

BOWLING GREEN TOWN COUNCIL MEETING A G E N D A

**March 1, 2018
7:00 P.M.**

I. CALL TO ORDER AND QUORUM ESTABLISHED:

II. DELEGATIONS:

III. PUBLIC HEARINGS:

- (1) A. Proposed Amendment and Appropriation to FY18 Budget
- (2) B. O-2018-002 - To amend the Zoning Ordinance to add "Minor Event Facilities with conditions" as uses permitted by Special Use Permit in residential zoning districts.

IV. PUBLIC COMMENTS:

V. STAFF REPORTS:

- (3) A. Public Works and Utilities Report – February 2018
- (4) B. Police Chief's Report – February 2018
- (5) C. Events Coordinator's Report – February 2018
- (6) D. Clerk/ Treasurer's Report – February 2018
- (7) E. Town Manager's Report – February 2018

VI. CONSENT AGENDA:

- (8) A. Bills – February 2018
- (9) B. Minutes – February 1, 2018 Town Council Meeting

VII. NEW BUSINESS:

- (10) A. Set Public Hearing on Proposed Water and Sewer rates
- (11) B. EDA Appointments
- (12) C. Authorize Town Manger to sign VACORP Disability Insurance for VRS Hybrid Employees Participation Agreement

VIII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

IX. INFORMATIONAL ITEMS:

- (13) A. Free or Discounted Town Hall Rental Request form CCPS

X. CLOSED MEETING:

In accordance with Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion and consideration of schedules, duties, and assignments of the Police Chief and Clerk/Treasurer.

XI. RECONVENE IN OPEN SESSION

XII. ADJOURNMENT

Town of Bowling Green
Town Council Meeting



Date: March 1, 2018
Agenda Item: III. Public Hearing
A. FY 18 Budget
Amendment and Appropriation

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Ordinance
 - By Motion
 - Certificate
 - Resolution
 - Grant/MOU
 - Bylaws

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Proposed Amendment and Appropriation to FY18 Budget

BACKGROUND / SUMMARY: FY18 saw higher than expected repairs to Water System

ATTACHMENTS:

Public Hearing Advertisement run in Caroline Progress 2/15 & 2/22/18
Budget Action Form

REQUESTED ACTION:

Approve requested Budget Action

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE: PASS NOT PASSED

McDearmon
Wright
Gibson
Satterwhite

TOWN OF BOWLING GREEN NOTICE OF PUBLIC HEARING

Notice is hereby given that on March 1, 2018 at 7:00 P.M. the Bowling Green Town Council will conduct a public hearing in Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on the following matter:

AN AMENDMENT AND APPROPRIATION TO THE FY2017-2018 TOWN BUDGET.

The amount of the proposed amendment is \$50,000. Such funds would come from Town's unassigned fund balance. The reason for the amendment is to provide funds for water system repairs.

The Bowling Green Town Council will take action on the proposed budget amendment on March 1, 2018. A complete copy of the budget amendment may be reviewed at Town Hall. Interested parties are encouraged to attend the meeting and express their views regarding this matter. If you require assistance in order to participate in the public hearing, please contact the Town Manager at (804) 633-6212.

Town of Bowling Green
Town Council Meeting



Date: March 1, 2018
Agenda Item: III. Public Hearing
B. O-2018-002 – To amend the Zoning Ordinance to add “Minor Event Facilities with conditions”

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: O-2018-002 – To amend the Zoning Ordinance to add “Minor Event Facilities with conditions”

BACKGROUND / SUMMARY:

The Town Planning Commission held a hearing on the attached text amendment to allow Minor Events in Residential Zoning Districts on December 18, 2017. By a vote of 3-1 the Commission recommended approval of the proposed amendment with the inclusion of an additional provision that all special use exceptions approved under this amendment be subject to review by the Town Council after one year.

ATTACHMENTS:

Public Hearing Advertisement run in Caroline Progress 2/15 & 2/22/18
Proposed Ordinance O-2018-002

REQUESTED ACTION:

Adopt O-2018-002

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212
Email: Townmanager@townofbowlinggreen.com

Name:
Reese Peck

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	

VOTE: PASS NOT PASSED

McDearmon
Wright
Gibson
Satterwhite

BOWLING GREEN TOWN COUNCIL PUBLIC HEARING

The Bowling Green Town Council will conduct a public hearing on Thursday, March 1, 2018, at 7:00 PM in Town Hall, 117 Butler Street. The purpose of the hearing will be for the Council to receive public comment on and consider the following matter:

Amend the Zoning Ordinance to add “Minor Event Facilities with conditions” as uses permitted by Special Use Permit in residential zoning districts.

All interested persons may attend the hearings and be heard. Copies of the proposals are available for review in Town Hall during business hours. Any person requiring assistance in order to participate in the hearings is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A. Reese Peck
Town Manager/Zoning Administrator

ORDINANCE O-2018-002

BE IT ORDAINED by the Bowling Green Town Council, that the Code of the Town of Bowling Green, Chapter 3, "Land Use & Buildings," Division 15, "Special Provisions," Section 3-177, "Special use permits; additional standards and requirements" shall be amended to read in its entirety as follows and that Minor Event Facilities as noted in Section 3-177(d) be added to the following sections: Division 5, "Residential District R-1," Section 3-116(a); Division 6, "Residential District R-2," Section 3-121(a); Division 7, "Residential District R-3," Section 3-126(a); and Division 8, "Planned Unit Development" Section 3-131(a).

Section 3-177. Special use permits; additional standards and requirements.

(a) Home occupation permit.

(1) In addition to a business license as set forth in Chapter 7, Article VII, a home occupation must obtain a home occupation permit before operations may begin. These permits shall list any and all of the conditions as the Town Council deems necessary to execute the intent of this article. The fee for a home occupation permit shall be as set forth in Section 3-196 of this article.

(b) Bed and Breakfast Establishments.

(1) Off-street parking for the use shall be in accordance with the Code of the Town of Bowling Green, shall not be located in any required front yard, and shall be effectively screened.

(2) The building(s) so used shall maintain the character and appearance specified by the zoning requirements of the parcel.

(c) Special Events Facility.

(1) A Special Events Notification Form shall be submitted for each event involving 50 or more invited guests to serve as notification to the Town of Bowling Green as to the type, size, noise signature, and duration of the event.

(2) The Special Events Facility must be located on a minimum of a two (2) acre site.

(3) All applicable licenses shall be obtained and publicly displayed onsite for activities conducted on the site.

(4) Capacity of the Special Events Facility shall meet all Building and Fire Code requirements.

(5) Temporary event structures shall comply with Town and County Code requirements.

(6) An off-street parking area shall be provided to accommodate vehicular parking for all invited guests.

(7) The special events facility shall operate so as to limit the impact on any adjoining residential and commercial properties.

(8) The building(s) so used shall maintain the character and appearance specified by the zoning requirements of the parcel.

(d) Minor Event Facility

(1) A Minor Event Facility shall be defined as a location which is being offered for hire to anyone for use to conduct any type of private event not open to the public at which no more than forty (40) people will be in attendance. Capacity of the facility shall not exceed Building and Fire Code Requirements.

(2) No event conducted at a Minor Event Facility shall be open to the public. Such events are specifically for invited guests only.

(3) All applicable licenses shall be obtained and publically displayed onsite for activities conducted on the site.

(4) In order to provide the Town Council and Planning Commission with adequate information to evaluate each proposal, and to indicate that the proposed Minor Event Facility will have minimal impact on any adjoining residential property, there shall be submitted with each application, at a minimum, information concerning hours of operation, character and duration of typical events, parking requirements for the facility, frequency of potential events, adequacy of proposed

O-2018-002

restroom facilities, how trash will be stored and collected, and such other information as the Council and Planning Commission may deem necessary for appropriate review of each application.

(5) Special Use Permits issued for Minor Event Facilities shall meet all requirements of Town Code Section 3-176.

(6) A Generalized Development Plan shall be required showing existing and proposed physical facilities and structures on the property and associated properties in sufficient detail to show how requirements of the Zoning Ordinance will be met. As part of the Generalized Development Plan, the applicant shall present a parking layout and plan that shows that the needs of the Event Facility will be met without adversely affecting the surrounding residential area.

(7) On the one year anniversary of the issuances of the original special use permit the Town Council shall review the permit for modification, continuance or termination.

That Chapter 3, "Land Use & Buildings," Division 5, "Residential District R-1," Section 3-116(a) shall be amended to read in its entirety as follows:

Section 3-116. Special uses.

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

(1) Guest rooms.

(2) Family care homes.

(3) Two-family dwellings created by conversion of an existing single-family dwelling into a two-family dwelling.

(4) Day-care center.

(5) Bed and Breakfast Establishment.

(6) Minor Event Facilities.

That Chapter 3, "Land Use & Buildings," Division 6, "Residential District R-2," Section 3-121(a) shall be amended to read in its entirety as follows:

Section 3-121. Special uses.

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

(1) Corporate or public swimming pools and/or private clubs.

(2) Bed and Breakfast Establishment.

(3) Family care homes, foster homes or group homes.

(4) Day-care center.

(5) Minor Event Facilities.

That Chapter 3, "Land Use & Buildings," Division 7, "Residential District R-3," Section 3-126(a) shall be amended to read in its entirety as follows:

Section 3-126. Special uses.

O-2018-002

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

(1) Swimming pools, private club, corporate or public.

(2) Family care homes, foster homes or group homes.

(3) Day-care center.

(4) Bed and Breakfast Establishment.

(5) Minor Event Facilities.

That Chapter 3, "Land Use & Buildings," Division 8, "Planned Unit Development" Section 3-131(a) shall be amended to read in its entirety as follows:

Section 3-131. Special uses.

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

(1) Day-care center.

(2) Minor Event Facilities.

Adopted this 1st day of March, 2018

By the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor

Clerk of the Council



**Town of Bowling Green – Public Works
and Utilities Council Monthly
Report/Project Update
For February 2018**

Prepared By: Billy Deavers

Date: February 26, 2018

Additional and/or Support Materials Attached: Yes

Pictures and Mobile 311 Report

Ongoing:

Wastewater Operations:

- Solids have increased and we are wasting accordingly to keep up, all of Public Works have been keeping up with clearing the drying beds
- Still need to get Sand Filter and Oxidation Ditch repaired
- Have had Contractors out to repair pump problems at Bowling Green Meadows lift station, still in progress

Water Operations:

- Well #1 has been tested and results came back, it is scheduled to go back online Within the next couple days
- There has been no water leaks to report

Public Works:

- Painted the inside of the Police Department, and tore out old carpeting
- Cedar Lane has been cleaned/organized
- Front door at Town Hall has been repaired
- Gravel was put down at Well #4

Completed:

Wastewater Operations:

- Pump was pulled and de-ragged at Heritage Pines Lift Station (Picture of Shawn Fortune and Frank Loving pulling pump attached)

Water Operations:

- Water cut-offs
- Replaced several meters due to weather damage
- Had Annual Water Inspection with VHD and passed

Heads up:

- Billy Deavers and Shawn Fortune both passed and have Class 5 Water Licenses



Status	Address Number	Street Name	Work Type	Time Open	Description	Comments	Finalized Date
New Reque	16380	Heritage Pines Cir	Service Disconnect	0 days 0 hrs 4 mins	Please turn water off. Owner called today to request we turn off going to sell Please turn water on new customer Brittany Briggs		
Complete	242	Milford St	Service Connect	0 days 0 hrs 1 mins			2/27/2018
Complete	117	Butler Well 1	Other - Water	0 days 0 hrs 0 mins	Put back in service		2/27/2018
Complete	15146	Narrow Pathway	Other - PW	0 days 0 hrs 0 mins	Mark utilities		2/27/2018
Complete	211	South Main	Other - PW	0 days 2 hrs 21 mins	Mark utilities		2/27/2018
Complete	17485	Jackson Dr.	Other - PW	0 days 2 hrs 51 mins	Mark utilities		2/27/2018
Complete	136	Martin St.	Sidewalks	0 days 2 hrs 52 mins	Mark utilities		2/27/2018
Complete	13363	Fredericksburg Tpke,	Other - PW	0 days 2 hrs 44 mins	Mark utilities		2/27/2018
Complete	0	All wells and tanks,towers	Other - Water	0 days 0 hrs 0 mins	VDH inspection	Everything was complaint	2/26/2018
Complete	0	Well 1,Pizza Hut,Dr.Hylton	Water Sampling	0 days 0 hrs 2 mins	Collection Bac T samples		2/26/2018
Complete	219	Anderson Ave	Spraying	0 days 0 hrs 0 mins	put gravel down on drive Please turn on service new customer	done	2/22/2018
Complete	122	Lee St	Service Connect	0 days 2 hrs 58 mins	Steven Vinson		2/22/2018
New Reque	16386	Heritage Pines Cir	Customer Complaint	5 days 0 hrs 27 mins	Please check water pressure at residence Please cut off for non-payment 02/20/18 15421 CM Apt 1A 141 Milford Street 222 W Broaddus Ave	found nothing wrong	
Complete	117	Butler St	Service Disconnect	4 days 21 hrs 44 mins	Turned back on 02/21/18		2/26/2018
New Reque	141	Milford St	Service Disconnect	6 days 1 hrs 30 mins	Please cut off for non-payment 02/20/18 Sewer Manhole Repair		
Complete	18107	Coolidge Ln	Offset Frame and Cover	1 days 6 hrs 14 mins	18104 Jackson Street	done	2/22/2018
Complete	124	Dorsy Ln	Taste/Odor Complaint	0 days 2 hrs 14 mins	Please flush the hydrant Lift station at Heritage Pines ,,,Pump needs to be pulled and cleaned out ..Full of rags	White Oak completed	2/20/2018
Complete	219	Anderson Ave	Pump Station	1 days 4 hrs 31 mins	Customer states meter is damaged. Tire tracks in yard may have been hit		2/21/2018
New Reque	119	Davis Ct	Customer Complaint	11 days 0 hrs 17 mins			
Complete	255	Milford St	Service Connect	0 days 14 hrs 41 mins	Please turn back on paid and reconnect fee		2/16/2018
Complete	139	Courthouse Ln	Service Connect	0 days 14 hrs 29 mins	Please turn back on paid and reconnect fee		2/16/2018
Complete	14535	Farmer Dr	Service Connect	0 days 14 hrs 29 mins	Please turn back on paid and reconnect fee		2/16/2018
Complete	133	Chase St Apt A	Service Connect	0 days 15 hrs 2 mins	Please turn back on paid and reconnect fee		2/16/2018

Complete	133	Chase St Suite 100	Service Connect	0 days 15 hrs 4 mins	Please turn back on paid and reconnect fee		2/16/2018
Complete	17401	Harding Dr	Service Connect	0 days 15 hrs 4 mins	Please turn back on paid and reconnect fee		2/16/2018
Complete	106	Maury Ave	Service Connect	0 days 14 hrs 46 mins	Please turn back on paid and reconnect fee		2/16/2018
Complete	15463	Caroline Manor Cir	Service Connect	0 days 15 hrs 5 mins	Please turn back on paid and reconnect fee		2/16/2018
Complete	171	Lee St	Service Connect	0 days 15 hrs 3 mins	Please turn back on paid plus reconnect fee		2/16/2018
Complete	121	Dorsey Ln	Service Connect	0 days 15 hrs 2 mins	Please turn back on paid and reconnect fee		2/16/2018
Complete	121	Dorsey Ln	Service Connect	0 days 16 hrs 9 mins	please turn water on bill paid plus reconnect fee		2/16/2018
Complete	204	Meadow Ln	Service Connect	0 days 0 hrs 2 mins	Please turn water back on bill paid plus reconnect fee		2/15/2018
Void	15471	Caroline Manor Cir Apt 3 G	Service Connect	0 days 1 hrs 42 mins	Paid bill and reconnect fee		2/15/2018
					Please cut off water due to non-payment		
Complete	131	Coghill St	Service Disconnect	0 days 21 hrs 35 mins	Turned back on 2/16/18		2/16/2018
Complete	141	Milford St	Service Disconnect	0 days 18 hrs 19 mins	please cut off water due to non-payment	Frank helped	2/16/2018
					Please cut off water due to non-payment		
Complete	255	Milford St	Service Disconnect	0 days 21 hrs 37 mins	Turned back on 02/16/18		2/16/2018
					Please cut off water due to non-payment		
Complete	139	Courthouse Ln	Service Disconnect	0 days 21 hrs 37 mins	Turn back on 02/16/18		2/16/2018
Complete	160	Chase St	Service Disconnect	0 days 18 hrs 27 mins	Please cut off water due to non-payment		2/16/2018
					Please cut off water due to non-payment		
Complete	133	Chase St Apt A	Service Disconnect	0 days 21 hrs 40 mins	Turned back on 02/16/18		2/16/2018
Complete	133	Chase St	Service Disconnect	0 days 18 hrs 24 mins	Please cut off water due to non-payment		2/16/2018
					Please cut off water due to non-payment		
Complete	133	Chase St Suite 100	Service Disconnect	0 days 21 hrs 45 mins	Turned back on 02/16/18		2/16/2018
Complete	14535	Farmer Dr	Service Disconnect	0 days 18 hrs 46 mins	Please cut off water due to non-payment		2/16/2018
Complete	254	N Main St Apt A	Service Disconnect	0 days 2 hrs 7 mins	please cut off water due to non-payment	Frank helped	2/15/2018
					please cut off water due to non-payment		
Complete	17401	Harding Dr	Service Disconnect	0 days 21 hrs 58 mins	Turned back on 02/16/18		2/16/2018
Complete	122	Lee St	Service Disconnect	0 days 18 hrs 56 mins	please cut off water due to non-payment		2/16/2018
					Please cut off water due to non-payment		
Complete	17371	Chase St	Service Disconnect	0 days 22 hrs 5 mins	Turned back on 02/16/18		2/16/2018
					Please cut off water due to non-payment		
Complete	106	Maury Ave	Service Disconnect	0 days 22 hrs 6 mins	Turned back on 02/16/18		2/16/2018
					Please cut off water due to non-payment		
					Meter # 76881921		
Complete	15463	Caroline Manor Cir Apt 3F	Service Disconnect	0 days 22 hrs 6 mins	Turned back on 02/16/18		2/16/2018
					Please cut off water due to non-payment		
Complete	171	Lee St	Service Disconnect	0 days 22 hrs 0 mins	Turned back on 02/16/18		2/16/2018

Complete	15471	Caroline Manor Cir Apt 4G	Service Disconnect	5 days 21 hrs 14 mins	Please cut off water for non-payment Meter# 58268319		2/16/2018
Complete	15471	Caroline Manor Cir Apt 3 G	Service Disconnect	0 days 21 hrs 58 mins	Please cut off water due to non-payment Meter # 71701168		2/16/2018
Complete	121	Dorsey Ln	Service Disconnect	0 days 21 hrs 58 mins	Turned back on 02/16/18 Please cut water off due to non-payment		2/16/2018
Complete	15435	Caroline Manor Cir Apt 4 C	Service Disconnect	0 days 21 hrs 55 mins	Turned back on 02/16/18 Please cut off water due to non-payment		2/15/2018
Complete	101	Lee St	Service Disconnect	6 days 3 hrs 16 mins	Turned back on 02/20/18 Please cut off water due to non-payment		2/15/2018
Complete	15421	Caroline Manor Cir Apt 6 A	Service Disconnect	0 days 22 hrs 4 mins	Turned back on 02/16/18	Frank helped	2/15/2018
Complete	278	Dickinson Dr	Service Disconnect	0 days 19 hrs 16 mins	Please cut off water due to non-payment Please cut off water due to non-payment		2/16/2018
Complete	136	Lafayette Ave	Service Disconnect	1 days 1 hrs 45 mins	Turned back on 02/16/18 Please cut off due to non-payment		2/16/2018
Complete	17370	Harding Dr	Service Disconnect	0 days 22 hrs 10 mins	Turned back on 02/16/18 Please cut off water for non-payment	Paid	2/15/2018
Complete	230	Maury Ave	Service Disconnect	0 days 22 hrs 10 mins	Turned back on 02/16/18 Please cut off water due to non-payment		2/16/2018
Complete	119	Oak Ridge St	Service Disconnect	0 days 22 hrs 9 mins	Turned back on 02/16/18		2/16/2018
Complete	144	Chase St	Service Disconnect	0 days 0 hrs 26 mins	Please cut off water for non-payment Please turn off water for non-payment	Frank helping	2/15/2018
Complete	204	Meadow Ln	Service Disconnect	0 days 22 hrs 17 mins	Turned back on 02/16/18		2/15/2018
Complete	162	E Broaddus Ave	Service Disconnect	5 days 2 hrs 17 mins	Please turn water off for non-payment		2/20/2018
New Reque	206	N Main St	Landscaping	12 days 21 hrs 27 mins	Water Planters		
Complete	16385	Heritage Pines Cir	Customer Complaint	1 days 20 hrs 12 mins	Please flush the water lines. smells bad and taste bad		2/15/2018
Complete	133	Chase St	Garbage	2 days 3 hrs 18 mins	Please take a extra trash can. Please turn water off per Mr. Ramirez. He will be out of the State for several months.		2/15/2018
Complete	107	Lacy Ln	Service Disconnect	0 days 23 hrs 32 mins	He will let us know when to turn back on. door.		2/13/2018
Complete	117	Butler St	Building Maintenance	1 days 0 hrs 54 mins	Customers are having trouble opening the door.	Frank completed jo	2/13/2018
New Reque		Bowling Green Meadows	Pump Station	14 days 22 hrs 32 mins	ordering sound alarm		

Complete	205	Roper Dr	Pump Station	1 days 4 hrs 28 mins	Bowling Green Meadows lift station pumps kicking out Called contractor believe debris clogged pumps up Please turn water on. new customer Michael Wickliff 13349 Mason St. Woodford, VA 22580	was no good Turned water on so homeowner could detect leak turned water back off	2/12/2018
Complete	121	Trewalla Ln	Service Connect	0 days 16 hrs 30 mins			
Complete	242	Milford St	Service Disconnect	2 days 20 hrs 39 mins	Please turn water off customer has moved.		2/12/2018
New Reque	219	Anderson Ave	Waste and Decant	18 days 0 hrs 35 mins	Clean out reject water line from #3 sandfilter		
New Reque	109	Cedar Ln	Building Maintenance	18 days 0 hrs 46 mins	#4pump house needs to be painted		
New Reque	109	Cedar Ln	Building Maintenance	18 days 0 hrs 47 mins	Cedar warehouse needs to be cleaned inside and out Need roll up doors fixed at Cedar warehouse They will not stay rolled up		
New Reque	109	Cedar Ln	Building Maintenance	18 days 0 hrs 48 mins			
Complete	109	Cedar Ln	Landscaping	5 days 22 hrs 43 mins	Need gravel put down around drive at #4 well		2/15/2018
Void	109	Cedar Ln	Repairs	9 days 11 hrs 6 mins	clean gutters out at cedar warehouse 114 complained of water pressure low found they have a leak on there property turned water off		2/18/2018
Complete	219	Anderson Ave	Detect Water Leak	1 days 0 hrs 49 mins			2/10/2018
Complete	117	Butler Street	Cleaning	11 days 18 hrs 20 mins	Painting inside of Police building		2/20/2018
Complete	0	Cedar lane shop	General Maintenance	0 days 0 hrs 0 mins	Cleaning inside of building		2/8/2018 7
Complete	219	Anderson Ave	Clean Sand Filters	0 days 17 hrs 11 mins	Parkinson worked on filters Please take 1 extra trash can per customer request. needs an additional can	have tool cleaned sand filter	2/9/2018 8
Complete	123	Lafayette Ave	Garbage	4 days 3 hrs 1 mins			2/12/2018
Complete	17191	White Meadows Dr	Taste/Odor Complaint	0 days 20 hrs 55 mins	Please flush at end of line.		2/6/2018 1
Void	6	Appaloosa Dr	General Maintenance	9 days 18 hrs 57 mins			2/3/2018 9



**Town of Bowling Green – Police Department
Council Monthly Report/Project Update
For February 2018**

Prepared By: Chief David Lipscomb

Date: 2/22/18

Additional and/or Support Materials Attached: Yes

No

Activity Report:

Total Calls for service: 23

BGPD 18 total calls for service. None which required an incident-based report. One mental subject turned over to CCSO for emergency custody order.

CCSO 5 calls for service, one which required an arrest for domestic violence.

Officer Honeycutt:

4 Calls for service

1 summons issued

Officer Honeycutt assisted in the completion of BGPD forms.

Chief Lipscomb:

14 calls for service

74 Summons issued (Speeding, Expired Inspections, Defective Equipment, Seat Belt)

12 Verbal warnings given, 7 Fire Lane Warnings

1 Wanted person was arrested during a traffic stop. (CCSO warrant)

3 Driving Suspended

2 Alarm call

2 FMCSA commercial vehicle inspections were conducted with two vehicles being placed out of service for critical safety violations. One of which had to be towed due to lack of brake application. See attached photographs.

Assisted VSP with one hit and run located at the intersection of Courthouse Lane and Travis Street. Located the suspect vehicle on Roper Drive. Located suspect inside residence with serious injuries as a result of the crash. Summoned medical aid for the suspect and turned over to VSP.

Start process on documentation for new parking summons in accordance with town code. Information gathered from Tappahannock PD, Mary Washington PD, and Ashland PD. Old packets outdated and did not contain the necessary information required.

Enrolled in membership in the Virginia Association of Chiefs of Police. (VACP) This membership comes with reduction in costs associated with training and purchase of police equipment as needs arise.

Enrolled in new Chiefs and Deputy Chiefs training class located in Henrico County. Training takes place the last week of March and is conducted through VACP. Topics include Freedom of information, Americans with disabilities act, hiring of new applicants, and police liability.

Assisted public works in regards to issues related to obstructing water meters as outlined in town code.

Assisted public works in regards to the town police building ongoing painting project.

Assisted public works and town manger on ongoing issue related to larceny from water treatment facility. Issue arose before my hire and CCSO was the initial agency that responded.

Attended weekly staff meetings.

Met with sub-committees in areas of Town Hall security, e-summons project, police personnel and policy manual, and budget.

Inquired of information in relation to the Virginia retirement system hazard pay supplement for law enforcement officers in political subdivisions.

Gathered data from other Virginia localities in reference to population, pay for law enforcement officers and Chiefs, and benefit packages offered to compete with other departments for qualified personnel.

Gathered information from the Caroline County General Court in relation to the e-summons projects for town manager.

Purchased new marijuana test kits for side of the road determination for suspects possessing said substance. These items were not previously utilized and thus suspected marijuana had to transported to the state lab in Richmond. (cost saving measure for the town)

Purchased new documents for BGPD officer use. Documents used for commercial motor vehicle enforcement, inventory of evidence seized, arrest information sheets, and impoundment of vehicle forms.

Coordinated with Town Hall guests for security for two scheduled events.

Attended court on various dates for the successful prosecution of offenders.

Conducted a walk-through of the Bowling nursing home and met with staff and patients.

Created a police specific new applicant application. This application included a wavier for the release of information contained in credit reports and personnel files from prior employment. This will allow me to hire better qualified officers to represent the town as the need arises.

Started the hiring process for one person who wishes to become an auxiliary officer.

Spoke with purchasing agent in Henrico County in regards to the purchase of surplus computers.

Coordinate with RRCJA for training records for current officers.

Attended recertification, at the state lab, in reference to the EC-IR initoxilyzer machine. Currently I am the only certified officer able to run this test for suspected impaired drivers. This recertification is mandated by code and must take place every two years.

Conducted security checks at several residences as requested.

Met with VDOT and public works on the location of the new speed signs.

Met with CCSO unit in reference to church security issues. Supplied their unit with information.

Washed and vacuumed 2017 police vehicle at least three times per week.

Contacted DCJS in reference to 599 funding.

Inquired of issues related to lack of Incident based reporting. Last reporting was conducted in January of

2017. This lack of reporting conflicts with 599 funding in not conducted properly.

Meet with budget sub-committee in regards to LEO supplement for law enforcement.

Secured decals for motor carrier out of service order to gain compliance with FMCSA. Considerable cost savings over what was purchased prior to my hire.

Checked VSP website for new additions to sex offender registry. None found for the Town.

Signed up on Police One website in a grants specific portal that allows for access to federal, state, and private level grants as they are offered.

Assisted CCSO with the implementation of three new county level motor carrier inspectors. Supplied documentation in areas of equipment and out of service orders.

Conducted funeral traffic on several occasions.

Started an inventory of police equipment currently owned by the Town.

Surplus of Items no longer being utilized:

Nothing to report.

Pending Actions:

Work with sub-committees on Police Chief full time position. Retirement compensation and benefits.

Work with sub-committees on policy manual.

Decisions Needed:

Ordinance for the acceptance of \$5 fee associated with summons fee for electronic software used for electronic summons equipment. State code allows this fee which is currently being charged on all summons issued by BCPD. This is money set aside by the state and not a cost issue to the Town. Currently these monies are going to the county. Forwarded county ordinance to Town Manager for review.

Heads Up Items:

Start planning process for next budget year and the implementation of full time police chief position.

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



MANUFACTURED BY/FABRIQUE PAR Appalachian Trailer Sales, INC

DATE: 42015

GAWR/PNBE (ALL AXLES) TIRE/PNEU RIM/JANTE KPA (PSI) | S

3182 KG (7000 LB) ST235/80R16E 16x6 552 KPA (80 PSI) | 5

THIS VEHICLE CONFORMS TO ALL APPLICABLE STANDARDS PRESCRIBED UNDER THE CA
MOTOR VEHICLE SAFETY REGULATIONS IN EFFECT ON THE DATE OF MANUFACTURE. / CE
EST CONFORME À TOUTES LES NORMES QUI LUI SONT APPLICABLES EN VERTU DU RÉGL
SUR LA SÉCURITÉ DES VÉHICULES AUTOMOBILES DU CANADA EN VIGUEUR À LA
FABRICATION. / CE
THIS VEHICLE

ION
CHARGEMENT

PRESS

(1)

(1)







BOLWING GREEN POLICE DEPARTMENT
NOTICE OF PARKING VIOLATION

- Parking on a sidewalk..... \$50
- Parking in front of public/private driveway..... \$50
- Parking within an intersection..... \$50
- Parking on a crosswalk..... \$50
- Parking at any place where official signs prohibit parking..... \$50
- Parking within 15 feet of a fire hydrant..... \$100
- Parking within a designated fire lane..... \$100
- Parking against a yellow curb..... \$100
- Parking in a designated handicap parking space..... \$250

Instructions

Any person having received notice of parking violation may waive their right to appear and be tried for the offense listed in this notice. Such waiver shall be effective upon voluntary payment of the fine listed above to the Town of Bowling Green Treasurer within five days after issuance of such offense. This payment may be made in person or through US mail.

Bowling Green Town Hall

117 Butler St. Bowling Green, VA 22427

Mon-Fri 8:30 AM – 5:30 PM

Please remit payment to: Town of Bowling Green, PO box 468 Bowling Green, VA 22427

Any person who has received notice pursuant to Town code 4-513 (a)(b)(c) and wishes to contest the offense cited in any such notice may, within five days after issuance of such notice, appear at the Town's business office and certify the contesting of such offense.

If payment is not received, or notice to contest the violation is not made, within five days of issuance of any violation you may be subject to an additional \$50.00 fine and a summons or arrest warrant may be issued pursuant to 46.2 941, Code of Virginia.

Proof that the vehicle described herein was parked in violation of this ordinance, together with proof that the defendant was at the time of issuance of the citation the registered owner of the vehicle shall constitute prima facie evidence that the registered owner of the vehicle was the person who committed the violation.

I wish to contest this violation to the Caroline County General District Court:

_____ **Date:** _____

STATE:

REGISTRATION NUMBER:

YEAR:

DATE OF VIOLATION:

TIME OF VIOLATION:

MO: DAY: YEAR:

LOCATION OF VIOLATION:

MAKE OF VEHICLE:

I HAVE AFFIXED THIS NOTICE TO VEHICLE

BADGE NUMBER:

OFFICER:



Town of Bowling Green – Events Coordinator (Contractor)
Monthly Report/Project Update
For February 2018

Prepared By: Jo-Elsa Jordan

Date: 2/26/18

Additional and/or Support Materials Attached: Yes

No X

Monthly Activities:

Facebook posts/promotion

Attend meeting with architect for façade improvements in the Bowling Green business district.

Attended meeting with Kyle Myer at the VA Department of Housing and Community Development on 2/16/18 to discuss grant opportunities available to the EDA and to learn about Virginia Main Street affiliation and designation; Compose summary of meeting for the February EDA meeting.

Create EDA meeting agenda

Revise EDA meeting minutes for January 2018 meeting

Provide minutes for EDA review/approval

Confirm the Fredericksburg Big Band for Bowling on the Green Virginia Wine Festival and USO Dance; Coordinate with contact person for contracts.

Recruiting wineries for participation at the 2018 Bowling on the Green Virginia Wine Festival.

Coordinate with graphic artist for marketing graphic for 2018 Bowling on the Green Virginia Wine Festival.

Vendor recruitment for food truck at the Bowling on the Green Virginia Wine Festival.

Researching local craft microbreweries for a beer option at the Bowling on the Green Virginia Wine Festival.

Develop content for updated website (www.bowlingonthegreen.com)

Update Farmers' Market 2018 registration form

Update town website calendar with Farmers' Market information and hours

Farmers' Market Facebook posts

Weekly staff meetings on Monday's (1:00 p.m.)

Town Council meeting on 2/1/18

Staff report

Heads Up Items:

Working with Councilman Gibson to research food trucks in Bowling Green for the summer season.



**Town of Bowling Green – Clerk/Treasurer’s
Council Monthly Report/Project Update
For February 2018**

Prepared By: Melissa Lewis

Date: 2/27/2018

Additional and/or Support Materials Attached: Yes No

Utility Billing:

- Worked with Sensus to troubleshoot handheld meter reader issues.
- Loaded and prepared handheld meter reader for meter reading.
- Issued Utility Deposit refunds to closed accounts.
- Mailed cut off notices, negotiated payment plans, followed up on non-payment of negotiated dates and initiated disconnection of service for non-payment.
- Provided Dept. of Social Services requested paperwork to help customers obtain assistance with utility payments.
- Set up accounts for 8 new customers.
- Researched customer accounts based on customer-initiated inquiries to determine possible leaks, billing errors, etc.
- Made adjusting entries when necessary based on research of customer accounts.
- Entered 78 work orders into Mobile 311 for Public Works and Utilities.

Payroll/Human Resources:

- Requested, reviewed, and verified state and federal tax forms for new employee. Set up new employee in payroll system.
- Received and reviewed employee’s time cards for accuracy.
- Prepared bi-weekly payroll to include: initiating of bank file for Direct Deposit payments, independent tracking of leave, preparation and distribution of direct deposit and leave statements to staff.
- Reported and paid State and Federal Withholding, Social Security, and Medicare following each payroll.
- Prepared, reconciled, and submitted payment to ICMA-RC for VRS Hybrid Retirement Employees following each payroll.
- Prepared, reconciled, and submitted a monthly report and payment to Virginia Retirement System.
- Researched Law Enforcement Supplemental Benefits through VRS to provide information to Town Manager
- Researched and provide information to Town Manager on VRS Hybrid Disability Insurance program.
- Provided Vacorp requested information to enroll in VRS Hybrid Disability Insurance program.

Treasurer/Financial:

- Worked extensively with CPA to provide documentation for monthly bank reconciliations for July 1, 2017 to December 31, 2017.
- Responded to USDA’s request for financial statements to proceed with grant for Public Works and Utilities trucks.
- Prepared and provided numerous FY17 general ledger, accounts payable, cash receipts, payroll, asset, and tax reports to CPA that is preparing Financial Statements for audit.
- Researched and answered questions for CPA in his preparation of the Financial report.

- Realized and rectified error in BPOL mailing, redistributed 2018 BPOL applications.
- Reviewed and posted Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewed and posted Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewed and reconciled bank deposits prepared by the Accounts Clerk.
- Entered and reconciled tax and utility payment made online.
- Research and provided information to Town Manager for FY19 Budget Preparation.

Town Clerk:

- Responded to 800 public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Assisted Town Manager, Police Chief, and Public Works and Utilities staff in researching information pertaining to Town Code, policy, accounts payable transactions, and customer usage.
- Maintained a list of Agenda items for Town Council, Planning Commission, and EDA
- Prepared Packets for monthly Town Council, Planning Commission, and EDA
- Prepared Meeting Minutes for Town Council Meeting.
- Prepared minutes for Joint Committee Work Session.
- Updated the Town's website with current news items, meeting agendas and items, business license applications, Commission members.

Meeting attended:

- February Town Council Meeting
- Joint Ordinances/ Policies and Facilities Committee meeting.
- Budget and Personnel meeting
- 4 weekly staff meetings
- Webinar – Accela Legislative Management
- Webinar – Civic Live Solutions
- Webinar – Tsys Credit Card Processing

Attachments:

- Town Hall Rental Report

Heads Up Items:

The night of the meeting an Expense Summary report will be placed on the table. The report is to inform Council of our current Budget status and will be produced monthly the day of the Council Meeting to give the most up to date figures.

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TOWN HALL RENTALS

March 1, 2018

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
20	Activities Program	Yoga/Pitaiyo	470.00
1	Finch, Carolyn	Birthday Party	675.00
1	Caroline Chapter OES	Dance	250.00
1	Rappahannock Electric	Holiday Party	675.00
1	Go VA Mortgage Meeting	Meeting	N/C
1	Farmer's Market	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	Budget & Personnel Committee	Meeting	N/C
1	Ordinances & Policies	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Facilities	Meeting	N/C

30

Total

\$2070.00



**Town of Bowling Green – Town Manager Town
Council Monthly Report/Project Update
For February 2018**

Prepared By: A. Reese Peck

Date: 2/28/18

Additional and/or Support Materials Attached: Yes

No x

Meetings Attended:

Town Council: February 1st regular meeting.

Town Council Committees: Joint Facilities and Ordinance Committee, Budget and Personnel, Facilities, and Ordinance and Policies.

Commission and Authority Meetings: Planning Commission and EDA meeting (failed to meet quorum).

Other Meetings: Opportunity Zone Designation Webinar

Main Street & Commercial Corridor Revitalization:

Requested Opportunity Zone Designation.

Planning/Zoning/Siting Issues:

Minor Events text amendment public hearing.

Other:

Pending Actions:

Sign and Homestay ordinance.

Decisions Needed:

Authorization to advertise Public Hearings on Water and Sewer Rates for FY 2019, authorization to participate in VACORP's Hybrid Disability Plan, EDA appointments approval of budget amendment.

Heads Up Items: Hybrid Disability Plan Personnel Rules.

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Town of Bowling Green
Town Council Meeting



Date: March 1, 2018
Agenda Item: VI. Consent Agenda
A. Bills

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Bills from February 2018

BACKGROUND / SUMMARY: Invoices for work done/items purchased in February 2018. Requesting approval of invoices so check may be disbursed.

ATTACHMENTS:

Check Reports:

- 2/13/18
- 2/16/18
- 2/21/18
- 2/22/18
- 3/1/18 (will be ready day of meeting)

REQUESTED ACTION:

Approve the Invoices

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

VOTE:

PASSED

NOT PASSED

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23223	990	FLORANCE GEORGE	000	2/13/2018	200.00	.00
23224	28	G & G MILLFORD FARM SERV.	000	2/13/2018	75.14	.00
23225	996	ICMA MEMBERSHIP RENEWAL.	000	2/13/2018	646.00	.00
23226	497	INDUSTRIAL CHEM LABS	000	2/13/2018	218.23	.00
23227	999999	MCWHIRTER EURAINIA	000	2/13/2018	150.00	.00
23228	944	METROCAST COMMUNICATIONS	000	2/13/2018	173.15	.00
23229	83	RAPPANNOCK REGIONAL	000	2/13/2018	44.00	.00
23230	918	STAPLES ADVANTAGE	000	2/13/2018	837.28	.00
23231	19	VERIZON	000	2/13/2018	271.36	.00

CLASS TOTAL 2,615.16
 ACH TOTAL .00
 CHECK TOTAL 2,615.16
 FINAL TOTAL 2,615.16

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 2,615.16- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23233	33	AMERIGAS FREDERICKSBURG	000	2/16/2018	2,289.87	.00
23234	500	CARTER MACHINERY CO INC	000	2/16/2018	4,091.43	.00
23235	998	COPY CAT	000	2/16/2018	377.25	.00
23236	200	DEPARTMENT OF MOTOR	000	2/16/2018	66.85	.00
23237	980	DEWBERRY ENGINEERS, INC	000	2/16/2018	11,502.00	.00
23238	10	DOMINION VIRGINIA POWER	000	2/16/2018	7,615.80	.00
23239	546	JOHNSON'S EXTERMINATING	000	2/16/2018	7,550.00	.00
23240	995	LAWRENCE EQUIPMENT, INC	000	2/16/2018	7,723.08	.00
23241	994	PB ELECTRONICS INC	000	2/16/2018	213.00	.00
23242	970	SIRCHIE	000	2/16/2018	58.58	.00
23243	653	STEMMIE PLUMBING REPAIR	000	2/16/2018	1,600.00	.00
23244	707	THE CAROLINE PROGRESS	000	2/16/2018	160.30	.00
23245	12	WASTE MANAGEMENT	000	2/16/2018	6,816.53	.00
23246	878	WHITE OAK ELECTRIC	000	2/16/2018	5,936.00	.00
		CLASS TOTAL			49,000.69	.00
		ACH TOTAL			.00	
		CHECK TOTAL			49,000.69	
		FINAL TOTAL			49,000.69	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 49,000.69- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000033	AMERICAS FREDERICKSBURG	8036684329	2/16/2018		4100-071310-5120-.00 CPA PMT TOTAL	2,289.87	23233	TOTAL	UTILITIES-HEAT	00649 TH
		DISC. TOTAL	.00				.00				
00000	000500	CARTER MACHINERY CO INC	412011	2/16/2018		4520-500100-6007-	367.56	23234		REPAIR/ MAINTENANCE	00649 PORTABLE
00000	000500		412012	2/16/2018		4520-500100-6007-	306.81	23234		REPAIR/ MAINTENANCE	00649 COOLIDGE LN
00000	000500		413325	2/16/2018		4520-500100-6007-	521.73	23234		REPAIR/ MAINTENANCE	00649 WMTF
00000	000500		413326	2/16/2018		4520-500100-6007-	340.50	23234		REPAIR/ MAINTENANCE	00649 301 PUMP STAT
00000	000500		413783	2/16/2018		4520-500100-6007-	552.59	23234		REPAIR/ MAINTENANCE	00649 WMTF
00000	000500		413784	2/16/2018		4520-500100-6007-	1,094.75	23234		REPAIR/ MAINTENANCE	00649 COOLIDGE LN
00000	000500		415059	2/16/2018		4520-500100-6007-	134.78	23234		REPAIR/ MAINTENANCE	00649 301 LIFT STAT
00000	000500		419099	2/16/2018		4520-500100-6007-	706.34	23234		REPAIR/ MAINTENANCE	00649 WMTF
00000	000500		46614	2/16/2018		4520-500100-6007-	66.37	23234		REPAIR/ MAINTENANCE	00649
		DISC. TOTAL	.00				.00				
		DISC. TOTAL	66422	2/16/2018		4100-031100-6001-.00 CPA PMT TOTAL	377.25	23235	TOTAL	OFFICE SUPPLIES & PRINTING	00649 PRINTING FORMS
		DISC. TOTAL	.00				.00				
00000	000200	DEPARTMENT OF MOTOR	201801	2/16/2018		4100-041000-5110-.00 CPA PMT TOTAL	66.85	23236	TOTAL	ELECTRICITY-STREETLIGHTS	00649 MAIN ST ST LITERS
		DISC. TOTAL	.00				.00				
00000	000980	DEWBERRY ENGINEERS, INC	1505257	2/16/2018		4300-300100-8700-.00 CPA PMT TOTAL	11,502.00	23237	TOTAL	REFINANCING AND USDA PROJECTS00649 ENGINEERING REPORT	
		DISC. TOTAL	.00				.00				
00000	000010	DOMINION VIRGINIA POWER	201801	2/16/2018		4100-031100-5110-	324.03	23238		ELECTRICITY	00649 PC
00000	000010		201801	2/16/2018		4100-041000-5110-	1,634.51	23238		ELECTRICITY-STREETLIGHTS	00649 STREETLIGHTS
00000	000010		201801	2/16/2018		4100-041000-5110-	1,360.30	23238		ELECTRICITY-STREETLIGHTS	00649 TH
00000	000010		201801	2/16/2018		4500-500100-5110-	126.46	23238		ELECTRICITY	00649 BUT/CHAS WATER TOWE
00000	000010		201801	2/16/2018		4500-500100-5110-	254.69	23238		ELECTRICITY	00649 BUTLER GROUND TANK
00000	000010		201801	2/16/2018		4500-500100-5110-	1,018.67	23238		ELECTRICITY	00649 WELL #5
00000	000010		201801	2/16/2018		4520-500100-5110-	88.37	23238		ELECTRICITY	00649 CHASR PUMP STAT
00000	000010		201801	2/16/2018		4520-500100-5110-	20.05	23238		ELECTRICITY	00649 LACY PUMP STAT
00000	000010		201801	2/16/2018		4520-500100-5110-	100.29	23238		ELECTRICITY	00649 SCHOOL RD PUMP
00000	000010		201801	2/16/2018		4520-500100-5110-	2,688.43	23238		ELECTRICITY	00649 WMTF
		DISC. TOTAL	.00				.00				
		DISC. TOTAL	02032018	2/16/2018		4100-071310-3320-	275.00	23239	TOTAL	CONTRACTED SERVICES	00649 SETUP
		DISC. TOTAL	02092018	2/16/2018		4100-071310-3320-	275.00	23239	TOTAL	CONTRACTED SERVICES	00649 SETUP
		DISC. TOTAL	.00				.00				
00000	000995	LAWRENCE EQUIPMENT, INC	602803	2/16/2018		4100-043100-6007-	2,500.00	23240		REPAIR/ MAINTENANCE	00649 BACKHOB
00000	000995		602803	2/16/2018		4520-500100-6007-	5,223.08	23240		REPAIR/ MAINTENANCE	00649 BACKHOB
		DISC. TOTAL	.00				.00				
		DISC. TOTAL	134124	2/16/2018		4100-031100-6010-.00 CPA PMT TOTAL	213.00	23241	TOTAL	EQUIPMENT/SUPPLIES	00649 CALIBRATE LIDAR
		DISC. TOTAL	.00				.00				
00000	000970	SIRCHIE	0334626 IN	2/16/2018		4100-031100-6010-.00 CPA PMT TOTAL	58.58	23242	TOTAL	EQUIPMENT/SUPPLIES	00649 LEVINE/10
		DISC. TOTAL	.00				.00				
00000	000653	STEMMLE PLUMBING REPAIR	144694	2/16/2018		4520-500100-6007-.00 CPA PMT TOTAL	1,600.00	23243	TOTAL	REPAIR/ MAINTENANCE	00649 JET VAC MANHOLE CLRD
		DISC. TOTAL	.00				.00				

