



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, February 07, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [1.](#) Bowling Green Police Department January 2019 Monthly Report
- [2.](#) Public Works Council Monthly Report for January 2019
- [3.](#) Events Coordinator Council Monthly Report for January 2019
- [4.](#) Town Clerk/Treasurer's Monthly Report to Council January 2019
- [5.](#) Town Manager's Monthly Report for January 2019

CONSENT AGENDA:

- [6.](#) January 2019 Bills
- [7.](#) Town Council Meeting Minutes January 3, 2019

UNFINISHED BUSINESS:

- [8.](#) Commercial Water Rates
- [9.](#) Bowling Green Police Department Policy and Procedure Manual

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

ADJOURNMENT



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

AGENDA ITEM: Bowling Green Police Department January 2019 Monthly Report

DATE: 1/31/19

PREPARED BY: Chief David Lipscomb

MONTHLY REPORT / PROJECT UPDATE:

Activity Report January 2019:

- 43 Calls for service
- 2 Reportable crimes (Fraud located at Dollar General, see Chief’s report for details on the 2nd)
- 1 Narcotics violations
- 45 Park walk and talk
- 6 Assist motorists
- 45 Virginia Uniform Summonses written
- 2 Suspended drivers
- 12 Assist another agency
- 9 Court appearances

Chief’s Report:

Due to citizen complaints surveillance was conducted in several areas throughout town in regards to suspected illegal drug activity. On 1/24/19 I conducted a traffic stop in the area of the Lee St. apartments. During the course of the stop approximately 4 oz. of suspected marijuana was recovered. The suspect was charged with possession with intent to distribute more than ½ oz. but less than 5 pounds of marijuana. The seized narcotics were transported to the Department of Forensic Science for final drug analysis. This is an ongoing investigation.

I formulated and conducted a written examination for internal promotion in the department. The next step is the process will be an oral review board once the new job descriptions are approved.

Further training was conducted with Omnigo Software for or new RMS system. We anticipate this new system to be in operation sometime in February.

Meet with the Policy Committee in regards to the new policy and procedure manual.

Meet with Town Manager in reference to the VRS hazardous duty supplement for law enforcement officers.

Attended weekly staff meetings.

HEADS UP ITEMS:

Chief needs a decision on policy and procedure manual.

Chief would like to meet with policy/budget committee on VRS Hazardous Duty Supplement for law enforcement officers.



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

AGENDA ITEM: Public Works Council Monthly Report for January 2019

DATE: 2/1/2019

PREPARED BY: Billy Deavers

MONTHLY REPORT / PROJECT UPDATE:

Wastewater

- Still waiting on one estimate for repairs for the Oxidation Ditch
- White Oak Electric repaired rusted guide rails and pulled both scum pit pumps and reseated
- White Oak Electric worked on Effluent Channel
- Both Pumps were pulled and de-ragged twice at Heritage Pines lift station, and door hangers were hung to not flush wipes
- All results have all been coming back within limits, with no exceptions

Water

- Water leak on Maury Avenue
- Monthly Bac-T samples were collected and results were in range
- Completed Fourth Quarter Groundwater Reports and submitted to DEQ
- Monthly flushing of blow offs completed
- Replaced touch read assembly's on meter boxes

Public Works

- Finished leaf collection for the year on January 25, 2019
- Marked 50 utility tickets for January
- Removed all old water pipes from the Wastewater Treatment Plant

ATTACHMENTS:

January 311 Report

HEADS UP ITEMS:

The second crew began work on Maury Avenue for the sewer project

Status	Address Number	Street Name	Work Type	Description
New Request	206	N Main St	Landscaping	Water Planters
Complete	316	-322 West Broaddus	Other - Water Utility	Drill holes in meter top for touch read
Complete	15460	Caroline Manor Cir	Other - Water Utility	Drilling holes in meter top for touch read
Complete	17334	Chase St	Other - Water Utility	Drill holes for touch read
Complete	350	N Main St	Other - Water Utility	Drilling hole in meter top for touch read
New Request	120	N Main St	Service Connect	120 N. Main St Connect service new customer Your Just Desserts moved in
Complete	0	Dorsey Lane	Other - PW	
Complete	0	Maury Ave	Other - PW	Mark utilities
Complete	15281	Hilldale Ave	Other - PW	Mark utilities
Complete	17332	Harding Dr	Water Sampling	Collect Bac T samples
Complete	117	Butler St.	Water Sampling	Collect Bac T samples
Complete	124	North Main St.	Other - PW	Mark utilities
Complete	0	Anderson Ave	Other - PW	Mark utilities
Complete	0	Milford St.	Other - PW	Mark utilities
Complete	148	-160 Maury Ave	Other - PW	Mark utilities
Complete	100	South Main	Install/Set Meter	Set meter, replaced yoke and meter box
Complete	110	Anderson Ave	Service Disconnect	Dispatch called me at 8:15 PM to cut water off at 110 Anderson
Complete	17570	A P Hill Blvd	Garbage	17570 AP Hill Blvd Remove one trash can. The one closest to Dawn Harris's BBQ stand
Complete	219	Anderson Ave	Clean Drying Beds	
Complete	218	Maury Ave	Detect Water Leak	Water Main break
Void	206	N Main St	Landscaping	Water Planters
Complete		Crystal Ct	Customer Complaint	Crystal Ct Please flush the lines Margaret Mills
Complete	222	W Broaddus Ave	Service Connect	222 w broaddus please connect water
Complete	121	,116 North Main	General Maintenance	Replaced light bulbs and photo cells in pole lights
Complete	112	Lee St	Customer Complaint	112 Lee St Sewer backing up in yard out of man hole

Complete	219	Anderson Ave	Other - PW	Shovel sidewalks and catwalks at plant
Complete	117	Butler St.	Other - PW	Shovel snow from sidewalks
Complete	135	Oak Ridge St	Meter Read	135 Oak Ridge St Read meter new customer Christopher Parker
Complete	171	Lee St	Meter Read	171 Lee St. read meter new customer Sandra Wingate
Complete	222	W Broaddus Ave	Meter Read	222 W. Broaddus Ave Connect Service please new customer Jonathan Dear
Complete	14012	Fredericksburg Tpke	Special Events Breakdo	Mark utilities
Complete	13290	Fredericksburg Tpke	Other - PW	Mark utilities
Complete	213	VA-207-BR	Other - Water Utility	Adjusting chlorine pump well 5
Complete	101	Butler St	Other - Water Utility	Replace water hose in well
Complete	160	-214 Maury Ave	Other - PW	Mark utilities
Complete	117	Butler St	Building Maintenance	117 Butler St. Please bring a phillips-head screwdriver to tighten the front door lock.
Complete	115	Davis Ct.	Other - PW	Mark utilities
Complete	17152	Elm St.	Other - PW	Mark utilities
Complete	0	Maury Ave	Other - PW	Mark utilities
Complete	0	Milford St.	Other - PW	Mark utilities
Complete	210	Milford St.	Other - PW	Mark utilities
Complete	117	Courthouse Ln	Other - Water Utility	Drill holes in manhole cover to connect touch read
Complete	242	Milford St	Other - Water Utility	Replace meter top it is broken
Complete	13991	Farmer Dr	Other - Water Utility	Drill holes in meter top for torch read
Complete	13290	Fredericksburg Tpke	Other - Water Utility	Drill holes in meter top for touch read
Complete	13415	Fredericksburg Tpke	Other - Water Utility	Drilling holes in meter box for touch read
Void	17191	White Meadows Dr	Other - Water Utility	Repairing blow off and flushing it
Void	219	Anderson Ave	Other - PW	
Complete	0	South Main	Other - PW	Collect leaves
Complete	117	Butler St.	Other - PW	Get up leaves on sides and back of building
Complete	18112	Coolidge Ln	Other - PW	Clean leaves out of Maury Heights liftstation
Complete	0	Heritage Pines	Other - PW	Put door hangers out about wipes
Complete	0	Gill St.,South Main,East Broad	Other - PW	Leaf collection
Complete	242	Milford St	Customer Complaint	Low pressure

Complete	16358	Heritage Pines Cir	Other - Sewer	Liftstation pump clogged with wipes needs to be pulled and cleaned 14409 Crystal Ct. read meter new customer moving in 01/04/19
Complete	14409	Crystal Ct	Meter Read	Sean Connolly
Complete	219	Anderson Ave	Clean Drying Beds	Clean up drying bed #3
Complete	222	W Broaddus Ave	Service Disconnect	222 W. Broaddus Ave. Disconnect non-pay 01/03/19
Complete	236	Milford	Water Leak	water line leaking in house
Complete	242	Milford St	Service Connect	242 Milford St. Connect Service 01/03/2019 new customer Angelia Shook is moving in
Complete	117	Butler St.	Special Events Set-up	Setup for Town Council meeting
Complete	242	Milford St.	Service Connect	Turn water on
Complete	16015	Grant Ct	Meter Read	Rdg 1/2/19 00,002,378, Rdg 1/3/19 00,002,483



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

AGENDA ITEM: Events Coordinator Council Monthly Report for January 2019

DATE: 01/31/19

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

- Complete 2019 Event Calendar for Town Council's review/approval (See attached)
- 2019 Historic Garden Week (Caroline County Economic Development & Tourism)
 - 4/30/19 – Rappahannock Valley Garden Club will tour four (4) sites in Caroline County and the Town of Bowling Green.
 - Coordinate with Caroline County's Tourism division for a kick-off meeting in February
 - February meeting scheduled for Tuesday, 2/5/19, at 10 a.m.
- Economic Development Authority
 - New Member Orientation for Council Member, Jean Davis
 - Coordinate with Caroline County to set up a conference call with VEDA Cardinal Assistance Program
 - Research Opportunity Zones and Opportunity Funds through Department of Housing and Community Development (DHCD) and other sources to include Power Point presentations and webinars.
 - Coordinate with Senior Planner at DHCD to offer an educational workshop explaining Opportunity Zones at February meeting.
 - Send letter to Caroline County BOS requesting support in exploring grant opportunities offered through DHCD and GO Virginia to market U.S. Route 301 Commercial Corridor. (See attached)
 - Meet with Mary Washington Regional Council to determine viable funding opportunities for a third-party feasibility study as well as producing and implementing a strategic marketing campaign to attract investors and developers.
 - Record meeting minutes from 12/18/18.
 - Create meeting packet for 1/28/19 meeting, upload to Town website and distribute to members via email.
 - Attend 1/28/19 meeting and record meeting minutes
 - Coordinate with Council Member, Deborah Howard, to share watercolor elevations of Main Street by artist, Helen Butler, to share at the February meeting.
- Bowling on the Green Virginia Wine Festival
 - Determine event date with property owners
 - Coordinate meeting with property owners and Mayor Satterwhite
 - Meet with Director of Marketing at Meadow Events Park to discuss cross-promotion opportunities.
- 2019 Harvest Festival
 - Update 2019 vendor application and make available on Town website and Facebook.
 - Coordinate with event emcee to discuss entertainment line up
- Misc.
 - Generate press release for BGPD and post to social media.
 - Facebook posts
 - Attend Town Council meeting on 1/3/19.

- Send Town Council and EDA demographic information on Town of Bowling Green as provided by Caroline County Economic Development and Tourism.
- Attend meeting with the Town Manager and civilian employees at Fort A.P. Hill
- Weekly staff meetings on Monday
- Municode training

ATTACHMENTS:

Please see attached

HEADS UP ITEMS:

January 17, 2019

Caroline County Board of Supervisors
Attn: Jeff Sili, Bowling Green District Supervisor
P.O. Box 447
Bowling Green, VA 22427

Dear Mr. Sili,

The Town of Bowling Green was presented an opportunity to partner with Caroline County, King George County and the Town of Port Royal in the pursuance of applying for grant funds offered through GO Virginia to produce a “Business Economic Study and Strategy” for the U.S. Route 301 Corridor Project.

The census tract along the U.S. Route 301 Commercial Corridor recently qualified as an Opportunity Zone with the U.S. Department of Treasury through a nomination by Governor Northam. This revitalization tool allows investors to receive tax benefits on unrealized capital gains by investing those gains into commercial development and thereby, improving economic conditions. As you know, the Rt. 301 Commercial Corridor is greenfield land along a four-lane highway adjacent to Fort A.P. Hill and feeding into Rt. 207 where travelers can gain access to I-95. As a formidable alternate route to I-95, Rt. 301 is only 20 minutes from the VRE train station and 28 minutes from the nearest Amtrak station, making the indications for natural growth optimal. The Town of Bowling Green is especially interested in seeing GO Virginia as a resource for helping to market this Opportunity Zone, to strategically target and attract prospect businesses, investors and developers.

Understanding that it is common practice to require matching funds for awarded allocations, the Town of Bowling Green is not committing to any monetary remittance of payment to GO Virginia at this time, however as we all work with GO Virginia and Mary Ball Washington Regional Council to better understand the grant opportunities that are available and how these programs are structured, the Town of Bowling Green respectfully asks for the support of Caroline County moving forward.

Respectfully,

Jo-Elsa Jordan
Events and Economic Development Coordinator
Town of Bowling Green

CC: Jason Satterwhite, Mayor
Town of Bowling Green

John Sieg, Chairman
Town of Bowling Green Economic Development Authority

Reese Peck, Town Manager
Town of Bowling Green

Nancy Long, Port Royal District Supervisor
Caroline County

Charles Culley, County Administrator
Caroline County

Gary Wilson, Director of Economic Development & Tourism
Caroline County

Kate Gibson, Senior Planner, Region 6
GO Virginia

2019 EVENTS – Town of Bowling Green

- 4/30/19 – 2019 Historic Garden Week / Rappahannock Valley Garden Club Tour
- 6/1/19 – Spring Clean Sweep
- 6/8/19 – Bowling on the Green Virginia Wine Festival - Belmont Stakes Watch Party
- 8/2/19 – Music on the Green
- 8/6/19 – National Night Out
- 8/9/19 – Music on the Green
- 8/16/19 – Music on the Green
- 8/23/19 – Music on the Green
- 8/30/19 – Music on the Green
- 9/6/19 – Music on the Green
- 9/13/19 – Music on the Green
- 9/21/19 – USO Dance
- 9/28/19 – Fall Clean Sweep
- 10/19/19 – 30th Annual Bowling Green Harvest Festival
- 12/07/19 – Bowling Green Christmas Parade of Lights



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

AGENDA ITEM: Town Clerk/Treasurer's Monthly Report to Council January 2019

DATE: February 1, 2019

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

Utility Billing:

- Prepared estimated utility bills, reviewed for accuracy, sent file to printing company for mailing.
- 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.

Payroll/Human Resources:

- Prepared and reconciled annual reports to include Federal and State taxes, and Social Security (W-2)
- Prepared 2 bi-weekly payrolls 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. Reporting and paying State and Federal Withholding, Social Security, and Medicare following each payroll.
- Prepared, reconciled, and submitted payment to VRS and ICMA-RC for VRS Hybrid Retirement Employees following each payroll.

Treasurer/Financial:

- Worked extensively with CPA to resolve General Ledger discrepancies.
- Reviewed and posted Accounts Payable and Receivable transactions.
- Reviewed and reconciled bank deposits and online payments.
- Supplied SERCAP with requested information in relation to SEARCH grant application.

Town Clerk:

- Responded to 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, recorded and prepared minutes, prepared packets for distribution

Meeting attended:

- January Town Council Meeting
- 4 weekly staff meetings
- 4 Municode Pay Module Meetings
- Payment request meeting with USDA
- Google Suite meeting
- 2 Meetings with CPA
- 1 sewer project progress meeting

ATTACHMENTS:

- Delinquent Tax Report

DEPT#	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
PP2013	1	MT	.00	.00	.00	.00	.00	.00	1,872.08	0
	1	PP	.00	3,242.94	55.11	112.20	1,370.86	.00	2,460.01	116
	1	VI	.00	2,500.00	.00	.00	39.99	.00	4,332.09	100
	HALF	TOTALS =	.00	5,742.94	55.11	112.20	1,410.85	.00		216
	DEPT#	TOTALS =	.00	5,742.94	55.11	112.20	1,410.85	.00	4,332.09	216
PP2014	1	MT	.00	.00	.00	.00	.00	.00	152.25	1
	1	PP	.00	301.46	14.92	64.28	149.21	.00	2,551.07	142
	1	VI	.00	4,929.02	47.67	128.98	2,377.95	.00	2,745.05	114
	HALF	TOTALS =	.00	2,822.00	.00	.00	76.95	.00	5,448.37	257
	DEPT#	TOTALS =	.00	8,052.48	62.59	193.26	2,604.11	.00		257
	DEPT#	TOTALS =	.00	8,052.48	62.59	193.26	2,604.11	.00	5,448.37	257
PP2015	1	MC	.00	.00	.00	.00	.00	.00	4,284.52	0
	1	MT	.00	.00	.00	.00	.00	.00	4.08	1
	1	PP	.00	4.08	.00	.00	.00	.00	1,596.35	132
	1	VI	.00	3,712.16	28.55	59.83	2,115.81	.00	2,684.05	112
	HALF	TOTALS =	.00	2,772.00	28.00	.00	87.91	.00	4,284.52	245
	DEPT#	TOTALS =	.00	6,488.24	28.55	59.83	2,203.72	.00		245
	DEPT#	TOTALS =	.00	6,488.24	28.55	59.83	2,203.72	.00	4,284.52	245
PP2016	1	PP	.00	.00	.00	.00	.00	.00	2,012.49	0
	1	VI	.00	4,940.72	125.58	83.29	2,928.23	.00	2,731.43	113
	HALF	TOTALS =	.00	2,804.00	.00	.00	72.57	.00	4,743.92	257
	DEPT#	TOTALS =	.00	7,744.72	125.58	83.29	3,000.80	.00		257
	DEPT#	TOTALS =	.00	7,744.72	125.58	83.29	3,000.80	.00	4,743.92	257
PP2017	1	PP	.00	.00	.00	.00	.00	.00	2,719.27	174
	1	VI	.00	5,975.37	102.23	38.81	3,256.10	.00	3,588.29	163
	HALF	TOTALS =	.00	4,040.00	.00	.00	451.71	.00	6,307.56	337
	DEPT#	TOTALS =	.00	10,015.37	102.23	38.81	3,707.81	.00		337
	DEPT#	TOTALS =	.00	10,015.37	102.23	38.81	3,707.81	.00	6,307.56	337
PP2018	1	MC	.00	.00	.00	.00	.00	.00	7,292.15	0
	1	PP	.00	13,929.40	21.94	1.31	6,637.25	.00	9,419.17	323
	1	VI	.00	9,620.00	.00	.00	200.83	.00	16,711.32	683
	HALF	TOTALS =	.00	23,549.40	21.94	1.31	6,838.08	.00		683
	DEPT#	TOTALS =	.00	23,549.40	21.94	1.31	6,838.08	.00	16,711.32	683
	DEPT#	TOTALS =	.00	61,593.15	396.00	488.70	19,765.37	.00	41,827.78	1995
	COMPANY TOTALS =		.00	61,593.15	396.00	488.70	19,765.37	.00	41,827.78	1995

DEPT#	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
TD2011	HALF 01	.00	.00	.00	.00	.00	.00	.00	0
	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2012	HALF 01	.00	.00	.00	.00	.00	.00	.00	0
	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2013	HALF 01	.00	.00	.00	.00	.00	.00	.00	0
	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2014	HALF 01	.00	.00	.00	.00	.00	.00	.00	0
	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2015	HALF 01	.00	.00	.00	.00	.00	.00	.00	0
	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2016	HALF 01	.00	.00	.00	.00	.00	.00	.00	0
	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2017	HALF 01	.00	.00	.00	.00	.00	.00	.00	0
	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2018	HALF 01	.00	2,991.12	.00	.00	.00	.00	2,991.12	4
	HALF TOTALS =	.00	2,991.12	.00	.00	.00	.00	2,991.12	4
	DEPT# TOTALS =	.00	2,991.12	.00	.00	.00	.00	2,991.12	4
TD	TOTALS =	.00	2,991.12	.00	.00	.00	.00	2,991.12	4
COMPANY TOTALS =		.00	2,991.12	.00	.00	.00	.00	2,991.12	4

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



PUBLIC INFORMATION MEETING #3

SEWER LINE REPLACEMENT ON S. MAIN STREET, MAURY AVENUE, DORSEY LANE, AND MILFORD STREET

WHEN Tuesday March 12, 2019 at 6:00 PM

WHERE Bowling Green Town Hall

This Public Information Meeting serves to educate and update residents, businesses, and the general public about the construction activities on S. Main Street, Maury Avenue, Dorsey Lane, and Milford Street related to a sewer line replacement project. A presentation will be followed by a question and answer session where you will have the opportunity ask the contractor and engineer questions about the project.





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

AGENDA ITEM: Town Manager's Monthly Report for January 2019

DATE: 2/4/19

PREPARED BY: Reese Peck

MONTHLY REPORT / PROJECT UPDATE:

Meeting:

Town Council: January 3rd organizational meeting.

Town Council Committees: Both Budget & Policy and Facilities

Commission and Authority Meetings: Planning Commission and EDA

Other Meetings: Administrators meeting, monthly sewer project coordination meeting, Google Suites & Ooma Phones demonstration and project proposal meetings.

Smart Scale update: 32 projects applied from the Frederick's VDOT region with 10 projects being funded for a total of \$39.8M. Just three projects took over half the funds: the Fredericksburg Regional Transit (\$7.5M), the George Washington Regional Commission (\$7.42M), and Gloucester County (\$7.3M). Bowling Green's project request was for \$9.9 M. George Washington Regional Commission staff recommended that if we resubmit that we scale back the scope of the project to be more competitive.

ATTACHMENTS:

Googles Suites proposal.

Ooma Phone proposal

HEADS UP ITEMS:

FY 2020 Budget will be presented at your March 7, 2019 meeting.

**STATEMENT OF WORK
ISSUED UNDER
CONTRACT NUMBER VA-160720-TEMP
BETWEEN VIRGINIA INFORMATION TECHNOLOGIES AGENCY AND TEMPUS NOVA, INC**

This Statement of Work (“SOW”) is between the Authorized User named below and Tempus Nova (“Supplier”). This SOW is entered into pursuant to and subject to the Master Services Agreement dated July 20, 2016 by and between the Virginia Information Technologies Agency (“VITA”) and Supplier (VITA Contract No. VA-160720-TEMP) (the “**Master Services Agreement**” or “**MSA**”), the terms of which, except as may be expressly modified or excluded herein, are incorporated herein by reference.

- Effective Date of this SOW: January 31, 2019
- Authorized User: Town of Bowling Green, VA
- Authorized Users to which the Services hereunder shall be provided: Town of Bowling Green, VA

1. PROFESSIONAL SERVICES – G SUITE TRANSITION

Authorized User is interested in G Suite for Business for their 27 users. Authorized User is currently operating on SurgeMail & Outlook. The following are hereby incorporated to this SOW:

Exhibit 04-A Pricing and Volumes Matrix

Exhibit 04 Pricing and Financial Provisions

A. Technical Services

Supplier will assign a Google Deployment Specialist to work on the following tasks:

- i. G Suite Domain Provisioning, Setup & Configuration
- ii. Google Vault Setup & Configuration
- iii. User and Groups Provisioning
- iv. Mail Routing
- v. Mobile Device Management (MDM) Documentation
- vi. Basic Application Integration (SMTP Routing)
- vii. Setup & Configure the CloudMigrator migration tool
- viii. Data Migration (email, calendar, contacts) from Outlook to G Suite using the CloudMigrator tool for 20 users

B. Change Management Services

Supplier will assign a change management specialist and Google Certified Trainer to work on the following tasks:

- i. Change Management Knowledge Transfer Meeting (one 30-minute meeting) & Templates
- ii. Access to End User Support Center with access to standard training videos and a subscription to the Supplier G Suite YouTube channel, at no cost

C. Project Management

Supplier will provide a Project Manager to ensure project activities are tracked and managed successfully throughout deployment.

D. Assumptions & Authorized User Responsibilities

- i. All work specified in Section 2 of this SOW will be billed as a fixed fee.
- ii. The number of users for this project is estimated at approximately 27 users (data migration for only 20 users currently operating on Outlook).
- iii. The source system identified for this project is SurgeMail and Outlook.
- iv. Authorized User will provide an accurate list of all users, groups and distribution lists that will be transitioned to the G Suite environment using Supplier's CSV template.
- v. Authorized User will identify a technical resource to work with the Supplier Deployment Specialist.
- vi. Additional work beyond the level of effort described in this SOW will be subject to the change order process and subject to additional costs as appropriate.
- vii. Supplier will migrate the data in a user's inbox, which includes email and calendar attachments that do not exceed Google's file and type limitations; and all personal contact data.
- viii. The average user mailbox size is <5GB. The migration of larger mailbox sizes may be subject to the change control procedure and may extend the project timeline.
- ix. Supplier's migration estimates are based on achieving 100% uptime across all migration servers 7 days per week.
- x. Authorized User will setup virtual server(s) for Provider to migrate data. Supplier will share specifications and requirements for virtual server(s) during the project kick off meeting.
- xi. No documents or other artifacts from network drives or personal computers will be migrated as part of this project and are considered out of scope. Email attachments will be migrated except for those which exceed 25MB or those that contain unsupported file types.
- xii. Personal data archives from end user machines will not be migrated as part of this project.
- xiii. Supplier services will be delivered in US English only.
- xiv. Authorized User will use reasonable efforts to communicate regularly with Supplier and provide Supplier with timely feedback.
- xv. Supplier will conduct this project remotely at various Supplier locations as needed, based on a mutually agreeable schedule determined during the project.
- xvi. For any work that may be performed at Authorized User's facility, access will be provided to Supplier resources to the necessary systems, workspace, and Internet access.
- xvii. Authorized User will provide the appropriate administrative access to systems and/or access to the appropriate servers in a timely manner in order to meet the deliverable dates described herein. Access to servers is required to properly setup the Google environment and migration tools.
- xviii. If schedules are delayed due to lack of timely information, deliverable reviews, access, equipment, or other necessary resource or cooperation not the fault of the Supplier Team, then said delay may require an equitable adjustment to the services under this contract.
- xix. Any time reserved for meetings or other professional services will result as billable time regardless of attendance.
- xx. Authorized User will take commercially reasonable efforts to execute all assigned tasks promptly as reasonably requested by Supplier throughout the engagement.
- xxi. Service and support of laptops, desktops, and mobile devices, hardware, software and network settings are out of scope.
- xxii. Project hours are not contiguous and will be completed at the appropriately timed intervals.

2. PROJECT TIMELINE & MIELSTONES

The project is estimated at 2 consecutive weeks. If the level of effort for this project exceeds 2 consecutive weeks, this may result in an equitable adjustment and a change order for additional services under this contract. The timeline below assumes Authorized User will be ready to assist Supplier as needed with the key tasks and responsibilities, as described in Section 1 of this SOW. As part of this project, Supplier will work on the following tasks:

- Supplier will provision the G Suite domain; setup and configure the domains and services for use; setup and configure Vault; complete user provisioning; mail routing; deliver the mobile device and application integration documentation. Supplier will migrate email, calendar, and contact data using the CloudMigrator tool.
- Supplier will meet with Authorized User to outline the change management strategy; deliver the communication templates to Authorized User to customize and send to end users; and provide access to End User Support Center with access to standard training videos and a subscription to the Supplier G Suite YouTube channel.
- Supplier will complete the project wrap up, project close out and post mortem activities. Supplier transitions off the project.

3. CHARGES

All work will be billed at the fixed price in the tables below. Authorized User will be responsible for paying any applicable local, state, or sales taxes for professional services, software as a service (SaaS) subscription fees, or software licenses.

A. Professional Services

Description	
1. Technical Services	
2. Change Management Services	
3. Project Management Services	
Total Fixed Price for Services	\$3,250

Supplier will invoice Authorized User directly for these costs with a payment term of net 30 days from invoice date.

B. License Costs

Description	Per User Cost	Qty	Total
G Suite for Business *Pricing per the TN VITA Contract reflecting Year 3 (July 2018 – June 2019)	\$58	27	\$1,566
CloudMigrator Licenses	\$10	20	\$200
Total Fixed Price for Services			\$1,766

Note: The above G Suite term reflects a 12-month commitment by Authorized User. License costs are paid upfront annually at the services term or the renewal date. Upon Year 4 of the TN VITA Contract (July 2019 – June 2020), the G Suite for Business licenses will be at \$99 per user per year. Year 4 contract pricing will commence upon your 2019-2020 renewal date.

4. POINTS OF CONTACT

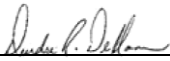
The following Points of Contact shall serve for day-to-day communication and other notices:

- **Authorized User POC:** Reese Peck, townmanager@townofbowlinggreen.com, 804-633-6212
- **Supplier Sales Rep:** Madeline Meintzer, madeline@tempusnova.com, 801-755-0497
- **Supplier Accounting, Contracts & Invoicing:** accounting@tempusnova.com

By signing below, both Parties agree to the terms of this Statement of Work.

Supplier:
Tempus Nova

Authorized User:
Town of Bowling Green, VA

By: 
(Signature)

By: _____
(Signature)

Name: Didi Dellanno
(Print)

Name: _____
(Print)

Title: President & CEO

Title: _____

Date: January 31, 2019

Date: _____

From: Michelle Madrid <michelle.madrid@ooma.com>
 Sent: Wednesday, January 30, 2019 4:46 PM
 To: townmanager@townofbowlinggreen.com
 Subject: Ooma Office

Reese,
 I have prepared a quote for you which details your up-front equipment cost(s) and monthly service charge.

Please let me know if you have any questions and I will follow-up soon to discuss this further. Please call me at (650) 304-0144.

Monthly Bill = \$119.60 (plus tax) No contracts, no fluctuating bills *8 user * will waive first month

All Features Included

- * Keep Your Existing Main Business Phone Numbers
 - * Toll-Free Number with 500 free inbound minutes per month
 - * Free Conference Bridge
 - * 1 User Extensions
 - * No Service Contracts
 - o Mobile App Configuration for each Extension
- Equipment = \$49.99 (plus tax) per phone Per phone * will give 2 free
 8 Yealink SIP-T21P
- * *This includes a full 60-day money back guarantee.

Proposal:

\$14.95 per extension (phone) per month
 Free number with each extension added
 Free conference bridge per extension (limit ten users)
 Free eFax for each user extension
 60-day money back guarantee
 1 year hardware warranty
 Free return label
 No Contracts
 24/7 California based Customer Support

Below you will find PC Magazines Review of our service listing Ooma as the #1 Business phone provider for the fourth year in a row!

Ooma Office third party review

2018 Business Choice Award

Ooma Office Webinar

International Calling

Phone Options:

EXP20 by Yealink	T27G by Yealink	T23G by
Yealink	T21P by Yealink	
DP1 by Ooma	\$149.99	
\$129.99		\$99.99
\$89.99	\$69.99	
W60P by Yealink	W56H by Yealink	
CP920 by Yealink	SPA	
303g by Cisco	SPA 504g by Cisco	\$129.99
\$199.99		\$10
\$399.99	\$129.99	
9.99		

Best Regards,

Michelle Madrid
 Corporate Office
 (650) 304-0144
 M-F 8a-5p (pst)
 Michelle.Madrid@ooma.com
 24/7 U.S. Based Customer Support

[Office Setup](#) - [Products](#) - [Features](#) - [International Rates](#) - [Demo](#) - [Savings](#)



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

AGENDA ITEM: January 2019 Bills
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in January 2019

ATTACHMENTS:

Check Reports:

- 1/09/19
- 1/15/19
- 1/24/19
- 1/31/19

REQUESTED ACTION:

Approve invoices.

