



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, February 06, 2025
5:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

- [1.](#) Regular Meeting Minutes- January 17, 2025
- [2.](#) Work Session Meeting Minutes- January 17, 2025

MEMBER COMMENTS:

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

STAFF REPORTS & PRESENTATIONS:

- [3.](#) Town Manager Report- January 2025
- [4.](#) Finance Department- January 2025
- [5.](#) Bowling Green Police Department Report- January 2025
- [6.](#) Community Development Department- January 2025
- [7.](#) Public Works Department Monthly Report for
January 2025
- [8.](#) Utility Report- December 2024

UNFINISHED BUSINESS:

NEW BUSINESS:

- [9.](#) Reappointment of Planning Commissioners

INFORMATIONAL ITEMS:

CLOSED SESSION:

10. Discussion of Applications for Planning Commission and Board of Zoning Appeals:

I move that the council convene in closed session pursuant to Va. Code Section 2.2-3711(A)1 for discussion, consideration, or interviews of prospective candidates for appointment to the Planning Commission and recommendation to the Circuit Court of Caroline County for membership on the Town's Board of Zoning Appeals.

RECONVENE IN OPEN SESSION:

[11.](#) Appointment of Planning Commissioner and Recommendation for Board of Zoning Appeals

ACTION FOLLOWING CLOSED MEETING:

ADJOURNMENT:



**TOWN OF BOWLING
GREEN TOWN COUNCIL
MEETING**

M I N U T E S

**Thursday, January 02, 2025
7:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- Mayor Gambill called the Council Meeting to order at 7:00 PM, initiating a roll call with all Councilmembers certifying. Following unanimous approval, quorum was established.

Council Members Present:

Honorable Mayor Tina Gambill, Councilmember Valarie Coyle, Councilmember Jean Davis, Councilmember David Storke, Councilmember Jeff Voit, Councilmember John Chinault, Councilmember Dan Webb, Councilmember Randy Hageman

Staff Members Present:

India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney; J.C. LaRiviere, Director of Community Development & Partnerships; Jamie Silveus, Inboden Environmental Services Operator; Jeffrey Smith, Intern

CONSENT AGENDA:

1. Regular Meeting Minutes- December 2, 2021
 2. Work Session Meeting Minutes- November 7, 2024
 3. Regular Meeting Minutes- November 7, 2024
 4. Ratification of Tax Deadline Extension
- Councilmember Voit motioned to adopt the consent agenda, seconded by Councilmember Hageman. With no further discussion, the consent agenda was adopted with unanimous approval.

MEMBER COMMENTS:

- Councilmember Hageman Congratulated returning Councilmembers.

ELECTION OF THE VICE-MAYOR:

- Mayor Gambill opened discussion for the election of Town Council Vice-Mayor. Councilmember Coyle was nominated for reelection by Councilmember Storke, seconded by Councilmember Davis. Councilmember Coyle was elected as Vice-Mayor with unanimous approval.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- None.

STAFF REPORTS & PRESENTATIONS:

5. ***Town Manager Report***

- The Town Manager, India Adams-Jacobs, presented updates to Council regarding multiple projects. The FY22 audit process is progressing, with final completion expected in February. A Financial software system conversion is underway, with training and testing scheduled, aiming for an early February launch. Capital Improvement planning has begun, and a staff retreat in December 2024 outlined 2025 priorities. Meetings with state legislators regarding the town's legislative agenda have resulted in a potential budget amendment to support water system improvements. The town's IT transition has been completed, and improvements to phone services are planned for 2025. Additionally, the final design for the new town website is complete, with a February go-live date anticipated. Surplus vehicles approved in 2023 have been listed for sale, and Public Works is addressing parking signage, lighting, and guardrail issues on Main Street.

6. ***Community Development Report***

- The Community Development Report highlighted key activities and progress in planning, partnerships, and grants. The adoption and publication of the new short-term rental and accessory dwelling unit ordinance is now available on the town's website. A Request for Proposal (RFP) was selected and awarded to Stantec through an approved process per Virginia Public Procurement Act guidelines. In partnership efforts, the town is collaborating with the Department of Environmental Quality (DEQ) on the Chesapeake Bay Preservation Act (CBPA) compliance review, which occurs every five years. Additionally, work continues with Caroline County to develop a zoning map layer in their Global Information System (GIS). The Director of Community Development is coordinating with Virginia Department of Transportation (VDOT) on a potential modification to a town manhole as part of a new turn lane project. The town's intern, Jeffrey Smith, assisted in developing a grant application for a Virginia Department of Health (VDH) project and supporting Council documentation.
- Mayor Gambill inquired about the RFP process and thanked the Intern for his efforts.

7. ***Public Works Department Monthly Report***

8. ***Bowling Green Police Dept.***

9. ***Finance Department Report***

10. ***Utility Report, IES***

- Inboden Environmental Services (IES) Operator, Jamie Silveus, provided updates for the Town's public works. Equipment to reduce grease buildup in lift stations was ordered in late November and is scheduled for installation. The average daily flow at the wastewater plant was 0.86 MGD, with a total monthly discharge of 2.57 MGD. Elevated E. coli levels were swiftly addressed by increasing the frequency of UV system cleanings, resulting in immediate improvement.. Additional measures, such as introducing biological agents to control grease in lift stations, were initiated. The department also addressed issues related to pump performance and maintenance. The pervasive problem of non-flushable wipes causing clogs in pumps was highlighted, emphasizing that public education remains critical.

NEW BUSINESS:

11. **Resolution of Support- Virginia Department of Health Grant**

- The Town Manager presented a resolution to support the town's application for a \$45,000 grant from the Virginia Department of Health (VDH) Planning and Design Fund. The purpose of the grant is to develop a Geographic Information System (GIS) map of the town's public service infrastructure.

Currently, the town relies on outdated paper records, making proactive maintenance difficult. The project will involve digitizing existing infrastructure records, conducting field verifications, and creating an interactive GIS map. This system will allow staff to record the condition of utilities in real time, aiding in long-term asset management and planning. The grant requires no local match, making it a cost-effective solution for improving utility management and facilitating future funding opportunities for infrastructure upgrades.

- Councilmember Voit motioned to approve the resolution, seconded by Councilmember Hageman. The resolution was approved with unanimous approval.

