



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, April 06, 2023
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

DELEGATIONS:

PUBLIC COMMENTS:

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [1.](#) IGSA Partnership Between the Town of Bowling Green and Fort A.P. Hill
- [2.](#) Public Works/Utilities Monthly Report for March 2023
- [3.](#) Police Departments Monthly Report for March 2023
- [4.](#) Town Treasurer/Finance Department Monthly Report for March 2023
- [5.](#) Town Administration (Town Manager, Town Clerk) Monthly Report for March 2023

CONSENT AGENDA:

- [6.](#) Minutes – January 5, 2023 Town Council Worksession
- [7.](#) Minutes – January 5, 2023 Town Council Meeting
- [8.](#) Minutes – February 2, 2023 Town Council Worksession
- [9.](#) Minutes – February 2, 2023 Town Council Meeting
- [10.](#) Minutes – March 15, 2023 Town Council Worksession
- [11.](#) Bills – February 2023
- [12.](#) Bills – March 2023

UNFINISHED BUSINESS:

- [13.](#) Application for Sewer Connection: Hill Mobile Home Park – 14226 Elwood Drive
- [14.](#) Approval of Use of Coronavirus Funds for Town Hall Renovation

NEW BUSINESS:

- [15.](#) UV Lights WWTP
- [16.](#) Appointment of Interim Town Treasurer
- [17.](#) Approval to Set-Up Joint Planning/Town Council Worksession for Future Land Use

INFORMATIONAL ITEMS:

- [18.](#) Provision of Funds by Town Council for Port-A-John in Lieu of Farmers Paying Fees for Participation in Farmers Market

COMMITTEE REPORTS:

CLOSED SESSION:

RECONVENE IN OPEN SESSION:

ADJOURNMENT:



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

AGENDA ITEM: IGSA Partnership Between the Town of Bowling Green and Fort A.P. Hill

ITEM TYPE: Presentation

PURPOSE OF ITEM: Decision - Introduction

PRESENTER: John Broughton, SIA Solutions

PHONE: (804)633-6212

BACKGROUND / SUMMARY:

Mr. Broughton is going to speak about an IGSA partnership between the Town of Bowling Green and Fort A.P. Hill.

ATTACHMENTS:

Slide presentation

REQUESTED ACTION:

Approval/Denial to submit documentation for establishment of IGSA



U.S. ARMY®



FORT A.P. HILL & TOWN OF BOWLING GREEN INTERGOVERNMENTAL SUPPORT AGREEMENT PROGRAM PARTNERSHIP OVERVIEW



Agenda

- ✓ **Intergovernmental Support Agreement (IGSA) Overview: Background, Authorities**
- ✓ **IGSA History**
- ✓ **Program Success**
 - Highlights of Partnership Examples
- ✓ **IGSA Development, Approval, and Timeline**
- ✓ **FAPH Garrison and Town of Bowling Green Process**
 - Partnership Benefits
- ✓ **Questions**





Program Objectives and Desired Outcomes

Objectives

- ✓ Cost savings/avoidance for the Army and Partners
- ✓ Sustain/improve base support services
- ✓ Strengthen relationships between the Installation and surrounding Communities
- ✓ Leverage Intergovernmental Support Agreements (IGSA) authority to allow sole source agreements for installation support services
- ✓ Implement Army lessons learned and best practices for your partnership program



Desired Outcomes

- ✓ Understand the partnership process and authorities
- ✓ Leverage partnerships in an era of reduced resources
- ✓ Increase installation and community collaboration
- ✓ Identify cost and resource efficiencies
- ✓ Expand community partnership program at your Installation |





IGSA Background



- IGSAs were established through the FY13 National Defense Authorization Act (10 USC 2679) as formal public-public partnerships agreements between Army installations and their State or local governments for the provision, receipt, or sharing of installation support services.
- Since the program's establishment, strategic engagements have led to countless partnerships, including 120+ IGSAs.





FORT POLK AND VERNON PARISH POLICE JURY, LA

SOLID WASTE



Status: Agreement was signed on 31 Jan 2017 and services began on 1 Jun 2017. The Agreement is currently in its 1st Option Year.

Objective of Agreement: VPPJ shall develop and execute an Installation-wide comprehensive program to collect and dispose of solid waste generated on the Installation by Garrison Elements as well as collect and sort field waste generated by Rotational Units.

Win-Win: Achieved through economy of scale price reduction and a new revenue stream from administrative fees which allowed VPPJ to leverage new equipment purchases, local match for State Capital Outlay projects, and local Road Overlay Program. Fort Polk retains cardboard for recycling dividends rather than paying previous contractor to dispose. ***Added 12 full-time Progressive Waste employees for Fort Polk collection and sorting.***



This Partnership enabled financing purchases for 5 tractors with boom mowers, 2 motor graders, and 1 dump truck.





FORT POLK AND THE CITY OF LEESVILLE, LA

VEGETATION CONTROL

Status: The Agreement was signed on 8 March 2018 and services beginning immediately. The Agreement is currently in the Base year.

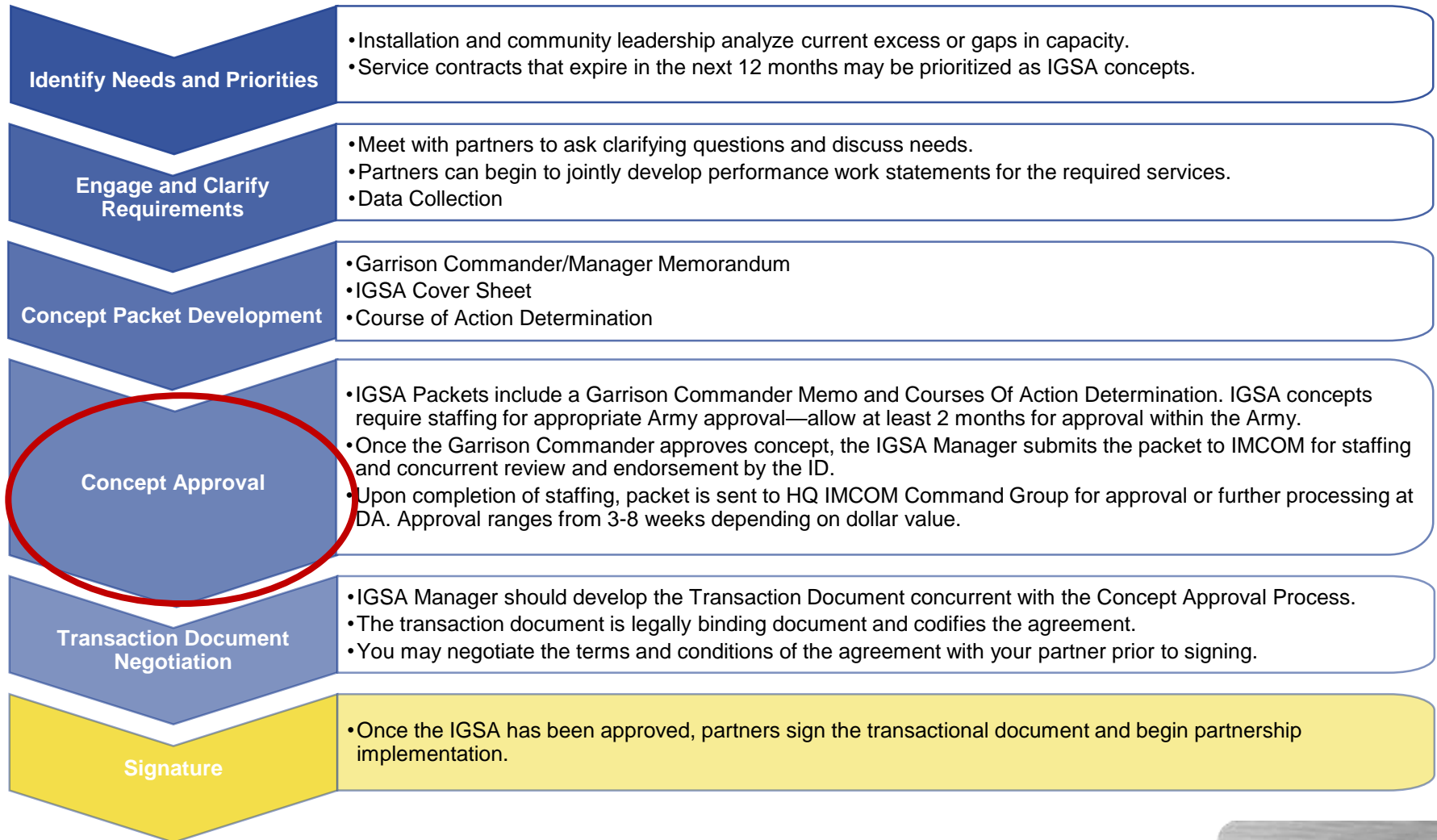
Objective of Agreement: This agreement provides Vegetation Control throughout the Cantonment, High Visibility Grounds Maintenance, Range Mowing, and Dead Tree Removal

Win-Win: Achieved through economy of scale price reduction. Town is paid admin expenses/ retains excess dollars (similar to FFP contract). **Added 35 full-time city employees.**

This Partnership enabled the move to the new Leesville City Hall.



IGSA Development and Approval Process





Partnership Opportunity with Bowling Green

- Held Vision Setting Meeting with Garrison Commander, LTC Jason Duffy, and garrison staff (September 2022)
 - Garrison leadership fully supportive of partnership with Bowling Green
- Conducted Site Visit 1 with Fort AP Hill staff and Community Stakeholders (October 2022)
 - Explored a number of areas where Fort AP Hill is seeking support
- Facilitated a series of work groups meetings between Fort AP Hill and Bowling Green to develop mutually beneficial concepts (November 2022 – January 2023)
- Identified “Installation Support Services” opportunities (February 2023)
 - HVAC Replacement; Generator Maintenance; Exhaust Cleaning; Gutter Cleaning
- Working on finalizing cost estimates for Bowling Green to provide desired services
- Potential to create additional revenue stream for Town of Bowling Green





Next Steps

- Seeking Town Council's Approval to Proceed with Partnership
 - Develop Concept Packet (for IMCOM approval) and Transaction Document (legally binding agreement between partners: Fort AP Hill and Town of Bowling Green)
 - Execute Agreement
 - Conduct Signing Event to formalize and recognize partnership
-
- **RECOMMENDATION: Proceed with Mutually Beneficial Partnership!**





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

AGENDA ITEM: Public Works/Utilities Monthly Report for March 2023

DATE: March 29, 2023

PREPARED BY: Josh Irby

MONTHLY REPORT / PROJECT UPDATE:

Water

- Annual Hydrant Flushing continuing
- 60,000-gallon EST exterior cleaning and painting, interior will be cleaned/painted soon
- CCR posted on Town website, notice put on utility bill
- Working on emergency response plan and vulnerability assessment for water system

Wastewater

- Repairs to compressor on going
- Repairs to two valves on going
- Working on emergency response plan and vulnerability assessment for wastewater system

Public Works

- Set up for meetings at Town Hall
- Expected delivery of street light around 4/28/2023
- Litter collection done by Caroline High School Football team on March 25. Collected 25 bags of litter plus several large pieces of debris-Thank you!

ATTACHMENTS:

HEADS UP ITEMS:



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

AGENDA ITEM: Police Departments Monthly Report March 2023

DATE: 03/30/2023

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for March 2023

29-Total calls for service

15-Assist other agencies

1 1-Summons / Parking tickets

2- Domestic/Assaults

1-Motor Vehicle Accidents

1- Larceny

42-Park walk and talks

46-Property checks/ Vacation checks/ Business Checks

1-Animal Control

ATTACHMENTS:

None

HEADS UP ITEMS:



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

AGENDA ITEM: Town Treasurer/Finance Department Monthly Report for March 2023

DATE: March 31, 2023

PREPARED BY: Judy Beazley, townclerk@townofbowlinggreen.com

MONTHLY REPORT / PROJECT UPDATE:

- Created Cut-off List
- Keystone training
- Utility Billing on Keystone
- Completed monthly payroll/taxes.
- Completed monthly accounts payable.

ATTACHMENTS:

- Monthly Town Hall Rental Report – March 2023

HEADS UP ITEMS:

TOWN HALL RENTALS

February 2023

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
4	Town Hall Activities	Class	\$ 140.00
1	Town Council Meeting	Meeting	N/C
1	Town Council Workshop	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Farmer's Market	Meeting	N/C
1	Private Event	Dance	\$ 575.00
9		Totals	\$ 715.00

TOWN HALL RENTALS

March 2023

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
5	Town Hall Activities	Class	\$ 220.00
1	Town Council Workshop	Meeting	N/C
1	Private Event	Meeting	\$ 575.00
7		Totals	\$ 795.00



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – January 5, 2023 Town Council Worksession

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the January 5, 2023 Town Council Worksession

ATTACHMENTS:

Minutes from January 5, 2023 Town Council Worksession

REQUESTED ACTION:

Approve Minutes.



TOWN OF BOWLING GREEN TOWN COUNCIL MONTHLY WORKSESSION MINUTES

A G E N D A

Thursday, January 5, 2023
5:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

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

COUNCIL PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Jeff Voit
Council Member Jean Davis
Council Member Randy Hageman
Council Member Arthur Wholey
Council Member Dan Webb
Council Member David Storke

BUSINESS:

Town Council discussed the following matters:

- FY23 Budget – Ms. Finchum advised the last two years have been \$100,000 more than previous years. The Town has been going in the hole \$20,000 each year. Council has made changes to the budget to help the situation. Reports were handed out which reflects the last 5 months. The FY22 has not been closed.
- Ms. Finchum handed out FY23 Budget/Staffing Levels sheet which showed different Town positions with potential salaries. Mr. Storke asked who was the Treasurer, the Deputy Clerk Treasurer and the Town Clerk. Ms. Finchum asked council about the position she should put an ad in for. She would like a Town Manager who has finance background along with Town Government. Mr. Storke advised that he would like to know what the Towns revenue situation is before a decision was made about staffing, and feels it would be unfair to bring a new Manager or Treasurer into the office with finances in the shape they are currently in. Stated the finance situation needed to be taking care of first.
- Mr. Storke stated he can reach out to two gentlemen to help with financials. One of those being Steve Manster, and the other John Sieg. Council agreed for Mr. Storke to reach out to Mr. Manster to see if he could help with the numbers only.
- A discussion was made about having Caroline County do some of the financials for the Town. Caroline County is open to handling the payroll and taxes for the Town for a fee. Mr. Webb would like to get a quote from Caroline County to see what the fee would be. The question arose as to why the Town is spending all the money on Keystone if the County can do some of the financials, and a reply was made that we need to be on the same system as Caroline County so everything can sync.

- Ms. Coyle questioned cut-offs for water. There have been no cut-offs the last couple of billing cycles. It was mentioned about the 50/50 pay agreement to have residents get caught up with their utility bill. This agreement has not been put in place yet by Council.
- Ms. Griffin, Deputy Clerk of Caroline County Circuit Court was present at 6:30 pm for the swearing-in of newly appointed Council Members Jean Davis, Randy Hageman, Dan Webb and David Storke onto the Bowling Green Town Council. Jean Davis, Randy Hageman and Dan Webb have four-year terms, and David Storke has a two-year term.

INFORMATIONAL ITEMS:

None

ADJOURNMENT

The Town Council closed the Worksession.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – January 5, 2023 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the January 5, 2023 Town Council Meeting

ATTACHMENTS:

Minutes from January 5, 2023 Town Council Meeting

REQUESTED ACTION:

Approve Minutes.



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

January 5, 2023
7:00 p.m.
Town Hall

ROLL CALL AND QUORUM ESTABLISHED:

Mayor Gaines called the meeting to order and noted a quorum was present. The Pledge of Allegiance was recited.

MEMBERS PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Jeff Voit
Council Member Jean Davis
Council Member Randy Hageman
Council Member Dan Webb
Council Member Arthur Wholey
Council Member David Storke

Mayor Gaines welcomed new council members Mr. Dan Webb and Mr. David Storke.

Mayor Gaines asked for a motion to replace existing Agenda with new Agenda:

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council motioned to accept the new Agenda.

Mayor Gaines asked for motion to add Town Manager, Ms. Finchum's resignation to the end of the agenda.

On the motion of Mr. Hageman, no second motion was made, resignation of Town Manager, Ms. Finchum was not added to agenda.

TOWN COUNCIL 2023 ORGANIZATIONAL MATTERS:

The following matters were discussed:

- The worksession and meeting schedule was discussed. Mayor Gaines would like to remove Town Council meeting and worksession from July. Stated Caroline County does not have a meeting then. Council members opposed to doing this.

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council motioned to keep the July meeting and worksession as scheduled.

- The election of Vice-Mayor was voted on, with Ms. Davis recommending Ms. Coyle to be Vice-Mayor for another biennial term.

On the motion of Ms. Davis, seconded by Mr. Voit, which carried a vote of 7-0, the Town Council voted for Ms. Coyle to remain Vice-Mayor for a biennially term.

Roll Call Vote:

Valarie Coyle = Aye

Jeff Voit = Aye

Jean Davis = Aye

Randy Hageman = Aye

Dan Webb = Aye

Arthur Wholey = Aye

David Storke = Aye

- Mayor's Committee Appointments were brought up. No appointments were made at this time.
- Re-Appointment of Planning Commission Ex-Officio Mr. Voit for the purpose of the update of the Comprehensive Plan was talked about by Ms. Finchum. Mr. Voit has been very helpful and capable with this update.

On the motion of Ms. Coyle, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council voted to re-appoint Mr. Voit onto the Planning Commission as Ex-Officio.

DELEGATIONS:

None

PUBLIC COMMENTS:

Mayor Gaines opened the public comment period.

Ms. Bonnie Cannon, resident welcomed new Council members. She thanked the Police Chief for doing a great job. Ms. Cannon voiced concerns on safety issues in the Town especially with traffic on S. Main Street. She also brought up an issue with storm water draining near her home.

Ms. Yvette Harvey, resident in Maury Heights, addressed Council with concerns about her water bill. Feels they should not be penalized and made to pay more because they are outside of Town.

Mayor Gaines closed the public comment period.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

Stantec representative (Bryan) was present to give an update on the water supply planning update. He presented more information about having no water and handed out graphs along with informational items. One was a VAHydroGW Simulation results draft that shows the Town of Bowling Green in the "critical cells" area. Another showed the historic groundwater production. Town needs to start application process as soon as possible and Stantec can help with the

application process. Permit started 2018 and expires 2028.

Public Works/Utilities Monthly Report for December 2022

- No Questions/comments

Police Department Monthly Report for December 2022

- Ms. Coyle thanked the Chief for doing a great job particularly with a recent accident

Town Clerk/Treasurer Council Monthly Report for December 2022

- Ms. Coyle questioned the fee under Town Hall Rentals for non-profit. Ms. Beazley advised she would have to get back to her on this as she did not have the data with her. Ms. Coyle also asked that the Town Hall Rental report showed Rappahannock Room or Ballroom instead of private event. Would like the wording changed.

Town Administration Monthly Report for December 2022

- No questions/comments

MEMBER COMMENTS:

Mr. Voit welcomed Mr. Webb and Mr. Storke to Town Council. He addressed Ms. Cannon's and Ms. Harvey's concerns/comments. Mr. Hageman asked if there was any information at all about the totals for the 2022 Harvest Festival. Ms. Finchum replied not at this time.

CONSENT AGENDA:

Minutes – December 1, 2022 Town Council Meeting & December 30, 2022 Special Called Town Council Meeting

Bills – November 2022 & December 2022

On the motion of Mr. Voit, seconded by Ms. Coyle, which carried a vote of 7-0, the Town Council motioned to approve the Consent Agenda as presented.

UNFINISHED BUSINESS:

The following matters were discussed:

- Application for sewer connection for Hill Mobile Home Park at 14226 Elwood Drive. A representative (Steve) for Hill Mobile Home Park was present requesting to connect the homes to the Town public sewer system. They have 21 units now and would like to increase to 56. The connection would need to be for each of the households. A handout was given about Homes of America. It was suggested by Council to bring back options to the table.

On the motion of Mr. Hageman, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council motioned to bring back to the table for further discussion at the February 2023 meeting.

- Request for change of Limited Access Line (LACC) at E Broaddus Ave. and AP Hill Blvd. Applicant to purchase right of way from VDOT. Mr. Bill Webb was present requesting to move limited access line from rear line to front line (along E Broaddus Ave) of property.

Mr. Bill Webb stated there is limited access all the way around the property. Ms. Finchum advised Council that zoning action is needed, and Ms. Erard asked if a VDOT official would be able to come to a Council meeting to answer some questions. A new Resolution of Support by VDOT was handed out by Mr. Webb along with property maps.

A motion was made by Mr. Storke to approve request. No second motion was made. No action was taken to adopt resolution.

NEW BUSINESS:

Town Council discussed the following matters:

- Re-appointment of Lisa Gattie and Tina Gambill to Planning Commission for another four-year term.

On the motion of Mr. Voit, seconded by Ms. Davis, which carried a vote of 7-0, the Town Council voted to re-appoint to the Planning Commission for another four-year term Lisa Gattie, whose term will expire on January 2027 and Tina Gambill whose term will expire on March 2027.

- Town phone system was discussed by Ms. Erard. She would like to not have an automated answering system and have the phone answered by staff. Council agreed with this, and for staff to remove the automatic answering system for the phones.

On the motion of Mr. Storke, seconded by Ms. Coyle, which carried a vote of 7-0, the Town Council motioned to remove the automatic voicemail from the Town Hall phone system.

COMMITTEE REPORTS:

None

ADJOURNMENT:

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council voted to adjourn the January 5, 2023, meeting at 9:58 p.m.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – February 2, 2023 Town Council Worksession

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the February 2, 2023 Town Council Worksession

ATTACHMENTS:

Minutes from February 2, 2023 Town Council Worksession

REQUESTED ACTION:

Approve Minutes.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MONTHLY WORKSESSION MINUTES**

A G E N D A

**Thursday, February 2, 2023
5:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

Vice-Mayor Coyle called the meeting to order and noted a quorum was present.

COUNCIL PRESENT:

Vice-Mayor Valarie Coyle
Council Member Jeff Voit
Council Member Jean Davis
Council Member Randy Hageman
Council Member Arthur Wholey
Council Member Dan Webb
Council Member David Storke

COUNCIL NOT PRESENT:

Mayor Mark Gaines

BUSINESS:

Town Council discussed the following matters:

- Build Out Capacity for Public Utilities – Mr. Voit gave a presentation. The town is using 100,000 GPD on average and is at 42% capacity. At 500,000 usage the Town becomes a major water plant. The impact of future growth on undeveloped parcels on the system was discussed. A few key points from the discussion were:
 - How far does the Town wish to push the system?
 - How does the Town plan to factor existing vacant/undeveloped in-town parcels?
 - What will be the plan to fund and phase the needed upgrades?

Mr. Webb asked about checking manholes for any leaks and to look at the cost of per gallon on sewage.

The Hill Mobile Home Park was brought up. They have only one connection and receive only one bill.

- FY23 Budget and Personnel – Mr. Voit gave a presentation on current and future needs regarding current Admin & Finance staffing. The current staffing is below allocated staffing levels and organizational levels will need to be re-visited. Each position was discussed. Mr. Wholey gave numbers for past & present staff totals.

Phone system was discussed. Mr. Voit spoke about the emergency calls coming in for the Police Department that are being answered at the front desk. Council would still like all calls coming in to be answered by staff. Vice-Mayor Coyle mentioned that the Ooma system needs to be upgraded to accommodate all office needs. That is part of the challenge.

Mr. Voit presented a spreadsheet of the budget. The last audit was FY20. The Town Manager is in talks with administrative officials at Caroline County as well Tameka Smith to help make sure the finance department is set-up and functioning properly. Ms. Smith will also have help from Steve Manster if needed.

Revenue was discussed. Meal tax, water & sewer are stable. Population and real estate evaluations have increased.

- Other Matters – Stantec is putting together a proposal to help with the permit application process with DEQ for water.

Spoke again about Steve Manster helping with finances. Mr. Manster is willing to help with what is needed. Would be no cost to the Town.

INFORMATIONAL ITEMS:

None

ADJOURNMENT

Vice-Mayor Coyle closed the Worksession at 6:55 pm.



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

AGENDA ITEM: Minutes – February 2, 2023 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
Minutes transcribed from the February 2, 2023 Town Council Meeting

ATTACHMENTS:
Minutes from February 2, 2023 Town Council Meeting

REQUESTED ACTION:
Approve Minutes.



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

February 2, 2023
7:00 p.m.
Town Hall

ROLL CALL AND QUORUM ESTABLISHED:

Vice-Mayor Coyle called the meeting to order and noted a quorum was present. The Pledge of Allegiance was recited.

MEMBERS PRESENT:

Vice-Mayor Valarie Coyle
Council Member Jeff Voit
Council Member Jean Davis
Council Member Randy Hageman
Council Member Dan Webb
Council Member Arthur Wholey
Council Member David Storke

MEMBERS NOT PRESENT:

Mayor Mark Gaines

PUBLIC HEARINGS:

None

PUBLIC COMMENTS:

MacKenzie Heidelberg from Congresswoman Abigail Spanberger's office was present to introduce herself to Council and learn more about the town. They are excited to be working with the Town of Bowling Green.

MEMBER COMMENTS:

Council thanked the Town Manager and staff for their hard work. Vice-Mayor Coyle advised she will give an update on the LOVE sign placement date as soon as it is known.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

Jeff Sili, Vice-Chair, Caroline County Board of Supervisors, Bowling Green District spoke about the "2023 state of Caroline County". Mr. Sili handed out his newsletter along with a pamphlet containing information on the scenic 301/207 corridor in Caroline & King George Counties and a presentation for site selectors. Caroline County is the 11th largest county in VA with its primary growth area be along the I-95 corridor. He showed slides showing Caroline Counties budget

changes from 2008-present along with the different fund types. During his slides Mr. Sili also spoke about the Public Safety Pay Plan, community activities and the Rappahannock River Water Withdrawal Permit Via DEQ. At the end of his presentation council thanked Mr. Sili.

Public Works/Utilities Monthly Report for January 2023

- Mr. Hageman thanked Mr. Irby for taking care of easement.

Police Department Monthly Report for January 2023

- Mr. Hageman thanked Chief Cecil for doing checks on properties, and that he is very appreciative of the job Chief Cecil does for the Town.

Town Clerk/Treasurer Council Monthly Report for January 2023

- No questions/comments

Town Administration Monthly Report for January 2023

- No questions/comments

CONSENT AGENDA:

Minutes – January 5, 2023 Town Council Worksession & January 5, 2023 Town Council Meeting

No motion was made to accept minutes. Minutes will be addressed again at March 2, 2023 Town Council Meeting after corrections are made for approval.

Bills – January 5, 2023

On the motion of Mr. Voit, seconded by Mr. Hageman, which carried a vote of 7-0, the Town Council motioned to approve #8 Bills under Consent Agenda as presented.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Town Council discussed the following matters:

- Consideration of New Water Permit Application – Council discussed going forward with the help of Stantec to obtain a new water permit with DEQ. The ballpark fee for Stantec is \$20,000 and the fee for DEQ is \$9,000. Per Vice-Mayor Coyle, she would like the Town Attorney to look over the contract before going forward.

A motion was made by Mr. Storke, seconded by Mr. Voit, to move forward with Stantec's help with a new water permit application. The motion was denied with a vote of 4-3.

Roll Call Vote:

Valarie Coyle = Nay
 Jeff Voit = Nay
 Jean Davis = Nay
 Randy Hageman – Aye
 Dan Webb = Aye
 Arthur Wholey = Nay
 David Storke = Aye

The Town Manager is to bring back to March 2023 Town Council Meeting a contract and updated information from Stantec.

- Acceptance of resignation of Town Manager effective June 30, 2023 and approval to advertise for Town Manager and Treasurer positions.

Vice-Mayor Coyle stated she would like for the Town Manager to stay on until a new Town Manager is hired.

On the motion of Mr. Voit, seconded by Ms. Davis, with a vote of 6-1, the Town Council voted to accept the Town Manager's resignation as of June 30, 2023 or until a new Town Manager is hired, and advertise for the Town Manager position.

Roll Call Vote:

Valarie Coyle = Aye
 Jeff Voit = Aye
 Jean Davis = Aye
 Randy Hageman = Nay
 Dan Webb = Aye
 Arthur Wholey = Aye
 David Storke = Aye

On the motion of Mr. Voit, seconded by Mr. Hageman, with a vote of 7-0, the Town Council voted to advertise for the Treasurer position.

Roll Call Vote:

Valarie Coyle = Aye
 Jeff Voit = Aye
 Jean Davis = Aye
 Randy Hageman = Aye
 Dan Webb – Aye
 Arthur Wholey = Aye
 David Storke = Aye

INFORMATIONAL ITEMS:

Mr. Hageman spoke about the restroom issue during Flea & Farmer Markets. Discussion was made about the possibility of having the Visitor Center open during these times for pedestrians to use the restroom.

COMMITTEE REPORTS:

None

ADJOURNMENT:

On the motion of Mr. Hageman, seconded by Mr. Wholey, which carried a vote of 7-0, the Town Council voted to adjourn the February 2, 2023, meeting at 9:00 p.m.



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

AGENDA ITEM: Minutes – March 15, 2023 Town Council Worksession

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the March 15, 2023 Town Council Worksession

ATTACHMENTS:

Minutes from March 15, 2023 Town Council Worksession

REQUESTED ACTION:

Approve Minutes.



TOWN OF BOWLING GREEN TOWN COUNCIL MONTHLY WORKSESSION MINUTES

A G E N D A

Wednesday, March 15, 2023
5:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

Vice-Mayor Coyle called the meeting to order and noted a quorum was present.

COUNCIL PRESENT:

Vice-Mayor Valarie Coyle
Council Member Jeff Voit
Council Member Jean Davis
Council Member Randy Hageman
Council Member Dan Webb

COUNCIL NOT PRESENT:

Mayor Mark Gaines
Council Member Arthur Wholey
Council Member David Storke

BUSINESS:

Town Council discussed the following matters:

1. **2023 Special Events:**

- **Music on the Green** – Council asked about the fee paid to each band per performance, which is \$600 to \$800 depending on band. There is only \$850 left in the budget, and it was suggested to put that money towards the 2023 Harvest Festival. Council agreed to not have Music on the Green in the Spring, and to limit the bands for the Fall to four. Council Member Coyle also asked about a contract for each band to sign for any events. A contract has been created by the Clerk, but has not been approved at this time.
- **Clean Sweep** – Susan Sili volunteered to organize clean sweep for the Spring. A date of May 20th was picked with a rain date of June 3, 2023. Flyers/sign-up sheets have been created. The May date was questioned by Council as the date is usually in June. It was agreed by Council to keep \$250 in the budget for Clean Sweep.
- **Harvest Festival** – There was only one coordinator for the 2022 Harvest Festival. It was suggested by the Town Manager to have a coordinator for each section for the 2023 Harvest Festival instead of one, so the event is less stressful. The Town Manager advised that there will be a coordinator for the children's section who will be Lisa Stevens, a coordinator for the car show who will be Adam Woolridge, and the Town Manager & staff will coordinate the other vendors. The budget last year for 2022 was \$33,500 which includes the \$10,000 that was paid to the coordinator. It was agreed by Council to increase the budget for the 2023 Harvest Festival to \$35,000 total which includes the fees for the children's and car show coordinators. It was

suggested by Council Member Hageman to have the coordinators for each section get their own sponsors.

- **Holiday Parade** – Council asked if the trophies from last year could be re-used this year. The Town Manager responded that the labels can be removed, and that there were not enough categories for the trophies last year. Council Member Hageman mentioned the lack of lighting at the judge's stage which prevented the judge's from seeing groups perform. The Town Manager said Sheriff Moser enjoyed being Santa last year, and volunteered to do it again this year. There was a discussion about having the gingerbread contest again. The contest was a success, but the floors were hard to clean afterwards due to the candy on them. The budget for the 2022 parade was \$3000, and Council left it open to the Town Manager to decide on what it should be for 2023.
- **Flea/Farmers Market** – Discussion was made about providing port-a-potties for customers to use while at these events. A port-a-potty costs approximately \$120 month. Council is in favor of getting port-a-potties for the flea/farmers market if the farmers are not charged a fee. The Town Manager will discuss this with the market coordinators for the Flea/Farmer Market.
- **Volunteers** – The Town Manager asked Council if it is ok for Council members and their families to volunteer to help with events. The Town Council was in agreement that it is fine for Council members and their families to help as needed.

2. **Water and Sewer Supply Planning:**

- Stantec is still working on running model/project. Council needs to decide if they would like to apply for a new permit.
- Selling sewer to Hill Mobile Home Park was discussed. Council agreed that if they are willing to pay connection fees for each home, they will consider selling sewer to them. The Town Manager and Town Attorney are also checking to see if they are supposed to be paying the 301 Special Tax District fee.

3. **2023 Budget:**

- The Town Manager handed out a budget report to Council. Numbers on the report are still being checked for accuracy.

4. **Other Matters:**

- Council discussed not using notebooks/tabs for the Town Council packets and to go back to clipping the information together, and putting it in an envelope to be handed out. Council was in agreement for this process.
- Council discussed having the meetings in the Ballroom versus in the Rappahannock room, and it was agreed to continue to have them in the Rappahannock room.

INFORMATIONAL ITEMS:

None

ADJOURNMENT

Vice-Mayor Coyle closed the Worksession at 7:00 pm.



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

AGENDA ITEM: Bills – February 2023
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Judy Beazley, townclerk@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in February 2023

ATTACHMENTS:

AP Check Register Details 2023.02.01
AP Check Register Details 2023.02.16
AP ACH Details 2023.02.15

REQUESTED ACTION:

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

CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30416	C84485		100-043100-6007-0000-000	18	A & M HOME CENTER	0.79
				100-043100-6007-0000-000			3.96
				100-043100-6007-0000-000			1.78
				100-043100-6007-0000-000			6.89
				100-043100-6007-0000-000			5.99
				100-043100-6007-0000-000			8.49
		C84596		500-500100-3311-0000-000			4.69
		C84631		100-043100-6007-0000-000			28.98
		C84717		100-031100-6001-0000-000			18.49
		C84855		100-043100-6007-0000-000			69.98
		C85028		100-043100-6007-0000-000			119.97
		C85029		100-043100-6007-0000-000			8.99
				100-043100-6007-0000-000			6.19
				100-043100-6007-0000-000			5.49
		C85127		100-043100-6007-0000-000			34.99
				*** TOTAL AMOUNT OF CHECK# AP*30416 02/01/2023 ***			325.67*
AP	30417	104263		500-500100-6007-0000-000	967	C&B TREE SERVICE & LAND	2,400.00
				*** TOTAL AMOUNT OF CHECK# AP*30417 02/01/2023 ***			2,400.00*
AP	30418	41971		520-500100-6007-0000-000	778	COMMONWEALTH ENGINEERING	1,676.00
				520-500100-6007-0000-000			838.00
		42044		520-500100-6007-0000-000			218.86
				*** TOTAL AMOUNT OF CHECK# AP*30418 02/01/2023 ***			2,732.86*
AP	30419	000337919		100-043100-7200-0000-000	1058	DIAMOND SPRINGS	9.95
		000337928		520-500100-5840-0000-000			7.59
		000339235		100-043100-7200-0000-000			11.54
				*** TOTAL AMOUNT OF CHECK# AP*30419 02/01/2023 ***			29.08*
AP	30420	13447197		520-500100-6007-0000-000	939	DRAINFIELD SOLUTIONS, LLC	3,600.00
		13447709		520-500100-6007-0000-000			3,600.00
		13448093		520-500100-6007-0000-000			3,600.00
		13449373		520-500100-6007-0000-000			2,700.00
				*** TOTAL AMOUNT OF CHECK# AP*30420 02/01/2023 ***			13,500.00*
AP	30421	173630		520-500100-5120-0000-000	125	E M GRAY & SON	672.86
		173631		100-043100-7200-0000-000			1,430.39
				*** TOTAL AMOUNT OF CHECK# AP*30421 02/01/2023 ***			2,103.25*
AP	30422	R3168112		520-500100-3160-0000-000	234	ENVIROCOMPLIANCE LAB INC	115.00
		R3168130		520-500100-3160-0000-000			205.00
		R3168157		520-500100-3160-0000-000			155.00
		R3168244		520-500100-3160-0000-000			115.00
		R3168274		520-500100-3160-0000-000			115.00
		R3168310		520-500100-3160-0000-000			155.00
				*** TOTAL AMOUNT OF CHECK# AP*30422 02/01/2023 ***			860.00*
AP	30423	957117161		500-500100-6007-0000-000	237	GRAINGER	295.50

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

CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
*** TOTAL AMOUNT OF CHECK# AP*30423 02/01/2023 ***							295.50*
AP	30424	2023-01		100-031100-3320-0000-000	546	JOHNSON'S EXTERMINATING	50.00
				100-043100-7120-0000-000			75.00
				520-500100-3320-0000-000			425.00
				100-043100-7200-0000-000			10.00
				100-043100-7200-0000-000			65.00
*** TOTAL AMOUNT OF CHECK# AP*30424 02/01/2023 ***							625.00*
AP	30425	16999		500-500100-6022-0000-000	48	MID-ATLANTIC LAB	60.00
*** TOTAL AMOUNT OF CHECK# AP*30425 02/01/2023 ***							60.00*
***** TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP *****							22,931.36*

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

***** 10 Checks listed. GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED ***** 22,931.36*

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ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
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CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
AP	30416	02/01/23	18 A & M HOME CENTER	325.67
AP	30417	02/01/23	967 C&B TREE SERVICE & LAND	2,400.00
AP	30418	02/01/23	778 COMMONWEALTH ENGINEERING	2,732.86
AP	30419	02/01/23	1058 DIAMOND SPRINGS	29.08
AP	30420	02/01/23	939 DRAINFIELD SOLUTIONS, LLC	13,500.00
AP	30421	02/01/23	125 E M GRAY & SON	2,103.25
AP	30422	02/01/23	234 ENVIROCOMPLIANCE LAB INC	860.00
AP	30423	02/01/23	237 GRAINGER	295.50
AP	30424	02/01/23	546 JOHNSON'S EXTERMINATING	625.00
AP	30425	02/01/23	48 MID-ATLANTIC LAB	60.00

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP ***** 22,931.36*

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CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
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CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30426	C84298		100-043100-6007-0000-000	18	A & M HOME CENTER	31.99
		C84440-1		100-043100-6007-0000-000			5.99
		C84444		100-043100-6007-0000-000			169.99
				100-043100-6007-0000-000			26.95
		C85179		500-500100-6005-0000-000			12.49
		C85199		500-500100-6007-0000-000			139.99
				500-500100-6007-0000-000			159.99
		C85377		100-031100-6010-0000-000			11.99
				*** TOTAL AMOUNT OF CHECK# AP*30426 02/16/2023 ***			559.38*
AP	30427	23-013001		500-500100-6007-0000-000	843	CAROLINE COUNTY PUBLIC UTILITI	2,308.13
				*** TOTAL AMOUNT OF CHECK# AP*30427 02/16/2023 ***			2,308.13*
AP	30428	840611931		100-043100-6011-0000-000	897	CINTAS CORPORATION	32.85
				500-500100-6011-0000-000			32.85
				520-500100-6011-0000-000			32.85
				*** TOTAL AMOUNT OF CHECK# AP*30428 02/16/2023 ***			98.55*
AP	30429	190360105		100-043100-6011-0000-000	14	CINTAS OF RICHMOND	24.35
				500-500100-6011-0000-000			24.35
				520-500100-6011-0000-000			24.34
		190363837		100-043100-6011-0000-000			276.65
				500-500100-6011-0000-000			276.65
				520-500100-6011-0000-000			276.64
		190364177		100-043100-6011-0000-000			61.66
				500-500100-6011-0000-000			61.66
				520-500100-6011-0000-000			61.67
		190370302		100-043100-6011-0000-000			135.24
				500-500100-6011-0000-000			135.24
				520-500100-6011-0000-000			135.25
				*** TOTAL AMOUNT OF CHECK# AP*30429 02/16/2023 ***			1,493.70*
AP	30430	87000163		500-500100-6021-0000-000	341	DOMINION CHEMICAL CO	581.30
				*** TOTAL AMOUNT OF CHECK# AP*30430 02/16/2023 ***			581.30*
AP	30431	R3168403		520-500100-3160-0000-000	234	ENVIROCOMPLIANCE LAB INC	115.00
		R3168429		520-500100-3160-0000-000			115.00
		R3168459		520-500100-3160-0000-000			155.00
		R3168541		520-500100-3160-0000-000			115.00
		R3168566		520-500100-3160-0000-000			115.00
		R3168600		520-500100-3160-0000-000			155.00
		R3168691		520-500100-3160-0000-000			115.00
		R3168708		520-500100-3160-0000-000			115.00
		R3268740		520-500100-3160-0000-000			155.00
				*** TOTAL AMOUNT OF CHECK# AP*30431 02/16/2023 ***			1,155.00*

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CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30432	959016891		100-043100-7200-0000-000	237	GRAINGER	154.48
						*** TOTAL AMOUNT OF CHECK# AP*30432 02/16/2023 ***	154.48*
AP	30433	1152870		100-012110-5840-0000-000	1208	JOHNS BROTHERS SECURITY, INC	39.95
		1152871		100-012110-5840-0000-000			39.95
						*** TOTAL AMOUNT OF CHECK# AP*30433 02/16/2023 ***	79.90*
AP	30434	99067		100-012410-3310-0000-000	1115	JUSTTECH	176.63
						*** TOTAL AMOUNT OF CHECK# AP*30434 02/16/2023 ***	176.63*
AP	30435	2022-02		100-012410-5840-0000-000	1234	KENNETH WALTON COLBURN IV	26.85
						*** TOTAL AMOUNT OF CHECK# AP*30435 02/16/2023 ***	26.85*
AP	30436	208769		100-012110-5830-0000-000	1139	KEYSTONE INFORMATION SYSTEMS	3,027.50
						*** TOTAL AMOUNT OF CHECK# AP*30436 02/16/2023 ***	3,027.50*
AP	30437	IV-101734		500-500100-6007-0000-000	179	LUCK STONE CORPORATION CAROLIN	676.36
						*** TOTAL AMOUNT OF CHECK# AP*30437 02/16/2023 ***	676.36*
AP	30438	2023-01HA		400-071200-1310-0000-000	898	MARY JAMES	105.00
						*** TOTAL AMOUNT OF CHECK# AP*30438 02/16/2023 ***	105.00*
AP	30439	5511		100-012410-3320-0000-000	257	ON SITE PC	162.50
						*** TOTAL AMOUNT OF CHECK# AP*30439 02/16/2023 ***	162.50*
AP	30440	1499460		520-500100-6004-0000-000	659	SOSMETAL PRODUCTS INC	168.78
						*** TOTAL AMOUNT OF CHECK# AP*30440 02/16/2023 ***	168.78*
AP	30441	208655		520-500100-6007-0000-000	653	STEMMLE PLUMBING REPAIR	2,100.00
						*** TOTAL AMOUNT OF CHECK# AP*30441 02/16/2023 ***	2,100.00*
AP	30442	42810-23P		100-012110-3600-0000-000	737	TREASURER OF VIRGINIA	30.00
				100-012110-3600-0000-000			30.00
						*** TOTAL AMOUNT OF CHECK# AP*30442 02/16/2023 ***	60.00*
***** TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP *****							12,934.06*

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

***** 17 Checks listed. GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED ***** 12,934.06*

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CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
AP	30426	02/16/23	18 A & M HOME CENTER	559.38
AP	30427	02/16/23	843 CAROLINE COUNTY PUBLIC UTILITI	2,308.13
AP	30428	02/16/23	897 CINTAS CORPORATION	98.55
AP	30429	02/16/23	14 CINTAS OF RICHMOND	1,493.70
AP	30430	02/16/23	341 DOMINION CHEMICAL CO	581.30
AP	30431	02/16/23	234 ENVIROCOMPLIANCE LAB INC	1,155.00
AP	30432	02/16/23	237 GRAINGER	154.48
AP	30433	02/16/23	1208 JOHNS BROTHERS SECURITY, INC	79.90
AP	30434	02/16/23	1115 JUSTTECH	176.63
AP	30435	02/16/23	1234 KENNETH WALTON COLBURN IV	26.85
AP	30436	02/16/23	1139 KEYSTONE INFORMATION SYSTEMS	3,027.50
AP	30437	02/16/23	179 LUCK STONE CORPORATION CAROLIN	676.36
AP	30438	02/16/23	898 MARY JAMES	105.00
AP	30439	02/16/23	257 ON SITE PC	162.50
AP	30440	02/16/23	659 SOSMETAL PRODUCTS INC	168.78
AP	30441	02/16/23	653 STEMMLE PLUMBING REPAIR	2,100.00
AP	30442	02/16/23	737 TREASURER OF VIRGINIA	60.00

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP ***** 12,934.06*

TOWN OF BOWLING GREEN
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CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
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***** 17 Checks listed.	GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED *****	12,934.06*
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TOWN OF BOWLING GREEN
 PAYMENT REVIEW REPORT
 WITH CHECK.CODE = "ACH"

VENDOR	VENDOR NAME	INVOICE	INV DATE	CHK	CODE	Invoice Amt	NET AMOUNT	DUE DATE	
1063	ALACRITI PAYMENTS, LLC	NMXGR213HCNP14M	02/01/23	N	ACH	11.14		03/03/23	
		100-012410-3130-0000-000			CREDIT CARD AND BANK FEES		11.14		
	TOTAL FOR: ALACRITI PAYMENTS, LLC							11.14	
2	ATLANTIC UNION BANK	2022-12-1	01/18/23	N	ACH	350.92		01/18/23	
		100-012410-3130-0000-000			CREDIT CARD AND BANK FEES		350.92		
	TOTAL FOR: ATLANTIC UNION BANK							350.92	
1094	BMW CLEANING SERVICES	0000026	02/03/23	N	ACH	775.00		02/10/23	
		100-043100-7200-0000-000			TOWN HALL EXPENSES		500.00		
		100-043100-7200-0000-000			TOWN HALL EXPENSES		275.00		
	TOTAL FOR: BMW CLEANING SERVICES							775.00	
10	DOMINION VIRGINIA POWER	0243075009-23-01	01/31/23	N	ACH	34.43		02/14/23	
		520-500100-5110-0000-000			ELECTRICITY		34.43		
10	DOMINION VIRGINIA POWER	1894757945-23-01	01/31/23	N	ACH	70.72		02/14/23	
		100-043100-5110-0000-000			ELECTRICITY-STREETLIGHTS		70.72		
10	DOMINION VIRGINIA POWER	1964286692-23-01	01/26/23	N	ACH	151.52		02/14/23	
		520-500100-5110-0000-000			ELECTRICITY		151.52		
10	DOMINION VIRGINIA POWER	3855985002-23-01	01/26/23	N	ACH	3,263.17		02/14/23	
		520-500100-5110-0000-000			ELECTRICITY		3,263.17		
10	DOMINION VIRGINIA POWER	3896112509-23-01	01/26/23	N	ACH	18.37		02/14/23	
		520-500100-5110-0000-000			ELECTRICITY		18.37		
10	DOMINION VIRGINIA POWER	5003055000-23-01	01/31/23	N	ACH	132.28		02/14/23	
		100-031100-5110-0000-000			ELECTRICITY		132.28		
10	DOMINION VIRGINIA POWER	5013017503-23-01	01/26/23	N	ACH	1,083.97		02/14/23	
		100-043100-7200-0000-000			TOWN HALL EXPENSES		1,083.97		
10	DOMINION VIRGINIA POWER	5509902317-23-01	01/26/23	N	ACH	178.54		02/14/23	
		520-500100-5110-0000-000			ELECTRICITY		178.54		
10	DOMINION VIRGINIA POWER	6929697750-23-01	01/31/23	N	ACH	103.71		02/14/23	
		100-043100-7200-0000-000			TOWN HALL EXPENSES		103.71		
10	DOMINION VIRGINIA POWER	7444574185-23-01	01/27/23	N	ACH	1,902.05		ACH	
		100-043100-7200-0000-000			TOWN HALL EXPENSES		1,902.05		
10	DOMINION VIRGINIA POWER	7662938187-23-01	01/26/23	N	ACH	1,161.50		02/14/23	
		500-500100-5110-0000-000			ELECTRICITY		1,161.50		
10	DOMINION VIRGINIA POWER	9193025005-23-01	01/26/23	N	ACH	812.87		02/14/23	
		500-500100-5110-0000-000			ELECTRICITY		812.87		
10	DOMINION VIRGINIA POWER	980325007-23-01	01/26/23	N	ACH	514.27		02/14/23	
		500-500100-5110-0000-000			ELECTRICITY		514.27		
	TOTAL FOR: DOMINION VIRGINIA POWER							9,427.40	
648	ANDREA G ERARD	2023-01	01/27/23	N	ACH	3,000.00		01/27/23	
	230034	100-012110-3150-0000-000			PROFESSIONAL SERVICES - LEGAL		3,000.00		

TOWN OF BOWLING GREEN
 PAYMENT REVIEW REPORT
 WITH CHECK.CODE = "ACH"

VENDOR	VENDOR NAME	INVOICE	INV DATE	CHK	CODE	Invoice Amt	NET AMOUNT	DUE DATE
TOTAL FOR: ANDREA G ERARD							3,000.00	
1149	GFL ENVIRONMENTAL	KB0000536105	01/15/23	N	ACH	5,986.88		01/15/23
		100-043100-7130-0000-000	REFUSE COLLECTION				5,986.88	
TOTAL FOR: GFL ENVIRONMENTAL							5,986.88	
514	K L LANGFORD EXCAVATING	23148	02/09/23	N	ACH	6,000.00		02/09/23
		500-500100-6007-0000-000	REPAIR / MAINTENANCE				6,000.00	
514	K L LANGFORD EXCAVATING	23149	02/09/23	N	ACH	6,855.00		02/09/23
		500-500100-6007-0000-000	REPAIR / MAINTENANCE				6,855.00	
TOTAL FOR: K L LANGFORD EXCAVATING							12,855.00	
1211	P-FLEET	A784015	01/29/23	N	ACH	313.92		01/29/23
		100-031100-6008-0000-000	VEHICLE FUEL/OIL				214.83	
		500-500100-6008-0000-000	VEHICLE FUEL/OIL				33.03	
		520-500100-6008-0000-000	VEHICLE FUEL/OIL				33.03	
		100-043100-6008-0000-000	VEHICLE FUEL/ OIL				33.03	
1211	P-FLEET	A787352	02/05/23	N	ACH	464.40		02/05/23
		100-031100-6008-0000-000	VEHICLE FUEL/OIL				256.44	
		500-500100-6008-0000-000	VEHICLE FUEL/OIL				69.32	
		520-500100-6008-0000-000	VEHICLE FUEL/OIL				69.32	
		100-043100-6008-0000-000	VEHICLE FUEL/ OIL				69.32	
1211	P-FLEET	A789861	02/12/23	N	ACH	214.05		02/12/23
		100-031100-6008-0000-000	VEHICLE FUEL/OIL				143.60	
		500-500100-6008-0000-000	VEHICLE FUEL/OIL				23.48	
		520-500100-6008-0000-000	VEHICLE FUEL/OIL				23.48	
		100-043100-6008-0000-000	VEHICLE FUEL/ OIL				23.49	
TOTAL FOR: P-FLEET							992.37	
919	PRO SHRED SECURITY	1105446	01/25/23	N	ACH	50.49		02/25/23
		100-012110-3140-0000-000	CONTRACTED SERVICES/SHREDDING				50.49	
TOTAL FOR: PRO SHRED SECURITY							50.49	
11	RAPPAHANNOCK ELEC COOP	200528007-2022-12	01/12/23	N	ACH	669.91		02/08/23
		520-500100-5110-0000-000	ELECTRICITY				121.74	
		100-043100-5110-0000-000	ELECTRICITY-STREETLIGHTS				55.22	
		100-043100-5110-0000-000	ELECTRICITY-STREETLIGHTS				24.60	
		520-500100-5110-0000-000	ELECTRICITY				32.67	
		500-500100-5110-0000-000	ELECTRICITY				29.44	
		500-500100-5110-0000-000	ELECTRICITY				406.24	
TOTAL FOR: RAPPAHANNOCK ELEC COOP							669.91	

TOWN OF BOWLING GREEN
 PAYMENT REVIEW REPORT
 WITH CHECK.CODE = "ACH"

VENDOR	VENDOR NAME	INVOICE	INV DATE	CHK	CODE	Invoice Amt	NET AMOUNT	DUE DATE	
918	STAPLES ADVANTAGE	760494022201	01/19/23	N	ACH	328.55		01/19/23	
		100-012410-6001-0000-000	OFFICE SUPPLIES & PRINTING				328.55		
918	STAPLES ADVANTAGE	760494022202	01/19/23	N	ACH	14.35		02/20/23	
		100-012410-6001-0000-000	OFFICE SUPPLIES & PRINTING				14.35		
	TOTAL FOR: STAPLES ADVANTAGE							342.90	
19	VERIZON	000716171199-DEC-22	01/21/23	N	ACH	17.79		01/21/23	
		500-500100-5230-0000-000	TELECOMMUNICATIONS				17.79		
	TOTAL FOR: VERIZON							17.79	
44	VUPS	01230458	01/31/23	N	ACH	27.30		03/02/23	
		520-500100-5899-0000-000	MISS UTILITY COST				27.30		
	TOTAL FOR: VUPS							27.30	
12	WASTE MANAGEMENT	278548702812	02/01/23	N	ACH	1,354.16		03/03/23	
		520-500100-3180-0000-000	SLUDGE REMOVAL				1,354.16		
	TOTAL FOR: WASTE MANAGEMENT							1,354.16	
1049	WEX BANK	0496004861340-2301	01/06/23	N	ACH	178.97		01/27/23	
		100-043100-6008-0000-000	VEHICLE FUEL/ OIL				59.66		
		500-500100-6008-0000-000	VEHICLE FUEL/OIL				59.66		
		520-500100-6008-0000-000	VEHICLE FUEL/OIL				59.65		
	TOTAL FOR: WEX BANK							178.97	
1114	XEROX FINANCIAL SERVICES	3753629	01/22/23	N	ACH	123.22		02/11/23	
		100-012410-3310-0000-000	OFFICE EQUIPMENT				123.22		
	TOTAL FOR: XEROX FINANCIAL SERVICES							123.22	

REPORT TOTAL

=====
 \$36,163.45

Total Checks to be paid - 16
 Total Invoices to be paid - 32
 100 General Fund 14,813.47
 500 Water Expenditures 15,982.60
 520 Sewer Operations 5,367.38
 *** FUND TOTALS 36,163.45



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

AGENDA ITEM: Bills – March 2023
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Judy Beazley, townclerk@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in March 2023

ATTACHMENTS:

March 2023 ACH Disbursements Summary
March 2023 AP Disbursements Summary

REQUESTED ACTION:

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:03/01/2023 TO:03/31/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
18	A & M HOME CENTER	B51321	38.94	0.00	38.94	175.77	AP*30443		03/07/23
		C85431	17.57	0.00	17.57				
		C85679	17.99	0.00	17.99				
		C85736	36.99	0.00	36.99				
		C86019	7.40	0.00	7.40				
		C86090	7.40	0.00	7.40				
		C86651	49.48	0.00	49.48				
		TOTAL	175.77	0.00	175.77				
967	C&B TREE SERVICE & LAND	104297	1,616.00	0.00	1,616.00	1,616.00	AP*30444		03/07/23
		TOTAL	1,616.00	0.00	1,616.00				
897	CINTAS CORPORATION	8406133481	926.40	0.00	926.40	926.40	AP*30445		03/07/23
		TOTAL	926.40	0.00	926.40				
234	ENVIROCOMPLIANCE LAB INC	R3268813	135.00	0.00	135.00	520.00	AP*30446		03/07/23
		R3268839	115.00	0.00	115.00				
		R3268887	155.00	0.00	155.00				
		R3268983	115.00	0.00	115.00				
		TOTAL	520.00	0.00	520.00				
237	GRAINGER	9608461282	37.74	0.00	37.74	242.08	AP*30447		03/07/23
		9609145116	7.34	0.00	7.34				
		9623737542	95.60	0.00	95.60				
		9625814604	101.40	0.00	101.40				
		TOTAL	242.08	0.00	242.08				
1208	JOHNS BROTHERS SECURITY, IN	1163804	39.95	0.00	39.95	79.90	AP*30448		03/07/23
		1163805	39.95	0.00	39.95				
		TOTAL	79.90	0.00	79.90				
546	JOHNSON'S EXTERMINATING	2023-02	625.00	0.00	625.00	1,100.00	AP*30449		03/07/23
		2023-02-20	475.00	0.00	475.00				
		TOTAL	1,100.00	0.00	1,100.00				
1115	JUSTTECH	100659	182.02	0.00	182.02	182.02	AP*30450		03/07/23
		TOTAL	182.02	0.00	182.02				
743	LOCAL SERVICES	182644	149.84	0.00	149.84	149.84	AP*30451		03/07/23
		TOTAL	149.84	0.00	149.84				
898	MARY JAMES	2023-02	140.00	0.00	140.00	140.00	AP*30452		03/07/23
		TOTAL	140.00	0.00	140.00				
48	MID-ATLANTIC LAB	17062	60.00	0.00	60.00	60.00	AP*30453		03/07/23
		TOTAL	60.00	0.00	60.00				
653	STEMMLE PLUMBING REPAIR	211945	2,045.00	0.00	2,045.00	2,045.00	AP*30454		03/07/23
		TOTAL	2,045.00	0.00	2,045.00				
291	USA BLUE BOOK	231513	546.63	0.00	562.03	562.03	AP*30455		03/07/23
		TOTAL	546.63	0.00	562.03				

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:03/01/2023 TO:03/31/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
843	CAROLINE COUNTY PUBLIC UTIL	23-013001-1	2,308.13	0.00	2,308.13	2,308.13	AP*30456		03/23/23
		TOTAL	2,308.13	0.00	2,308.13				
897	CINTAS CORPORATION	8406163223	446.60	0.00	446.60	446.60	AP*30457		03/23/23
		TOTAL	446.60	0.00	446.60				
1020	CONSOLIDATED PIPE & SUPPLY	6230092-000-	1,656.12	0.00	1,656.12	1,656.12	AP*30458		03/23/23
		TOTAL	1,656.12	0.00	1,656.12				
1058	DIAMOND SPRINGS	0003379969	9.95	0.00	9.95	84.01	AP*30459		03/23/23
		0003474205	9.95	0.00	9.95				
		0003474294	11.95	0.00	11.95				
		0003474981	9.95	0.00	9.95				
		0003486789	11.54	0.00	11.54				
		0003570292	19.13	0.00	19.13				
		003440376	11.54	0.00	11.54				
		TOTAL	84.01	0.00	84.01				
341	DOMINION CHEMICAL CO	89000041	613.00	0.00	613.00	613.00	AP*30460		03/23/23
		TOTAL	613.00	0.00	613.00				
125	E M GRAY & SON	177539	981.12	0.00	981.12	981.12	AP*30461		03/23/23
		TOTAL	981.12	0.00	981.12				
234	ENVIROCOMPLIANCE LAB INC	R31269178	155.00	0.00	155.00	925.00	AP*30462		03/23/23
		R3269044	155.00	0.00	155.00				
		R3269127	115.00	0.00	115.00				
		R3269143	115.00	0.00	115.00				
		R3269258	115.00	0.00	115.00				
		R3269274	115.00	0.00	115.00				
		R3369299	155.00	0.00	155.00				
		TOTAL	925.00	0.00	925.00				
28	G & G MILFORD FARM SERV.	198104	20.82	0.00	20.82	996.02	AP*30463		03/23/23
		198145	269.99	0.00	269.99				
		198185	11.38	0.00	11.38				
		198200	63.98	0.00	63.98				
		198226	28.84	0.00	28.84				
		198236	104.93	0.00	104.93				
		198243	31.99	0.00	31.99				
		198274	49.85	0.00	49.85				
		198314	151.15	0.00	151.15				
		198371	3.12	0.00	3.12				
		198429	211.24	0.00	211.24				
		198538	22.77	0.00	22.77				
		198559	25.96	0.00	25.96				
		TOTAL	996.02	0.00	996.02				
237	GRAINGER	9631448728	56.88	0.00	56.88	266.90	AP*30464		03/23/23
		9640431764	20.00	0.00	20.00				
		9644137367	190.02	0.00	190.02				
		TOTAL	266.90	0.00	266.90				

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:03/01/2023 TO:03/31/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1139	KEYSTONE INFORMATION SYSTEM	208800	750.00	0.00	750.00	5,183.44	AP*30465		03/23/23
		208801	1,354.50	0.00	1,354.50				
		208802	1,525.00	0.00	1,525.00				
		208807	664.31	0.00	664.31				
		208808	889.63	0.00	889.63				
		TOTAL	5,183.44	0.00	5,183.44				
743	LOCAL SERVICES	181915	154.12	0.00	154.12	154.12	AP*30466		03/23/23
		TOTAL	154.12	0.00	154.12				
48	MID-ATLANTIC LAB	17101	60.00	0.00	60.00	60.00	AP*30467		03/23/23
		TOTAL	60.00	0.00	60.00				
1089	SNAP-ON TOOLS	031523148440	59.00	0.00	59.00	59.00	AP*30468		03/23/23
		TOTAL	59.00	0.00	59.00				
491	SOUTHERN CORROSION, INC	16570	21,843.38	0.00	21,843.38	21,843.38	AP*30469		03/23/23
		TOTAL	21,843.38	0.00	21,843.38				
1235	STANTEC CONSULTING SERVICES	1990411	1,512.50	0.00	1,512.50	4,775.00	AP*30470		03/23/23
		2047104	3,262.50	0.00	3,262.50				
		TOTAL	4,775.00	0.00	4,775.00				
949	ULINE	160371058	79.82	0.00	79.82	278.60	AP*30471		03/23/23
		160993400	198.78	0.00	198.78				
		TOTAL	278.60	0.00	278.60				
1009	CAROLINE COUNTY HIGH SCHOOL	2023-03-25	1,200.00	0.00	1,200.00	1,200.00	AP*30472		03/29/23
		TOTAL	1,200.00	0.00	1,200.00				
897	CINTAS CORPORATION	8406079114	634.16	0.00	634.16	634.16	AP*30473		03/29/23
		TOTAL	634.16	0.00	634.16				
125	E M GRAY & SON	179600	931.43	0.00	931.43	931.43	AP*30474		03/29/23
		TOTAL	931.43	0.00	931.43				
237	GRAINGER	9649177889	245.80	0.00	245.80	355.85	AP*30475		03/29/23
		9651831449	46.53	0.00	46.53				
		9651868417	63.52	0.00	63.52				
		TOTAL	355.85	0.00	355.85				
1208	JOHNS BROTHERS SECURITY, IN	1175334	39.95	0.00	39.95	79.90	AP*30476		03/29/23
		1175335	39.95	0.00	39.95				
		TOTAL	79.90	0.00	79.90				
546	JOHNSON'S EXTERMINATING	2023-03	625.00	0.00	625.00	625.00	AP*30477		03/29/23
		TOTAL	625.00	0.00	625.00				
1139	KEYSTONE INFORMATION SYSTEM	208827	140.00	0.00	140.00	140.00	AP*30478		03/29/23
		TOTAL	140.00	0.00	140.00				
898	MARY JAMES	2023-03	175.00	0.00	175.00	175.00	AP*30479		03/29/23
		TOTAL	175.00	0.00	175.00				

TOWN OF BOWLING GREEN
MONTH-END DISBURSEMENTS SUMMARY
FROM:03/01/2023 TO:03/31/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1145	RESULTANT	79496	3,332.34	0.00	3,332.34	3,332.34	AP*30480		03/29/23
		TOTAL	3,332.34	0.00	3,332.34				
444	SENSUS USA, INC	ZA23001102	1,715.95	0.00	1,715.95	1,715.95	AP*30481		03/29/23
		TOTAL	1,715.95	0.00	1,715.95				
1236	TOMEKA C. MORGAN	5	825.00	0.00	825.00	825.00	AP*30482		03/29/23
		TOTAL	825.00	0.00	825.00				

TOTALS

58,444.11

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:03/01/2023 TO:03/31/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1063	ALACRITI PAYMENTS, LLC	NMXGR313FFP2	7.78	0.00	7.78	7.78	ACH*99340		03/08/23
		TOTAL	7.78	0.00	7.78				
1094	BMW CLEANING SERVICES	0000027	775.00	0.00	775.00	775.00	ACH*99341		03/08/23
		TOTAL	775.00	0.00	775.00				
1149	GFL ENVIRONMENTAL	KB0000581353	5,986.88	0.00	5,986.88	5,986.88	ACH*99342		03/08/23
		TOTAL	5,986.88	0.00	5,986.88				
514	K L LANGFORD EXCAVATING	23169	4,570.00	0.00	4,570.00	4,570.00	ACH*99343		03/08/23
		TOTAL	4,570.00	0.00	4,570.00				
257	ON SITE PC	5513	338.74	0.00	338.74	703.74	ACH*99344		03/08/23
		5520	65.00	0.00	65.00				
		5528	130.00	0.00	130.00				
		5529	170.00	0.00	170.00				
		TOTAL	703.74	0.00	703.74				
44	VUPS	02230454	36.75	0.00	36.75	36.75	ACH*99345		03/08/23
		TOTAL	36.75	0.00	36.75				
1114	XEROX FINANCIAL SERVICES	3922410	123.22	0.00	123.22	123.22	ACH*99346		03/08/23
		TOTAL	123.22	0.00	123.22				
257	ON SITE PC	2012	258.75	0.00	258.75	453.75	ACH*99347		03/23/23
		5544	65.00	0.00	65.00				
		5553	130.00	0.00	130.00				
		TOTAL	453.75	0.00	453.75				
1211	P-FLEET	A799056	422.96	0.00	422.96	422.96	ACH*99349		03/05/23
		TOTAL	422.96	0.00	422.96				
1211	P-FLEET	A801637	226.61	0.00	226.61	226.61	ACH*99350		03/12/23
		TOTAL	226.61	0.00	226.61				
1211	P-FLEET	A805032	72.80	0.00	72.80	72.80	ACH*99351		03/19/23
		TOTAL	72.80	0.00	72.80				
918	STAPLES ADVANTAGE	737360356-0-	54.47	0.00	54.47	120.33	ACH*99352		03/23/23
		7605381572-0	65.86	0.00	65.86				
		TOTAL	120.33	0.00	120.33				
1114	XEROX FINANCIAL SERVICES	4052329	123.22	0.00	123.22	123.22	ACH*99353		03/23/23
		TOTAL	123.22	0.00	123.22				
1211	P-FLEET	A807635	238.17	0.00	238.17	238.17	ACH*99354		03/31/23
		TOTAL	238.17	0.00	238.17				
919	PRO SHRED SECURITY	1135193	50.49	0.00	50.49	50.49	ACH*99355		03/31/23
		TOTAL	50.49	0.00	50.49				
918	STAPLES ADVANTAGE	7606193485-0	84.17	0.00	84.17	67.13	ACH*99356		03/31/23
		7606193485-1	-17.04	0.00	-17.04				

AP3189

TOWN OF BOWLING GREEN
MONTH-END DISBURSEMENTS SUMMARY
FROM:03/01/2023 TO:03/31/2023

14:16:55 31 MAR 2023

PAGE 2

VENDOR# NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
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	TOTAL	67.13	0.00	67.13				

TOTALS

13,978.83



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

AGENDA ITEM: Application for Sewer Connection: Hill Mobile Home Park – 14226 Elwood Drive

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Applicant requesting to temporary relief or permanent connection to Hill Mobile Hill Park to Town Public Sewer System

ATTACHMENTS:

REQUESTED ACTION:

Approve/Deny Request



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

AGENDA ITEM: Approval of Use of Coronavirus Funds for Town Hall Renovation

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Approval of Use of Coronavirus Funds for Town Hall Renovation to replace ceiling and floors.

ATTACHMENTS:

REQUESTED ACTION:

Approve/Deny Request



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

AGENDA ITEM: UV Lights WWTP
ITEM TYPE: Presentation
PURPOSE OF ITEM: Discussion, Motion
PRESENTER: Josh Irby
PHONE: (804) 633-6212 Town Hall

BACKGROUND / SUMMARY: Current UV Light System at WWTP is obsolete. It is not functioning per manufacture's specifications nor per the WWTP operation and maintenance manual. DEQ has mentioned this issue in past inspections of the WWTP. Since funding for PER was not approved, we are breaking it apart and seeking other sources of funding for each section.

Quote is \$77,935 for Trojan System

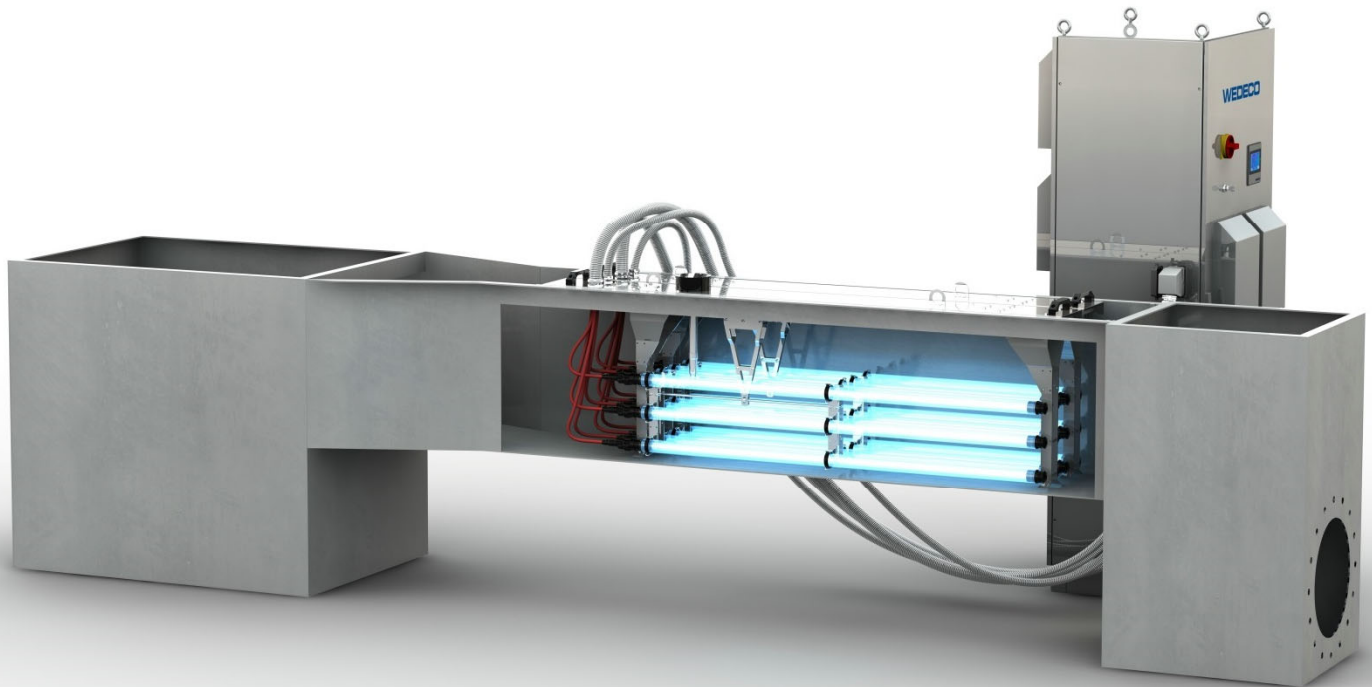
Quote is \$101,000 for Wedeco System

ATTACHMENTS: Quote for new UV Light System for Trojan System and for Wedeco System

REQUESTED ACTION: Discussion, motion to approve funding using ARPA funds

Budget Proposal

Bowling Green, VA



Prepared for:

Town of Bowling Green
Josh Irby

February 24, 2023

Xylem Water Solutions USA, Inc.
4828 Parkway Plaza Blvd Suite 200
Charlotte, NC 28217

February 24, 2023

Town of Bowling Green
Josh Irby
<Customer Address>

Project Name: Bowling Green, VA
Project Number: J23021156674
Revision Number: 0

Mr. Irby:

We are pleased to submit the following proposal for the Bowling Green, VA UV opportunity based on the information provided within your inquiry.

The TAK Smart system is an open channel process which provides many benefits that improve the performance of the system and increase the lifespan of the equipment. We would like to highlight a few key items with our proposal provided:

- **Industry Leading Technology** - Our system includes our latest low-pressure, high-intensity ECORAY lamps that have a guaranteed life of 14,000 hours and are more efficient. These lamps are extremely robust and easy to remove and replace.
- **True "intensity based" dose pacing control** - WEDECO is unique in the marketplace by taking into account real-time sensor readings of UV intensity, as a function of lamp output, aging and sleeve fouling. This is combined with real-time UV transmittance data to offer true dose pacing for all effluent conditions.
- **Even Flow Distribution** - The system is equipped with a hydraulic baffle plate upstream of each channel that is used to promote even flow distribution throughout the channel, which improves disinfection by creating equal flow paths and eliminating dead zones.
- **Automatic Wiping System** - Pneumatically driven automatic wiping system that prevents fouling of the quartz sleeve with very easy replacement of wipers.
- **Remotely Located Ballast Enclosures** - WEDECO's ballasts are located in a separate enclosure which allows for easy accessibility to electronics, and eliminates the risk of flooding any electronics.
- **TotalCare** - WEDECO's established and proven TotalCare Program provides our customers with proactive services all designed to minimize the cost of ownership to operate and maintain a UV system. TotalCare services can provide our customers with system health checks, efficiency audits, training and preventative maintenance contracts.

Please refer to our local representative Kyle Williams of Geiger Pump, (804) 310-0920 or us if you have any questions. We look forward to working with you on this exciting project.

Sincerely,

Eric Peterson
Territory Manager
(704) 314-8688

Bill Mattfeld
Senior Application Engineer

Table of Content

1 Xylem Overview.....5

2 General Process Description7

 2.1 Design.....7

 2.2 Process Description.....7

3 Technical Description8

4 Price & Scope of Supply9

 4.1 Wedeco Scope of Supply.....9

 4.2 Budget Price9

5 Commercial Terms & Conditions.....10

6 Attachments.....11

 6.1 Brochures / Drawings / others..... 11

1 Xylem Overview

Xylem is a leading global water technology provider, enabling customers to transport, treat, test and efficiently use water in public utility, residential and commercial building services, industrial and agricultural settings. The company does business in more than 150 countries through a number of market-leading product brands, and its people bring broad applications expertise with a strong focus on finding local solutions to the world's most challenging water and wastewater problems.



Xylem's treatment business offers a portfolio of products and systems designed to effectively meet the demands and challenges of treating water and wastewater. From smarter aeration to advanced filtration to chemical-free disinfection, Xylem leverages its well-known Treatment brands, Flygt, Leopold, Sanitaire, and Wedeco, to offer hundreds of solutions backed by a comprehensive, integrated portfolio of services designed to ensure we can meet our customers' needs in a number of different industries including municipal water and wastewater, aquaculture, biogas and agriculture, food and beverages, pharmaceuticals, and mining.

Our scientists and engineers utilize their deep applications expertise and continually listen and learn from our customers' situations to create solutions that not only use less energy and reduce life-cycle costs, but also promote the smarter use of water.



Wedeco has accepted the challenge of the 21st century. With the Wedeco brand for UV Disinfection, ozone oxidation & AOP solutions, we own the advanced technologies for chemical-free and environmentally friendly treatment of drinking water, wastewater and process water as well as further industrial treatment processes. We constantly invest

a large portion of our energy in the development of high-tech components, systems and equipment, as well as in the study of new areas of application for UV, ozone & AOP. In doing so, we have always given special attention to the increase in energy efficiency of our Products equipped with our unique UV lamps and ozone electrodes.



The special characteristics of the Wedeco Ecoray UV lamp are its special doping and the unique long-life coating. Because of these features, a constantly high UV light yield is achieved with a substantially extended lamp service life at the same time. In addition, by using this technology it is not necessary to apply liquid mercury inside the lamp. Wedeco UV lamps cannot be surpassed in economic efficiency.

In relation to expenditure of energy, the High-Intensity/Low-Pressure Technology provides a light yield three times higher than comparable UV lamps of widely used Medium Pressure Technology. A higher light yield also means a lower heat generation at the same time.

Thanks to this, Wedeco UV lamps become less susceptible to varying water temperatures. Even the formation of deposits on the quartz sleeves as well as lamp aging is considerably lower than with alternative UV lamp technologies in Herford and Essen.



WEDECO Ecoray UV lamp



Xylem's Wedeco ozone systems combine maximum flexibility and reliable operating characteristics for small to large ozone capacities. The ozone generator system and control unit can be combined and supplemented with option sets that allow for various application requirements.

Effizon evo 2G ozone electrodes are the core of our technology and achieve an unmatched level of reliability and energy efficiency. The electrodes are manufactured completely from inert materials, without the need for fuses or coatings, making them highly resistant to corrosion. This means that the Wedeco ozone generators are practically maintenance free with no need for regular cleaning or replacement of the electrodes.

We rely on consistently high-quality standards in all divisions of the company. Moreover, product quality and manufacturing operations are constantly monitored and optimized in continuous improvement processes. Established quality controls give Xylem and you the security of knowing that Wedeco UV, Ozone & AOP systems will always operate reliably.



**WEDECO Effizon® evo 2G
Ozone electrode**

For more information please visit us at <http://www.xylem.com/treatment/>

2 General Process Description

2.1 DESIGN

• Design Flow Rates	
- Peak Design Flow	0.75 MGD
• Total Suspended Solids (Maximum)	10 mg/L
• Iron Content (Maximum)	0.3 mg/L
• Manganese Content (Maximum)	0.05 mg/L
• Hardness (Maximum)	400 mg/L as CaCO ₃
• Particle Size (Maximum)	30 µm
• Allowable Effluent Temperature Range	41-86°F
• UV Transmittance at 253.7 nm	65%, minimum
• Effluent Disinfection Standard	
- E. Coli (30 day geometric mean)	126 E. Coli/100 mL
• UV Dose	
- Minimum Design UV Dose (based on IUVA/UVDGM (T1) bioassay)	15 mJ/cm ²
- Equivalent Design UV Dose (based on calculated PSS dose)	50 mJ/cm ²

2.2 PROCESS DESCRIPTION

The proposed UV disinfection system is based upon a properly functioning activated sludge process producing a tertiary effluent meeting the above conditions.

3 Technical Description

CONFIGURATION:	TAK Smart 2-2x2i1 HF	
DESCRIPTION	UNITS	VALUE
Total Number of lamps		16
Number of channels		1
Number of banks per channel		2 (1 duty / 1 standby)
Number of modules per bank		2
Number of lamps per module		4
CHANNEL DIMENSIONS:	Inches	
Width along UV banks		18.5
Width along weir		As shown in drawing
Design water depth @ influent		9.1
Overall channel height & length		As shown in drawing
HEADLOSS (at peak flow):	Inches	
Across baffle plate		2.0
Across UV system		1.6
Across level control		1.0
Allowable freefall		4.0
Total Headloss		8.6
POWER CONSUMPTION:	kW	
Total Connected System Power		9.85

4 Price & Scope of Supply

4.1 WEDECO SCOPE OF SUPPLY

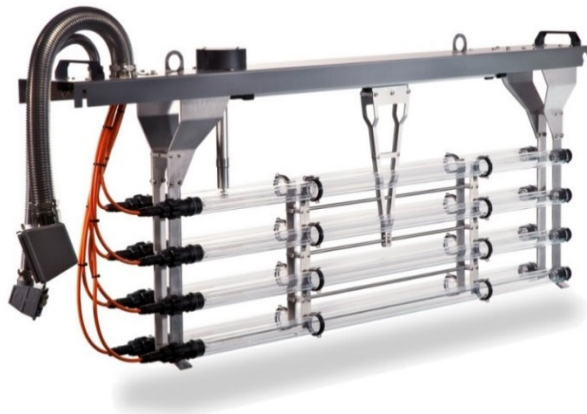
- All required UV modules fully equipped with lamps and quartz sleeves
- Supports to install modules in concrete channel
- 14.8 ft (4.5 m) fully assembled quick disconnect power cabling from modules to ballast cabinet
- Electrical Control 48 housing the electrical equipment:
 - Stainless Steel Type 4X w/AC (<122 deg F)
 - WEDECO EcoTouch Touchscreen HMI
- Power supply requirements: 480 V, 3 phase, 4 wire + ground (wye)
- Automatic wiping system including compressed air supply
- Labeling of components
- Inlet baffle plate
- Fixed finger weir
- Davit crane with module lifting bracket
- Module maintenance stand
- Three (3) operating and maintenance manuals in English language
- Factory testing of all parts and equipment prior to shipment
- Packaging of UV equipment
- Recommended manufacturer's field services on site [1 trip / 3 days]

4.2 BUDGET PRICE

TAK Smart Standard Equipment	
Total	\$101,000

5 Commercial Terms & Conditions

Commercial Details	
Submittal time:	8-10 weeks after approved purchase order
Delivery time:	18-22 weeks after approved submittals
Terms of Delivery:	Incoterms 2020 DAP destination. Title and risk of loss will transfer to buyer upon delivery. Offloading and arrangement of the equipment is not included.
Terms of Payment:	<p>This proposal is based upon WEDECO's General Terms of Business. Price is based upon the following payment terms (net 30 days):</p> <ul style="list-style-type: none"> • 10% net 30 days upon initial submittal of mechanical/electrical drawings for approval • 80% net 30 days from the date of the respective shipments of the product • 5% installation of the Xylem equipment, NTE 150 days after shipment (whichever comes first) • 5% start-up / training on the Xylem equipment, NTE 180 days after shipment (whichever comes first)
Warranties:	<p>Lamp Warranty: Guaranteed 14,000 hours of operation, prorated after 9,000 hours.</p> <p>System Warranty: 18 months from date of delivery or 12 months from date of substantial completion of UV equipment whichever comes first.</p>
Pricing Validity:	The proposed budgetary price within this document is valid for Forty-Five (45) days from date of submission.



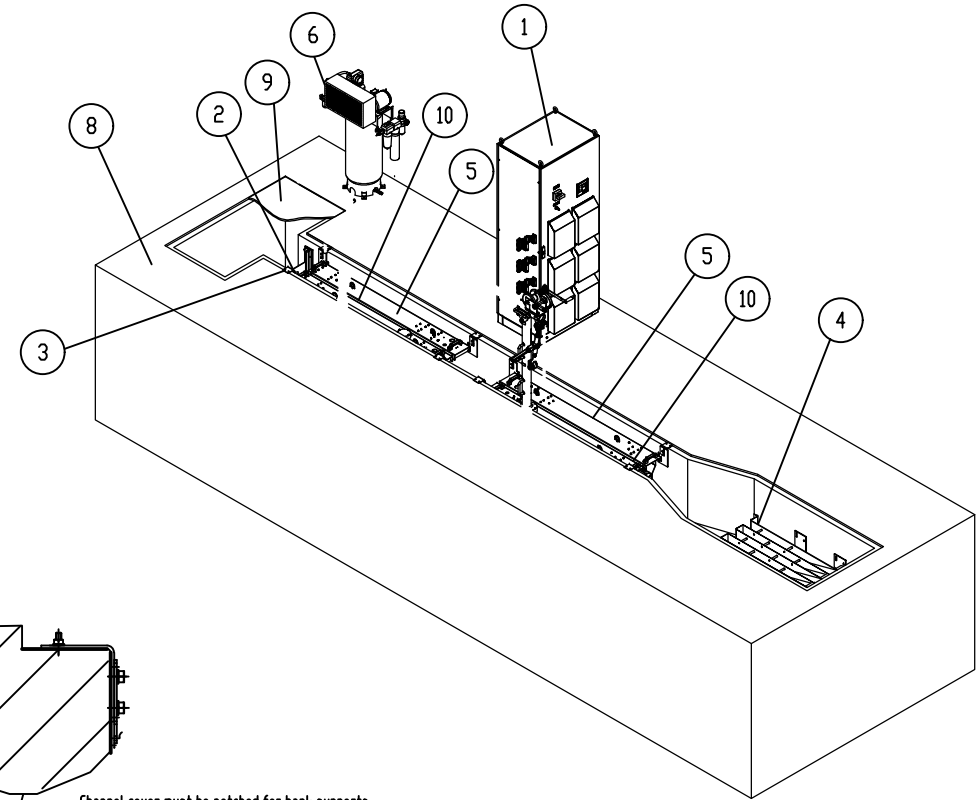
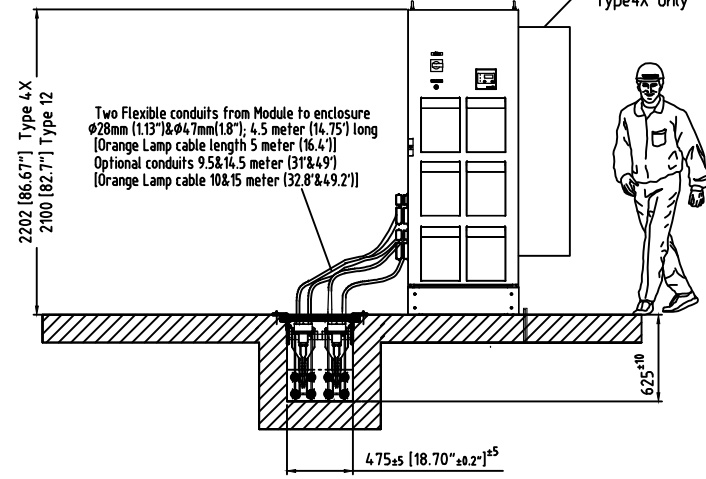
6 Attachments

6.1 BROCHURES / DRAWINGS / OTHERS

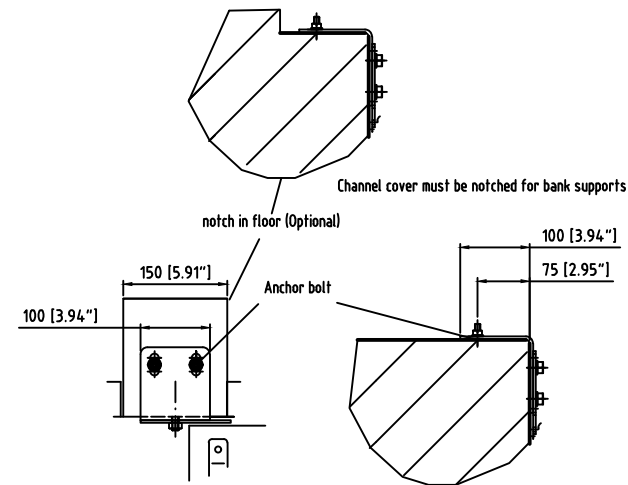
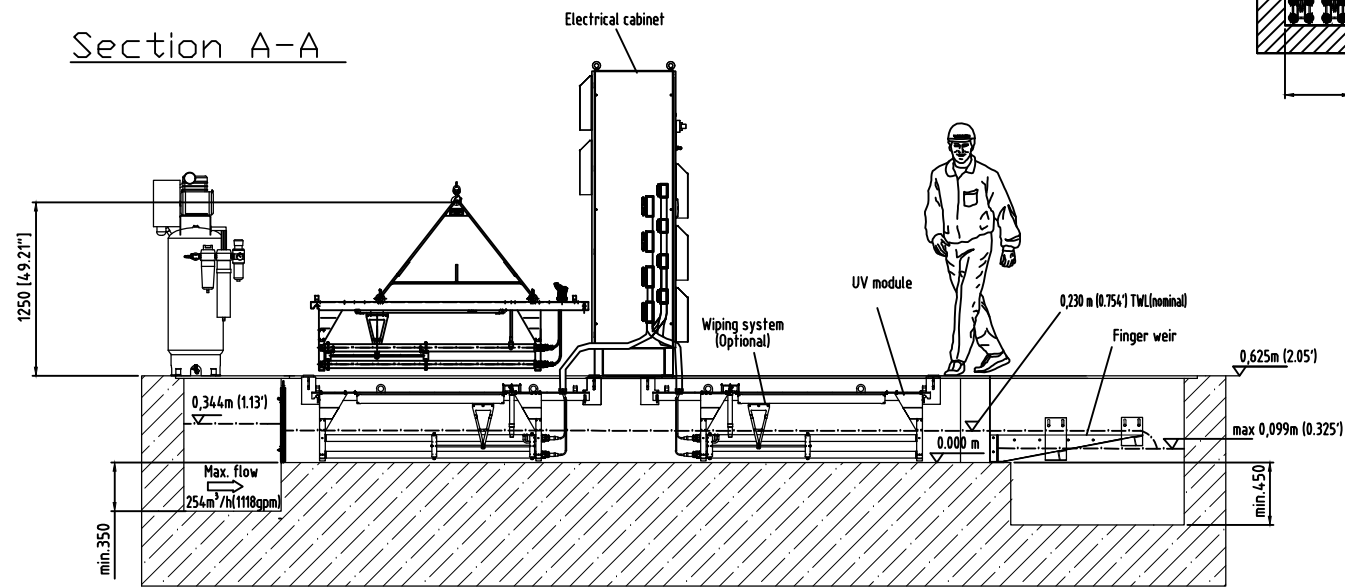
TAK SMART 2-2X2 HF PARTS LIST

Item	Description	Drawing #	Notes	Material
1	Electrical cabinet (Standard)		TYPE 12 /IP55	Painted sheet steel
	Electrical cabinet (Optional)		TYPE 4X /IP56 fan cooled	stainless steel
	Electrical cabinet (Optional)		TYPE 4X /IP54 with AC	stainless steel
2	Baffle plate kit.	U21-0179-011	TAK 2-2	ASTM304 (1.4301)
3	Bank Support kit.	U-13688	TAK X-2	ASTM304 (1.4301)
5	Finger Weir	U-68094		ASTM304 (1.4301)
	UV Module (Standard)	=	Two per Bank	ASTM316 (1.4571)
6	Compressor (Optional)	-		
8	Concrete Channel	-	By Others	
9	Channel cover	-	By Others	
10	Spacer	-		ASTM304 (1.4301)
11	Anchor bolts	-	By Others	ASTM304 (1.4301)

Section B-B

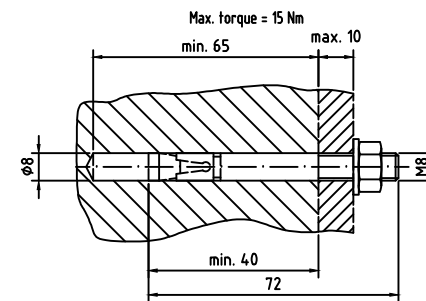


Section A-A

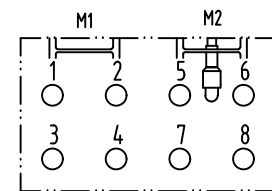


Bank Support Detail

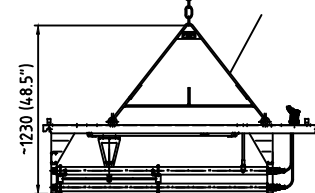
Example anchor bolt fixing:



LAMP LOCATION

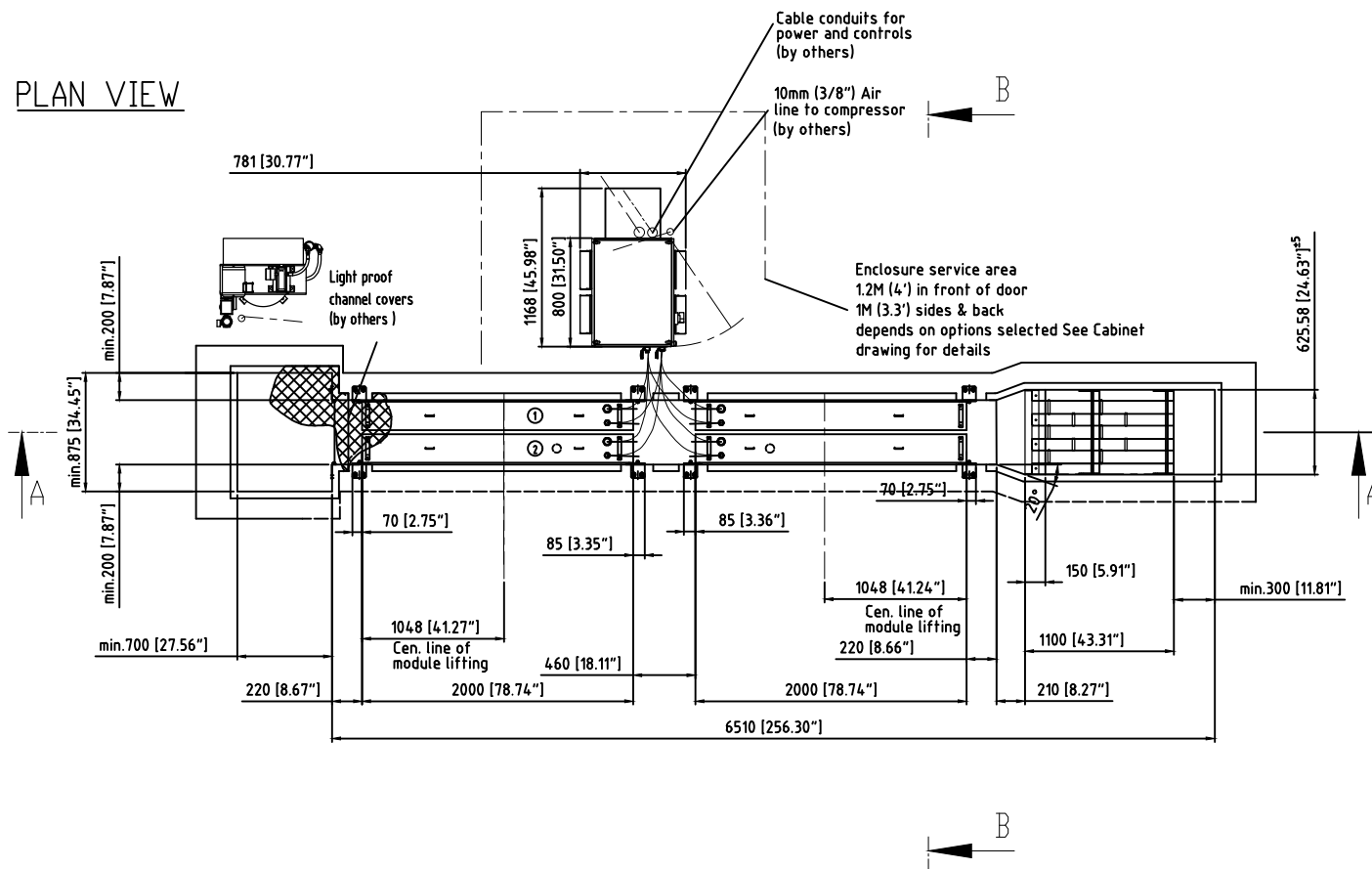


Lifting device by others



Module lifting Detail

PLAN VIEW



TAK SMART GENERAL NOTES:

- The dimensions given on this drawing are required to ensure correct installation operation and performance of the WEDECO UV equipment. All Modifications from this drawing must be approved by WEDECO.
- The most Critical dimensions (channel width, module placement, and weir height) are controlled within the UV channel assembly. Installing contractor must ensure channel assembly is level ($\pm 5\text{mm}$ (3/16") across entire length and width).
- All site related design, labor and materials to be provided by others per contract documents. To meet general anchor bolt requirement, concrete installation and quality shall meet or exceed ACI 318 / DIN1045 -B35.
- All civil tolerances are $\pm 1/8"$ (6 mm) unless otherwise shown.
- Type 12/IP55 (fan cooled) Electrical enclosure to be located in a climate controlled building (supplied by others). Ambient temperature 10°C to 40°C (50°F to 104°F). Type 4X /IP56 enclosure fan cooled, optional. Ambient temperature 10°C to 40°C (50°F to 104°F). Type 4X /IP54 enclosure with AC optional. Ambient temperature 10°C to 50°C (50°F to 122°F).
- Before installation of the UV equipment, channel & piping must be clean of debris. Objects like sand or stones may damage to UV lamps.
- All flow isolation is supplied by others if required.
- ALL field wiring and conduits required to connect power and controls to the electrical enclosure and the air compressor shall be sized, supplied, and installed by others. All governing Local/state and national electrical codes/regulations apply (for example but not limited to state, local, CE, NEC, CUL).
- Lifting device for module supplied by customer.
- ALL equipment shall be located in accordance with all state local, and national electrical codes and per dimensions shown on General Arrangement drawing.
- Instrument quality compressed air required for the wiping system. Wiping requirements are 2.5 LPS (5.3CFM) @ 4.5-5.5BAR (65-80 PSI). Compressors optional. 400/480V power connection available in UV control panel for Air compressor. For air compressors with other voltage requirements (optional), power supply is by customer.
- Protect your eyes and skin against UV light. Extended exposure causes sun burn and eye irritation.
- Field assembly of channel required. All supporting materials, gaskets, hardware, labor and design are supplied by others. Cast in place stainless steel channel insert sections: includes factory installed bank supports, baffle guides, and finger weir. All concrete to stainless steel joints must be sealed water tight by installing contractor. Total assembly must be level ($\pm 5\text{mm}$ (3/16") across entire length and width).
- Installing contractor must provide Temporary bracing inside the channel inserts to prevent deformation as concrete cures.
- The inlet and outlet areas and all piping designed and sized by others. At maximum design flow a 100mm (4") free space must be maintained between the top of the weir and the top effluent level in the outlet chamber.

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<p>WEDECO www.wedeco.com</p>	<p>Project: TAK SMART CONCRETE CHANNEL Title: GENERAL ARRANGEMENT DRAWING Drawing No: U-81462-5</p>
<p>Scale: NTS Drawing Date: July 2012</p>	<p>Author: [Name] Checked: [Name] Approved: [Name]</p>

UV3000™ B PROPOSAL

March 3, 2023

Bowling Green WWTP
219 Anderson Avenue
Bowling Green, VA 22427

Attention: Mr. Josh Irby
Reference: Bowling Green Upgrade, Virginia
Quote No: 237162

In response to your request, we are pleased to provide the following **Trojan System UV3000™ B** proposal for the **Bowling Green Upgrade** project. Since Trojan introduced the open channel approach to disinfection in 1982, many municipalities have selected ultraviolet as the preferred method pathogen destruction at their facilities.

The **Trojan System UV3000™ B** utilizes low pressure low intensity lamp technology. All of Trojan's UV systems are modular in design, with each design specific to the effluent criteria. The lamps are oriented in a horizontal configuration parallel to the flow.

Please review carefully our design criteria for peak flow rate, total suspended solids, disinfection limit, and UV transmittance to ensure that the criteria used match actual project parameters. When detailed project design commences, please contact our office for a review of all design parameters, including dimensions and equipment requirements. In addition, Trojan is able to provide analytical services to quantify effluent quality and confirm design criteria as required.

Trojan's price for the attached design is **\$77,935.00**. This quoted price includes the equipment as described, freight to site and start-up by qualified personnel. This quote **excludes** any taxes that may be applicable. The above price information is valid for 90 days from this day.

Please call our representative, Steve Childers of Heyward Incorporated at 804-543-5971, if you have any questions or would like additional information. Thank you for the opportunity to quote the **Trojan System UV3000™ B** on this project.

With best regards,
Trojan Technologies

Fiona Crawford

Fiona Crawford
Municipal Applications

DESIGN CRITERIA

Current Peak Design Flow:	0.75 MGD
Hydraulic Pass:	1.06 MGD
UV Transmission:	65% , minimum
Total Suspended Solids:	10 mg/l (30 Day Average; grab samples)
Max Average Particle Size:	30 microns
Disinfection Limit:	200 Fecal Coliforms per 100 ml, based on a 30 day Geometric Mean of consecutive daily grab samples
Design Dose:	30 mJ/cm² Bioassay Validated

DESIGN SUMMARY

Based on the above design criteria, the Trojan System UV3000™B proposed consists of:

Number of Channels:	1
Total Number of Banks:	2
Number of Modules per Bank:	4 (existing support racks to be re-used)
Number of Lamps per Module:	4
Total Number of Lamps:	32
Number of Power Distribution Centers:	2
Number of System Control Centers:	1
Type of System Control Centers:	Touch Smart Controller
Number of Level Controllers:	0 – Existing to be re-used
Type of Level Controller:	ALC (weighted Gate)
Cleaning System:	Cleaning Rack

EFFLUENT CHANNEL DIMENSIONS

L =	Minimum length required for flow equalization:	~ 29 ft (existing)
W =	Channel width based on number of UV modules:	12 in (existing)
D =	Maximum depth required for UV Modules access:	54 in (existing)

Dimensions are given for reference only. Consult Trojan Technologies for overall system detailed dimensions.

ELECTRICAL REQUIREMENTS

1. The UV System Control Center requires an electrical service of (1) One TouchSmart Controller 120 VAC, 1 phase, 2 wire (plus ground), 1.5 Amps power supply.
2. Each Power Distribution Center requires an electrical service of one (1) 120 Volts, Single Phase phase, 2 Wire + GND wires (plus ground), 1.5 kVA, 12.7 Amps..

NOTES

1. UV Disinfection Equipment specification is available upon request.
2. If there are site-specific hydraulic constrains that must be applied, please consult the manufacturer's representative to ensure compatibility with the proposed system.
3. Standard spare parts and safety equipment are included with this proposal.
4. The weighted gate (automatic level controller) is not designed to handle periods of very low or no flow.
5. Electrical disconnects required as per local state code are not included in this proposal.
6. Trojan Technologies Inc. warrants all components of the system (excluding UV lamps) against faulty workmanship and materials for a period of 12 months from date of start-up or 18 months after shipment, whichever occurs first.
7. Payment Terms: 10% after approved submittal, 85% upon delivery of equipment to site, 5% after equipment acceptance.



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

AGENDA ITEM: Appointment of Interim Town Treasurer

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Appointment of Interim Town Treasurer

ATTACHMENTS:

REQUESTED ACTION:

Approve/Deny



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

AGENDA ITEM: Approval to Set-Up Joint Planning/Town Council Worksession for Future Land Use

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
Joint Planning/Town Council Worksession for Future Land Use

ATTACHMENTS:

REQUESTED ACTION:
Approve/Deny Request



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

AGENDA ITEM: Provision of Funds by Town Council for Port-A-John in Lieu of Farmers Paying Fees for Participation in Farmers Market

ITEM TYPE: Presentation

PURPOSE OF ITEM: Information Only

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Provision of Funds by Town Council for Port-A-John in Lieu of Farmers Paying Fees for Participation in Farmers Market

ATTACHMENTS:

REQUESTED ACTION: