



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

A G E N D A

**Thursday, January 07, 2021
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

Pledge of Allegiance

TOWN COUNCIL 2021 ORGANIZATIONAL MATTERS:

- [1.](#) Meeting and Budget Schedules
- [2.](#) Election of Vice-Mayor
- [3.](#) Mayor's Committee Appointments and Adoption of Schedules
- [4.](#) Appoint ex-officio member to Planning Commission

DELEGATIONS:

- [5.](#) Proclamation
- [6.](#) Sean Brushett – Atlantic Broadband

PUBLIC COMMENTS: *This will be limited to three minutes per person*

STAFF REPORTS & PRESENTATIONS:

- [7.](#) Police Department Monthly Report December 2020
- [8.](#) Public Works/Utilities Monthly Report for December 2020
- [9.](#) Events & Economic Development Coordinator Monthly Report for December 2020
- [10.](#) Town Clerk/Treasurer • Acting Town Manager Monthly Report for December 2020

CONSENT AGENDA:

- [11.](#) December 2020 Bills
- [12.](#) O-2021-001 – Ordinance updating 301 Tax District Parcels

UNFINISHED BUSINESS:

- [13.](#) Job Descriptions and Organization Chart

NEW BUSINESS:

- [14.](#) Planning Commission Resignations
- [15.](#) Adoption of bylaws
- [16.](#) Establishing Meeting Rules and Procedures
- [17.](#) Health Insurance for Town Council
- [18.](#) Utility Disconnection Moratorium
- [19.](#) Consideration of EDA Appointment

INFORMATIONAL ITEMS:

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

CLOSED SESSION:

- [20.](#) Police Chief 6-Month Performance Evaluation

RECONVENE IN OPEN SESSION

ADJOURNMENT



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

AGENDA ITEM: Meeting and Budget Schedules
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
Proposed Annual and Budget Schedule

ATTACHMENTS:

- Proposed FY21-22 Meeting Schedule
- Proposed FY21-22 Budget Schedule

REQUESTED ACTION:
Adopt proposed schedules

TOWN COUNCIL
TOWN OF BOWLING GREEN
VIRGINIA

MONTHLY MEETING SCHEDULE FOR 2021

Month	Date	Type	Time	Place
January	Thursday, January 7th	Regular	7:00PM	Town Hall
February	Thursday, February 4th	Budget WS	6:00PM	Town Hall
	Thursday, February 4th	Regular	7:00PM	Town Hall
March	Thursday, March 4th	Regular	7:00PM	Town Hall
April	Thursday, April 1st	Budget WS	6:00PM	Town Hall
	Thursday, April 1st	Regular	7:00PM	Town Hall
	Thursday, April 29th	Budget WS (if needed)	6:00PM	Town Hall
May	Thursday, May 6th	Regular	7:00PM	Town Hall
June	Thursday, June 3rd	Budget WS	6:00PM	Town Hall
	Thursday, June 3rd	Regular	7:00PM	Town Hall
	Thursday, June 24th	Special Meeting	6:00PM	Town Hall
July	Thursday, July 1st	Regular	7:00PM	Town Hall
August	Thursday, August 5th	Regular	7:00PM	Town Hall
September	Thursday, September 2nd	Regular	7:00PM	Town Hall
October	Thursday, October 7th	Regular	7:00PM	Town Hall
November	Thursday, November 4th	Regular	7:00PM	Town Hall
December	Thursday, December 2nd	Regular	7:00PM	Town Hall

NOTE:

The Town Council Meeting Room is located in the Town Hall on 117 Butler Street in Bowling Green.

Town of Bowling Green Fiscal Year 2021 - 2022 Budget Schedule

February 4, 2021	Budget Work Session	6:00pm
April 1, 2021	Budget and Rate Work Session	6:00 pm
April 28, 2021	Budget and Rate Work Session (if needed)	6:00 pm
May 6, 2021	Regular Meeting/ Authorize Town Manger to Advertise Budget Public Hearing and Propose Water & Sewer Rates	7:00 pm
June 3, 2021	Budget and Rate Work Session	6:00 pm
June 3, 2021	Regular Meeting/ Public Hearing on Budget and Proposed Tax and Utility Rates	7:00pm
June 24, 2021	Adoption Meeting/Adoption of Budget and Tax Rate/Appropriate Funds	6:00 pm



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

AGENDA ITEM: Election of Vice-Mayor
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Hon. Mark Gaines, Mayor
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Election of Vice-Mayor for a term to commence immediately and end on Dec. 31, 2022

ATTACHMENTS:

None.

REQUESTED ACTION:

Nominate and elect Vice-Mayor for a two year term.



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

AGENDA ITEM: Mayor's Committee Appointments and Adoption of Schedules

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Hon. Mark Gaines, Mayor

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

1. Mayor's Committee Appointments:

Policy, Personnel, and Ordinances Committee

Utilities, Streets, Sidewalks, Buildings and Grounds Committee

2. Adoption of Committee Meeting Schedules

ATTACHMENTS:

- Proposed 2021 Committee Meeting Schedule

REQUESTED ACTION:

Adopt Meeting Schedules

POLICY, PERSONNEL, and ORDINANCES COMMITTEE
MONTHLY MEETING SCHEDULE FOR 2021

Month	Date	Type	Time	Place
January	Tuesday, January 19th	Regular	6:00PM	Town Hall
February	Tuesday, February 16th	Regular	6:00PM	Town Hall
March	Tuesday, March 16th	Regular	6:00PM	Town Hall
April	Tuesday, April 20th	Regular	6:00PM	Town Hall
May	Tuesday, May 18th	Regular	6:00PM	Town Hall
June	Tuesday, June 15th	Regular	6:00PM	Town Hall
July	Tuesday, July 20th	Regular	6:00PM	Town Hall
August	Tuesday, August 17th	Regular	6:00PM	Town Hall
September	Tuesday, September 21st	Regular	6:00PM	Town Hall
October	Tuesday, October 19th	Regular	6:00PM	Town Hall
November	Tuesday, November 16th	Regular	6:00PM	Town Hall
December	Tuesday, December 21st	Regular	6:00PM	Town Hall

NOTE:

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UTILITIES, STREETS, SIDEWALKS, BUILDINGS AND GROUNDS COMMITTEE

MONTHLY MEETING SCHEDULE FOR 2021

Month	Date	Type	Time	Place
January	Tuesday, January 26 th	Regular	6:00PM	Town Hall
February	Tuesday, February 23 rd	Regular	6:00PM	Town Hall
March	Tuesday, March 23 rd	Regular	6:00PM	Town Hall
April	Tuesday, April 27 th	Regular	6:00PM	Town Hall
May	Tuesday, May 25 th	Regular	6:00PM	Town Hall
June	Tuesday, June 22 nd	Regular	6:00PM	Town Hall
July	Tuesday, July 27 th	Regular	6:00PM	Town Hall
August	Tuesday, August 24 th	Regular	6:00PM	Town Hall
September	Tuesday, September 28 th	Regular	6:00PM	Town Hall
October	Tuesday, October 26 th	Regular	6:00PM	Town Hall
November	Tuesday, November 23 rd	Regular	6:00PM	Town Hall
December	Tuesday, December 28 th	Regular	6:00PM	Town Hall

NOTE:

The Town Council Meeting Room is located in the Town Hall on 117 Butler Street in Bowling Green.



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

AGENDA ITEM: Appoint ex-officio member to Planning Commission

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Hon. Mark Gaines, Mayor

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Jeff Voit served on the Planning Commission for four years. As chairperson of the Planning Commission, he's been instrumental in the effort to update the Comprehensive Plan and its Future Use Map.

The Mayor would like to see Mr. Voit follow through to the adoption of the Future Use Map as an ex-officio member of Planning Commission.

ATTACHMENTS:

None.

REQUESTED ACTION:

Motion to appoint Jeff Voit as an ex-officio member of the Planning Commission for the purpose of completion of the Land Use Map.



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

AGENDA ITEM: Proclamation
ITEM TYPE: Presentation
PURPOSE OF ITEM: Recognition by Mayor
PRESENTER: Hon. Mark Gaines, Mayor
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Proclamation by Mayor recognizing the outstanding efforts of volunteer's responsible for organizing holiday festivities.

ATTACHMENTS:

None.

REQUESTED ACTION:

None.



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

AGENDA ITEM: Sean Brushett – Atlantic Broadband
ITEM TYPE: Presentation
PURPOSE OF ITEM: Information Only
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Representative from Atlantic Broadband will follow up on issues presented at the September Council meeting:

1. Why was the Bowling Green Office, most recently located at 103 Chase Street, permanently closed? As we understand it, our franchise agreement requires Atlantic Broadband to maintain an office in Town.
2. When will 1 Gig service be released to the Bowling Green market?
3. Could you please provide a comparison of ABB's cost per bit relative to the rate structures of other providers in the region?

ATTACHMENTS:

None

REQUESTED ACTION:



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

AGENDA ITEM: Police Department Monthly Report December 2020

DATE: 01/03/2021

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for December 2020

22 Total calls for service

1 Stolen Firearm

1 Emergency Custody Order

35 Summonses / Parking tickets

55 Park walk and talks

9 Assist other agencies

8 Property checks/ Vacation checks

2 Warrant services

1 Narcotic violation

ATTACHMENTS:

None

HEADS UP ITEMS:

Preparing for the filming in town.

Seeking a grant from USDA to purchase a new vehicle to replace 2005 Crown Victoria.

Working with the towns Attorney on police policy Manuel.



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

AGENDA ITEM: Public Works/Utilities Monthly Report for December 2020

DATE: December 31, 2020

PREPARED BY: Josh Irby

MONTHLY REPORT / PROJECT UPDATE:

Water

- DEQ inspection meeting on 12-8-2020
- Read water meters
- Contractor fixed water leak on Chase St.

Wastewater

- Plant is running well, no exceptions to report
- Repairs completed on Sand Filters
- Responded to DEQ Warning Letter

Public Works

- Leaf Collection has continued
- Christmas Lights put up on Main Street
- Responded to VOSH inspection letter

ATTACHMENTS:

- Iworq Report (Partial Month)
- DMR for November

HEADS UP ITEMS:

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
DISCHARGE MONITORING REPORT (DMR)

DEPT. OF ENVIRONMENTAL QUALITY
(REGIONAL OFFICE)

PERMITTEE NAME/ADDRESS (INCLUDE
FACILITY NAME/LOCATION IF DIFFERENT)

Northern Regional Office
13901 Crown Court
Woodbridge, VA 22193

NAME: Bowling Green Wastewater Treatment Plant
ADDRESS: co Town of Bowling Green
Bowling Green, VA 22427

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER

MONITORING PERIOD					
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FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

FROM	YEAR	MO	DAY	TO	YEAR	MO	DAY
	2020	11	01		2020	11	30

NOTE: READ PERMIT AND GENERAL
INSTRUCTIONS BEFORE COMPLETING THIS
FORM.

Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD	.115	.471	MGD	*****	*****	*****	0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****				
pH	REPORTD	*****	*****		6.9	*****	7.8	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0				
TSS	REPORTD	.82	2.3	KG/D	*****	2.3	6.8	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15				
DO	REPORTD	*****	*****		8.2	*****	*****	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****				
TKN (N-KJEL)	REPORTD	.24	.40	KG/D	*****	.63	.75	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5				
E.COLI	REPORTD	*****	*****		*****	2	*****	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****				
CBOD5	REPORTD	<QL	<QL	KG/D	*****	<QL	<QL	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15				

GENERAL PERMIT REQUIREMENTS OR COMMENTS:
OUTFALL-SPECIFIC COMMENTS:
PARAMETER-SPECIFIC COMMENTS:

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE	
				TYPED OR PRINTED NAME	CERTIFICATE NUMBER
				Joshua Irby	1965008627
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE
					804-221-1834
				TYPED OR PRINTED NAME	SIGNATURE
					Date
					2020-12-08 07:26:06

Work Order Report

12/1/2020 - 12/30/2020

Work Order Date	Assigned Department	Work Description	Work Address/Location
12/1/2020	Public Works	Leaf Collection	
12/1/2020	Public Works	Put Christmas lights on Main St	Main St
12/1/2020	Utilities	Repair Sand Filter #2 Air Lift	219 Anderson Ave
12/2/2020	Public Works	Mark utilities	240 Milford St
12/2/2020	Public Works	Mark utilities	133 Courthouse Lane
12/2/2020	Public Works	Clean area in shop where electric panel boxes are nothing within two feet of them	219 Anderson Ave
12/2/2020	Facilities	Put up tables for TC Meeting Thursday afternoon after 4:00	117 Butler Street
12/3/2020	Public Works	Needs a new trash can	318 N Main St
12/3/2020	Public Works	Get read due to customer complaint	16384 Heritage Pines
12/3/2020	Utilities	turn water on and get a read	122 Dorsey Ln
12/3/2020	Public Works	mark utilities	14027 farmer dr
12/3/2020	Public Works	Leaf Collection	
12/4/2020	Public Works	Take down council meeting	117 Butler St

Work Order Date	Assigned Department	Work Description	Work Address/Location
12/4/2020		Mark utilities	139 Lafayette Ave
12/4/2020	Public Works	Leaf collection	
12/4/2020	Utilities	get a read new customer moving in	117 Maury Ave
12/4/2020	Utilities	turn water off having problem with hot water heater	135 Roper Dr
12/4/2020	Utilities	Turn water on and please take a read	124 Dorsey
12/7/2020	Public Works	Take old trash cans and tires from cedar lane warehouse to dump	105 Cedar Lane
12/7/2020	Public Works	Needs a new trash can	137 Lafayette Ave
12/7/2020			
12/8/2020	Public Works	12/09 first thing morning set up scaffolding in ball room	117 Butler St
12/9/2020	Public Works	Leaf collection	
12/9/2020	Public Works	Blow leaves and cut grass	117 Butler St.
12/9/2020	Utilities	Service Disconnect	240 Roper Drive
12/10/2020	Public Works	new trash can at Rite Aid parking lot	Rite Aid Parking Lot
12/10/2020	Public Works	collect leaves	103 cedar In 144 milford st
12/11/2020	Public Works	mark utilities	111 ennis st

Work Order Date	Assigned Department	Work Description	Work Address/Location
12/11/2020	Public Works	Collect leaves	Cedar Lane virginia ave coghill st
12/11/2020	Public Works	put up switch plate coverings on heaters	117 Butler
12/14/2020	Public Works	Fix ceiling tiles in Ballroom	117 Butler St.
12/14/2020	Utilities	turn water off and get a read	16475 Milford St
12/14/2020	Public Works	bring trash can to Caroline Sheriff's Office	118 Courthouse Lane
12/15/2020	Public Works	Collect leaves	Milford St., Travis St.
12/17/2020	Public Works	Trim trees at park	Bowling Green Meadow
12/17/2020	Public Works	Leaf Collection	Anderson Ave
12/18/2020	Utilities	Oil and oil filter change- Truck #1	219 Anderson Ave
12/18/2020	Utilities	Install new meter new service	139 Lafayette Ave
12/18/2020	Utilities	Oil and oil filter change- Truck #3	219 Anderson Ave
12/18/2020	Utilities	Oil and oil filter change- Truck #2	219 Anderson Ave
12/18/2020	Police Department	Install 8 light bulbs	107 Butler Street
12/18/2020			
12/18/2020	Facilities	Needs a new trash can	200 Milford St

Work Order Date	Assigned Department	Work Description	Work Address/Location
12/18/2020	Public Works	Replace recycle can with trash can - turn on water	135 Roper Dr
12/21/2020	Public Works	Clean up shop at plant	219 Anderson Ave
12/22/2020	Public Works	Trim trees/plants around Well #1 and Playground	Chase St. and Butler St.
12/22/2020	Public Works	pick up broken trashcan and take new trash can	108 Anderson Ave
12/23/2020	Public Works	pick up broken trash can	200 Milford St
12/23/2020	Public Works	Trim trees/plants at Maury Heights Lift Station	Maury Heights Lift Station
12/23/2020	Public Works	Trim trees/plants at Bowling Green Meadows Lift Station	Bowling Green Meadows Lift Station
12/29/2020	Utilities	get a read and make sure water is on	239 N Main St Apt 4
12/30/2020	Public Works	mark utilities	14522 14535 farmer dr
12/30/2020	Public Works	mark utilities	120 anderson ave

Total Records: 53

12/30/2020



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

AGENDA ITEM: Events & Economic Development Coordinator Council Monthly Report for December 2020

DATE: 12/23/20

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Bowling Green Christmas Parade of Lights:

- Process invoice for parade graphic.
- Follow up with VDOT to get reimbursed for LUP fee.

Economic Development Authority:

- Record and publish EDA meeting minutes from 11/23/20.
- Prepare 'Action Item' for Town Council meeting on 12/3/20, requesting appropriation of CARES Act Funds in the amount of \$106,510.00 to be used for grant funding and HVAC air filtration for small businesses.
- Coordinate with Performance Air for invoicing and pre-payment.
- Collect current W9 forms for recipients of CARES Act small business funding, as required for payment.
- Coordinate with Town Clerk for issuance of small business stimulus checks.
- Create letter to include with stimulus checks. *See attached.
- Create press release. *See attached.
- Research Economic Development certification through IEDC.
- Register for ED core courses through IEDC.

Planning Commission:

- Meeting with acting Town Manager and PC Chairman to review Chapters 9 & 10 of the Comprehensive Plan.
- Meet individually with PC Chairman to review specific revisions to Chapters 9 & 10 of the Comprehensive Plan.
- Revise Chapter 9 with Chairman's edits.
- Attend PC meeting on 12/21/20
- Contact The Berkley Group for potential planning review outsourcing needs.

Misc.

