30187	54.93
DOMINION CHEMICAL CO	8/4/2022	30188	491.00
DOMINION VIRGINIA POWER	8/10/2022	99118	18.68
DOMINION VIRGINIA POWER	8/15/2022	99120	67.29
DOMINION VIRGINIA POWER	8/15/2022	99121	29.67
DOMINION VIRGINIA POWER	8/15/2022	99122	46.81
DOMINION VIRGINIA POWER	8/15/2022	99123	119.21
DOMINION VIRGINIA POWER	8/15/2022	99124	82.06
DOMINION VIRGINIA POWER	8/18/2022	99131	1,821.87
DOMINION VIRGINIA POWER	8/18/2022	99133	125.58
DOMINION VIRGINIA POWER	8/18/2022	99134	2,665.32
DOMINION VIRGINIA POWER	8/18/2022	99135	1,062.85
DOMINION VIRGINIA POWER	8/18/2022	99136	424.80
DOMINION VIRGINIA POWER	8/18/2022	99137	522.68
ENVIROCOMPLIANCE LAB INC	8/4/2022	30189	3,395.00
ENVIROCOMPLIANCE LAB INC	8/17/2022	30207	1,195.00
G & G MILFORD FARM SERV.	8/17/2022	30208	92.04
GFL ENVIRONMENTAL	8/22/2022	99144	5,986.88
GRAINGER	8/4/2022	30190	715.65
GRAINGER	8/17/2022	30209	101.97

JOHNSON'S EXTERMINATING	8/17/2022	99126	1,950.00
JOHNSON'S EXTERMINATING	8/17/2022	99127	625.00
JUSTTECH	8/4/2022	30192	176.63
K L LANGFORD EXCAVATING	8/4/2022	30193	4,817.50
KATHERINE DEAN	8/4/2022	30194	518.00
KEYSTONE INFORMATION SYSTEMS	8/4/2022	30195	2,625.00
KJ MUSIC LLC	8/4/2022	30196	800.00
LAURIE WOOLFORD	8/4/2022	30197	100.00
LOCAL SERVICES	8/17/2022	30210	267.93
MARK EUKER	8/26/2022	30214	800.00
MARY ROLLINS	8/4/2022	30198	150.00
MID-ATLANTIC LAB	8/4/2022	30199	180.00
MILFORD STATION	8/4/2022	30200	800.00
ON SITE PC	8/22/2022	99142	339.03
PATRICK SIMPKINS	8/17/2022	30211	100.00
RAPPAHANNOCK ELEC COOP	8/9/2022	99116	251.83
SENSUS USA, INC	8/4/2022	30201	3,665.89
TALAYA ANDERSON	8/4/2022	30202	150.00
THE FREE LANCE STAR	8/17/2022	30212	2,366.58
USDA RURAL DEVELOPMENT	8/24/2022	99146	17,938.00
VA DEPT OF HEALTH	8/4/2022	30203	2,733.00
VA DEPT.OF TAXATION	8/2/2022	98025	1,259.22
VACORP	8/4/2022	30204	136.60
VERIZON	8/17/2022	99128	17.65
VERIZON	8/17/2022	99138	449.14
VERIZON WIRELESS	8/11/2022	99119	469.55
WASTE MANAGEMENT	8/16/2022	99129	2,240.52
WASTE MANAGEMENT	8/16/2022	99130	89.71
WASTE MANAGEMENT	8/23/2022	99145	1,379.62
WEX BANK	8/19/2022	99139	2,019.34
XEROX FINANCIAL SERVICES	8/11/2022	99117	123.22

