

**BOWLING GREEN TOWN COUNCIL MEETING  
A G E N D A**

**August 2, 2018  
7:00 P.M.**

**I. CALL TO ORDER AND QUORUM ESTABLISHED:**

**II. PUBLIC HEARINGS:**

- (1) A. R-2018-007 - Sale of Portion of Maury Avenue Well Property

**III. DELEGATIONS AND PRESENTATIONS:**

**IV. PUBLIC COMMENTS:**

**V. STAFF REPORTS & PRESENTATIONS:**

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

**VI. CONSENT AGENDA:**

- (7) A. Bills – July 2018
- (8) B. Minutes – July 5, 2018 Town Council Meeting
- (9) C. R-2018-008 – Resolution Commending Martin Hauser

**VII. UNFINISHED BUSINESS:**

- (10) A. Police Chief's Contract

**VIII. NEW BUSINESS:**

- (11) A. Discussion of appointment to Council seat left vacant by Martin Hauser's resignation

**IX. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

**X. INFORMATIONAL ITEMS:**

**XI. ADJOURNMENT**

**Town of Bowling Green**  
**Town Council Meeting**



Date: July 5, 2018  
Agenda Item: II A - R-2018-007 - Sale  
of Portion of Maury Avenue Well  
Property

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** II A - R-2018-007 - Sale of Portion of Maury Avenue Well Property

**BACKGROUND / SUMMARY:**

The house at 209 Maury Avenue has existed for many years, and has encroached very slightly upon the Town's adjoining parcels. Town has agreed to adjust the boundary line between them so that the dwelling will no longer encroach upon the Town's lands of the party of the first part and will have a side setback line for the home on 209 Maury to come into conformity with the zoning ordinances of the Town of Bowling Green. Absent this action the property may become unmarketable and fall into disrepair.

**ATTACHMENTS:**

Public Hearing Notice  
Proposed Resolution

**REQUESTED ACTION:**

Adopt Resolution

**FOR MORE INFORMATION, CONTACT:**

Name: Reese Peck  
Phone#: 804-633-6212  
Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

**FOR USE DURING MEETING**

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

**VOTE:**

PASS

NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

## Ad Content Proof Actual Size

### **PUBLIC HEARING NOTICE TOWN OF BOWLING GREEN**

Notice is hereby given that the Town Council of the Town of Bowling Green, Virginia, will hold a public hearing during the regular Town Council meeting on Thursday, August 2, 2018, at 7:00 PM in Town Hall, 117 Butler Street.

Per Virginia Code section 15.2-1800, the purpose of the public hearing is to take public input on the proposed sale of real property owned by the Town of Bowling Green, briefly described as: containing 0.045 acre, consisting of several parcels shown among the land records of Caroline County, Virginia as Tax Map #s 43A3-3A-18; 18A and 19A. The proposed sale is to Shirley L. Knight for the amount of \$1.00.

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

A. Reese Peck  
Town Manager

**RESOLUTION TO CONVEY PORTION OF MAURY AVENUE WELL LOT FOR PURPOSE OF BOUNDARY LINE ADJUSTMENT WITH 209 MAURY AVENUE**

**WHEREAS**, the Town of Bowling Green is the owner of several parcels of land located in the Town of Bowling Green, Caroline County, Virginia, shown among the land records of Caroline County, Virginia as Tax Map #s 43A3-3-A-18;-18A and 19A; and

**WHEREAS**, Shirley L. Knight is the owner of a parcel of land located in the Town of Bowling Green, Caroline County, Virginia, adjoining the lands of the Town, which is shown among the land records of Caroline County; Virginia as Tax Map #43A3-3-A-16; and

**WHEREAS**, the parcel of land owned by Shirley L. Knight has been improved by a dwelling which has existed for many years, and which encroaches very slightly upon the parcels owned by Town; and

**WHEREAS**, the parties hereto have agreed to adjust the boundary line between them so that the dwelling will no longer encroach upon the lands of the Town part and will have a side setback line in conformity with the zoning ordinances of the Town of Bowling Green; and

**WHEREAS**, absent this action on the part of the Town the Knight property may become unmarketable and fall into disrepair.

**NOW THEREFORE BE IT RESOLVED** that for and in consideration of the sum of One Dollar (\$1.00), does hereby convey to Shirley L. Knight all those pieces of parcels of land, containing in area 0.045 acre, and being more definitely and particularly described in plat of survey made by Anthony Scott Thompson, P. LS., dated June 27, 2017, which said plat is attached to, and to be made a part of and recorded along with this deed. And the said 0.045 acre shall be combined with the real estate owned by Shirley L. Knight into a single parcel to be known and carried on the land records of Caroline County, Virginia as Tax Map # 43A3-3-A-16 and the previous boundary line between the said parcels is hereby vacated as shown on said plat.

**BE IT FINALLY RESOLVED** that the Bowling Green Town Council, at its regular monthly meeting on the 2nd day of August, 2018 hereby authorizes the Town Mayor to execute any and all documents necessary to execute this transaction.

**Adopted this 2nd day of August, 2018**

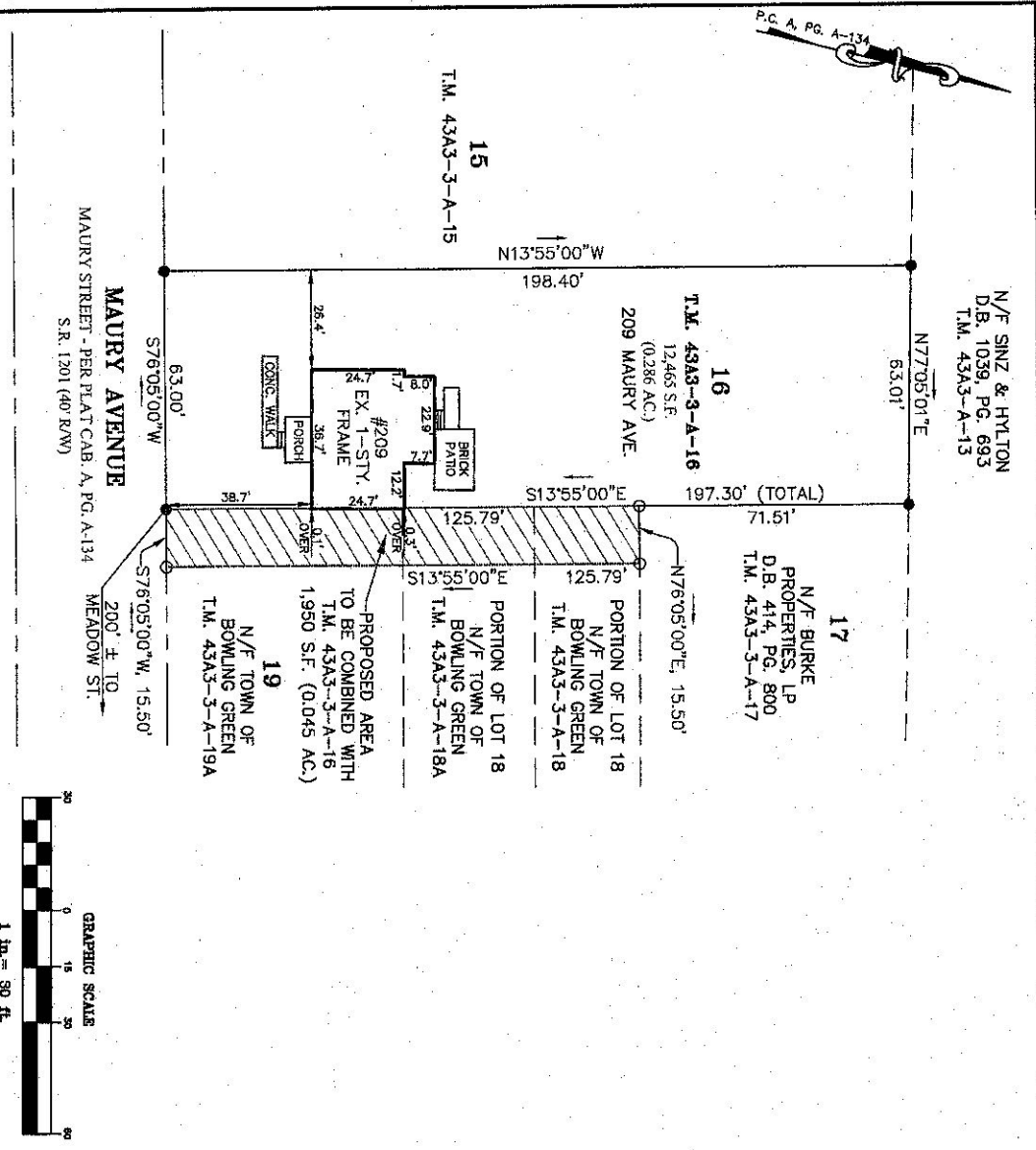
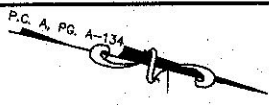
---

**Clerk**

**Approved this 2<sup>nd</sup> day of August, 2018**

---

**Hon. Jason E. Satterwhite, Mayor**



- NOTES:**
1. PROPERTIES SHOWN HEREON ARE IN THE NAME OF:  
T.M. 43A3-3-A-16 - SHIRLEY L. KNIGHT  
T.M. 43A3-3-A-18, T.M. 43A3-3-A-18A, T.M. 43A3-3-A-19A - TOWN OF BOWLING GREEN
  2. RECORDED REFERENCE: D.B. 1289, PG. 890 (KNIGHT).
  3. THIS EXHIBIT WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT.
  4. THIS EXHIBIT DOES NOT REPRESENT A CURRENT BOUNDARY SURVEY.
  5. SEE ALSO HOUSE LOCATION SURVEY PREPARED BY GIFFEN SURVEYING P.L.C. ENTITLED "HOUSE LOCATION SURVEY, LOT 16, BLOCK A, DIVISION OF THE LAND OF ALL WHITE, TOWN OF BOWLING GREEN, CAROLINE COUNTY, VIRGINIA," DATED MAY 10, 2017.

**EXHIBIT**

**PROPOSED  
BOUNDARY LINE ADJUSTMENT**

BETWEEN  
T.M. 43A3-3-A-16 &  
T.M. 43A3-3-A-18 &  
T.M. 43A3-3-A-18A &  
T.M. 43A3-3-A-19A  
BEING PART OF THE J.L. WHITE DIVISION  
PLAT CABINET A, PAGE A-134

TOWN OF BOWLING GREEN,  
CAROLINE COUNTY, VIRGINIA

**Anthony Scott Thompson, P.L.S.**  
P.O. Box 495, Shackelfords, Va. 23156  
Tel.: (804) 512-8186 email: scott@scottthompsonpls.net

DATE	06/27/18	DRAWN: NHT	PROJECT NO:
SCALE	1"=30'	CHECKED: KST, NHT	2018-072



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

Prepared By: Billy Deavers

Date: July 30, 2018

Additional and/or Support Materials Attached: Yes  No

## Ongoing:

### Wastewater Operations:

- Began monthly in-house Wastewater training with Operators
- Received draft of new permit from DEQ, and am reviewing for any changes or discrepancies

### Water Operations:

- Continuing to flush waterline on Crystal Court every other Friday

### Public Works:

- Grass cutting in normal locations

## Completed:

### Wastewater Operations:

- Used sewer camera on sewer line at 121 Maury Avenue
- Had control module replaced on UV lights
- Pump capacitor replaced on Pump #2 at Lacey Lane pump station

### Water Operations:

- Two water leaks were repaired. Elm St and Chase St
- Monthly water samples were collected

### Public Works:

- Filled pothole on Trewalla Ln. Also filled a hole in the sidewalk on S. Main St
- Painted the exterior of buildings at Well #1
- Cut back trees on Milford St and Dorsey Lane
- Cleaned out the shop on Cedar Lane and hauled off scrap

## Heads up:




























- The light pole on Main Street was replaced





























79 Work Items




All Uppercase

	Time Open	Description
	0 days 0 hrs 0 mins	Flushing hydrants
	0 days 0 hrs 0 mins	Median and Town signs mowing
	0 days 0 hrs 0 mins	Mowing well 5
	0 days 0 hrs 0 mins	Mowing Bowling Green Meadows liftstation
	0 days 0 hrs 49 mins	Bowling Green Meadows Park
	0 days 0 hrs 0 mins	Mowing Park and Ride
	0 days 0 hrs 11 mins	Mowing Town Hall, Well #1, playground, Police Department
	0 days 1 hrs 14 mins	Please take an additional trash can and recycle can to Calvary Church
	0 days 1 hrs 17 mins	Please read meter Customer had high bill I called Shawn and asked him to get the reading.
	0 days 0 hrs 38 mins	Cutting grass out of cracks in sidewalk
	0 days 6 hrs 43 mins	
	0 days 3 hrs 33 mins	Edging and getting tall grass out of cracks entire South Main
	0 days 21 hrs 57 mins	Jason Satterwhite called FB complaints town water has bad smell. please flush hydrants on North & South Main street and also on Dorsey L
	0 days 0 hrs 49 mins	Please turn water on. Billy did this yesterday. Ashleigh Pugh moved in 07/24/2018
	0 days 0 hrs 0 mins	Fill pothole
	1 days 21 hrs 37 mins	Cleaning shop
	0 days 2 hrs 28 mins	dis-connect service due to non-payment BG Auto Parts
	0 days 3 hrs 23 mins	please dis-connect service per customer request
	0 days 0 hrs 0 mins	MPN, Nitrate and Nitrite, Bac T
	0 days 0 hrs 0 mins	Scraping old sewer tops, meter tops, risers and old pipe also cleaning scrape metal out of Cedar Lane shop.
	1 days 0 hrs 42 mins	please fill in hole where sign was removed in front of dog grooming store. thanks
	0 days 3 hrs 15 mins	
	0 days 0 hrs 0 mins	Mow Bowling Green Meadows Park

Time Open	Description
 0 days 0 hrs 2 mins	Mow well 1,playground, police department
 0 days 1 hrs 1 mins	Mow well 4
 6 days 1 hrs 1 mins	Mow Town Hall
 0 days 2 hrs 25 mins	Please read meter John Verne & Donna Raynes moved out 07/18/18 Jodi & Kevin Rayford moved in 07/19/18
 0 days 0 hrs 7 mins	Mowing Milford Street
 0 days 20 hrs 34 mins	Water Planters
 0 days 1 hrs 36 mins	customer complaint high bill/usage.please re-read meter. thanks
 0 days 22 hrs 57 mins	customer complaint of high water bill. please re-read meter
 0 days 23 hrs 23 mins	customer called no water coming from faucets.
 0 days 0 hrs 38 mins	service connect request 07/17/18
 0 days 0 hrs 19 mins	Clearing trees out of access road to plants outfall
 0 days 0 hrs 42 mins	complaint about manhole cover being off. please inspect area. Thanks
 0 days 5 hrs 58 mins	meter re-read due to customer complaint Thanks
 0 days 0 hrs 18 mins	Flushing hydrant and blow off
 0 days 0 hrs 0 mins	Put in phone line
 0 days 3 hrs 11 mins	Water plants
 0 days 0 hrs 0 mins	Service line repairing
 0 days 20 hrs 39 mins	Please check meter, customer complaining water bill to high. Check for leaks
 8 days 3 hrs 59 mins	Painting well 1 buildings
 0 days 0 hrs 26 mins	Spraying Parking area at playground
 0 days 19 hrs 52 mins	Please come to Town Hall and pick up the Music on the Green banner that goes in the window at the old Variety Store.
 0 days 0 hrs 0 mins	Trimming low trees branches at handicap parking space
 5 days 22 hrs 41 mins	Helping Electrician replace light pole
 0 days 3 hrs 5 mins	Mowing Town Hall,trimmed bushes,edge sidewalks of
 0 days 1 hrs 19 mins	Mowing wastewater plant
 10 days 4 hrs 32 mins	Mowing
 0 days 0 hrs 44 mins	Mowing at North Main Intersection



Time Open	Description
 0 days 1 hrs 0 mins	Mowing well 4
 0 days 1 hrs 3 mins	301 billboard mowing
 0 days 0 hrs 25 mins	Mowing Town sign
 0 days 19 hrs 17 mins	Banners for the National Night out need to be placed on 1-south main street on bypass by Farmers Market banner, 1-at the town hall,1-at Br Main and 1-at Caroline Manor Apts facing Food Lion. Banners are at Town Hall for pickup. Thank you
 0 days 0 hrs 24 mins	Replace lid on water meter due to damage. Tenant called 07/09/18
 0 days 1 hrs 55 mins	Pressure washing buildings at well 1
 0 days 1 hrs 11 mins	Cutting trees away from sidewalk
 0 days 0 hrs 0 mins	Break down town meeting tables and chairs
 0 days 0 hrs 0 mins	Mowing South Main
 0 days 0 hrs 30 mins	Bowling Green Meadows Park
 0 days 1 hrs 18 mins	Mowing Town Hall,Playground,Police Department,Well 1
 1 days 2 hrs 27 mins	Flushing hydrant to get chlorine residual up
 1 days 18 hrs 44 mins	Water Planters
 0 days 1 hrs 32 mins	Flushing hydrant to get more chlorinated water to system
 0 days 1 hrs 3 mins	meet at Cedar Lane warehouse to open for port royal at 9:30
 23 days 3 hrs 56 mins	Camera sewer lateral
 0 days 1 hrs 31 mins	Water main break
 0 days 0 hrs 37 mins	customer complaint sewer backing up in toilets. Please check our side of service. Thank you
 0 days 2 hrs 32 mins	Heritage Pines lift station
 0 days 3 hrs 17 mins	Mowing Vdot tower
 0 days 3 hrs 30 mins	Mowing old Maury well
 0 days 0 hrs 23 mins	Mowing Town sign
 0 days 0 hrs 35 mins	207 Billboard Mowing
 18 days 4 hrs 9 mins	Mowing well 4
 18 days 4 hrs 9 mins	Mowing lift station
 0 days 0 hrs 0 mins	301 billboard sign mowing

	Time Open	Description
	0 days 0 hrs 13 mins	Mowing 301 liftstation
	0 days 0 hrs 0 mins	Mowing Town sign
	8 days 12 hrs 52 mins	Toilet Handle broken at police station



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

Prepared By: Chief David Lipscomb

Date: July 28, 2018

Additional and/or Support Materials Attached: Yes

No

**Activity Report:**

**Total Calls for service: 45**

**Officer Honeycutt:**

11 summonses issued  
7 calls for service  
28 park walk and talk  
5 property checks  
1 traffic control

**Reserve Officer Cecil:**

2 Calls for service  
6 summonses issued  
12 park walk and talk  
1 motor vehicle crash  
32 total hours volunteered

**Reserve Officer Greene:**

6 total hours volunteered  
2 calls for service

**Chief Lipscomb:**

45 Calls for service (1 reportable larceny)  
1 DUI arrest  
82 Summonses issued (speeding, expired inspections, child restraints, seat belt)  
7 parking violations issued (1 fire lane, 6 handicap)  
2 Alarm calls  
Conducted 43 PWT (Park walk and talk) These included multiple advice given.  
4 Court appearances  
1 FMCSA level 1 inspection  
16 property checks

Attended weekly staff meetings.

Conducted extra patrols of Town resident's homes who advised they were on vacation.

Washed and vacuumed patrol SUV three times per week.

Checked Virginia State Police sex offender registry for new entries. None located.

**Assigned personnel to work three Town Hall events that included alcohol.**

**Completed weekly schedule for personnel.**

**Prepared for and attended court on various dates.**

**Met with the Commonwealth's Attorney's Office in reference to the successful conclusion of cases above.**

**Completed first ever annual report for town council. (attached packet)**

**Received new parking summons and placed into service.**

**Pending Actions:**

**Purchase of desk top computer for officer/admin. Use.**

**Decisions Needed:**

**Councils decision on police policy manual.**

**Heads Up Items:**

**Working with Town Manager towards solution to a records management system. (RMS)**

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



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

Prepared By: Jo-Elsa Jordan

Date: 7/30/18

Additional and/or Support Materials Attached: Yes X

No

**Monthly Activities:**

**EDA:**

- Attend 7/12/18 emergency EDA meeting.
- Create meeting minutes for 7/12/18.
- Create agenda and attend 7/24/18 EDA meeting.
- Create meeting minutes for 7/24/18.
- Coordinate meeting with Chairman and Vice Chairman on 7/30/18.
- Correspond with VHDA regarding process for Opportunity Zones.

**Music on the Green:**

- Distribute posters
- Enter work order(s) for Public Works for set up (stage, trash cans, tents, etc.)
- Create event on Facebook
- Secure Town Hall on Friday's for inclement weather.
- Coordinate with the Sidney E. King Arts Center to be open during MOTG and public bathrooms.
- Send communication to performers with details for loading/unloading and W-9 form.
- Coordinate additional banners to be printed.
- Correspond with Union Bank & Trust regarding sponsorship.

**Bowling on the Green Virginia Wine Festival:**

- Reconcile outstanding vendor invoices.
- Send letter to the CCPS Education Foundation with check. \*See attached.
- Send letter to wineries re-issuing the deposit check for participation. \* See attached.

**Harvest Festival:**

- Accept and process vendor applications
- Update vendor spreadsheet
- Coordinate with graphic designer for Harvest Festival graphic
- Complete and submit VDOT Land Use Permit Special Events application for street closures
- Coordinate with local state police, CCSO and BGPD for required signatures
- Solicit sponsorships
- Scout/book musicians

**USO Concert & Dance:**

- Meet with the Caroline Historical Society to determine event details.
- Correspond with graphic designer/printer for marketing graphic.

**National Night Out:**

- Meet with BGPD to determine event details
- Coordinate "Tile Project" with the Sidney E. King Arts Center
- Enter work order(s) into 3-1-1 for event needs (i.e. tables, chairs, trash cans, signage, etc.)

Misc.

General Facebook posts/content

Updates to Town website

Farmers' Market Facebook posts

Weekly staff meetings on Monday's (10:00 a.m.)

Staff report

Town Council meeting on 7/5/18





The Historic Town of  
**BOWLING GREEN**  
V I R G I N I A

July 13, 2018

Caroline County Public Schools Education  
16261 Richmond Turnpike  
Bowling Green, Virginia 22427

Dear Board Members,

On behalf of the Bowling Green Town Council, I am pleased to inform you that the third annual *Bowling on the Green Virginia Wine Festival* was a success. Thank you to Ms. Becky Elam for coordinating the volunteer effort and to the CCPS staff that generously volunteered their time to help on event day. Also, thank you to Nancy Carson, Margaret Watson and Lisa Stevens for being willing to help by selling tickets and to Jeff Wick for distributing posters and promoting the event. While our goal of 500 tickets was not realized this year, the event did see an increase from the previous year. By making some budgetary concessions, along with this small increase in sales, the event realized a net revenue of \$969.34. Please find enclosed a copy of the expenditures and revenues from the event.

The Town of Bowling Green encourages excellent opportunities through education in our public school system. In 2016 when Marialuz Moreno Badia and Nobuo Yoshida, owners of Old Mansion, offered to host this event at their historic home and expressed the importance of the event having a philanthropic focus, the decision was quickly made to support the Caroline County Public Schools Education Foundation.

On Thursday, July 5, 2018, the Bowling Green Town Council voted unanimously to donate the proceeds from the event, along with \$30.66, for a total donation amount of \$1,000.00. Please find enclosed a check payable to the Caroline County Public Schools Education Foundation in the amount of \$1,000.00.

The Town of Bowling Green is delighted to know that this donation will be in support of grant opportunities for teachers to offer innovative classroom activities. Providing resources for our students to achieve academic success is a fundamental ingredient when considering the future of our youth. The Town of Bowling Green looks forward to future opportunities to support Caroline County Public Schools.

Sincerely,

Jo-Elsa Jordan  
Events Coordinator

cc: Marialuz Moreno Badia  
Nobuo Yoshida

**2018 BOWLING ON THE GREEN VIRGINIA WINE FESTIVAL - EXPENDITURES REVENUES**

<b>Expense</b>		
Rentals		
Paisley and Jade	\$1,205.00	
Local Services	\$1,230.00	
Sunbelt (Generators)	\$358.50	
Memorable Moments	\$767.70	
		\$3,561.20
Entertainment		
Fredericksburg Big Band	\$250.00	
		\$250.00
Purchased Items		
Misc.	\$290.22	
ABC Banquet License	\$55.00	
Three Notch'd	\$529.00	
Transportation	\$250.00	\$1,124.22
Justin Seal - Ad Design	\$195.00	
		\$195.00
Printing and Advertising		
Cooperative Living	\$680.00	
Free Lance-Star	\$724.00	
The UPS Store	\$296.44	
		\$1,700.44
<b>TOTAL EXPENSES</b>		<b>\$6,830.66</b>

<b>Revenue</b>		
	<b># Sold</b>	<b>\$ Collected</b>
Pre-Sale Cash	168	\$3,365.00
Event Brite Sales	58	\$1,160.00
Day of Cash Sales	54	\$1,345.00
Day of CC Sales	63	\$1,574.00
Beer Sales		\$356.00
<b>Total Revenue</b>	<b>343</b>	<b>\$7,800.00</b>

Revenue		\$7,800.00
Expense		\$6,830.66
<b>NET REVENUE</b>		<b>\$969.34</b>





The Historic Town of  
**BOWLING GREEN**  
V I R G I N I A

July 2, 2018

To Whom It May Concern:

Thank you for participating in the Bowling on the Green Virginia Wine Festival that was held Saturday, June 9, 2018. As promised, please find enclosed the check for \$100 that secured your space at the event. Please contact me directly with questions and thank you again for enhancing the event with your participation.

Sincerely,

Jo-Elsa Jordan  
Events Coordinator, Town of Bowling Green  
bgtownevents@gmail.com  
(804) 516-5045

ENCLOSURE





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

Prepared By: Melissa Lewis

Date: 8/1/2018

Additional and/or Support Materials Attached: Yes  No

**Utility Billing:**

- Prepared utility bills from handheld meter readings, reviewed for accuracy, sent file to printing company for mailing.
- Researched customer accounts based on customer-initiated inquiries to determine possible leaks, billing errors, etc.
- Issued work orders for replacement of meters for customers with chronic usage issues.
- Made adjusting entries when necessary based on research of customer accounts.
- Entered work orders into Mobile 311 for Public Works and Utilities.
- Provided MuniCode representative with requested information to begin bill printing process.

**Payroll/Human Resources:**

- Received and reviewed employee’s time cards for accuracy.
- Prepared 2 bi-weekly payrolls to include: initiating of bank file for Direct Deposit payments, independent tracking of leave, preparation and distribution of direct deposit and leave statements to staff.
- Reported and paid State and Federal Withholding, Social Security, and Medicare following each payroll.
- Prepared and submitted Quarterly Federal and State Tax withholding reports.
- Prepared, reconciled, and submitted payment to ICMA-RC for VRS Hybrid Retirement Employees following each payroll.
- Prepared, reconciled, and submitted a monthly report and payment to Virginia Retirement System.

**Treasurer/Financial:**

- Worked extensively with CPA to provide documentation for monthly bank reconciliations for May 2018 and June 2018.
- Reviewed and posted Accounts Payable transactions.
- Reviewed and posted Accounts Receivable transactions.
- Reviewed and reconciled bank deposits.
- Entered and reconciled tax and utility payment made online.

**Town Clerk:**

- Responded to public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Assisted Town Manager, Police Chief, and Public Works and Utilities staff in researching information pertaining to Town Code, policy, accounts payable transactions, and customer usage.
- Maintained a list of Agenda items for Town Council and Planning Commission.
- Prepared Packets for monthly Town Council meeting.
- Prepared Meeting Minutes for Town Council Meeting.
- Updated the Town’s website with current news items, meeting agendas and items, business license applications, Commission members.
- Moved Zoning records from stage long term storage to kitchen storage area for ease of access.

- Scheduled Public Hearing ad for sale of Maury Ave well lot to run in the Free Lance Star.

**Meeting attended:**

- July 5<sup>th</sup> Town Council Meeting
- 4 weekly staff meetings

**Attachments:**

- Town Hall Rental Report
- Delinquent Tax Report

**Heads Up Items:**

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

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

TOWN HALL RENTALS

July 2018

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
18	Activities Program	Yoga/Pitaiyo	410.00
1	St. James Baptist	Dinner	575.00
1	Mattaponi Baptist	Dinner	575.00
1	Jaime Doucette	Reception	575.00
1	Pam Berry	Birthday	575.00
1	EDA Special Meeting	Meeting	N/C
1	Jessie Rollins Sewing Camp	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	DEQ	Meeting	N/C

---

26

Total

\$2710.00



DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2000	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2001	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2002	1		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2003	1		.00	87.78	.00	.00	.00	.00	87.78	3
	HALF	TOTALS =	.00	87.78	.00	.00	.00	.00	87.78	3
	DEPT#	TOTALS =	.00	87.78	.00	.00	.00	.00	87.78	3
RE2004	1		.00	70.70	.00	.00	.00	.00	70.70	3
	HALF	TOTALS =	.00	70.70	.00	.00	.00	.00	70.70	3
	DEPT#	TOTALS =	.00	70.70	.00	.00	.00	.00	70.70	3
RE2005	1		.00	134.68	.00	.00	.00	.00	134.68	3
	HALF	TOTALS =	.00	134.68	.00	.00	.00	.00	134.68	3
	DEPT#	TOTALS =	.00	134.68	.00	.00	.00	.00	134.68	3
RE2006	1		.00	308.10	2.42	13.33	24.25-	.00	283.85	4
	HALF	TOTALS =	.00	308.10	2.42	13.33	24.25-	.00	283.85	4
	DEPT#	TOTALS =	.00	308.10	2.42	13.33	24.25-	.00	283.85	4
RE2007	1		.00	308.10	.00	.00	.00	.00	308.10	4
	HALF	TOTALS =	.00	308.10	.00	.00	.00	.00	308.10	4
	DEPT#	TOTALS =	.00	308.10	.00	.00	.00	.00	308.10	4
RE2008	1		.00	308.10	.00	.00	.00	.00	308.10	4
	HALF	TOTALS =	.00	308.10	.00	.00	.00	.00	308.10	4
	DEPT#	TOTALS =	.00	308.10	.00	.00	.00	.00	308.10	4
RE2009	1		.00	271.80	.00	.00	.00	.00	271.80	2
	HALF	TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
	DEPT#	TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
RE2010	1		.00	481.10	.00	.00	.00	.00	481.10	6
	HALF	TOTALS =	.00	481.10	.00	.00	.00	.00	481.10	6
	DEPT#	TOTALS =	.00	481.10	.00	.00	.00	.00	481.10	6