12. **VDOT Smart Scale Project (ACTION REQUESTED), Kyle Bates**

- Kyle Bates introduced Ana Kapitan, VDOT Project Manager for the Smart Scale Project, who provided updates. The project aims to improve safety and traffic flow in anticipation of increased traffic resulting from the opening of the new Nice Bridge. Major components of the project include altering traffic patterns at the intersections of Chase Street and Courthouse Lane with Route 301, installing pedestrian crossings and signals, expanding sidewalk infrastructure, and improving the commuter lot by increasing its capacity from 25 to 27 spaces. During the design phase, a survey revealed potential complications involving an existing water line and the need for a retaining wall. These findings resulted in three proposed design options:
 - **Option 1:** Maintain the existing curb with a 5-foot sidewalk and a 3-foot grass buffer. This requires a retaining wall and relocation of the water line, adding \$240,000 to the project cost.
 - **Option 2:** Shift the curb into the road slightly, reducing the required retaining wall length and avoiding the water line. However, this option eliminates on-street parking and adds \$150,000 to the budget.
 - **Option 3:** Install a 6-foot sidewalk without a grass buffer, eliminating the need for a retaining wall or water line relocation. This option adds \$125,000 to the budget but results in the loss of some on-street parking.
- VDOT recommended **Option 3**, citing its lower cost and reduced risk of unforeseen complications. While Option 3 eliminates a few parking spaces, it preserves road width and maintains traffic flow.
- Councilmembers raised concerns regarding the loss of parking spaces and road width, particularly near the fire station and event venues. Councilmember Voit noted that the affected area is critical during local events and suggested consulting the fire department for additional input. Town Manager also brought to Town Council concerns regarding the reduction of the lane and impacts on Town events. Council also discussed ownership and future use of the commuter lot, ensuring it remains available for town events. Bates clarified that while VDOT typically manages commuter lots, local ownership could be retained, and they would follow up on this matter.
- Council reached a consensus to support Option 3, trusting VDOT's recommendation, VDOT agreed to seek further input from the fire department before finalizing. A decision is required by mid-month to meet the March 2025 scoping deadline. Bates assured the Council that they would continue to provide updates as the project progresses and welcomed Council members to attend the upcoming public hearing in the fall.

ADJOURNMENT:

- Councilmember Voit motioned to adjourn, seconded by Councilmember Hageman. With unanimous approval from Council, the meeting adjourned at 8:13 PM.



TOWN OF BOWLING GREEN TOWN COUNCIL WORK SESSION

MINUTES

Thursday, January 02, 2025
6:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

- Mayor Gambill called the Work Session to order at 6:02 PM, initiating a roll call with all Councilmembers certifying. Following unanimous approval, quorum was established.

Council Members Present:

Honorable Mayor Tina Gambill, Councilmember Valarie Coyle, Councilmember Jean Davis, Councilmember David Storke, Councilmember Jeff Voit, Councilmember John Chinault, Councilmember Dan Webb, Councilmember Randy Hageman

Staff Members Present:

India Adams-Jacobs, Town Manager; J.C. LaRiviere, Director of Community Development & Partnerships; Jeffrey Smith, Intern

BUSINESS:

1. Swearing-in of Mayor & Council, Susan Minarchi, Clerk of Court for Caroline County

- Mayor Gambill, Councilmember Chinault, Councilmember Coyle, and Councilmember Storke were officially sworn in by Susan Minarchi, Caroline County Clerk of Court.

2. Town Council 2025 Meeting Schedule, Town Council

- The Town Council discussed the 2025 meeting schedule. After deliberation, Council agreed to start regular meetings at 5:00 PM, with work sessions to follow only when necessary. Members also discussed flexibility in scheduling the July meeting around the Fourth of July holiday to accommodate potential quorum issues. Mayor Gambill motioned to approve, seconded by Councilmember Hageman. The item was approved unanimously.

INFORMATIONAL:

- Councilmember Hageman commented on the numerous streetlight outages, Town Manager Adams-Jacobs updated Council that Town staff has brought this to Dominion's attention. Mayor Gambill asked if the Town's rates could be adjusted until the outages are ameliorated, Town Manger will inquire further.

ADJOURNMENT:

- Councilmember Hageman motioned to adjourn, seconded by Councilmember Voit. With unanimous approval, the Work Session adjourned at 6:22 PM.



Town Manager's Report

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager
SUBJECT: Town Manager's Report-January
DATE: January 31, 2025

Finance & Administration

FY 22 Audit Update

- FY22 Audit: The auditors (Robinson, Farmer, Cox, and Associates) continue their work. Pending the RFCA's schedule, we are targeting a potential special meeting in February.

Strategic Planning Session

- Council Strategic Planning: held strategic planning retreat on January 17

New Town Website

- Held multiple meetings to discuss design and functionality enhancements. Received and reviewed preliminary concept designs.

Surplus Vehicles

- Completed sale of surplus vehicles approved by the Town Council in late 2023 for a total of \$3,768.74

IGSA

- I held and led an Intergovernmental Support Agreement (IGSA) meeting with Fort Walker representatives. We received their final list of proposed projects and are working with the Town Attorney on the next steps.

Capital Improvement Plan (CIP)

- Continuing to develop CIP budget requests, primarily focusing on utility needs.

Annual Work Planning

- I am conducting department meetings to outline goals and priorities for the upcoming year. A Town Council annual work plan/calendar draft is also being developed

Local Government Day

- I attended the Virginia Municipal League's Local Government Day at the General Assembly briefing regarding potential legislation. I also met with Bowling Green's representatives regarding the town's legislative agenda.



Public Works, Utilities, and Infrastructure

Light Pole Repairs

- I coordinated with a Dominion representative regarding light repairs. The Dominion representative indicated that crews would begin assessing during the week of January 27, with repairs taking 5-10 days. Staff will report once all lights from the current reporting period have been repaired.

VDOT Site Visit

- VDOT staff, along with Public Works, conducted a site visit to assess Main Street sidewalks in need of repair. Work was completed on sidewalk repairs during the week of January 27.

Trash Services RFP

- Conducted a pre-conference meeting for trash services.

Code Enforcement

- Conducted site visits for two properties after receiving complaints; provided findings to Director of Community Development to complete the two notice of violation letters for tall grass

VDH Grant

- Finalized and executed the contract with Stantec to begin work on the VDH grant.

USDA Project

- Continued coordination and follow-up on data for the Preliminary Engineering Report (PER) update as a part of USDA's request on the waterline project.

Main Street Training:

- Participated in the “Mobilizing Main Street” orientation with Bowling Green Economic Partnership (BGEP). The group has successfully reached Mobilizing Main Street status.
- Moonshot Missions: Met with Moonshot Missions regarding utility systems and potential improvements or grant opportunities.



TO: Town Council
FROM: Tina Staples, Finance Director/Town Treasurer
SUBJECT: January 2024 Treasurer's Report
DATE: January 28, 2025

SUMMARY:

During the month of January, the finance department worked on the following items:

FY22 Audit Status

- Waiting on draft FY22 audit for review from RFC. Tentative special council meeting is scheduled for February 10, 2025, at 5pm.
- USDA has been requesting a copy of the completed FY22 for months. Once presented to the council the staff will be able to send this off to the USDA for loan/grant compliance.

Financial Planning & Budgeting

- Prepared department budget reports for current actuals of FY2025, and sent to the Town Manager for review and disbursement.
- Working on revenue projections for the FY2026 budget year.
- Continuing to submit requested reports to Davenport (the town's financial advisors) to assist with a master financial plan, policies and procedures.