Check History **150,461.82**

Vendor Name	Invoice Number	Check Date	Description	Cost
A & M HOME CENTER	C75973	8/4/2022	VEHICLE MAINTENANCE- metal thread handle	8.69
A & M HOME CENTER	C75973	8/4/2022	VEHICLE MAINTENANCE- replacement brush head	12.79
A & M HOME CENTER	C75973	8/4/2022	VEHICLE MAINTENANCE- power flow nozzle	10.79
A & M HOME CENTER	C75973	8/4/2022	VEHICLE MAINTENANCE- Tire cleaner	9.99
A & M HOME CENTER	C75791	8/4/2022	MAPRO TORCH HEAD	43.99
A & M HOME CENTER	C75790	8/4/2022	14.1 OZ PROPANE CYLINDER	5.89
A & M HOME CENTER	C75789	8/4/2022	16 OZ PLSTC SPRAY BOTTLE	3.49
A & M HOME CENTER	C75615	8/4/2022	2 OZ MARINEWELD EPOXY	7.59
A & M HOME CENTER	C75615	8/4/2022	1 M 31NI CHARGE CABLE	15.99
A & M HOME CENTER	C75512	8/4/2022	MIRROR ADHESIVE	4.69
A & M HOME CENTER	C75512	8/4/2022	5 PK CUT OFF WHEEL	12.97
A & M HOME CENTER	C74389	8/4/2022	1 1/2" PVC MPT PLUG	2.29
A & M HOME CENTER	C74389	8/4/2022	2" PVC MPT PLUG	2.39
A & M HOME CENTER	C71677	8/4/2022	BRASS SWEEPER NOZZLE	5.99
A & M HOME CENTER	C71677	8/4/2022	TUBLESS TIRE REPAIR KIT	8.59
A & M HOME CENTER	C69848	8/4/2022	FLAIR ENRTY LEVER VISITOR CENTR	49.99
A & M HOME CENTER	C69848	8/4/2022	SCHLAGE KEY PACK VISITOR CENTER	4.50
AFLAC	AFLPT-1-15-2022-4	8/2/2022	Agency Checks	3.88
AFLAC	AFLPT-1-14-2022-4	8/2/2022	Agency Checks	128.78
AFLAC	AFLPT-1-13-2022-4	8/2/2022	Agency Checks	3.27
AFLAC	AFLPT-1-13-2022-4	8/2/2022	Agency Checks	14.73
AFLAC	AFLPT-1-13-2022-4	8/2/2022	Agency Checks	136.14
AFLAC	AFLAT-1-15-2022-4	8/2/2022	Agency Checks	5.63
AFLAC	AFLAT-1-15-2022-4	8/2/2022	Agency Checks	24.84
AFLAC	AFLAT-1-15-2022-4	8/2/2022	Agency Checks	12.42
AFLAC	AFLAT-1-13-2022-4	8/2/2022	Agency Checks	2.87
AFLAC	AFLAT-1-13-2022-4	8/2/2022	Agency Checks	12.38
AFLAC	AFLAT-1-13-2022-4	8/2/2022	Agency Checks	6.19
ALACRITI PAYMENTS, LLC	NMXGQ813KB39W12	8/4/2022	CREDIT CARD AND BANK FEES	43.73
ATLANTIC BROADBAND METROCAST CO	8282150110096794-J	8/22/2022	TELECOMMUNICATIONS- Internet Town Hall	83.09
ATLANTIC BROADBAND METROCAST CO	8282150110001992-J	8/22/2022	TELECOMMUNICATIONS- Internet WWTP	129.09
ATLANTIC UNION BANK	2022-07-BANK-FEE	8/16/2022	Analysis Activity fees	303.84
BMW CLEANING SERVICES	20	8/4/2022	TOWN HALL EXPENSES- Monthly cleaning buildings, set up/take down 1 event	600.00
CAROLINE COUNTY	HLTHER-1-14-2022-2	8/1/2022	Agency Checks	811.64
CAROLINE COUNTY	HLTHER-1-14-2022-2	8/1/2022	Agency Checks	769.18
CAROLINE COUNTY	HLTHER-1-14-2022-2	8/1/2022	Agency Checks	2,340.52
CAROLINE COUNTY	HLTHER-1-13-2022-2	8/1/2022	Agency Checks	807.15
CAROLINE COUNTY	HLTHER-1-13-2022-2	8/1/2022	Agency Checks	838.54
CAROLINE COUNTY	HLTHER-1-13-2022-2	8/1/2022	Agency Checks	2,127.13
CAROLINE COUNTY	HLTHEE-1-14-2022-2	8/1/2022	Agency Checks	104.31
CAROLINE COUNTY	HLTHEE-1-14-2022-2	8/1/2022	Agency Checks	107.40
CAROLINE COUNTY	HLTHEE-1-14-2022-2	8/1/2022	Agency Checks	313.31
CAROLINE COUNTY	HLTHEE-1-13-2022-2	8/1/2022	Agency Checks	93.51