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2011	1	HALF	TOTALS =	.00	522.12	.00	.00	.00	522.12	6
				.00	522.12	.00	.00	.00	522.12	6
			DEPT# TOTALS =	.00	522.12	.00	.00	.00	522.12	6
RE2012	1	HALF	TOTALS =	.00	522.12	.00	.00	.00	522.12	6
				.00	522.12	.00	.00	.00	522.12	6
			DEPT# TOTALS =	.00	522.12	.00	.00	.00	522.12	6
RE2013	1	HALF	TOTALS =	.00	631.80	.00	.00	.00	631.80	8
				.00	631.80	.00	.00	.00	631.80	8
			DEPT# TOTALS =	.00	631.80	.00	.00	.00	631.80	8
RE2014	1	HALF	TOTALS =	.00	1,085.88	5.45	54.48-	.00	1,031.40	12
				.00	1,085.88	5.45	54.48-	.00	1,031.40	12
			DEPT# TOTALS =	.00	1,085.88	5.45	54.48-	.00	1,031.40	12
RE2015	1	HALF	TOTALS =	.00	1,384.56	13.36	80.44-	.00	1,304.12	16
				.00	1,384.56	13.36	80.44-	.00	1,304.12	16
			DEPT# TOTALS =	.00	1,384.56	13.36	80.44-	.00	1,304.12	16
			HALF TOTALS =	.00	.00	.00	.00	.00	.00	0
			DEPT# TOTALS =	.00	1,384.56	13.36	80.44-	.00	1,304.12	16
RE2016	1	HALF	TOTALS =	.00	2,535.13	.00	.00	.00	2,535.13	24
				.00	2,535.13	.00	.00	.00	2,535.13	24
			DEPT# TOTALS =	.00	2,535.13	.00	.00	.00	2,535.13	24
RE2017	1	HALF	TOTALS =	.00	5,063.00	44.87	519.18-	.00	4,543.82	38
				.00	5,063.00	44.87	519.18-	.00	4,543.82	38
			DEPT# TOTALS =	.00	5,063.00	44.87	519.18-	.00	4,543.82	38
RE			TOTALS =	.00	13,714.97	66.10	678.35-	.00	13,036.62	139
			COMPANY TOTALS =	.00	13,714.97	66.10	678.35-	.00	13,036.62	139

DEPT. TOTALS      ADJUSTMENTS      PPTRA CREDIT ADJUSTED TOTAL



DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
TD2011	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2012	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2013	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2014	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2015	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2016	1	01	.00	4,662.24	.00	.00	.00	.00	4,662.24	3
	HALF	TOTALS =	.00	4,662.24	.00	.00	.00	.00	4,662.24	3
	DEPT#	TOTALS =	.00	4,662.24	.00	.00	.00	.00	4,662.24	3
TD2017	1	01	.00	2,717.52	.00	.00	.00	.00	2,717.52	4
	HALF	TOTALS =	.00	2,717.52	.00	.00	.00	.00	2,717.52	4
	DEPT#	TOTALS =	.00	2,717.52	.00	.00	.00	.00	2,717.52	4
TD		TOTALS =	.00	7,379.76	.00	.00	.00	.00	7,379.76	7
COMPANY TOTALS =			.00	7,379.76	.00	.00	.00	.00	7,379.76	7

DEPT. TOTALS

DEPT ADJUSTMENTS

PPTRA CREDIT

ADJUSTED TOTAL



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

Prepared By: A. Reese Peck

Date: 7/30/18

Additional and/or Support Materials Attached: Yes X

No

**Meetings Attended:**

**Town Council:** June 7<sup>th</sup> regular meeting

**Town Council Committees:** No Committees met in July.

**Commission and Authority Meetings:** EDA meeting.

**Other Meetings:** Sewer Project Negotiations, Administrators Meeting

**Main Street & Commercial Corridor Revitalization:**

***Planning/Zoning/Siting Issues:***

Notified one homeowner about property maintenance issues in June – Cleanup completed.

***Other:***

**Pending Actions:**

Review of the September 12, 2017 “External Compensation Study” conducted by Caroline County with the Budget and Personnel Committee.

**Decisions Needed:**

209 Maury Avenue land transfer and Police Chief Contract renewal.

**Heads Up Items:**

Sewer Project came in above estimates – seeking USDA grant funds to cover project funding gap.

VDOT would the Council’s feedback on US 301 Chase Street and Courthouse Lane proposed intersection s. See attached sheets.

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



**US 301/Rte 207 Arterial Preservation Plan  
Figure 11**

**Intersection #18 & #19:  
US 301 with Chase St.  
US 301 with Courthouse Ln.  
Continuous Green-T (CGT)  
Improvement Type: Economic  
Development, Safety**

**Recommendation:** Reconfigure the intersection at Chase St. with US 301 to an unsignalized Continuous Green-T. Construct an acceleration lane for westbound left-turn movements onto southbound US 301. Existing Courthouse Ln. (Intersection #19) will be closed and reconfigured with a traversable median for emergency vehicles. Existing right-turn lanes at Courthouse Ln and Chase St. on US 301 will be extended.

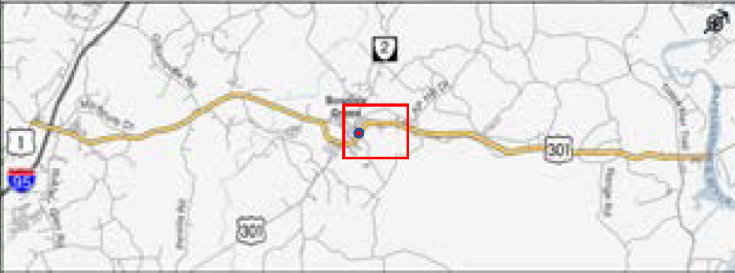
**ROW Impacts:** Acceleration lane and island are within existing ROW. Right-turn lane extensions will have minimal ROW impacts.

**Traffic Operations & Safety:**

- Traffic Operations      Reduced delay times for vehicles traveling westbound on Chase St. to southbound US 301.
- Safety                      Channelization of the left-turn vehicles from the side street reduces the potential for angle crashes.

**Cost:** \$0.8M to \$1.1M

➔ Standard Movements





**US 301/Rte 207 Arterial Preservation Plan  
Figure 12**

**Intersection #18 & #19:  
US 301 with Chase St.  
US 301 with Courthouse Ln.  
Improvement Type: Economic  
Development, Safety**

**Recommendation:** Reconfigure the intersection at Chase St. with US 301 to only permit southbound left-turn movements. Reconfigure the Courthouse Ln. intersection (Intersection #19) to permit lefts and U-turns from northbound US 301. Existing right-turn lanes at Courthouse Ln. and Chase St. on US 301 will be extended.

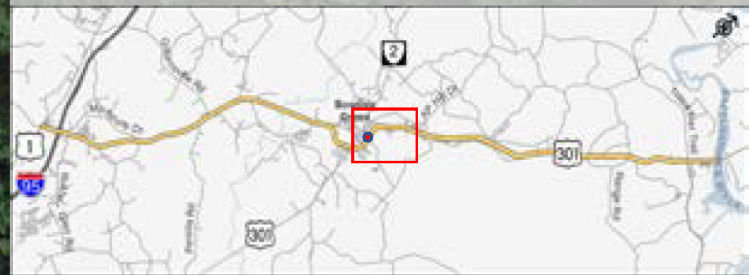
**ROW Impacts:** Right-turn lane extensions will have minimal ROW impacts.

**Traffic Operations & Safety:**

Traffic Operations	Minimal Improvements
Safety	Reduction of turn movements reduce the number of conflict points at an intersection, thus reducing the risk of crashes.

**Cost:** \$0.8M to \$1.1M

- Standard Movements
- Re-routed left turn movements



Option 2 of 2 improvements

**Town of Bowling Green**  
**Town Council Meeting**



Date: August 2, 2018  
Agenda Item: VI. Consent Agenda  
A. Bills

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Bills from July 2018

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

**ATTACHMENTS:**

Check Reports:

- 7/10/18
- 7/20/18
- 7/24/18
- 7/27/18
- 7/30/18
- 8/2/18 (will be ready day of meeting)

**REQUESTED ACTION:**

Approve the Invoices

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

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

**VOTE:**

PASSED

NOT PASSED

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23585	980	DEWBERRY ENGINEERS, INC	000	7/10/2018	3,000.00	.00
23586	10	DOMINION VIRGINIA POWER	000	7/10/2018	5,603.91	.00
23587	999999	LEA DENISE	000	7/10/2018	150.00	.00
23588	918	STAPLES ADVANTAGE	000	7/10/2018	263.75	.00
23589	12	WASTE MANAGEMENT	000	7/10/2018	7,222.07	.00
		CLASS TOTAL			16,239.73	.00
		ACH TOTAL			.00	
		CHECK TOTAL			16,239.73	
		FINAL TOTAL			16,239.73	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 16,239.73- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23592	944	ATLANTIC BROADBAND /	000	7/20/2018	195.89	.00
23593	201	BAT TREASURERS USER GROUP	000	7/20/2018	350.00	.00
23594	1020	CONSOLIDATED PIPE & SUP	000	7/20/2018	618.20	.00
23595	1017	CORE & MAIN	000	7/20/2018	375.00	.00
23596	1018	DRIVER EDUCATION SCHOOL	000	7/20/2018	75.00	.00
23597	952	DUDE SOLUTIONS	000	7/20/2018	2,980.00	.00
23598	648	ERARD ANDREA G	000	7/20/2018	1,667.00	.00
23599	55	GALL'S LLC	000	7/20/2018	159.12	.00
23600	546	JOHNSON'S EXTERMINATING	000	7/20/2018	275.00	.00
23601	514	K L LANGFORD EXCAVATING	000	7/20/2018	2,281.00	.00
23602	994	PB ELECTRONICS INC	000	7/20/2018	235.00	.00
23603	83	RAPPAHANNOCK REGIONAL	000	7/20/2018	377.50	.00
23604	1019	RVA RADAR SHOP	000	7/20/2018	569.00	.00
23605	13	SHELL FLEET PLUS	000	7/20/2018	1,002.16	.00
23606	148	THE FREE LANCE STAR	000	7/20/2018	347.60	.00
23607	949	ULINE	000	7/20/2018	245.34	.00
23608	277	VA ASSOCIATION OF CHIEFS	000	7/20/2018	175.00	.00
23609	16	VA DEPT OF HEALTH	000	7/20/2018	2,480.95	.00
23610	313	VA ENERGY PURCHASING	000	7/20/2018	60.00	.00
23611	77	VAMWA	000	7/20/2018	750.00	.00
23612	19	VERIZON	000	7/20/2018	15.17	.00
23613	256	VERIZON WIRELESS	000	7/20/2018	40.01	.00
23614	61	VNL	000	7/20/2018	737.00	.00
23615	999999	WARNER ALICIA	000	7/20/2018	266.89	.00
23616	12	WASTE MANAGEMENT	000	7/20/2018	83.99	.00
		CLASS TOTAL			16,361.82	.00
		ACH TOTAL			.00	
		CHECK TOTAL			16,361.82	
		FINAL TOTAL			16,361.82	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 16,361.82- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



P.O. NO.	VENDOR	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH	ACH AMT	G/L ACCOUNT	BATCH	INV. DESCRIPTION
00000 000944	ATLANTIC BROADBAND /		2018-07	7/20/2018		4100-012410-5230-	127.94	23592			TELECOMMUNICATIONS	00673 TH	
00000 000944			2018-07	7/20/2018		4500-500100-5230-	67.95	23592			TELECOMMUNICATIONS	00673 WFTF	
							195.89						
00000 000201	HAI TREASURERS' USER GROUP		07202018	7/20/2018		4100-012410-5810-	350.00	23593			MEMBERSHIP DUES	00673 FY19 FEES	
							.00						
							350.00						
00000 001020	CONSOLIDATED PIPE & SUP		6280755	7/20/2018		4500-500100-6050-	618.20	23594			METER/FIRE HYDRANTS	00673 METERS	
							.00						
							618.20						
00000 001017	CORE & MAIN		J069347	7/20/2018		4500-500100-6007-	375.00	23595			REPAIR/MAINTENANCE	00673 AUTOGUN EXTENSION	
							.00						
							375.00						
00000 001018	DRIVER EDUCATION SCHOOL		07202018	7/20/2018		4100-043100-5540-	25.00	23596			EDUCATION/ TRAINING	00673 JUSTIN DRIVING SCHOO	
00000 001018			07202018	7/20/2018		4500-500100-5540-	25.00	23596			EDUCATION/ TRAINING/ LICENSE/	00673 JUSTIN DRIVING SCHOO	
							25.00						
							75.00						
00000 000952	DUDE SOLUTIONS		29618	7/20/2018		4100-012110-3152-	2,980.00	23597			WEB BASED SERVICES	00673 7-1-18 - 06-30-19	
							.00						
							2,980.00						
00000 000648	BEARD ANDREA G		2018-07	7/20/2018		4100-012110-3150-	1,667.00	23598			PROFESSIONAL SERVICES -	LEGAL00673	
							.00						
							1,667.00						
00000 000055	GALL'S LLC		010136433	7/20/2018		4100-031100-6011-	28.94	23599			UNIFORMS	00673 PANTS	
00000 000055			010150999	7/20/2018		4100-031100-6011-	130.18	23599			UNIFORMS	00673 STRAW HAT	
							.00						
							159.12						
00000 000546	JOHNSON'S EXTERMINATING		07202018	7/20/2018		4100-043100-7200-	275.00	23600			TOWN HALL EXPENSES	00673 07-14 SET UP BREAK D	
							.00						
							275.00						
00000 000514	K I LANGFORD EXCAVATING		5934	7/20/2018		4500-500100-6007-	2,281.00	23601			REPAIR/MAINTENANCE	00673 133 CHASE ST	
							.00						
							2,281.00						
00000 000994	PB ELECTRONICS INC		135048	7/20/2018		4100-031100-6010-	235.00	23602			EQUIPMENT/SUPPLIES	00673 SURE SHOT	
							.00						
							235.00						
00000 000083	RAPPANNOCK REGIONAL		1819	7/20/2018		4100-031100-5810-	377.50	23603			MEMBERSHIP DUES/SUBSCRIPTIONS	00673 FY19 TRAINING DUES	
							.00						
							377.50						
00000 001019	RVA RADAR SHOP		2018001	7/20/2018		4100-031100-6010-	569.00	23604			EQUIPMENT/SUPPLIES	00673 RADAR	
							.00						
							569.00						
00000 000013	SHELL FLEET PLUS		9806807	7/20/2018		4100-031100-6008-	311.20	23605			VEHICLE FUEL/OIL	00673 PC	
00000 000013			9806807	7/20/2018		4100-043100-6008-	230.32	23605			VEHICLE FUEL/OIL	00673 PW	
							230.32						
							4520-500100-6008-						
							230.32						
							.00						
							1,002.16						
00000 000148	THE PRER LANCE STAR		78630501	7/20/2018		4100-012110-3600-	347.60	23606			ADVERTISING	00673 PH MAURY AVE	
							.00						
							347.60						

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000949	ULINE	99287606	7/20/2018		4500-500100-6005-	245.34	23607	TOTAL	JANITORIAL SUPPLIES	00673 TRASH LINERS
		DISC. TOTAL					.00				
00000	000277	VA ASSOCIATION OF CHIERS	256	7/20/2018		4100-031100-5810-	175.00	23608	TOTAL	MEMBERSHIP DUES/SUBSCRIPTIONS	00673 FY19 DUES
		DISC. TOTAL					.00				
00000	000016	VA DEPT OF HEALTH	07202018	7/20/2018		4500-500100-5810-	2,480.95	23609	TOTAL	FRES AND DUES	00673 FY19 FRES
		DISC. TOTAL					.00				
00000	000313	VA ENERGY PURCHASING	046271	7/20/2018		4100-012110-5810-	60.00	23610	TOTAL	MEMBERSHIP DUES	00673 FY19 ASSESSMENT
		DISC. TOTAL					.00				
00000	000077	VAMVA	07202018	7/20/2018		4520-500100-5613-	750.00	23611	TOTAL	VPDES FRES/DEQ	00673 FY19 DUES
		DISC. TOTAL					.00				
00000	000019	VERIZON	2018-07	7/20/2018		4500-500100-5230-	15.17	23612	TOTAL	TELECOMMUNICATIONS	00673 COOLLIDGE IN
		DISC. TOTAL					.00				
00000	000256	VERIZON WIRELESS	981061369	7/20/2018		4100-031100-5230-	40.01	23613	TOTAL	TELECOMMUNICATIONS	00673 PC
		DISC. TOTAL					.00				
00000	000061	VML	045916	7/20/2018		4100-012110-5810-	737.00	23614	TOTAL	MEMBERSHIP DUES	00673 FY19 DUES
		DISC. TOTAL					.00				
00000	999999	WARNER ALICIA	07202018	7/20/2018		4500-500100-5540-	266.89	23615	TOTAL	EDUCATION/TRAINING/LICENSSES	00673 MILEAGE TO CLASS
		DISC. TOTAL					.00				
00000	000012	WASTE MANAGEMENT	266765602815	7/20/2018		4520-500100-3320-	83.99	23616	TOTAL	PROFESSIONAL SERVICES	00673 WWTP
		DISC. TOTAL					.00				
		CHECK TOTAL					16,361.82				
		CHECK TOTAL					16,361.82				
		CHECK TOTAL					16,361.82				

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 16,361.82 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23617	672	DAVIS AND ASSOCIATES	000	7/24/2018	2,041.00	.00
23618	11	RAPPAHANNOCK ELEC COOP	000	7/24/2018	563.56	.00
23619	1008	REAL TIME ACCOUNTING	000	7/24/2018	4,892.50	.00
23620	15	TREASURER OF VIRGINIA	000	7/24/2018	771.48	.00
		CLASS TOTAL			8,268.54	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,268.54	
		FINAL TOTAL			8,268.54	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 8,268.54- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCHL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	BATCH INV. DESCRIPTION
00000	000672	DAVIS AND ASSOCIATES	TOBG-0012	7/24/2018	ACH PMT TOTAL	4100-012410-3120-	2,041.00	23617	2,041.00	AUDIT
							.00	TOTAL	2,041.00	00674
00000	000011	RAPPANNOCK ELEC COOP	2018-06	7/24/2018	ACH PMT TOTAL	4100-043100-5110-	71.22	23618	71.22	ELECTRICITY-STREETLIGHTS
00000	000011		2018-06	7/24/2018		4500-500100-5110-	292.25	23618	292.25	ELECTRICITY
00000	000011		2018-06	7/24/2018		4500-500100-5110-	51.03	23618	51.03	ELECTRICITY
00000	000011		2018-06	7/24/2018		4520-500100-5110-	22.14	23618	22.14	ELECTRICITY
00000	000011		2018-06	7/24/2018		4520-500100-5110-	26.10	23618	26.10	ELECTRICITY
							100.82	23618	100.82	ELECTRICITY
							.00	TOTAL	563.56	00674 LAKEWOOD PMP STAT
00000	001008	REAL TIME ACCOUNTING	8057	7/24/2018	ACH PMT TOTAL	4100-012410-3120-	2,318.55	23619	2,318.55	AUDIT
00000	001008		8057	7/24/2018		4100-012110-3000-	2,573.95	23619	2,573.95	TOWN MANAGER EXPENSES
							.00	TOTAL	4,892.50	00674 BANK RECON
00000	000015	TREASURER OF VIRGINIA	T416087	7/24/2018	ACH PMT TOTAL	4100-012110-5840-	79.17	23620	79.17	MISCELLANEOUS
00000	000015		T416087	7/24/2018		4100-031100-5230-	94.19	23620	94.19	TELECOMMUNICATIONS
00000	000015		T416087	7/24/2018		4100-043100-5230-	78.86	23620	78.86	TELECOMMUNICATIONS
00000	000015		T416087	7/24/2018		4100-012410-5230-	361.54	23620	361.54	TELECOMMUNICATIONS
00000	000015		T416087	7/24/2018		4500-500100-5230-	78.86	23620	78.86	TELECOMMUNICATIONS
							.00	TOTAL	771.48	00674 WATTE
							.00	TOTAL	8,268.54	00674 SEMER
							.00	TOTAL	8,268.54	
							.00	TOTAL	8,268.54	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 8,268.54- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23621	644	BMS DIRECT	000	7/27/2018	1,000.64	.00
23622	925	CAROLINE COUNTY PUBLIC	000	7/27/2018	1,000.00	.00
23623	536	CAS SEVERN	000	7/27/2018	52.50	.00
23624	1020	CONSOLIDATED PIPE & SUP	000	7/27/2018	1,250.00	.00
23625	341	DOMINION CHEMICAL CO	000	7/27/2018	376.50	.00
23626	850	HAUN DAMN	000	7/27/2018	55.00	.00
23627	1021	MUNICIPAL CODE CORP	000	7/27/2018	2,830.00	.00
23628	991	RGS&S COMMERCIAL CLEANING	000	7/27/2018	289.00	.00
23629	1019	RVA RADAR SHOP	000	7/27/2018	822.82	.00
23630	659	SOMETAL PRODUCTS INC	000	7/27/2018	787.26	.00
23631	999999	ST JAMES BAPTIST CHURCH	000	7/27/2018	150.00	.00
23632	19	VERIZON	000	7/27/2018	270.90	.00
23633	728	VML INSURANCE	000	7/27/2018	23,035.00	.00
23634	44	VUPS	000	7/27/2018	29.40	.00
23635	12	WASTE MANAGEMENT	000	7/27/2018	1,237.54	.00
		CLASS TOTAL			33,186.56	.00
		ACH TOTAL			.00	
		CHECK TOTAL			33,186.56	
		FINAL TOTAL			33,186.56	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 33,186.56- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCHL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000	000644	BMS DIRECT	127726	7/27/2018		4500-500100-5210-	667.10	23621		MAILING COSTS	00675
00000	000644		127726	7/27/2018		4520-500100-5210-	333.54	23621		MAILING COSTS	00675
		DISC. TOTAL	.00				.00				
		TOTAL					1,000.64				
00000	000925	CAROLINE COUNTY PUBLIC		7/27/2018		4100-012110-3100-	1,000.00	23622		CONTINGENCY	00675
		DISC. TOTAL	.00				.00				
		TOTAL					1,000.00				
00000	000536	CAS SEVERN	432348	7/27/2018		4100-012410-3320-	52.50	23623		COMPUTER LICENSES/SUPPORT	00675
		DISC. TOTAL	.00				.00				
		TOTAL					52.50				
00000	001020	CONSOLIDATED PIPE & SUP	6280975	7/27/2018		4500-500100-6050-	1,250.00	23624		METER/FIRE HYDRANTS	00675
		DISC. TOTAL	.00				.00				
		TOTAL					1,250.00				
00000	000341	DOMINION CHEMICAL CO	33000182	7/27/2018		4500-500100-6021-	376.50	23625		TESTING SUPPLIES/CHEMICALS	00675
		DISC. TOTAL	.00				.00				
		TOTAL					376.50				
00000	000850	HAIN DAWN	0116	7/27/2018		4400-071200-1230-	55.00	23626		MUSIC ON THE GREEN	00675
		DISC. TOTAL	.00				.00				
		TOTAL					55.00				
00000	001021	MUNICIPAL CODE CORP	00313972	7/27/2018		4100-012110-3152-	2,830.00	23627		WEB BASED SERVICES	00675
		DISC. TOTAL	.00				.00				
		TOTAL					2,830.00				
00000	000991	REGAS COMMERCIAL CLEANING 942 1		7/27/2018		4100-043100-7200-	289.00	23628		TOWN HALL EXPENSES	00675
		DISC. TOTAL	.00				.00				
		TOTAL					289.00				
00000	001019	RVA RADAR SHOP	20180002	7/27/2018		4100-031100-6010-	822.82	23629		EQUIPMENT/SUPPLIES	00675
		DISC. TOTAL	.00				.00				
		TOTAL					822.82				
00000	000659	SOSMETAL PRODUCTS INC	1343403	7/27/2018		4520-500100-6030-	682.81	23630		PLANT & LAB SUPPLIES/CHEMICALS	00675
		DISC. TOTAL	.00				.00				
		TOTAL					682.81				
00000	999999	ST JAMES BAPTIST CHURCH THDR 20180714		7/27/2018		100-000200-3500-	150.00	23631		REFUNDS PAYABLE	00675
		DISC. TOTAL	.00				.00				
		TOTAL					150.00				
00000	000019	VERIZON	2018-07 1	7/27/2018		4500-500100-5230-	121.52	23632		TELECOMMUNICATIONS	00675
		DISC. TOTAL	.00				.00				
		TOTAL					121.52				
00000	000728	VNL INSURANCE	046693	7/27/2018		4100-012110-5300-	10,468.00	23633		TOWN INSURANCE-GENERAL FUND	00675
		DISC. TOTAL	.00				.00				
		TOTAL					10,468.00				
00000	000728		046693	7/27/2018		4100-043100-5300-	4,200.00	23633		INSURANCE	00675
		DISC. TOTAL	.00				.00				
		TOTAL					4,200.00				
00000	000728		046693	7/27/2018		4500-500100-5300-	4,200.00	23633		TOWN INSURANCE-WATER	00675
		DISC. TOTAL	.00				.00				
		TOTAL					4,200.00				
00000	000728		046693	7/27/2018		4520-500100-5300-	4,167.00	23633		INSURANCE	00675
		DISC. TOTAL	.00				.00				
		TOTAL					4,167.00				
00000	000044	VIPS	06180453	7/27/2018		4500-500100-5899-	29.40	23634		MISS UTILITY COSTS	00675
		DISC. TOTAL	.00				.00				
		TOTAL					29.40				
00000	000012	WASTE MANAGEMENT	267002802812	7/27/2018		4520-500100-3180-	1,237.54	23635		SLUDGE REMOVAL	00675
		DISC. TOTAL	.00				.00				
		TOTAL					1,237.54				
		DISC. TOTAL	.00				.00				
		TOTAL					33,186.56				
		DISC. TOTAL	.00				.00				
		TOTAL					33,186.56				

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23637	1023	OLD HICKORY BUILDINGS LLC	000	7/30/2018	6,670.00	.00
		CLASS TOTAL			6,670.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,670.00	
		FINAL TOTAL			6,670.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 6,670.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT TOTAL	ACH G/L	ACCOUNT DISC.	BATCH INV. DESCRIPTION
00000	001023	OLD HICKORY BUILDINGS LLC	08032018	8/03/2018		4100-043100-6007-	2,223.33	23637			REPAIR/ MAINT TOWN BUILDINGS	00677 LOFTED BARN
00000	001023		08032018	8/03/2018		4500-500100-6007-	2,223.33	23637			REPAIR/MAINTENANCE	00677 LOFTED BARN
00000	001023		08032018	8/03/2018		4520-500100-6007-	2,223.34	23637			REPAIR/ MAINTENANCE	00677 LOFTED BARN
		DISC. TOTAL					.00					
		CHECK TOTAL					.00					
		CHECK TOTAL					6,670.00					
		ACH PMT TOTAL					.00					
		ACH PMT TOTAL					.00					
		CPA PMT TOTAL					.00					
		CPA PMT TOTAL					.00					
		TOTAL					6,670.00					

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 6,670.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



**Town of Bowling Green**  
**Town Council Meeting**



Date: August 2, 2018  
Agenda Item: VI. Consent Agenda,  
B. 7/05/18 Minutes

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Minutes –Town Council Meeting – July 5, 2018

**BACKGROUND / SUMMARY:** Transcribed Minutes from the July 5, 2018 Town Council Meeting

**ATTACHMENTS:**

Town Council Meeting – July 5, 2018

**REQUESTED ACTION:**

Approval of the Minutes

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

Y      N

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

Y      N

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**

PASSED

NOT PASSED

McDearmon
Wright
Gibson
Satterwhite

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

July 5, 2018

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

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Town Attorney Andrea Erard, Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Deputy Clerk/Treasurer Tracy Wright, Accounts Clerk Judy Beazley, and Police Chief David Lipscomb.

**I. CALL TO ORDER AND QUORUM ESTABLISHED:**

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

**II. PUBLIC HEARINGS:**

**A. O-2018-008 – Ordinance doing away with issuance and display of vehicle decal –**  
At 7:01 P.M. the Mayor opened the Public Hearing for O-2018-008 – Ordinance doing away with issuance and display of vehicle decal. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on June 19 and June 26, 2018. He invited the public to speak on this matter. The Mayor called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:02 P.M.

**On Motion** by Mr. Gaines, seconded by Mr. Hauser, Council voted to approve O-2018-008 – Ordinance doing away with issuance and display of vehicle decal.

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

**Voting Nay:** None.

**Motion passed.**

**B. FY19 Budget Supplemental Appropriation -** At 7:03 P.M. the Mayor opened the Public Hearing for a Supplemental Appropriation to the FY19 Budget for the purpose of reallocating unspent funds budgeted in FY18 in the amount of \$6,316,000 for the finance and refinance costs of capital improvement to the Town's water and sewer systems. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on June 19 and June 26, 2018. He invited the public to speak on this matter.

**1. Bobby Beazley, Milford –** Mr. Beazley asked for further clarification on what the money was to be used for.

The Town Manager explained that the money was a low interest loan obtained through the USDA to refinance a previous loan for past water and sewer

capital improvements and to finance a sewer line replacement project on Milford St, Maury Ave, Dorsey Ln, and South Main St.

2. Spencer Allen, 201 Travis Street – Mr. Allen inquired as to how the loan would be repaid.

The Mayor stated that the loan would be paid back over forty years partially through revenue from the Special Tax District along the 301 corridor with the remainder being paid back with a combination of Water, Sewer, and General Funds. He noted that the annual debt service payment for the new loan will be less than the annual debt service payment for the loan that is being refinanced.

The mayor called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:08 P.M.

The Town Attorney drafted Resolution R-2018-006 – a resolution amending the FY 18-19 Budget:

Be it resolved by the Bowling Green Town Council at its regular monthly meeting on July 5, 2018 that the FY18-19 budget be amended to add \$6,316,000 to finance and refinance the cost of capital improvements to the Town’s Water and Sewer system and be it finally resolved that the amount of \$6,316,000 should also be appropriated for expenditure.

**On Motion** by Mr. Gaines, seconded by Mr. Hauser, Council voted to adopt R-2018-006 – a resolution amending the FY 18-19 Budget to add \$6,316,000 to finance and refinance the cost of capital improvements to the Town’s Water and Sewer system and to appropriate that the amount of \$6,316,000 for expenditure.

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

**Voting Nay:**

**Motion passed.**

### III. DELEGATIONS:

There were no Delegations.

### IV. PUBLIC COMMENTS:

A. Ashley Ball – Ms. Ball commended Chief Lipscomb for his actions on June 19<sup>th</sup> when he assisted her following an automobile accident in which she was involved.

### V. STAFF REPORTS:

The following staff reports were noted:

A. Public Works and Utilities Report – June 2018

B. Police Chief’s Report – June 2018

**C. Events Coordinator's Report – June 2018**

Ms. Jordan invited Marialuz Badia Moreno owner of the Old Mansion, to speak on the Bowling on the Green Wine Festival recently held at her estate. Ms. Badia Moreno offered her reflections on the event and encouraged Council to be more interested and involved in the annual Wine Festival.

**On Motion** by Mr. Hauser, seconded by Mr. Gaines, Council voted to donate \$30.66 to the Caroline County Public Schools Education Foundation.

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

**Voting Nay:** None

**Motion passed.**

**On Motion** by Mr. Gaines, seconded by Mr. Gibson, Council voted to donate the proceeds of the Bowling on the Green Wine Festival totaling \$969.34 to the Caroline County Public Schools Education Foundation.

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

**Voting Nay:**

**Motion passed.**

The total donation being made to the Caroline County Public Schools Education Foundation is \$1,000.

**D. Clerk/ Treasurer's Report – June 2018**

**E. Town Manager's Report – June 2018**

**VI. CONSENT AGENDA:**

- A. Bills – June 2018 (attached to these minutes.)
- B. Minutes – June 7, 2018 Town Council Meeting
- C. R-2018-005 – Resolution to Establish Auxiliary Police Force
- D. Events Coordinator's Contract

**On Motion** by Mr. Hauser, seconded by Mr. Gibson, Council voted to approve the consent agenda as presented.

**Voting Aye:** Hauser, Coleman, and Gibson.

**Voting Nay:** McDearmon, Wright, Gaines, and Davis

**Motion failed.**

**On Motion** by Mr. McDearmon, seconded by Mr. Wright, Council voted to pull Consent Agenda item D to discuss separately.

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

**Voting Nay:** Hauser

**Motion Passed.**

**On Motion** by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve Consent Agenda items A, B, and C.

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

**Voting Nay:**

**Motion Passed.**

**On Motion** by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve Consent Agenda Item D.

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

**Voting Nay:**

**Motion Passed.**

## **VII. UNFINISHED BUSINESS:**

### **A. Councilman McDearmon’s request to explore additional taxes -**

Upon Councilman McDearmon’s request, the Town Attorney presented a draft Ordinance to allow the Town to require permits for Minor and Major Special Events. Following a brief discussion, Council referred the matter to the Ordinance Committee and Economic Development Authority for review and comment.

### **B. O-2018-007 Sign Ordinance -**

**On Motion** by Ms. Davis, seconded by Mr. Gibson, Council voted to adopt O-2018-007 – an Ordinance to amend Chapter 3 “Land Use and Buildings,” Article I “Zoning Ordinance,” Division 6 “Signs” of the Town Code.

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

**Voting Nay:** none.

**Motion passed.**

## **VIII. NEW BUSINESS:**

### **A. 209 Maury Ave Real Estate Transaction –**

The Town Attorney noted that sale of Town real Estate requires a Public Hearing.

**On Motion** by Mr. Gaines, seconded by Mr. Hauser, Council voted to set a Public Hearing for 7:00 P.M. on August 2, 2018 on the sale of Town real estate consisting of portions of Tax Map #s 43A3-3-A-18, 43A3-3-A-18A, and 43A3-3-A-19A, for the purpose a boundary line adjustment with Tax Map # 43A3-3-A-18 to create a conforming lot and to split the cost of advertising with the land owner.

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

**Voting Nay:** none.

### **B. Municode Consolidated Services Contract –**

**On Motion** by Mr. Gaines, seconded by Ms. Davis, Council voted to authorize the Town Manager to accept and sign the proposal for Consolidated Services with Municode.

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

**Voting Nay:** none.

**Motion passed.**

**C. Authorize Mayor to accept and sign contract for the Town’s Sewer Line Replacement Project -**

**On Motion** by Mr. Hauser, seconded by Mr. McDearmon, Council voted to authorize the Mayor to accept bids and sign a contract for the construction of the Town’s Sewer Line Replacement Project subject to review by the Town Attorney.

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

**Voting Nay:** none.

**Motion passed.**

**D. Request from 4-H for free use of Town Hall -**

**On Motion** by Mr. Wright, seconded by Mr. Gaines, Council voted to allow free use of Town Hall to the 4-H Sewing Club Monday July 16 – Thursday July 19, 2018 for the purpose of holding a sewing camp.

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

**Voting Nay:** none.

**Motion passed.**

**E. Appointment of EDA Candidate –**

**On Motion** by Mr. Hauser, seconded by Mr. Wright, Council voted to appoint Tyler Gibson to the unexpired Economic Development Authority term of Rea Wilson expiring November 2, 2021.

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

**Voting Nay:** none.

**Abstaining:** Gibson

**Motion passed.**

The Mayor stated that Council can consider appointments to Councilman Gibson’s current seat on the EDA with a term expiring November 2, 2020 at a future date.

**IX. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

**A. Glenn McDearmon** – Mr. McDearmon noted that the EDA awarded a façade improvement grant to Fur-Get Me Knots Pet Groomer on Man Street and that the EDA has a regularly scheduled meeting on July 24<sup>th</sup>.

**B. Otis Wright** – had no comments.

**C. Mark Gaines** – had no comments.

**D. Martin Hauser** – Mr. Hauser stated that the Budget and Personnel Committee met to discuss the Police Chief’s contract.

**E. Mary Frances Coleman** – had no comments.

**F. Jean Davis** – had no comments.

- G. Tyler Gibson – had no comments
- H. Jason Satterwhite, Mayor – had no comments.

**X. INFORMATIONAL ITEMS:**

There were no informational items presented.

**XI. CLOSED SESSION:**

**At 8:50 P.M. on motion** by Mr. Hauser, seconded by Mr. Gaines, Council voted to go into Closed Session in accordance with Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion and consideration of the duties, assignments, appointments, compensation, and performance of the Police Chief.

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

**Voting Nay:** none.

**Motion passed.**

**XII. RECONVENE IN OPEN SESSION:**

**At 9:45 P.M. on motion** by Mr. Wright, seconded by Mr. Hauser, Council voted to reconvene in Open Session.

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

**Voting Nay:** none.

**Motion passed.**

**CERTIFICATION:**

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

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

**XIII. ADJOURNMENT:**

**On motion** by Mr. Gaines, seconded by Mr. Gibson, at 9:45 P.M. Council unanimously voted to adjourn the meeting.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23522	944	ATLANTIC BROADBAND /	000	6/15/2018	167.90	.00
23523	32	BOWLING GREEN AUTO PARTS	000	6/15/2018	78.75	.00
23524	47	CAROLINE GARAGE	000	6/15/2018	98.22	.00
23525	234	ENVIROCOMPLIANCE LAB INC	000	6/15/2018	385.00	.00
23526	999999	FERGUSON BO & SHAKILLA	000	6/15/2018	150.00	.00
23527	546	JOHNSON'S EXTERMINATING	000	6/15/2018	550.00	.00
23528	514	K L LANGFORD EXCAVATING	000	6/15/2018	4,971.33	.00
23529	743	LOCAL SERVICES	000	6/15/2018	80.00	.00
23530	48	MID-ATLANTIC LAB	000	6/15/2018	60.00	.00
23531	659	SOSMETAL PRODUCTS INC	000	6/15/2018	151.83	.00
23532	148	THE FREE LANCE STAR	000	6/15/2018	4,104.00	.00
23533	695	TREASURERS' ASSOCIATION	000	6/15/2018	110.00	.00
23534	12	WASTE MANAGEMENT	000	6/15/2018	686.11	.00
23535	999999	WILSON CYNTHIA	000	6/15/2018	150.00	.00
		CLASS TOTAL			11,743.14	.00
		ACH TOTAL			.00	
		CHECK TOTAL			11,743.14	
		FINAL TOTAL			11,743.14	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 11,743.14- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



API00B 6/21/2018 TOWN OF BOWLING GREEN  
 TIME-10:41:06

A/P CHECK REGISTER  
 Check Date - 6/22/2018

ActPd - 2018/06

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23538	32	BOWLING GREEN AUTO PARTS	000	6/22/2018	35.10	.00
23539	1013	FIRST CALL ENVIRONMENTAL	000	6/22/2018	448.75	.00
23540	546	JOHNSON'S EXTERMINATING	000	6/22/2018	965.00	.00
23541	11	RAPPANNOCK ELEC COOP	000	6/22/2018	653.67	.00
23542	13	SHELL FLEET PLUS	000	6/22/2018	1,067.60	.00
23543	322	TOWN POLICE SUPPLY OF	000	6/22/2018	871.66	.00
23544	1012	TUGGLE CONCRETE INC	000	6/22/2018	2,300.00	.00
		CLASS TOTAL			6,341.78	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,341.78	
		FINAL TOTAL			6,341.78	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 6,341.78- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23545	500	CARTER MACHINERY CO INC	000	6/29/2018	1,536.60	.00
23546	1014	COOPERATIVE LIVING	000	6/29/2018	680.00	.00
23547	679	DAVID L BROOKS HAULING &	000	6/29/2018	382.12	.00
23548	55	GALLI'S LLC	000	6/29/2018	1,260.94	.00
23550	683	LADYSMITH HEATING AND	000	6/29/2018	4,984.00	.00
23551	999999	MOTLEY LANDON	000	6/29/2018	558.41	.00
23552	919	PRO SHRED SECURITY	000	6/29/2018	90.00	.00
23553	1015	RED BUD SUPPLY INC	000	6/29/2018	116.48	.00
23554	977	SHEEHY FORD	000	6/29/2018	57,015.00	.00
23555	918	STAPLES ADVANTAGE	000	6/29/2018	178.62	.00
23556	1016	STARK & STARK, PLC	000	6/29/2018	158.00	.00
23557	859	SUNBELT RENTALS INC	000	6/29/2018	358.50	.00
23558	148	THE FREE LANCE STAR	000	6/29/2018	546.30	.00
23559	861	THE UPS STORE #6358	000	6/29/2018	221.49	.00
23560	15	TREASURER OF VIRGINIA	000	6/29/2018	764.15	.00
23561	291	USA BLUE BOOK	000	6/29/2018	159.88	.00
23562	1002	VACORP	000	6/29/2018	103.81	.00
23563	19	VERIZON WIRELESS	000	6/29/2018	270.96	.00
23564	256	WASTE MANAGEMENT	000	6/29/2018	526.17	.00
23565	12	WHITE OAK ELECTRIC	000	6/29/2018	1,270.17	.00
23566	878	WHITE OAK ELECTRIC	000	6/29/2018	12,313.60	.00
		CLASS TOTAL			83,495.20	.00
		ACH TOTAL			.00	
		CHECK TOTAL			83,495.20	
		FINAL TOTAL			83,495.20	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 83,495.20 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23568	18	A & M HOME CENTER	000	7/06/2018	214.67	.00
23569	18	A & M HOME CENTER	000	7/06/2018	39.82	.00
23570	851	CAROLINE COUNTY PUBLIC	000	7/06/2018	250.00	.00
23571	897	CINTAS CORPORATION	000	7/06/2018	100.91	.00
23572	14	CINTAS OF RICHMOND	000	7/06/2018	838.84	.00
23573	980	DEWBERRY ENGINEERS, INC	000	7/06/2018	2,331.00	.00
23574	10	DEWBERRY VIRGINIA POWER	000	7/06/2018	79.26	.00
23575	234	ENVIROCOMPLIANCE LAB INC	000	7/06/2018	1,060.00	.00
23576	28	G & G MILFORD FARM SERV.	000	7/06/2018	352.90	.00
23577	898	JAMES MARY	000	7/06/2018	140.00	.00
23578	836	JOHN ALLISON	000	7/06/2018	280.00	.00
23579	546	JOHNSON'S EXTERMINATING	000	7/06/2018	275.00	.00
23580	743	LOCAL SERVICES	000	7/06/2018	80.00	.00
23581	725	MCGINLEY MICHELLE B	000	7/06/2018	35.00	.00
23582	991	RG&S COMMERCIAL CLEANING	000	7/06/2018	578.00	.00
23583	930	WEBB EMILY	000	7/06/2018	140.00	.00
23584	451	XEROX CORPORATION	000	7/06/2018	327.59	.00
		CLASS TOTAL			7,122.99	.00
		ACH TOTAL			.00	
		CHECK TOTAL			7,122.99	
		FINAL TOTAL			7,122.99	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 7,122.99- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

**Town of Bowling Green**  
**Town Council Meeting**



Date August 2, 2018  
Agenda Item: R-2018-008 Resolution in Appreciation of Martin Hauser's Service on Council

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** R-2018-008 Resolution in Appreciation of Martin Hauser's Service on Council

**BACKGROUND / SUMMARY:**

This Resolution is a formal acknowledgement of Council's appreciation of Martin Hauser's accomplishment while is served in a public capacity with the Town. A framed copy will be presented to Mr. Hauser by the Mayor at the September Council meeting.

**ATTACHMENTS:**

R-2018-008 Resolution in Appreciation of Martin Hauser's Service on Council

**REQUESTED ACTION:**

Adopt Resolution

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

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

**VOTE:**       PASSED       NOT PASSED



## **A Resolution of the Bowling Green Town Council Commending Martin Hauser for His Service and Dedication to the Town of Bowling Green and its Governing Body**

*WHEREAS*, Martin Hauser has served on the Town Council of the Town of Bowling Green from January 1, 2017, until July 31, 2018; and

*WHEREAS*, Martin Hauser was elected to serve by the citizens of the Town of Bowling Green from a group of excellent and highly qualified civic-minded residents of the Town of Bowling Green; and

*WHEREAS*, Martin Hauser, as is the case with all Town Council members, has given many hours of his time in service to the Town as a member of the Town Council; and

*WHEREAS*, Martin Hauser has been instrumental in addressing many issues affecting the Town as a member of Town Council's Ordinances and Policies committee and served as Chairman of Town Council's Budget and Personnel committee; and

*WHEREAS*, Martin Hauser, considering the future for Bowling Green and understanding that decisions made today should support the natural growth of tomorrow, served as a member of the Planning Commission from July 2004 until December 2016; and

*WHEREAS*, Martin Hauser, while serving as Chairman of the Planning Commission, did consistently consider the rights of the individual, as well as the rights of the general citizenry of the Town of Bowling Green; and

*WHEREAS*, Martin Hauser, as a member of Town Council, has been involved in actions that have provided for the improvement of the Town, and actions that have benefitted the overall governance of the Town of Bowling Green, actions and activities that have made Bowling Green a better place in which to live and work;

Now Therefore, be it Resolved by the Town Council of the Town of Bowling Green,

*THAT* Martin Hauser be commended for his service and dedication to the Town of Bowling Green and its Town Council; and

*THAT* the Town Council expresses its gratitude to Martin Hauser for all his efforts and support, and wishes him well in all future endeavors.

Adopted this 2nd day of August, 2018  
by the Town Council of Bowling Green, Virginia

---

Honorable Jason E. Satterwhite

**Town of Bowling Green**  
**Town Council Meeting**



Date: August 2, 2018  
Agenda Item: VII A – Police Chief’s Contract

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Reese Peck            **PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VII A – Police Chief’s Contract

**BACKGROUND / SUMMARY:**

Under this contract the Town Police Chief’s position will become full time at an annual salary of \$65,000. Contract is retroactive to July 1, 2018.

**ATTACHMENTS:**

Proposed Contract

**REQUESTED ACTION:**

Approve contract and authorize Mayor to sign.

**FOR MORE INFORMATION, CONTACT:**

Name: Reese Peck  
Phone#: 804-633-6212  
Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

**FOR USE DURING MEETING**

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

**VOTE:**             PASS             NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

## **EMPLOYMENT AGREEMENT**

THIS AGREEMENT, made and entered into this 1<sup>st</sup> day of July 2018, by and between the Town of Bowling Green, Commonwealth of Virginia, a municipal corporation, hereinafter called "Employer," and Warner David Lipscomb, III, hereinafter called "Employee," as party of the second part, both of whom understand as follows:

### **WITNESSETH:**

WHEREAS, Employer desires to employ the services of Warner David Lipscomb, III as the full-time Chief of Police of the Town of Bowling Green, as provided in the Charter of the Town of Bowling Green, Virginia; and

WHEREAS, it is the desire of the governing body, hereinafter called "Council," to establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, Employee desires to accept employment as Chief of Police of said Town of Bowling Green;

NOW THEREFORE the parties hereby agree as follows:

### **Section 1: Duties**

Employer hereby agrees to employ Warner David Lipscomb, III as the Chief of Police for the Town of Bowling Green, Virginia, to perform all of the functions and duties set out in the Charter and Code of the Town of Bowling Green, Virginia and to perform such other duties as may be required of him by the Town Council and the Town Manager for a period of two years. This Agreement shall expire on June 30, 2020 unless extended by mutual, written agreement of the parties.

### **Section 2: Resignation/Termination**

In the event Employee voluntarily resigns his position with Employer, Employee

shall give Employer two months' written notice in advance, unless the parties agree otherwise. This Agreement is terminable at the will of the Bowling Green Town Council. In the event that the Employee should leave the position of Police Chief in good standing, the Employer agrees to enroll in any program that would benefit the Employee from a retirement standpoint, provided that it is not a detriment to the Town of Bowling Green.

### **Section 3: Compensation**

Employer agrees to pay Employee for his services an annual salary of \$65,000, payable in installments at the same time and in the same manner that the other salaried Town employees of the Employer are paid.

### **Section 4: Performance Evaluation**

The Town Manager shall review and evaluate the performance of the Employee at least once annually. Said review and evaluation shall be in accordance with specific performance goals developed jointly by Employer and Employee. Said performance goals may be added to or deleted from in writing as the Town Manager may from time to time determine, in consultation with the Employee.

Annually, the Town Council, Town Manager, and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of the Town of Bowling Green and in the attainment of the Council's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing.

### **Section 5: Dues and Subscriptions**

Employer agrees to budget for and to pay for professional dues and subscriptions of Employee necessary for his continuation and participation in regional, state, and local associations and organizations necessary and desirable for his continued professional



participation, growth, and advancement, and for the good of the Employer, subject to the availability of funds and the prior approval of the Town Manager.

#### **Section 6: Hold Harmless**

In addition to that required under the state and local law, Employer shall save harmless Employee to the extent permitted by law against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as the Chief of Police. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon provided, however, if such tort, claim, demand or other legal action shall be based upon the intentional, wanton or willful act of the Employee, the Employer shall have no duty to defend such action nor shall the employer have a duty to compromise or settle such claim or suit or pay the amount of any settlement or judgment rendered thereon.

#### **Section 7: Bonding**

Employer shall bear the fund cost of any fidelity or other bonds required of the Employee under any law or ordinance.

#### **Section 8: Other Terms and Conditions of Employment**

The Town Manager, on behalf of the Town Council shall fix any such terms and conditions of employment as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Town of Bowling Green's Charter or any other law.

All provisions of the Town of Bowling Green's Charter and Code, and personnel regulations and rules of the Employer shall apply to Employee as they would to other

employees of Employer.

In the event that the Employee should have a civil suit filed against him or be charged with a crime, including a traffic offense, the Employee shall promptly notify the Mayor within twenty-four (24) hours and provide any and all paperwork. Failure to provide notice as prescribed by this section shall constitute sufficient cause for immediate termination from employment.

Employee shall keep the Mayor and Town Manager informed in a timely manner of any and all significant events occurring in the Town of Bowling Green as well as any and all events that may affect the Town of Bowling Green.

#### **Section 9: General Provisions**

This Agreement constitutes the entire Agreement between the parties.

This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

This Agreement shall become effective upon execution.

If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

This Agreement shall be construed, interpreted and applied in accordance with the laws of the Commonwealth of Virginia. In the event of a dispute arising under this Agreement, the parties agree that appropriate venue shall be the Circuit Court for Caroline County, Virginia, and the parties hereby submit to the jurisdiction of said court.

IN WITNESS WHEREOF, the Town of Bowling Green has caused this Agreement to be signed and executed in duplicate originals in its behalf by its Mayor, and the Employee has signed and executed this Agreement, both in duplicate, the day and year first above

written.

\_\_\_\_\_  
Jason Satterwhite, Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
Warner David Lipscomb, III

Date: \_\_\_\_\_

**Town of Bowling Green**  
**Town Council Meeting**



Date: August 2, 2018  
Agenda Item: VIII. New Business,  
A. Discussion of appointment to Council

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Discussion of appointment to Council

**BACKGROUND / SUMMARY:**

Martin Hauser recently moved out of Town and resigned from Town Council. An appointment must be made to fill this vacancy.

**ATTACHMENTS:**

Mr. Hauser's letter of resignation.

**REQUESTED ACTION:**

None.

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

**FOR USE DURING MEETING**

Y	N
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Coleman  
Davis  
Gaines

Y	N
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**

PASSED

NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

July 25, 2018

Martin Hauser

PO Box 992

Bowling Green, VA 22427

Hon. Mayor and Town Council of Bowling Green

117 Butler St.

Bowling Green, VA 22427

Honorable Mayor and Council Members,

I am resigning from the Bowling Green Town Council effective July 31, 2018. As of August 1, 2018, I will no longer be a resident of the Town.

I appreciate that I have been given the opportunity to serve the Town over the years. Not just as a member of Town Council, but also on the Planning Commission. Everyone I have had the pleasure of working with has always had the best interests of the Town in mind. I hope that you will continue to work together for the good of the Town and wish you success in leading the Town to a time of renewed vibrancy and prosperity.

Sincerely,

A handwritten signature in black ink, appearing to be 'M Hauser', written over a horizontal line.

Martin Hauser