



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday August 01, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

- 1. Enhance Speeding Fines

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- 2. Bowling Green Police Monthly Report to Council July 2019
- 3. Public Works and Utilities Monthly Report to Council July 2019
- 4. Economic Development & Events Coordinator Monthly Report to Council July 2019
- 5. Town Clerk/Treasurer's Monthly Report to Council July 2019
- 6. Town Manager's Monthly Report to Council July 2019

CONSENT AGENDA:

- 7. July 2019 Bills
- 8. Town Council Meeting Minutes July 11, 2019

NEW BUSINESS:

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Budget, Policy, Personnel, and Ordinances Committee - Reinstating Invocation

Utilities, Streets Sidewalks, Building and Grounds Committee - Traffic Calming Measures

INFORMATIONAL ITEMS:

- 9. Fort A.P. Hill Intergovernmental Service Agreement Workshop
- 10. Public Info Meeting - Paving

CLOSED SESSION:

- 11. Amendment to Town Manager's Contract

RECONVENE IN OPEN SESSION AND CERTIFY

ADJOURNMENT



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

AGENDA ITEM: Enhance Speeding Fines Public Hearing Ad
ITEM TYPE: Public Hearing - Duly Advertised
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

ORDINANCE NUMBER O-2019-004 Enhances speeding penalty on certain residential streets in Bowling Green. The purpose of this ordinance is to implement the enhanced speeding penalties authorized by Code of Virginia, § 46.2-878.2 for operation of a motor vehicle in excess of the maximum speed limit on certain residential streets. The provisions of this ordinance shall apply to Main Street (Route2/301) within the corporate limits of the Town of Bowling Green.

ATTACHMENTS:

Public Hearing Ad

ORDINANCE NUMBER O-2019-004 Enhanced speeding penalty on certain residential streets; signs.

REQUESTED ACTION:

Adopt Ordinance.

Town of Bowling Green, Virginia
Notice of Public Hearing

A public hearing will be held by Town Council on Thursday, August 1, 2019, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on **ORDINANCE NUMBER O-2019-004 ENHANCED SPEEDING PENALTY ON CERTAIN RESIDENTIAL STREETS; SIGNS**. The purpose of this ordinance is to implement the enhanced speeding penalties authorized by Code of Virginia, § 46.2-878.2 for operation of a motor vehicle in excess of the maximum speed limit on certain residential streets. The provisions of this ordinance shall apply to Main Street (Route 2/301) within the corporate limits of the Town of Bowling Green. All interested persons are encouraged to attend the meeting and provide comments. If special accommodations are needed in order to participate, please contact the Town Manager in advance of the meeting.

A complete copy of **ORDINANCE NUMBER O-2019-004** is posted on the Town's web site at <https://www.townofbowlinggreen.com/> and is available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the ordinance may be directed to A. Reese Peck, Town Manager. 804-633-6212.

Authorized by A. Reese Peck, Town Manager

Sec. 4-470. - Enhanced speeding penalty on certain residential streets; signs.

Purpose. The purpose of this section is to implement the enhanced speeding penalties authorized by Code of Virginia, § 46.2-878.2¹ for operation of a motor vehicle in excess of the maximum speed limit on certain residential streets.

Applicability. The provisions of this section shall apply to Main Street (Route2/301) within the corporate limits of the Town of Bowling Green.

Signs shall be posted on North and South Main Street (Route2/301) indicating the maximum speed along with the penalty.

Criteria. The Town has determined that the 85th percentile speed on such street, highway or other public way or portion thereof is ten miles per hour greater than the posted speed limit.

Violation. Operation of any motor vehicle in excess of a maximum speed limit established for a highway in a residence district of the City, when indicated by signs placed in accordance with the provisions of this section, shall be unlawful and shall constitute a violation of this section.

Penalty. Violation of this section shall constitute a traffic infraction punishable by a fine of not more than \$200.00, in addition to other penalties provided by law.

¹ § 46.2-878.2. Maximum speed limits in certain residence districts of counties, cities, and towns; penalty.

Operation of any motor vehicle in excess of a maximum speed limit established for a highway in a residence district of a county, city, or town, when indicated by appropriately placed signs displaying the maximum speed limit and the penalty for violations, shall be unlawful and constitute a traffic infraction punishable by a fine of \$200, in addition to other penalties provided by law.

No portion of the fine shall be suspended unless the court orders 20 hours of community service.

The Commissioner of Highways or any local governing body having jurisdiction over highways shall develop criteria for the overall applicability for the installation of signs. Such criteria shall not exclude highways, functionally classified as minor arterials, serving areas that either (i) were built as residential developments or (ii) have grown to resemble residential developments, provided, in either case, (a) such highways are experiencing documented speeding problems and (b) the local governing body requests the application of this section to such highway.

Such signs may be installed in any town and shall not require the approval of the county within which such town is located.

Any such signs installed in any town shall be paid for by the town requesting the installation of the signs, or out of the county's secondary system construction allocation.



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

AGENDA ITEM: Bowling Green Police Council Monthly Report for July 2019

DATE: 7/26/19

PREPARED BY: Chief David Lipscomb

MONTHLY REPORT / PROJECT UPDATE:

Statistical Data:

- 46 Calls for service
- 1 Reportable crime of illegal dumping
- 1 Reportable motor vehicle crash (Lipscomb)
- 3 DUI arrests (Lipscomb)
- 5 Suspended drivers (Jett, Lipscomb)
- 77 Virginia Uniform summonses issued
- 91 Traffic stops
- 4 Assist another agency
- 44 Park walk and talk
- 34 Advice calls
- 9 Motorist assists
- 6 Court appearances

Chief's Report:

Met with members for streets and sidewalks committee in reference to pending implementation of the town wide traffic safety policy.

Worked on several grants for the procurement of police related equipment.

ATTACHMENTS:

None

HEADS UP ITEMS:

Police policy manual needs approval.



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

AGENDA ITEM: Council Monthly Report for July 2019

DATE: July 25, 2019

PREPARED BY: Billy Deavers

MONTHLY REPORT / PROJECT UPDATE:

Water

- Water leaks on Dorsey, Maury Avenue, and the intersection of Maury and S. Main Street
- Replaced valve on Maury Avenue and South Main Street
- White Oak Electric switched out meter on Well # 5
- Collected Monthly Bac-T samples

Wastewater

- Plant is running well, with no exceptions to report
- The exterior of the Digestors were power washed
- Had White Oak Electric remove large obstruction from the waste line
- Had AIS come out and remove and haul the other side of the oxidation ditch equipment to repair

Public Works

- Normal grass cutting and trimming throughout Town
- Cut back bushes hanging over sidewalks on E. Broadus
- Set up and take down at Town Hall for meetings
- Hung event signs for Night Out
- Watering flower baskets hanging on Main Street

HEADS UP ITEMS:

- Still working on fire hydrant maintenance and painting

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

DEPT. OF ENVIRONMENTAL QUALITY
(REGIONAL OFFICE) **9**

Northern Regional Office
13901 Crown Court
Woodbridge, VA 22193

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

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

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER

MONITORING PERIOD

YEAR	MO	DAY	TO	YEAR	MO	DAY
2019	06	01		2019	06	30

FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

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	0.12	0.15	MGD	*****	*****	*****	0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****				
pH	REPORTD	*****	*****	SU	7.0	*****	7.4	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0				
TSS	REPORTD	0.29	0.49	KG/D	*****	0.8	1.2	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15				
DO	REPORTD	*****	*****	MG/L	6.5	*****	*****	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****				
TKN (N-KJEL)	REPORTD	0.31	0.33	KG/D	*****	0.90	0.95	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5				
E.COLI	REPORTD	*****	*****	N/CML	*****	1	*****	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(MG.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE		
				TYPED OR PRINTED NAME	CERTIFICATE NUMBER	
				William Deavers	1965000877	
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	
					8042211834	
					TYPED OR PRINTED NAME	SIGNATURE
						Date

Status	ress Nui	Street Name	Work Type	Date Flagged	Flagged By	Description	Comments
New Reques	210	Roper Dr	Service Connect	7/25/2019 10:59:16 AM	Judy.Beaazley	210 Roper Dr connect service new customer Thompson moved in	
New Reques	135	Anderson Ave	Other - PW	7/25/2019 10:57:44 AM	Judy.Beaazley	135 Anderson Ave. The trash man knocked over the paper box at this address. Please go out and put it back up. Thanks	
New Reques	0	Well 5	Other - Water Utility	7/24/2019 8:28:43 AM	Shawn.Fortune	Meter isn't reading and contacts need to be cleaned Jimmy will be in 7/25/19 to check	
Complete	375	Roper Dr	Service Connect	7/19/2019 12:08:00 PM	Judy.Beaazley	375 Roper Dr connect service please new owner	
Complete	117	Butler St.	Building Maintenance	7/18/2019 12:21:04 PM	Shawn.Fortune	Mary Fail Paint handrails at Town Hall next to Courthouse Street	Alan and Matthew completed
Complete	17072	Elm St	Meter Re-Read	7/18/2019 11:20:17 AM	Judy.Beaazley	17072 Elm St meter read please	Reading 0,187,451 Touch 1874
Complete	17	Butler St.	Building Maintenance	7/18/2019 9:19:39 AM	Shawn.Fortune	Clean gutters at Town Hall 117 Butler St 07/22/19 please set up first thing Monday 07/22 morning	
Complete	117	Butler St	Special Events Set-up	7/17/2019 4:45:17 PM	Judy.Beaazley	8 rec tables together with 20 chairs and another table under the Town Seal.	
Complete	206	N Main St	Landscaping	7/17/2019 2:00:00 PM	Reese.Peck	Water Planters 106 Lee St.	
Complete	106	Lee St	Customer Complaint	7/17/2019 12:10:11 PM	Judy.Beaazley	low water pressure	
Complete	0	South Main Median	Mowing	7/16/2019 1:15:42 PM	Shawn.Fortune	Mow South Main	
Complete	0	Lacy Lane liftstation	Mowing	7/16/2019 1:14:35 PM	Shawn.Fortune	Mow liftstation	
Complete	0	VDOT water tower	Mowing	7/16/2019 1:13:51 PM	Shawn.Fortune	Mow water tower	
Complete	207	Welcome sign	Mowing	7/16/2019 1:11:39 PM	Shawn.Fortune	Mow sign	
Complete	207	Billboard	Mowing	7/16/2019 1:06:37 PM	Shawn.Fortune	Mow Billboard	
Complete	0	Old Maury well	Mowing	7/16/2019 1:04:41 PM	Shawn.Fortune	Me abandoned well	
Complete	0	Bowling Green Meadow:	Mowing	7/16/2019 1:04:02 PM	Shawn.Fortune	Mow liftstation	
Complete	0	Bowling Green Meadow:	Mowing	7/16/2019 1:03:21 PM	Shawn.Fortune	Mow park	
Complete	117	Butler St.	Mowing	7/16/2019 1:02:43 PM	Shawn.Fortune	Mow Town Hall and Police Department, playground and well1	
Complete	14384	Crystal Ct	Meter Re-Read	7/16/2019 12:37:49 PM	Judy.Beaazley	14384 Crystal Ct re-read meter high usage	00710 touch manual 0,071,021
Complete	15231	Hilldale Ave	Service Disconnect	7/16/2019 10:24:02 AM	Judy.Beaazley	15231 Hilldale Ave. dis-connect service no one lives there now.	Cut off Reading 0,599,436
Complete	140	Maury Ave.	Water Leak	7/14/2019 11:24:05 AM	Shawn.Fortune	Water line that feeds Hoomes Circle has a leak it goes through the yard of 140 Maury Ave.	Line is in bad shape it is a one inch line repaired with a repair band
Complete	219	Anderson Ave	Other - PW	7/10/2019 8:33:18 AM	Shawn.Fortune	Shovel grit out influential channel	Summer help
Complete	219	Anderson Ave	Other - PW	7/10/2019 7:35:22 AM	Shawn.Fortune	Pressure washing the digester	Summer help
Complete	156	Maury Ave	Service Connect	7/9/2019 3:10:35 PM	Judy.Beaazley	156 Maury Ave hook up meter new home	
Complete	152	Maury Ave	Service Connect	7/9/2019 3:09:16 PM	Judy.Beaazley	152 Maury Ave hook up meter new home	
Complete	117	Martin St	Garbage	7/9/2019 2:57:05 PM	Judy.Beaazley	117 Martin St Please take 2 trash cans new people do not have a trash can	
Complete	209	Maury Ave	Mowing	7/9/2019 1:01:17 PM	Shawn.Fortune	Mow old Maury well	Summer help assisted
Complete	16385	Heritage Pines Cir	Mowing	7/9/2019 12:44:07 PM	Shawn.Fortune	Mow liftstation	Summer help assisted
Complete	16234	Milford St	Mowing	7/9/2019 12:30:12 PM	Shawn.Fortune	Mow Town sign	Summer help assisted
Complete	207	Billboard sign	Mowing	7/9/2019 12:29:17 PM	Shawn.Fortune	Mow Town Billboard sign	Summer help assisted
Complete	0	Well 5	Mowing	7/9/2019 11:53:31 AM	Shawn.Fortune	Mow grass	Summer help assisted
Complete	101	Lacy Ln	Mowing	7/9/2019 10:47:25 AM	Shawn.Fortune	Mow Lacy Lane liftstation	Summer help assisted
Complete	106	Cedar Ln	Mowing	7/9/2019 10:36:52 AM	Shawn.Fortune	Mow well 4	Summer help assisted
Complete	301	Billboard	Mowing	7/9/2019 10:33:11 AM	Shawn.Fortune	Mow Town Billboard	Summer help assisted
Complete	17573	A P Hill Blvd	Mowing	7/9/2019 10:06:36 AM	Shawn.Fortune	Mow 301 liftstation	Summer help assisted
Complete	18131	A P Hill Blvd	Mowing	7/9/2019 9:53:29 AM	Shawn.Fortune	Mow Town sign	Summer help assisted
Complete	0	South Main Median	Mowing	7/9/2019 9:19:13 AM	Shawn.Fortune	Mow South Main Median and Town sign	Summer help assisted
Complete	0	Bowling Green Meadow:	Mowing	7/9/2019 9:03:07 AM	Shawn.Fortune	Mow Park	Summer help assisted
Complete	255	Roper Dr	Mowing	7/9/2019 9:01:05 AM	Shawn.Fortune	Mow Bowling Green Meadows liftstation	Summer help assisted
Complete	117	Butler St.	Mowing	7/9/2019 8:59:07 AM	Shawn.Fortune	Mow Town Hall, Police Department, playground and well1	Summer help assisted
Complete	121	Lakewood Rd	Garbage	7/8/2019 10:50:52 AM	Judy.Beaazley	121 Lakewood Rd take new trash can and pick up old broken trash can	
Complete	161	Lee St.	Service Connect	7/8/2019 9:56:03 AM	Shawn.Fortune	Cut water on	
Complete	211	North Main	Other - PW	7/8/2019 9:01:18 AM	Shawn.Fortune	Mark utilities for emergency ticket	
Complete	121	Dorsey Ln	Hydrant Flushing	7/8/2019 8:03:16 AM	Shawn.Fortune	Flush hydrant	Flushed
Complete	0	Intersection Maury Ave	Water Leak	7/7/2019 7:33:19 AM	Shawn.Fortune	Water main break	Water main was split completed on 7/5/19

Complete	109	Dorsey Lane	Water Leak	7/4/2019 10:56:52 AM	Shawn.Fortune	Water main leak called in Sydnor	
Complete	206	N Main St	Landscaping	7/3/2019 2:00:00 PM	Reese.Peck	Water Planters	Summer help completed 7/3/19
Complete	104	North Main	Landscaping	7/3/2019 11:34:45 AM	Shawn.Fortune	Water planters	
Complete	0	North Main traffic light	Mowing	7/3/2019 11:32:06 AM	Shawn.Fortune		
Complete	0	Route 2 welcome sign	Mowing	7/3/2019 11:31:27 AM	Shawn.Fortune	Mow town welcome sign	
Complete	211	South Main	Mowing	7/3/2019 11:30:02 AM	Shawn.Fortune	Mow Median and Town sign	
Complete	229	Dickinson,	Mowing	7/3/2019 11:29:21 AM	Shawn.Fortune	Mow Bowling Green Meadows Park	
Complete	117	Butler St.	Mowing	7/3/2019 11:28:03 AM	Shawn.Fortune	Mow Police Department,Playgroun,Well1	
Complete	117	Butler St.	Mowing	7/3/2019 11:25:39 AM	Shawn.Fortune	Mow Town Hall and trim bushes and pull grass out of mulch	
Complete	0	Milford St.	Other - Water Utility	7/3/2019 9:21:40 AM	Shawn.Fortune	Making connections to new water line	Cut valves on and off for connections to be made
Complete	141	US-301-BR	Other - Water Utility	7/2/2019 1:24:49 PM	Shawn.Fortune	Replace two six inch water valves	Did one on 7/1/19 and the other on 7/2/19
						117 Butler St	
						Air conditioning unit leaking water in the ballroom. Please come check to see if maint can repair. Thank you	
Complete	117	Butler St	Other	7/1/2019 5:18:09 PM	twright@townc		Filters need to be cleaned monthly and drain was clogged
						117 Butler St	
						please replace can inserts for metal cans on main street/flower fashions. The cans are rusting and have	
In Progress	117	Butler St	Garbage	7/1/2019 4:56:34 PM	twright@townc	holes in them causing trash to spill out when dumped by waste management.	Put bags in cans had to order new inserts



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

AGENDA ITEM: Economic Development & Events Coordinator Staff Report – July 2019

DATE: 07/26/19

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

EDA:

- Prepare agenda for EDA Special Meeting on 7/12/19, post on Community Board and website, distribute to EDA board members.
- Provide meeting minute template for 7/12/19.
- Accept EDA Board Member application to individuals interested in joining the EDA.
- Coordinate EDA Board Member interviews with Town Council and prospects; Email prospects on time/place for interviews.
- Prepare agenda and meeting packet for EDA meeting on 7/22/19.
- Record meeting minutes for 7/22/19 meeting.
- Research correspondence between EDA, Fort A.P. Hill and FOIA request/response regarding population on base; Compile information into one document and distribute to EDA Board Members.
- Meet with EDA Chairman on 7/18/19 to discuss objectives and job deliverables pertaining to the development of the Route 301 Commercial Corridor.
- Prepare response letter to development prospect.
- Update EDA documents specific to development of the Route 301 Commercial Corridor.

Music on the Green:

- Finalize performances for September dates.
- Coordinate with graphic artist for poster design.
- Distribute posters at local retailers and around Caroline County.
- Create Facebook events for all 7 weeks.
- Secure Town Hall for inclement weather.
- Coordinate with Sidney E. King Arts Center for special hours during MOTG and public bathrooms.
- Send communication to 8/2/19 performers regarding access, unloading/loading, power source, etc.
- Coordinate with Public Works Department for purchase of new 12' x 20' stage.
- Correspond with Atlantic Union Bank for potential sponsorship.

Bowling on the Green Virginia Wine Festival:

- Reconcile outstanding vendor invoices.
- Coordinate with property owners, Paisley & Jade management, P&J's insurance company and Public Works department to initiate insurance claim for property damage.
- Coordinate with Public Works to plant grass seed.

- Submit insurance claim.

Harvest Festival:

- Accept and process vendor applications.
- Create vendor spreadsheet.
- Solicit sponsorships.

Virginia Main Street:

- Conference call with BGVMS and Community Heart & Soul on 7/17/19.
- Register for VMS Downtown Intersection Conference 7/22/19 – 7/24/19.
- Attend VMS Downtown Intersection Conference.
- Meet with Orton Foundation/Community Heart & Soul staff.
- Meet with Executive Director for VMS Fredericksburg and VMS Board for Cape Charles, VA to discuss programming and strategy.

Misc.:

- General Facebook posts/promotions
- Monday staff meetings
- Staff report for July 2019
- Town Council meeting on 7/11/19

ATTACHMENTS:

HEADS UP ITEMS:

As leaders in the Town of Bowling Green, attending community events is a great way to show residents that you are engaged in the community. Please mark your calendars and bring your families!

Upcoming Events in 2019:

- 8/2/19 – Music on the Green
 - 8/6/19 – National Night Out
 - 8/9/19 – Music on the Green
 - 8/16/19 – Music on the Green
 - 8/23/19 – Music on the Green
 - 8/30/19 – Music on the Green
 - 9/6/19 – Music on the Green
 - 9/13/19 – Music on the Green
 - 9/21/19 – USO Dance
 - 9/28/19 – Fall Clean Sweep
 - 10/19/19 – 30th Annual Bowling Green Harvest Festival
 - 12/07/19 – Bowling Green Christmas Parade of Lights



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

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

DATE: August 1, 2019

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

Utility Billing:

- Worked with Caroline County to review, reconcile, and correct sewer reading and billing issues.
- Prepared utility bills, reviewed for accuracy, sent file to printing company for mailing.
- Researched customer accounts based on customer-initiated inquiries to determine possible leaks, billing errors, etc.
- Made adjusting entries when necessary based on research of customer accounts.

Payroll/Human Resources:

- Updated employee salaries in payroll and VRS
- Prepared and submitted quarterly state and federal quarterly reports.
- Prepared 2 bi-weekly payrolls to include: initiating of bank file for Direct Deposit payments, independent tracking of leave, preparation and distribution of direct deposit and leave statements to staff. Reporting and paying State and Federal Withholding, Social Security, and Medicare following each payroll.
- Prepared, reconciled, and submitted payment to VRS and ICMA-RC for VRS Hybrid Retirement Employees following each payroll.

Treasurer/Financial:

- Prepared documentation for and submitted Litter Prevention Grant Application
- Prepared documentation for and submitted Fire Program Grant Application
- Reviewed and posted Accounts Payable and Receivable transactions.
- Reviewed and reconciled bank deposits and online payments.
- Supplied USDA with requested information in relation to grant application.

Town Clerk:

- Responded to public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Assisted Town Manager, Police Chief, and Public Works and Utilities staff in researching information pertaining to Town Code, policy, accounts payable transactions, and customer usage.
- Maintained a list of Agenda items for Town Council, recorded and prepared minutes, prepared packets for distribution

Meetings attended:

- July Town Council Meeting
- 4 weekly staff meetings
- 1 Recodification Meeting
- Meeting with USDA on Water Grant Application
- 1 Meeting with CPA
- 1 sewer project progress meeting



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

AGENDA ITEM: Town Manager’s Monthly Report for July 2019

DATE: 7/29/19

PREPARED BY: Reese Peck

MONTHLY REPORT / PROJECT UPDATE:

Meeting:

Town Council: July 11, 2019 regular meeting.

Commission and Authority Meetings: Planning Commission

Other Meetings: Executive Director of GWRC concerning Comprehensive Plan Update, weekly sewer project updates, monthly sewer project coordination meeting, weekly recodification conference calls with Town Counsel and monthly administrators meeting.

ATTACHMENTS:

None

HEADS UP ITEMS:

Street paving will commence mid-August. Work is being coordinated with the sewer rehabilitation project.

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
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

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

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in July 2019

ATTACHMENTS:

Check Reports:

- 7/12/19
- 7/17/19
- 7/19/19
- 7/24/19

REQUESTED ACTION:

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24532	18	A & M HOME CENTER	000	7/12/2019	215.26	.00
24533	600	BENNETT DEBORAH T	000	7/12/2019	175.00	.00
24534	14	CINTAS OF RICHMOND	000	7/12/2019	160.13	.00
24535	1020	CONSOLIDATED PIPE & SUP	000	7/12/2019	750.00	.00
24536	1017	CORE & MAIN	000	7/12/2019	1,662.50	.00
24537	679	DAVID L BROOKS HAULING &	000	7/12/2019	9,775.70	.00
24538	10	DOMINION VIRGINIA POWER	000	7/12/2019	6,045.53	.00
24539	234	ENVIROCOMPLIANCE LAB INC	000	7/12/2019	385.00	.00
24540	813	FOLEY HEATHER	000	7/12/2019	4,125.00	.00
24541	932	IBM CORPORATION	000	7/12/2019	854.59	.00
24542	898	JAMES MARY	000	7/12/2019	140.00	.00
24543	836	JOHN ALLISON	000	7/12/2019	105.00	.00
24544	546	JOHNSON'S EXPERMINATING	000	7/12/2019	1,179.00	.00
24545	257	ON SITE PC	000	7/12/2019	229.00	.00
24546	700	TREASURER OF VIRGINIA	000	7/12/2019	29.30	.00
24547	1002	VACORP	000	7/12/2019	121.76	.00
24548	19	VERIZON	000	7/12/2019	15.30	.00
24549	256	VERIZON WIRELESS	000	7/12/2019	440.61	.00
24550	44	VUPS	000	7/12/2019	44.10	.00
24551	12	WASTE MANAGEMENT	000	7/12/2019	7,959.55	.00
24552	930	WEBB EMILY	000	7/12/2019	280.00	.00
24553	451	XEROX CORPORATION	000	7/12/2019	226.64	.00
		CLASS TOTAL			34,918.97	.00
		ACH TOTAL			.00	
		CHECK TOTAL			34,918.97	
		EPY TOTAL			.00	
		FINAL TOTAL			34,918.97	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 34,918.97- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

PAYEE/VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTD	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH	ACH	BATCH INV. DESCRIPTION
00000 000018 A & M HOME CENTER		B33236	7/12/2019		4500-500100-6050-	171.96	24532			METER/FIRE HYDRANTS
00000 000018		B33431	7/12/2019		4500-500100-6007-	8.99	24532			REPAIR/MAINTENANCE
00000 000018		C30509	7/12/2019		4100-043100-7110-	34.31	24532			PARKING LOT/STREET/SIDWALK
DISC. TOTAL						.00				TOTAL
DISC. TOTAL						215.26				TOTAL
00000 000600 BENNETT DEBORAH T			7/12/2019		4400-071200-1310-	175.00	24533			TOWN HALL ACTIVITIES
DISC. TOTAL						.00				TOTAL
DISC. TOTAL						175.00				TOTAL
00000 000014 CINTAS OF RICHMOND		4024748621	7/12/2019		4100-043100-6011-	46.12	24534			UNIFORMS/ SAFETY EQUIP
00000 000014		4024748621	7/12/2019		4500-500100-6011-	30.69	24534			UNIFORMS/SAFETY EQUIP
00000 000014		4024748621	7/12/2019		4520-500100-6011-	83.32	24534			UNIFORMS/ SAFETY EQUIPMENT
DISC. TOTAL						.00				TOTAL
DISC. TOTAL						160.13				TOTAL
00000 001020 CONSOLIDATED PIPE & SUP		6230773000000	7/12/2019		4500-500100-6050-	750.00	24535			METER/FIRE HYDRANTS
DISC. TOTAL						.00				TOTAL
DISC. TOTAL						750.00				TOTAL
00000 001017 CORE & MAIN		K620000	7/12/2019		4500-500100-6009-	1,662.50	24536			EQUIPMENT/SUPPLIES
DISC. TOTAL						.00				TOTAL
DISC. TOTAL						1,662.50				TOTAL
00000 000679 DAVID L BROOKS HAULING & 22114			7/12/2019		4520-500100-6007-	9,775.70	24537			REPAIR/ MAINTENANCE
DISC. TOTAL						.00				TOTAL
DISC. TOTAL						9,775.70				TOTAL
00000 000010 DOMINION VIRGINIA POWER		2019-06	7/12/2019		4100-043100-7200-	485.53	24538			TOWN HALL EXPENSES
00000 000010		2019-06	7/12/2019		4100-031100-5110-	45.98	24538			ELECTRICITY
00000 000010		2019-06	7/12/2019		4100-043100-5110-	41.13	24538			ELECTRICITY-STREETLIGHTS
00000 000010		2019-06	7/12/2019		4500-500100-5110-	1,673.21	24538			ELECTRICITY-STREETLIGHTS
00000 000010		2019-06	7/12/2019		4500-500100-5110-	140.96	24538			ELECTRICITY
00000 000010		2019-06	7/12/2019		4500-500100-5110-	412.21	24538			ELECTRICITY
00000 000010		2019-06	7/12/2019		4500-500100-5110-	732.27	24538			ELECTRICITY
00000 000010		2019-06	7/12/2019		4520-500100-5110-	72.10	24538			ELECTRICITY
00000 000010		2019-06	7/12/2019		4520-500100-5110-	82.82	24538			ELECTRICITY
00000 000010		2019-06	7/12/2019		4520-500100-5110-	19.53	24538			ELECTRICITY
00000 000010		2019-06	7/12/2019		4520-500100-5110-	15.31	24538			ELECTRICITY
DISC. TOTAL						2,324.48				TOTAL
DISC. TOTAL						.00				TOTAL
DISC. TOTAL						6,045.53				TOTAL
00000 000234 ENVIROCOMPLIANCE LAB INC		R9639742	7/12/2019		4520-500100-3160-	115.00	24539			TESTING
00000 000234		R9639784	7/12/2019		4520-500100-3160-	115.00	24539			TESTING
00000 000234		R9639825	7/12/2019		4520-500100-3160-	155.00	24539			TESTING
DISC. TOTAL						.00				TOTAL
DISC. TOTAL						385.00				TOTAL
00000 000813 FOLBY HEATHER		2019-06	7/12/2019		4100-012410-3150-	4,125.00	24540			PROFESSIONAL SERVICES - CPA
DISC. TOTAL						.00				TOTAL
DISC. TOTAL						4,125.00				TOTAL
00000 000932 IBM CORPORATION		Q8739K7	7/12/2019		4100-012410-3320-	351.83	24541			COMPUTER LICENSES/SUPPORT
00000 000932		Q8740K7	7/12/2019		4100-012410-3310-	502.76	24541			OFFICE EQUIPMENT
DISC. TOTAL						.00				TOTAL
DISC. TOTAL						854.59				TOTAL
00000 000898 JAMES MARY		2019-06	7/12/2019		4400-071200-1310-	140.00	24542			TOWN HALL ACTIVITIES
DISC. TOTAL						.00				TOTAL
DISC. TOTAL						140.00				TOTAL

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24556	1057	FLAGCENTRAL, INC.	000	7/17/2019	668.89	.00
24557	683	LADYSMITH HEATING AND	000	7/17/2019	225.00	.00
24558	257	ON SITE PC	000	7/17/2019	65.00	.00
		CLASS TOTAL			958.89	.00
		ACH TOTAL			.00	
		CHECK TOTAL			958.89	
		EPY TOTAL			.00	
		FINAL TOTAL			958.89	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 958.89- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH PMT PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	001057	FLAGCENTRAL, INC.	FC1317	7/17/2019		4100-043100-7200-	668.89	24556		TOWN HALL EXPENSES	00753 ST & TOWN FLAGS
							.00	BPY PMT TOTAL			
							225.00	24557		TOWN HALL EXPENSES	00753 RESEB'S A/C HEAT
							.00	BPY PMT TOTAL			
							668.89			TOTAL	
00000	000683	LADYSMITH HEATING AND DISC. TOTAL	201	7/17/2019		4100-043100-7200-	225.00			TOWN HALL EXPENSES	00753 RESEB'S A/C HEAT
							.00	BPY PMT TOTAL			
							225.00			TOTAL	
00000	000257	ON SITE PC DISC. TOTAL	4348	7/17/2019		4100-012410-3320-	65.00	24558		COMPUTER LICENSSES/SUPPORT	00753 JAVA TRACY'S COMP
							.00	BPY PMT TOTAL			
							65.00			TOTAL	
							.00	BPY PMT TOTAL			
							958.89			TOTAL	
							.00	CPA PMT TOTAL			
							958.89			TOTAL	

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 THE TOTAL 958.89- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24559	944	ATLANTIC BROADBAND /	000	7/19/2019	189.40	.00
24560	1039	BIG DOG AUTOMOTIVE, LLC	000	7/19/2019	746.79	.00
24561	930	CAROLINE HEATING & AIR	000	7/19/2019	516.00	.00
24562	648	ERARD ANDREA G	000	7/19/2019	1,667.00	.00
24563	1027	MICHAEL MCCANN	000	7/19/2019	497.50	.00
24564	48	MID-ATLANTIC LAB	000	7/19/2019	60.00	.00
24565	994	PB ELECTRONICS INC	000	7/19/2019	95.00	.00
24566	83	RAPPANNOCK REGIONAL	000	7/19/2019	1,887.50	.00
24567	659	SOMETAL PRODUCTS INC	000	7/19/2019	808.51	.00
24568	291	USA BLUE BOOK	000	7/19/2019	30.68	.00
24569	16	VA DEPT OF HEALTH	000	7/19/2019	2,480.95	.00
24570	19	VERIZON	000	7/19/2019	157.96	.00
24571	728	VERSA INSURANCE	000	7/19/2019	26,334.00	.00
24572	12	WASTE MANAGEMENT	000	7/19/2019	87.10	.00
		CLASS TOTAL			35,558.39	.00
		ACH TOTAL			.00	
		CHECK TOTAL			35,558.39	
		EPY TOTAL			.00	
		FINAL TOTAL			35,558.39	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 35,558.39- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

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ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 000944	ATLANTIC BROADBAND /	2019-07	7/19/2019		4100-012410-5230-	118.20	24559		TELECOMMUNICATIONS	00752 TH
00000 000944		2019-07	7/19/2019		4520-500100-5230-	71.20	24559		TELECOMMUNICATIONS	00752 WMP
	DISC. TOTAL					.00			TOTAL	189.40
00000 001039	BIG DOG AUTOMOTIVE, LLC	1425	7/19/2019		4100-043100-3311-	76.07	24560		VEHICLE MAINT	00752 01 GMC BRAKE LINE
00000 001039		1425	7/19/2019		4500-500100-3311-	76.07	24560		VEHICLE MAINTENANCE	00752 01 GMC BRAKE LINE
00000 001039		1425	7/19/2019		4520-500100-3311-	76.07	24560		VEHICLE MAINTENANCE	00752 01 GMC BRAKE LINE
00000 001039		1426	7/19/2019		4100-043100-3311-	82.34	24560		VEHICLE MAINT	00752 00 CHEV BATTERY
00000 001039		1426	7/19/2019		4500-500100-3311-	82.35	24560		VEHICLE MAINTENANCE	00752 00 CHEV BATTERY
00000 001039		1426	7/19/2019		4520-500100-3311-	82.35	24560		VEHICLE MAINTENANCE	00752 00 CHEV BATTERY
00000 001039		1438	7/19/2019		4100-043100-3311-	90.51	24560		VEHICLE MAINT	00752 01 GMC OIL CHG DOOR
00000 001039		1438	7/19/2019		4500-500100-3311-	90.51	24560		VEHICLE MAINTENANCE	00752 01 GMC OIL CHG DOOR
00000 001039		1438	7/19/2019		4520-500100-3311-	90.52	24560		VEHICLE MAINTENANCE	00752 01 GMC OIL CHG DOOR
	DISC. TOTAL					.00			TOTAL	746.79
00000 000950	CAROLINE HEATING & AIR	14911	7/19/2019		4100-043100-7200-	258.00	24561		TOWN HALL EXPENSES	00752 CLEAN DRAIN ON AC
00000 000950		15421	7/19/2019		4100-043100-7200-	258.00	24561		TOWN HALL EXPENSES	00752 CLEAN DRAIN ON AC
	DISC. TOTAL					.00			TOTAL	516.00
00000 000648	ERARD ANDREA G	2019-07	7/19/2019		4100-012110-3150-	1,667.00	24562		PROFESSIONAL SERVICES - LEGAL/ATTORNEY	1,667.00
	DISC. TOTAL					.00			TOTAL	
00000 001027	MICHAEL MCCANN	0010	7/19/2019		4520-500100-6007-	497.50	24563		REPAIR/ MAINTENANCE	00752 WMP CALIBRATION FLO
	DISC. TOTAL					.00			TOTAL	497.50
00000 000048	MID-ATLANTIC LAB	15059	7/19/2019		4500-500100-6021-	60.00	24564		TESTING SUPPLIES/CHEMICALS	00752 24 HR TEST
	DISC. TOTAL					.00			TOTAL	60.00
00000 000994	PE ELECTRONICS INC	137128	7/19/2019		4100-031100-3312-	95.00	24565		EQUIPMENT REPAIR	00752 CERTIFY LASER
	DISC. TOTAL					.00			TOTAL	95.00
00000 000083	PAPPAHANNOCK REGIONAL	FYZ0005-03	7/19/2019		4100-031100-5810-	1,887.50	24566		MEMBERSHIP DUES/SUBSCRIPTIONS	1,887.50
	DISC. TOTAL					.00			TOTAL	
00000 000659	SOSMETAL PRODUCTS INC	1379521	7/19/2019		4500-500100-6007-	252.59	24567		REPAIR/MAINTENANCE	00752 HANDB PAINT& WAND
00000 000659		1379521	7/19/2019		4520-500100-6007-	555.92	24567		REPAIR/ MAINTENANCE	00752 CHEMP LUBE
	DISC. TOTAL					.00			TOTAL	808.51
00000 000291	USA BLUE BOOK	941384	7/19/2019		4520-500100-6004-	30.68	24568		LAB SUPPLIES/CHEMICALS	00752 LIQUID DPD1B
	DISC. TOTAL					.00			TOTAL	30.68
00000 000016	VA DEPT OF HEALTH	20190719	7/19/2019		4500-500100-5810-	2,480.95	24569		FRES AND DUES	00752 FY20
	DISC. TOTAL					.00			TOTAL	2,480.95
00000 000019	VERIZON	2019-07	7/19/2019		4500-500100-5230-	157.96	24570		TELECOMMUNICATIONS	00752 213 W BROADBUS
	DISC. TOTAL					.00			TOTAL	157.96
00000 000728	VRSA INSURANCE	049090	7/19/2019		4100-012110-5300-	14,464.00	24571		TOWN INSURANCE-GENERAL FUND	00752 2019-2020 RENEWAL
00000 000728		049090	7/19/2019		4100-043100-5300-	4,200.00	24571		INSURANCE	00752 2019-2020 RENEWAL
00000 000728		049090	7/19/2019		4500-500100-5300-	4,200.00	24571		TOWN INSURANCE-WATER	00752 2019-2020 RENEWAL
00000 000728		049090	7/19/2019		4520-500100-5300-	3,470.00	24571		INSURANCE	00752 2019-2020 RENEWAL
	DISC. TOTAL					.00			TOTAL	26,334.00

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24573	32	BOWLING GREEN AUTO PARTS	000	7/24/2019	348.43	.00
24574	1058	DIAMOND SPRINGS	000	7/24/2019	24.76	.00
24575	850	HAUN DAMN	000	7/24/2019	85.00	.00
24576	257	ON SITE PC	000	7/24/2019	1,143.98	.00
24577	919	PRO SHRED SECURITY	000	7/24/2019	45.00	.00
24578	1060	ROCKY TOP EMBROIDERY AND	000	7/24/2019	446.00	.00
24579	256	VERIZON WIRELESS	000	7/24/2019	40.01	.00
24580	406	WINDING BROOK AUTO	000	7/24/2019	310.92	.00
		CLASS TOTAL			2,444.10	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,444.10	
		EPY TOTAL			.00	
		FINAL TOTAL			2,444.10	.00

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 THE TOTAL 2,444.10 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

F.O. VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH	BATCH INV. DESCRIPTION
00000 000032	BOWLING GREEN AUTO PARTS	410473	7/24/2019		4100-031100-3310-	294.45	24573			00754 05 CV BALL J & BRAKE
00000 000032		410535	7/24/2019		4100-031100-3310-	53.98	24573			00754 05 CV BALL JOINTS
	DISC. TOTAL			348.43		.00	EPY PMT TOTAL			348.43
00000 001058	DIAMOND SPRINGS	20190724	7/24/2019		4100-043100-7200-	24.76	24574			00754 WATER
	DISC. TOTAL			24.76		.00	EPY PMT TOTAL			24.76
00000 000850	HJUN DAMN	0181	7/24/2019		4400-071200-1230-	85.00	24575			00754 GRAPHIC DESIGN
	DISC. TOTAL			85.00		.00	EPY PMT TOTAL			85.00
00000 000257	ON SITE PC	4376	7/24/2019		4100-012410-3320-	1,053.99	24576			00754 NEW COMP FOR TRACY
00000 000257		4385	7/24/2019		4100-012410-3320-	89.99	24576			00754 RAM FOR JUDY'S COMP
	DISC. TOTAL			1,143.98		.00	EPY PMT TOTAL			1,143.98
00000 000919	PRO SHRED SECURITY	26815	7/24/2019		4100-012110-3140-	45.00	24577			CONTRACTED SERVICES/SHREDDING00754 2019-07
	DISC. TOTAL			45.00		.00	EPY PMT TOTAL			45.00
00000 001060	ROCKY TOP EMBROIDERY AND	12957	7/24/2019		4100-031100-6011-	446.00	24578			00754 POLOS & HATS
	DISC. TOTAL			446.00		.00	EPY PMT TOTAL			446.00
00000 000256	VERIZON WIRELESS	9833752057	7/24/2019		4100-031100-5230-	40.01	24579			00754 PC
	DISC. TOTAL			40.01		.00	EPY PMT TOTAL			40.01
00000 000406	WINDING BROOK AUTO	400061	7/24/2019		4100-031100-3310-	310.92	24580			00754 05 CV TIRES
	DISC. TOTAL			310.92		.00	EPY PMT TOTAL			310.92
				2,444.10		.00	EPY PMT TOTAL			2,444.10

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TWR TOTAL 2,444.10- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Town Council Meeting Minutes July 11, 2019

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Transcribed Minutes from the July 11, 2019 Town Council Meeting.

ATTACHMENTS:

Minutes and bills approved at the 7/11/2019 meeting

REQUESTED ACTION:

Approve Minutes.

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, July 11, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor opened the meeting and noted a quorum was present.

PRESENT

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

DELEGATIONS:

Ann Glave, Executive Director of Virginia Main Street Initiative, Fredericksburg - Community Heart and Soul Project - Ms. Glave gave a brief presentation on the Community Heart and Soul Project. The Mayor noted that members of the audience were in attendance to support the Town's participation in the Project.

Motion made by Council Member M. Gaines, Seconded by Council Member Howard to adopt R-2019-008 - A resolution in support on the Town's participation on the Community Heart and Soul Project..
Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard
Voting Nay: Council Member Wright.

Motion passed.

PUBLIC COMMENTS:

There were no comments from the public.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were noted:

Bowling Green Police Department Town Council Report June 2019

Council Monthly Report for June 2019

Events Coordinator Council Monthly Report for June 2019 – following Ms. Jordan’s report, Ms. Marialuz Badia, owner of the Old Mansion, spoke about the success of the Wine Festival. She expressed her desire to double ticket sales to next year's Wine Festival and said it would take the effort of Council to achieve this goal.

Town Clerk/Treasurer's Monthly Report to Council June 2019

Town Manager's Monthly Report for June 2019

The Mayor congratulated Ms. Jordan on her transition from contractor to full-time employee.

CONSENT AGENDA:

The following Consent Agenda was presented:

June 2019 Bills

Town Council Meeting Minutes May 2, 2019

Town Council Meeting Minutes June 7, 2019

Approval of running ad and scheduling Public Hearing for Ordinance on enhanced speeding fines.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member T. Gaines to approve the consent agenda as presented.

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

Motion passed.

UNFINISHED BUSINESS:

Maury Ave Update - The Mayor stated that he spoke with VDOT about scheduling the speed study on Maury Avenue and that it was decided that the study should be held off until after the sewer project and road resurfacing was complete to get more accurate results.

NEW BUSINESS:

Request for Appropriation of Sewer System Fund Balance - The need for additional appropriation was due to an emergency repair on a collapsed sewer main at Courthouse Rd. and Ennis St. that occurred at the end of June.

Motion made by Council Member Howard, Seconded by Council Member Coyle to appropriate \$9776.00 of unassigned sewer funds to the FY19 sewer budget.

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

Motion passed.

USDA Water System Loan/Grant Application - Mr. Daniel Webb of Webb Engineering spoke on a Preliminary Engineering Report his firm recently completed detailing the need for improvements to the Town's Water Distribution System. The Town Manager stated that the U. S. Department of Agriculture currently has loan and grant funds available for which the Town qualifies. He asked that Council consider R-2019-007 - A resolution authorizing the Mayor or Town Manager to sign all necessary paperwork to apply for a loan and grant to fund water system improvements.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Gaines to approve R-2019-007 - A resolution of the governing body authorizing the Mayor or Town Manager to sign all necessary paperwork to apply for a USDA loan and grant to fund water system improvements.

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

Motion passed.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council member T. Gaines – Stated she had walked Maury Ave and taken pictures of the broken and missing sections of sidewalk and sent the pictures to VDOT asking them to address the issue.

Council member Howard – Had no comments

Council member Davis – Had no comments

Vice mayor McDearmon - Had no comments

Council member Wright – Had no comments

Council member M. Gaines - Stated that the Budget and Personnel Committee had met to discuss extending the Town Manager's contract for an additional year. The Mayor advised that a Closed Session would be added to the August agenda for Council to discuss the details.

Council member Coyle – stated that the Planning Commission is moving forward with review of the Comprehensive Plan.

Mayor Satterwhite - Had no comments.

INFORMATIONAL ITEMS:

Proposed Zoning Ordinance updates - The Town Attorney stated that she was seeking comments from Council on the proposed Zoning Ordinance changes she had presented.

CLOSED SESSION:

Motion made by Vice-Mayor McDearmon, Seconded by Council member Wright to convene in closed session in accordance with Section 2.2-3711(A)(1) of the code of Virginia to consider a personnel matter involving the appointment of an individual to the Economic Development Authority.

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

RECONVENE IN OPEN SESSION:

Motion made by Council Member Davis, Seconded by Council Member Howard to reconvene in open session.

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

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	M. GainesAye
T. Gaines.....Aye	McDearmon.....Aye
DavisAye	Howard.....Aye
Coyle.....Aye	

Motion made by Council Member M. Gaines, seconded by Council Member T. Gaines to appoint Donald Cutlip to the EDA for a term beginning immediately and ending on December 31, 2021.

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

Motion passed.

ADJOURNMENT

Motion made by Council Member M. Gaines, Seconded by Council Member Howard to adjourn the meeting.

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

3
 CHECK# 24460

VEND# 1040 KELYIC CONSTRUCTION CO CLASS 000 DATE 6/05/2019 AMOUNT 388,249.72 DISCOUNT .00

ACH TOTAL .00
 CHECK TOTAL 388,249.72
 EPY TOTAL .00
 FINAL TOTAL 388,249.72

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 388,249.72 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

34

AP#	CH#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24467		944	ATLANTIC BROADBAND /	000	6/14/2019	189.40	.00
24468		32	BOWLING GREEN AUTO PARTS	000	6/14/2019	3.99	.00
24469		865	CASH	000	6/14/2019	94.23	.00
24470		341	DOMINION CHEMICAL CO	000	6/14/2019	427.75	.00
24471		10	DOMINION VIRGINIA POWER	000	6/14/2019	5,589.45	.00
24472		932	IBM CORPORATION	000	6/14/2019	854.59	.00
24473		514	K L LANGFORD EXCAVATING	000	6/14/2019	625.00	.00
24474		743	LOCAL SERVICES	000	6/14/2019	1,250.00	.00
24475		1015	RED BUD SUPPLY INC	000	6/14/2019	198.52	.00
24476		1030	RED WING SHOES	000	6/14/2019	150.00	.00
24477		544	SAFETY SERVICES COMPANY	000	6/14/2019	674.99	.00
24478		360	SYMBOLARTS, LLC	000	6/14/2019	587.00	.00
24479		148	THE FREE LANCE STAR	000	6/14/2019	724.00	.00
24480		77	VAMWA	000	6/14/2019	761.00	.00
24481		44	VUPS	000	6/14/2019	54.60	.00
24482		12	WASTE MANAGEMENT	000	6/14/2019	2,269.75	.00
24483		451	XEROX CORPORATION	000	6/14/2019	222.48	.00
			CLASS TOTAL			14,676.75	.00
			ACH TOTAL			.00	
			CHECK TOTAL			14,676.75	
			EPY TOTAL			.00	
			FINAL TOTAL			14,676.75	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 14,676.75- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24484	148	THE FREE LANCE STAR	000	6/14/2019	587.00	.00
		CLASS TOTAL			587.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			587.00	
		EPY TOTAL			.00	
		FINAL TOTAL			587.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 587.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

 TOWN MANAGER

TRK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24487	1009	CAROLINE COUNTY HIGH	000	6/24/2019	750.00	.00
24488	1020	CONSOLIDATED PIPE & SUP	000	6/24/2019	213.00	.00
24489	1052	ENCO UTILILITY SERVICES FLO	000	6/24/2019	784.07	.00
24490	813	FOLEY HEATHER, CPA	000	6/24/2019	1,562.50	.00
24491	546	JOHNSON'S EXTERMINATING	000	6/24/2019	550.00	.00
24492	48	MID-ATLANTIC LAB	000	6/24/2019	60.00	.00
24493	1021	MUNICIPAL CODE CORP	000	6/24/2019	319.93	.00
24494	11	RAPPAHANNOCK ELEC COOP	000	6/24/2019	606.39	.00
24495	1015	RED BUD SUPPLY INC	000	6/24/2019	725.34	.00
24496	859	SUNBELT RENTALS INC	000	6/24/2019	366.68	.00
24497	1053	TACS	000	6/24/2019	281.20	.00
24498	256	VERIZON WIRELESS	000	6/24/2019	40.01	.00
24499	12	WASTE MANAGEMENT	000	6/24/2019	738.00	.00
24500	1049	WEX BANK	000	6/24/2019	1,395.48	.00
		CLASS TOTAL			8,392.60	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,392.60	
		EPY TOTAL			.00	
		FINAL TOTAL			8,392.60	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 8,392.60- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

_____ DATE _____ TOWN MANAGER

37

7/01/2019 TOWN OF BOWLING GREEN
 15:27:49

CHK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24529	12	WASTE MANAGEMENT	000	6/14/2019	5,750.34	.00
					5,750.34	.00
					.00	
					5,750.34	
					.00	
					5,750.34	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 5,750.34 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

88

CH#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24501	514	K L LANGFORD EXCAVATING	000	6/27/2019	2,150.00	.00
		CLASS TOTAL			2,150.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,150.00	
		EPY TOTAL			.00	
		FINAL TOTAL			2,150.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 2,150.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

6/28/2019 TOWN OF BOWLING GREEN A/P CHECK REGISTER
 10:25:47 Check Date - 6/28/2019

TR	6/28/2019	TOWN OF BOWLING GREEN	A/P CHECK REGISTER			
69	10:25:47		Check Date - 6/28/2019			
TR	6/28/2019	TOWN OF BOWLING GREEN	A/P CHECK REGISTER			
10:25:47			Check Date - 6/28/2019			
245002	18	A & M HOME CENTER	000	6/28/2019	95.92	.00
245003	32	BOWLING GREEN AUTO PARTS	000	6/28/2019	291.97	.00
245004	999999	BRIGGS STEVEN	000	6/28/2019	282.55	.00
245005	999999	CAMP KENNETH	000	6/28/2019	150.00	.00
245006	47	CAROLINE GARAGE	000	6/28/2019	155.00	.00
245007	1010	CENTRAL VIRGINIA	000	6/28/2019	204.00	.00
245008	897	CINTAS CORPORATION	000	6/28/2019	53.04	.00
245009	14	CINTAS OF RICHMOND	000	6/28/2019	480.39	.00
245110	1054	ELAYON	000	6/28/2019	133.23	.00
245111	234	ENVIROCOMPLIANCE LAB INC	000	6/28/2019	1,290.00	.00
245112	234	ENVIROCOMPLIANCE LAB INC	000	6/28/2019	440.00	.00
245113	28	G & G MILFORD FARM SERV.	000	6/28/2019	430.44	.00
245114	515	MEMORABLE MOMENTS	000	6/28/2019	246.65	.00
245115	919	PRO SHRED SECURITY	000	6/28/2019	45.00	.00
245116	999999	ROUNDY RACHAEL	000	6/28/2019	150.00	.00
245117	918	STAPLES ADVANTAGE	000	6/28/2019	88.76	.00
245118	653	STEMMLE PLUMBING REPAIR	000	6/28/2019	3,500.00	.00
245119	1055	TEMPUS NOVA, LLC	000	6/28/2019	1,766.00	.00
245120	861	THE UPS STORE #6358	000	6/28/2019	9.00	.00
245121	999999	TOTTEN JAMIE	000	6/28/2019	125.00	.00
245122	949	ULINE	000	6/28/2019	150.89	.00
245123	1002	VACORP	000	6/28/2019	121.76	.00
245124	893	W W WEBB & ASSOC PLLC	000	6/28/2019	15,000.00	.00
245225	406	WINDING BROOK AUTO	000	6/28/2019	544.24	.00
		CLASS TOTAL	000	6/28/2019	25,753.84	.00
		ACH TOTAL			.00	
		CHECK TOTAL			25,753.84	
		EPY TOTAL			.00	
		FINAL TOTAL			25,753.84	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 25,753.84- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

40

CHK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24531	1040	KELVIC CONSTRUCTION CO	000	7/02/2019	263,886.74	.00
		CLASS TOTAL			263,886.74	.00
		ACH TOTAL			.00	
		CHECK TOTAL			263,886.74	
		EPY TOTAL			.00	
		FINAL TOTAL			263,886.74	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 263,886.74- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Fort A.P. Hill Intergovernmental Service Agreement Workshop

ITEM TYPE: Informational

PURPOSE OF ITEM: Information Only

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invitation for Workshop to be held at Ft. A.P. Hill on 8/14, RSVP by 8/9.

ATTACHMENTS:

Invitation

REQUESTED ACTION:

Let staff know if you would like them to RSVP for you.



**Lieutenant Colonel Michael E. Gates
Commander, United States Army Garrison Fort A.P. Hill, Virginia**

Invites you to attend an
Intergovernmental Service Agreement Workshop
facilitated through the

Commonwealth of Virginia
Secretary of Veterans and Defense Affairs

Wednesday, 14 August 2019

Workshop, 9 a.m. - 2 p.m.
Optional Installation Bus Tour begins at 8 a.m.

Romenick Hall, Fort A.P. Hill

R.s.v.p. by 9 August 2019
POC: [Dianne V. Smith](#)
804-633-8828

Please arrive by 7:45 a.m. if you plan to participate in the Installation Bus Tour.

We anticipate a working lunch. Please see the attachment below to view a menu of box lunch options available for purchase.

If you choose to purchase a box lunch, please submit your order by 9 August.

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[Click Here to R.s.v.p.](#)

Attachments:

[Lunch Menu](#)

Box lunches are available for purchase. If you choose to purchase a box lunch, you must place your order by 9 August. Please see attached menu for details. Bottled water will be available for purchase at the event. Thank you.



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

AGENDA ITEM: Public Info Meeting - Paving
ITEM TYPE: Informational
PURPOSE OF ITEM: Information Only
PRESENTER: Billy Deavers, bdeavers@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

VDOT Contractor Allan Myers will be in Town milling and paving certain streets beginning the week of August 12. The meeting will inform the public of their schedule and possible closures.

ATTACHMENTS:

Meeting Flier

REQUESTED ACTION:

None.



PUBLIC INFORMATION MEETING

Paving of Town Streets

WHEN Monday August 5, 2019 at 6:30 PM

WHERE Bowling Green Town Hall



This Public Information Meeting serves to educate and update residents, businesses, and the general public about the paving activity that will be taking place on E. Broaddus Ave, N. Main St, S. Main St, and Chase St beginning the week of August 12.

Representatives from the Town, Kelvic Construction, Reid Engineering, and VDOT will be available to answer questions.





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

AGENDA ITEM: Amendment to Town Manager’s Contract

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Mark Gaines, Personnel Committee

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Proposed Contract Amendment to Town Manager’s Contract

ATTACHMENTS:

None

REQUESTED ACTION:

Motion:

In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Town Council convene in Closed Meeting to consider a personnel matter involving the Town Manager’s Employment Contract.

Town of Bowling Green, Virginia and A. Reese Peck

THIS AMENDMENT TO EMPLOYMENT AGREEMENT made and entered into this 1st day of August 2019 (this "Amendment"), by and between the TOWN OF BOWLING GREEN, VIRGINIA, a political subdivision of the Commonwealth of Virginia, acting by and through its TOWN COUNCIL, hereinafter referred to as "Employer" and, A. REESE PECK, hereinafter referred to as "Employee".

WITNESSETH:

WHEREAS, the Employer and the Employee entered into an Employment Agreement dated April 6, 2017 and amended November 2, 2017, (the "Agreement") under the terms and conditions to all applicable provisions of the Code of Virginia (1950), as amended; the Charter and Code of the Town of Bowling Green, Virginia; policies adopted by Employer; and provisions of the Bowling Green Personnel Policies and Procedures Manual, relating to sick leave, retirement and life insurance contributions, holidays, and other fringe benefits not specifically addressed in this agreement.; and

WHEREAS, the Employer and the Employee desire to make certain changes to the Agreement as set forth herein;

NOW THEREFORE, in consideration of the premises, the benefits to the parties from entering into this Amendment, the mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge parties hereto covenant and agree as follows.

1. The term of the Agreement and this amendment are extended to November 13, 2021.
2. Section 4 of the agreement titled "Place of Employment" shall be amended and the following substituted in its entirety:

SECTION FOUR

Place of Employment

The duties and functions required of Employee under this Agreement shall be rendered at the Administrative Offices of the Town of Bowling Green and such other place or places as Employer shall in good faith require or as the interests and needs of the Employer shall require. For the normal work week (four weekdays) the Employees physical presence in Bowling Green is required.

3. Section 6 of the agreement titled "Salary" shall be amended and the following substituted in its entirety:

SECTION SIX

Compensation

- A. Employer shall pay Employee, and Employee shall accept from Employer, an annual salary of \$75,000 and payable in installments as provided for Town employees generally, and as may be adjusted from time to time at the discretion of Employer. Salary increases shall be dependent upon the Employee's performance, as well as the financial status of the Town of Bowling Green.

B. Employer shall pay the Employee performance bonuses semiannually on the first pay periods of April and October in the amount of \$2,500 unless withheld by an affirmative of the Town Council finding that performance standards had not been met in the preceding six months. The first such performance bonus shall be paid to the Employee the first pay period of November 2017 and the last such performance bonus shall be paid to the first pay period of October 2019.

C. In lieu of the performance bonus in Section 6B the Employee will be granted additional twenty (20) days of annual leave upon execution of this Amendment and an additional twenty days on October 1, 2020.

4. This Amendment shall be effective as of August 1, 2019.

5. This Amendment and the Agreement shall constitute the entire agreement between the Parties and may be amended only by written agreement signed by the Parties. Except as expressly set forth in this Amendment and the terms and provisions thereof shall remain unaltered and in full force and affect.

6. All issues concerning this Amendment and the Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Virginia without regard to its conflict of law provisions. The Employee consents to venue in the County of Caroline, Virginia, and consents to personal jurisdiction in Virginia for the purposes of any action brought in connection with this agreement.

7. The invalidity of one or more of the phrases, sentences, clauses, or sections contained in this Amendment shall not affect the validity of the remainder of the Amendment so long as the material purposes of this Amendment can be determined and effectuated. Should any term, provision or other part of this Amendment be declared illegal or void, it shall be excised or modified to conform to the appropriate laws or regulations. Should any term, provision or other part of this Amendment be held to be inoperative, invalid or unenforceable, then such provision or portion thereof shall be reformed in accordance with applicable laws or regulations. In both cases of illegal and invalid provisions, the remainder of this Amendment and the Agreement shall not be affected but shall remain in full force and effect. This Amendment may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which together, shall constitute one and the same instrument.

8. Notices pursuant to this Amendment shall be given in the manner provided for in the Agreement.

IN WITNESS WHEREOF, the Town Council of Bowling Green, Virginia, has caused this Amendment to be signed and executed on its behalf by its Mayor and the Employee has signed and executed this Amendment as of the day, month and year first above written, the same having been duly approved and authorized by resolution of the Town Council, adopted on August 1, 2019.

A. Reese Peck Date: _____

Mayor, Town of Bowling Green Date: _____