CAROLINE COUNTY	HLTHEE-1-13-2022-2	8/1/2022	Agency Checks	108.70
CAROLINE COUNTY	HLTHEE-1-13-2022-2	8/1/2022	Agency Checks	281.70
CAROLINE COUNTY	DVIER-1-14-2022-2	8/1/2022	Agency Checks	28.20
CAROLINE COUNTY	DVIER-1-14-2022-2	8/1/2022	Agency Checks	27.60
CAROLINE COUNTY	DVIER-1-14-2022-2	8/1/2022	Agency Checks	75.65
CAROLINE COUNTY	DVIER-1-13-2022-2	8/1/2022	Agency Checks	28.86
CAROLINE COUNTY	DVIER-1-13-2022-2	8/1/2022	Agency Checks	32.57
CAROLINE COUNTY	DVIER-1-13-2022-2	8/1/2022	Agency Checks	72.07
CAROLINE COUNTY	DVI-1-14-2022-2	8/1/2022	Agency Checks	4.98
CAROLINE COUNTY	DVI-1-14-2022-2	8/1/2022	Agency Checks	4.95
CAROLINE COUNTY	DVI-1-14-2022-2	8/1/2022	Agency Checks	15.84
CAROLINE COUNTY	DVI-1-13-2022-2	8/1/2022	Agency Checks	5.07
CAROLINE COUNTY	DVI-1-13-2022-2	8/1/2022	Agency Checks	5.84
CAROLINE COUNTY	DVI-1-13-2022-2	8/1/2022	Agency Checks	14.86
CHERRY HILL GLASS	14128	8/17/2022	Pass thru window w/voice box	685.00
CINTAS CORPORATION	8405801580	8/17/2022	Hard service disinfectant	22.36
CINTAS CORPORATION	8405779236	8/4/2022	Fisrt Aid Supplies	111.90
COBANK, ACB	2022-08	8/22/2022	USDA System Upgrade	2,269.22
CORE & MAIN	REQUEST#6	8/22/2022	USDA System Upgrade	68,074.01
DIAMOND SPRINGS	0002807640	8/4/2022	TOWN HALL EXPENSES Water	19.13
DIAMOND SPRINGS	0002771550	8/4/2022	Water cooler rent PC	9.95
DIAMOND SPRINGS	0002770835	8/4/2022	WWTP Water Cooler Rent	11.95
DIAMOND SPRINGS	0002770737	8/4/2022	TOWN HALL EXPENSES Water Cooler Rent	9.95
DIAMOND SPRINGS	0002752000	8/4/2022	WWTP Water	3.95
DOMINION CHEMICAL CO	81000258	8/4/2022	TESTING SUPPLIES/CHEMICALS- Sodium Hypochlorite 12.5%	491.00
DOMINION VIRGINIA POWER	9193025005-2022-07	8/18/2022	ELECTRICITY- Water Tower	424.80
DOMINION VIRGINIA POWER	7662938187-2022-07	8/18/2022	ELECTRICITY- Well #5	1,062.85
DOMINION VIRGINIA POWER	7444574185-2022-07	8/18/2022	ELECTRICITY-STREETLIGHTS	1,821.87
DOMINION VIRGINIA POWER	6929697750-2022-07	8/15/2022	Town Hall Expenses- Electricty Visitor Center	82.06
DOMINION VIRGINIA POWER	5509902317-2002-07	8/18/2022	ELECTRICITY- Pump Station Maury Heights	125.58
DOMINION VIRGINIA POWER	5013017503-2022-07	8/18/2022	TOWN HALL EXPENSES- electricity Town Hall	522.68
DOMINION VIRGINIA POWER	5003055000-2022-07	8/15/2022	ELECTRICITY- Police office	119.21
DOMINION VIRGINIA POWER	3896112509_JUL-22	8/10/2022	ELECTRICITY- Rogers Clark Blvd pump station	18.68
DOMINION VIRGINIA POWER	3855985002-2022-07	8/18/2022	ELECTRICITY- WWTP	2,665.32
DOMINION VIRGINIA POWER	1964286692-2022-07	8/15/2022	ELECTRICITY- Chase St. Pump Station	67.29
DOMINION VIRGINIA POWER	1894757945-2022-07	8/15/2022	ELECTRICITY-STREETLIGHTS	46.81
DOMINION VIRGINIA POWER	0243075009-2022-07	8/15/2022	ELECTRICITY- Sewage pump station	29.67
ENVIROCOMPLIANCE LAB INC	R2864777	8/17/2022	TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2864737	8/17/2022	TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2764623	8/17/2022	TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2764587	8/17/2022	TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2764557	8/17/2022	TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2764470	8/17/2022	TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2764438	8/4/2022	TESTING	115.00

ENVIROCOMPLIANCE LAB INC	R2764401	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2764311	8/4/2022 TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2764271	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2764249	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2764156	8/4/2022 TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2764121	8/4/2022 TESTING	135.00
ENVIROCOMPLIANCE LAB INC	R2764103	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2462049	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2361778	8/4/2022 TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2261076	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2261057	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2260968	8/4/2022 TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2260926	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2160328	8/4/2022 TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2160295	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2160276	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2160193	8/4/2022 TESTING	175.00
ENVIROCOMPLIANCE LAB INC	R2160158	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2160127A	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2160067	8/4/2022 TESTING	45.00
ENVIROCOMPLIANCE LAB INC	R2160047	8/4/2022 TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2160021	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2160000	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R1C59921	8/4/2022 TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R1C59874	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R1C59853	8/4/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R1C59786	8/17/2022 TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R1C59743	8/17/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R1C59708A	8/17/2022 TESTING	115.00
G & G MILFORD FARM SERV.	K95930	8/17/2022 EQUIPMENT/ SUPPLIES- animal repellent, garden sprayer	36.98
G & G MILFORD FARM SERV.	196167	8/17/2022 REPAIR/ MAINT TOWN BUILDINGS- connectors, clip kwik, cable ties	26.94
G & G MILFORD FARM SERV.	196153	8/17/2022 REPAIR/ MAINT TOWN BUILDINGS- chainsaw file & guide, toggle bolt, connectors, locknuts	28.12
GFL ENVIRONMENTAL	KB0000236316	8/22/2022 REFUSE COLLECTION	5,986.88
GRAINGER	9391866325	8/17/2022 REPAIR/ MAINT TOWN BUILDINGS- building wire, 12AWG,100ft, QTY (3)	101.97
GRAINGER	9390090422	8/4/2022 TRASH BAGS 60 GALLON	466.52
GRAINGER	9379508980	8/4/2022 DISPOSABLE GLOVES	207.40
GRAINGER	9367510923	8/4/2022 20W-50 oil for lawn mower	41.73
JOHNSON'S EXTERMINATING	20220727	8/17/2022 Crawl Space Treatment	850.00
JOHNSON'S EXTERMINATING	20220727	8/17/2022 Mold-Fungi treatment for Town Hall	1,100.00
JOHNSON'S EXTERMINATING	2022-06	8/17/2022 PC pest control	50.00
JOHNSON'S EXTERMINATING	2022-06	8/17/2022 Visitor Center pest control	10.00
JOHNSON'S EXTERMINATING	2022-06	8/17/2022 WWTP pest control	425.00
JOHNSON'S EXTERMINATING	2022-06	8/17/2022 Town Hall pest control	65.00
JOHNSON'S EXTERMINATING	2022-06	8/17/2022 Play Ground pest control	75.00

JUSTTECH	89507	8/4/2022	XEROX LEASE	176.63
K L LANGFORD EXCAVATING	7743	8/4/2022	121 Chase St water leak & asphalt	4,817.50
KATHERINE DEAN	00003	8/4/2022	TRAINING STAFF ON MUNICODE	105.00
KATHERINE DEAN	00003	8/4/2022	TC MEETING MINUTES 2022-07-07	158.00
KATHERINE DEAN	00003	8/4/2022	TC MEETING MINUTES 2022-06-02	128.00
KATHERINE DEAN	00003	8/4/2022	TC MEETING MINUTES 2022-03-03	127.00
KEYSTONE INFORMATION SYSTEMS	208575	8/4/2022	Utility Billing & Collections License	2,380.00
KEYSTONE INFORMATION SYSTEMS	208547	8/4/2022	FIS Phase 1 Implementation services	245.00
KJ MUSIC LLC	2022-08-19	8/4/2022	MUSIC ON THE GREEN- Aug 19, 2022	800.00
LAURIE WOOLFORD	THDR2022-07-31	8/4/2022	THDR 2022-07-31	100.00
LOCAL SERVICES	7022A	8/17/2022	Porta-Potty 2021-09	112.00
LOCAL SERVICES	177664	8/17/2022	Porta Potty 2022-08	155.93
MARK EUKER	2022-08-26	8/26/2022	MUSIC ON THE GREEN	800.00
MARY ROLLINS	THDR2021-11-06	8/4/2022	THDR 2021-11-06	150.00
MID-ATLANTIC LAB	16725	8/4/2022	24 HR TEST	180.00
MILFORD STATION	2022-08-12	8/4/2022	MUSIC ON THE GREEN- Aug 12, 2022	800.00
ON SITE PC	5426	8/22/2022	COMPUTER LICENSES/SUPPORT- installed Splash Top on laptop, additional user	339.03
PATRICK SIMPKINS	REFUND-2022-08	8/17/2022	REFUNDS PAYABLE- Town Hall deposit refund	100.00
RAPPAHANNOCK ELEC COOP	13016-2022-07	8/9/2022	Electric for Well #4	132.25
RAPPAHANNOCK ELEC COOP	13016-2022-07	8/9/2022	Electric for RT 2 water tower	22.05
RAPPAHANNOCK ELEC COOP	13016-2022-07	8/9/2022	Electric for Oak Ridge PS	27.44
RAPPAHANNOCK ELEC COOP	13016-2022-07	8/9/2022	Electric for Cedar Lane Warehouse	22.05
RAPPAHANNOCK ELEC COOP	13016-2022-07	8/9/2022	Electric for Trans top of hill	(52.41)
RAPPAHANNOCK ELEC COOP	13016-2022-07	8/9/2022	Electric for Lakewood PS	100.45
SENSUS USA, INC	ZA22011390	8/4/2022	COMPUTER LICENSES/SUPPORT- SW support, walk by/drive by 1 year	1,949.94
SENSUS USA, INC	ZA22011389	8/4/2022	COMPUTER LICENSES/SUPPORT- Software support annual renewal	1,715.95
TALAYA ANDERSON	THDR2022-06-03	8/4/2022	THDR 2022-06-03	150.00
THE FREE LANCE STAR	A7312022-6090898	8/17/2022	ADVERTISING- Public Hearing, Notice of Intent to Apply	254.58
THE FREE LANCE STAR	A7312022-6090898	8/17/2022	ADVERTISING- Public Hearing- Planning Commission, 07/14/2022	606.40
THE FREE LANCE STAR	A512022	8/17/2022	ADVERTISING- Public Hearing FLS CLS	1,505.60
USDA RURAL DEVELOPMENT	2022-08	8/24/2022	USDA RURAL DEVELOPMENT LOAN	7,321.50
USDA RURAL DEVELOPMENT	2022-08	8/24/2022	Loan Interest Expense	6,118.25
USDA RURAL DEVELOPMENT	2022-08	8/24/2022	USDA RURAL DEVELOPMENT LOAN	2,450.50
USDA RURAL DEVELOPMENT	2022-08	8/24/2022	2018 Loan Interest Expense	2,047.75
VA DEPT OF HEALTH	2022INVOICE	8/4/2022	FEES AND DUES Waterworks Operation Fee	2,733.00
VA DEPT.OF TAXATION	STATEVA-1-15-2022-5	8/2/2022	Agency Checks	258.64
VA DEPT.OF TAXATION	STATEVA-1-15-2022-5	8/2/2022	Agency Checks	190.13
VA DEPT.OF TAXATION	STATEVA-1-15-2022-5	8/2/2022	Agency Checks	810.45
VACORP	2022-07	8/4/2022	HYBRID DISABILITY INSURANCE	31.30
VACORP	2022-07	8/4/2022	HYBRID DISABILITY INSURANCE	10.83
VACORP	2022-07	8/4/2022	HYBRID DISABILITY INSURANCE	17.38
VACORP	2022-07	8/4/2022	HYBRID DISABILITY INSURANCE	13.51
VACORP	2022-07	8/4/2022	HYBRID DISABILITY INSURANCE	63.58
VERIZON	648566822-AUG-22	8/17/2022	TELECOMMUNICATIONS	449.14

VERIZON	000716171199-JUL22	8/17/2022	TELECOMMUNICATIONS 18114 Coolidge Ln	17.65
VERIZON WIRELESS	9911560914	8/11/2022	TELECOMMUNICATIONS- Meters	33.76
VERIZON WIRELESS	9911560914	8/11/2022	TELECOMMUNICATIONS- Meters	33.75
VERIZON WIRELESS	9911560914	8/11/2022	TELECOMMUNICATIONS- Town Manager	63.40
VERIZON WIRELESS	9911560914	8/11/2022	TELECOMMUNICATIONS- Public Works	56.36
VERIZON WIRELESS	9911560914	8/11/2022	TELECOMMUNICATIONS- WWTP- sewer	56.36
VERIZON WIRELESS	9911560914	8/11/2022	TELECOMMUNICATIONS- WWTP- water	56.36
VERIZON WIRELESS	9911560914	8/11/2022	TELECOMMUNICATIONS- Cell phones- police dept	169.56
WASTE MANAGEMENT	2769511-0281-9	8/23/2022	SLUDGE REMOVAL	1,379.62
WASTE MANAGEMENT	2768679-0281-5	8/16/2022	REFUSE COLLECTION- commercial dumpster services	2,240.52
WASTE MANAGEMENT	2768445-0281-1	8/16/2022	WWTP Dumpster service	89.71
WEX BANK	82910850	8/19/2022	VEHICLE FUEL/ OIL- Public Works	370.71
WEX BANK	82910850	8/19/2022	VEHICLE FUEL/OIL- Sewer dept	370.70
WEX BANK	82910850	8/19/2022	VEHICLE FUEL/OIL- Water dept	370.70
WEX BANK	82910850	8/19/2022	VEHICLE FUEL/OIL- POLICE Vehicles	907.23
XEROX FINANCIAL SERVICES	3384294	8/11/2022	LEASE FOR XEROX COPIER	123.22

150,461.82

TOWN OF BOWLING GREEN
 ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
 Accounts Payable COMPUTER Check Register

CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30183	C69848		100-043100-6007-0000-000	18	A & M HOME CENTER	4.50
				100-043100-6007-0000-000			49.99
		C71677		100-043100-3311-0000-000			8.59
				520-500100-6030-0000-000			5.99
		C74389		520-500100-6007-0000-000			2.39
				520-500100-6007-0000-000			2.29
		C75512		100-043100-3311-0000-000			12.97
				100-043100-3311-0000-000			4.69
		C75615		100-043100-5840-0000-000			15.99
				100-043100-5840-0000-000			7.59
		C75789		100-043100-6009-0000-000			3.49
		C75790		500-500100-6022-0000-000			5.89
		C75791		500-500100-6022-0000-000			43.99
		C75973		100-031100-3310-0000-000			9.99
				100-031100-3310-0000-000			10.79
				100-031100-3310-0000-000			12.79
				100-031100-3310-0000-000			8.69
				*** TOTAL AMOUNT OF CHECK# AP*30183 08/04/2022 ***			210.62*
AP	30184	NMXGQ813K		100-012410-3130-0000-000	1063	ALACRITI PAYMENTS, LLC	43.73
				*** TOTAL AMOUNT OF CHECK# AP*30184 08/04/2022 ***			43.73*
AP	30185	20		100-043100-7200-0000-000	1094	BMW CLEANING SERVICES	600.00
				*** TOTAL AMOUNT OF CHECK# AP*30185 08/04/2022 ***			600.00*
AP	30186	840577923		520-500100-6001-0000-000	897	CINTAS CORPORATION	111.90
				*** TOTAL AMOUNT OF CHECK# AP*30186 08/04/2022 ***			111.90*
AP	30187	000275200		500-500100-5840-0000-000	1058	DIAMOND SPRINGS	3.95
		000277073		100-043100-7200-0000-000			9.95
		000277083		500-500100-5840-0000-000			11.95
		000277155		100-043100-7200-0000-000			9.95
		000280764		100-043100-7200-0000-000			19.13
				*** TOTAL AMOUNT OF CHECK# AP*30187 08/04/2022 ***			54.93*
AP	30188	81000258		500-500100-6021-0000-000	341	DOMINION CHEMICAL CO	491.00
				*** TOTAL AMOUNT OF CHECK# AP*30188 08/04/2022 ***			491.00*
AP	30189	RIC59853		520-500100-3160-0000-000	234	ENVIROCOMPLIANCE LAB INC	115.00
		RIC59874		520-500100-3160-0000-000			115.00
		RIC59921		520-500100-3160-0000-000			155.00
		R2160000		520-500100-3160-0000-000			115.00
		R2160021		520-500100-3160-0000-000			115.00
		R2160047		520-500100-3160-0000-000			155.00
		R2160067		520-500100-3160-0000-000			45.00
		R2160127A		520-500100-3160-0000-000			115.00

TOWN OF BOWLING GREEN
 ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
 Accounts Payable COMPUTER Check Register

CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL	
		R2160158		520-500100-3160-0000-000			115.00	
		R2160193		520-500100-3160-0000-000			175.00	
		R2160276		520-500100-3160-0000-000			115.00	
		R2160295		520-500100-3160-0000-000			115.00	
		R2160328		520-500100-3160-0000-000			155.00	
		R2260926		520-500100-3160-0000-000			115.00	
		R2260968		520-500100-3160-0000-000			155.00	
		R2261057		520-500100-3160-0000-000			115.00	
		R2261076		520-500100-3160-0000-000			115.00	
		R2361778		520-500100-3160-0000-000			155.00	
		R2462049		520-500100-3160-0000-000			115.00	
		R2764103		520-500100-3160-0000-000			115.00	
		R2764121		520-500100-3160-0000-000			135.00	
		R2764156		520-500100-3160-0000-000			155.00	
		R2764249		520-500100-3160-0000-000			115.00	
		R2764271		520-500100-3160-0000-000			115.00	
		R2764311		520-500100-3160-0000-000			155.00	
		R2764401		520-500100-3160-0000-000			115.00	
		R2764438		520-500100-3160-0000-000			115.00	
		*** TOTAL AMOUNT OF CHECK# AP*30189				08/04/2022	***	3,395.00*
AP	30190	936751092	230019	100-043100-6009-0000-000	237	GRAINGER	41.73	
		937950898		500-500100-6021-0000-000			207.40	
		939009042		500-500100-6005-0000-000			466.52	
		*** TOTAL AMOUNT OF CHECK# AP*30190				08/04/2022	***	715.65*
AP	30191	2022-08-0		400-071200-1230-0000-000	958	PATRICIA HOCKADAY	800.00	
		*** TOTAL AMOUNT OF CHECK# AP*30191				08/04/2022	***	800.00*
AP	30192	89507		100-012410-3310-0000-000	1115	JUSTTECH	176.63	
		*** TOTAL AMOUNT OF CHECK# AP*30192				08/04/2022	***	176.63*
AP	30193	7743		500-500100-6007-0000-000	514	K L LANGFORD EXCAVATING	4,817.50	
		*** TOTAL AMOUNT OF CHECK# AP*30193				08/04/2022	***	4,817.50*
AP	30194	00003		100-012110-6001-0000-000	1147	KATHERINE DEAN	127.00	
				100-012110-6001-0000-000			128.00	
				100-012110-6001-0000-000			158.00	
				100-012110-6001-0000-000			105.00	
		*** TOTAL AMOUNT OF CHECK# AP*30194				08/04/2022	***	518.00*
AP	30195	208547		100-012110-5830-0000-000	1139	KEYSTONE INFORMATION SYSTEMS	245.00	
		208575		100-012110-5830-0000-000			2,380.00	
		*** TOTAL AMOUNT OF CHECK# AP*30195				08/04/2022	***	2,625.00*
AP	30196	2022-08-1		400-071200-1230-0000-000	1203	KJ MUSIC LLC	800.00	
		*** TOTAL AMOUNT OF CHECK# AP*30196				08/04/2022	***	800.00*
AP	30197	THDR2022-		100-000200-3500-0000-000	1200	LAURIE WOOLFORD	100.00	
		*** TOTAL AMOUNT OF CHECK# AP*30197				08/04/2022	***	100.00*

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
Accounts Payable COMPUTER Check Register

CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30198	THDR2021-		100-000200-3500-0000-000	1202	MARY ROLLINS	150.00
						*** TOTAL AMOUNT OF CHECK# AP*30198 08/04/2022 ***	150.00*
AP	30199	16725		500-500100-6022-0000-000	48	MID-ATLANTIC LAB	180.00
						*** TOTAL AMOUNT OF CHECK# AP*30199 08/04/2022 ***	180.00*
AP	30200	2022-08-1		400-071200-1230-0000-000	519	MILFORD STATION	800.00
						*** TOTAL AMOUNT OF CHECK# AP*30200 08/04/2022 ***	800.00*
AP	30201	ZA2201138 ZA2201139		500-500100-3320-0000-000 500-500100-3320-0000-000	444	SENSUS USA, INC	1,715.95 1,949.94
						*** TOTAL AMOUNT OF CHECK# AP*30201 08/04/2022 ***	3,665.89*
AP	30202	THDR2022-		100-000200-3500-0000-000	1205	TALAYA ANDERSON	150.00
						*** TOTAL AMOUNT OF CHECK# AP*30202 08/04/2022 ***	150.00*
AP	30203	2022INVOI		500-500100-5810-0000-000	16	VA DEPT OF HEALTH	2,733.00
						*** TOTAL AMOUNT OF CHECK# AP*30203 08/04/2022 ***	2,733.00*
AP	30204	2022-07		100-012410-2500-0000-000 100-043100-2500-0000-000 100-031100-2500-0000-000 500-500100-2500-0000-000 520-500100-2500-0000-000	1002	VACORP	63.58 13.51 17.38 10.83 31.30
						*** TOTAL AMOUNT OF CHECK# AP*30204 08/04/2022 ***	136.60*
***** TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP *****							23,275.45*

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
Accounts Payable COMPUTER Check Register

CK	CHECK	INVOICE	PURCHASE	BUDGET CODE	VENDOR	VENDOR NAME	DISTRIBUTION
CD	NUMBER	NUMBER	ORDER		NUMBER		TOTAL

***** 22 Checks listed. GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED ***** 23,275.45*

TOWN OF BOWLING GREEN
 ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
 Accounts Payable COMPUTER Check Register