- Send email to 2021 Mayor and Town Council with questionnaire for website update.
- Meeting with Old Mansion owner to discuss 'Thank You' cards and small gift for the potential 'Tree Illumination' event; coordinate with The Corner Store to purchase gift cards to include with 'Thank You' notes; Write and mail 'Thank You' notes. *See attached.
- Create letter for utility customers in arrears. *See attached.
- Meeting with the Mayor-elect and acting Town Manager to discuss initiatives for 2021.
- Coordinate catering for staff holiday lunch.
- Coordinate with Caroline County Circuit Court for use of Town Hall for jury selection on 01/20/21.
- Attend weekly staff meetings; Monday's at 10:00 a.m.
- General social media posts



FOR IMMEDIATE RELEASE

EDA Offers CARES Act Relief and COVID Mitigating HVAC Filtration To Small Businesses

Economic Development Authority
Town of Bowling Green
P.O. Box 468
Bowling Green, VA 22427
(804) 633-6212

Contact: Jo-Elsa Jordan, Town of Bowling Green; Economic Development Coordinator
edacoordinator@townofbowlinggreen.com
(804) 516-5045 (Office/Cell)

Bowling Green, VA. – January 4, 2020; The Economic Development Authority of the Town of Bowling Green (EDA) recently expended CARES Act funds through a grant application process to 23 small businesses by issuing checks totaling \$2,800.00 each, along with the installation of air filtration systems designed to mitigate COVID-19. Federal funding for the CARES Act was distributed to states, counties and municipalities based on population, giving Bowling Green a total of \$209,390.00 to be used for small business assistance, personal protective equipment (PPE) and technology to support virtual meetings and telework for employees. At its December meeting, the Bowling Green Town Council voted to appropriate \$64,400.00 to the EDA for small business grant funds and \$42,110.00 to be used for cold plasma ionization air filtration systems to be fitted to existing HVAC units in commercial spaces.

John Lane, Chairman of the EDA, stated, “Our board was happy to have an opportunity to receive CARES Act funds to pass onto small businesses in Town. The money can help businesses improve their online presence, put plastic barriers in place to promote safe shopping and not to mention, the filtration systems that will be installed in 27 businesses. The EDA is offering tangible support to our small business community and that is our primary purpose.”

Offering cold plasma ionization air filtration systems to commercial spaces in Bowling Green as a tool

(more)

to mitigate COVID-19 was suggested by EDA board member, Glenn McDearmon, an employee of ABM, a company focused on improving infrastructure for a variety of industries. Being knowledgeable about the technology, McDearmon expressed to the EDA that offering this to the small business community could be beneficial to consumers and business owners alike. After surveying businesses in town, 27 businesses expressed interest in having the air filtration system installed. Performance Air, a local HVAC company familiar with the technology, surveyed all interested businesses and offered site-specific estimates to the EDA. “The filtration system is an easy installation and it’s effective at killing air born germs,” stated McDearmon. “Thinking outside of the box is critical these days. This will not only give patrons a sense of comfort when shopping or dining in Bowling Green, it can be used as a great marketing tool for business owners.”

The remaining funds were used for PPE and technology to support Bowling Green residents and local government operations.

###



Economic Development Authority
Town of Bowling Green
117 Butler Street ~ P.O. Box 468
Bowling Green, Virginia 22427

December 17, 2020

Dear Valued Bowling Green Business Owner,

Congratulations on meeting the requirements of the CARES Act Grant Program that was offered by the EDA to help privately owned businesses like yours, remain open, retain employees and operate safely during the COVID-19 pandemic.

Please find enclosed a check in the amount of \$2,800.00 to be used for the items specified in your application. Also, please be advised that this grant funding *is taxable* per federal and state guidelines outlined in the CARES Act.

Finally, in addition to CARES Act stimulus funds, many of you opted to have cold plasma ionization filtration units installed into your existing HVAC system by Performance Air. This is an effective step toward COVID mitigation and is even being used by nearly every major airline in the U.S. and beyond. Not only will this offer your patrons some levels of comfort in addition to wearing their masks when entering your business, it can serve as a unique way to market your business as a safe place to shop or dine. Performance Air will be contacting you to coordinate this very simple installation.

On behalf of the Economic Development Authority of the Town of Bowling Green, it has been a pleasure serving the small business community. Please do not hesitate to contact me with questions or if I can be of assistance to you in any capacity.

Happy holidays,

Jo-Elsa Jordan
Economic Development Coordinator
Town of Bowling Green

ENCLOSURE



\$5.00

12.16.20

Dear Manns family,

We want to thank you for expressing your interest in making an ornament for a possible tree lighting event at Old Mansions. While we didn't get as much interest as we had hoped, we truly appreciate your willingness to participate.

Please enjoy this small gift as a token of our thanks. We hope to gain more community participation next year and hope that your family will still be a part of it!

Happy Holidays ch

Joel & Owners of Old Mansions



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

AGENDA ITEM: Town Clerk/Treasurer • Acting Town Manager Monthly Report to Council
December 2020

DATE: January 4, 2021

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

- FY20 Audit Prep/ begin to submit
- Cash reconciliations
- Preparing to go to Bid on first phase of water systems project
- Preparing to close on interim financing of phase 1 of water systems project
- Final reporting of Cares Act Funds
- CARES Act Utility Relief Fund

Meetings/Training attended:

- December Town Council Meeting
- Planning Commission Meeting
- 4 Weekly Staff meetings
- Meeting with Mayor on goals and priorities
- Meeting with USDA Representative to discuss status of various projects and applications.
- Meeting with contractor to discuss A/V Technology, additional needs, logistics, etc.

Attachments:

- YTD Revenue/Expense Report
- CARES Act Utility Relief Funds Information

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
FUND #-100 ***GENERAL FUND REVENUE***							
11010	***REAL ESTATE**	141,500.00	141,500.00	136,973.79	137,786.72	3,713.28	2.62
11011	***RT 301 SPECIAL TAX DISTRICT***	34,269.00	34,269.00	27,045.24	27,045.24	7,223.76	21.07
11020	***PUBLIC SERVICE***	4,000.00	4,000.00	3,370.17	3,370.17	629.83	15.74
11030	***PERSONAL PROPERTY***	52,500.00	52,500.00	43,958.07	44,215.01	8,284.99	15.78
11060	***PENALTY & INTEREST***	6,000.00	6,000.00	3,060.83	3,455.04	2,544.96	42.41
15010	INTEREST EARNED	5,000.00	5,000.00	2,173.78	2,173.78	2,826.22	56.52
16099	***REFUSE COLLECTION FEES***	89,301.00	89,301.00	31,504.06	31,504.06	57,796.94	64.72
120101	SALES TAX	32,000.00	32,000.00	23,939.50	23,939.50	8,060.50	25.18
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	13,250.01	18,192.84	11,807.16	39.35
120301	BUSINESS LICENSE	68,000.00	68,000.00	4,181.63	4,983.49	63,016.51	92.67
120501	VEHICLE LICENSE FEES	27,000.00	27,000.00	17,371.86	17,576.42	9,423.58	34.90
120601	BANK STOCK TAX	250,000.00	250,000.00	.00	.00	250,000.00	100.00
121001	TRANSIENT OCCUPANCY TAX	4,500.00	4,500.00	1,670.26	2,042.79	2,457.21	54.60
121101	MEALS TAX	200,000.00	200,000.00	105,952.57	124,685.29	75,314.71	37.65
130306	***PERMITS, FEES AND LICENSES***	3,000.00	3,000.00	2,095.00	3,565.00	565.00-	18.83-
140101	***FINES AND FORFEITURES***	43,100.00	43,100.00	12,719.68	13,538.91	29,561.09	68.58
150201	***RENTALS***	26,000.00	26,000.00	12,216.42	12,866.42	13,133.58	50.51
189000	** OTHER LOCAL REVENUE **	2,100.00	2,100.00	12,000.00	12,000.00	9,900.00-	471.42-
220108	ROLLING STOCK TAX	.00	.00	2.46	2.46	2.46-	100.00-
220109	VA 599 POLICE FUNDING	24,500.00	24,500.00	12,738.00	12,738.00	11,762.00	48.00
220110	PPTRA REIMBURSEMENT-STATE	21,900.00	21,900.00	21,907.50	21,907.50	7.50-	.03-
220111	COMMUNICATIONS TAX	38,000.00	247,390.00	222,577.95	225,326.93	22,063.07	8.91
240407	***GRANTS***	1,034.00	1,034.00	5,935.00	5,935.00	4,901.00-	473.98-
240412	VIRGINIA FIRE PROGRAMS	10,000.00	10,000.00	15,000.00	15,000.00	5,000.00-	50.00-
410501	**SAVINGS TRANSFER**	216,775.00	216,775.00	1,885.00	1,885.00	214,890.00	99.13
999999	MISCELLANEOUS	.00	.00	5,026.77	6,828.25	6,828.25-	100.00-
--FUND TOTAL--		1,330,479.00	1,539,869.00	738,555.55	772,563.82	767,305.18	49.82
FUND #-320 ***ECONOMIC DEVELOPMENT AUTH***							
410501	TRSF FROM GENERAL FUND	.00	106,510.00	106,510.00	106,510.00	.00	.00
--FUND TOTAL--		.00	106,510.00	106,510.00	106,510.00	.00	.00
FUND #-400 ***EVENTS AND ACTIVITIES FUND***							
19050	HARVEST FESTIVAL	13,000.00	13,000.00	2,240.00	2,640.00	10,360.00	79.69
410501	USE OF FUND BALANCE	6,500.00	6,500.00	.00	6,000.00	500.00	7.69
--FUND TOTAL--		19,500.00	19,500.00	2,240.00	8,640.00	10,860.00	55.69
FUND #-420 ***DEBT SERVICE***							
410501	USE OF FUND BALANCE	.00	.00	344.37	344.37	344.37-	100.00-
--FUND TOTAL--		.00	.00	344.37	344.37	344.37-	100.00-

TOWN OF BOWLING GREEN
REVENUE SUMMARY
7/01/2020 - 1/04/2021

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
-----	-----	-----	-----	-----	-----	-----	-----
FUND #-500 ***WATER REVENUE***							
16099	***WATER REVENUE***	2,941,130.00	2,941,130.00	298,845.19	299,255.19	2,641,874.81	89.82
410501	***SAVINGS TRANSFER***	253,986.00	253,986.00	.00	253,986.00	.00	.00
	--FUND TOTAL--	<u>3,195,116.00</u>	<u>3,195,116.00</u>	<u>298,845.19</u>	<u>553,241.19</u>	<u>2,641,874.81</u>	<u>82.68</u>
FUND #-520 ** SEWER OPERATIONS **							
16099	SEWER SALES	422,250.00	427,071.79	302,927.94	309,698.51	117,373.28	27.48
410501	USE OF FUND BALANCE SEWER	161,270.00	161,270.00	.00	161,270.00	.00	.00
	--FUND TOTAL--	<u>583,520.00</u>	<u>588,341.79</u>	<u>302,927.94</u>	<u>470,968.51</u>	<u>117,373.28</u>	<u>19.94</u>
	--FINAL TOTAL--	<u>5,128,615.00</u>	<u>5,449,336.79</u>	<u>1,449,423.05</u>	<u>1,912,267.89</u>	<u>3,537,068.90</u>	<u>64.90</u>

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2020 - 1/04/2021

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
FUND #-100 ***GENERAL FUND EXPENDITURES***								
12110	**COUNCIL AND ADMINSTRATOR EXPENSES	275,198.00	484,588.00	326,559.81	357,190.09	.00	127,397.91	26.28
12410	***TREASURER'S EXPENSES***	257,176.00	257,176.00	107,538.58	140,837.98	.00	116,338.02	45.23
31100	***POLICE DEPT. EXPENSES***	143,682.00	143,682.00	49,257.56	64,298.17	.00	79,383.83	55.24
31200	***POLICE DEPT RESTRICTED FUNDS***	3,000.00	3,000.00	2,582.86	2,582.86	.00	417.14	13.90
32000	***DONATIONS***	12,000.00	12,000.00	.00	.00	.00	12,000.00	100.00
43100	***PUBLIC WORKS***	299,470.00	299,470.00	111,915.46	142,123.26	.00	157,346.74	52.54
410501	***TRANSFERS OUT***	421,256.00	421,256.00	.00	421,256.00	.00	.00	.00
500100	PAYROLL ERROR CODE	.00	.00	240.01	240.01	.00	240.01-	100.00-
	--FUND TOTAL--	1,411,782.00	1,621,172.00	598,094.28	1,128,528.37	.00	492,643.63	30.38
FUND #-320 ***ECONOMIC DEV AUTH EXPENSES***								
32100	EDA LOANS AND GRANTS	.00	106,510.00	106,510.00	106,510.00	.00	.00	.00
	--FUND TOTAL--	.00	106,510.00	106,510.00	106,510.00	.00	.00	.00
FUND #-400 ***EVENTS AND ACTIVITIES***								
71200	EVENTS COORDINATOR	19,950.00	19,950.00	4,023.81	5,573.81	.00	14,376.19	72.06
	--FUND TOTAL--	19,950.00	19,950.00	4,023.81	5,573.81	.00	14,376.19	72.06
FUND #-500 ***WATER EXPENDITURES***								
500100	***WATER OPERATIONS***	453,848.00	453,848.00	138,934.42	175,995.97	.00	277,852.03	61.22
500500	***WATER CIP***	2,700,000.00	2,700,000.00	234,341.00	234,341.00	.00	2,465,659.00	91.32
	--FUND TOTAL--	3,153,848.00	3,153,848.00	373,275.42	410,336.97	.00	2,743,511.03	86.98
FUND #-520 ***SEWER OPERATIONS***								
500100	***SEWER OPERATIONS***	586,537.00	591,358.79	362,074.34	397,708.33	.00	193,650.46	32.74
	--FUND TOTAL--	586,537.00	591,358.79	362,074.34	397,708.33	.00	193,650.46	32.74
	--FINAL TOTAL--	5,172,117.00	5,492,838.79	1,443,977.85	2,048,657.48	.00	3,444,181.31	62.70

1/04/2021

GL060AA

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2020 - 1/04/2021

PAGE 4

TIME 17:13

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
-----	-----	-----	-----	-----	-----	-----	-----	-----
	--FINAL TOTAL--	.00	.00	.00	.00	.00	.00	.00



Ralph S. Northam
Governor

R. Brian Ball
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Erik C. Johnston
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

December 7, 2020

VIA EMAIL

Melissa Lewis
Interim Town Manager
Town of Bowling Green

Re: Award Letter, Guidance, and Required Certification for COVID-19 Municipal Utility Relief Program to Assist Customers

Dear Melissa Lewis:

On behalf of Governor Northam, it gives me great pleasure to inform you that Town of Bowling Green has been awarded federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds pursuant to the Appropriation Act mandated State Corporation Commission application process in the amount of \$4,154.69 to assist with municipal utility customer relief for all eligible customers of Town of Bowling Green. This funding is being provided under CFDA 21.019 – Coronavirus Relief Funds (CRF). Additional details concerning this program including guidance, requirements, and several model forms are included in the following pages.

Additional guidance concerning this program has been included with this letter, including a model customer intake form. Please read this carefully before proceeding with additional steps. Given the tight timeline for utilization of these funds and to ensure each utility directly receives these funds in an expedited manner you must return the attached certification in partnership with a city or county that will act as the fiscal agent to receive the funds from the Department of Accounts (DOA) and the city or county will then forward funds to the municipal utility to implement the program for the utility's customers. Once the project is complete, DOA will follow up regarding project outcomes and compliance. I want to reiterate that it is incumbent on Town of Bowling Green and the partnering city or county to ensure project expenses are properly documented and verified in case of audit.

For questions contact DHCD staff member David Conmy at utility@dhcd.virginia.gov.

Sincerely,

A handwritten signature in black ink that reads "Erik C. Johnston".

Erik Johnston
Director, Virginia Department of Housing and Community Development

CC: David Von Moll, Comptroller, Department of Accounts
Encl: COVID-19 Municipal Utility Relief Program Guidance, Certification Form and Addendum, and Model Customer Intake Form

COVID-19 MUNICIPAL UTILITY RELIEF PROGRAM:

Guidance and Required Certification

Based on the response that the Virginia State Corporation Commission (SCC) received from your utility system in the Application for Coronavirus Relief Funds (Municipal Utilities), the SCC has determined your award amount which is reflected in your award letter. Accordingly, the award letter, guidance, and required certification will serve as the next steps in facilitating this program.

Fundamentally, the goal of this program is to assist municipal utility customers experiencing economic hardship due to the COVID-19 pandemic. As such, and because quick action is essential in order to address the public health needs of municipal utility customers, your award amount must be disbursed through a partnering county or city that will serve as the fiscal agent with the Department of Accounts (DOA) disbursing funds and having responsibility for sub recipient monitoring. Consequently, municipal utility systems, especially those that are not directly managed by a city or a county, will need to partner with a city or county to serve as the fiscal agent for this program. Cities and counties may serve as the fiscal agent for more than one municipal utility system. In order to receive your CRF funding for this program, the chief administrative officer for the partnering city or county and the authorized official representing the municipal utility will be required to certify their respective organization's participation in this program and its adherence to all associated CARES Act regulations. A standard certification for this program requiring signatures from both officials on behalf of their respective organizations has been included near the end of this document.

Please note that the U.S. Treasury guidance requires attestation by utility customers of the COVID-19 economic hardship, which means utilities will need to collect and save these customer attestations before forgiving eligible arrearages.

Any customer – with the exception of any government entity – shall be eligible for such arrearage assistance. Municipal utilities are encouraged to pay the full amount of arrearages owed by eligible customers that apply for arrearages owed from the March 1, 2020, through December 30, 2020 time period. Funds can only be used to provide direct assistance to customer accounts over 30 days in arrears during the covered period. Municipal utilities must prioritize assistance first to customers with accounts over 60 days in arrears and then for accounts 30 days in arrears. Municipal utilities are also encouraged to use their discretion to establish a maximum award amount for non-residential customers to ensure the majority of the available assistance awarded is not awarded to large customers. Arrearage assistance programs must strive for equity in program outreach to all customers and should focus outreach efforts on COVID-19 impacted customers.

The SCC has calculated the proportional share of available funding for each municipal utility system that applied by the SCC's November 30th application deadline. This information was forwarded to DHCD, which is facilitating the award letter and certification process for municipal utilities and their partnering city or county. These certifications will be accepted by DHCD on a

rolling basis after the date your award letter was distributed. **The awarded municipal utility and their city or county fiscal agent will be required to certify to abide by U.S. Treasury guidance and other regulatory matters concerning the use of CRF funds.** The intent is for this allocation to pass through the county or city directly to the municipal utility to serve eligible municipal utility customers. The municipal utility as the customer utility relief program operator should develop a sub agreement with the county or city fiscal agent assuring the city or county fiscal agent that the municipal utility will be responsible for compliance with state and federal law. Upon receipt by DHCD of this certification and award letter from the county/city and municipal utility, the Department of Accounts (DOA) will then distribute funds directly to cities and counties, which will serve as the fiscal agent on behalf of their partner municipal utility(ies). DOA will also be the lead state agency working with the city or county and their partnered utility system(s) on monitoring to ensure compliance with the program and federal guidelines.

All applicants must certify that all administrative expenses for direct program implementation and direct relief provided to eligible customer arrearages for the covered time period March 1, 2020 – December, 30 2020 will be expended and any unspent funds returned to DOA by COB Friday January 29, 2021.

Participating cities and counties may allow municipal utilities and their partners working directly to implement this program to utilize up to 5% of their allocation for direct administrative costs to support management of relief programs. **Proper recordkeeping on these administrative costs must also be maintained and made available for auditing purposes.**

Additionally, it is important for participating localities to refrain from providing dual benefit to customers who have already received some level of assistance through other existing programs funded by the CARES Act for the same months of arrearages. An example is to ensure business customers have not received utility relief for the same time period through the Rebuild Virginia Grant Fund or local CARES Act relief.

Please note that approval of a CRF allocation for purposes of this utility arrearage program does not represent any assurance, legal or otherwise, that the approved project complies with all federal guidelines related to the use of these funds. Cities and counties in addition to their partner municipal utility(ies) are strongly encouraged to consult their legal counsel prior to expending the federal CRF funds that have been awarded through this program.

Chiefly, municipal utilities must justify and document use of CRF funds by assisting customers who are experiencing economic hardship due to the COVID-19 pandemic. Therefore, such applications will require self-certification by municipal utility customers in order to be considered eligible for arrearage relief. A standard self-certification form/questionnaire is included near the end of this document that cities and counties and their partner municipal utility(ies) are encouraged to utilize. **Documentation of self-certification for all municipal utility customers participating in this program is required for state auditing purposes so please maintain accurate records for all customers receiving support from the program.** This certification may also be collected through other means such as over the phone interviews or

through an online form but should generally be harmonious with the form/questionnaire provided. Utility Customers may only receive a direct payment subsidy from this award once, per the state budget requirement. Utilities may not direct any funds provided to new deposits, down payments, fees, late fees, interest charges or penalties.

Federal CARES Act Guidance:

It is extremely important to know and comply with all of the federal conditions that exist for CRF allocations. To that end, please refer to the federal guidance and frequently asked questions:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

This information is routinely updated, so guidance may have changed since you last consulted it.

Compliance with the federal guidance is the responsibility of the city or county submitting the application on behalf of a municipal utility and failure to do so could result in disallowed expenses requiring repayment of the associated funds to the federal government. If the city or county fails to repay any funds spent for nonqualifying expenses on behalf of a municipal utility as required by the federal government, the State Comptroller will recover such amounts from future state payments to the locality via the State Aid Intercept Program. Consequently, cities and counties are encouraged to develop agreements or memorandums of understanding (MOU) with their partner municipal utility system(s) to indemnify cities and counties in the event the municipal utility system does not adhere to U.S. Treasury guidelines and consequently subjects the city or county to such State Aid Intercept action(s).

In addition to the revised federal guidance, on September 2, 2020, the U.S. Treasury's Office of the Inspector General issued information related to reporting and audit requirements. Information regarding the audit and reporting requirements can be found at the same link provided above. Further, the State Comptroller's office (DOA) has sub-recipient monitoring responsibilities that will necessitate evaluation and additional correspondence with cities and counties regarding the use of funds. Again, cities and counties are encouraged to develop MOUs that will help establish clarity concerning responsibility and accountability among all parties regarding this requirement.

As a reminder, the overarching federal guidance states that these funds must be used for qualifying expenses of state and local governments. Specifically, the CARES Act provides that payments from the CRF may only be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect

- to the Coronavirus Disease 2019 (COVID–19);
2. were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The federal guidance continues to state that the CRF funds can be used only for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to address revenue shortfalls. CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Furthermore, fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Any unspent funds must be returned to DOA no later than COB January 29, 2021, so cities and counties working on behalf of their partner municipal utility(ies) are strongly encouraged to factor that deadline into the administration of their local programs.

Required Certification

In order to receive the CRF funding amount calculated by SCC, each city and county and their partner municipal utility system(s) must complete a certification form (also at the end of this document). The certification form must be signed by the chief administrative officer for the city or county and the authorized official representing the municipal utility partner. In the event more than one municipal utility partners with a city or county, a separate certification will be needed for each partnership.

Before signing the certification, applicants are recommended to read and understand the federal guidance and the frequently asked questions contained in the links provided in Appendices A and B, respectively. The most recent information on this guidance and the frequently asked questions can be obtained at:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

and

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

Please note that the certification statement includes an acknowledgment that recipients may not receive reimbursement or recipients may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. It is important to understand that the burden of ensuring that all CRF funds are spent for qualifying purposes falls to the city or county working on behalf of the municipal utility. Again, cities and counties are encouraged to develop MOUs that will help establish clarity concerning responsibility and accountability among all parties regarding this requirement.

Awardees are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements. The State Comptroller is responsible for all sub-recipient monitoring and may require additional information in the future from each city or county and/or their partner municipal utility system(s) to address that responsibility.

If the federal government determines that awardees have used CRF funds for purposes that do not qualify, awardees must return those funds to the state promptly so that they may be returned to the federal government. As a condition of receiving CRF funds, awardees agree that the Commonwealth can use State Aid Intercept to recover any funds from the corresponding city or county necessary for expenses that were not for a qualifying purpose or not for expenses incurred during the eligible time period. Consequently, cities and counties are encouraged to develop agreements or memorandums of understanding (MOU) to indemnify cities and counties in the event the partner municipal utility system(s) does not adhere to U.S. Treasury guidelines and consequently subjects the city or county to such State Aid Intercept action(s).

Submission of Certification

The certification form on the next page contains more specific details on the responsibilities of the city and county and partnered municipal utility.

The signed certification form should be submitted to DHCD through the following web portal: <https://survey.alchemer.com/s3/6053803/COVID-19-Municipal-Utility-Relief>. Certifications will be accepted on a rolling basis.

If you have any questions regarding the appropriate use of CRF funds, please refer to the U.S. Treasury Website and guidance linked above. For questions about this process or technical questions about the certification form or the distribution of the funds, please first refer to the FAQ documents provided and then send unresolved inquiries to: utility@dhcd.virginia.gov

December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.

8. Funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
9. Up to five percent of funds allocated to individual localities may be used for direct administrative costs to support management of the utility relief programs.
10. Any CRF funds expended by the municipal utility or its grantee(s) in any manner that does not adhere to official federal guidance or COVID-19 Municipal Utility Relief Program guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke State Aid Intercept on the city or county serving as fiscal agent to the partner municipal utility system to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.
11. As a condition of receiving the CRF funds pursuant to this certification, the city or county on behalf of the municipal utility system shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, direct administrative costs, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
12. The city or county on behalf of the municipal utility system must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
13. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
14. Fund payments may not be used for government revenue replacement, including the replacement of unpaid municipal utility fees.
15. Any CRF funds received pursuant to this certification will not be used for expenditures for which the municipal utility and its subrecipients have received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.



Town of Bowling Green ♦ 117 Butler Street ♦ P.O. Box 468 Bowling Green, VA 22427

December 7, 2020

Mr. Charles M. Culley, Jr.
County Administrator
212 N. Main Street
P.O. Box 447
Bowling Green, VA 22427

Re: Required Certification for COVID-19 Municipal Utility Relief Program to Assist Customers

Dear Mr. Culley,

The Town of Bowling Green has applied for COVID-19 Municipal Utility Relief Program funds to assist our customers that have fallen behind on their utility bills due to economic hardship caused the COVID-19 pandemic. We recently received notice of award from Dept. of Housing and Community Development. As a requirement, the award amount must be disbursed through a partnering county that will serve as our fiscal agent.

We would greatly appreciate Caroline County serving as our fiscal agent. Accompanying this letter is a Certification and Certification Addendum provided by DHCD that I have completed. If the County finds this acceptable, please sign, date, and provide the County's DUNS number on page 3. We'll be using the attached model Customer Intake Form to ensure that all CRF funds are spent for qualifying purposes only.

Please contact me should you have any questions or need additional information.

Sincerely,

Melissa Lewis
Interim Town Manager

Attachments: Certification, Model Intake Form

Certification:

CERTIFICATION for RECEIPT of CORONAVIRUS RELIEF FUND PAYMENTS

by

Caroline County

on behalf of

Town of Bowling Green

We, the undersigned, represent **Caroline County** and are working in partnership with **The Town of Bowling Green** (the utility), and we certify that:

1. The intent is for this allocation to pass through the county or city directly to the municipal utility to serve all eligible Virginia municipal utility customers. The customer utility relief program operator should develop a sub agreement with the county or city fiscal agent that ensures they will be responsible for compliance with state and federal law.
2. We have the authority to request direct payment, on behalf of the utility from the Commonwealth of Virginia, of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
3. We understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the city or county.
4. The city or county and municipal utility's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the utility; and
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. Any funds that are not expended or that will not be expended on necessary expenditures incurred before December 30, 2020, by the municipal utility or its grantee(s), must be returned to Commonwealth of Virginia no later than January 29, 2021, and that the Commonwealth of Virginia is entitled to invoke State Aid Intercept to recover any such unexpended funds.
6. We understand that customer attestations of the COVID-19 economic hardship must be obtained and saved by the utility relief program before forgiving arrearages.
7. We understand that the municipal utility will not receive continued funding beyond

December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.

8. Funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
9. Up to five percent of funds allocated to individual localities may be used for direct administrative costs to support management of the utility relief programs.
10. Any CRF funds expended by the municipal utility or its grantee(s) in any manner that does not adhere to official federal guidance or COVID-19 Municipal Utility Relief Program guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke State Aid Intercept on the city or county serving as fiscal agent to the partner municipal utility system to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.
11. As a condition of receiving the CRF funds pursuant to this certification, the city or county on behalf of the municipal utility system shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, direct administrative costs, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
12. The city or county on behalf of the municipal utility system must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
13. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
14. Fund payments may not be used for government revenue replacement, including the replacement of unpaid municipal utility fees.
15. Any CRF funds received pursuant to this certification will not be used for expenditures for which the municipal utility and its subrecipients have received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

City or County Chief Administrative Officer (CAO)	Authorized Official Representing Municipal Utility Allocated Funds by SCC
Name of City or County: Caroline County	Name of Municipal Utility: Town of Bowling Green
Printed Name of CAO: Charles M. Culley, Jr.	Printed Name of Municipal Utility Official: Melissa Lewis
Signature: 	Signature: 
Title: County Administrator	Title: Interim Town Manager
Date: 12/17/2020	Date: December 7, 2020

Please provide city/county DUNS number: 052150158

Please provide municipal utility DUNS number: 090607081

Certification Addendum

(Please update the yellow highlighted fields as it pertains to your circumstances)

Federal Requirements for information to be included in agreement between county/city and municipal utility

§200.332 Requirements for pass-through entities.

All pass-through entities must:

(a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

(1) Federal award identification. (Federal Coronavirus Aid, Relief and Economic Security Act (CARES ACT, Coronavirus Relief Fund))

(i) Subrecipient name (which must match the name associated with its unique entity identifier);

Town of Bowling Green

(ii) Subrecipient's unique entity identifier;

90607081081

(iii) Subaward Period of Performance Start and End Date;

March 1, 2020 to December 30, 2020

(iv) Subaward Budget Period Start and End Date;

July 1, 2020 - June 30, 2021

(v) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;

\$4,154.69

(vi) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation;

\$4,154.69

(vii) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;

\$4,154.69

(viii) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA); (Coronavirus Relief Fund: Municipal Utility Relief Program to Assist Customers)

(ix) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;

Federal awarding agency: U.S Department of Treasury

Pass-through entity: Caroline County

Contact: Charles Culley, County Administrator

(x) Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement; (CFDA Number and Title are 21.09, Coronavirus Relief Funds)

(xi) Identification of whether the award is R&D; and (This is not R&D award)

(xii) Indirect cost rate for the Federal award (including if the de minimis rate is charged) per §200.414. (No indirect costs can be charged by county/city or municipal utility)



Town of Bowling Green
117 Butler Street ~ P.O. Box 468
Bowling Green, Virginia 22427

December 17, 2020

Dear Resident of Bowling Green,

This letter is to advise you that your utility payment that was due on December 4, 2020, is past due. Utility bills will be issued again in early January 2021 and will include the previous past due amount. There is currently a moratorium in place state-wide, allowing for residents in arrears to avoid water cut-offs, however we encourage you to remit payment immediately to avoid accumulating costs over a period of time. We also understand that these are challenging times and our staff is here to help!

You may qualify for utility relief funds through the Department of Housing and Community Development (DHCD). In order to find out if you qualify, you will need to come in-person to the Town of Bowling Green business office located at Town Hall (117 Butler Street) and complete a required form. Additionally, town staff is happy to discuss payment plan options with you to satisfy the past due amount, while working with any financial challenges that you may be facing as a result of the current pandemic.

Whether it be extending monetary relief options through DHCD or working with you to develop a payment plan, the Town of Bowling Green understands that we're in this together. We look forward to hearing from you soon to determine how we can provide a solution that works for everyone.

Happy Holidays,

Tracy Wright
Town of Bowling Green

COVID-19 MUNICIPAL UTILITY RELIEF PROGRAM

Utility Arrearage Assistance

Customer Intake Form

GENERAL INFORMATION

1. Date of Customer's Application: _____
2. Account Number or Other Unique Identifier of the Customer Utility Bill: _____
3. Total Arrearage from March 1, 2020 – December 30, 2020 that is due (Provided by Municipal Utility with statement demonstrating amount attached): _____
4. Street Address (where utility service is provided): _____

5. City or County (where utility service is provided): _____
6. State (where utility service is provided): _____
7. ZIP Code (where utility service is provided): _____
8. Customer Phone Number: _____
9. Customer Type:

_____ **Residential**

_____ **Non-Residential**

RESIDENTIAL CUSTOMERS COMPLETE THIS SECTION

1. Name of Residential Account Holder:

First M.I. Last (Maiden)

2. For residential customers: place mark beside the applicable cause of economic hardship if you or a person in your household has experienced a loss of income due to the COVID-19 pandemic (check all that apply):

_____ been laid off;

_____ place of employment has closed;

_____ have experienced a reduction in hours of work;

_____ must stay home to care for children due to closure of day care and/or school;

_____ lost child or spousal support;

- _____ not been able to work or missed hours due to contracting COVID-19;
- _____ unable to find work due to COVID-19;
- _____ unwilling/unable to participate in previous employment due to high risk of severe illness from COVID-19
- _____ other (describe) _____

NON-RESIDENTIAL CUSTOMERS COMPLETE THIS SECTION

1. Name of Non-Residential Account Holder: _____
2. Property Name: _____
3. Is the utility fee arrearage due to economic hardship experienced by the customer as a result of the COVID-19 pandemic? (Check Y/N)
4. _____ YES (Eligible for relief; provide explanation below.)
5. _____ NO (Not eligible for relief.)
6. Provide an explanation of the COVID-19 related economic hardship:

CARES Act assistance application may:

- Assist for bills dated March 1, 2020, to December 30, 2020, and may not be used for past due amounts prior to this time period or after this time period.
- Funding is designed to be a one-time opportunity, with only one payment per household (for residential) or account holder and their successors (for non-residential).
- Funding can be used for the following bills:
 - _____ Water
 - _____ Wastewater

Applicant's Certification:

- I desire to receive any assistance to which I am legally entitled under this program and its specifications.
- I certify that the reason I am eligible for this CARES Act assistance is correct to the best of my knowledge and belief.
- I understand that my signature on this form gives permission for the staff at **Caroline County and Town of Bowling Green** to verify records as necessary to verify my eligibility for assistance.

- I declare to the best of my knowledge that:
 - o (1) for residential applicants: I am the only person living in the household at the address shown on this form who has applied for this assistance, or
 - o (2) for non-residential applicants: I am the only person who has applied for/on behalf of the non-residential account holder, including their successors, at the address shown on this form and that I am not a government account holder.
- I certify that this customer has not received CARES act relief for any of the arrearages I am applying for from any other source including Rebuild VA Grants.
- I understand that if I give false information or withhold information in order to make myself eligible for benefits that I am not entitled to or apply for assistance at more than one site, I can be prosecuted for fraud and/or denied assistance in the future.
- I understand that the agencies involved in this program may verify all of the information which I have provided.
- I understand and my signature on this form gives permission to **Town of Bowling Green** to which I am applying to verify information concerning my need for assistance.
- Others?

Printed Name

Signature

Title (for non-residential account holders)

Municipal Utility Intake Information:	ACTION TAKEN	 Screener	 Date



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

AGENDA ITEM: December 2020 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 December 2020

ATTACHMENTS:

Check Reports:

- 12/03/2020
- 12/10/2020
- 12/15/2020
- 12/16/2020
- 12/22/2020

REQUESTED ACTION:

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25745	1063	ALACRITI PAYMENTS, LLC	000	12/04/2020	49.74	.00
25746	600	BENNETT DEBORAH T	000	12/04/2020	175.00	.00
25747	897	CINTAS CORPORATION	000	12/04/2020	49.58	.00
25748	907	COYLE VALARIE	000	12/04/2020	1,000.00	.00
25749	679	DAVID I. BROOKS HAULING &	000	12/04/2020	43,104.08	.00
25750	664	DAVIS JEAN	000	12/04/2020	900.00	.00
25751	999999	DAYMUDE RUSTY	000	12/04/2020	29.25	.00
25752	999999	DAYMUDE RUSTY	000	12/04/2020	25.00	.00
25753	1058	DIAMOND SPRINGS	000	12/04/2020	53.90	.00
25754	999999	ENGLISH CHERYL	000	12/04/2020	150.00	.00
25755	648	ERARD ANDREA G	000	12/04/2020	1,667.00	.00
25756	882	FERGUSON WATERWORKS #1800	000	12/04/2020	1,486.84	.00
25757	946	GAINES MARK	000	12/04/2020	900.00	.00
25758	1051	GAINES TAMMIE	000	12/04/2020	900.00	.00
25759	1093	GATTIE LISA	000	12/04/2020	100.00	.00
25760	237	GRAINGER	000	12/04/2020	381.90	.00
25761	999999	GREEN BRITTANY	000	12/04/2020	150.00	.00
25762	780	HOWARD DEBORAH	000	12/04/2020	900.00	.00
25763	34	MARTIN MARIETTA MATERIALS	000	12/04/2020	371.48	.00
25764	378	MCDARMON GLENN	000	12/04/2020	900.00	.00
25765	257	ON SITE PC	000	12/04/2020	232.40	.00
25766	598	SATTERWHITE JASON	000	12/04/2020	900.00	.00
25767	1089	SNAP-ON TOOLS	000	12/04/2020	139.50	.00
25768	918	STAPLES ADVANTAGE	000	12/04/2020	231.30	.00
25769	19	VERIZON	000	12/04/2020	273.39	.00
25770	256	VERIZON WIRELESS	000	12/04/2020	751.92	.00
25771	985	VOIT JEFF	000	12/04/2020	125.00	.00
25772	44	VUPS	000	12/04/2020	38.85	.00
25773	1094	WARE BLANCH	000	12/04/2020	550.00	.00
25774	878	WHITE OAK ELECTRIC	000	12/04/2020	29,552.80	.00
25775	1074	WHOLEY ARTHUR	000	12/04/2020	100.00	.00
25776	438	WRIGHT OTIS	000	12/04/2020	900.00	.00
		CLASS TOTAL			87,088.93	.00
		ACH TOTAL			.00	
		CHECK TOTAL			87,088.93	
		EPY TOTAL			.00	
		FINAL TOTAL			87,088.93	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 87,088.93- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
0000000	001063	ALACRITI PAYMENTS, LLC	NMKGND137EHM14	12/04/2020		4100-012410-3130-	49.74	25745		CREDIT CARD AND BANK FEES	00851 2020-11 2.5*
		DISC. TOTAL					.00			TOTAL	49.74
0000000	000600	BENNETT DEBORAH T		12/04/2020		4400-071200-1310-	175.00	25746		TOWN HALL ACTIVITIES	00851 YOGA CLASSES
		DISC. TOTAL					.00			TOTAL	175.00
0000000	000897	CINTAS CORPORATION	8404905830	12/04/2020		4520-500100-6011-	49.58	25747		UNIFORMS/ SAFETY EQUIPMENT	00851 FIRST AID
		DISC. TOTAL					.00			TOTAL	49.58
0000000	000907	COYLE VALARIE	20201204	12/04/2020		4100-012110-3160-	100.00	25748		COMPENSATION - COUNCIL/COMMISS	00851 1ST 1/2 FY21
		DISC. TOTAL					.00			TOTAL	100.00
0000000	000679	DAVID L BROOKS HAULING &	23569	12/04/2020		4500-500100-6007-	36,717.84	25749		REPAIR/ MAINTENANCE	00851 MILFORD & MAIN
		DISC. TOTAL					2,241.24	25749		REPAIR/MAINTENANCE	00851 ELM ST
		DISC. TOTAL					3,745.00	25749		REPAIR/ MAINT TOWN BUILDINGS	00851 CEDAR LN
		DISC. TOTAL					400.00	25749		REPAIR/MAINTENANCE	00851 WELLS #5
		DISC. TOTAL					.00			TOTAL	43,104.08
0000000	000664	DAVIS JEAN	20201204	12/04/2020		4100-012110-3160-	900.00	25750		COMPENSATION - COUNCIL/COMMISS	00851 1ST 1/2 FY21
		DISC. TOTAL					.00			TOTAL	900.00
0000000	999999	DAYMOND RUSTY	535666	12/04/2020		4100-031100-6008-	29.25	25751		VEHICLE FUEL/OIL	00851 GAS
		DISC. TOTAL					.00			TOTAL	29.25
0000000	999999	DAYMOND RUSTY	552968	12/04/2020		4100-031100-6008-	25.00	25752		VEHICLE FUEL/OIL	00851 GAS
		DISC. TOTAL					.00			TOTAL	25.00
0000000	001058	DIAMOND SPRINGS	2020-11	12/04/2020		4100-043100-7200-	24.65	25753		TOWN HALL EXPENSES	00851 117 BUTLER ST
		DISC. TOTAL					9.95	25753		TOWN HALL EXPENSES	00851 109 COURTHOUSE LN
		DISC. TOTAL					19.30	25753		MISCELLANEOUS	00851 219 ANDERSON AVE
		DISC. TOTAL					.00			TOTAL	53.90
0000000	999999	ENGLISH CHERYL	THDR 2020 11-21	12/04/2020		100-000200-3500-	150.00	25754		REFUNDS PAYABLE	00851 THDR 2020-11-21
		DISC. TOTAL					.00			TOTAL	150.00
0000000	000648	ERARD ANDREA G	2020-12	12/04/2020		4100-012110-3150-	1,667.00	25755		PROFESSIONAL SERVICES - LEGAL	00851 2020-12
		DISC. TOTAL					.00			TOTAL	1,667.00
0000000	000882	FERGUSON WATERWORKS	#1800 7276099	12/04/2020		4100-012110-5830-	1,486.84	25756		COVID-19 EXPENSES	00851 WASHER & DRYER
		DISC. TOTAL					.00			TOTAL	1,486.84
0000000	000946	GAINES MARK	20201204	12/04/2020		4100-012110-3160-	900.00	25757		COMPENSATION - COUNCIL/COMMISS	00851 1ST 1/2 FY21
		DISC. TOTAL					.00			TOTAL	900.00
0000000	001051	GAINES TAMMIE	20201204	12/04/2020		4100-012110-3160-	900.00	25758		COMPENSATION - COUNCIL/COMMISS	00851 1ST 1/2 FY21
		DISC. TOTAL					.00			TOTAL	900.00
0000000	001093	GATTIE LISA	20201204	12/04/2020		4100-012110-3160-	100.00	25759		COMPENSATION - COUNCIL/COMMISS	00851 20 PLAN COM
		DISC. TOTAL					.00			TOTAL	100.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	BATCH INV. DESCRIPTION
0000000	000237	GRAINGER	9728783664	12/04/2020		4520-500100-6004-	112.80	25760		LAB SUPPLIES/CHEMICALS
0000000	000237		9731966058	12/04/2020		4520-500100-6004-	269.10	25760		LAB SUPPLIES/CHEMICALS
		DISC. TOTAL					.00	EPY PMT TOTAL		
							150.00	25761		REFUNDS PAYABLE
		DISC. TOTAL					.00	EPY PMT TOTAL		
0000000	999999	GREEN BRITTANY		12/04/2020		100-000200-3500-	150.00	25761		REFUNDS PAYABLE
		DISC. TOTAL					.00	EPY PMT TOTAL		
0000000	000780	HOWARD DEBORAH		12/04/2020		4100-012110-3160-	900.00	25762		COMPENSATION - COUNCIL/COMMIT00851 1ST 1/2 FY21
		DISC. TOTAL					.00	EPY PMT TOTAL		
0000000	000034	MARTIN MARIETTA MATERIALS	30551124	12/04/2020		4500-500100-6007-	371.48	25763		REPAIR/MAINTENANCE
		DISC. TOTAL					.00	EPY PMT TOTAL		
0000000	000378	MCDERMON GLENN		12/04/2020		4100-012110-3160-	900.00	25764		COMPENSATION - COUNCIL/COMMIT00851 1ST 1/2 FY21
		DISC. TOTAL					.00	EPY PMT TOTAL		
0000000	000257	ON SITE PC		12/04/2020		4520-500100-5230-	232.40	25765		TELECOMMUNICATIONS
		DISC. TOTAL					.00	EPY PMT TOTAL		
0000000	000598	SATTERWHITE JASON		12/04/2020		4100-012110-3160-	900.00	25766		COMPENSATION - COUNCIL/COMMIT00851 1ST 1/2 FY21
		DISC. TOTAL					.00	EPY PMT TOTAL		
0000000	001089	SNAP-ON TOOLS		12/04/2020		4500-500100-6006-	139.50	25767		HAND TOOLS
		DISC. TOTAL					.00	EPY PMT TOTAL		
0000000	000918	STAPLES ADVANTAGE		12/04/2020		4100-012410-6001-	54.03	25768		OFFICE SUPPLIES & PRINTING
0000000	000918			12/04/2020		4100-012410-6001-	70.58	25768		OFFICE SUPPLIES & PRINTING
0000000	000918			12/04/2020		4100-031100-6001-	106.69	25768		OFFICE SUPPLIES & PRINTING
		DISC. TOTAL					.00	EPY PMT TOTAL		
0000000	000019	VERIZON		12/04/2022		4500-500100-5230-	16.73	25769		TELECOMMUNICATIONS
		DISC. TOTAL					256.66	25769		TELECOMMUNICATIONS
							.00	EPY PMT TOTAL		
0000000	000256	VERIZON WIRELESS		12/04/2020		4100-031100-5230-	152.79	25770		TELECOMMUNICATIONS
0000000	000256			12/04/2020		4100-043100-5230-	183.84	25770		TELECOMMUNICATIONS
0000000	000256			12/04/2020		4100-012110-5250-	47.63	25770		TELECOMMUNICATIONS
0000000	000256			12/04/2020		4500-500100-5230-	183.83	25770		TELECOMMUNICATIONS
		DISC. TOTAL					183.83	25770		TELECOMMUNICATIONS
							.00	EPY PMT TOTAL		
0000000	000985	VOIT JEFF		12/04/2020		4100-012110-3160-	125.00	25771		COMPENSATION - COUNCIL/COMMIT00851 2020 PLAN COM
		DISC. TOTAL					.00	EPY PMT TOTAL		
0000000	000044	VUDS		12/04/2020		4500-500100-5899-	38.85	25772		MISS UTILITY COSTS
		DISC. TOTAL					.00	EPY PMT TOTAL		
0000000	001094	WARE BLANCH		12/04/2020		4100-043100-7200-	550.00	25773		TOWN HALL EXPENSES
		DISC. TOTAL					.00	EPY PMT TOTAL		
0000000	000878	WHITE OAK ELECTRIC		12/04/2020		4100-012110-5830-	21,340.00	25774		COVID-19 EXPENSES

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000878		3099	12/04/2020		4100-043100-6007-	2,320.20	25774			REPAIR/ MAINT TOWN BUILDINGS	00851 109 COURTHOUSE LN
0000000	000878		3099	12/04/2020		4500-500100-6007-	85.00	25774			REPAIR/ MAINTENANCE	00851 WELLS #1 HEATER
0000000	000878		3099	12/04/2020		4520-500100-6007-	3,930.00	25774			REPAIR/ MAINTENANCE	00851 MAURY HEIGHTS EMP
0000000	000878		3099	12/04/2020		4520-500100-6007-	780.00	25774			REPAIR/ MAINTENANCE	00851 LACY LN PMP STAT
0000000	000878		3099	12/04/2020		4520-500100-6007-	577.60	25774			REPAIR/ MAINTENANCE	00851 BG MEADOWS PMP STA
0000000	000878		3099	12/04/2020		4520-500100-6007-	520.00	25774			REPAIR/ MAINTENANCE	00851 MWTP RAS PUMP
		DISC. TOTAL					.00				TOTAL	29,552.80
0000000	001074	WHOLEY ARTHUR	20201204	12/04/2020		4100-012110-3160-	100.00	25775			COMPENSATION - COUNCIL/COMMIT00851 20 PLAN COM	
		DISC. TOTAL					.00				TOTAL	100.00
0000000	000438	WRIGHT OTIS	20201204	12/04/2020		4100-012110-3160-	900.00	25776			COMPENSATION - COUNCIL/COMMIT00851 1ST 1/2 FY21	
		DISC. TOTAL					.00				TOTAL	900.00
		CHECK TOTAL					.00				TOTAL	87,088.93
		CHECK TOTAL					87,088.93				TOTAL	87,088.93

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 87,088.93- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25777	18	A & M HOME CENTER	000	12/11/2020	164.19	.00
25778	944	ATLANTIC BROADBAND /	000	12/11/2020	209.65	.00
25779	14	CINTAS OF RICHMOND	000	12/11/2020	713.20	.00
25780	1096	FISHER LAW, PLLC	000	12/11/2020	3,150.00	.00
25781	850	HAUN DAMN	000	12/11/2020	90.00	.00
25782	48	MID-ATLANTIC LAB	000	12/11/2020	60.00	.00
25783	1030	RED WING SHOES	000	12/11/2020	258.78	.00
25784	1095	TEAM CAROLINA BARBEQUE	000	12/11/2020	127.60	.00
25785	852	US POSTAL SERVICE	000	12/11/2020	120.00	.00
25786	291	USA BLUE BOOK	000	12/11/2020	202.22	.00
25787	12	WASTE MANAGEMENT	000	12/11/2020	7,698.86	.00
25788	1049	WEX BANK	000	12/11/2020	329.01	.00
25789	451	XEROX CORPORATION	000	12/11/2020	301.48	.00

CLASS TOTAL 13,424.99
 ACH TOTAL .00
 CHECK TOTAL 13,424.99
 EPY TOTAL .00
 FINAL TOTAL 13,424.99

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 13,424.99- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000018	A & M HOME CENTER	B46835	12/11/2020		4100-043100-6006-	4.99	25777		HAND TOOLS	00852 MASONRY WHEEL
0000000	000018		B47401	12/11/2020		4520-500100-6007-	2.28	25777		REPAIR/ MAINTENANCE	00852 WASHING MACHINE
0000000	000018		C43098	12/11/2020		4100-043100-6007-	11.56	25777		REPAIR/ MAINT TOWN BUILDINGS	00852 TH MENS BATHROOM
0000000	000018		C43375	12/11/2020		4100-043100-6007-	37.87	25777		REPAIR/ MAINT TOWN BUILDINGS	00852 10 COURTHOUSE LN
0000000	000018		C43887	12/11/2020		4100-043100-6007-	13.49	25777		REPAIR/ MAINT TOWN BUILDINGS	00852 109 COURTHOUSE LN
0000000	000018		C44219	12/11/2020		4520-500100-6007-	83.82	25777		REPAIR/ MAINTENANCE	00852 WMPF
0000000	000018		C44224	12/11/2020		4500-500100-6007-	10.78	25777		REPAIR/MAINTENANCE	00852 COLLIPER & PLUG
		DISC. TOTAL					164.19				164.19
0000000	000944	ATLANTIC BROADBAND /	2020-12	12/11/2020		4100-012410-5230-	125.20	25778		TELECOMMUNICATIONS	00852 TH
0000000	000944		2020-12	12/11/2020		4520-500100-5230-	84.45	25778		TELECOMMUNICATIONS	00852 WMPF
		DISC. TOTAL					.00				209.65
0000000	000014	CINTRAS OF RICHMOND	1066983747	12/11/2020		4100-043100-6011-	45.89	25779		UNIFORMS/ SAFETY EQUIP	00852 UNIFORMS
0000000	000014		1066983747	12/11/2020		4500-500100-6011-	32.10	25779		UNIFORMS/SAFETY EQUIP	00852 UNIFORMS
0000000	000014		1066983747	12/11/2020		4520-500100-6011-	100.31	25779		UNIFORMS/ SAFETY EQUIPMENT	00852 UNIFORMS
0000000	000014		4066333499	12/11/2020		4100-043100-6011-	45.89	25779		UNIFORMS/ SAFETY EQUIP	00852 UNIFORMS
0000000	000014		4066333499	12/11/2020		4500-500100-6011-	32.10	25779		UNIFORMS/SAFETY EQUIP	00852 UNIFORMS
0000000	000014		4067634779	12/11/2020		4520-500100-6011-	100.31	25779		UNIFORMS/ SAFETY EQUIPMENT	00852 UNIFORMS
0000000	000014		4067634779	12/11/2020		4100-043100-6011-	45.89	25779		UNIFORMS/ SAFETY EQUIP	00852 UNIFORMS
0000000	000014		4068176308	12/11/2020		4500-500100-6011-	32.10	25779		UNIFORMS/SAFETY EQUIP	00852 UNIFORMS
0000000	000014		4068176308	12/11/2020		4520-500100-6011-	100.31	25779		UNIFORMS/ SAFETY EQUIPMENT	00852 UNIFORMS
		DISC. TOTAL					.00				713.20
0000000	001096	FISHER LAW, PLLC	00128	12/11/2020		4100-012110-3100-	3,150.00	25780		CONTINGENCY	00852 ATTORNEY FEES
		DISC. TOTAL					.00				3,150.00
0000000	000850	HAIN DAWN	0248	12/11/2020		4100-012110-5830-	90.00	25781		COVID-19 EXPENSES	00852 CARRS ACT FLYER
		DISC. TOTAL					.00				90.00
0000000	000048	MID-ATLANTIC LAB	15839	12/11/2020		4500-500100-6022-	60.00	25782		WATER TESTING	00852 24 HR TESTING
		DISC. TOTAL					.00				60.00
0000000	001030	RBD WING SHOES	20201010051817	12/11/2020		4100-043100-6011-	143.99	25783		UNIFORMS/ SAFETY EQUIP	00852 BOOTS SHAWN & JOSH
0000000	001030		20201010051817	12/11/2020		4520-500100-6011-	114.79	25783		UNIFORMS/ SAFETY EQUIPMENT	00852 BOOTS SHAWN & JOSH
		DISC. TOTAL					.00				258.78
0000000	001095	TEAM CAROLINA BARBQUE	7252167	12/11/2020		4100-012110-3000-	127.60	25784		TOWN MANAGER EXPENSES	00852 LUNCHEON
		DISC. TOTAL					.00				127.60
0000000	000852	US POSTAL SERVICE	20201211	12/11/2020		4100-012410-5210-	120.00	25785		POSTAGE	00852 2021 PO BOX RENT
		DISC. TOTAL					.00				120.00
0000000	000291	USA BLUE BOOK	419969	12/11/2020		4520-500100-6004-	202.22	25786		LAB SUPPLIES/CHEMICALS	00852 SWING ARM
		DISC. TOTAL					.00				202.22
0000000	000012	WASTE MANAGEMENT	272292202814	12/11/2020		4520-500100-3320-	89.71	25787		PROFESSIONAL SERVICES	00852 WMPF
0000000	000012		272315402813	12/11/2020		4100-043100-7130-	1,467.16	25787		REFUSE COLLECTION	00852 DUMPSTER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH AMOUNT	REPUSE COLLECTION	BATCH INV. DESCRIPTION
0000000	000012		347659424245	12/11/2020		4100-043100-7130-	6,141.99	25787			REPUSE COLLECTION	00852 RESIDENTS
		DISC. TOTAL					.00					7,698.86
0000000	001049	WEX BANK	68985359	12/11/2020		4100-031100-6008-	66.33	25788			VEHICLE FUEL/OIL	00852 PC**
0000000	001049		68985359	12/11/2020		4100-043100-6008-	87.56	25788			VEHICLE FUEL/OIL	00852 PW
0000000	001049		68985359	12/11/2020		4500-500100-6008-	87.56	25788			VEHICLE FUEL/OIL	00852 WATER
0000000	001049		68985359	12/11/2020		4520-500100-6008-	87.56	25788			VEHICLE FUEL & OIL	00852 SEMER
		DISC. TOTAL					.00					329.01
0000000	000451	XEROX CORPORATION	011975498	12/11/2020		4100-012110-5830-	301.48	25789			COVID-19 EXPENSES	00852 2020-11
		DISC. TOTAL					.00					301.48
		CHECK TOTAL										13,424.99
		CHECK TOTAL										13,424.99
		CHECK TOTAL										13,424.99

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DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25790	18	A & M HOME CENTER	000	12/16/2020	2,800.00	.00
25791	1097	ARTISM BY JOEY	000	12/16/2020	2,800.00	.00
25792	9999999	BAXTER JANET	000	12/16/2020	1,150.00	.00
25793	696	BOWLING GREEN SUITES	000	12/16/2020	2,800.00	.00
25794	318	BUD'S AUTOMOTIVE	000	12/16/2020	2,800.00	.00
25795	1098	CHASE STREET HOPS	000	12/16/2020	2,800.00	.00
25796	933	CHERRY'S WORLD IMPORTS	000	12/16/2020	2,800.00	.00
25797	1099	CLASSIC COTTAGE	000	12/16/2020	2,800.00	.00
25798	664	DAVIS JEAN	000	12/16/2020	5,923.60	.00
25799	10	DOMINION VIRGINIA POWER	000	12/16/2020	2,800.00	.00
25800	1076	EXPERT AUTO	000	12/16/2020	611.82	.00
25801	151	FIRE SAFETY SYSTEMS INC	000	12/16/2020	2,800.00	.00
25802	217	FLORAL DESIGNS BY JOYCE	000	12/16/2020	2,800.00	.00
25803	1100	JH AUDIO	000	12/16/2020	2,800.00	.00
25804	1101	LIBERTY PARK ESTATE SALES	000	12/16/2020	2,800.00	.00
25805	1056	MAGNOLIA MORNING SUITES	000	12/16/2020	2,800.00	.00
25806	1102	MARISOL FOOD INC	000	12/16/2020	2,800.00	.00
25807	369	MIKE'S OUTDOOR SHOP	000	12/16/2020	2,800.00	.00
25808	1109	PERFORMANCE AIR LLC	000	12/16/2020	53,220.50	.00
25809	1103	PITTS & MANN'S REALTY	000	12/16/2020	2,800.00	.00
25810	1078	REBECCA SULLIVAN ART & DE	000	12/16/2020	100.00	.00
25811	267	ROMA'S RESTAURANT	000	12/16/2020	2,800.00	.00
25812	1104	SAMSON MOTORCARS	000	12/16/2020	2,800.00	.00
25813	659	SOSMETAL PRODUCTS INC	000	12/16/2020	578.30	.00
25814	9999999	SYRLES TARA	000	12/16/2020	150.00	.00
25815	75	SYDNER HYDRO INC	000	12/16/2020	13,350.00	.00
25816	148	THE FREE LANCE STAR	000	12/16/2020	1,405.60	.00
25817	1105	THE MIX HOUSE	000	12/16/2020	2,800.00	.00
25818	1106	THE PAINTED HORSE	000	12/16/2020	2,800.00	.00
25819	1107	THE WILDCHILD FOODS LLC	000	12/16/2020	2,800.00	.00
25820	198	TINDER'S JEWELRY & GIFTS	000	12/16/2020	2,800.00	.00
25821	291	USA BLUE BOOK	000	12/16/2020	514.08	.00
25822	893	W W WEBB & ASSOC PLLC	000	12/16/2020	77,170.50	.00
25823	12	WASTE MANAGEMENT	000	12/16/2020	991.26	.00
25824	1108	YOUR JUST DESSERTS	000	12/16/2020	2,800.00	.00
		CLASS TOTAL			218,565.66	.00
		ACH TOTAL			.00	
		CHECK TOTAL			218,565.66	
		EPY TOTAL			.00	
		FINAL TOTAL			218,565.66	.00

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 THE TOTAL 218,565.66- 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
0000000	000018 A & M HOME CENTER		EDA	12/16/2020		4320-032100-0100-	2,800.00	25790		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25800		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25801		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25802		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
0000000	001097 ARTISM BY JOEY		EDA	12/16/2020		4320-032100-0100-	2,800.00	25791		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25792		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
							150.00	25792		REFUNDS PAYABLE
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25793		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25794		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25795		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25796		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25797		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25798		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
0000000	000010 DOMINION VIRGINIA POWER		EDA	12/16/2020		4100-043100-7200-	510.62	25799		TOWN HALL EXPENSES
							56.43	25799		TOWN HALL EXPENSES
							1,644.56	25799		ELECTRICITY-STREETLIGHTS
							56.56	25799		ELECTRICITY-STREETLIGHTS
							59.41	25799		ELECTRICITY-STREETLIGHTS
							422.05	25799		ELECTRICITY
							282.38	25799		ELECTRICITY
							4500-500100-5110-	25799		ELECTRICITY
							4500-500100-5110-	25799		ELECTRICITY
							4520-500100-5110-	25799		ELECTRICITY
							1,849.73	25799		ELECTRICITY
							24.73	25799		ELECTRICITY
							85.96	25799		ELECTRICITY
							46.49	25799		ELECTRICITY
							110.40	25799		ELECTRICITY
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25800		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25801		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL
							611.82	25801		REPAIR/ MAINT TOWN BUILDINGS
							.00	EPY PMT TOTAL		TOTAL
							2,800.00	25802		EDA LOANS AND GRANTS
							.00	EPY PMT TOTAL		TOTAL

P.O. NO.	VENDOR	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCT	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	BATCH INV. DESCRIPTION
0000000	001100	JH AUDIO	EDDA	12/16/2020	ACH PMT TOTAL	4320-032100-0100-	2,800.00	25803			EDA LOANS AND GRANTS
							.00				TOTAL
											00854 2,800.00
0000000	001101	LIBERTY PARK ESTATE SALES	EDA	12/16/2020	ACH PMT TOTAL	4320-032100-0100-	2,800.00	25804			EDA LOANS AND GRANTS
							.00				TOTAL
											00854 2,800.00
0000000	001056	MAGNOLIA MORNING SUITES	EDA	12/16/2020	ACH PMT TOTAL	4320-032100-0100-	2,800.00	25805			EDA LOANS AND GRANTS
							.00				TOTAL
											00854 2,800.00
0000000	001102	MARISOL FOOD INC	EDA	12/16/2022	ACH PMT TOTAL	4320-032100-0100-	2,800.00	25806			EDA LOANS AND GRANTS
							.00				TOTAL
											00854 2,800.00
0000000	000369	MIKE'S OUTDOOR SHOP	EDA	12/16/2020	ACH PMT TOTAL	4320-032100-0100-	2,800.00	25807			EDA LOANS AND GRANTS
							.00				TOTAL
											00854 2,800.00
0000000	001109	PERFORMANCE AIR LLC	EDA	12/16/2020	ACH PMT TOTAL	4100-043100-6007-	2,050.50	25808			REPAIR/ MAINT TOWN BUILDINGS
							8,530.00	25808			COVID-19 EXPENSES
							140.00	25808			REPAIR/ MAINT TOWN BUILDINGS
							421.10	25808			REPAIR/ MAINT TOWN BUILDINGS
							42,110.00	25808			EDA LOANS AND GRANTS
							.00				TOTAL
											00854 53,220.50
0000000	001103	PITTS & MANNS REALTY	EDA	12/16/2020	ACH PMT TOTAL	4320-032100-0100-	2,800.00	25809			EDA LOANS AND GRANTS
							.00				TOTAL
											00854 2,800.00
0000000	001078	REBECCA SULLIVAN ART & DE	EDA	12/16/2020	ACH PMT TOTAL	4400-071200-1250-	100.00	25810			PARADE/HOLIDAY EVENTS
							.00				TOTAL
											00854 100.00
0000000	000267	ROMA'S RESTAURANT	EDA	12/16/2020	ACH PMT TOTAL	4320-032100-0100-	2,800.00	25811			EDA LOANS AND GRANTS
							.00				TOTAL
											00854 2,800.00
0000000	001104	SAMSON MOTORCARS	EDA	12/16/2020	ACH PMT TOTAL	4320-032100-0100-	2,800.00	25812			EDA LOANS AND GRANTS
							.00				TOTAL
											00854 2,800.00
0000000	000659	SOSMETAL PRODUCTS INC	EDA	12/16/2020	ACH PMT TOTAL	4520-500100-6007-	578.30	25813			REPAIR/ MAINTENANCE
							.00				TOTAL
											00854 578.30
0000000	999999	SURLES TARA	THDR	2020-11-14	ACH PMT TOTAL	100-000200-3500-	150.00	25814			REFUNDS PAYABLE
							.00				TOTAL
											00854 150.00
0000000	000075	SYDNOR HYDRO INC	EDA	12/16/2020	ACH PMT TOTAL	4500-500100-6060-	13,350.00	25815			WELL HEAD PROTECTION GRANT
							.00				TOTAL
											00854 13,350.00
0000000	000148	THE FREE LANCE STAR	EDA	12/16/2020	ACH PMT TOTAL	4100-012110-3600-	1,405.60	25816			ADVERTISING
							.00				TOTAL
											00854 1,405.60
0000000	001105	THE MIX HOUSE	EDA	12/16/2020	ACH PMT TOTAL	4320-032100-0100-	2,800.00	25817			EDA LOANS AND GRANTS
							.00				TOTAL
											00854 2,800.00
0000000	001106	THE PAINTED HORSE	EDA	12/16/2020	ACH PMT TOTAL	4320-032100-0100-	2,800.00	25818			EDA LOANS AND GRANTS
							.00				TOTAL
											00854 2,800.00

P.O. NO.	VENDOR	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH	ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001107	THE WILDCHILD FOODS LLC	EDA	12/16/2020		4320-032100-0100-	2,800.00	25819			EDA LOANS AND GRANTS	00854
		DISC. TOTAL	.00	CHECK TOTAL	2,800.00	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	2,800.00
0000000	000198	TINDER'S JEWELRY & GIFTS	EDA	12/16/2020		4320-032100-0100-	2,800.00	25820			EDA LOANS AND GRANTS	00854
		DISC. TOTAL	.00	CHECK TOTAL	2,800.00	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	2,800.00
0000000	000291	USA BLUE BOOK		12/16/2020		4520-500100-6004-	514.08	25821			LAB SUPPLIES/CHEMICALS	00854
		DISC. TOTAL	.00	CHECK TOTAL	514.08	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	514.08
0000000	000893	W W WEBB & ASSOC PLLC		12/16/2020		4500-500500-8220-	77,170.50	25822			ENGINEERING - WATER LINES	00854
		DISC. TOTAL	.00	CHECK TOTAL	77,170.50	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	77,170.50
0000000	000012	WASTE MANAGEMENT		12/16/2020		4520-500100-3180-	991.26	25823			SLUDGE REMOVAL	00854
		DISC. TOTAL	.00	CHECK TOTAL	991.26	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	991.26
0000000	001108	YOUR JUST DESSERTS	EDA	12/16/2020		4320-032100-0100-	2,800.00	25824			EDA LOANS AND GRANTS	00854
		DISC. TOTAL	.00	CHECK TOTAL	2,800.00	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	2,800.00
		DISC. TOTAL	.00	CHECK TOTAL	218,565.66	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	218,565.66

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DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25831	114	BOWLING GREEN ELECTRONICS	000	12/22/2020	959.99	.00
25832	125	E M GRAY & SON	000	12/22/2020	1,104.55	.00
25833	1052	ENCO UTILITY SERVICES FLO	000	12/22/2020	30.00	.00
25834	234	ENVIROCOMPLIANCE LAB INC	000	12/22/2020	1,310.00	.00
25835	234	ENVIROCOMPLIANCE LAB INC	000	12/22/2020	655.00	.00
25836	28	G & G MILFORD FARM SERV.	000	12/22/2020	207.19	.00
25837	546	JOHNSON'S EXTERMINATING	000	12/22/2020	625.00	.00
25838	999999	LEWIS MELISSA	000	12/22/2020	45.81	.00
25839	257	ON SITE PC	000	12/22/2020	65.00	.00
25840	1092	PBM	000	12/22/2020	500.00	.00
25841	919	PRO SHRED SECURITY	000	12/22/2020	45.00	.00
25842	700	TREASURER OF VIRGINIA	000	12/22/2020	42.00	.00
25843	1002	VACORP	000	12/22/2020	276.33	.00
		CLASS TOTAL			5,865.87	.00
		ACH TOTAL			.00	
		CHECK TOTAL			5,865.87	
		EPY TOTAL			.00	
		FINAL TOTAL			5,865.87	.00

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DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	A/C H/PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000114	BOWLING GREEN ELECTRONICS	18575	12/22/2020		4100-012110-5830-	959.99	25831		COVID-19 EXPENSES	00855 TC MEETING EQUIPME
		DISC. TOTAL	.00	CHECK TOTAL			.00	BYP PMT TOTAL			959.99
0000000	000125	B M GRAY & SON	103993	12/22/2020		4100-043100-7200-	715.46	25832		TOWN HALL EXPENSES	00855 TH
		DISC. TOTAL	.00	CHECK TOTAL			389.09	25832		PROPANE	00855 WMTP
							.00	BYP PMT TOTAL			1,104.55
0000000	001052	ENCO UTILITY SERVICES	PLO 13426	12/22/2020		4520-500100-5210-	30.00	25833		MATTING COSTS	00855 STATEMENTS
		DISC. TOTAL	.00	CHECK TOTAL			.00	BYP PMT TOTAL			30.00

0000000	000234	ENVIROCOMPLIANCE LAB INC	ROB50971	12/22/2020		4520-500100-3160-	115.00	25834		TESTING	00855 TESTING
0000000	000234		ROB51008	12/22/2020		4520-500100-3160-	115.00	25834		TESTING	00855 TESTING
0000000	000234		ROB51100	12/22/2020		4520-500100-3160-	115.00	25834		TESTING	00855 TESTING
0000000	000234		ROB51137	12/22/2020		4520-500100-3160-	115.00	25834		TESTING	00855 TESTING
0000000	000234		ROB51173	12/22/2020		4520-500100-3160-	115.00	25834		TESTING	00855 TESTING
0000000	000234		ROB51222	12/22/2020		4520-500100-3160-	135.00	25834		TESTING	00855 TESTING
0000000	000234		ROC51243	12/22/2020		4520-500100-3160-	115.00	25834		TESTING	00855 TESTING
0000000	000234		ROC51295	12/22/2020		4520-500100-3160-	115.00	25834		TESTING	00855 TESTING
0000000	000234		ROB50664	12/22/2020		4520-500100-3160-	115.00	25834		TESTING	00855 TESTING
		DISC. TOTAL	.00	CHECK TOTAL			.00	BYP PMT TOTAL			1,310.00

0000000	000234	ENVIROCOMPLIANCE LAB INC	ROB50698	12/22/2020		4520-500100-3160-	155.00	25835		TESTING	00855 TESTING
0000000	000234		ROB50784	12/22/2020		4520-500100-3160-	115.00	25835		TESTING	00855 TESTING
0000000	000234		ROB50808	12/22/2020		4520-500100-3160-	115.00	25835		TESTING	00855 TESTING
0000000	000234		ROB50852	12/22/2020		4520-500100-3160-	115.00	25835		TESTING	00855 TESTING
0000000	000234		ROB50954	12/22/2020		4520-500100-3160-	115.00	25835		TESTING	00855 TESTING
		DISC. TOTAL	.00	CHECK TOTAL			.00	BYP PMT TOTAL			655.00

0000000	000028	G & G MILFORD FARM SERV.	188045	12/22/2020		4520-500100-6007-	47.96	25836		REPAIR/ MAINTENANCE	00855 LIME & SCOOP
0000000	000028		188051	12/22/2020		4100-043100-6009-	139.92	25836		EQUIPMENT/ SUPPLIES	00855 LEAF BOX
0000000	000028		188070	12/22/2020		4100-043100-3311-	2.99	25836		VEHICLE MAINT	00855 MINI AUTO BULB
0000000	000028		188334	12/22/2020		4100-043100-6006-	16.32	25836		HAND TOOLS	00855 SMITH OIL
		DISC. TOTAL	.00	CHECK TOTAL			.00	BYP PMT TOTAL			207.19

0000000	000546	JOHNSON'S EXTERMINATING	2020-12	12/22/2020		4100-031100-3320-	50.00	25837		PROFESSIONAL SERVICES	00855 PC
0000000	000546		2020-12	12/22/2020		4100-043100-7120-	75.00	25837		PARK MAINTENANCE	00855 PLAYGROUND
0000000	000546		2020-12	12/22/2020		4100-043100-7200-	65.00	25837		TOWN HALL EXPENSES	00855 TH
0000000	000546		2020-12	12/22/2020		4100-043100-7200-	10.00	25837		TOWN HALL EXPENSES	00855 109 COURTHOUSE LN
0000000	000546		2020-12	12/22/2020		4520-500100-3320-	425.00	25837		PROFESSIONAL SERVICES	00855 WMTP
		DISC. TOTAL	.00	CHECK TOTAL			.00	BYP PMT TOTAL			625.00

0000000	999999	LEWIS MELISSA	122202020	12/22/2020		4100-012110-3000-	45.81	25838		TOWN MANAGER EXPENSES	00855 STAFF LUNCHRON
		DISC. TOTAL	.00	CHECK TOTAL			.00	BYP PMT TOTAL			45.81
0000000	000257	ON SITE PC	4899	12/22/2020		4520-500100-5230-	65.00	25839		TELECOMMUNICATIONS	00855 WMTP
		DISC. TOTAL	.00	CHECK TOTAL			.00	BYP PMT TOTAL			65.00

0000000	001092	PM	31863	12/22/2020		4100-043100-7200-	500.00	25840		TOWN HALL EXPENSES	00855 OFFICE CLEANINGS
		DISC. TOTAL	.00	CHECK TOTAL			.00	BYP PMT TOTAL			500.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P	ACCR.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH AMT	ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000919	PRO SHRED SECURITY	35152	12/22/2020			4100-012110-3140-	45.00	25841			CONTRACTED SERVICES/SHREDDING	00855 2020-12
		DISC. TOTAL						.00	EPY PMT TOTAL				45.00
		TOTAL						42.00	25842			EQUIPMENT REPAIR	00855 CALIBRATION FORK
0000000	000700	TREASURER OF VIRGINIA	328017	12/22/2020			4100-031100-3312-	42.00					
		DISC. TOTAL						.00	CPA PMT TOTAL				
		TOTAL						.00					
0000000	001002	VACORP	2020-10	12/22/2020			4100-012110-2500-	16.75	25843			DISABILITY INSURANCE - VML	00855 HYBRID
		DISC. TOTAL						30.71	25843			HYBRID DISABILITY INSURANCE	00855 HYBRID
		TOTAL						19.54	25843			HYBRID DISABILITY INSURANCE	00855 HYBRID
0000000	001002		2020-10	12/22/2020			4500-500100-2500-	9.77	25843			HYBRID DISABILITY INS	00855 HYBRID
		DISC. TOTAL						62.81	25843			HYBRID DISABILITY INS - VML	00855 HYBRID
		TOTAL						16.41	25843			DISABILITY INSURANCE	00855 HYBRID
0000000	001002		2020-11	12/22/2020			4100-012110-2500-	30.09	25843			HYBRID DISABILITY INSURANCE	00855 HYBRID
		DISC. TOTAL						19.15	25843			HYBRID DISABILITY INSURANCE	00855 HYBRID
		TOTAL						9.57	25843			HYBRID DISABILITY INS	00855 HYBRID
0000000	001002		2020-11	12/22/2020			4500-500100-2500-	61.53	25843			HYBRID DISABILITY INS	00855 HYBRID
		DISC. TOTAL						.00	CPA PMT TOTAL				
		TOTAL						.00					
		ACH PMT TOTAL						5,865.87					
		CPA PMT TOTAL						.00					
		EPY PMT TOTAL						.00					

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 5,865.87 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25828	41	VISA	000	12/16/2020	1,816.99	.00
25829	41	VISA	000	12/16/2020	571.72	.00
25830	41	VISA	000	12/16/2020	106.14	.00
		CLASS TOTAL			2,494.85	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,494.85	
		EPY TOTAL			.00	
		FINAL TOTAL			2,494.85	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 2,494.85- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH	BATCH INV. DESCRIPTION
0000000	000041	VISA	ED 1 FACBRK 1	12/16/2020		4100-012110-5830-	14.76	25828			00853 CARES ACT AD
0000000	000041		ED 2 CROWN TROP	12/16/2020		4100-012110-2600-	124.00	25828			00853 GAVEL FOR MAYOR
0000000	000041		PC 1 OFFICE DE2	12/16/2020		4100-031100-6001-	307.96	25828			00853 PRINTER
0000000	000041		PW 1 SAFETY SE	12/16/2020		4500-500100-5540-	210.60	25828			00853 ED BOOKS
0000000	000041		PW 2 ADVANCE	12/16/2020		4500-500100-3311-	280.73	25828			00853 01 GMC BART & ALT
0000000	000041		PW 3 G&G 1	12/16/2020		4500-500100-6006-	459.98	25828			00853 WINCH & DEL/DRV KI
0000000	000041		PW 4 PASTERNAI	12/16/2020		4500-500100-6011-	76.22	25828			00853 HAND HATR VEST
0000000	000041		PW 5 LOWES	12/16/2020		4500-500100-6005-	42.79	25828			00853 SIMPLE GR, CLOHOX
0000000	000041		PW 6 G&G	12/16/2020		4100-043100-6006-	289.99	25828			00853 GREASE GUN
0000000	000041		PW 7 G&G	12/16/2020		4520-500100-6030-	9.96	25828			00853 WASHERS, SCREWS, N
		DISC. TOTAL	CHECK TOTAL				.00				1,816.99
0000000	000041	VISA	TC 1 USPS 2	12/16/2020		4100-012410-5210-	7.75	25829			00853 LETTER D LIPSCOMB
0000000	000041		TC 10 USPS 2	12/16/2020		4100-012410-5210-	13.05	25829			00853 REBR PRCK
0000000	000041		TC 11 VDOT	12/16/2020		4520-500100-6007-	110.00	25829			00853 LAND USE PERMIT
0000000	000041		TC 12 USPS 2	12/16/2020		4100-012410-5210-	46.50	25829			00853 PUBLIC HEARING
0000000	000041		TC 13 VAZO	12/16/2020		4100-012410-5810-	100.00	25829			00853 2021 DUBS
0000000	000041		TC 2 ZOOM 2	12/16/2020		4100-012110-6001-	15.74	25829			00853 2020-11
0000000	000041		TC 3 OOKA	12/16/2020		4100-012110-5250-	45.39	25829			00853 TM
0000000	000041		TC 3 OOKA	12/16/2020		4100-012410-5230-	68.23	25829			00853 TH
0000000	000041		TC 3 OOKA	12/16/2020		4100-031100-5230-	44.98	25829			00853 PC
0000000	000041		TC 3 OOKA	12/16/2020		4100-043100-5230-	22.26	25829			00853 PW
0000000	000041		TC 3 OOKA	12/16/2020		4520-500100-5230-	22.26	25829			00853 WMP
0000000	000041		TC 4 ADOBE 5	12/16/2020		4100-012410-6001-	50.97	25829			00853 2020-11
0000000	000041		TC 5 USPS 11	12/16/2020		4100-012410-5210-	7.75	25829			00853 POSTAGE ALACRITI
0000000	000041		TC 6 AMAZON 3	12/16/2020		4100-043100-5230-	16.84	25829			00853 PHONE CASE
		DISC. TOTAL	CHECK TOTAL				.00				571.72
0000000	000041	VISA	TC 7 USPS 6	12/16/2020		4100-012410-5210-	46.50	25830			00853 PUBLIC HEARING
0000000	000041		TC 8 AMAZON 5	12/16/2020		4100-043100-5230-	51.89	25830			00853 PHONE CASE & PROT
0000000	000041		TC 9 USPS 1	12/16/2020		4100-012410-5210-	7.75	25830			00853 DELINQUENT TAXES
		DISC. TOTAL	CHECK TOTAL				.00				106.14
			CHECK TOTAL				.00				2,494.85
			CHECK TOTAL				.00				2,494.85

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 2,494.85- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



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

AGENDA ITEM: O-2021-001 – Ordinance updating 301 Tax District Parcels

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

An Ordinance establishing a service district for the Route 301 North Corridor was adopted by Council in 2011 for the purpose of providing utility improvements to the area. The ordinance establishes a tax assessment on commercial properties only, identifying the parcels by tax map number.

The ordinance needs to be updated to include parcels that have since been subdivided and those that have been rezoned from residential to commercial.

ATTACHMENTS:

Ad to run in the Free Lance Star on January 19th and 26th

REQUESTED ACTION:

Motion to authorize Town Manager to advertise for public hearing.

Town of Bowling Green, Virginia
Notice of Public Hearing

The **Bowling Green Town Council** will conduct a public hearing on Thursday February 4, 2021 at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street. The purpose of the hearings is for the Town Council to receive public comment on and consider the following matter:

Ordinance Number O-2021-001 – to update the Route 301 North Corridor Service District. The purpose of this ordinance is to amend Ordinance Number O-2011-004 to include in the special tax district parcels that have since been subdivided and those that have been rezoned from residential to commercial.

The Town Council will take action on this matter after the hearing. The complete ordinance is available for review at Town Hall, 117 Butler Street, during normal business hours and posted on the Town’s website at <https://www.townofbowlinggreen.com>. All those wishing to comment on this matter can come to the hearing and be heard. Any person requiring assistance in order to participate in the public hearing is asked to contact the office staff by calling 804-633-6212 in advance so appropriate arrangements can be made.

Melissa Lewis
Interim Town Manager



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

AGENDA ITEM: Job Descriptions and Organization Chart

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

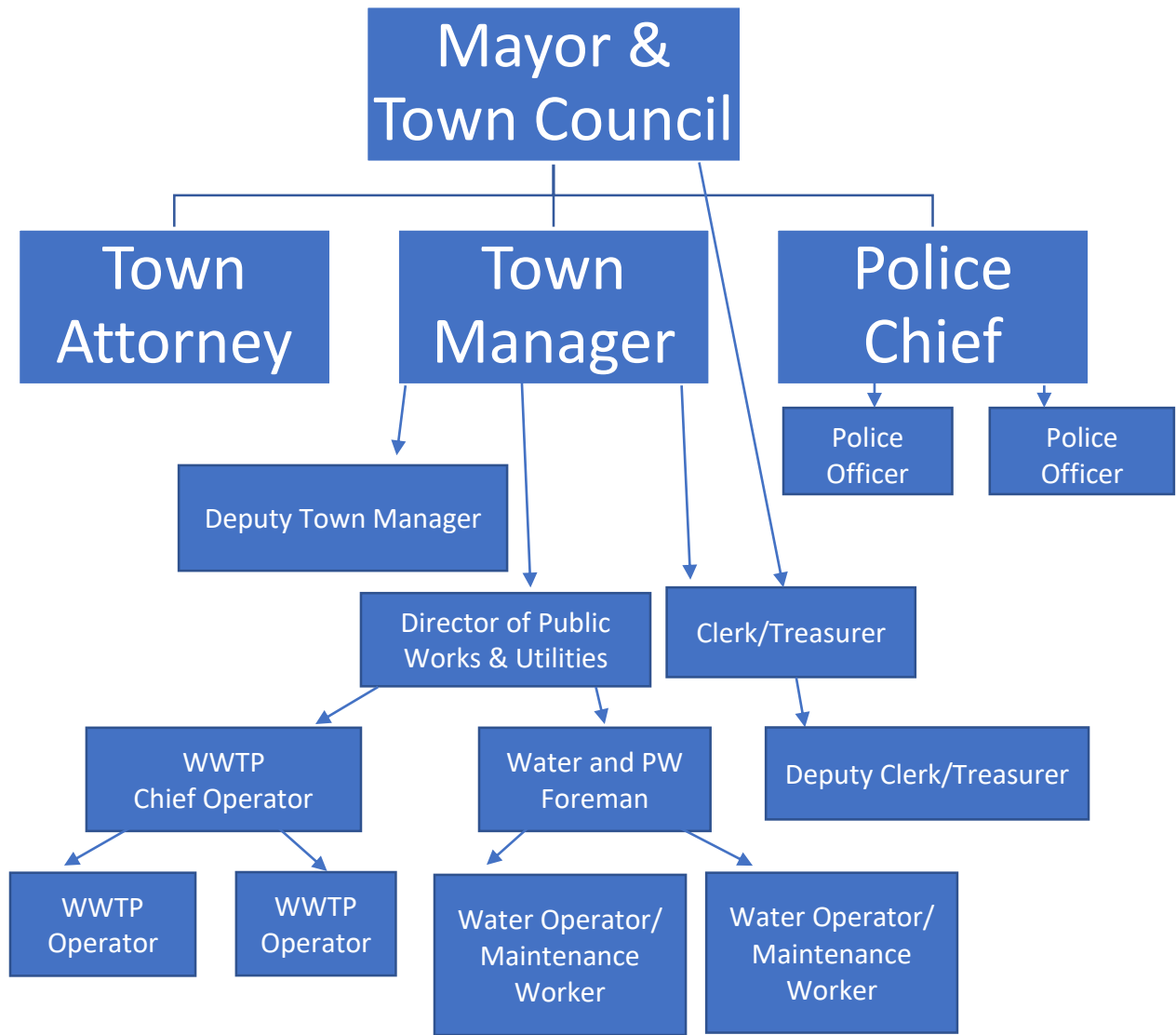
Updated job descriptions reorganizing duties of administrative staff.

ATTACHMENTS:

- Updated Job Descriptions
- Organization Chart

REQUESTED ACTION:

Take action on proposed job descriptions.



Town of Bowling Green Job Description

Town Manager

FLSA Status: Exempt

GENERAL STATEMENT OF JOB: This job is the chief administrative officer for the Town of Bowling Green. This job has direct responsibility for managing and coordinating the operations of all Town departments and operations. This position reports to the Mayor and Town Council.

ESSENTIAL JOB FUNCTIONS:

- Oversees department heads in the implementation of departmental responsibilities
- Formulates and recommends policies to solve present and future issues and adjust to social and economic trends
- Evaluates, develops, and recommends fiscal policy that will result in sound fiscal management.
- Develops and implements expense, revenue, and capital improvement budgets; prepares forecasts of future financial conditions; and tax levies
- Manages the Town's debt and bond issuance to ensure the most efficient use of the Town's bond capacity and borrowed monies
- Supervises the implementation of the Town's capital projects including streetscapes, water utility and general construction
- Interacts with the Town Council and provides direct administrative assistance and advice to Council members and committees
- Prepares Council and committee agendas
- Assists in the oversight of regulatory responsibilities of Town Treasurer, Police Chief, Zoning Administrator; consults frequently with Town Attorney for legal counsel
- Reviews and approves accounts payable
- Handles and resolves resident concerns
- Conducts Town business with federal, state, regional, and local jurisdictions and organizations
- Promotes the Town of Bowling Green as a good place to live and work; encourages and facilitates business start-ups and expansions
- Interviews, selects, supervises, evaluates, disciplines, and discharges subordinate employees
- Reviews all disciplinary and performance evaluation matters; administers the personnel rules established by the Town Council
- Sets and carries out administrative policies and procedures
- Ensures business continuity by delegating or transitioning responsibilities during absences
- Performs such other duties as assigned

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Some telework is permitted with the prior permission of the Mayor & Town Council. Occasional night meetings and week-end events required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to deal courteously and effectively with the public, other public officials, and representatives of other organizations including businesses, vendors, contractors, and other state, regional, and local jurisdictions
- Ability to advise and provide interpretation regarding the application of policies, procedures and standards to new situations
- Ability to make sound decisions and exercise good judgment
- Requires the ability to supervise, coach, mentor, and motivate others
- Ability to persuade, convince, and train others
- Good oral communication skills
- Working knowledge of computers, electronic data processing, calculators, fax machines and other miscellaneous office equipment.
- Knowledge of the Town's policies and procedures.
- Knowledge of public administrative principles and practices, research methods, and techniques.
- Comprehensive knowledge of general management and office organizational principles.
- Comprehensive knowledge of the basic laws, ordinances and regulations underlying municipal government.
- Ability to express ideas effectively, both orally and in writing.
- Ability to establish and maintain successful working relationships. Possess the ability to foster teamwork, innovation and creativity.
- Ability to work under pressure and/or frequent interruptions.
- Public speaking skills and the ability to connect with small groups and individuals to understand their concerns.
- Ability to conduct research and analysis for a variety of technical, confidential, and/or complex special projects as assigned.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other Town employees and the public; maintain complex records, assemble and organize data, and prepare reports from such records; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.
- Ability to prepare correspondence conforming to all rules of grammar.

EDUCATION AND EXPERIENCE:

Any combination of education and experience in local government.

DRAFT

Town of Bowling Green Job Description

Deputy Town Manager

FLSA Status: Exempt

GENERAL STATEMENT OF JOB: Assists the Town Manager in managing the overall administration of the town government, with a primary focus on planning and zoning as well as economic development. Assists the Management Team with planning, organizing, developing, coordinating, maintaining and managing Town operations and initiatives related to the Town's priorities as established by Town Council and the Town Manager. Work is performed under the general supervision of the Town Manager. This position reports to the Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Performs the duties of Town Manager in his or her absence.
- Serves as Zoning Administrator and provides staff support to the Planning Commission and the Board of Zoning Appeals.
- Responsible for economic development initiatives and provides staff support to the Economic Development Authority.
- Administers policies and procedures set forth by the Town Council.
- Assists with the overall development and management of the Town's annual operating budget.
- Identifies and completes grant applications for community development related projects and partners with other departments to implement and administer the grants to completion.
- Assists the Town Manager in coordinating personnel and administrative policy matters as required to ensure compliance and maintain operational standards.
- Receives and answers public requests and complaints; performs research as to the nature/cause of subject and to secure related information.
- Manages or coordinates various special projects as assigned by the Town Manager.
- Prepares a variety of correspondence, including memoranda, letters, e-mails, reports, and presentations, contract specifications, engineering scopes of work, resolutions, ordinances, and Town Council Staff documents.
- Prepares and presents staff reports and other necessary communications to the Town Manager, Town Council and others as necessary.
- Attends Council meetings, work sessions, and other meetings and takes necessary actions regarding agenda items or meeting follow up as required.
- Attends necessary events, activities and represents the Town of various boards, committees and regional organizations.
- Responds to and resolves difficult and sensitive business, citizen, and internal organization inquiries and complaints.
- Assists the Town Manager to respond to public information requests, promote the Town's activities, events and special projects and address the media as necessary.
- Performs related tasks and other duties as required.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared

Emergency” as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

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JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Some telework is permitted with the prior permission of the Town Manager. Occasional night meetings and week-end events required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of computers, electronic data processing, calculators, fax machines and other miscellaneous office equipment.
- Knowledge of the Town’s policies and procedures.
- Knowledge of public administrative principles and practices, research methods, and techniques.
- Comprehensive knowledge of general management and office organizational principles.
- Comprehensive knowledge of the basic laws, ordinances and regulations underlying municipal government.
- Ability to express ideas effectively, both orally and in writing.
- Ability to establish and maintain successful working relationships. Possess the ability to foster teamwork, innovation and creativity.
- Ability to work under pressure and/or frequent interruptions.
- Public speaking skills and the ability to connect with small groups and individuals to understand their concerns.
- Ability to conduct research and analysis for a variety of technical, confidential, and/or complex special projects as assigned.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other Town employees and the public; maintain complex records, assemble and organize data, and prepare reports from such records; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.
- Ability to prepare correspondence conforming to all rules of grammar.

EDUCATION AND EXPERIENCE:

Any combination of education and experience relating to community development, economic development, social media, and planning and zoning.

Town of Bowling Green Job Description

Clerk/Town Treasurer



FLSA Status: Exempt

GENERAL STATEMENT OF JOB: This position oversees and performs the town's administrative functions including serving as the Town Clerk and Town Treasurer. Responsible for preparation of minutes and the keeping of all official records of the Town. Performs difficult tasks interpreting and implementing the application of statutory and other regulations governing accounting, and other major fiscal functions. This position reports directly to and is responsible to the Town Manager and supervises the Deputy Clerk/Deputy Treasurer.

ESSENTIAL JOB FUNCTIONS:

- Maintains and/or assists in continuous review of accounting practices to assure conformance with generally accepted accounting principles and to assure compliance with federal and State regulations and those restrictions imposed by the Auditor of Public Accounts and the Department of Accounts, as applicable.
- Responsible for all aspects of the general ledger for all Town financial accounts including entering budget information, journal entries and maintenance of the system; accepts other modules into the General Ledger; and maintains the chart of accounts.
- Recommends changes designed to ensure compliance and/or increase the efficiency of the Town's accounting operations.
- Complete all necessary tasks related to tax administration for the Town, including obtaining tax records from the Commissioner of Revenue, preparing tax bills for printing, and processing supplements and abatements of tax bills.
- Prepares computer printouts pertaining to checks issued, expenditures, and other budgetary accounts.
- Maintains and/or assists in maintaining a register of the Town's indebtedness and other accounts.
- Prepares special reports and work papers for audits, financial statements, registers, surveys and various account analyses.
- Manages payroll and invoice processing and cash disbursement operations, establishes automated and manual systems to analyze and reconcile balance sheet accounts, prepares and documents adjustments to the accounting system, works with outside auditors, maintains accounts receivable, accounts collected, disbursements and prompt payment procedures, maintains expense ledgers and other types of financial records.
- Administers and reconciles the Town's payment for insurance and other employee deductions. • Prepares monthly reports and maintains employees' accounts for the Virginia Retirement System.

- Prepares quarterly unemployment report.
- Prepares and mails delinquent account bills after preparing list of delinquent accounts.
- Prepares periodic and special financial, personnel, and statistical reports, possibly prepared on own initiative.
- Prepares the Agenda and materials for Town Council meetings.
- Responsible for minutes of Town Council meetings and other functions related to the keeping of the Public Record as assigned by the Town Manager.
- Maintains Town’s web site.
- Coordinates water meter readings with meter readers; initiates work orders for new or terminated service, water flow checks, meter leaks, water quality and related work; communicates results as needed either verbally or in writing with customers; calculates and processes payments for water/sewer tap fees on new construction.
- Maintains general and subsidiary revenue and expenditure records, posting entries from supporting records, balancing against other records and preparing reports from such records.
- Serves as the Economic Development Authority’s Secretary
- Supervises Deputy Clerk/Deputy Treasurer

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a “Declared Emergency” as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles, practices and methods of accounting and administrative procedures,
- Knowledge of generally accepted accounting practices,
- Knowledge of principles and practices governing financial operations,
- Ability to prepare detailed financial reports as required, good professional judgment, initiative,
- General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Power Point, Word, and Excel; specialized programs and the internet.
- Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

EDUCATION AND EXPERIENCE: Any combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities required for this position.

Town of Bowling Green Job Description Deputy Clerk/Deputy Treasurer



FLSA: Exempt

GENERAL STATEMENT OF JOB: This position assists in overseeing and performing the town's administrative functions including serving as the Deputy Town Clerk and Deputy Town Treasurer. Performs difficult tasks interpreting and implementing the application of statutory and other regulations governing accounting, procurement, and other major fiscal functions. This position reports to the Clerk/Treasurer.

ESSENTIAL JOB FUNCTIONS:

- Enters all Accounts Payable and Cash Register entries.
- Assists the Clerk/Treasurer in completing all necessary tasks related to tax administration for the Town, including preparing tax bills for printing, and processing supplements and abatements of tax bills.
- Prepares computer printouts pertaining to checks issued, expenditures, and other budgetary accounts.
- Assists in maintaining a register of the Town's indebtedness and other accounts.
- Prepares special reports and work papers for audits, financial statements, registers, surveys and various account analyses.
- Assists Clerk/Treasurer in Preparing and processing Payroll.
- Assists Clerk/Treasurer in preparing and processing utility bills.
- Prepares and mails delinquent account bills after preparing list of delinquent accounts.
- Prepares periodic and special financial, personnel, and statistical reports, possibly prepared on own initiative.
- Assists in Preparing the Agenda and materials for Town Council meetings.
- Coordinates water meter readings with meter readers; initiates work orders for new or terminated service, water flow checks, meter leaks, water quality and related work; communicates results as needed either verbally or in writing with customers; calculates and processes payments for water/sewer tap fees on new construction.
- Assists Clerk/Treasurer in maintaining general and subsidiary revenue and expenditure records, posting entries from supporting records, balancing against other records and preparing reports from such records.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a

regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles, practices and methods of accounting and administrative procedures,
- Knowledge of generally accepted accounting practices,
- Knowledge of principles and practices governing financial operations,
- Ability to prepare detailed financial reports as required, good professional judgment, initiative,
- General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Power Point, Word, and Excel; specialized programs and the internet.
- Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

EDUCATION AND EXPERIENCE:

Any combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities required for this position.

DRAFT

DRAFT



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

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

BACKGROUND / SUMMARY:

Letters of resignation from Planning Commission from Jeff Voit and Arthur Wholey both of who have been elected to Town Council while serving on the Planning Commission.

ATTACHMENTS:

- Letters of Resignation

REQUESTED ACTION:

Accept letters.



Melissa Lewis <towntreasurer@townofbowlinggreen.com>

Planning Commission Resignation

2 messages

Jeff Voit <jvoit@townofbowlinggreen.com>

Tue, Dec 8, 2020 at 9:20 AM

To: Melissa Lewis <towntreasurer@townofbowlinggreen.com>

Good Morning,

This writing is to serve as my resignation from the Planning Commission, to be effective December 31st, 2020. Thank you to the Town Manager, staff, the Mayor, and the Council as I move on to serving our town in another capacity.

With much appreciation,
Jeff Voit

Melissa Lewis <towntreasurer@townofbowlinggreen.com>

Tue, Dec 8, 2020 at 10:38 AM

To: Jeff Voit <jvoit@townofbowlinggreen.com>

Thank you!
Melissa Lewis
Town Clerk/Treasurer
Town of Bowling Green
(804)633-6212 ext. 1001

[Quoted text hidden]

To Whom it may Concern:

I (Arthur Wholey) will be resigning from my term on planning commission effective December 31st 2020. This is required to fill an elected seat on the Town Council for the Town of Bowling Green.

X

Arthur Wholey



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

AGENDA ITEM: Adoption of bylaws
ITEM TYPE: Presentation
PURPOSE OF ITEM: Discussion Only
PRESENTER: Hon. Mark Gaines, Mayor
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Discussion about whether or not Town Council should adopt bylaws by which to abide.

ATTACHMENTS:

None

REQUESTED ACTION:

Direct staff on how to proceed.



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

AGENDA ITEM: Establishing Meeting Rules and Procedures

ITEM TYPE: Presentation

PURPOSE OF ITEM: Discussion Only

PRESENTER: Hon. Mark Gaines, Mayor

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Establishing basic meeting rules and procedures to allow for productive meetings.

ATTACHMENTS:

None.

REQUESTED ACTION:

Direct staff to draft basic meeting rules and procedures.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Health Insurance for Town Council

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Some members of Council have shown interest in joining the Town's group insurance policy. Open enrollment is in February and new coverage would begin in March. I've spoken with the Assistant County Administrator; the Caroline BOS will discuss at its January 12th meeting.

County staff is submitting a proposal to the Board that may affect the premiums, the difference in cost is unknown at this time.

ATTACHMENTS:

- R-2021-001 – Health Insurance Coverage for Council and Mayor
- Current Insurance Rates

REQUESTED ACTION:

Adopt R-2021-001 – Health Insurance Coverage for Council and Mayor

RESOLUTION
HEALTH INSURANCE COVERAGE
FOR MAYOR & TOWN COUNCIL

WHEREAS Virginia Code § 15.2-1414.7, 1950, as amended, provides that the Mayor and Town Council may be compensated with such benefits as are provided town employees by the Town of Bowling Green.

NOW THEREFORE BE IT RESOLVED by the Bowling Green Town Council at its regular monthly meeting on January 7, 2021 that the Mayor and members of the Bowling Green Town Council shall be eligible to participate in the health insurance program offered by the Town of Bowling Green to its employees under the same terms and conditions as the health insurance benefit is provided to Town employees.

The foregoing Resolution was adopted by the Town Council at its regular meeting held on January 7, 2020 in Bowling Green, Virginia.

Melissa Lewis, Clerk of Council
Town of Bowling Green, Virginia

Hon. Mark A. Gaines, Mayor
Town of Bowling Green, Virginia

Insurance Premium Share as of 7/1/2020:

PREMIUMS		Medical Rates	Dental Rates	Monthly Total	Monthly Paid by Town	Annually	Monthly Paid by Employee	Annually
HMO								
Employee		\$644.59	\$26.44	\$671.03	\$621.81	\$7,461.72	\$49.22	\$590.64
Employee + Spouse		\$1,248.38	\$52.09	\$1,300.47	\$1,113.48	\$13,361.76	\$186.99	\$2,243.88
Employee + 1 Child		\$1,092.62	\$52.88	\$1,145.50	\$993.57	\$11,922.84	\$151.93	\$1,823.16
Family		\$1,966.73	\$79.34	\$2,046.07	\$1,607.96	\$19,295.52	\$438.11	\$5,257.32
PPO								
Employee		\$764.45	\$28.47	\$792.92	\$622.44	\$7,469.28	\$170.48	\$2,045.76
Employee + Spouse		\$1,477.95	\$56.10	\$1,534.05	\$1,114.55	\$13,374.60	\$419.50	\$5,034.00
Employee + Child		\$1,293.88	\$56.97	\$1,350.85	\$994.54	\$11,934.48	\$356.31	\$4,275.72
Family		\$2,326.01	\$85.45	\$2,411.46	\$1,609.48	\$19,313.76	\$801.98	\$9,623.76



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Utility Disconnection Moratorium

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

In December the Virginia General Assembly passed a bill putting in place a moratorium for utility disconnections due to non-payment.

The bill allows for relief from the moratorium if our total arrearages are 1% or greater than our annual operating revenues. Currently our past due accounts total \$13,176 or approximately 1.7% of our annual operating revenues for Water and Sewer combined (arrearages and operating revenues for trash was omitted from the calculations.) I anticipate this amount to grow as December (for the Sept/Oct. billing cycle) was the first month that disconnections for non-payment were not conducted. In comparison, in October at the point of disconnect for the July/August bill we had approximately \$4,000 in arrearages; the threat of disconnect often encourages customers to pay either in full or to set-up a payment plan. Currently we have two customers that have agreed upon payment plans in place.

A public hearing must be held on this matter. The earliest disconnects could be re-instated is February. The purpose of disconnecting customers for non-payment is to force those customers that we have been unable to communicate with to set up a payment plan. Payment plans between 6 and 24 months can be arranged. Waiving of penalty is recommended.

ATTACHMENTS:

- House Bill 5005
- Public Notice to run in FLS

REQUESTED ACTION:

Authorize Town Manager to advertise for Public Hearing.

**TOWN OF BOWLING GREEN
NOTICE OF PUBLIC HEARING
PROPOSED EXEMPTION
FROM UTILITY DISCONNECTION MORATORIUM**

The Bowling Green Town Council will hold a public hearing on February 4, 2021, beginning at 7:00 p.m. at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, VA 22427, to consider adopting a resolution to exercise an exemption from the utility disconnection moratorium as allowed under state law. The Appropriation Act, adopted by the Virginia General Assembly during its 2020 Special Session-I, established specific procedures and requirements for utility services including provisions that placed a moratorium on water and sewer disconnections. Utility providers may choose to exempt themselves from the disconnection moratorium provided the utility's accounts receivable arrearages exceed 1% of its annual revenue. The accounts receivable of Bowling Green's Public Utilities currently exceed 1% of its annual operating revenue. The utility's sole source of revenue for operating expenses is from charges for services provided, based on rates necessary to recover the full cost of operations. With the implementation of the state moratorium on disconnections, a significant number of accounts have accumulated increasingly overdue balances in amounts that customers may find difficult to manage without a reasonable repayment plan. To avoid falling further behind and overdue balances becoming more burdensome, payments must begin without further delay. The Town of Bowling Green employs the industry-standard collection process for unpaid bills, which includes the disconnection of water services in appropriate cases. Any persons desiring to be heard in favor of or in opposition to the above are hereby invited to be present at the public hearing. A copy of the proposed resolution and a written analysis from accounting records demonstrating that accounts receivable arrearages exceed one percent of annual operating revenues, are on file at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia 22427, and on the Town's website at townofbowlinggreen.com.

Visit the [Help Center](#) to learn more about the features of the State Budget Portal.

VIRGINIA STATE BUDGET

2020 Special Session I

Budget Amendments - HB5005 (Committee Approved)

Bill Order » Item 4-14 #2h

Update Language on Utility Disconnection Moratorium (language only)

Item 4-14 #2h

Effective Date

Effective Date

Language

Page 241, strike lines 1 through 20, and insert

"7.a. Notwithstanding any other provision of law, upon the declaration by the Governor of a state of emergency pursuant to § 44-146.17, Code of Virginia, in response to a communicable disease of public health threat as defined in § 44-146.16, Code of Virginia, electric companies subject to regulation of the State Corporation Commission ("Commission"), natural gas suppliers subject to the regulation of the Commission, electric and gas municipal utilities, and water suppliers and wastewater service providers ("utilities") are prohibited from disconnecting service to residential customers for non-payment of bills or fees until the Governor determines that the economic and public health conditions have improved such that the prohibition does not need to be in place, or until at least 60 days after such declared state of emergency ends, whichever is sooner. The utilities shall notify all customers who are at least 30 days in arrears of this utility disconnection moratorium, which may be by bill insert or bill notice.

b. No more than 60 days after the enactment of this act, the utilities shall notify all customers who are at least 30 days in arrears of the COVID-19 Relief Repayment Plan (Repayment Plan), which may be by bill insert or bill notice, such notice shall include eligibility, billing information, applicable financial assistance resources, and contact information where customers may file an initial complaint on Repayment Plan related disputes. All utilities within 60 days after the enactment of this act must offer customers a Repayment Plan for past due accounts while such prohibition is in effect that includes, at minimum, the following provisions:

1. The Repayment Plan shall not require any new deposits, down payments, fees, late fees, interest charges, or penalties, nor shall such plan accrue any fees, interest, or penalties, including prepayment penalties;
2. The Repayment Plan shall amortize the repayment of a customer's utility debt over a minimum period of 6 months and up to 24 months for each utility. The utility in working with a customer to establish a Repayment Plan shall ensure debt repayments are sustainable and affordable for the customer. A customer may satisfy the Repayment Plan in part or in full at any time; and
3. The utilities shall not apply eligibility criteria, such as installment plan history. However, the utilities may require the customer to attest to the utility or to a third party chosen by the utility that the customer has experienced a financial hardship resulting directly or indirectly from the public health emergency or that they have experienced a hardship to pay during the public health emergency.
4. If a utility reports to a consumer reporting agency or debt collector regarding a consumer who is on a Repayment Plan, the utility shall report the account as "current" in accordance with the Public Law 116-36: Coronavirus Aid, Relief, and Economic Security Act.

c. Nothing herein shall limit or prevent the utilities or the residential customers from applying or seeking debt relief or mitigation from any available resource, from entering into another payment plan offered by the utility, or from renegotiating the terms of the Repayment Plan.

d. Utilities shall use the federal Coronavirus Relief Funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) provided in Item 479.10, paragraph B.2. of this act to offset the debt of customers. In applying these funds to customer accounts, utilities shall prioritize providing financial assistance to customers who are at least 60 days in arrears prior to using the funds to assist customers with accounts 30 days in arrears. To the extent possible, utilities shall use available funding to cover one-hundred percent of the customer's arrearage.

In addition to the funds provided in Item 479.10, paragraph B.2. of this act, where applicable, utilities must use financial assistance from other utility debt offset programs funded with federal Coronavirus Relief Funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) for customers who are at least 30 days in arrears. To the extent possible, utilities must direct customers in writing to these resources when establishing a Repayment Plan.

e. Notwithstanding anything to the contrary in this clause 7 or any other provision of law, if a utility subject to regulation of the Commission has accounts receivable arrearages for Virginia customers that exceed 2% of the utility's annual Virginia jurisdictional operating revenues, then the utility may obtain relief from this moratorium by filing an informational letter notice with the clerk of the Commission, stating such facts to demonstrate the exceedance and contemporaneously tendering associated workpapers to the staff of the Commission. The Commission staff shall verify the information as filed by the utility and shall file a verification letter with the Clerk of the Commission. The Commission, upon receipt of a favorable verification letter, shall issue a final order within five days. Upon issuance of an order, a utility shall thereafter be exempt from the moratorium provisions of this clause 7.a.

f. Notwithstanding anything to the contrary in this clause 7 or any other provision of law, if a utility subject to this clause 7 but not subject to regulation of the Commission has accounts receivable arrearages that exceed 1% of the utility's annual operating revenues, then the utility may obtain relief from this moratorium if (i) the utility provides a written analysis stating such facts to demonstrate the exceedance to staff of the local governing body, (ii) the utility contemporaneously makes available for public inspection associated workpapers verifying such facts to staff of the local governing body, and (iii) the governing body verifies the exceedance, provides public notice, takes public comment on, and votes to approve that the exceedance is accurate in an open public meeting. In the event of an affirmative vote of the utility's governing body, the utility shall thereafter be exempt from the moratorium provisions of this clause 7.a.

g. The Commission shall allow for the timely recovery of bad debt obligations, reasonable late payment fees suspended, and prudently incurred implementation costs resulting from a Repayment Plan for electric, gas, water, or wastewater utilities, including through a rate adjustment clause or through base rates. The Commission may apply any applicable earnings test in the Commission rules governing utility rate applications and annual informational filings when assessing the recovery of such costs. The Commission shall also require the utilities subject to regulation by the Commission to submit information on the status of the moratorium and the Repayment Plan, including (a) the number and value of accounts that are at least 30 days in arrears; (b) the number and value of accounts that are at least 60 days in arrears; (c) the number and value of accounts that are participating in the Repayment Plan, or another repayment plan as set forth by the utility; (d) the number and value of accounts offset by the funds appropriated in Item 479.10, paragraph B.2. of this act, categorized by days in arrears; and, (e) the cumulative level of customer arrearages by locality. The Commission shall provide the Chairs of the House Committees on Labor and Commerce and Appropriations, the Senate Committees on Commerce and Labor and Finance and Appropriations, and the Secretary of Commerce and Trade an aggregated anonymized report by utility containing such compiled information by December 31, 2020, within three months of the expiration of the prohibition, and annually, on or before December 31st, thereafter for the following two years.

h. Utilities not subject to regulation by the Commission shall submit information on the status of the moratorium and the Repayment Plan to the Commission on Local Government managed by the Department of Housing and Community Development, including (a) the number and value of accounts that are at least 30 days in arrears; (b) the number and value of accounts that are at least 60 days in arrears; (c) the number and value of accounts that are participating in the Repayment Plan, or another repayment plan as set forth by the utility; (d) the number and value of accounts offset by the funds appropriated in Item 479.10, paragraph B.2. of this act and local programs using Coronavirus Relief Funds, categorized by days in arrears; and, (e) the cumulative level of customer arrearages by locality. The Commission on Local Government shall provide the Chairs of the House Committees on Labor and Commerce and Appropriations, the Senate Committees on Commerce and Labor and Finance and Appropriations, and the Secretary of Commerce and Trade an aggregated anonymized report by utility containing such compiled information by December 31, 2020, within three months of the expiration of the prohibition and annually, on or before December 31st, thereafter for the following two years.

i. The reports required in paragraphs g. and h. of this clause 7 are not eligible for deferral or delay as permitted under Item 4-8.01, a.4.a. of this act.

j. Within 60 days after the enactment of this act, a Phase II Utility shall forgive all such utility's jurisdictional customer balances more than 60 days in arrears as of August 31, 2020.

In the utility's 2021 triennial review, any forgiven amounts shall be excluded from the utility's cost of service for purposes of determining any test period earnings and determining any future rates of the utility. In determining any customer bill credits, in the utility's 2021 triennial review, the Commission shall first offset any forgiven amounts against the total earnings for the 2017 through 2020 test periods that are determined to be above the utility's authorized earnings band. Such offset shall be made prior to any offset to customer bill credits by customer credit reinvestment offsets.

Each Phase II Utility shall, no later than December 31, 2020, submit a report to the Governor, the Chairs of the House Committee on Labor and Commerce and Appropriations, and the Senate Committee on Commerce and Labor and Finance and Appropriations, and the Chair of the Commission on Electric Utility Regulation, detailing all actions by it pursuant to this act to forgive customer balances."

Explanation

(This amendment outlines a policy to extend Virginia's moratorium on utility disconnections.)



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

AGENDA ITEM: Consideration of EDA Appointment

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - Introduction

PRESENTER: Hon. Mark Gaines, Mayor

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The EDA currently has two members whose terms have expired:

Jean Davis – term expired 11-03-2020

David Storke – term expired 11-03-2020

ATTACHMENTS:

None.

REQUESTED ACTION:

Consider appointments/re-appointments to the Economic Development Authority, both with terms commencing immediately and ending on November 3, 2024.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Police Chief 6-Month Performance Evaluation

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Chief Cecil's current employment agreement is valid until January 15, 2021 and calls for an evaluation by Council before appointing him as permanent Police Chief. The Town Manager has conducted a Performance Appraisal for the Police Chief for Council's review.

ATTACHMENTS:

- Police Chief Job Description
- Performance Appraisal Form – blank
- Performance Appraisal Form – completed by Town Manager (distributed separately, not public record.)

REQUESTED ACTION:

Motion to go into closed meeting pursuant to Va. Code § 2.2-3711(A)(1) for the purpose of conducting an evaluation of the Police Chief.

Town of Bowling Green Job Description



POSITION: **Chief of Police**
DEPARTMENT: **Police**
PAY RANGE: **\$61,235-\$79,605-\$97,976**
FLSA: **Exempt**

GENERAL STATEMENT OF JOB: The Chief of Police, under the general direction of the Town Manager, shall be the commanding officer of the police force of the Town of Bowling Green. He shall be responsible for the administration, training, discipline and morale of the members of the Town Police Force. The Chief shall be responsible for the effective deployment and employment of the force in order to preserve and maintain law and order in the Town of Bowling Green. He is responsible for enforcement of all applicable provisions of State law, the Town Charter, and the Town Code and other applicable ordinances and resolutions of the Town Council.

ESSENTIAL JOB FUNCTIONS:

- Duties as directed by the Mayor and Town Council and in accordance with State and local laws
- Duties as directed by the Town Manager and in accordance with State and local laws
- Day and night patrol duty – protecting businesses and homes
- Directing traffic and enforcing traffic laws of the State and Town
- Enforce parking and other appropriate ordinance and issuing citations for violation of said laws
- Maintain a daily log and other administrative documents as required and directed.
- Prepare and submit reports and documentation to the Commonwealth of Virginia as required
- Responsible for the maintenance, operation, repair and cleaning of all police vehicles
- Responsible for appropriate functioning of all equipment used by the police force
- Supervise all personnel of the police force, paid and volunteer
- Develop and maintain close working relationship with Caroline County Sheriff and Deputies
- Assist Caroline County Sheriff's Department upon request and in emergencies
- Conduct crime prevention and police public relations activities
- Prepare and conduct training for auxiliary officers as required. This includes annual weapons qualification program and ensuring that auxiliary officers maintain an appropriate level of physical fitness
- Check Town Hall after events and secure building and parking area
- Evidence protection and record keeping as required

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Duties are performed indoors in an office and at assigned Town location outdoors in all types of weather conditions. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

A working knowledge of Federal, State and local statutes and laws related to police activities. The Chief of Police shall be certified and shall qualify in appropriate areas of police activity and investigation.

EDUCATION AND EXPERIENCE:

Possession of a high school diploma/GED and four (4) years of experience in law enforcement, with one (1) to two (2) years of supervisory experience or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

A Virginia Law Enforcement Certificate is required. Prefer candidates who have completed nationally recognized advanced leadership training, such as the FBI National Academy or similar program. Experience with a Town or County law enforcement agency is also highly preferred, as is experience at the level of chief, assistant/deputy chief or equivalent.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PHYSICAL REQUIREMENTS:

C= Continuous – over 6 hours a day **O**= Occasional – less than 3 hours a day **P**= Periodic – several times a year
F= Frequent – between 3 and 6 hours a day **I**= Intermittent–several times a week/month **N/A**= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>

Performance: Appraisal: Annual Review Form (including Supervisory Skills)

INSTRUCTIONS

In completing this review, the following sequence should be followed:

1. Review the attached Job Description. Notify Human Resources of any changes/additions to the Job Description.
2. Complete the following pages by circling the most appropriate numerical value in each section.
3. To determine the Overall Performance Rating: add the numerical values together and divide by eight. **Note:** If the employee has supervisory responsibilities, then complete the supervisory section as well. The divisor will then be eleven.
4. Obtain the signature of your manager (Secondary Reviewer).
5. Complete the **Employee Action Record**, if applicable, for salary change recommendations or job title changes.
6. Manager must also submit to the Department Head and Human Resources, prior to the performance discussion with the employee, a detailed plan to address areas rated "needs improvement" and/or "marginal"
7. Submit the Annual Review, Employee Action Record and detailed plan, if applicable, to Human Resources for approval signatures.
8. Upon receipt of approval signatures, the Annual Review will be returned for discussion with the employee. The current Job Description will also be included. Have the **employee sign and date** the Job Description and Annual Review Form.
9. Once you discuss the review with the employee and obtain their signatures, provide copies to the employee and return the original forms to Human Resources.

Annual Review Form (including Supervisory Skills)

REVIEW PERIOD: _____ to _____ DATE: _____

NAME: _____ DEPT: _____

TITLE: _____ HIRE DATE: _____

DATE STARTED IN MOST RECENT POSITION: _____

JOB KNOWLEDGE

Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and materials.

5	Expert in job has thorough grasp of all phases of job.
4	Very well informed, seldom requires assistance and instruction.
3	Satisfactory job knowledge; understands and performs most phases of job well, occasionally requires assistance or instruction.
2	Limited knowledge of job, further training required, frequently requires assistance or instruction.
1	Lacks knowledge to perform job properly.

QUALITY OF WORK

Freedom from errors and mistakes. Accuracy, quality of work in general.

- 5 Highest quality possible, final job virtually perfect.
- 4 Quality above average with very few errors and mistakes.
- 3 Quality very satisfactory; usually produces error free work.
- 2 Room for improvement, frequent errors, work requires checking & re-doing.
- 1 Excessive errors and mistakes, very poor quality.

QUANTITY OF WORK

Work output of the employee.

- 5 High volume producer, always does more than is expected or required.
- 4 Produces more than most, above average.

- 3 Handles a satisfactory volume of work, occasionally does more than is required.
- 2 Barely acceptable, low output, below average. Extremely low output, not acceptable.
- 1

RELIABILITY

The extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time. The degree to which the employee is reliable, trustworthy, and persistent.

- 5 Highly persistent, always gets the job done on time.
- 4 Very reliable, above average, usually persists in spite of difficulties. Usually gets the job done on time, works well under pressure.
- 3
- 2 Sometimes unreliable, will avoid responsibility, satisfied to do the bare minimum.
- 1 Usually unreliable, does not accept responsibility, gives up easily.

INITIATIVE AND CREATIVITY

The ability to plan work and to go ahead with a task without being told every detail and the ability to make constructive suggestions.

- 5 Displays unusual drive and perseverance, anticipates needed actions, frequently suggests better ways of doing things.
- 4 Self starter; proceeds on own with little or no direction, progressive, makes some suggestions for improvement.
- 3 Very good performance, shows initiative in completing tasks. Does
- 2 not proceed on own, waits for direction, routine worker.

JUDGEMENT

The extent to which the employee makes decisions which are sound. Ability to base decisions on fact rather than emotion.

- 5 Uses exceptionally good judgment when analyzing facts and solving problems.
- 4 Above average judgment, thinking is very mature and sound.
- 3 Handles most situations very well and makes sound decisions under normal circumstances.
- 2 Uses questionable judgment at times, room for improvement. Uses poor
- 1 judgment when dealing with people and situations.

COOPERATION

Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.

- 5 Extremely cooperative, stimulates teamwork and good attitude with others. Goes
- 4 out of the way to cooperate and get along.
- 3 Cooperative, gets along well with others.
- 2 Indifferent, makes little effort to cooperate or is disruptive to the overall group or department.
- 1 Negative and difficult to get along with.

ATTENDANCE

Faithfulness in coming to work daily and conforming to scheduled work hours.

- 5 Always regular and prompt, **perfect attendance**, absent only in rare

emergency.

- 4 Very prompt and regular in attendance, above average, pre-planned absences.
- 3 Usually present and on time, normally pre-planned absences.
- 2 Lax in attendance and/or reporting on time, improvement needed to meet required standards.
- 1 Often absent without sufficient reason and/or frequently reports to work late or leaves early.

COMPLETE THIS SECTION FOR SUPERVISORY PERSONNEL ONLY

PLANNING AND ORGANIZING

The ability to analyze work, set goals, develop plans of action, utilize time. Consider amount of supervision required and extent to which you can trust employee to carry out assignments conscientiously.

- 5 Exceptionally good planning and organizing skills. Conscientious.
- 4 Above average planning and organizing. Usually carries out assignments conscientiously.
- 3 Average planning and organizing. Occasionally requires assistance. Room for
- 2 improvement. Frequently requires assistance.
- 1 Unacceptable planning and organizing skills.

DIRECTING AND CONTROLLING

The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action.

5 Exceptional leader, others look up to this employee.

- 4 Above average. Usually, but not always motivational. Average.
- 3 Sometimes needs to be reminded of leadership role.
- 2 Needs to improve motivational and teamwork skills.
- 1 Unacceptable directing and controlling skills.

DECISION MAKING

The ability to make decisions and the quality and timeliness of those decisions.

- 5 Exceptional decision making abilities. Decisions are made in a timely manner.
- 4 Above average decision making abilities. Usually makes sound and timely decisions.
- 3 Average decision making abilities. Sometimes requires assistance in making decisions.
- 2 Needs to improve decision making and/or timeliness of decisions. 5 5
- 1 Unacceptable decisions and/or timeliness.

MANAGERIAL COMMENTS

Noteworthy strong areas of present performance:

Areas requiring improvement in job performance:

What has the employee done to improve performance from the previous review?:

Developmental Plans:

To what extent have previous plans been carried out?

(Add all numerical values from each category) then divide by 8 (or 11, if supervisor section was completed)

Overall Performance Rating: _____

PERFORMANCE RATING DEFINITIONS

DISTINGUISHED (5)

Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to objectives of the department, division, group or company.

COMMENDABLE (4)

Consistently generates results above those expected of the position. Contributes in an above average manner to innovations both technical and functional.

FULLY SATISFACTORY (3)

Good performance with incumbent fulfilling all position requirements and may on occasion generate results above those expected of the position.

NEEDS IMPROVEMENT (2)

Performance leaves room for improvement. This performance level may be the result of new or inexperienced incumbent on the job or an incumbent not responding favorably to instruction.

MARGINAL (1)

Lowest performance level which is clearly less than acceptable, and which is obviously well below minimum position requirements. Situation requires immediate review and action. Possible separation or reassignment is in order without significant and immediate performance improvement.

EMPLOYEE COMMENTS:

SIGNATURES: Signatures acknowledge that this form was discussed and reviewed.

Received by:

Prepared by:

Approved by:

Employee

Supervisor

Date: _____

Date: _____

Secondary Reviewer

Date: _____