Software Conversions

- Confirmed all data has been transferred to the new system from Southern Software.
- Scheduled staff onsite training from Southern Software for the week of February 3-7.
- Final conversion date (go-live date) is scheduled for February 17th and is on-track for a timely completion.
- Southern software employees will be on-site to assist the week of February 17th so any unforeseen issues can be corrected and to continue to train the finance department staff.

Real Estate & Personal Property Tax

- Most tax payments have been received.
- Delinquent real estate, special tax district and public service tax letters were disbursed on January 28, 2025.
- Personal property delinquent notices are forthcoming.



Utility Billing

- Transferred all utility accounts to Southern Software (FMS).
- Staff are currently working on transferring tax and utility balances to the new financial management system.
- Continuing with ongoing efforts on the days the Town Office is open to the public to answer utility billing and usage questions, concerns, complaints and requests for assistance.

Accounts Payable – 2 check runs completed

Business License Processing – sent out renewal forms for the 2025 business license tax year.

Deposits – completed purchase, delivery and training of the staff of a new scan processor, recommended by Atlantic Union, that allows the finance staff to perform deposits from the office without the need to travel to the bank. This applies for checks only, and not cash (those still go to the bank). This will be a time saving process improvement.



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Chief J.O.Cecil Bowling Green Police Dept.
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Police Department Monthly Report- January, 2025
DATE: January 28th, 2025

Police Activity

43-Total calls for service

6-Assist other agencies

1-Motor Vehicle Accident

13-Traffic Summons / Warnings given - 6

1- Destruction of property

57 -Property checks/ Vacation checks/ Business Checks

1- Larceny

Heads Up

- *Part-Time Officer Training/Academy in progress*



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: J.C. LaRiviere, Director of Community Development & Partnerships
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Community Development Report- January 2025
DATE: February 6th, 2025

Community Development

- Worked with Town Manager to draft annual workplan for Community Development functions
- Participated in Town Council strategic planning retreat
- Met with developers regarding potential future projects
- Conducted pre-application site-visit for potential development, worked with Public Works to identify potential points of connection to public utility systems
- Responded to inquiries from applicants on zoning regulations
- Analyzed permit applications and provided recommendations to Town Manager/Zoning Administrator- 5 permits issued
- Issued two notice of violation letters for tall grass
- Developing updated zoning form and an electronic version to enable electronic submission and payment to be launched with the new website

Partnerships & Compliance

- Collaborating with the Department of Environmental Quality (DEQ) on the Town's Compliance Review of the local Chesapeake Bay Preservation Act (CBPA) Compliance Program
- Conducted site inspections with DEQ to review recent construction projects in Town for CBPA Compliance Review
- Working with VDOT regarding modification to a Town-owned manhole to enable VDOT to add a new turn-lane on Route 301, facilitated Public Works, Langford Excavation, and VDOT pre-construction meeting for the project
- Collaborating with Town Manager, VDOT, Public Works, Inboden Environmental Services (IES), and contractor to plan CCTV investigation of pipe on Main Street
- Collaborating with the U.S. Department of Education to verify the Town's governmental status to ensure current and future employees can register in the Public Service Loan Forgiveness program to provide the Town with a crucial recruiting tool for prospective employees with student loan debt. Submitted Town Charter and other needed information to prove governmental status. This has been a five-month process which is ongoing



Town Council Memorandum

- Working with Town Manager, Public Works, IES, and Stantec to Prepare for Town's Cross-Connection program Compliance Review which will be conducted by the Virginia Department of Health (VDH) in 2025
- Added latest test results to VDH-required notice included with the Town's water bills. Mailed hard copy of notice and notice verification form to VDH per regulations
- Participated in meeting with University of Maryland, Moonshot Missions, and the EPA regarding receiving technical assistance with improvements in the Town's utility systems
- Met with Town Manager and Fort Walker IGSA team to support implementation of the IGSA program
- Analyzed recent changes to IGSA regulations and presented findings to Town Manager and Town Attorney
- Led pre-proposal meeting as part of procurement process for refuse and recycling services
- Facilitating execution of Stantec contract based on instructions from Town Attorney. Staff anticipate that the contract will be fully executed in early February



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

AGENDA ITEM: Public Works Department Monthly Report for January 2025

DATE: January 28, 2025

PREPARED BY: Shawn Fortune, Public Works Foreman

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Drying Bed shoveling and loads of waste were hauled from the Waste Water Treatment Plant.
 - a. Removed drying bed # 3 on 1/2/2025
 - b. Removed drying bed # 5 on 1/13/2025
 - c. A total of 11 loads of waste were hauled out of the digesters at 4,000 gallons per each load. The total loads equal to 44,000 gallons.
2. Leaf collection ended on 1/3/2025.
3. Set up was completed for Council and Planning Commission meetings.
4. Daily checks were made on all Public Works vehicles that included fluid levels and tire inspections.
5. Equipment Repair:
 - a. Zero turn mower was taken to Morton's to be serviced on 1/15/2025. It was picked up on 1/23/2025. Total cost was \$765.82.
6. Snow removal on sidewalks in business district took place on 1/6/2025 & 1/7/2025.
7. All of the generators are started weekly manually and all fluid levels are checked.
8. Christmas lights were taken down on 1/2/202.

9. Staff met with VDOT to discuss sidewalk repairs needed on North Main St. in front of 106 & 120 North Main St. VDOT representatives stated repairs would be made the week of 1/27/2025 if weather permitted.
10. Contacted Curtis Power Solutions and Carter Machinery to get quotes on servicing the generators annually.
11. Staff marked twenty- seven 811 (Miss Utility) tickets for January, 2025.
12. Gov Deals Sales on 1/16/2025:
 - a. 2001 GMC Sierra sold for \$1,490.62
 - b. 2005 Ford Crown Victoria sold for \$2,278.12

Utilities

1. Bac T samples were collected for January 2025 and all requirements were met.
2. All the HVAC filters were changed in all of the buildings on 1/7/2025.
3. The grinder pump at Maury Heights Pump Station had to be pulled and cleared of wipes on 1/11/2024.
4. Sewer line from Martin St. to Lee St. has been checked weekly to make sure it is flowing properly.
5. Water Main Breaks:
 - a. Lacy Lane on 1/9/2025
 - b. Chase St. at the intersection on County St. on 1/12/2025
6. Daily check of all the Pump Stations has continued.
7. Daily check of alarmed water meters has continued and repairs are made as needed.
8. Disconnection notices were sent to 13 customers.












9. On 1/13/2025, a power test was done on the booster pumps at Well #1 to make sure it was using the proper amperage and voltage. The test showed everything was running properly.

ATTACHMENTS:

Attached is January 2025 work orders completed.

HEADS UP ITEMS:

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	Property Address 	WO Date 	WO # 	Requester Name 	Request Type 	Requester Phone/Email 	Assigned Department 	Work Type 	Work Description 	Work Address/Location 	Date Closed 
<input type="checkbox"/>		12/31/2024	4513	Shawn Fortune	Internal	804-994-4054	Police Department	Public Works - Meeting Set-Up	Set up for Council meeting	117 butler St.	12/31/2024
<input type="checkbox"/>		12/29/2024	4507	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	12/29/2024
<input type="checkbox"/>		12/30/2024	4508	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	12/30/2024
<input type="checkbox"/>		12/31/2024	4509	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	12/31/2024
<input type="checkbox"/>		01/01/2025	4510	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/01/2025
<input type="checkbox"/>		01/02/2025	4511	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/02/2025

Selected	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>		01/02/2025	4514	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Leaf Collection	Collect leaves	Town limits	12/31/2024
<input type="checkbox"/>		01/24/2025	4605	Shawn Fortune	Internal	804-994-4054	Public Works	Sewer - Other	Unhawing frozen waste valves and lines	219 Anderson Ave.	01/24/2025
<input type="checkbox"/>		01/26/2025	4608	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/26/2025
<input type="checkbox"/>		01/27/2025	4606	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/27/2025
<input type="checkbox"/>		01/27/2025	4611	Josh Irby	Internal	jirby@townofbowlinggreen.com	Public Works	Public Works - Landscaping	Clear fence line of trees, vines, shrubs, etc. minimum 3 feet	Maury Heights Lift Station	01/27/2025
<input type="checkbox"/>		01/27/2025	4612	Josh Irby	Internal	jirby@townofbowlinggreen.com	Public Works	Public Works - Landscaping	Clear fence line of trees, vines, shrubs, etc. minimum 3 feet	301 Lift Station	01/27/2025
<input type="checkbox"/>		01/28/2025	4607	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/28/2025
<input type="checkbox"/>		01/22/2025	4597	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/22/2025

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Records 1 to 30 (of 109)

Selected	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>		01/22/2025	4598	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Purchased four ceramic heaters for town offices	109 Courthouse Lane & 117 Butler St.	01/22/2025
<input type="checkbox"/>		01/23/2025	4599	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/23/2025
<input type="checkbox"/>		01/24/2025	4600	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/24/2025
<input type="checkbox"/>		01/24/2025	4601	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Meeting Break Down	Take down tables and chairs from meetings	117 Butler St.	01/24/2025
<input type="checkbox"/>		01/24/2025	4604	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Garbage	Dump trash cans on North Main St.	North Main St.	01/23/2025
<input type="checkbox"/>		01/17/2025	4583	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Meeting Break Down	Take down Planning and Zoning meeting	117 Butler St.	01/17/2025
<input type="checkbox"/>		01/19/2025	4588	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/19/2025
<input type="checkbox"/>		01/20/2025	4589	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/20/2025

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Records 1 to 30 (of 109)

Selected	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>		01/21/2025	4590	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/21/2025
<input type="checkbox"/>		01/21/2025	4593	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Apply ice melt in the parking lot at the wastewater plant.	219 Anderson Ave.	01/21/2025
<input type="checkbox"/>		01/21/2025	4594	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Completed sale of the 2005 Crown V/c	219 Anderson Ave	01/21/2025
<input type="checkbox"/>		01/16/2025	4575	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/16/2025
<input type="checkbox"/>		01/16/2025	4577	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Meeting Set-Up	Set tables up for Planning and Zoning meeting	117 Butler St.	01/16/2025
<input type="checkbox"/>		01/16/2025	4579	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Building Maintenance	Clean maintenance shop inside and outside	219 Anderson Ave.	01/16/2025
<input type="checkbox"/>		01/16/2025	4580	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Garbage	Dump trash cans on North Main St.	North Main St.	01/16/2025
<input type="checkbox"/>		01/16/2025	4581	Shawn Fortune	Citizen	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Check for a sinkhole behind building.	102 North Main St.	01/16/2025

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Records 1 to 30 (of 109)

	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>											
<input type="checkbox"/>		01/17/2025	4582	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/17/2025
<input type="checkbox"/>		01/13/2025	4567	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Have keys made to TM office at Town Hall	117 Butler St.	01/13/2025
<input type="checkbox"/>		01/14/2025	4568	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/14/2025
<input type="checkbox"/>		01/14/2025	4569	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/14/2025
<input type="checkbox"/>		01/15/2025	4571	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/15/2025

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Selected	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>		01/15/2025	4572	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Equipment Maintenance	Deliver Mower to Morton's Power Equipment to have it serviced.	10764 Patriot Hwy Fredericksburg VA	01/15/2025
<input type="checkbox"/>		01/15/2025	4576	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Meeting Set-Up	Set up tables for Council Retreat	117 Butler St.	01/15/2025
<input type="checkbox"/>		01/08/2025	4548	Shawn Fortune	Internal	804-994-4054	Public Works	Sewer - Other	Put heat tapes on drying bed valves to stop them from freezing and purchased a forced air heater to unthaw valves.	219 Anderson Ave	01/09/2025
<input type="checkbox"/>		01/11/2025	4550	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/11/2025
<input type="checkbox"/>		01/12/2025	4553	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/12/2025
<input type="checkbox"/>		01/13/2025	4552	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/13/2025

Selected	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>		01/13/2025	4561	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Apply ice melt to sidewalks and steps	109 Courthouse Lane	01/13/2025
<input type="checkbox"/>		01/13/2025	4562	Shawn Fortune	Internal	804-994-4054	Public Works	Sewer - Drying Bed-Fill/Remove	Remove Drying bed #5	219 Anderson Ave.	01/13/2025
<input type="checkbox"/>		01/07/2025	4542	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Removal at Town Managers office	109 Courthouse Lane	01/07/2025
<input type="checkbox"/>		01/07/2025	4543	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Snow removal at Town Hall	117 Butler St.	01/07/2025
<input type="checkbox"/>		01/07/2025	4544	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Deliver cut off notices to 13 addresses		01/07/2025
<input type="checkbox"/>		01/08/2025	4545	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/08/2025
<input type="checkbox"/>		01/08/2025	4546	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Check all town buildings sidewalks and step for ice.	109 Courthouse Ln., 117 Butler St.	01/08/2025
<input type="checkbox"/>		01/08/2025	4547	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Building Maintenance	Add a gutter pipe extension on down spout for water will run away from the building	109 Courthouse Lane	01/08/2025
<input type="checkbox"/>		01/06/2025	4537	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Sidewalks	Snow removal at WWTP	219 Anderson Ave.	01/06/2025

Selected	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>		01/06/2025	4538	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Snow removal from sidewalks in Business District	North Main St.	01/06/2025
<input type="checkbox"/>		01/06/2025	4539	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Snow removal at Town Managers office	109 Courthouse Lane	01/06/2025
<input type="checkbox"/>		01/06/2025	4540	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Snow Removal at Town Hall	117 Butler St.	01/06/2025
<input type="checkbox"/>		01/07/2025	4536	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/07/2025
<input type="checkbox"/>		01/07/2025	4541	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Snow removal from sidewalks in Business District	North Main St.	01/07/2025
<input type="checkbox"/>		01/03/2025	4527	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Hang No Parking sign	101 North Main	01/03/2025
<input type="checkbox"/>		01/03/2025	4528	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Leaf Collection	Collect Leaves	Hoomes Circle, South Main St	01/03/2025
<input type="checkbox"/>		01/03/2025	4529	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/03/2025

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Selected	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>		01/04/2025	4530	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/04/2025
<input type="checkbox"/>		01/05/2025	4531	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/05/2025

Records 31 to 60 (of 109)

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	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>		01/06/2025	4535	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Public Works	Public Works - Other	Daily check of all wells and lift stations and check of chlorine residuals	Water and Sewer system	01/06/2025
<input type="checkbox"/>		01/02/2025	4515	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Other	Take down Christmas decorations	Main St.	01/02/2025
<input type="checkbox"/>		01/02/2025	4516	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Leaf Collection	Collect leaves	Town limits	01/02/2025
<input type="checkbox"/>		01/02/2025	4523	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Leaf Collection	Clean leaves up at Town Managers office	109 Courthouse Lane	01/02/2025
<input type="checkbox"/>		01/02/2025	4524	Shawn Fortune	Internal	804-994-4054	Public Works	Sewer - Drying Bed-Fill/Remove	Remove drying Bed #3	219 Anderson Ave.	01/02/2025
<input type="checkbox"/>		01/02/2025	4525	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Garbage	Dump trash on Main St.	Main St.	01/02/2025
<input type="checkbox"/>		01/03/2025	4526	Shawn Fortune	Internal	804-994-4054	Public Works	Public Works - Meeting Break Down	Take Down Council meeting	117 Butler St.	01/03/2025
<input type="checkbox"/>		01/02/2025	4504	Josh Irby	Internal	jirby@townofbowlinggreen.com	Utilities	Public Works - Equipment Maintenance	Weekly generator exercise and check	301 Lift Station	01/01/2025
<input type="checkbox"/>		01/02/2025	4505	Josh Irby	Internal	sfortune@townofbowlinggreen.com	Utilities	Public Works - Equipment Maintenance	Weekly generator exercise and check	Maury Heights	01/01/2025

Selected	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>		01/02/2025	4506	Josh Irby	Internal	sfortune@townofwilmingtongreen.com	Utilities	Public Works - Equipment Maintenance	Weekly generator exercise and check	Well 5	01/01/2025
<input type="checkbox"/>		01/02/2025	4517	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Detect Water Leak	Check meters for leaks	146 Maury Ave.	01/03/2025
<input type="checkbox"/>		01/02/2025	4518	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Detect Water Leak	Check meter for leaks	320 N. Main St.	01/03/2025
<input type="checkbox"/>		01/02/2025	4519	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Detect Water Leak	Check meters for leak	111 East Broaddus	01/03/2025
<input type="checkbox"/>		01/22/2025	4596	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Detect Water Leak	Check alarmed meters for leaks	16067 Tyler Ct., 17267 White Meadows, 163 Lee St., 127 Travis St., 161 South Main, 15426 CM Apt 3B, 17060 Elm St., 15463 CM Apt 4F, 18012 Coolidge Lane, 15263 Hill Dale Ave.	01/23/2025
<input type="checkbox"/>		01/24/2025	4602	Shawn Fortune	Citizen	804-994-4054	Utilities	Water - Detect Water Leak	Customer didn't cut off sprinkler and the lines broke we had to cut the water off at the meter.	18077 Jackson Dr.	01/23/2025
<input type="checkbox"/>		01/24/2025	4603	Shawn Fortune	Citizen	804-994-4054	Utilities	Water - Detect Water Leak	Sprinkler system lines broke had to cut water off at the meter	16034 Harrison Way	01/23/2025
<input type="checkbox"/>		01/27/2025	4610	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Detect Water Leak	Check alarmed meters	123 Lee St., 18084 Harding Dr., 110 Maury Ave.	01/27/2025

Selected	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>											
<input type="checkbox"/>		01/28/2025	4609	Shawn Fortune	Internal	804-994-4054	Utilities	Sewer - Lift Station Repair	Scrap grease build up of walls and have pump stations cleaned out by a pump truck.	Heritage Pines pump station, Bowling Green Meadows pump station, Maury Heights pump station	01/28/2025
<input type="checkbox"/>		01/28/2025	4613	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Detect Water Leak	Check alarmed meters	125 Lee St., 163 Lee St., 120 East Broadbus, 14397 Fredericksburg Tpke.	01/28/2025
<input type="checkbox"/>		01/21/2025	4585	Josh Irby	Internal	jirby@townofbowlinggreen.com	Utilities	Public Works - Equipment Maintenance	Weekly generator exercise and check	301 Lift Station	01/22/2025
<input type="checkbox"/>		01/21/2025	4586	Josh Irby	Internal	sfortune@townofbowlinggreen.com	Utilities	Public Works - Equipment Maintenance	Weekly generator exercise and check	Maury Heights	01/22/2025
<input type="checkbox"/>		01/21/2025	4587	Josh Irby	Internal	sfortune@townofbowlinggreen.com	Utilities	Public Works - Equipment Maintenance	Weekly generator exercise and check	Well 5	01/22/2025
<input type="checkbox"/>		01/21/2025	4591	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Well Work	Replace heat tape on Ground Tank	107 Butler St.	01/20/2025
<input type="checkbox"/>		01/21/2025	4592	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Detect Water Leak	Check alarmed meters for leaks	215 Milford St., Caroline Manor 3C, 13328 Fredericksburg Tpke., 17472 Jackson Dr., 150 Chase St Laundry Room, 120 Anderson Ave.,	01/07/2025
<input type="checkbox"/>		01/21/2025	4595	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Service Connect	Cut water on	18024 Coolidge Lane	01/21/2025

	Property Address ▾	WO Date ▾	WO # ▾	Requester Name ▾	Request Type ▾	Requester Phone/Email ▾	Assigned Department ▾	Work Type ▾	Work Description ▾	Work Address/Location ▾	Date Closed ▾
<input type="checkbox"/>		01/17/2025	4584	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Detect Water Leak	Check alarmed meters	14384 Crystal Ct., 103 Lacy Lane, 268 North Main St., 153 Lee St.	01/17/2025
<input type="checkbox"/>		01/13/2025	4557	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Detect Water Leak	Confirm a water main break	Intersection of County St. and Chase St.	01/13/2025
<input type="checkbox"/>		01/13/2025	4559	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Water Main Repair	Cut of valves to isolate water main break	Chase St. & Ennis	01/12/2025
<input type="checkbox"/>		01/13/2025	4560	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Water Line Repair	Flash hydrant and cut valves back on after water line is repaired	Intersection of County St. and Chase St.	01/12/2025
<input type="checkbox"/>		01/13/2025	4563	Shawn Fortune	Internal	804-994-4054	Utilities	Public Works - Other	Check alarmed addresses for water leaks	(346 West Broadus Ave.)\244 Meadow Lane\116 Coghil\150 Courthouse Lane 21-24)	01/14/2025
<input type="checkbox"/>		01/13/2025	4564	Shawn Fortune	Internal	804-994-4054	Utilities	Sewer - Pump Station	Maintenance the Pump Station	Roper Dr.	01/14/2025
<input type="checkbox"/>		01/13/2025	4565	Shawn Fortune	Internal	804-994-4054	Utilities	Sewer - Other	Check sewer line to make sure it has adequate flow	109 Lee St.	01/16/2025
<input type="checkbox"/>		01/09/2025	4551	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Water Line Repair	Water main break	101 Lacy Lane	01/09/2025

Selected	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>		01/10/2025	4549	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Service Disconnect	Water cut offs	222 West Broaddus, 120 Coghil, 106 West Broaddus	01/10/2025
<input type="checkbox"/>		01/12/2025	4558	Shawn Fortune	Internal	804-994-4054	Utilities	Public Works - Other	Mark utilities for 811 emergency ticket	Intersection of Counry St. and Chase St.	01/12/2025
<input type="checkbox"/>		01/13/2025	4554	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Utilities	Public Works - Equipment Maintenance	Weekly generator exercise and check	Well 5	01/15/2025
<input type="checkbox"/>		01/13/2025	4555	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Utilities	Public Works - Equipment Maintenance	Weekly generator exercise and check	Maury Heights	01/15/2025
<input type="checkbox"/>		01/13/2025	4556	Shawn Fortune	Internal	jirby@townofbowlinggreen.com	Utilities	Public Works - Equipment Maintenance	Weekly generator exercise and check	301 Lift Station	01/15/2025
<input type="checkbox"/>		01/02/2025	4520	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Detect Water Leak	Check meter for leaks	18012 Coolidge Lane	01/03/2025
<input type="checkbox"/>		01/02/2025	4521	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Detect Water Leak	Check meter for leaks	18166 Fort Walker Blvd.	01/03/2025
<input type="checkbox"/>		01/02/2025	4522	Shawn Fortune	Internal	804-994-4054	Utilities	Water - Detect Water Leak	Check meter for leaks	112 Dorsey Lane	01/03/2025
<input type="checkbox"/>		01/05/2025	4532	Shawn Fortune	Internal	804-994-4054	Utilities	Public Works - Equipment Maintenance	Weekly generator exercise and check	301 Lift Station	01/08/2025
<input type="checkbox"/>		01/05/2025	4533	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Utilities	Public Works - Equipment Maintenance	Weekly generator exercise and check	Maury Heights	01/08/2025

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Records 91 to 109 (of 109)

Selected	Property Address	WO Date	WO #	Requester Name	Request Type	Requester Phone/Email	Assigned Department	Work Type	Work Description	Work Address/Location	Date Closed
<input type="checkbox"/>		01/05/2025	4534	Shawn Fortune	Internal	sfortune@townofbowlinggreen.com	Utilities	Public Works - Equipment Maintenance	Weekly generator exercise and check	Well 5	01/08/2025

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UTILITY REPORT



DECEMBER 2024

Town of Bowling Green, VA

Authored by:

Inboden Environmental Services, Inc.

WATER

Water Quality

The treatment facilities and distribution system maintained compliance with all required sampling.

Bacteriological Analysis:

Location	Date	Result
030 - Bowling Green Health Care 120 Anderson Ave	12/17/2024	Absent
060 - VDOT	12/17/2024	Absent

Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 4.101 MG for an average daily production rate of 0.132 MGD.

Operational Notes:

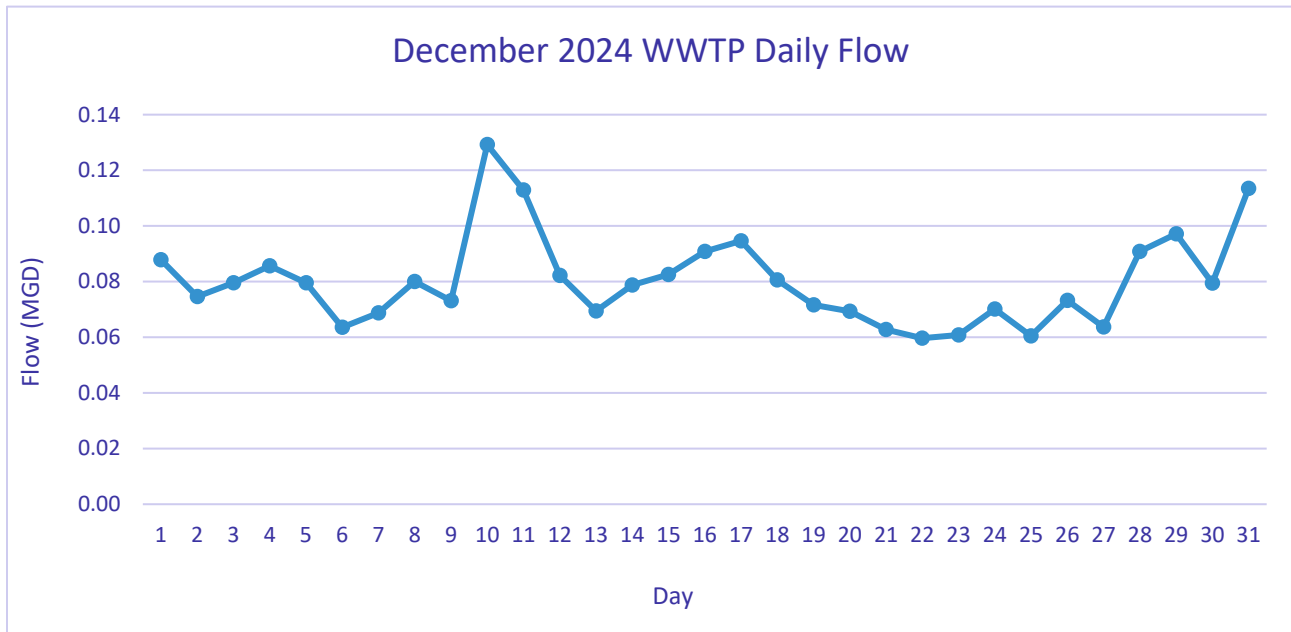
Treatment plants were visited, and an analysis of water quality was performed every day.

- Effectively dosing sodium hypochlorite for proper disinfection for drinking water.
- All P/A samples collected and passed.
- Monthly report sent to VDH successfully.
- The faulty meter at Well 5 was successfully repaired by Ferguson.
- VFD quotes for well pumps have been submitted to the town for consideration.

WASTEWATER

Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.080 MGD for a total monthly effluent discharge of 2.487 MG.

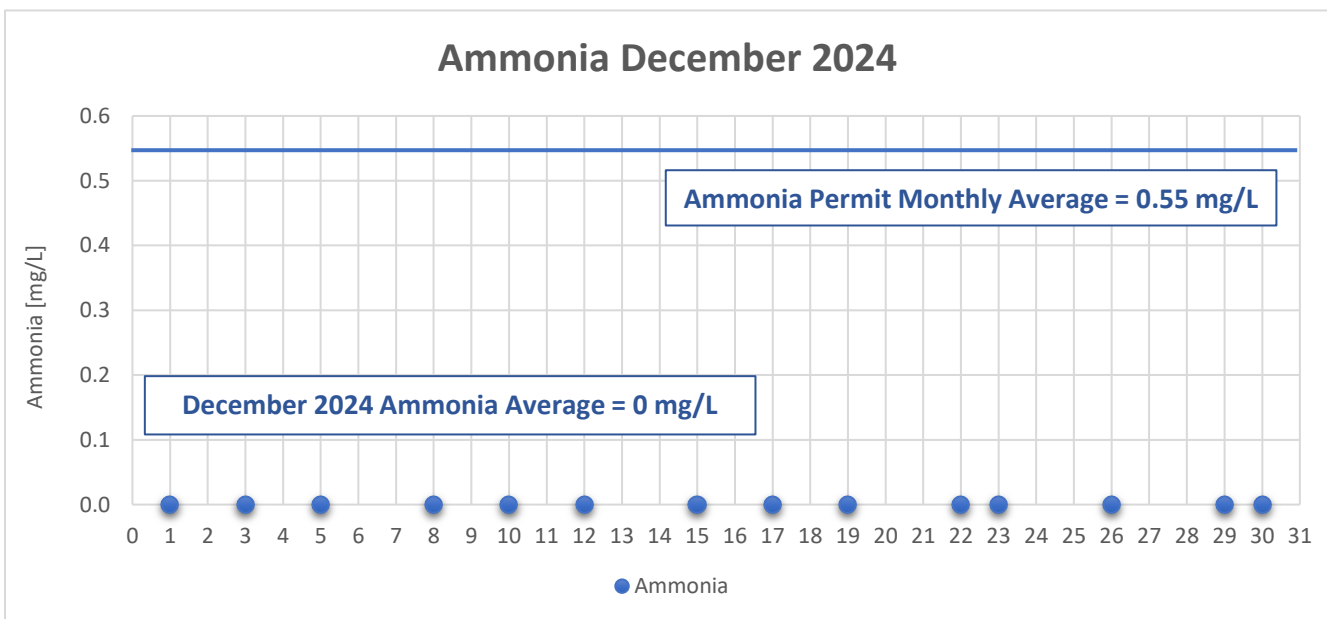
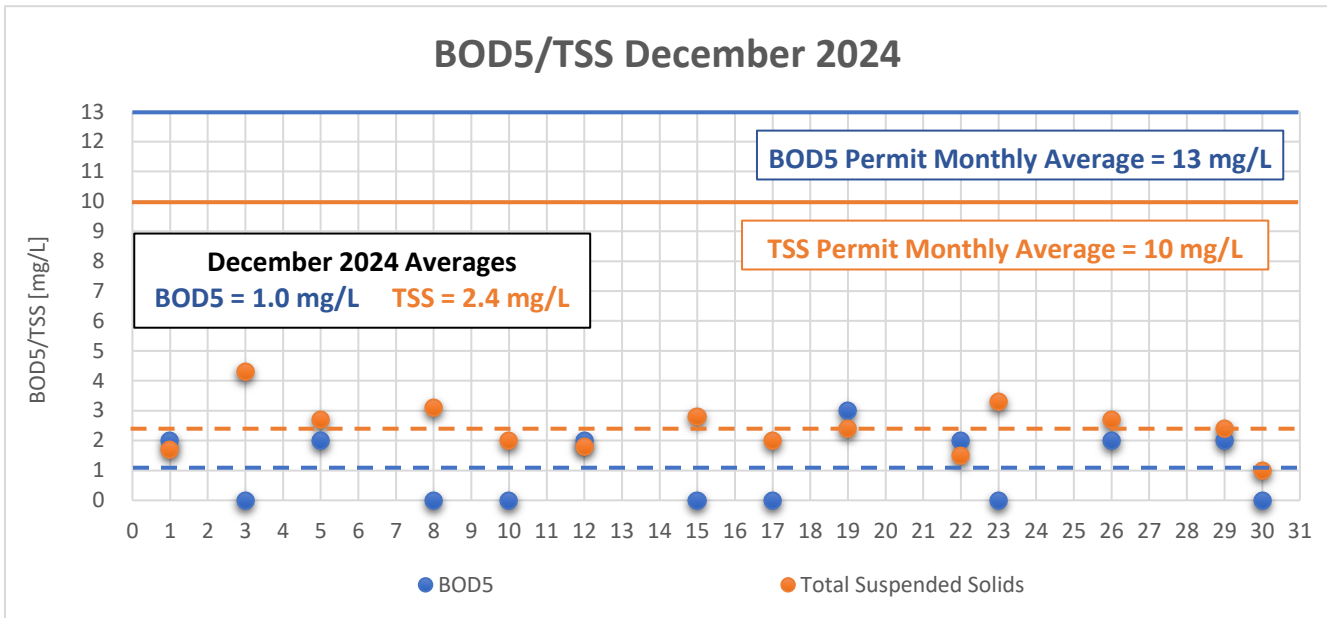


Operational Notes:

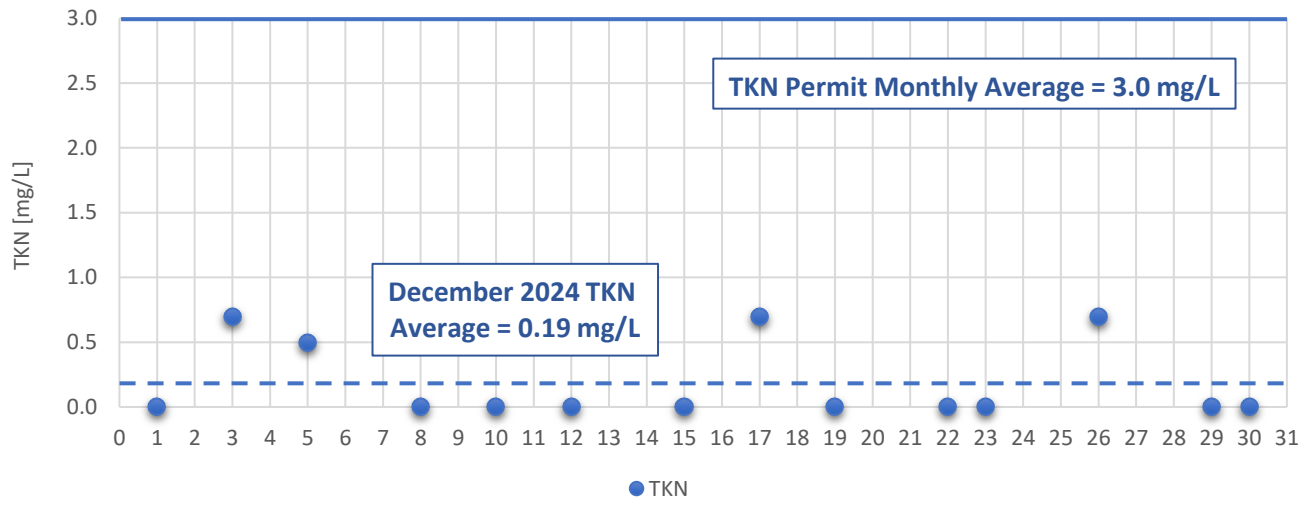
BOD, TSS, Ammonia, TKN, and E. Coli samples were collected in compliance with the WWTP permit.

- Effectively managing solids inventory.
- All blowers have been ordered for FOG management at lift stations.
- IES, Town of Bowling Green, and Monnshot met to discuss Gross Alpha issues in the water. An operational wish list was also discussed for better solids management and other equipment to increase treatment efficiency at the wastewater plant.
- VFD quotes for the oxidation ditch rotors have been submitted to the town for consideration.
- Still alternating clarifiers in and out of service for operational efficiency.
- Pumping and hauling sludge from the digester has been reduced to one load on Monday and one load on Friday.

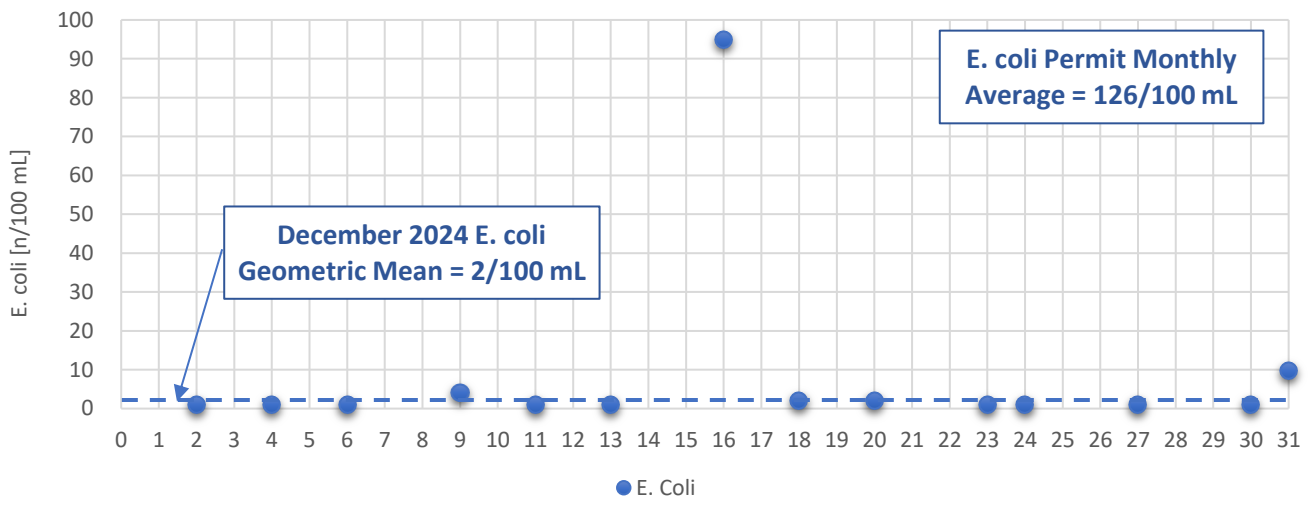
Sample Results:



TKN December 2024



E. coli December 2024



Glossary

Bacteria	E.coli and/or Total Coliform
BOD5	5-day Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
cfu	colony forming unit
CIP	Capital Improvement Plan or Cast/cleaned-in-place
Cl	Chloride Ion
Cl ₂	Chlorine
CMF	Continuous Membrane Filtration?
D.O.	Dissolved Oxygen
F/M ratio	Food to Microorganism ratio
FOG	Fats, Oil and Grease
GST	Ground Storage Tank
HWTP	Harmony Water Treatment Plant
I&I	Infiltration and Inflow
Inorganic Nitrogen	Nitrate + Nitrite
LS	Lift Station
mg/L	Milligrams per Liter
MGD	Million Gallons Per Day
mL	Milliliters
MLSS	Mixed Liquor Suspended Solids
MLVSS	Mixed Liquor Volatile Suspended Solids
MPN	Most Probable Number -bacteriological well sample
MW	Monitoring Well
N/N	Nitrate/Nitrite
Organic Nitrogen	TKN
P/A	Presence/Absence- bacteriological samples for drinking water
PFAS	polyfluoroalkyl substances
PLC	Programmable Logic Controller
POE	Point of Entry
RAS	Return Activated Sludge
SCADA	Supervisory Control and Data Acquisition
STEP	Septic Tank Effluent Pump
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TR-6	Copper sequestering chemical for wastewater
TSS	Total Suspended Solids
UV	Ultraviolet Light
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager/Clerk; J.C. LaRiviere, Director of Community Development
COPY: Jeff Gore, Town Attorney
SUBJECT: Reappointment of Planning Commissioners
DATE: February 6th, 2025

SUMMARY:

The terms of Planning Commissioners Matthew Benjamin and Scott Seigmund expire on March 16th, 2025, and March 1st, 2025. Town Staff is requesting that Town Council reappoint the members who have expiring terms. As a reminder, term lengths set for Planning Commissioners by Town code are four years in length.

DRAFT MOTION:

I move that the Council vote to reappoint Matthew Benjamin and Scott Seigmund to the Planning Commission for additional four-year terms upon the expiry of their current terms.



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager /Clerk; J.C. LaRiviere, Director of Community Development & Partnerships
COPY: Jeff Gore, Town Attorney
SUBJECT: Appointment of Planning Commissioner & Recommendation for Board of Zoning Appeals
DATE: February 6th, 2025

SUMMARY:

After discussion of applications in closed session, should it be the wish of the Council to appoint an applicant to the Planning Commission, the Council should vote to appoint the selected applicant to the vacancy on the Planning Commission. The appointment would be to complete the remainder of the term for the Commissioner that resigned, which will expire on July 1st, 2027.

After discussion of applications in closed session, should it be the wish of the Council to recommend an applicant to the Circuit Court of Caroline County for appointment to the Board of Zoning Appeals, the Council should vote to recommend the selected applicant to the Board of Zoning Appeals (BZA). BZA terms are five years in length.

DRAFT MOTION:

I move that the Council vote to appoint (selected applicant) to the Planning Commission.

I move that the Council vote to provide a recommendation to the Circuit Court of Caroline County to appoint (selected applicant) to the Board of Zoning Appeals.