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	ACH G/L	ACCOUNT DISC.	BATCH INV. DESCRIPTION
00000	000707	THE CAROLINE PROGRESS	201801	2/16/2018		4100-012110-3600-	160.30	23244			ADVERTISING	00649 ADMIN ASST
		DISC. TOTAL					.00				160.30	
		CHECK TOTAL										
00000	000012	WASTE MANAGEMENT	265668902819	2/16/2018		4520-500100-3320-	83.99	23245			PROFESSIONAL SERVICES	00649 WMTF
00000	000012		265711302819	2/16/2018		4100-042300-3320-	1,110.03	23245			TRASH/RECYCLING	00649 DUMESTER
00000	000012		325097224241	2/16/2018		4100-042300-3320-	5,622.51	23245			TRASH/RECYCLING	00649 RESIDENCE
		DISC. TOTAL					.00				6,816.53	
		CHECK TOTAL										
00000	000878	WHITE OAK ELECTRIC	2954	2/16/2018		4500-500100-6007-	5,936.00	23246			REPAIR/MAINTENANCE	00649 NEW PMP WELL 5
		DISC. TOTAL					.00				5,936.00	
		CHECK TOTAL										
		CHECK TOTAL					49,000.69				49,000.69	
		CHECK TOTAL					.00				49,000.69	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 49,000.69 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

AP100B 2/21/2018 TOWN OF BOWLING GREEN
TIME-15:36:25

A/P CHECK REGISTER
Check Date - 2/21/2018

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23247	999	VCE SPOTSYLVANIA	000	2/21/2018	100.00	.00
			CLASS TOTAL		100.00	.00
			ACH TOTAL		.00	
			CHECK TOTAL		100.00	
			FINAL TOTAL		100.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 100.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P. O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT TOTAL	ACH G/L	JANITORIAL SUPPLIES	BATCH INV. DESCRIPTION
00000	000999	VCE SPOTSYLVANIA	VCE SPOTSY	2/21/2018		4100-043100-6005-	100.00	23247			100.00	00650 PESTICIDE CLASS
			CHECK TOTAL				.00				100.00	
			CHECK TOTAL				.00				100.00	
			CHECK TOTAL				.00				100.00	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 100.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23248	979	CAROLINE COUNTY HEALTH DE	000	2/22/2018	169.02	.00
23249	10	DOMINION VIRGINIA POWER	000	2/22/2018	66.85	.00
23250	7	NATIONWIDE RETIREMENT SOL	000	2/22/2018	2,895.59	.00
23251	322	TOWN POLICE SUPPLY OF	000	2/22/2018	665.29	.00
23252	984	TROY & BANKS	000	2/22/2018	115.80	.00
23253	256	VERIZON WIRELESS	000	2/22/2018	40.01	.00
23254	12	WASTE MANAGEMENT	000	2/22/2018	88.33	.00
		CLASS TOTAL			4,040.89	.00
		ACH TOTAL			.00	
		CHECK TOTAL			4,040.89	
		FINAL TOTAL			4,040.89	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 4,040.89- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH AMT	BATCH INV. DESCRIPTION
00000	000979	CAROLINE COUNTY HEALTH DE	2018-02	2/22/2018		4520-500100-6030-	169.02	23248			PLANT & LAB SUPPLIES/CHEMICALS
		DISC. TOTAL					.00				IMMINIZATIONS
							169.02				
00000	000010	DOMINION VIRGINIA POWER	2018-02	2/22/2018		4100-041000-5110-	66.85	23249			ELECTRICITY-STREETLIGHTS
		DISC. TOTAL					.00				00651 STREET LIGHTS
							66.85				
00000	000007	NATIONWIDE RETIREMENT SOL	2018-02	2/22/2018		4100-012110-2300-	394.82	23250			HEALTH PLAN
00000	000007		2018-02	2/22/2018		4100-012410-2300-	921.51	23250			HEALTH PLAN
00000	000007		2018-02	2/22/2018		4100-043100-2300-	283.77	23250			HEALTH PLAN
00000	000007		2018-02	2/22/2018		4500-500100-2300-	135.72	23250			HEALTH PLAN
00000	000007		2018-02	2/22/2018		4520-500100-2300-	1,159.77	23250			HEALTH INSURANCE
		DISC. TOTAL					.00				00651 2/18 PR CONTRIBUTIONS
							2,895.59				
00000	000322	TOWN POLICE SUPPLY OF	2018-02	2/22/2018		4100-031100-6010-	665.29	23251			EQUIPMENT/SUPPLIES
		DISC. TOTAL					.00				00651 WEAPON / TRADE IN
							665.29				
00000	000984	TROY & BANKS	2018-02	2/22/2018		4520-500100-5110-	115.80	23252			ELECTRICITY
		DISC. TOTAL					.00				00651 TAX CREDITS DUE
							115.80				
00000	000256	VERIZON WIRELESS	9801381102	2/22/2018		4100-031100-5230-	40.01	23253			TELECOMMUNICATIONS
		DISC. TOTAL					.00				00651 PC
							40.01				
00000	000012	WASTE MANAGEMENT	2657880-0281-3	2/22/2018		4520-500100-3180-	88.33	23254			SLUDGE REMOVAL
		DISC. TOTAL					.00				00651 CONTAINER SERV CHG
							88.33				
							4,040.89				
							4,040.89				

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 4,040.89- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

Town of Bowling Green
Town Council Meeting



Date: March 1, 2018
Agenda Item: VI. Consent Agenda,
B. 2/1/18 Minutes and
2/6/18 Work Session Minutes

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Minutes –Town Council Meeting – February 1, 2018 and February 6, 2018 Joint Committee Work Session Minutes

BACKGROUND / SUMMARY: Transcribed Minutes from the February 1, 2018 Town Council Meeting and February 6, 2018 Joint Committee Work Session

ATTACHMENTS:

Town Council Meeting – February 1, 2018
Joint Committee Work Session – February 6, 2018

REQUESTED ACTION:

Approval of the Minutes

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

VOTE:

PASSED

NOT PASSED

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

February 1, 2018

MEMBERS PRESENT: Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Jean Davis, Mary Frances Coleman, and Tyler Gibson.

MEMBERS ABSENT: None

OTHERS PRESENT: Town Attorney Andrea Erard, Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Police Chief David Lipscomb, Public Works and Utilities Director Billy Deavers, and Events Coordinator Jo-Elsa Jordan.

AUDIENCE: None

I. CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor called the meeting to order at 7:00 P.M. and noted a quorum was present.

II. DELEGATIONS:

There were no Delegations.

III. PUBLIC COMMENTS:

There were no Public Comments.

IV. STAFF REPORTS:

The following staff reports were noted:

- A. Public Works and Utilities Report – January 2018
- B. Police Chief’s Report – January 2018
- C. Events Coordinator’s Report – January 2018
- D. Clerk/ Treasurer’s Report – January 2018
- E. Town Manager’s Report – January 2018

V. CONSENT AGENDA:

- A. Bills – January 2018 attached to these minutes.
- B. Minutes – January 4, 2018 Town Council Meeting and January 17, 2018 Town Council Meeting reconvened.

On Motion by Mr. Gaines, seconded by Mr. Gibson, Council voted to approve Consent Agenda Items A and B with changes to the minutes as follows:

Mayor _____ Clerk _____

1. Change the date on the January 18, 2018 Town Council Meeting reconvened to January 17, 2018.
2. Remove Ms. Coleman from being listed as present on the January 17, 2018 Town Council Meeting Reconvened minutes.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none.

VI. NEW BUSINESS:

A. Proposed Water and Sewer Rates – presentation by Town Manager

Council chose to take more time to review the Town Manager's proposed rate options. No action was taken at this time.

On the recommendation of Mr. McDearmon, Council set a joint work session of the Ordinances & Policies committee and the Facilities committee for February 6, 2018 at 7:00 P.M. to further discuss the proposed Water and Sewer rates and other issues before the two committees.

B. Set Public Hearings on Proposed Water and Sewer Rates for FY 2019 and FY 2018 Budget Amendment

On Motion by Mr. Gaines, seconded by Mr. Gibson, Council voted to defer the setting of the Public Hearing on Water and Sewer rates until the March Town Council meeting.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none

On Motion by Mr. Hauser, seconded by Mr. Gaines, Council voted to set a Public Hearing for the proposed Budget Amendment on March 1, 2018 at 7:00 P.M. and authorize the Town Manager to publish notices to so advertise.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none

VII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Jason Satterwhite, Mayor – The Mayor gave a brief speech encouraging Council to workout differences and refrain from negative criticism.

B. Glenn McDearmon –

C. Otis Wright – had no comments.

D. Mark Gaines – Mr. Gaines commended the Town Manager for issues to Town Council's attention and reminded Council that it is not their job to micro-manage the daily operations of the Town but instead to set policy and govern.

E. Martin Hauser – had no comments

F. Mary Frances Coleman – had no comments.

G. Jean Davis – had no comments

H. Tyler Gibson – Mr. Gibson agreed with Mr. Gaines statement and stated he'd like Council to work cohesively.

VIII. INFORMATIONAL ITEMS:

There were no informational items presented.

IX. CLOSED MEETING:

At 9:05 P.M. On motion by Mr. Hauser, seconded by Ms. Davis, Council unanimously voted to go into Closed Session in accordance with Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion and consideration of candidates for appointment to the Economic Development Authority.

X. RECONVENE IN OPEN SESSION:

At 9:25 P.M., on Motion by Mr. McDearmon, seconded by Mr. Wright, Council unanimously voted to come out of closed session.

CERTIFICATION:

Council certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, as stated above, and only such public business matters as were identified in the motion by which the closed meeting was convened were discussed or considered in the meeting by the Council:

Wright.....	Aye	Coleman.....	Aye
Davis	Aye	Gaines.....	Aye
McDearmon.....	Aye	Hauser.....	Aye
Gibson.....	Aye		

XI. ADJOURNMENT:

On motion by Ms. Coleman, seconded by Mr. Wright, Council unanimously voted to adjourn at 9:26 P.M.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23156	999999	AGAPE FAMILY LIFE	000	1/11/2018	150.00	.00
23157	992	ANTHEM BLUE CROSS & BLUE	000	1/11/2018	1,593.81	.00
23158	999999	BERRY ROSALIND	000	1/11/2018	150.00	.00
23159	979	CAROLINE COUNTY HEALTH DE	000	1/11/2018	141.70	.00
23160	950	CAROLINE HEATING & AIR	000	1/11/2018	1,092.00	.00
23161	10	DOMINION VIRGINIA POWER	000	1/11/2018	5,667.75	.00
23162	28	G & G MILFORD FARM SERV.	000	1/11/2018	319.31	.00
23163	990	JERRY'S HANDYMAN SERVICES	000	1/11/2018	200.00	.00
23164	999999	JOHNSON, SABRINA	000	1/11/2018	50.00	.00
23165	944	METROCAST COMMUNICATIONS	000	1/11/2018	334.57	.00
23166	505	POWER & FLOW SOLUTIONS	000	1/11/2018	616.24	.00
23167	991	RGS&S COMMERCIAL CLEANING	000	1/11/2018	289.00	.00
23168	999999	RICHARDSON JACQUELIN	000	1/11/2018	150.00	.00
23169	903	SEAL JUSTIN	000	1/11/2018	195.00	.00
23170	918	STAPLES ADVANTAGE	000	1/11/2018	974.96	.00
23171	859	SUNBELT RENTALS INC	000	1/11/2018	580.15	.00
23172	861	THE UPS STORE #6358	000	1/11/2018	70.00	.00
23173	256	VERIZON WIRELESS	000	1/11/2018	638.43	.00
		CLASS TOTAL			13,212.92	.00
		ACH TOTAL			.00	
		CHECK TOTAL			13,212.92	
		FINAL TOTAL			13,212.92	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 13,212.92- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23177	865	CASH	000	1/19/2018	96.49	.00
23178	546	JOHNSON'S EXTERMINATING	000	1/19/2018	275.00	.00
23179	999999	LEWIS MELISSA	000	1/19/2018	126.72	.00
23180	919	PRO SHRED SECURITY	000	1/19/2018	45.00	.00
		CLASS TOTAL			543.21	.00
		ACH TOTAL			.00	
		CHECK TOTAL			543.21	
		FINAL TOTAL			543.21	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 543.21- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

API00B 1/26/2018 TOWN OF BOWLING GREEN
 TIME-12:32:11

A/P CHECK REGISTER
 Check Date - 1/26/2018

ActPd - 2018/01

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23181	644	BMS DIRECT	000	1/26/2018	520.66	.00
23182	776	PARKSON CORPORATION	000	1/26/2018	1,798.53	.00
23183	11	RAPPANNOCK ELEC COOP	000	1/26/2018	745.83	.00
23184	13	SHELL FLEET PLUS	000	1/26/2018	711.62	.00
		CLASS TOTAL			3,776.64	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,776.64	
		FINAL TOTAL			3,776.64	.00

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 THE TOTAL 3,776.64- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23186	18	A & M HOME CENTER	000	2/02/2018	107.03	.00
23187	999999	BEAZLEY, JUDY	000	2/02/2018	31.58	.00
23188	32	BOWLING GREEN AUTO PARTS	000	2/02/2018	23.07	.00
23189	47	CAROLINE GARAGE	000	2/02/2018	670.94	.00
23190	897	CINTAS CORPORATION	000	2/02/2018	488.97	.00
23191	14	CINTAS OF RICHMOND	000	2/02/2018	893.33	.00
23192	972	COLLIER JR CLAYDE WAYNE	000	2/02/2018	200.00	.00
23193	993	DARRELL BEAZLEY GRASS CUT	000	2/02/2018	405.55	.00
23194	341	DOMINION CHEMICAL CO	000	2/02/2018	1,290.00	.00
23195	234	ENVIROCOMPLIANCE LAB INC	000	2/02/2018	655.00	.00
23196	234	ENVIROCOMPLIANCE LAB INC	000	2/02/2018	1,667.00	.00
23197	648	ERARD ANDREA G	000	2/02/2018	843.93	.00
23198	55	GALL, S LLC	000	2/02/2018	120.00	.00
23199	787	HOLLAND PLUMBING	000	2/02/2018	854.59	.00
23200	932	IBM CORPORATION	000	2/02/2018	70.00	.00
23201	898	JAMES MARY	000	2/02/2018	245.00	.00
23202	836	JOHN ALLISON	000	2/02/2018	890.00	.00
23203	546	JOHNSON'S EXTERMINATING	000	2/02/2018	1,802.40	.00
23204	725	K I LANGFORD EXCAVATING	000	2/02/2018	70.00	.00
23205	725	MCGINLEY MICHELLE B	000	2/02/2018	268.00	.00
23206	515	MEMORABLE MOMENTS	000	2/02/2018	37.91	.00
23207	184	OFFICE OF FINANCE	000	2/02/2018	25.82	.00
23208	999999	PECK, REESE	000	2/02/2018	5,769.66	.00
23209	505	POWER & FLOW SOLUTIONS	000	2/02/2018	45.00	.00
23210	919	PRO SHRED SECURITY	000	2/02/2018	890.75	.00
23211	991	RGS&S COMMERCIAL CLEANING	000	2/02/2018	1,715.95	.00
23212	629	SENSUS USA (REPAIR)	000	2/02/2018	765.73	.00
23213	659	SOSMETAL PRODUCTS INC	000	2/02/2018	91.36	.00
23214	918	STAPLES ADVANTAGE	000	2/02/2018	22,542.28	.00
23215	75	SYDOR HYDRO INC	000	2/02/2018	1,185.60	.00
23216	707	THE CAROLINE PROGRESS	000	2/02/2018	2,077.70	.00
23217	15	TREASURER OF VIRGINIA	000	2/02/2018	60.00	.00
23218	737	TREASURER OF VIRGINIA	000	2/02/2018	1,174.32	.00
23219	256	VERIZON WIRELESS	000	2/02/2018	10.50	.00
23220	44	VUPS	000	2/02/2018	350.00	.00
23221	930	WEBB EMILY	000	2/02/2018	224.66	.00
23222	451	XEROX CORPORATION	000	2/02/2018	48,763.63	.00
		CLASS TOTAL			.00	
		ACH TOTAL			48,763.63	
		CHECK TOTAL			48,763.63	
		FINAL TOTAL			48,763.63	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 48,763.63 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

TOWN OF BOWLING GREEN
ORDINANCES AND POLICIES
AND
FACILITIES
JOINT COMMITTEE
WORK SESSION MINUTES

February 06, 2018

MEMBERS PRESENT:

Facilities Committee – Chairman Glenn McDearmon, Members Jean Davis and Mary Frances Coleman
Ordinances and Policies Committee – Chairman Otis Wright, Members Martin Hauser and Glenn McDearmon

MEMBERS ABSENT: None.

OTHERS PRESENT: Town Manager Reese Peck, Town Clerk/Treasurer Melissa Lewis, Public Works and Utilities Director Billy Deavers, Police Chief David Lipscomb

AUDIENCE: None.

CALL TO ORDER:

Chairman Wright called the Ordinances and Policies Committee to order at 6:54 P.M. A roll call of members showed Martin Hauser and Glenn McDearmon present. Chairman McDearmon called the Facilities Committee to order at 6:54 P.M. A roll call of members showed Jean Davis and Mary Frances Coleman present.

TOWN MANAGER UPDATE:

The Town Manager briefed committees on the following:

- Freedom of Information Act provisions regarding minutes at meetings of Council and Committee meetings.
- Payroll issues discovered and being corrected by him and the Clerk/Treasurer regarding taxes and imputed income.
- The status of the USDA grant to purchase new trucks for Public Works and Utilities.
- Software provided by the Environmental Protection Agency to aide in managing maintenance fiscal administration of water and sewer operations.
- Status of easements for the USDA Maury/Milford Street sewer replacement project.
- Town Code discrepancies on construction standards for water and sewer
- Updating Town Code to include ordinances adopted since last recodification and proposals for recodification.
- Online automation of Council meetings and minutes.
- Proposed ordinance and policy updates on water meter installations.
- Economic Development Authority priorities.
- Homestay ordinance being reviewed by Planning Commission.

COMMITTEE, AUTHORITY, AND COMMISSION ACTIVITIES FOR 2018:

The Town Manager presented both committees with a summary of issues (*attached*) to be addressed and asked that the committees prioritize and consider timing of projects.

WATER AND SEWER RATE QUESTION AND ANSWER:

A follow up discussion to the water and sewer rate proposal presented by the Town Manager at the February Town Council meeting was held.

CALENDAR:

The Town Manager asked that Committee Chairmen set standing monthly meeting dates and times to be held the Monday, Tuesday, and Wednesday before Town Council meetings to discuss issues to be addressed by Council.

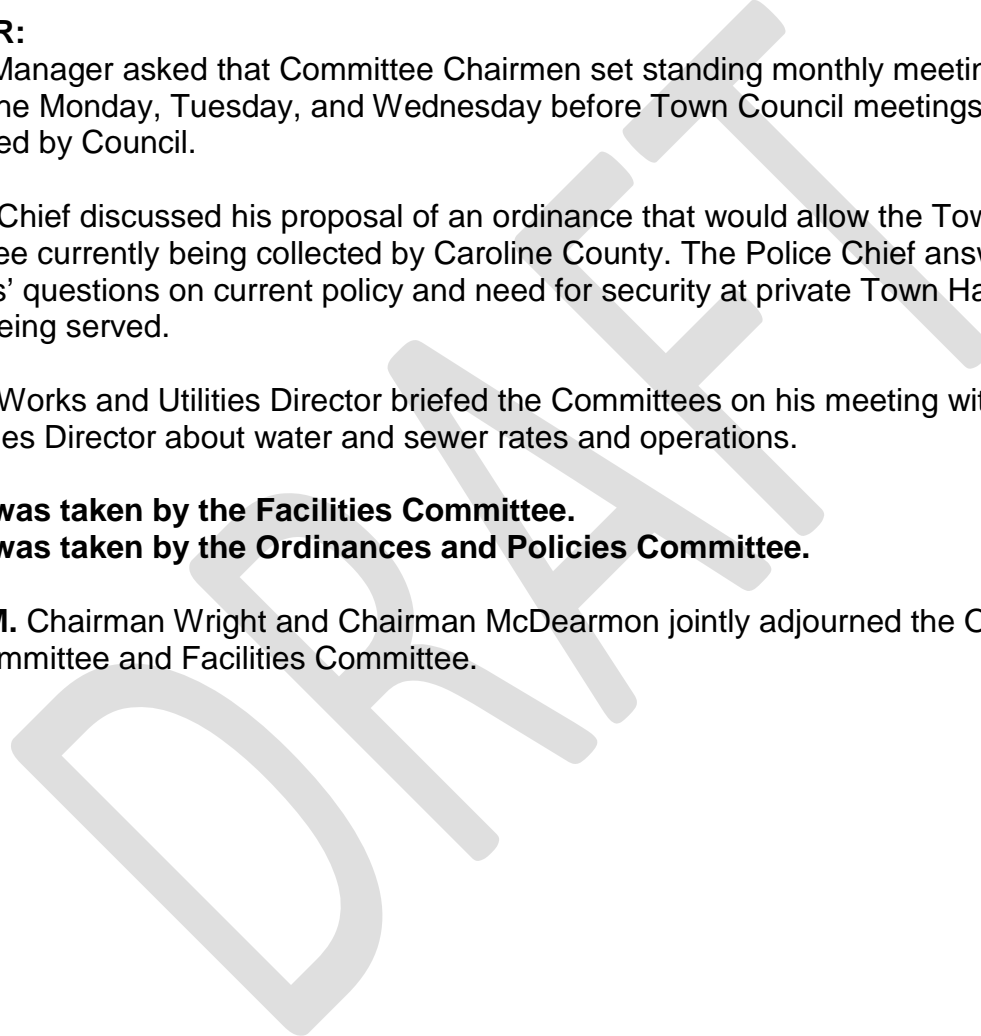
The Police Chief discussed his proposal of an ordinance that would allow the Town to collect a \$5 e-summons fee currently being collected by Caroline County. The Police Chief answered the Committees' questions on current policy and need for security at private Town Hall events where alcohol is being served.

The Public Works and Utilities Director briefed the Committees on his meeting with Caroline Counties Public Utilities Director about water and sewer rates and operations.

No action was taken by the Facilities Committee.

No action was taken by the Ordinances and Policies Committee.

At 8:15 P.M. Chairman Wright and Chairman McDearmon jointly adjourned the Ordinances and Policies Committee and Facilities Committee.



Ordinance and Policies Chairman _____

Facilities Chairman _____

Clerk _____

Budget & Personnel	Facilities	Ordinances & Policies	Planning Commission	EDA
CIP (3)	CIP (1)	Recodification	CIP (2)	Downtown Building Owners Workgroup
Water & Sewer Rates	Maintenance Schedules	Traffic Ticket Revenue (\$5 Fee)	Sign Ordinance	Small Business Training Program
Supplemental FY 2018	Replacement Schedules	Water & Sewer Rates	Comprehensive Plan Update	Market Material Development
FY 2019 Budget	Water & Sewer Standards	Water Meter Installation Fee	Hotel/Restaurant Site Plan	
Personnel Policy Update (1)	USDA Project Monitoring	Police Department Policies (2)		
Employee Benefit Taxation (1)	Monthly Facilities Management Monitoring	Personnel Policy (2)		
Employee Vehicle Use (1)	Town Hall - Security/Alcohol (1)	Employee Benefit Taxation (2)		
Finance Policy (1)		Employee Vehicle Use (2)		
PD Personnel Related Policy (1)		Utilities - Landlord Responsibility		
Monthly Budget Monitoring		Town Hall - Security/Alcohol (1)		

Location	Item	Priority	Time Frame	Cost Estimates
Town Hall	Replace Ballroom Windows Ballroom Window Dressing Heat & Cooling for TM's Office Paint Town Treasurer's Office Replace Roof Street Lighting and Landscaping New Phone System Sound and Presentation Equipment Paint Exterior Window Trim Repair Flag Light			
Police Station	Paint Offices Paint Building Exterior Mount Outside Monitors			
Water System	Fire Hydrant Replacement Valve Replacement Meter Replacement Install Exterior Storage for Chlorine Replace Corrode Values Breaker Boxes Replace Corroded Well house Doors Paint Well houses and Storage Building at Finish Painting Hydrants			
Sewer System	Doors on Mechanical Rake Shed Plant Gate Gutters on Roof of Drying Bed Paint Outbuilding at Sewer Plant Disposes of scrap metal and damaged pipes Repair Polymer Injector Repairs Pump Stations Control Panels			
Streets and Sidewalks	Pour new sidewalk where trees were Painting Curbs Landscaping at Town Entrances Clear Weeds in Median from 301 onto			

Town of Bowling Green
Town Council Meeting



Date: March 1, 2018
Agenda Item: VII-A Set Public Hearing
Date for FY 2019 Water and Sewer Rates

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Ordinance
 - By Motion
 - Certificate
 - Resolution
 - Grant/MOU
 - Bylaws

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: VII-A Set Public Hearing Date for FY 2019 Water and Sewer Rates

BACKGROUND / SUMMARY: Proposed Rate

Residential			Commercial		
In-Town			In-Town		
	Water	Sewer		Water	Sewer
Base	\$5	\$17	Base	\$10	\$37
Capital Charge	\$9	\$9	Capital Charge	\$9	\$9
Administrative	\$1	\$1	Administrative	\$1	\$1
0-4,000	\$1.52	\$9.55	0-4,000	\$1.52	\$9.55
4,000-8,000	\$1.83	\$9.85	4,000-8,000	\$1.83	\$9.85
8,000-10,000	\$4.25	\$10.13	8,000-10,000	\$4.25	\$10.13
Over 10,000	\$4.86	\$11.00	Over 10,000	\$4.86	\$11.00
Out-of-Town			Out-of-Town		
	Water	Sewer		Water	Sewer
Base	\$20	\$35	Base	\$20	\$35
Capital Charge	\$9	\$9	Capital Charge	\$9	\$9
Administrative	\$1	\$1	Administrative	\$1	\$1
0-4,000	\$1.52	\$9.55	0-4,000	\$1.52	\$9.55
4,000-8,000	\$1.83	\$9.85	4,000-8,000	\$1.83	\$9.85
8,000-10,000	\$4.25	\$10.13	8,000-10,000	\$4.25	\$10.13
Over 10,000	\$4.86	\$11.00	Over 10,000	\$4.86	\$11.00

ATTACHMENTS: Public Hearing Notice

REQUESTED ACTION: Authorize Town Manager to have public hearing notice published.

FOR MORE INFORMATION, CONTACT:

Phone #: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASS

NOT PASSED

McDearmon
Wright
Gibson
Satterwhite

Town of Bowling Green, Virginia
 Notice of Public Hearing
 Proposed Fiscal Year 2019 Water and Sewer Rates

A public hearing will be held by Town Council on Thursday, April 5, 2018, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on the proposed Water and Sewer Rates for Fiscal Year 2019. All interested persons are encouraged to attend the meeting and provide comments. If special accommodations are needed in order to participate, please contact the Town Manager in advance of the meeting.

Proposed Monthly Rates

Residential			Commercial		
In-Town			In-Town		
	Water	Sewer		Water	Sewer
Base	\$5	\$17	Base	\$10	\$37
Capital Charge	\$9	\$9	Capital Charge	\$9	\$9
Administrative	\$1	\$1	Administrative	\$1	\$1
0-4,000	\$1.52	\$9.55	0-4,000	\$1.52	\$9.55
4,000-8,000	\$1.83	\$9.85	4,000-8,000	\$1.83	\$9.85
8,000-10,000	\$4.25	\$10.13	8,000-10,000	\$4.25	\$10.13
Over 10,000	\$4.86	\$11.00	Over 10,000	\$4.86	\$11.00
Out-of-Town			Out-of-Town		
	Water	Sewer		Water	Sewer
Base	\$20	\$35	Base	\$20	\$35
Capital Charge	\$9	\$9	Capital Charge	\$9	\$9
Administrative	\$1	\$1	Administrative	\$1	\$1
0-4,000	\$1.52	\$9.55	0-4,000	\$1.52	\$9.55
4,000-8,000	\$1.83	\$9.85	4,000-8,000	\$1.83	\$9.85
8,000-10,000	\$4.25	\$10.13	8,000-10,000	\$4.25	\$10.13
Over 10,000	\$4.86	\$11.00	Over 10,000	\$4.86	\$11.00

The proposed FY 2019 rates are available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the rates may be directed to A. Reese Peck, Town Manager. 804-633-6212

A. Reese Peck
 Town Manager

Town of Bowling Green
Town Council Meeting



Date: March 1, 2017
Agenda Item: VII.B

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWNMANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Ordinance
 - By Motion
 - Certificate
 - Resolution
 - Grant/ MOU
 - Bylaws

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: VII.B EDA Appointments

BACKGROUND / SUMMARY:

John Lane's appointment expired on November 3, 2017. Gary Moore resigned his seat on January 18, 2018.

ATTACHMENTS:

None

REQUESTED ACTION:

Reappoint John Lane for a term that ends November 3, 2021.

Appoint David Storke to serve out the remaining term of Gary Moore for a term that ends on November 2, 2120.

FOR MORE INFORMATION, CONTACT:

Phone #: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASS

NOT PASSED

McDearmon
Wright
Gibson
Satterwhite

Town of Bowling Green
Town Council Meeting



Date: March 1, 2018
Agenda Item: VII-C. VACORP Disability Insurance

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: VII- C. Authorize Town Manager to sign participation agreement for VACORP Disability Insurance

BACKGROUND / SUMMARY: VACORP offers a Disability Insurance Program as required by VRS for Hybrid Employees

ATTACHMENTS:

- VACORP Hybrid Disability Plan Handbook
- Participation Agreement

REQUESTED ACTION: Authorize Town Manager to sign participation agreement.

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE: PASS NOT PASSED

McDearmon
Wright
Gibson
Satterwhite

This agreement is entered into by the Virginia Association of Counties Group Self-Insurance Risk Pool (VACoRP), as Program Sponsor for short term disability (STD) benefits and long term disability (LTD) insurance coverage and Town of Bowling Green, VA (Group), a public entity.

RECITALS

Whereas, VACoRP has contracted with Standard Insurance Company (Standard) to provide administrative services for an employer-funded STD program and to serve as the insurer for a fully-insured LTD group insurance policy (collectively "Disability Program") for local public entities, which is an employer paid program comparable to the Virginia Local Disability Program (VLDP) and meets the requirements under 51.1-1150 *et seq.* of the Virginia Code.

Whereas Group desires to participate in the VACoRP Sponsored Disability Program, and requests participation under the Disability Program.

AGREEMENTS

The parties agree and understand the following:

1. The effective date for the Disability Program will be January 1, 2014.
2. The effective date for a Group participating in the Disability Program is the later of January 1, 2014, or the first day of a calendar month after a signed Participation Agreement is received by Standard.

VACoRP agrees:

1. To serve as the Sponsor for the Disability Program.
2. To determine whether a group is eligible for participation in the Disability Program, and to remit a signed Participation Agreement to Standard.
3. To provide participating Group's access to the following:
 - STD program document, and
 - LTD group insurance policy, and
 - LTD group insurance certificate
4. To send monthly reminders to the Group requesting payroll activity of participants in the Disability Program and to reasonably ensure that payroll information is current and accurate.
5. To collect applicable fees and premium from the Group and remit to Standard.
6. To advise the Group regarding all amendments or modifications to the Program at least 60 days prior to the proposed effective date of the change.
7. To advise the Group regarding all changes in fees at least 60 days prior to the effective date of the change.
8. To provide notice to the Group of VACoRP's intent to terminate the agreement with Standard or receipt from Standard of its notice to terminate the agreement.

The Group agrees:

1. That Standard will provide administrative services for STD program, as fully set forth in the Short Term Disability Program Administrative Services Agreement between Standard and VACoRP, and all subsequent amendments. The administrative services include but are not limited to making initial claims decisions to approve, deny or close claims for STD benefits, and, if requested, provide an independent review.
2. To be bound by all the terms of the STD Program, as fully set forth in the STD Program Document, as well as any and all subsequent amendments.
3. To be bound by all of the terms of the Long Term Group Disability Policy as well as any and all subsequent amendments.
4. That the Disability Program is a product of Standard and not of VACoRP. VACoRP is acting only as a Sponsor of the products. It is further understood that payment of all claims under the STD program is the responsibility of the Group and payment of any claims under the LTD group insurance policy is the responsibility of Standard. Under no circumstance is VACoRP responsible for payment of Disability Program benefits.
5. To make Disability Program coverage available to all present and future eligible employees. Group understands that each employee must meet all the requirements before insurance will become effective for that employee.
6. To provide promptly, upon request, the name of each employee covered, as well as information necessary to determine:
 - Salary information,
 - An employee's date of hire,
 - The effective date of the insurance, and
 - The premium to be charged.

7. To provide eligible employees access to the STD program document and the LTD group insurance certificate.
8. Not to distribute material about Standard unrelated to the services provided without Standard's prior written consent.
9. To furnish to Standard any information reasonably required by Standard to carry out its functions under the Disability Program.
10. To remit any applicable fees and premium due under the Disability Program to VACoRP on or before each due date.
11. To promptly pay benefits according to the terms of the STD Program.
12. That Standard may change premium rates or fees when a change in law or governmental regulation affects Standard's obligations under the STD Program and the amounts payable or the underwriting risk changes by 25% or more for the LTD group insurance policy.
13. That the Disability Program is not a substitute for coverage under a workers' compensation law and does not relieve the Group of any obligation to provide such coverage.
14. That the Pension Contribution Benefit (PCB) is a feature of the LTD group policy and that the PCB will be paid to the Group for remittance to the Virginia Retirement System (VRS). It will be the Group's responsibility to ensure that an employer contribution is properly made to VRS.
 Note: Group should consult with its own legal counsel to ensure that it meets its compliance obligations under Virginia Code §51.1-1131.1 (for example, an employer and its counsel may determine it has an obligation to make an employer contribution to VRS for a period prior to a claimant's actual receipt of Social Security Disability benefits).
15. That Group may terminate its participation in the Disability Program at any time by giving written notice to Standard, with a copy to VACoRP and that termination will be effective on the date stated in the notice or the date the notice is received by Standard, whichever is later.
16. That Standard may terminate a Group's participation under the Disability Program for nonpayment of premium as provided under the LTD Group insurance policy and for nonpayment of STD Program fees that remain unpaid 30 days after notice has been provided to the Group.
17. That it is the responsibility of the Group to comply with the terms of the federal, state and local laws and regulations which govern employment relationship and the provision of fringe benefits to employees. The Group agrees that it alone is responsible for any and all liability that may arise because of the Group's failure to comply with such laws.

SIGNATURE

Group (subdivision) Information

Full Legal Name (please print): Town of Bowling Green, VA		Phone Number: 804-633-6212
Address: 117 Butler Street, PO Box 468		
City: Bowling Green	State: VA	Zip: 22427
Include Lifetime Security Benefit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Authorized Representative of Group

Printed Name: A. Reese Peck	Signature:
Title: Town Manager	Date:

VACoRP Representative

_____ Christopher J. Carey, Administrator	Date:
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* The Lifetime Security Benefit extends the Long Term Disability Benefit for the life of the insured and is available only if the Group chooses this option.

VACORP Hybrid Disability Plan Offered by The Standard

Handbook for Employees in the VRS Hybrid Retirement Plan
whose School Division or Political Subdivision Participates
in The Standard Plan.

Standard Insurance Company

TheStandard®

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For questions related to claims:
For generic claim questions:
hybriddisability@standard.com
Or for specific claim questions
call: **800-426-4332**

For questions related to billing:
**Billing-hybriddisability@
riskprograms.com**
Or **844-986-2705**

VACORP Hybrid Disability Plan offered by The Standard provides some income protection if you can't work because of physical disease, mental disorder, injury or pregnancy. You are enrolled in this program because your employer opted out of the state disability program. The VACORP Hybrid Disability Plan offered by The Standard is comparable and meets all requirements of Title 51.1 of the Code of Virginia.

Note: The information contained in this handbook is intended to be general information. It is not complete in all details and does not supersede or replace any plan summary, certificate of insurance or the short-term disability program document and the long-term disability group policy contract. For additional information, please contact your human resources office.

Introduction to VACORP Hybrid Disability Plan Offered by The Standard

Income Protection if You Can't Work

VACORP Hybrid Disability Plan offered by The Standard provides some income protection if you can't work because of a covered physical disease, mental disorder, injury or pregnancy. Benefits of The Standard plan include:

- Short term and long term disability coverage for total and partial disabilities
- Transitional rehabilitation plans to help you return to work if you are able
- Free advocacy services to assist you in applying for Social Security Disability Insurance (SSDI) benefits
- Additional benefit for severely disabled individuals

Plan Eligibility

If you were hired and a member of the Hybrid Retirement Plan on or after January 1, 2014, and met the disability plan member definition and active work requirement, you are covered under VACORP Hybrid Disability Plan offered by The Standard as addressed below.

You are a member if you are a U.S. or Canadian citizen or resident and are actively at work at least the minimum hours per week required by your employer for coverage and are a:

- Teacher or other employee of a local public school division
- General employee of a VRS-participating political subdivision, such as a city, county, town, authority or commission
- Local law enforcement officer, firefighter or emergency medical technician, if your employer does not provide enhanced hazardous duty benefits

Member excludes a temporary or seasonal employee, a full-time member of the armed forces of any country, a leased employee or an independent contractor.

If you were hired before January 1, 2014, and elected to transfer to the Hybrid Retirement Plan from the VRS Plan 1 or the VRS Plan 2, your coverage in the plan and in the Hybrid Disability Plan was effective July 1, 2014, assuming you met the member and active work requirements. If you left employment and took a refund of your Plan 1 or Plan 2 member contributions and interest, or withdrew your full account balance from an ORP authorized or administered by VRS, you will be rehired under the Hybrid Retirement Plan if you return to a position covered under the plan.

You are not eligible for The Standard Hybrid Disability Plan if:

- You are a state employee
- You are a member of the State Police Officers' Retirement System (SPORS) or the Virginia Law Officers' Retirement System (VaLORS)
- You are a local law enforcement officer, firefighter or emergency medical technician covered under enhanced hazardous duty benefits
- You are a member of the Judicial Retirement System appointed or elected to an original term before January 1, 2014

Visit www.varetire.org/hybrid for more information about your retirement plan and disability coverage.

Contact your human resources office for more information about your employer's policies.

Short Term Disability Eligibility

To be eligible for short term disability, you must meet the definition of a member as described on page 1 and must be actively at work as required by your employer. Your employer must have also opted into the VACORP Hybrid Disability Plan offered by The Standard. For a disability that is work-related, you are eligible for coverage on your first day as a member. For a non-occupational disability, you are eligible for coverage the first day after one year of continuous participation as a member in the VACORP Hybrid Disability Plan offered by The Standard with your current employer.

Long Term Disability Eligibility

To be eligible for long term disability coverage, you must meet the definition of a member as described on page 1 and must be actively at work as required by your employer. Your employer must have also opted into the VACORP Hybrid Disability Plan offered by The Standard.

For a long term disability, the benefit waiting period is the period for which benefits are payable under the employer's short term disability benefits program, including any benefit waiting period under that plan.

Non-work-related coverage during your one-year waiting period

You may want to consider purchasing an individual policy to ensure you have coverage during your waiting period for non-occupational disability coverage.

If You Change Jobs

If you move to a position with another Virginia state or local government employer providing this or a comparable disability program, you will be required to satisfy a new one-year eligibility waiting period for non-occupational (not work-related) short term disability coverage and a new five-year eligibility period for higher income-replacement levels beginning with your new hire date. This also applies if you leave covered employment and then return to a position eligible for this benefit with another employer.

If you move to another employer or leave your job and then return to covered employment:

If you move to another school division or political subdivision providing this coverage or VLDP coverage, you will be required to satisfy a new short term disability eligibility period for non-occupational disability and higher short term disability income-replacement levels. This also applies if you leave and then return to your former position after a bona fide break in service. A bona fide break in service is a break of at least one full calendar month from your last day of employment over a period you normally would work.

If you leave covered employment and then return to your former position after a bona fide* break in service, you will be required to satisfy a new one-year waiting period for non-occupational short term disability coverage and a new five-year eligibility period for higher income-replacement levels beginning with your subsequent hire date.

If you purchase prior service

If you purchase prior public service, you will receive credit for this service toward your retirement and other benefits under the defined benefit component of your plan. However, prior service credit does not count toward satisfying the one-year waiting period for non-occupational short term disability and the five-year eligibility period for higher short term disability income-replacement levels.

If you return to your former position before the end of a bona fide* break in service, you will be considered continuously employed in your current position. You will resume continuous participation in the plan toward the one-year waiting period for non-occupational short term disability and the five-year eligibility period for higher short term disability income-replacement levels. Or, if you satisfied these qualifying periods before you left your position, you will not be required to satisfy them again.

* What is a Bona Fide Break in Service? A bona fide break in service is a break of at least one full calendar month from your last day of employment that occurs over a period you normally would work. Periods of leave with or without pay and summer breaks do not count toward satisfying this break in service.

Your Responsibilities

Along with your employer and The Standard, you play an important role in ensuring you receive the benefits to which you are entitled in a timely manner.

Your responsibilities include:

- Understanding your benefits and how you qualify for them.
- Contacting your employer and The Standard as soon as you become disabled or know when you will be out. However, claims should not be filed more than four weeks before you are scheduled to be out.
- Authorizing your licensed treating health-care professional to release your medical information to The Standard.
- Ensuring The Standard receives medical information in a timely manner.
- Reporting any changes in your disability to your human resources office and The Standard immediately.
- Applying for workers' compensation benefits if your disability is work-related.
- Applying for Social Security Disability Insurance benefits if you are eligible.
- Reporting any outside income or other benefits you may receive for the same disability to The Standard and your employer, as this other income may impact your disability payment amount.
- Cooperating with a transitional or rehabilitation plan if one is arranged as part of your return to work.

What to Do if...

I am sick, injured, or having a minor procedure and will be out for several days?

Check with your human resources office about your employer's leave policies during periods of disability. If you are out for more than seven consecutive calendar days, you may file a claim for short term disability through The Standard. You must first satisfy a one-year eligibility waiting period with your current employer before you are eligible for non-occupational coverage. Your eligibility for work-related disability coverage begins upon employment as a member. The short term disability benefit begins on the eighth day of your disability or your next scheduled workday if the eighth day is not a scheduled workday. Ask your human resources department how your coverage may change if you change employers or terminate employment.

I am ill or injured and will be out for a while?

Notify your employer and file a claim for short term disability with The Standard as soon as possible. Your human resources office, a family member or friend may file a claim on your behalf.

I am having a medical procedure or know my due date if I am pregnant?

As soon as you know when you expect to be out, let your employer know and call The Standard to start the claim process. You do not need to wait until the seven-calendar-day benefit waiting period to file a claim. For maternity, it is recommended to file your claim no earlier than four weeks before your due date unless you are disabled earlier for medical reasons.

I am not getting better?

If your condition does not improve or worsens, you and your licensed treating health-care professional should contact The Standard. Your human resources office, a family member or friend can coordinate with your doctor's office and update The Standard on your behalf. If your disability continues beyond 125 workdays, you may be placed on long term disability, as determined by The Standard.

I am suffering a work-related illness or injury?

To qualify for a work-related benefit, your illness or injury must be considered compensable under the Virginia Workers' Compensation Act. If you receive a workers' compensation award or settlement, your disability benefit will be reduced by your workers' compensation benefit or settlement amount.

I am on disability and eligible to retire?

You can apply for service retirement at any time unless you are receiving workers' compensation benefits. Once you reach normal retirement age under the Virginia Hybrid Retirement Plan, your STD benefits end. You are not eligible to apply for VRS disability retirement.

Disability or retirement benefits under the retirement program will reduce the long term disability benefit payable. Please note: Once the disability benefits are no longer payable, you must service retire to continue to receive some type of monthly benefit.

I file a claim and my claim is denied?

You will receive a letter from The Standard approving or denying your claim. If your claim is denied, the letter will include information on the appeal process.

I have questions about my benefits?

This handbook describes some general questions about the disability plans from The Standard. If you have additional questions, please refer to your Certificate of Insurance or contact your human resources office.

Applying for Disability Benefits

How to File a Claim for Disability Benefits

Contact your human resources office for a claim application packet, which will include an Employee's Statement, Employer's Statement, Attending Physician's Statement and Authorization to Obtain and Release Information.

Some information you will need to provide on the Employee's Statement will include:

- Job title and employer name
- Date of birth
- Current mailing address and phone number
- Last day you were or will be able to work
- Name, address, phone number and fax number of your doctor or other licensed treating health-care professional.

You will also need to sign the Authorization to Obtain and Release Information in order for The Standard to obtain any medical records which may be necessary for claim review.

The Attending Physician's Statement will need to be completed by your licensed treating health-care professional. Please ensure that you ask your health-care professional's office to complete and return this form to The Standard as soon as possible. You are ultimately responsible for ensuring your provider returns this completed form.

Your human resources department may also ask you to complete a Short Term Disability Repayment Agreement. Your employer funds the short term disability benefits even though the claims are administered by The Standard. This agreement states that you will reimburse your employer for any overpayment of benefits while on short term disability. The form will need to be notarized before returning it to your human resources office.

Notification of Claim Decision

You will receive a letter from The Standard approving or denying your claim. If your claim is denied, the letter you receive will include information about the appeal process.

If your disability is expected to last for more than 125 workdays, your claim will be reviewed for long term disability. Additional information may need to be obtained for the claim review, but you will not be required to complete a full additional claim application packet.

Returning to Work

The Standard focuses on assisting with a safe return to work if you are able. Our vocational staff will work with you, your licensed treating health-care professional and your employer to develop a transitional plan or, under the long term disability plan, a rehabilitation plan tailored to the activities you can safely perform, such as sitting, standing or walking and how many pounds you can lift or carry. Your employer may have specific policies and procedures regarding return-to-work programs and the maximum length of time accommodations may be offered to employees. For more information, contact your human resources office.

Therapeutic treatment plans

Physical therapy and other treatment plans are considered part of your overall treatment regimen. They are not the same as a transitional or rehabilitation plan.

Transitional Plan

A transitional plan helps you return to your full duties gradually. Examples include working part-time or performing a light-duty position on a temporary basis until you are fully recovered. The Standard will work with your treating health-care professional and your employer to design this plan. While working on a transitional basis, you will continue to receive your benefit. The benefit amount may be reduced by income you receive for the hours you are able to work.

If You Become Severely Disabled

If The Standard receives satisfactory documentation from your licensed treating health-care professional that you are severely disabled, the seven-calendar-day elimination period will be waived. In addition, you will be eligible for an increase of 20 percent to your income replacement level of 60 percent, not to exceed a total income replacement of 80 percent while you remain severely disabled.

To be considered severely disabled, you must be unable to perform at least two of the following six activities of daily living:

1. Bathing
2. Transferring, such as getting in and out of bed
3. Dressing
4. Toileting
5. Continence
6. Eating (ability to feed oneself)

You may also be considered severely disabled if you have severe cognitive impairment as a result of physical disease or injury which requires you to have substantial supervision for your health or safety.

Disability Coverage for Contract Employees

If you are on a nine-, 10- or 11-month contract, you are eligible to receive short term disability benefits during contract periods only. If your contract is not renewed, your eligibility will end when your current contract ends.

Non-contract periods count toward satisfying the one-year waiting period for non-occupational short term and long term disability coverage and the five-year eligibility period for higher income-replacement levels under the short term disability coverage.

If you are on disability before the end of your current contract, your short term disability benefits will stop when your current contract ends. If you are still disabled at the beginning of your next contract and remain medically eligible as determined by The Standard, you will resume your benefits. If you file a claim during your non-contract period, the time you are disabled will count toward the seven calendar-day elimination period, but will not count toward the 125-workday period for short term disability and your days of income replacement.

Example 1:

Kelly Smith first began a contract with her current employer beginning September 1, 2014. She started work September 1, 2015, on a contract ending June 30, 2016, and has received her next contract renewal. Ms. Smith suffers a non-occupational injury on June 11, 2016, and is approved for short term disability benefits beginning June 18, the eighth consecutive calendar day of the disability.

- If Ms. Smith is still disabled when the current contract ends on June 30, 2016, disability benefits will stop.
- If she is still disabled by the time the next contract starts on September 1, 2016, the disability benefits will resume.

If you become disabled during your non-contract period, you will not be required to apply for disability benefits as you will have fulfilled your contract and employment responsibilities for the year. If your disability prevents you from returning to work at the start of your new contract period, you may file a claim with The Standard at that time. Your date of disability will remain the same. Your benefit will begin on the start of your new contract period or on the eighth day following the benefit waiting period, whichever is later.

When Benefits End

Your Disability Benefit Will End if:

- You are no longer considered disabled under the policy
- You fail to provide proof of continued disability to The Standard
- You begin receiving other disability payments under a plan you become covered under through employment during a period of temporary recovery
- You pass away
- For short term disability coverage: When you attain normal retirement age under the Virginia Hybrid Retirement program; when long term disability benefits become payable to you under a group long term disability plan even if that occurs before the end of the short term disability maximum benefit period; or when you reach the end of the Maximum Benefit Period for short term disability benefits
- For long term disability coverage: when you reach the end of the Maximum Benefit Period for long term disability benefits unless benefits are continued by the Lifetime Security Benefit

If you die while receiving disability payments, The Standard plan will not continue your monthly payment to a beneficiary or survivor. However, your beneficiary or survivor may be eligible to receive a Survivors Benefit in the event of your death if you were receiving long term disability benefits.

Adjustments to Your Benefits and Workers' Compensation

A work-related disability is the result of an occupational illness or injury that occurs on the job. If you receive a workers' compensation award or settlement amount, your disability benefit will be offset by your workers' compensation benefit or settlement amount. Because of this offset or reduction, you will not receive a short term disability payment if your workers' compensation award is greater than your benefit amount. There is no minimum benefit payable under the short term disability program. However, while long term disability benefits remain payable, the minimum benefit amount is \$100.

If you suffer a work-related illness or injury, you must file a claim for workers' compensation benefits before you file a disability claim. If you have not satisfied the one-year eligibility waiting period for non-occupational short term disability coverage, your workers' compensation claim must be filed before you file a short term disability claim.

**Workers' Compensation Example:
100 Percent Income Replacement: Short Term Disability**

Example: Eric is eligible for a workers' compensation benefit and a work-related disability benefit equal to 100 percent of his predisability income. His weekly predisability income is \$1,500.

Workers' Compensation Benefit Calculation:

Predisability Income	\$	1,500.00
X 66 2/3% Workers' Compensation Award	x	0.6667
<hr/>		
Weekly Worker's Compensation Benefit =	\$	1,000.05

100% Work-Related Benefit Calculation:

100% of Weekly Predisability Income	\$	1,500.00
Less Workers' Compensation Benefit amount	- \$	1,000.05
<hr/>		
Weekly Benefit Amount =	\$	499.95

**Workers' Compensation Example:
80 Percent Income Replacement: Short Term Disability**

Example: Mary is eligible for a workers' compensation benefit and a work-related disability benefit equal to 80 percent of her predisability income. Her weekly predisability income is \$1,250.

Workers' Compensation Benefit Calculation:

Predisability Income	\$	1,250.00
X 66 2/3% Workers' Compensation Award	x	0.6667
<hr/>		
Weekly Worker's Compensation Benefit =	\$	833.38

80% Work-Related Benefit Calculation:

Predisability Income	\$	1,250.00
X 80% Income Replacement	x	.80
<hr/>		
Maximum Weekly Benefit =	\$	1,000.00

Maximum Weekly Benefit	\$	1,000.00
Less Workers' Compensation Benefit	- \$	833.38
<hr/>		
Weekly Benefit Amount =	\$	166.62

continued on next page

**Workers' Compensation Example:
60 Percent Income Replacement: Short Term Disability**

Example: John is eligible for a workers' compensation benefit and a work-related disability benefit equal to 60 percent of his predisability income. His weekly predisability income is \$2,000.

Workers' Compensation Benefit Calculation:

Predisability Income	\$	2,000.00
X 66 2/3% Workers' Compensation Award	x	0.6667
<hr/>		
Weekly Worker's Compensation Benefit =	\$	1,333.05

60% Work-Related Benefit Calculation:

Predisability Income	\$	2,000.00
X 60% Income Replacement	\$.60
<hr/>		
Weekly Benefit Amount =	\$	1,200.00

John's workers' compensation benefit exceeds his 60 percent income replacement level. Therefore, he will not receive a short term disability benefit from The Standard. If his workers' compensation benefit is reduced to less than 60 percent or ends, or if he is eligible for income replacement at 80 percent because he is severely disabled, John will begin to receive a weekly disability benefit payment to bring him to 60 to 80 percent of his predisability income, as applicable.

Other Outside Income or Benefit Payments

Disability coverage is intended to provide a certain level of income replacement including your disability payment and other income you may be entitled to receive. For short term disability, the maximum replacement varies between 60 and 100 percent of your predisability income, depending on how long you have had coverage through your employer. Other income or benefits you are eligible to receive are offset from or reduce the short term disability benefits payable. Because there is no minimum short term disability benefit, when the other income exceeds your income-replacement percentage, no short term disability benefit is payable.

For Long Term disabilities, the maximum income replacement is 60 percent of your predisability earnings, unless you are severely disabled and qualify for income replacement at 80 percent of your predisability income. Because the long term disability policy has a \$100 minimum benefit, at least \$100 will be payable even if your other income is greater than 60 percent of your predisability earnings when combined together.

Examples of other income that may reduce your disability benefits include, for example, the following. Please note the deductible income under the short term coverage and the long term coverage does vary some. Please refer to your Certificate of Insurance or summary plan:

- Income or wages reported on W-2 forms
- Income from self-employment
- Federal, state or local government disability program payments for the same condition, excluding cost-of-living adjustments (COLAs) (e.g. Social Security benefits, retirement benefits)
- Workers' compensation, severance payments or unemployment compensation
- Amounts received for the same condition from any other group disability insurance.
- Short term disability coverage

Short Term Disability Coverage

What is a Short Term Disability?

A short term disability is a physical disease, injury, pregnancy or mental disorder that prevents you from performing the material duties of your occupation with reasonable continuity. If you meet all other eligibility requirements, the disability may be non-occupational or work-related. A work-related disability is the result of an occupational illness or injury that occurs on the job.

Maximum Benefit Period

The maximum short term disability period is 125 workdays. The 125-workday period is based on a Monday-through-Friday workweek and includes paid holidays. If you are still disabled after 125 workdays, you may be approved for long term disability, as determined by The Standard.

Know your due date if you are pregnant? Have an upcoming medical procedure?

If you know when you will be out, notify your employer and file a claim with The Standard. Although the short term disability benefit will not begin until the eighth day of your disability, you do not have to wait until the seven-calendar-day benefit waiting period to file a claim. For maternity, it is recommended to file your claim no earlier than four weeks before your due date unless you are disabled earlier for medical reasons.

Benefit Waiting Period

If your claim for short term disability is approved, the benefit begins on the eighth day of your disability or your next scheduled workday if the eighth day is not a scheduled workday. Check with your human resources office about leave policies for absences during the benefit waiting period. If you have a condition which causes you to lose two or more activities of daily living, this period may be waived.

Non-Occupational Short Term Disability – Income Replacement Level

After the one-year eligibility waiting period, if you become disabled, you are eligible for income replacement at 60 percent of your predisability income if your disability is non-occupational. For disability occurring after five years of continuous employment as a member with your current employer, you become eligible for higher income replacement beginning at 100 percent of your predisability income, which reduces to 80 percent and

then 60 percent (for each, less deductions for other income). The percentage-level change depends on your months of continuous program participation with your current employer and how long you are disabled as shown in the table below:

Days of Income Replacement: Non-Occupational Short Term Disability

Months of Continuous Service	Workdays at 100% Income Replacement	Workdays at 80% Income Replacement	Workdays at 60% Income Replacement
0-12	0	0	0
13-59	0	0	125
60-119	25	25	75
120-179	25	50	50
180+	25	75	25

Contact your human resources office with questions about leave policies and income replacement during periods of non-occupational short term disability

Work-Related Short Term Disability – Income Replacement Level

You are eligible for work-related short term disability coverage from the first day your coverage is effective. To qualify for a work-related benefit, your disability must arise out of or in the course of employment with your employer – e.g. the result of an occupational illness or injury that occurs on the job. Contact your employer about your workers’ compensation benefits and assistance with filing a workers’ compensation claim.