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
AP	30183	08/04/22	18 A & M HOME CENTER	210.62
AP	30184	08/04/22	1063 ALACRITI PAYMENTS, LLC	43.73
AP	30185	08/04/22	1094 BMW CLEANING SERVICES	600.00
AP	30186	08/04/22	897 CINTAS CORPORATION	111.90
AP	30187	08/04/22	1058 DIAMOND SPRINGS	54.93
AP	30188	08/04/22	341 DOMINION CHEMICAL CO	491.00
AP	30189	08/04/22	234 ENVIROCOMPLIANCE LAB INC	3,395.00
AP	30190	08/04/22	237 GRAINGER	715.65
AP	30191	08/04/22	958 PATRICIA HOCKADAY	800.00
AP	30192	08/04/22	1115 JUSTTECH	176.63
AP	30193	08/04/22	514 K L LANGFORD EXCAVATING	4,817.50
AP	30194	08/04/22	1147 KATHERINE DEAN	518.00
AP	30195	08/04/22	1139 KEYSTONE INFORMATION SYSTEMS	2,625.00
AP	30196	08/04/22	1203 KJ MUSIC LLC	800.00
AP	30197	08/04/22	1200 LAURIE WOOLFORD	100.00
AP	30198	08/04/22	1202 MARY ROLLINS	150.00
AP	30199	08/04/22	48 MID-ATLANTIC LAB	180.00
AP	30200	08/04/22	519 MILFORD STATION	800.00
AP	30201	08/04/22	444 SENSUS USA, INC	3,665.89
AP	30202	08/04/22	1205 TALAYA ANDERSON	150.00
AP	30203	08/04/22	16 VA DEPT OF HEALTH	2,733.00
AP	30204	08/04/22	1002 VACORP	136.60

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP ***** 23,275.45*

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
Accounts Payable COMPUTER Check Register

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
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***** 22 Checks listed. GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED ***** 23,275.45*

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
Accounts Payable COMPUTER Check Register

CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30205	14128		100-012110-5830-0000-000	789	CHERRY HILL GLASS	685.00
				*** TOTAL AMOUNT OF CHECK# AP*30205		08/17/2022 ***	685.00*
AP	30206	840580158		100-043100-5840-0000-000	897	CINTAS CORPORATION	22.36
				*** TOTAL AMOUNT OF CHECK# AP*30206		08/17/2022 ***	22.36*
AP	30207	R1C59708A R1C59743 R1C59786 R2764470 R2764557 R2764587 R2764623 R2864737 R2864777		520-500100-3160-0000-000 520-500100-3160-0000-000 520-500100-3160-0000-000 520-500100-3160-0000-000 520-500100-3160-0000-000 520-500100-3160-0000-000 520-500100-3160-0000-000 520-500100-3160-0000-000 520-500100-3160-0000-000	234	ENVIROCOMPLIANCE LAB INC	115.00 115.00 155.00 155.00 115.00 115.00 155.00 115.00 155.00
				*** TOTAL AMOUNT OF CHECK# AP*30207		08/17/2022 ***	1,195.00*
AP	30208	196153 196167 K95930		100-043100-6007-0000-000 100-043100-6007-0000-000 100-043100-6009-0000-000	28	G & G MILFORD FARM SERV.	28.12 26.94 36.98
				*** TOTAL AMOUNT OF CHECK# AP*30208		08/17/2022 ***	92.04*
AP	30209	939186632		100-043100-6007-0000-000	237	GRAINGER	101.97
				*** TOTAL AMOUNT OF CHECK# AP*30209		08/17/2022 ***	101.97*
AP	30210	177664 7022A		100-012110-6021-0000-000 100-012110-6021-0000-000	743	LOCAL SERVICES	155.93 112.00
				*** TOTAL AMOUNT OF CHECK# AP*30210		08/17/2022 ***	267.93*
AP	30211	REFUND-20		100-000200-3500-0000-000	1206	PATRICK SIMPKINS	100.00
				*** TOTAL AMOUNT OF CHECK# AP*30211		08/17/2022 ***	100.00*
AP	30212	A512022 A7312022-		100-012110-3600-0000-000 100-012110-3600-0000-000 100-012110-3600-0000-000	148	THE FREE LANCE STAR	1,505.60 606.40 254.58
				*** TOTAL AMOUNT OF CHECK# AP*30212		08/17/2022 ***	2,366.58*
***** TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP *****							4,830.88*

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TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
Accounts Payable COMPUTER Check Register

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CK	CHECK	INVOICE	PURCHASE	BUDGET CODE	VENDOR	VENDOR NAME	DISTRIBUTION
CD	NUMBER	NUMBER	ORDER		NUMBER		TOTAL

***** 8 Checks listed.

GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED *****

4,830.88*

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
Accounts Payable COMPUTER Check Register

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
AP	30205	08/17/22	789 CHERRY HILL GLASS	685.00
AP	30206	08/17/22	897 CINTAS CORPORATION	22.36
AP	30207	08/17/22	234 ENVIROCOMPLIANCE LAB INC	1,195.00
AP	30208	08/17/22	28 G & G MILFORD FARM SERV.	92.04
AP	30209	08/17/22	237 GRAINGER	101.97
AP	30210	08/17/22	743 LOCAL SERVICES	267.93
AP	30211	08/17/22	1206 PATRICK SIMPKINS	100.00
AP	30212	08/17/22	148 THE FREE LANCE STAR	2,366.58

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP ***** 4,830.88*

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
Accounts Payable COMPUTER Check Register

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
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***** 8 Checks listed.	GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED *****	4,830.88*
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AP4070

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
Accounts Payable COMPUTER Check Register

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CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30213	REQUEST#6		500-500500-3500-0000-000	1017	CORE & MAIN	68,074.01
						*** TOTAL AMOUNT OF CHECK# AP*30213	68,074.01*
						08/22/2022 ***	
						***** TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP *****	68,074.01*

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TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
Accounts Payable COMPUTER Check Register

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CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30214	2022-08-2	230025	400-071200-1230-0000-000	1204	MARK EUKER	800.00
						*** TOTAL AMOUNT OF CHECK# AP*30214	800.00*
						08/26/2022 ***	
						***** TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP *****	800.00*



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

AGENDA ITEM: Conversion from Google to Microsoft Office
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Jackie Nance, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Microsoft Outlook for email

ATTACHMENTS:

- Advantages of Microsoft of Outlook

REQUESTED ACTION:

Approve MS Outlook as primary email service.