8
 7:28:40

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24093	180	BOWLING GREEN RESCUE	000	1/11/2019	1,000.00	.00
24094	47	CAROLINE GARAGE	000	1/11/2019	65.48	.00
24095	999999	CARY CRYSTAL	000	1/11/2019	150.00	.00
24096	217	FLORAL DESIGNS BY JOYCE	000	1/11/2019	62.00	.00
24097	55	GALL'S LLC	000	1/11/2019	127.00	.00
24098	932	IBM CORPORATION	000	1/11/2019	854.59	.00
24099	546	JOHNSON'S EXTERMINATING	000	1/11/2019	300.00	.00
24100	1044	LIMBRICK VIRGINIA	000	1/11/2019	2,500.00	.00
24101	991	RGS&S COMMERCIAL CLEANING	000	1/11/2019	289.00	.00
24102	15	TREASURER OF VIRGINIA	000	1/11/2019	802.43	.00
24103	19	VERIZON	000	1/11/2019	323.64	.00
24104	256	VERIZON WIRELESS	000	1/11/2019	495.12	.00
		CLASS TOTAL			6,969.26	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,969.26	
		FINAL TOTAL			6,969.26	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 6,969.26 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
00000	000180	BOWLING GREEN RESCUE	FY 19	1/11/2019		4100-032000-5642-	1,000.00	24093		BG/VOLUNTEER RESCUE SQUAD
		DISC. TOTAL					.00			1,000.00
00000	000047	CAROLINE GARAGE	22114	1/11/2019		4100-031100-3310-	65.48	24094		VEHICLE MAINTENANCE
		DISC. TOTAL					.00			65.48
00000	999999	CARY CRYSTAL	THDR 2018-12-31	1/11/2019		100-000200-3560-	150.00	24095		REFUNDS PAYABLE
		DISC. TOTAL					.00			150.00
00000	000217	FLORAL DESIGNS BY JOYCE	2576	1/11/2019		4100-012110-6021-	62.00	24096		PUBLIC RELATIONS
		DISC. TOTAL					.00			62.00
00000	000055	GALLI'S LLC	011482568	1/11/2019		4100-031100-6011-	63.50	24097		UNIFORMS
		DISC. TOTAL					.00			63.50
00000	000932	IBM CORPORATION	Q7563JZ	1/11/2019		4100-012410-3320-	502.76	24098		COMPUTER LICENSES/SUPPORT
		DISC. TOTAL					.00			502.76
00000	000546	JOHNSON'S EXTERMINATING	2018-12-31	1/11/2019		4100-043100-7200-	300.00	24099		TOWN HALL EXPENSES
		DISC. TOTAL					.00			300.00
00000	001044	LIMBRICK VIRGINIA	2019-01	1/11/2019		4320-032100-0100-	2,500.00	24100		EDA LOANS AND GRANTS
		DISC. TOTAL					.00			2,500.00
00000	000991	RGS&S COMMERCIAL CLEANING	1550	1/11/2019		4100-043100-7200-	289.00	24101		TOWN HALL EXPENSES
		DISC. TOTAL					.00			289.00
00000	000015	TREASURER OF VIRGINIA	T420437	1/11/2019		4100-031100-5230-	180.53	24102		TELECOMMUNICATIONS
		DISC. TOTAL					.00			180.53
00000	000015	TREASURER OF VIRGINIA	T420437	1/11/2019		4100-043100-5230-	82.18	24102		TELECOMMUNICATIONS
		DISC. TOTAL					.00			82.18
00000	000015	TREASURER OF VIRGINIA	T420437	1/11/2019		4100-012410-5230-	375.36	24102		TELECOMMUNICATIONS
		DISC. TOTAL					.00			375.36
00000	000015	TREASURER OF VIRGINIA	T420437	1/11/2019		4500-500100-5230-	82.18	24102		TELECOMMUNICATIONS
		DISC. TOTAL					.00			82.18
00000	000015	TREASURER OF VIRGINIA	T420437	1/11/2019		4520-500100-5230-	82.18	24102		TELECOMMUNICATIONS
		DISC. TOTAL					.00			82.18
00000	000019	VERIZON	2018-12	1/11/2019		4500-500100-5230-	15.50	24103		TELECOMMUNICATIONS
		DISC. TOTAL					.00			15.50
00000	000019	VERIZON	2018-12	1/11/2019		4500-500100-5230-	157.96	24103		TELECOMMUNICATIONS
		DISC. TOTAL					.00			157.96
00000	000019	VERIZON	2018-12	1/11/2019		4520-500100-5230-	150.18	24103		TELECOMMUNICATIONS
		DISC. TOTAL					.00			150.18
00000	000256	VERIZON WIRELESS	9820654854	1/11/2019		4100-031100-5230-	100.42	24104		TELECOMMUNICATIONS
		DISC. TOTAL					.00			100.42
00000	000256	VERIZON WIRELESS	9820654854	1/11/2019		4100-043100-5230-	103.55	24104		TELECOMMUNICATIONS
		DISC. TOTAL					.00			103.55
00000	000256	VERIZON WIRELESS	9820654854	1/11/2019		4100-012110-5250-	20.99	24104		TELECOMMUNICATIONS
		DISC. TOTAL					.00			20.99
00000	000256	VERIZON WIRELESS	9820654854	1/11/2019		4100-012410-5230-	63.08	24104		TELECOMMUNICATIONS
		DISC. TOTAL					.00			63.08
00000	000256	VERIZON WIRELESS	9820654854	1/11/2019		4500-500100-5230-	103.54	24104		TELECOMMUNICATIONS
		DISC. TOTAL					.00			103.54
00000	000256	VERIZON WIRELESS	9820654854	1/11/2019		4520-500100-5230-	103.54	24104		TELECOMMUNICATIONS
		DISC. TOTAL					.00			103.54
00000	000256	VERIZON WIRELESS	9820654854	1/11/2019		495.12	495.12	24104		TELECOMMUNICATIONS
		DISC. TOTAL					.00			495.12
		CHECK TOTAL					6,969.26			6,969.26
		CHECK TOTAL					6,969.26			6,969.26

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 6,969.26 BOUNDS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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TRK#	VEND #	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24107	944	ATLANTIC BROADBAND /	000	1/18/2019	189.40	.00
24108	897	CINTAS CORPORATION	000	1/18/2019	77.71	.00
24109	1020	CONSOLIDATED PIPE & SUP	000	1/18/2019	47.05	.00
24110	341	DOMINION CHEMICAL CO	000	1/18/2019	177.00	.00
24111	10	DOMINION VIRGINIA POWER	000	1/18/2019	6,754.62	.00
24112	48	MID-ATLANTIC LAB	000	1/18/2019	60.00	.00
24113	919	PRO SHRED SECURITY	000	1/18/2019	45.00	.00
24114	1015	RED BUD SUPPLY INC	000	1/18/2019	298.73	.00
24115	25	RUTHERFORD JANITOR SUPPLY	000	1/18/2019	100.40	.00
24116	659	SOSMETAL PRODUCTS INC	000	1/18/2019	113.59	.00
24117	75	SYDNOR HYDRO INC	000	1/18/2019	8,827.12	.00
24118	148	THE FREE LANCE STAR	000	1/18/2019	500.00	.00
24119	861	THE UPS STORE #6358	000	1/18/2019	50.00	.00
24120	984	TROY & BANKS	000	1/18/2019	49.08	.00
24121	291	USA BLUE BOOK	000	1/18/2019	300.61	.00
24122	1002	VACORP	000	1/18/2019	116.79	.00
24123	228	VIRGINIA DEPARTMENT OF	000	1/18/2019	750.00	.00
24124	44	WPS	000	1/18/2019	47.25	.00
24125	12	WASTE MANAGEMENT	000	1/18/2019	655.62	.00
24126	451	XEROX CORPORATION	000	1/18/2019	271.56	.00
		CLASS TOTAL			19,431.53	.00
		ACH TOTAL			.00	
		CHECK TOTAL			19,431.53	
		FINAL TOTAL			19,431.53	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 19,431.53- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

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ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	G/L ACCOUNT	BATCH INV. DESCRIPTION
00000 000944	ATLANTIC BROADBAND /	2019-01	1/18/2019		4100-012410-5230-	118.20	24107		TELECOMMUNICATIONS	00713 TH
00000 000944		2019-01	1/18/2019		4520-500100-5230-	71.20	24107		TELECOMMUNICATIONS	00713 WWTP
						.00				
						189.40				
00000 000897	CINTAS CORPORATION	8403984137	1/18/2019		4520-500100-6011-	77.71	24108		UNIFORMS/ SAFETY EQUIPMENT	00713 FIRST AID
						.00				
						77.71				
00000 001020	CONSOLIDATED PIPE & SUP	6281773000000	1/18/2019		4500-500100-6050-	47.05	24109		METER/FIRE HYDRANTS	00713 METER TESTING
						.00				
						47.05				
00000 000341	DOMINION CHEMICAL CO	38000187	1/18/2019		4500-500100-6021-	177.00	24110		TESTING SUPPLIES/CHEMICALS	00713 SODIUM HYPOCHLORITE
						.00				
						177.00				
00000 000010	DOMINION VIRGINIA POWER	2018-12	1/18/2019		4100-043100-7200-	804.26	24111		TOWN HALL EXPENSES	00713 TH
00000 000010		2018-12	1/18/2019		4100-043100-5110-	1,670.96	24111		ELECTRICITY-STREETLIGHTS	00713 STREETLIGHTS
00000 000010		2018-12	1/18/2019		4100-043100-5110-	91.23	24111		ELECTRICITY-STREETLIGHTS	00713 MAIN ST LIGHTS
00000 000010		2018-12	1/18/2019		4100-031100-5110-	301.40	24111		ELECTRICITY	00713 PC
00000 000010		2018-12	1/18/2019		4500-500100-5110-	832.65	24111		ELECTRICITY	00713 WELL #5
00000 000010		2018-12	1/18/2019		4500-500100-5110-	419.59	24111		ELECTRICITY	00713 BUI/CHASR WTR TWR
00000 000010		2018-12	1/18/2019		4500-500100-5110-	100.50	24111		ELECTRICITY	00713 SCHOOL RD PMP STAT
00000 000010		2018-12	1/18/2019		4520-500100-5110-	24.66	24111		ELECTRICITY	00713 ROGERS CLARK PMP STA
00000 000010		2018-12	1/18/2019		4520-500100-5110-	2,378.03	24111		ELECTRICITY	00713 WWTP
00000 000010		2018-12	1/18/2019		4520-500100-5110-	101.53	24111		ELECTRICITY	00713 CHASR ST PMP STAT
00000 000010		2018-12	1/18/2019		4520-500100-5110-	29.81	24111		ELECTRICITY	00713 LACY LN PMP STAT
						.00				
						6,754.62				
00000 000048	MID-ATLANTIC LAB	14753	1/18/2019		4500-500100-6021-	60.00	24112		TESTING SUPPLIES/CHEMICALS	00713 24 HR FBICAL
						.00				
						60.00				
00000 000919	PRO SHRED SECURITY	23919	1/18/2019		4100-012110-3140-	45.00	24113		CONTRACTED SERVICES/SHREDDING	00713 2019-01
						.00				
						45.00				
00000 001015	RED BUD SUPPLY INC	156237	1/18/2019		4100-043100-6006-	99.58	24114		HAND TOOLS	00713 RECHG SPOTLIGHTS
00000 001015		156237	1/18/2019		4500-500100-6006-	99.57	24114		HAND TOOLS	00713 RECHG SPOTLIGHTS
						.00				
						298.73				
00000 000025	RUTHERFORD JANITOR SUPPLY	1075991	1/18/2019		4100-043100-7200-	100.40	24115		TOWN HALL EXPENSES	00713 HAND SOAP
						.00				
						100.40				
00000 000659	SOSMETAL PRODUCTS INC	1360988	1/18/2019		4520-500100-6030-	113.59	24116		PLANT & LAB SUPPLIES/CHEMICALS	00713 DURA FLOCK
						.00				
						113.59				
00000 000075	SYNOR HYDRO INC	CM 02010	1/18/2019		4500-500100-6050-	2,800.00	24117		METER/FIRE HYDRANTS	00713 RELOC METER LER ST
00000 000075		39768	1/18/2019		4500-500100-6050-	9,970.00	24117		METER/FIRE HYDRANTS	00713 RELOC LER ST METER
00000 000075		40036	1/18/2019		4500-500100-6050-	1,498.96	24117		METER/FIRE HYDRANTS	00713 115 - 118 DAYS CT
00000 000075		40037	1/18/2019		4500-500100-6050-	158.16	24117		METER/FIRE HYDRANTS	00713 17089 ELM ST
						.00				
						8,827.12				
00000 000148	THE FRER LANCE STAR	2018-12	1/18/2019		4400-071200-1250-	500.00	24118		PARADE/HOLIDAY EVENTS	00713 AD CHRISTMAS PARADE
						.00				
						500.00				

3

CHK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24127	10	DOMINION VIRGINIA POWER	000	1/25/2019	579.42	.00
24128	125	E M GRAY & SON	000	1/25/2019	1,320.47	.00
24129	1045	GST OUTFITTERS LLC	000	1/25/2019	163.50	.00
24130	1021	MUNICIPAL CODE CORP	000	1/25/2019	809.20	.00
24131	11	RAPPANNOCK ELEC COOP	000	1/25/2019	647.79	.00
24132	13	SHELL FLEET PLUS	000	1/25/2019	824.04	.00
24133	291	USA BLUE BOOK	000	1/25/2019	138.06	.00
24134	256	VERIZON WIRELESS	000	1/25/2019	40.01	.00
		CLASS TOTAL			4,522.49	.00
		ACH TOTAL			.00	
		CHECK TOTAL			4,522.49	
		FINAL TOTAL			4,522.49	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 4,522.49- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

POR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCHL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	BATCH INV. DESCRIPTION
00000	DOMINION VIRGINIA POWER	2018-12 ADD	1/25/2019		4500-500100-5110-	579.42	24127			ELECTRICITY
	DISC. TOTAL					.00				
	TOTAL					579.42				
00000	E M GRAY & SON	44835	1/25/2019		4100-043100-7200-	1,320.47	24128			TOWN HALL EXPENSES
	DISC. TOTAL					.00				
	TOTAL					1,320.47				
00000	GST OUTLETTERS LLC	20486	1/25/2019		4100-031100-6010-	163.50	24129			EQUIPMENT/SUPPLIES
	DISC. TOTAL					.00				
	TOTAL					163.50				
00000	MUNICIPAL CODE CORP	90000513	1/25/2019		4100-012110-3152-	236.33	24130			WEB BASED SERVICES
	DISC. TOTAL					572.87				
	TOTAL					809.20				
00000	RAPPANNOCK ELEC COOP	2018-12	1/25/2019		4100-043100-5110-	98.06	24131			ELECTRICITY-STREETLIGHTS
	DISC. TOTAL					354.28				
	TOTAL					452.34				
00000	000011	2018-12	1/25/2019		4500-500100-5110-	51.72	24131			ELECTRICITY
	DISC. TOTAL					23.35				
	TOTAL					75.07				
00000	000011	2018-12	1/25/2019		4520-500100-5110-	25.88	24131			ELECTRICITY
	DISC. TOTAL					94.50				
	TOTAL					120.38				
00000	SHELL FLEET PLUS	9806901	1/25/2019		4100-031100-6008-	282.70	24132			VEHICLE FUEL/OIL
	DISC. TOTAL					180.44				
	TOTAL					463.14				
00000	000013	9806901	1/25/2019		4100-043100-6008-	180.45	24132			VEHICLE FUEL/OIL
	DISC. TOTAL					180.45				
	TOTAL					360.90				
00000	000291 USA BLUE BOOK	781735	1/25/2019		4520-500100-6004-	85.77	24133			IAB SUPPLIES/CHEMICALS
	DISC. TOTAL					26.15				
	TOTAL					111.92				
00000	000291	781735	1/25/2019		4520-500100-6004-	26.14	24133			IAB SUPPLIES/CHEMICALS
	DISC. TOTAL					.00				
	TOTAL					26.14				
00000	000256 VERIZON WIRELESS	9821914961	1/25/2019		4100-031100-5230-	40.01	24134			TELECOMMUNICATIONS
	DISC. TOTAL					.00				
	TOTAL					40.01				
	CHECK TOTAL					4,522.49				
	CHECK TOTAL					.00				
	TOTAL					4,522.49				

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 4,522.49 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

5	PK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24139		865	CASH	000	2/01/2019	178.55	.00
24140		865	CASH	000	2/01/2019	66.41	.00
24141		813	FOLEY HEATHER, CPA	000	2/01/2019	3,562.50	.00
24142		546	JOHNSON'S EXTERMINATING	000	2/01/2019	150.00	.00
24143		1040	KELVIC CONSTRUCTION CO	000	2/01/2019	452,752.55	.00
24144		918	STAPLES ADVANTAGE	000	2/01/2019	516.34	.00
24145		653	STEMMLE PLUMBING REPAIR	000	2/01/2019	1,625.00	.00
24146		19	VERIZON	000	2/01/2019	323.53	.00
			CLASS TOTAL			459,174.88	.00
			ACH TOTAL			.00	
			CHECK TOTAL			459,174.88	
			FINAL TOTAL			459,174.88	.00

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 THE TOTAL 459,174.88 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 000865	CASH	CAROLINE CIRCUIT	2/01/2019		4100-012110-6001-	5.00	24139		OFFICE/MEETING SUPPLIES & PRI00716 JUDGEMENT DOCKET FEE	
00000 000865		DOLLAR GENERAL#2	2/01/2019		4100-012110-6001-	6.79	24139		OFFICE/MEETING SUPPLIES & PRI00716 BINDERS	
00000 000865		DOLLAR GENERAL#2	2/01/2019		4100-043100-7200-	5.79	24139		TOWN HALL EXPENSES	00716 CLEANING CONTAINER
00000 000865		DOLLAR GENERAL#3	2/01/2019		4100-012110-6001-	7.40	24139		OFFICE/MEETING SUPPLIES & PRI00716 DOCUMENT FRAMES	
00000 000865		DOLLAR GENERAL#3	2/01/2019		4400-071200-1250-	5.50	24139		PARADE/HOLIDAY EVENTS	00716 BINDERS JUDGS
00000 000865		DOLLAR GENERAL#4	2/01/2019		4100-012110-6001-	5.17	24139		OFFICE/MEETING SUPPLIES & PRI00716 WATER	
00000 000865		DOLLAR GENERAL#5	2/01/2019		4100-043100-7200-	4.17	24139		TOWN HALL EXPENSES	00716 SOAP FOR BATHROOMS
00000 000865		FOOD LION 3	2/01/2019		4100-012110-5840-	15.08	24139		MISCELLANEOUS	00716 WATER
00000 000865		HOBBY LOBBY	2/01/2019		4100-012110-6001-	22.70	24139		OFFICE/MEETING SUPPLIES & PRI00716 BOXES	
00000 000865		KROGER	2/01/2019		4100-012110-5840-	12.00	24139		MISCELLANEOUS	00716 JO ELSA CAKE
00000 000865		PARKING CITY RI	2/01/2019		4100-012110-5545-	20.00	24139		CONFERENCE EXPENSES/TRAINING	00716 VML MEETING
00000 000865		PIZZA HUT	2/01/2019		4100-012110-5840-	68.95	24139		MISCELLANEOUS	00716 JO ELSA'S BDAY
		DISC. TOTAL				.00				
		CHECK TOTAL				178.55				
		ACH PMT TOTAL				.00				
00000 000865	CASH	RITE AID 1	2/01/2019		4100-012110-6001-	7.19	24140		OFFICE/MEETING SUPPLIES & PRI00716 DOCUMENT FRAMES	
00000 000865		USPS 1	2/01/2019		4100-012410-5210-	2.05	24140		POSTAGE	00716 PROJECT FAITH
00000 000865		USPS 2	2/01/2019		4100-012410-5210-	6.70	24140		POSTAGE	00716 MONY KINSELLA
00000 000865		USPS 3	2/01/2019		4100-012410-5210-	2.05	24140		POSTAGE	00716 PROJECT FAITH
00000 000865		USPS 4	2/01/2019		4100-012410-5210-	1.42	24140		POSTAGE	00716 MAILING W-2'S
00000 000865		WASTEWATER	2/01/2019		4520-500100-5540-	47.00	24140		EDUCATION/TRAINING/LICENSE/PB00716 LANDON'S CLASS	
		DISC. TOTAL				.00				
		CHECK TOTAL				66.41				
		ACH PMT TOTAL				.00				
00000 000813	FOLEY HEATHER, CPA		2019-01		4100-012410-3150-	3,562.50	24141		PROFESSIONAL SERVICES - CPA	00716 10-18 - 01-2019
	DISC. TOTAL					.00				
	CHECK TOTAL					3,562.50				
	ACH PMT TOTAL					.00				
00000 000546	JOHNSON'S EXTERMINATING		2019-01-28		4100-043100-7200-	150.00	24142		TOWN HALL EXPENSES	00716 CLEAN UP
	DISC. TOTAL					.00				
	CHECK TOTAL					150.00				
	ACH PMT TOTAL					.00				
00000 001040	KELYVIC CONSTRUCTION CO		2/01/2019		4300-300100-8700-	240,678.00	24143		REFINANCING AND USDA PROJECTS00716 2018-12-31	
	DISC. TOTAL					.00				
	CHECK TOTAL					452,752.55				
	ACH PMT TOTAL					.00				
00000 000918	STAPLES ADVANTAGE		2/01/2019		4100-043100-6001-	59.82	24144		OFFICE SUPPLIES & PRINTING	00716 TABS, HP INK, CLIPS
00000 000918		721088175601	2/01/2019		4500-500100-6001-	59.82	24144		OFFICE SUPPLIES/EQUIPMENT	00716 TABS, HP INK, CLIPS
00000 000918		721088175601	2/01/2019		4520-500100-6001-	59.81	24144		OFFICE SUPPLIES	00716 TABS, HP INK, CLIPS
00000 000918		721088854001	2/01/2019		4100-012110-6001-	164.52	24144		OFFICE/MEETING SUPPLIES & PRI00716 PAPER, CLIPS, PENS, 3	
00000 000918		721128687301	2/01/2019		4100-012110-6001-	73.40	24144		OFFICE/MEETING SUPPLIES & PRI00716 FILES	
00000 000918		721206432801	2/01/2019		4100-043100-6001-	32.99	24144		OFFICE SUPPLIES & PRINTING	00716 INK, PENS, BAGS
00000 000918		721206432801	2/01/2019		4500-500100-6001-	32.99	24144		OFFICE SUPPLIES/ROUTIMENT	00716 INK, PENS, BAGS
00000 000918		721206432801	2/01/2019		4520-500100-6011-	32.99	24144		UNIFORMS/ SAFETY EQUIPMENT	00716 INK, PENS, BAGS
	DISC. TOTAL					.00				
	CHECK TOTAL					516.34				
	ACH PMT TOTAL					.00				
00000 000653	STEMMLE PLUMBING REPAIR		158785		4520-500100-6007-	1,625.00	24145		REPAIR/ MAINTENANCE	00716 BLOCKAGE S MAIN ST
	DISC. TOTAL					.00				
	CHECK TOTAL					1,625.00				
	ACH PMT TOTAL					.00				
00000 000019	VERIZON		2019-01		4500-500100-5230-	150.08	24146		TELECOMMUNICATIONS	00716 WHTP
00000 000019		2019-01	2/01/2019		4500-500100-5230-	15.49	24146		TELECOMMUNICATIONS	00716 COOLIDER
00000 000019		2019-01	2/01/2019		4520-500100-5230-	157.96	24146		TELECOMMUNICATIONS	00716 WELL #5
	DISC. TOTAL					.00				
	CHECK TOTAL					323.53				
	ACH PMT TOTAL					.00				
	CHECK TOTAL					459,174.88				
	ACH PMT TOTAL					.00				
	CHECK TOTAL					459,174.88				
	ACH PMT TOTAL					.00				

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 THE TOTAL 459,174.88- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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CHK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24138	863	WILLIAMS MULLEN	000	1/31/2019	2,400.50	.00
			CLASS TOTAL		2,400.50	.00
			ACH TOTAL		.00	
			CHECK TOTAL		2,400.50	
			FINAL TOTAL		2,400.50	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 2,400.50 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



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

AGENDA ITEM: Town Council Meeting Minutes January 3, 2019
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Transcribed Minutes from the January 3, 2019 Town Council Meeting.

ATTACHMENTS:

Minutes and bills approved at the 1/03/2019 meeting

REQUESTED ACTION:

Approve Minutes.



**TOWN OF BOWLING GREEN
TOWN COUNCIL ORGANIZATIONAL MEETING**

MINUTES

**Thursday, January 03, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PRESENT

Mayor Jason Satterwhite
Vice-Mayor Glenn McDearmon
Council Member Otis Wright
Council Member Mark Gaines
Council Member Deborah Howard
Council Member Jean Davis
Council Member Tammie Gaines
Council Member Valarie Coyle

The Mayor noted all members were present and a quorum was established. He welcomed new Council Members Ms. Howard and Ms. Gaines.

The Pledge of Allegiance was given.

TOWN COUNCIL 2019 ORGANIZATIONAL MATTERS:

Election of Vice Mayor – The Mayor opened nominations. Council Member Davis nominated Council Member McDearmon. Council Member T. Gaines nominated Council Member M. Gaines. The Mayor Closed nominations.

The Mayor called for a vote to elect Council Member McDearmon as Vice-Mayor.

Voting Yea: Council Member McDearmon, Council Member Wright, Council Member Coyle,
Council Member Howard, Council Member Davis

Voting Nay: Council Member M. Gaines, Council Member T. Gaines

The Mayor called for a vote to elect Council Member M. Gaines as Vice-Mayor.

Voting Yea: Council Member M. Gaines, Council Member T. Gaines

Voting Nay: Council Member McDearmon, Council Member Wright, Council Member Coyle,
Council Member Howard, Council Member Davis

Council Member McDearmon was elected Vice Mayor.

Appointment of Council's EDA Members - The Mayor stated that there were two vacancies on the Economic Development Authority (EDA) that could be filled by Town Council. He recommended re-appointing Vice Mayor McDearmon to the term that expires November 3, 2022 and appointing Council Member Davis to the term to expire December 31, 2020.

Council Member M. Gaines stated that he would like to know the qualifications of the recommended candidates.

Motion made by Council Member McDearmon, seconded by Council Member Wright to appoint Council Members McDearmon and Davis to the EDA.

Voting Yea: Council Member McDearmon, Council Member Wright, Council Member Coyle, Council Member Howard, Council Member Davis

Voting Nay: Council Member M. Gaines, Council Member T. Gaines

Council Member Davis was appointed to the EDA with his term expiring December 31, 2020.

Council Member McDearmon was appointed to the EDA with his term expiring November 3, 2022.

Committee Appointments – The Mayor appointed Council Members Committees as follows:

Budget, Policy, Personnel and Ordinances – Council Member M. Gaines (chairperson) and Council Member Howard.

Utilities, Streets, Sidewalks, Building and Grounds – Council Member Wight (chairperson) and Council Member T. Gaines.

Adoption of Council and Committee 2019 Meeting Schedule – Upon review of the proposed schedule, it was decided that the January budget Committee meeting would be held at 6:00 PM on January 15, 2019 and the February meeting would be held on February 19th at 6:00 PM.

Motion made by Council Member McDearmon, seconded by Council Member T. Gaines to adopt the budget and committee schedules as presented.

Voting Yea: Council Member McDearmon, Council Member Wright, Council Member Coyle, Council Member Howard, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines

Voting Nay: None.

PUBLIC COMMENTS:

Kathy Self, 243 Meadow Lane – Ms. Self expressed her concerns about parking on Milford Street in front of the Post Office.

The Mayor stated he would have the Police Chief look into the matter.

Barbara Allen, 201 Travis Street - Ms. Allen asked for the December 6, 2018 minutes that appeared on the Consent Agenda for Council's action be revised to reflect her correct address of 201 Travis Street. She also noted that the current wording of her statement in the December 6, 2018 minutes was not accurate.

The Mayor agreed that Ms. Allen's statement at the December meeting was not accurately recorded in the minutes.

The Clerk stated that she would revise the minutes to accurately reflect Ms. Allen's Statement.

FOIA/Conflict of Interest Orientation - The Town Attorney conducted a brief training/overview of the Freedom of Information Act. She stated she would cover Conflict of Interest at the February meeting.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were noted:

Police Department Council Monthly Report for December 2018

Public Works Director Council Monthly Report for December 2018

Events Coordinator Council Monthly Report for December 2018

Town Clerk/Treasurer's Monthly Report to Council December 2018

Town Manager Council Monthly Report for December 2018

CONSENT AGENDA:

Bills - December 2018 – attached to these minutes.

Town Council Meeting Minutes December 6, 2018

Special Called Town Council Meeting Minutes December 17, 2018

EDA Appointment - RE-appointment of T. Hardy Dunnington

Motion made by Council Member Gaines, Seconded by Council Member Wright to approve the Consent Agenda with amendments to the December 6, 2018 minutes reflecting a correct statement by Ms. Allen and to the December 17, 2018 Special Meeting Minutes to reflect a Public Comment made by David Storke.

Voting Yea: Council Member McDearmon, Council Member Wright, Council Member Coyle, Council Member Howard, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines
Voting Nay: None.

UNFINISHED BUSINESS:

Caroline County Health Insurance MOU -

Motion made by Council Member M. Gaines, seconded by Council Member Wright to approve the Caroline County Health Insurance MOU as presented.

Voting Yea: Council Member McDearmon, Council Member Wright, Council Member Coyle, Council Member Howard, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines
Voting Nay: None.

INFORMATIONAL ITEMS:

The Sewer Line Replacement Project Update Info Meeting and Calendar Year 2019 Holiday Schedule were noted.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Glenn McDearmon - stated that the EDA met and is still moving forward on development of then Rt. 301 property.

Otis Wright – had no comments.

Mark Gaines – had no comments.

Valarie Coyle – had no comments.

Jean Davis – reminded Council of the event at A.P. Hill on January 25th .

Tammy Gaines – had no comments.

Deborah Howard – noted she had been having trouble with her email.

Jason Satterwhite, Mayor – stated he would be unable to attend the February Council meeting.

CLOSED SESSION:

At 8:15 P.M. on motion by Mr. McDearmon, seconded by Mr. Gaines, Council 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 the performance and contract of the Town Manager.

Voting Yea: Council Member McDearmon, Council Member Wright, Council Member Coyle, Council Member Howard, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines
Voting Nay: None.

RECONVENE IN OPEN SESSION:

At 8:45 P.M. on motion by Mr. McDearmon, seconded by Mr. Gaines, Council voted to reconvene in Open Session.

Voting Yea: Council Member McDearmon, Council Member Wright, Council Member Coyle, Council Member Howard, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines
Voting Nay: None.

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:

Voting Yea: Council Member McDearmon, Council Member Wright, Council Member Coyle, Council Member Howard, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines
Voting Nay: None.

ADJOURNMENT

On motion made by Council Member McDearmon, Seconded by Council Member Gaines Council voted unanimously to adjourn the meeting at 8:45 P.M.



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

AGENDA ITEM: Commercial Water Rates
ITEM TYPE: Action Item
PURPOSE OF ITEM: Discussion Only
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Questions have arisen regarding billing when meters are shared by more than one business/individual. More specifically, citizens have requested modification to the following part of Section 5-177 of the Bowling Green Town Code:

(2) Multiple-unit facilities. Water rates for multifamily dwellings and commercial facilities designed for occupancy by more than one business or commercial activity having fewer than one meter per unit shall be determined as if each dwelling unit or independent commercial unit therein receiving water service constituted a separate customer, regardless of the number of connections or meters serving such buildings or complex of buildings. The water rate for such buildings or complex of buildings not having separate water meters for each unit receiving water service shall be \$24.80 multiplied by the number of residential or independent commercial units served by each meter plus the applicable residential or commercial rate for each 1,000 gallons or fraction thereof for each unit over the total of 5,000 gallons.

After reviewing the Town Attorney’s memo, the Policy and Ordinance committee recommends that the Town Code be amended to accommodate businesses that have shared bathrooms.

ATTACHMENTS:

Andrea Erard, Town Attorney’s January 15, 2019 memo.

REQUESTED ACTION:

Give the Town Attorney and Town Manger direction on how to proceed.

E

The Law Office of
Andrea G. Erard
9702 Gayton Road, Suite 324
Richmond, Virginia 23238

(804) 920-2241 telephone
(866) 684-5657 facsimile

Erardlaw@gmail.com

MEMORANDUM

TO: The Honorable Mayor of the Town of Bowling Green
The Honorable Members of the Bowling Green Town Council

FROM: Andrea G. Erard, Town Attorney

RE: Water Rates

DATE: January 15, 2019

Questions have arisen regarding billing when meters are shared by more than one business/individual. More specifically, citizens have requested modification to the following part of Section 5-177 of the Bowling Green Town Code:

(2) Multiple-unit facilities. Water rates for multifamily dwellings and commercial facilities designed for occupancy by more than one business or commercial activity having fewer than one meter per unit shall be determined as if each dwelling unit or independent commercial unit therein receiving water service constituted a separate customer, regardless of the number of connections or meters serving such buildings or complex of buildings. The water rate for such buildings or complex of buildings not having separate water meters for each unit receiving water service shall be \$24.80 multiplied by the number of residential or independent commercial units served by each meter plus the applicable residential or commercial rate for each 1,000 gallons or fraction thereof for each unit over the total of 5,000 gallons.

Virginia is a Dillon Rule state, and so, there must be authority for all ordinances adopted by the Town. The state law authorizing the charging of fees for water/sewer service states:

§ 15.2-2119. Fees and charges for water and sewer services provided to a property owner.

A. For water and sewer services provided by localities, fees and charges may be charged to and collected from (i) any person contracting for the same; (ii) the owner who is the occupant of the property or where a single meter serves multiple units; (iii) a lessee or tenant in accordance with § 15.2-2119.4 with such fees and charges applicable for water and sewer services (a) which directly or indirectly is or has been connected with the sewage disposal system and (b) from or on which sewage or industrial wastes originate or have originated and have directly or indirectly entered or will enter the sewage disposal system; or (iv) any user of a municipality's water or sewer system with respect to combined sanitary and storm water sewer systems where the user is a resident of the municipality and the purpose of any such fee or charge is related to the control of combined sewer overflow discharges from such systems. Such fees and charges shall be practicable and equitable and payable as directed by the respective locality operating or providing for the operation of the water or sewer system.

B. Such fees and charges, being in the nature of use or service charges, shall, as nearly as the governing body deems practicable and equitable, be uniform for the same type, class and amount of use or service of the sewage disposal system and may be based or computed either on the consumption of water on or in connection with the real estate, making due allowances for commercial use of water, or on the number and kind of water outlets on or in connection with the real estate or on the number and kind of plumbing or sewage fixtures or facilities on or in connection with the real estate or on the number or average number of persons residing or working on or otherwise connected or identified with the real estate or any other factors determining the type, class and amount of use or service of the sewage disposal system, or any combination of such factors, or on such other basis as the governing body may determine. Such fees and charges shall be due and payable at such time as the governing body may determine, and the governing body may require the same to be paid in advance for periods of not more than six months. The revenue derived from any or all of such fees and charges is hereby declared to be revenue of such sewage disposal system.

C. Water and sewer connection fees established by any locality shall be fair and reasonable. Such fees shall be reviewed by the locality periodically and shall be adjusted, if necessary, to assure that they continue to be fair and reasonable. Nothing herein shall affect existing contracts with bondholders that are in conflict with any of the foregoing provisions.

D. If the fees and charges charged for water service or the use and services of the sewage disposal system by or in connection with any real estate are not paid when due, a penalty and interest shall at that time be owed as provided for by general law, and the owner of such real estate shall, until such fees and charges are paid with such penalty and interest to the date of payment, cease to dispose of sewage or industrial waste originating from or on such real estate by discharge thereof directly or indirectly into the sewage disposal

system. If such owner does not pay the full amount of charges, penalty, and interest for water provided or cease such disposal within 30 days thereafter, the locality or person supplying water or sewage disposal services for the use of such real estate shall notify such owner of the delinquency. If such owner does not pay the full amount of charges, penalty, and interest for water provided or cease such disposal within 60 days after the delinquent fees and charges charged for water or sewage disposal services are due, the locality or person supplying water or sewage disposal services for the use of such real estate may cease supplying water and sewage disposal services thereto unless the health officers certify that shutting off the water will endanger the health of the occupants of the premises or the health of others. At least 10 business days prior to ceasing the supply of water or sewage disposal services, the locality or person supplying such services shall provide the owner with written notice of such cessation.

E. Such fees and charges, and any penalty and interest thereon, shall constitute a lien against the property, ranking on a parity with liens for unpaid taxes.

A lien may be placed on the property when the owner has been advised in writing that a lien may be placed upon the property if the owner fails to pay any delinquent water and sewer charges. Such written notice shall be provided at least 30 days in advance of recordation of any lien with a copy of the bill for delinquent water and sewer charges to allow the property owner a reasonable opportunity to pay the amount of the outstanding balance and avoid the recordation of a lien against the property. The lien may be in the amount of (i) up to the number of months of delinquent water or sewer charges when the water or sewer is, or both are, provided to the property owner; (ii) any applicable penalties and interest on such delinquent charges; and (iii) reasonable attorney fees and other costs of collection not exceeding 20 percent of such delinquent charges. In no case shall a lien for less than \$25 be placed against the property.

F. Notwithstanding any provision of law to the contrary, any town with a population between 11,000 and 14,000, with the concurrence of the affected county, that provides and operates sewer services outside its boundaries may provide sewer services to industrial and commercial users outside its boundaries and collect such compensation therefor as may be contracted for between the town and such user. Such town shall not thereby be obligated to provide sewer services to any other users outside its boundaries.

G. The lien shall not bind or affect a subsequent bona fide purchaser of the real estate for valuable consideration without actual notice of the lien until the amount of such delinquent charges is entered in the official records of the office of the clerk of the circuit court in the jurisdiction in which the real estate is located. The clerk shall make and index the entries in the clerk's official records for a fee of \$5 per entry, to be paid by the locality and added to the amount of the lien.

H. The lien on any real estate may be discharged by the payment to the locality of the total lien amount and the interest which has accrued to the date of the payment. The locality shall deliver a fully executed lien release substantially in the form set forth in this subsection to the person making the payment. The locality shall provide the fully executed

lien release to the person who made payment within 10 business days of such payment if the person who made such payment did not personally appear at the time of such payment. Upon presentation of such lien release, the clerk shall mark the lien satisfied. There shall be no separate clerk's fee for such lien release. For purposes of this section, a lien release of the water and sewer lien substantially in the form as follows shall be sufficient compliance with this section:

Prepared By and When

Recorded Return to:

Tax Parcel/GPIN Number:

CERTIFICATE OF RELEASE OF WATER AND SEWER SERVICE LIEN

Pursuant to Va. Code Annotated § 15.2-2119 (H), this release is exempt from recordation fees.

Date Lien Recorded: Instrument Deed Book No.:

Grantee for Index Purposes:

Claim Asserted: Delinquent water and sewer service charges in the amount of \$.

Description of Property: [Insert name of property owner and tax map parcel/GPIN Number]

The above-mentioned lien is hereby released.

BY:

TITLE:

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF , to-wit:

*Acknowledged, subscribed, and sworn to before me this day of
by as of the [Insert Water/Sewer
Provider Name] on behalf of [Insert Water/Sewer Provider Name].*

Notary Public

My commission expires:

Notary Registration Number:

Another state law that provides the authority to charge for water/sewer service addresses tenants, and it states as follows:

§ 15.2-2119.4. Fees and charges for water and sewer services provided to a tenant or lessee of the property owner.

A. Notwithstanding any provision of law, general or special, the provisions of this section apply to any locality or authority, as such term is defined in § 15.2-5101.

B. A locality or authority providing water or sewer services to a lessee or tenant of the property owner shall do so directly to the tenant after (i) obtaining from the property owner a written or electronic authorization to obtain water and sewer services in the name of such lessee or tenant and (ii) if the locality or authority decides to use the lien rights afforded under subsection G of § 15.2-2119, collecting a security deposit from the lessee or tenant as reasonably determined by the locality to be sufficient to collateralize the locality or authority for not less than three and no more than five months of water and sewer charges. When the property owner has provided the lessee or tenant with written authorization from the property owner to obtain water and sewer services in the name of such lessee or tenant, nothing herein shall be construed to authorize the locality or authority to require (a) the property owner to put water and sewer services in the name of such property owner, except in the case where a single meter serves multiple tenant units, or (b) a security deposit or a guarantee of payment from such property owner. The property owner, lessee, or tenant may provide a copy of the lease or rental agreement to the locality or authority in lieu of the written authorization.

C. For purposes of this section, a written or electronic authorization from the property owner to obtain water and sewer services in the name of such lessee or tenant substantially in the form as follows, or a copy of the lease or rental agreement, shall be sufficient compliance with this section:

DATE

[INSERT NAME OF WATER AND SEWER SERVICES PROVIDER AND ADDRESS]

RE: [INSERT FULL TENANT NAME AND ADDRESS]

To Whom It May Concern:

[INSERT TENANT NAME] has entered into a lease for the property located at [INSERT ADDRESS] and is authorized to obtain services at this address as a tenant of [INSERT PROPERTY OWNER NAME].

Signed:

PROPERTY OWNER

D. If the fees and charges charged for water service or the use and services of the sewage disposal system by or in connection with any real estate are not paid when due, a penalty and interest shall be owed, as provided for by general law, by the lessee or tenant. If such lessee or tenant does not pay the full amount of charges, penalty, and interest for water provided or cease such disposal within 30 days thereafter, the locality or authority supplying water or sewage disposal services for the use of such real estate shall notify such lessee or tenant of the delinquency. If such lessee or tenant does not pay the full amount of charges, penalty, and interest for water provided or cease such disposal within 60 days after the delinquent fees and charges charged for water or sewage disposal services are due, the locality or authority supplying water or sewage disposal services for the use of such real estate may cease supplying water and sewage disposal services thereto unless the health officers certify that shutting off the water will endanger the health of the occupants of the premises or the health of others. At least 10 business days prior to ceasing the supply of water or sewage disposal services, the locality or authority supplying such services shall provide the lessee or tenant with written notice of such cessation, with a copy to the property owner.

E. If the lessee or tenant does not pay the full amount of charges, penalty, and interest for water or the use and services of the sewage disposal system in a timely manner as set out herein, in addition to cessation of such service, the locality or authority shall employ reasonable collection efforts and practices to collect amounts due from the lessee or tenant prior to sending written notice to, or taking any collection or legal action against, the property owner regarding the delinquency of payment of such lessee or tenant. For the purposes of this section, "reasonable collection efforts and practices" include (i) applying the security deposit paid by the lessee or tenant held by the locality or authority to the payment of the outstanding balance; and (ii) either filing for the Setoff Debt Collection Program (§ 58.1-520 et seq.) or placing the account with a debt collection service.

F. Only after the locality or service authority has taken the reasonable collection efforts set forth in subsection E of § 15.2-2119 and practices to collect such fees and charges from the lessee or tenant may the locality or service authority proceed to notify the property owner of such outstanding lien obligation of such lessee or tenant and thereafter to record a lien against the property owner by using the lien recordation and release of lien processes as set out in § 15.2-2119 and only after notice to the property owner as required in § 15.2-2119. Such a lien, up to three months of delinquent water and sewer charges, shall constitute a lien against the property ranking on a parity with liens for unpaid taxes.

G. If a lien is recorded against the property owner and the property owner pays any of the delinquent obligations of such former lessee or tenant, upon payment of the outstanding balance, or any portion thereof, or of any amounts of such fees and charges owed by the former tenant, the property owner shall be entitled to receive any refunds

and shall be subrogated against the former tenant in place of the locality or authority in the amount paid by the property owner. The locality or authority shall execute all documents necessary to perfect such subrogation in favor of the property owner.

H. Unless a lien has been recorded against the property owner, the locality or authority shall not deny service to a new tenant who is requesting service at a particular property address based upon the fact that a former tenant has not paid any outstanding fees and charges charged for the use and services in the name of the former previous tenant. In addition, the locality or authority shall provide information relative to a former tenant or current tenant to the property owner upon request of the property owner. If the property owner provides the locality or authority a request to be notified of a tenant's delinquent water or sewer bill and provides an email address, the locality or authority shall send the property owner notice when a tenant's water or sewer bill has become 15 days delinquent.

I. When a locality or authority does not require a lessee or tenant to pay a security deposit to the locality or authority as a condition precedent to turning on water or sewer services in the name of the lessee or tenant, such locality or authority shall waive its lien rights against the property owner. All other provisions of this section shall apply.

J. The locality or authority shall not require a security deposit from the lessee or tenant to obtain water and sewer services in the name of such lessee or tenant if such lessee or tenant presents to the locality or authority a landlord authorization letter that has attached documentation showing that such lessee or tenant receives need-based local, state, or federal rental assistance, and the absence of a security deposit shall not prevent a locality from exercising its lien rights as authorized under this section. All other provisions of this section shall apply.

State Law Rules for Water Rates

1. The Town can collect fees and charges from “the owner who is the occupant of the property or where a single meter serves multiple units.” So, if the owner of the property also occupies the property, the Town can (but is not required to) send one bill to that person where the single water meter serves multiple units.
2. Where the Town provides water service to a tenant and bills the tenant, the Town must get authorization from the owner of the property first (or a copy of the lease) and the Town must get a security deposit of three to five months of water service from the tenant. (The security deposit is only required if the Town wants to be able to get a lien on the property; we do.)
3. If the property owner has given authorization for the Town to bill a tenant, the Town cannot require that the property owner put the water service in his name, unless a single meter serves multiple units.
4. Amounts charged by the Town for water must be either a use or service charge and be “uniform for the same type, class and amount of use or service of the sewage disposal system and may be based or computed either on the consumption of water on or in connection with the real estate, making due allowances for commercial use of water, or

on the number and kind of water outlets on or in connection with the real estate or on the number and kind of plumbing or sewage fixtures or facilities on or in connection with the real estate or on the number or average number of persons residing or working on or otherwise connected or identified with the real estate or any other factors determining the type, class and amount of use or service of the sewage disposal system, or any combination of such factors, or on such other basis as the governing body may determine.” The language quoted here sets out the guidelines where there are multiple units on one meter. While the language does provide flexibility to the Town, there does need to be reasoning behind the rate/fee structure and cost calculations to justify the charges.

5. “Water and sewer connection fees established by any locality shall be fair and reasonable. Such fees shall be reviewed by the locality periodically and shall be adjusted, if necessary, to assure that they continue to be fair and reasonable.” There have been an increasing number of cases in Virginia where calculations for water fees and rates charged by localities have been challenged. It is essential that the Town be able to articulate why it charges what it charges and how the amounts charged are related to the cost of providing water and maintaining the water system.

Conclusion

I support a revision to Section 5-177 because I am not aware of the basis for the fees set out in paragraph 2. According to the Town Manager, the Town’s water system has not historically charged the sums of money necessary for its operation and maintenance. In light of that, it seems prudent to review the \$24.80 sum, as well as the manner of handling multiple unit facilities with one meter, to ensure that the charges are indeed fair and equitable to the consumer and the Town. I believe that if structured correctly, revisions could be made in at least revenue neutral way. I also recommend revisions to assist Town staff in collecting delinquent accounts.

Please do not hesitate to let me know if I may provide any additional information regarding this topic or may be of any other assistance. I appreciate the opportunity to have addressed this issue.



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

AGENDA ITEM: Bowling Green Police Department Policy and Procedure Manual

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

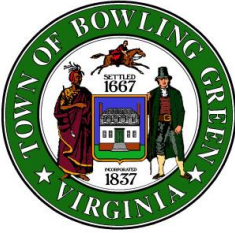
PRESENTER: Chief David Lipscomb

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
Police Chief met with Policy Sub-committee who advised to complete the attached memo for Council approval.

ATTACHMENTS:
See attachment.

REQUESTED ACTION:
Decision by Council.



Office of Chief of Police

Chief W. D. Lipscomb, III.

Bowling Green Police Department

117 Butler Street, P.O. Box 468 Bowling Green, VA 22427
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To: Bowling Green Mayor, Members of Town Council

From: Chief W. D. Lipscomb III

Date: 1/17/19

Reference: Bowling Green Police Department Policy and Procedure

On 1/15/19 I met with the Town Manager and Council members in regards to the pending approval of the police policy and procedure manual. Present at the policy subcommittee meeting were town manager, Mr. Reese Peck, Councilwoman Howard, and Councilman M. Gaines. Per their request I am writing this correspondence for the council's decision on the proper process of implementation moving forward.

Background

The Bowling Green Police Town Council adopted a police policy manual on August 1st, 1996. This policy manual governs the day to day activities of the police department. This policy manual is found to be very generic as it doesn't cover several state mandated policies. Police practices have changed dramatically since the inception on this particular manual. To date I have found no amendments to the existing manual since 1996. Upon my hire I asked and received the current policy and procedure manual from the Caroline County Sheriff's Office and Ashland Police Department. I also received parts of different manuals from the Tappahannock Police Department, Town of Louisa Police Department, and the Virginia State Police. While wording of policy manuals is different, all policies generally cover the same parameters. I compiled all the information together and completed a rough draft sample of a new BGPD policy manual within my first two months of hire. I forwarded all previous council members a copy of this rough draft sample, via council packets, in February, 2018. Each month I have noted the need for council to start the process for adoption in my monthly council report. It was agreed upon to start the process for adoption after the new council was set as of January 1st, 2019.

During the recent subcommittee meeting it was determined, by committee, that the current police policy was dated and didn't included all required information. I informed all members present I had sent notice to all officers to cease all operations as it pertained to areas of sexual assault, domestic violence, and calls for service that they may need the use of a photo line-up. These three areas have state mandated requirements that must be stated in policy. The BGPD's current manual does cover these issues in part but not the changes made since 1996. At first glance it appears that the simple fix would be to update these current policies; however, in order to do so several other policies come into play. Arrests, transport of arrestees, operation of police vehicles, handcuffing, and possible use of force just to name a few. Again, all policies are dated which is why I started from scratch. It was agreed that the Town Manager nor members of the subcommittee knew anything about police policy and I was the expert in this field. I advised the committee that the more appropriate process may be to forward the rough draft to the town attorney for review. I made this recommendation because I believe in checks in balances and I don't expect council to simply take my word as supreme truth. It also was mentioned that this was an overwhelming task for the committee and may be for the town attorney as well. A cost of review issue was raised due to the time consideration for dedicated review. I can state that the current police budget doesn't have enough excess for any paid review on our part. Any additional cost would require further allocations of funds.

There are certain calls for service in which the BGPD has neither the budget nor manpower to perform effectively. These types of calls have been, and will continue to be, forwarded to the Caroline County Sheriff's Office or Virginia State Police as has always been the case. We still need policies that cover these areas as required by state code. I mentioned that civil and criminal liability is pressed upon all police officers since day one of the police academy. With that said each current officer, as well as myself, feel very uneasy about performing any police related activity without the backing of a proper police policy manual. Most of our police personnel are currently assigned as auxiliary officers which of course means they are not paid. I cannot expect an officer to risk civil litigation and I cannot mandate their enforcement activities without policy to stand behind. Moreover, there is a risk of civil liability towards council members themselves should an issue arise. I informed the committee that during my career I have been sued twice, once for 11 million dollars and once for 1.5 million dollars. Both times I was released from the suit as the federal judge found no wrongdoing on my part. Both times a police policy manual saved me because I followed said policy. These are numbers that the Town of Bowling Green could never absorb.

I would also like to bring to light the current town code as it pertains to the process in which our police policy is made.

Section 2-406, Department of Police; Police Chief

(d) The Town Manager, in consultation with the Chief of Police, shall prepare rules and regulations for the police force of the Town not inconsistent with state law, the Town Charter, this Code or other ordinance of the Town and shall submit them to the Town Council. When any such rules and regulations, so prepared, have been approved by resolution of the Town Council and placed on file in the office of the Town Clerk, with a copy thereof placed on file in the headquarters of the police force for the information of all members of the force, it shall be unlawful for any such member to violate or fail to comply with any such rule or regulation.

As you can see the current code dictates that the town manager creates the police policy manual. This should state that the Chief of Police, in consultation with the Town Manager, shall prepare rules and regulations etc. The Town Manager, whomever they should be, is not a law enforcement officer and thus, this responsibility should rest upon the Chief of Police. Also, as this is written each time a policy needs to be changed it shall be brought before Town Council. This presents a complex issue in that police policies can sometime change overnight with Supreme Court decisions and new case law. What I need is the authority to change policy when needed instead of having to wait for a committee and council meeting. This change is not meant to keep Town Council out of the loop as it pertains to the police department but rather the ability to exercise sound judgment by whomever the Police Chief is at the time. My policy has always been to be transparent as possible unless it jeopardizes an active investigation.

This correspondence is not meant to be a scare tactic on my part to “push through” a new policy manual. My hope is that it serves as a reminder of the very real cost associated with being a police officer in today’s world and also to serve as a reminder of the very real obligation each of you serve to see this through. I ask that we work together to rectify this issue and make this agency one that is in good standing with all applicable laws. Please feel free to reach out to me if you should have any questions.