You are eligible for income replacement at 60 percent of your predisability income. For disability occurring after five years of continuous participation in the STD plan, and with your current employer, you become eligible for income replacement beginning at 100 percent of your predisability income, which reduces to 80 percent and then 60 percent (for each, less deductions of other income). The percentage-level change depends on your months of continuous program participation with your current employer and how long you are disabled as shown in the table below:

Months of Continuous Service	Workdays at 100% Income Replacement	Workdays at 80% Income Replacement	Workdays at 60% Income Replacement
Fewer than 60	0	0	125
60-119	85	25	15
120+	85	40	0

Contact your human resources office with questions about leave policies and income replacement during periods of non-occupational short term disability

If you have a partial disability

A partial disability means you have a condition that allows you to perform some of your duties and work. You are eligible to receive a partial disability payment if you are unable, due to your disability, to earn 80% or more of your predisability earnings. Earnings from your job during this period will reduce the amount of your short term or long term disability benefit.

If you apply for partial disability benefits, you must satisfy the seven-calendar-day benefit waiting period.

If you receive a workers' compensation award, your short term disability benefit will be reduced by your workers' compensation benefit. Because of this offset, you will not receive a short term disability benefit if your workers' compensation benefit is greater than your short term disability benefit amount.

Temporary Recovery During Short Term Disability

You may temporarily recover from your disability and then become disabled again from the same cause during the benefit period. The length of your temporary recovery determines whether you continue under the same claim or you need to file a new claim.

Within 45 consecutive calendar days: If you have a period of temporary recovery which is 45 days or less, and become disabled again from the same cause or causes, your same short term disability claim will be reopened. You will not need to fulfill another seven-calendar-day benefit waiting period and your income replacement will resume at the level you were receiving during the previous disability period. The number of days remaining of the 125-workday maximum benefit period will also resume. However, your claim will not reopen if you are receiving short term disability benefits under another disability plan under which you became covered during recovery.

After 45 consecutive calendar days: If you have a period of temporary recovery which lasts longer than 45 days, and become disabled again from the same cause or causes, you will have to file a new claim and satisfy a new seven-calendar-day benefit waiting period. If your claim is approved, you will have up to 125 workdays of short term disability coverage again under the new claim.

Other Benefit Coverage While on Short Term Disability

<p>Hybrid Retirement Plan Service and Contributions</p> <p><i>Contact your human resources office with any questions regarding your retirement plan and contributions.</i></p>	<p>Defined benefit component: While you are on short term disability, you will continue to contribute 4 percent of your compensation each month to your member contribution account on a pre-tax salary-reduction basis, unless you are receiving only a workers' compensation benefit. If you are on work-related short term disability and receiving only a workers' compensation benefit, and the contribution cannot be withheld from your payment because your employer does not have control over deductions, the contribution will not be withheld and you will not receive service credit. You will be eligible to purchase this missing time. The Code of Virginia prohibits members from borrowing from their member-contribution accounts.</p> <p>Defined contribution component: Hybrid 401(a) Cash Match Plan and Hybrid 257 Deferred Compensation Plan. While you are on short term non-occupational disability, you will continue to contribute the mandatory 1 percent member contribution, and your employer will continue to contribute the mandatory 1 percent employer contribution to your Hybrid 401(a) Cash Match Plan. You also remain eligible to make voluntary contributions to your Hybrid 457 Deferred Compensation Plan. Distributions from the Hybrid 401(a) and Hybrid 457 plans for a hardship or unforeseen emergency are prohibited by the Code of Virginia. If you are on work-related short term disability and receiving only a workers' compensation benefit, and contributions cannot be withheld because your employer does not have control over the deductions, no contributions will be credited to your Hybrid 401(a) Cash Match Plan or Hybrid 457 plans. More information about the VRS Hybrid Retirement Plan is available at www.varetire.org/hybrid.</p> <p>Note: If you are determined by the Social Security Administration to be permanently and totally disabled and are on work-related disability, no contributions will be withheld from your payment. You will be credited with the mandatory 1 percent employer contribution to your Hybrid 401(a) Cash Match Plan.</p>
<p>Employer-Sponsored Tax-Deferred Savings and Supplemental Retirement Plans</p>	<p>If you are contributing to an employer-sponsored tax-deferred savings or supplemental retirement plan, your contributions may continue while you are on short term disability. You also may be eligible for a distribution for a hardship or unforeseen emergency. Contact your human resources office for more information about your contributions if you participate in an employer-sponsored plan.</p>

Leave	Contact your human resources office about your employer's leave policies during periods of short term disability
Health Insurance	If your employer provides health insurance, your coverage will continue while you are on short term disability. Contact your human resources office with any questions.

Long Term Disability Coverage

What is a Long Term Disability?

A long term disability is a physical disease, injury, pregnancy or mental disorder that prevents you from performing the material duties of your occupation with reasonable continuity for the first 24 months after the benefit waiting period, and from performing any other occupation thereafter. Long term disability benefits are payable after a seven-calendar-day benefit waiting period plus 125 contract workdays. If you are receiving short term disability benefits from The Standard and progress to a long term disability claim, you will not be required to complete a full long term disability claim application.

Income Replacement

If you are approved for long term disability, you will receive 60 percent of your predisability income reduced by deductible income. One example of deductible income would include workers' compensation benefits issued to you because of a work-related disability.

Maximum Benefit Period

The maximum benefit period is determined by your age when disability begins, as follows: age 59 or younger - to SSNRA, age 60 through 64 - 5 years, age 65 through 68 - to age 70, age 69 or other - one year. SSNRA means your normal retirement age under the Federal Social Security Act, as amended.

Age	Maximum Benefit Period
59 or younger	To SSNRA
60 through 64	5 years
65 through 68	To age 70
69 or older	1 year

Social Security Normal Retirement Age (SSNRA) means your normal retirement age under the Federal Social Security Act, as amended.

Temporary Recovery During Long Term Disability

You may temporarily recover from your disability and then become disabled again from the same cause or causes. The length of your temporary recovery determines whether you are on the same claim or you need to file a new claim.

During the benefit waiting period. If you have a period of temporary recovery that lasts 45 consecutive days or less while you are still serving the benefit waiting period, you will not have to file a new claim and serve the benefit waiting period again. However, this period of temporary recovery will not count toward serving the 125-workday-benefit waiting period. If your period of temporary recovery lasts longer than 45 days, you will be required to file a new claim.

During the maximum benefit period: Once you have fulfilled the benefit waiting period and are receiving long term disability benefits, you may have a period of temporary recovery lasting up to 125 consecutive days before you would be required to begin a new claim. If your original claim is continued, your benefit amount and maximum benefit period does not change. No long term disability benefits are payable if benefits became payable to you under any other disability insurance plan you became insured under during your period of temporary recovery.

Rehabilitation Plan

A vocational case manager may work with you and your health-care professional to develop a formal rehabilitation plan. The plan will take into account your physical and cognitive abilities, educational background, skills, work history, predisability income or wages, interests and aptitudes. Rehabilitation plans may include:

- Training or additional certification in order for you to be placed in a new position with your same (or a different) employer
- Modification of your work area in order to facilitate your return to work
- Resuming development assistance

The rehabilitation plan may be developed to help you return to your current employer or may be put in place to help you find other employment if you're able to return to work.

Other Benefit Coverage While on Long Term Disability

<p>Contributions</p>	<p>Defined benefit component. The 4 percent member contribution will stop while you are on long term disability. You also will be ineligible to purchase prior service. If you are on work-related disability receiving only a workers' compensation benefit, contact your human resources office for more information about your member contributions.</p> <p>Defined contribution component. The mandatory 1 percent member contribution to your Hybrid 401(a) Cash Match Plan will continue while you are on long term disability. You will be ineligible to make additional voluntary contributions to your Hybrid 457 Deferred Compensation Plan. If you qualify for Social Security Disability Insurance (SSDI) benefits, your employer will continue to make the mandatory 1 percent employer contribution to your Hybrid 401(a) plan. Distributions from the Hybrid 401(a) and Hybrid 457 plans for a hardship or unforeseen emergency are prohibited under Internal Revenue Service (IRS) requirements.</p> <p>More information about the VRS Hybrid Retirement Plan is available at www.varetire.org/hybrid</p>
<p>VRS Service Credit</p>	<p>You continue to accrue VRS service credit while on long term disability. VRS members earn service credit for each month they are reported in a covered position. Service credit also may include credit for prior service a member may have purchased, or additional service granted by an employer. Service credit is one of the factors used to calculate the VRS retirement benefit and determine eligibility for retiree benefits.</p>
<p>Leave</p>	<p>Contact your human resources office about your employer's leave policies during periods of long term disability.</p>

For more information about your VRS benefits, visit www.varetire.org/hybrid or call VRS at **1.855.291.2285**. You can also contact your human resources office with questions.

Social Security Disability Insurance Benefits

If you are over 30, you may be eligible for Social Security Disability Insurance (SSDI) benefits if you are unable to perform any work for which you are reasonably qualified for an extended period of time. You must have contributed to Social Security for a sufficient number of quarters to qualify. For more information, call the Social Security Administration toll-free at 800.772.1213 or visit www.ssa.gov.

Important note about SSDI advocacy services:

If The Standard determines you may qualify for SSDI, The Standard will provide SSDI claim advocacy services free of charge. If you wish to use a different advocacy service or an attorney, you will be responsible for paying the fees.

Qualifying for SSDI does not automatically qualify you for a long term disability benefit from The Standard. If you file a disability claim and The Standard determines you may also be eligible for SSDI, The Standard will provide assistance to you with the SSDI application process and appeal process if your SSDI claim is denied. If your claim with The Standard is approved, your disability benefits will begin while your claim for SSDI is pending or in review. If your SSDI claim is approved, the long term disability benefits from The Standard will be reduced for any period the SSDI benefit has been awarded. This may result in an overpayment on your long term disability claim, and you will remain responsible for repayment on your disability claims.

SSDI Benefit Calculation Example:

Example: Maria is approved for long term disability from The Standard and is also eligible for SSDI. Her predisability income is \$5,000 per month. Her SSDI benefit is \$2,000 per month.

Calculation:

Monthly Predisability Income	\$	5,000.00
x 60% Income Replacement	x	.60
Maximum Long Term Disability Monthly Benefit =	\$	3,000.00
Less SSDI Monthly Disability benefit	- \$	2,000.00
Amount of Adjusted LTD Benefit =	\$	1,000.00

Note: If your family is eligible for SSDI benefits, the long term disability benefit will be adjusted by the additional SSDI amounts. If your SSDI award is retroactive over the period you have been receiving a benefit, you will be required to repay any overpayment to your claim.



Standard Insurance Company
1100 SW Sixth Avenue
Portland OR 97204

www.standard.com

VACORP Hybrid Disability Plan
SI **18324** (10/16)



CAROLINE COUNTY SCHOOL BOARD

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16261 Richmond Turnpike
Bowling Green, VA 22427

Office (804) 633-5088
Fax (804) 633-5563

February 26, 2018

Dear Bowling Green Town Council,

Caroline County Public Schools holds an annual employee recognition dinner for our Teacher of the Year nominees and their families. We also honor our Novice Teachers of the Year, Staff and Retiree honorees. This is a time of celebration and recognition for our employees, and we work to make this a prestigious ceremony.

The recognition dinner is scheduled for April 25, 2018 from 5:30-8:00. The school division provides a catered meal for the honored guests and their families. Additionally, awards and plaques are also provided for special recognitions. Due to the additional expenses associated with this event, Caroline County Public Schools kindly requests for the Town Council to consider waiving or reducing the rental fee.

Sincerely,



Dr. George Parker
Superintendent

Explore Today, Impact Tomorrow

Town of Bowling Green
Town Council Meeting



Date: March 1, 2018
Agenda Item: VII-D Set Public Hearing
for O-2018-003 Ordinance on Electronic
Summons

TYPE OF AGENDA ITEM:

- CONSENTAGENDA
- PRESENTATION
- ACTIONITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Resolution
 - Ordinance
 - Grant/MOU
 - By Motion
 - Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: VII-A Set Public Hearing Date for O-2018-003 -Electronic Summons fee ordinance

BACKGROUND / SUMMARY: Ordinance to allow the Town to collect a \$5 fee for each summons issued by the Bowling Green Police Department as allowed by State code.

ATTACHMENTS:

Draft Ordinance
State Code § 17.1-279.1

REQUESTED ACTION: Authorize Town Manager to have public hearing notice published.

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE: PASS NOT PASSED

McDearmon
Wright
Gibson
Satterwhite

ORDINANCE NO. 2018-__
ELECTRONIC SUMMONS SYSTEM FEE

BE IT ORDAINED pursuant to Va. Code § 17.1-279.1 on this __ day of _____, 2018, that the Bowling Green Town Code shall be amended by adding _____, to read in its entirety as follows:

“Sec. _____. ELECTRONIC SUMMONS SYSTEM

The respective Clerks of the General District Court and the Clerk of the Circuit Court of the Caroline County shall initially assess and collect an additional sum of \$5.00 as part of the costs in each criminal or traffic case in the district or circuit courts located within its boundaries in which the defendant is charged with a violation of any statute or ordinance.

The Bowling Green Town Council shall, on an annual basis, review the fee, and if sufficient funds are available to maintain the system, the fee shall be adjusted to an amount that provides an amount to cover maintenance and replacement cost. The assessment shall be collected by the Clerk of each of the respective courts, which shall be remitted to the Town Treasurer. The Treasurer shall maintain a separate internal record, and funds shall be held by such Treasurer subject to disbursements by the governing body to purchase and maintain an electronic summons system.

All funds received by the Town as a result of this section may be appropriated by the governing body for disbursements for an electronic summons system located within the Town of Bowling Green solely to fund software, hardware, associated equipment costs for the development, maintenance, and installation of an electronics summons system. The funds shall be held by the Treasurer until such funds are adequate as determined by the Town Manager to fully implement the electronic summons system.”

Adopted this __ day of _____, 2018 by a recorded vote as follows:

§ 17.1-279.1. Additional assessment for electronic summons system.

Any county, city, or town, through its governing body, may assess an additional sum not in excess of \$5 as part of the costs in each criminal or traffic case in the district or circuit courts located where such cases are brought in which the defendant is charged with a violation of any statute or ordinance, which violation in the case of towns arose within the town. The imposition of such assessment shall be by ordinance of the governing body, which may provide for different sums in circuit courts and district courts. The assessment shall be collected by the clerk of the court in which the action is filed, remitted to the treasurer of the appropriate county, city, or town, and held by such treasurer subject to disbursements by the governing body to a local law-enforcement agency solely to fund software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons system. The imposition of a town assessment shall replace any county fee that would otherwise apply.

DRAFT