Advantages of MS Outlook:

- Outlook is commonly used in the Workplace
- Feature-rich, more options to make email work for you with lots of flexibility
- Outlook supported by our new systems: Keystone, Sensus Analytics
- Easy to organize: color-coding, multiple category classifications
- Access Calendar Features, including shared calendars to set team tasks and Event reminders
- Use keyboard commands to quickly perform tasks
- MS Outlook is easy to use
- MS Outlook supports multiple software packages: Excel, Word, PowerPoint, Adobe, etc
- Enhanced productivity
- Multiple search features
- Priority email flags
- Robust filter capabilities
- Contacts support more information
- Schedule meeting rooms & equipment by adding resources
- Mail tips- immediate pop-up if recipient on vacation, leave, out of office

Disadvantages of Gmail:

- Gmail is very limited with ways to organize email, no flexibility
- Gmail frequently deletes email from the inbox after forwarding an email to someone else
- Constantly trying to get work done with “workarounds” due to limited features = inefficiency
- Gmail not supported by Keystone, Sensus Analytics
- Color coding meaningless in Gmail
- Does not support direct email link to other software, i.e. Excel, Word, PowerPoint, Adobe, etc
- Limited search features
- No priority email feature
- Gmail filter capability limited in nature
- Limited contact information
- Scheduling meeting rooms cumbersome in Gmail w/multiple steps: kills efficiency
- No mail tips- have to wait to receive Out of Office response
- Sharing calendars is painful process- lack control of what details to share



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

AGENDA ITEM: Addition of Electronic Lockbox Service at Atlantic Union Bank

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Jackie Nance, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Lockbox Payment Processing for mailed in payments

ATTACHMENTS:

- ENCO Lockbox Remittance Processing Overview

REQUESTED ACTION:

Approve ENCO as Lockbox payment processing vendor.



Lockbox - Mailed in Payment Processing with Check 21 Cash Letter Remote Deposit

- **Improve cash flow - Receive customer payments faster**
 - ✓ Expedite the collection of paper-based payments
 - ✓ Multiple post office pickups daily
 - ✓ Same day deposit to your bank account
- **Improve Customer Service**
 - ✓ Daily payment information file to update your accounts receivable records
 - ✓ Receive daily scans of customer notes and enclosures
 - ✓ All payments verified against AR for accuracy of auditing and accounting
- **Same Day Information online**
 - ✓ View online archive of checks images and remittance documents

Security & Disaster Recovery are Included

Security & Disaster Recovery



1. Enterprise Grade Security Devices & Practices

- CylancePROTECT and CylanceOPTICS are deployed to all our endpoints
- Cylance ThreatZERO Services are used quarterly to ensure best practices for endpoint protection
- Rapid7 Managed Services assist in 24x7 monitoring of our network, software and device security

2. SOC 2 Type 2 Certified

- Established strict information security policies and procedures encompassing the security, availability, processing, integrity and confidentiality of customer data.

3. Employees Security

- Password access and automated password changes; Full background checks on all employees; Access only to systems needed to fulfill their role

4. Building Security

- Restricted access; Secured shred vendor

5. Comprehensive Disaster Recovery Plan

- Emergency generator; Data replication & backup; Redundant equipment; Remote backup printing and inserting in needed



Disaster Recovery Plan - Tallahassee

Plan Title	Disaster Recovery Plan - Tallahassee
Responsible Executive	Director of Information Technology, Jordan Foster
Responsible Office	Information Technology
Endorsed by	ENCO Management Team, approved by EMT TBD
Contact	Director of Information Technology, Jordan Foster
Effective Date	First version: September 1, 2019; current major revision: 1.1



Certificate of Audit

An Independent Service Auditor's Report has been issued to

ENCO Utility Services, Inc.

after completing a SOC 2 Type II Audit for the period of November 1, 2020, to October 31, 2021.

Valid for 12 months from audit period end date.




Joseph Kirkpatrick, President
CPA, CISSP, CISA, CGET, CRISC, and CSA

Lockbox Remittance Processing



Lockbox - Mailed in Payment Processing with Check 21 Cash Letter Remote Deposit

- **Free your Staff for other Tasks**
 - ✓ Improve productivity
 - ✓ Increase availability
- **Reduce your Costs**
 - No more capital investments in equipment or leasing costs
 - No more ongoing maintenance and equipment upgrades

To Wrap-up:

Safe and Secure

Reduced Ongoing Costs

Daily Remote Deposit to your Bank Account

Online Archive

Lockbox processing delivered from our Chattanooga facility



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

AGENDA ITEM: Trash Service Discussion
ITEM TYPE: Presentation
PURPOSE OF ITEM: Discussion Only
PRESENTER: Jeff Voit, Town Council Member
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Discussion Concerning Trash Service

ATTACHMENTS:

REQUESTED ACTION: