



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, December 01, 2022
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

- [1.](#) Application for Sewer Connection: Hill Mobile Home Park – 14226 Elwood Drive

DELEGATIONS:

PUBLIC COMMENTS:

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [2.](#) Public Works/Utilities Monthly Report for November 2022
- [3.](#) Police Department Monthly Report for November 2022
- [4.](#) Town Treasurer/Finance Department Monthly Report for November 2022
- [5.](#) Town Administration (Town Manager, Clerk, Intern) Monthly Report for November 2022

CONSENT AGENDA:

- [6.](#) Minutes – November 3, 2022 Town Council Meeting
- [7.](#) Bills – November 2022

UNFINISHED BUSINESS:

INFORMATIONAL ITEMS:

NEW BUSINESS:

- [8.](#) Request for Change of Limited Access Line (LACC) at E. Broaddus Ave. and AP Hill Blvd.
- [9.](#) Purpose and Process of Special Called Meetings
- [10.](#) Personnel Policy Amendments
- [11.](#) Due Date Change for 2022 Personal Property and Real Estate Tax
- [12.](#) Trash Service

COMMITTEE REPORTS:

CLOSED SESSION:

RECONVENE IN OPEN SESSION

ADJOURNMENT



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING
AGENDA ITEM REPORT**

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

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Interim Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Applicant requesting to connect Hill Mobile Hill Park to Town Public Sewer System

ATTACHMENTS:

Letter of request

REQUESTED ACTION:

Approve/Deny Request

WOODS ROGERS VANDEVENTER BLACK

ATTORNEYS AT LAW

STEVEN W. BLAINE
(434) 220-6831
sblaine@woodsrogers.com



September 26, 2022

Town of Bowling Green
219 Anderson Avenue
Post Office Box 468
Bowling Green, Virginia 22427

**Re: Application for Sewer Connection; Hill Mobile Home Park; 14226
Elwood Drive, Bowling Green, Virginia 22427**

Dear Sirs:

On behalf of our client, Hill MHP LLC, we submit the enclosed Application for a Sewer Connection for the Hill Mobile Home Park at the referenced address. The request involves a single, two inch (2") meter to serve the property. Hill MHP LLC will agree to reimburse the Town for the expense of the connection to the meter. Hill MHP LLC will be solely responsible for the installation, and future maintenance of individual connections from the meter to the mobile home units.

Our client understands that because this location is located outside the limits of the Town, the Town Council, as well as the Caroline County Board of Supervisors must both approve this request. Accordingly we hereby request an opportunity to meet with the Town Council at its earliest convenience to discuss this request.

Please do not hesitate to call me if you have any questions.

WOODS ROGERS VANDEVENTER BLACK PLC

Steven W. Blaine

Steven W. Blaine

Cc: Ms. Allison Finchum, Town Manager
Mr. Josh Irby, Pubic Works

{2996297-1, 124357-00003-03}

P.O. Box 2496, Charlottesville, VA 22902
123 East Main Street, 5th Floor, Charlottesville VA 22902
P (434) 220-5685 • F (434) 422-5715

w r v b l a w . c o m

Roanoke | Lynchburg | Charlottesville | Richmond | Norfolk

TOWN OF BOWLING GREEN APPLICATION FOR WATER AND/OR SEWER CONNECTION

All connections will be subject to the Public Works Department approval. Additional charges will be billed when the Town goes beyond the existing water and/or sewer infrastructure.

FOR COMMERCIAL ACCOUNTS: Your consumption may be reviewed every six months. Your availability fee payment is subject to adjustment based on actual use. Rebates for fees paid will be on a case by case basis. Applications for commercial/industrial sewer connection permits may require supplemental information in accordance with Chapter 120, Part 1, of the Code of the Town of Bowling Green.

It is hereby agreed that the charges for water/sewer service at the below address shall be paid at a rate established by the Town and that the service is to be rendered in accordance with its rules and regulations. The charges for water/sewer service shall start with the installation of the meter and shall continue until notice is given in advance and received by the Town to discontinue service. It is further agreed that by this contract, authority is given to the Town and its representatives to have access to its meter at all times without any other permit and further, that the water and sewer service furnished through these facilities shall not extend to other property nor the water therefrom resold in any manner and it is understood and agreed also that the Town does not guarantee continuous service or any specified water pressure. Ownership of service pipe and/or meter herein applied for when installed is hereby vested in the Town, subject to jurisdiction of and control by the Town. Applicant shall furnish location and grades for top of meter box. It is agreed that if raising or lowering of meter is necessary after initial installation, a charge will be assessed. For sewer connections, the applicant shall be responsible for all costs to bring the lateral service line to the sewer main. I agree that no downspouts or gutters from roofs, catch basins or farm tile and lawns footing drains or any other drain used to carry storm water will be allowed to discharge into the Sanitary Sewer, and if such conditions exist at anytime, I hereby agree to have the same remedied at my own expense upon notice thereof. I agree that such charges shall be a lien on such real estate owned by me served by such sewer or water. Nothing in this application supersedes applicable provisions of the Code of the Town of Bowling Green. The Town of Bowling Green is held harmless in the event of a sewer backup.


9/26/2022

SIGNATURE DATE

Thomas Del Bosco

PRINT FULL NAME

14226 Elwood Drive, Bowling Green, VA 22427

PHYSICAL ADDRESS OF CONNECTION

PO Box 249 Englewood, NJ 07631

BILLING ADDRESS

TELEPHONES: Residence _____ Business 434-220-6831

Note to Applicant: Plat or Site plan must accompany this application. Connection to be completed by the Town unless otherwise approved by the Public Works Department.

This installation to be provided by: Town: _____ Others: Applicant

Connection inspected and approved by: _____ on _____

Town work completed on _____ . Approved by: _____

Adopted June 29, 2005

Revised July 1, 2007

TOWN OF BOWLING GREEN
APPLICATION FOR WATER AND/OR SEWER CONNECTION

Date: September 22, 2022

Applicant Name: Hill MHP LLC

Address: PO BOX 249, Englewood, NJ 07631

Property Owner: same as above

Address: _____

Location: 14226 Elwood Drive, Bowling Green, VA 2427 Tax Map #: 44-A-4

Subdivision/Other _____

Type of Connection:

Water _____ Sewer x # of Meters 1 Meter Size(s) 2"

Date Backflow Preventer (if required) is installed: _____

Availability Fees	Water \$	<u>N/A</u>
(payable prior to work being scheduled for the connection)	Sewer \$	<u>12,500.00</u>

Connection & Inspection Fees (to be paid at time of inspection request)	Connection Fee \$	<u>750.00</u>
	Inspection Fee \$	<u>35.00</u>
	Administration Fee \$	<u>150.00 (Deposit)</u>
	Total Fees Paid \$	<u>13,435.00</u>

Pipe Size for Water Lateral(s) _____ Sewer Lateral(s) _____

Type of Pipe(s) Water _____ Sewer _____

Lateral Inspections by Public Works required, call 804-633-9474

Adopted June 29, 2005

Revised July 1, 2007



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

AGENDA ITEM: Public Works/Utilities Monthly Report for November 2022

DATE: November 22, 2022

PREPARED BY: Josh Irby

MONTHLY REPORT / PROJECT UPDATE:

Water

- Working with Town Admin Staff to contact customers regarding possible water leaks
- Working on grant application for well replacement- Almost complete
- Working on completing CCR
- Starting to work on end of year reports
- Working on finding sources of funding for projects

Wastewater

- Plant is running ok
- Begin WWTP Permit Renewal Process- Should be ready for submission in January
- Jet Trailer should be here end of October-soon
- Starting to work on end of year reports
- Working on finding sources of funding for projects

Public Works

- Set up for meetings at Town Hall
- Weekly Staff Meetings
- Leaf Collection until December 29th
- Put up Christmas decorations on Main Street

ATTACHMENTS:

HEADS UP ITEMS: Leaf Collection November 1st to December 29th



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

AGENDA ITEM: Police Department Monthly Report for November 2022

DATE: November 23, 2022

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for November 2022

- 18 - Total calls for service
- 17 - Assist other agencies
- 20 - Summons / Parking Tickets
- 67 - Park walk and talks
- 1 - Destruction of Property
- 1 - Motor Vehicle Accidents
- 53 - Property Checks/Vacation Checks/Business Checks

ATTACHMENTS: None

HEADS UP ITEMS: Preparation for Christmas Parade



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

AGENDA ITEM: Town Treasurer/Finance Department Monthly Report for November 2022

DATE: November 30, 2022

PREPARED BY: Jackie Nance

MONTHLY REPORT / PROJECT UPDATE:

- Attended Weekly Staff Meetings.
- Completed monthly payrolls/taxes.
- Completed monthly accounts payable.
- Completed daily register reconciliation.
- Completed daily banking/cc payment processing- supervisor approval.
- Side-by-side assistance w/retired treasurer to initiate tax billing
- Taxes completed & mailed by 11/14 deadline
- Coordinated details for electronic timesheets
- Attended VaCorp Seminar
- Utility Bills Go-Live in Keystone delayed
- Continued collaborative efforts to fix GL account reporting

ATTACHMENTS:

- Monthly Town Hall Rental Report – November 2022
- Delinquent Tax Report – Current Report
- YTD Budget Report – Current Report

HEADS UP ITEMS: Predicted upcoming paper shortage

TOWN HALL RENTALS

November 2022

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
5	Town Hall Activities	Class	\$ 200.00
1	Town Council Meeting	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Caroline County	Election	\$ 100.00
1	Private Event	Dinner	\$ 975.00
1	Private Event	Dinner	\$ 975.00
1	Private Event	Birthday	\$ 975.00
11		Totals	\$ 3225.00

11/26/2022

-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
PP2018	1	MC	.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	6,058.61	37.15	74.81	2,796.77-	.00	3,261.84	166
	1	VL	.00	4,840.00	.00	.00	534.19-	.00	4,305.81	162
		HALF TOTALS =	.00	10,898.61	37.15	74.81	3,330.96-	.00	7,567.65	328
		DEPT# TOTALS =	.00	10,898.61	37.15	74.81	3,330.96-	.00	7,567.65	328
PP2019	1	PP	.00	10,097.14	20.82	3.46	4,176.38-	.00	5,920.76	232
	1	VL	.00	6,175.00	.00	.00	44.50-	.00	6,130.50	207
		HALF TOTALS =	.00	16,272.14	20.82	3.46	4,220.88-	.00	12,051.26	439
		DEPT# TOTALS =	.00	16,272.14	20.82	3.46	4,220.88-	.00	12,051.26	439
PP2020	1		.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	9,836.43	4.82	.26	4,494.19-	.00	5,342.24	278
	1	VL	.00	7,380.00	.00	.00	453.57-	.00	6,926.43	247
		HALF TOTALS =	.00	17,216.43	4.82	.26	4,947.76-	.00	12,268.67	525
		DEPT# TOTALS =	.00	17,216.43	4.82	.26	4,947.76-	.00	12,268.67	525
PP2021	1	PP	.00	18,399.10	17.06	.75	6,905.15-	.00	11,493.95	194
	1	VL	.00	5,015.00	.00	.00	320.74-	.00	4,694.26	168
		HALF TOTALS =	.00	23,414.10	17.06	.75	7,225.89-	.00	16,188.21	362
		DEPT# TOTALS =	.00	23,414.10	17.06	.75	7,225.89-	.00	16,188.21	362
PP2022	1	PP	.00	67,927.86	.00	.00	18,037.12-	.00	49,890.74	703
	1	VL	.00	15,160.00	.00	.00	32.38-	.00	15,127.62	508
		HALF TOTALS =	.00	83,087.86	.00	.00	18,069.50-	.00	65,018.36	1211
		DEPT# TOTALS =	.00	83,087.86	.00	.00	18,069.50-	.00	65,018.36	1211
PP		TOTALS =	.00	150,889.14	79.85	79.28	37,794.99-	.00	113,094.15	2865
RE2003	1		.00	59.08	.00	.00	.00	.00	59.08	1
		HALF TOTALS =	.00	59.08	.00	.00	.00	.00	59.08	1
		DEPT# TOTALS =	.00	59.08	.00	.00	.00	.00	59.08	1
RE2004	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
RE2005	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
RE2006	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

11/26/2022

-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2007	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
RE2008	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
RE2009	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
RE2010	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
RE2011	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
RE2012	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
RE2013	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
RE2014	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
RE2015	1		.00	22.20	6.78	.18	14.64-	.00	7.56	2
	HALF	TOTALS =	.00	22.20	6.78	.18	14.64-	.00	7.56	2
	2		.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	22.20	6.78	.18	14.64-	.00	7.56	2
RE2016	1		.00	.65	.00	.00	.00	.00	.65	1
	HALF	TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
	DEPT#	TOTALS =	.00	.65	.00	.00	.00	.00	.65	1

11/26/2022

-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2017	1		.00	.65	.00	.00	.00	.00	.65	1
	HALF	TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
	DEPT#	TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
RE2018	1		.00	132.21	13.06	22.68	272.91-	.00	140.70-	3
	HALF	TOTALS =	.00	132.21	13.06	22.68	272.91-	.00	140.70-	3
	DEPT#	TOTALS =	.00	132.21	13.06	22.68	272.91-	.00	140.70-	3
RE2019	1		.00	249.21	.00	.00	.00	.00	249.21	4
	HALF	TOTALS =	.00	249.21	.00	.00	.00	.00	249.21	4
	DEPT#	TOTALS =	.00	249.21	.00	.00	.00	.00	249.21	4
RE2020	1		.00	1,844.31	75.14	54.17	986.70-	.00	857.61	12
	HALF	TOTALS =	.00	1,844.31	75.14	54.17	986.70-	.00	857.61	12
	DEPT#	TOTALS =	.00	1,844.31	75.14	54.17	986.70-	.00	857.61	12
RE2021	1		.00	15,291.53	57.42	7.29	12,556.58-	.00	2,734.95	55
	HALF	TOTALS =	.00	15,291.53	57.42	7.29	12,556.58-	.00	2,734.95	55
	DEPT#	TOTALS =	.00	15,291.53	57.42	7.29	12,556.58-	.00	2,734.95	55
RE2022	1		.00	130,405.05	.00	.00	.00	.00	130,405.05	541
	HALF	TOTALS =	.00	130,405.05	.00	.00	.00	.00	130,405.05	541
	DEPT#	TOTALS =	.00	130,405.05	.00	.00	.00	.00	130,405.05	541
RE		TOTALS =	.00	148,004.89	152.40	84.32	13,830.83-	.00	134,174.06	620
TD2019	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
TD2020	1	01	.00	2,714.92	.00	.00	.00	.00	2,714.92	1
	HALF	TOTALS =	.00	2,714.92	.00	.00	.00	.00	2,714.92	1
	DEPT#	TOTALS =	.00	2,714.92	.00	.00	.00	.00	2,714.92	1
TD2021	1	01	.00	6,606.20	.00	.00	.00	.00	6,606.20	3
	HALF	TOTALS =	.00	6,606.20	.00	.00	.00	.00	6,606.20	3
	DEPT#	TOTALS =	.00	6,606.20	.00	.00	.00	.00	6,606.20	3
TD2022	1	01	.00	33,441.55	.00	.00	.00	.00	33,441.55	24
	HALF	TOTALS =	.00	33,441.55	.00	.00	.00	.00	33,441.55	24
	DEPT#	TOTALS =	.00	33,441.55	.00	.00	.00	.00	33,441.55	24
TD		TOTALS =	.00	42,762.67	.00	.00	.00	.00	42,762.67	

11/26/2022

-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
COMPANY TOTALS =			.00	341,656.70	232.25	163.60	51,625.82-	.00	290,030.88	3513
					DEPT	ADJUSTMENTS	PPTRA CREDIT	ADJUSTED	TOTAL	
					DEPT. TOTALS	.00	.00	.00		

-TREASURER TAX COLLECTION RATE SCHEDULE REPORT-

DEPT	H CLS	TAXES	PPTRA	ABATEMENTS	NET TAX	PAYMENTS	OTHER ADJS	NET PAYMENTS	NET A/R	%COLLECTED
PP2018	1 MC	6360.44			6360.44	6360.44-		6360.44-		100.00
	1 PP	72376.01			72376.01	69114.17-		69114.17-	3261.84	95.49
	1 VL	28190.00			28190.00	23884.19-		23884.19-	4305.81	84.73
HALF	TOTALS=	106926.45			106926.45	99358.80-		99358.80-	7567.65	92.92
DEPT	TOTALS=	106926.45			106926.45	99358.80-		99358.80-	7567.65	92.92
PP2019	1 PP	74796.17			74796.17	68875.41-		68875.41-	5920.76	92.08
	1 VL	25625.00			25625.00	19494.50-		19494.50-	6130.50	76.08
HALF	TOTALS=	100421.17			100421.17	88369.91-		88369.91-	12051.26	88.00
DEPT	TOTALS=	100421.17			100421.17	88369.91-		88369.91-	12051.26	88.00
PP2020	1									
	1 PP	75914.41			75914.41	70572.17-		70572.17-	5342.24	92.96
	1 VL	23975.00			23975.00	17048.57-		17048.57-	6926.43	71.11
HALF	TOTALS=	99889.41			99889.41	87620.74-		87620.74-	12268.67	87.72
DEPT	TOTALS=	99889.41			99889.41	87620.74-		87620.74-	12268.67	87.72
PP2021	1 PP	63321.25			63321.25	51827.30-		51827.30-	11493.95	81.85
	1 VL	15185.00			15185.00	10490.74-		10490.74-	4694.26	69.09
HALF	TOTALS=	78506.25			78506.25	62318.04-		62318.04-	16188.21	79.38
DEPT	TOTALS=	78506.25			78506.25	62318.04-		62318.04-	16188.21	79.38
PP2022	1 PP	73291.22			73291.22	23400.48-		23400.48-	49890.74	31.93
	1 VL	16530.00			16530.00	1402.38-		1402.38-	15127.62	8.48
HALF	TOTALS=	89821.22			89821.22	24802.86-		24802.86-	65018.36	27.61
DEPT	TOTALS=	89821.22			89821.22	24802.86-		24802.86-	65018.36	27.61
PP	TOTALS =	475564.50			475564.50	362470.35-		362470.35-	113094.15	76.22
COMP	TOTALS=	475564.50			475564.50	362470.35-		362470.35-	113094.15	76.22

-TREASURER TAX COLLECTION RATE SCHEDULE REPORT-

DEPT	H CLS	TAXES	PPTRA	ABATEMENTS	NET TAX	PAYMENTS	OTHER ADJS	NET PAYMENTS	NET A/R	%COLLECTED
RE2003	1	88561.24			88561.24	88502.16-		88502.16-	59.08	99.93
HALF TOTALS=		88561.24			88561.24	88502.16-		88502.16-	59.08	99.93
DEPT TOTALS=		88561.24			88561.24	88502.16-		88502.16-	59.08	99.93
RE2004	1	91987.36			91987.36	91987.36-		91987.36-		100.00
HALF TOTALS=		91987.36			91987.36	91987.36-		91987.36-		100.00
DEPT TOTALS=		91987.36			91987.36	91987.36-		91987.36-		100.00
RE2005	1	96664.99			96664.99	96664.99-		96664.99-		100.00
HALF TOTALS=		96664.99			96664.99	96664.99-		96664.99-		100.00
DEPT TOTALS=		96664.99			96664.99	96664.99-		96664.99-		100.00
RE2006	1	125516.70			125516.70	125516.70-		125516.70-		100.00
HALF TOTALS=		125516.70			125516.70	125516.70-		125516.70-		100.00
DEPT TOTALS=		125516.70			125516.70	125516.70-		125516.70-		100.00
RE2007	1	126541.00			126541.00	126541.00-		126541.00-		100.00
HALF TOTALS=		126541.00			126541.00	126541.00-		126541.00-		100.00
DEPT TOTALS=		126541.00			126541.00	126541.00-		126541.00-		100.00
RE2008	1	125468.45			125468.45	125468.45-		125468.45-		100.00
HALF TOTALS=		125468.45			125468.45	125468.45-		125468.45-		100.00
DEPT TOTALS=		125468.45			125468.45	125468.45-		125468.45-		100.00
RE2009	1	126050.40			126050.40	126050.40-		126050.40-		100.00
HALF TOTALS=		126050.40			126050.40	126050.40-		126050.40-		100.00
DEPT TOTALS=		126050.40			126050.40	126050.40-		126050.40-		100.00
RE2010	1	125857.17			125857.17	125857.17-		125857.17-		100.00
HALF TOTALS=		125857.17			125857.17	125857.17-		125857.17-		100.00
DEPT TOTALS=		125857.17			125857.17	125857.17-		125857.17-		100.00
RE2011	1	129917.30			129917.30	129917.30-		129917.30-		100.00
HALF TOTALS=		129917.30			129917.30	129917.30-		129917.30-		100.00
DEPT TOTALS=		129917.30			129917.30	129917.30-		129917.30-		100.00
RE2012	1	129675.27			129675.27	129675.27-		129675.27-		100.00
HALF TOTALS=		129675.27			129675.27	129675.27-		129675.27-		100.00
DEPT TOTALS=		129675.27			129675.27	129675.27-		129675.27-		100.00
RE2013	1	130181.32			130181.32	130181.32-		130181.32-		100.00
HALF TOTALS=		130181.32			130181.32	130181.32-		130181.32-		100.00
DEPT TOTALS=		130181.32			130181.32	130181.32-		130181.32-		100.00

-TREASURER TAX COLLECTION RATE SCHEDULE REPORT-

DEPT	H CLS	TAXES	PPTRA	ABATEMENTS	NET TAX	PAYMENTS	OTHER ADJS	NET PAYMENTS	NET A/R	%COLLECTED
RE2014	1	130302.86			130302.86	130302.86-		130302.86-		100.00
HALF	TOTALS=	130302.86			130302.86	130302.86-		130302.86-		100.00
DEPT	TOTALS=	130302.86			130302.86	130302.86-		130302.86-		100.00
RE2015	1	130181.89			130181.89	130174.33-		130174.33-	7.56	99.99
HALF	TOTALS=	130181.89			130181.89	130174.33-		130174.33-	7.56	99.99
2	HALF	TOTALS=								
DEPT	TOTALS=	130181.89			130181.89	130174.33-		130174.33-	7.56	99.99
RE2016	1	139194.08			139194.08	139193.43-		139193.43-	.65	100.00
HALF	TOTALS=	139194.08			139194.08	139193.43-		139193.43-	.65	100.00
DEPT	TOTALS=	139194.08			139194.08	139193.43-		139193.43-	.65	100.00
RE2017	1	139069.07			139069.07	139068.42-		139068.42-	.65	100.00
HALF	TOTALS=	139069.07			139069.07	139068.42-		139068.42-	.65	100.00
DEPT	TOTALS=	139069.07			139069.07	139068.42-		139068.42-	.65	100.00
RE2018	1	138727.77			138727.77	138868.47-		138868.47-	140.70-	100.10
HALF	TOTALS=	138727.77			138727.77	138868.47-		138868.47-	140.70-	100.10
DEPT	TOTALS=	138727.77			138727.77	138868.47-		138868.47-	140.70-	100.10
RE2019	1	138552.54			138552.54	138303.33-		138303.33-	249.21	99.82
HALF	TOTALS=	138552.54			138552.54	138303.33-		138303.33-	249.21	99.82
DEPT	TOTALS=	138552.54			138552.54	138303.33-		138303.33-	249.21	99.82
RE2020	1	138958.15			138958.15	138100.54-		138100.54-	857.61	99.38
HALF	TOTALS=	138958.15			138958.15	138100.54-		138100.54-	857.61	99.38
DEPT	TOTALS=	138958.15			138958.15	138100.54-		138100.54-	857.61	99.38
RE2021	1	136736.56			136736.56	134001.61-		134001.61-	2734.95	98.00
HALF	TOTALS=	136736.56			136736.56	134001.61-		134001.61-	2734.95	98.00
DEPT	TOTALS=	136736.56			136736.56	134001.61-		134001.61-	2734.95	98.00
RE2022	1	137153.99			137153.99	6748.94-		6748.94-	130405.05	4.92
HALF	TOTALS=	137153.99			137153.99	6748.94-		6748.94-	130405.05	4.92
DEPT	TOTALS=	137153.99			137153.99	6748.94-		6748.94-	130405.05	4.92
RE	TOTALS =	2525298.11			2525298.11	2391124.05-		2391124.05-	134174.06	94.69
COMP	TOTALS=	2525298.11			2525298.11	2391124.05-		2391124.05-	134174.06	94.69

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-TREASURER TAX COLLECTION RATE SCHEDULE REPORT-

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DEPT	H CLS	TAXES	PPTRA	ABATEMENTS	NET TAX	PAYMENTS	OTHER ADJS	NET PAYMENTS	NET A/R	%COLLECTED
TD2019	1 01	27317.10			27317.10	27317.10-		27317.10-		100.00
HALF TOTALS=		27317.10			27317.10	27317.10-		27317.10-		100.00
DEPT TOTALS=		27317.10			27317.10	27317.10-		27317.10-		100.00
TD2020	1 01	33952.60			33952.60	31237.68-		31237.68-	2714.92	92.00
HALF TOTALS=		33952.60			33952.60	31237.68-		31237.68-	2714.92	92.00
DEPT TOTALS=		33952.60			33952.60	31237.68-		31237.68-	2714.92	92.00
TD2021	1 01	33928.60			33928.60	27322.40-		27322.40-	6606.20	80.53
HALF TOTALS=		33928.60			33928.60	27322.40-		27322.40-	6606.20	80.53
DEPT TOTALS=		33928.60			33928.60	27322.40-		27322.40-	6606.20	80.53
TD2022	1 01	35693.20			35693.20	2251.65-		2251.65-	33441.55	6.31
HALF TOTALS=		35693.20			35693.20	2251.65-		2251.65-	33441.55	6.31
DEPT TOTALS=		35693.20			35693.20	2251.65-		2251.65-	33441.55	6.31
TD TOTALS =		130891.50			130891.50	88128.83-		88128.83-	42762.67	67.33
COMP TOTALS=		130891.50			130891.50	88128.83-		88128.83-	42762.67	67.33

TOWN OF BOWLING GREEN
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Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-011010-0001-0000-000	CURRENT YEAR TAXES	140,000.00	140,000.00	0.00	140,000.00	100.00	R
100-011010-0002-0000-000	DELINQUENT TAXES	500.00	500.00	0.00	500.00	100.00	R
100-011011-0001-0000-000	CURRENT YEAR TAXES	25,810.00	25,810.00	0.00	25,810.00	100.00	R
100-011020-0001-0000-000	CURRENT YEAR	3,238.00	3,238.00	0.00	3,238.00	100.00	R
100-011030-0001-0000-000	CURRENT YEAR TAXES	30,000.00	30,000.00	0.00	30,000.00	100.00	R
100-011030-0002-0000-000	DELINQUENT TAXES	133.00	133.00	0.00	133.00	100.00	R
100-011060-0001-0000-000	PENALTY	1,500.00	1,500.00	0.00	1,500.00	100.00	R
100-011060-0002-0000-000	INTEREST	1,222.00	1,222.00	0.00	1,222.00	100.00	R
100-015010-0001-0000-000	INTEREST EARNED	5,000.00	5,000.00	0.00	5,000.00	100.00	R
100-016099-0003-0000-000	TRASH REVENUE	85,000.00	85,000.00	0.00	85,000.00	100.00	R
100-120101-0001-0000-000	SALES TAX	30,000.00	30,000.00	0.00	30,000.00	100.00	R
100-120201-0001-0000-000	CONSUMER UTILITY TAX	30,000.00	30,000.00	0.00	30,000.00	100.00	R
100-120301-0001-0000-000	BUSINESS LICENSE	90,000.00	90,000.00	0.00	90,000.00	100.00	R
100-120501-0005-0000-000	VEHICLE REGISTRATION FEES(PP BILL	15,000.00	15,000.00	0.00	15,000.00	100.00	R
100-120601-0001-0000-000	BANK STOCK TAX	339,840.00	339,840.00	0.00	339,840.00	100.00	R
100-121001-0001-0000-000	TRANSIENT OCCUPANCY TAX	3,000.00	3,000.00	0.00	3,000.00	100.00	R
100-121101-0001-0000-000	MEALS TAX	250,000.00	250,000.00	0.00	250,000.00	100.00	R
100-130306-0001-0000-000	ZONING PERMITS/FEES	3,000.00	3,000.00	0.00	3,000.00	100.00	R
100-130306-0002-0000-000	HOME OCCUPATION PERMITS	250.00	250.00	0.00	250.00	100.00	R
100-140101-0001-0000-000	POLICE/COURT FINES	25,000.00	25,000.00	0.00	25,000.00	100.00	R
100-140101-0003-0000-000	E SUMMONS FEES **RESTRICTED USE**	1,300.00	1,300.00	0.00	1,300.00	100.00	R
100-150201-0001-0000-000	CABLE PROPERTY RENTAL	7,000.00	7,000.00	0.00	7,000.00	100.00	R
100-150201-0002-0000-000	TOWN HALL RENTALS	12,000.00	12,000.00	0.00	12,000.00	100.00	R
100-220109-0001-0000-000	VA 599 POLICE FUNDING	24,500.00	24,500.00	0.00	24,500.00	100.00	R
100-220110-0001-0000-000	PPTRA REIMBURSEMENT-STATE	21,900.00	21,900.00	0.00	21,900.00	100.00	R
100-220111-0001-0000-000	COMMUNICATIONS TAX	31,500.00	31,500.00	0.00	31,500.00	100.00	R
100-240407-0001-0000-000	LITTER GRANT	1,329.00	1,329.00	0.00	1,329.00	100.00	R
100-240412-0001-0000-000	VIRGINIA FIRE PROGRAMS	15,000.00	15,000.00	0.00	15,000.00	100.00	R
400-019050-0100-0000-000	HARVEST FESTIVAL	15,000.00	15,000.00	0.00	15,000.00	100.00	R
400-019050-0350-0000-000	TOWN HALL ACTIVITIES	5,500.00	5,500.00	0.00	5,500.00	100.00	R
500-016099-0001-0000-000	WATER SALES	407,000.00	407,000.00	0.00	407,000.00	100.00	R
500-016099-0003-0000-000	ACCOUNT SETUP FEES	2,000.00	2,000.00	0.00	2,000.00	100.00	R
500-016099-0004-0000-000	WATER RECONNECT FEES	2,000.00	2,000.00	0.00	2,000.00	100.00	R
500-016099-0005-0000-000	CONNECTIONS FEES-WATER	2,250.00	2,250.00	0.00	2,250.00	100.00	R
500-016099-0006-0000-000	PENALTY FEES	5,000.00	5,000.00	0.00	5,000.00	100.00	R
500-016099-0010-0000-000	WATER AVAILABILITY FEES	24,000.00	24,000.00	0.00	24,000.00	100.00	R
500-016099-0011-0000-000	WELL HEAD PROTECTION GRANT	50,000.00	50,000.00	0.00	50,000.00	100.00	R
500-016099-0012-0000-000	UTILITY INSPECTION FEES	140.00	140.00	0.00	140.00	100.00	R
500-410501-0100-0000-000	TRANSFERS IN	203,986.00	203,986.00	0.00	203,986.00	100.00	R
500-410501-0500-0000-000	USE OF FUND BALANCE	50,000.00	50,000.00	0.00	50,000.00	100.00	R
520-016099-0002-0000-000	SEWER SALES	408,000.00	408,000.00	0.00	408,000.00	100.00	R
520-016099-0007-0000-000	CONNECTION FEES- SEWER	2,250.00	2,250.00	0.00	2,250.00	100.00	R
520-016099-0011-0000-000	SEWER AVAILABILITY FEES	12,000.00	12,000.00	0.00	12,000.00	100.00	R

TOWN OF BOWLING GREEN
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Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
520-410501-0002-0000-000	USE OF FUND BALANCE SEWER	161,270.00	161,270.00	0.00	161,270.00	100.00	R
520-410501-0100-0000-000	TRANSFER IN	161,270.00	161,270.00	0.00	161,270.00	100.00	R
100-012110-1101-0000-000	SALARIES	86,800.00	86,800.00	34,932.20	51,867.80	59.76	X
100-012110-1150-0000-000	PT Salaries and Wages	20,000.00	20,000.00	2,216.50	17,783.50	88.92	X
100-012110-2100-0000-000	FICA	6,640.00	6,640.00	0.00	6,640.00	100.00	X
100-012110-2210-0000-000	VRS	4,105.00	4,105.00	0.00	4,105.00	100.00	X
100-012110-2300-0000-000	HEALTH PLAN	6,644.00	6,644.00	0.00	6,644.00	100.00	X
100-012110-2400-0000-000	GROUP LIFE	380.00	380.00	0.00	380.00	100.00	X
100-012110-2500-0000-000	DISABILITY INSURANCE - VML	112.00	112.00	28.98	83.02	74.13	X
100-012110-2600-0000-000	MAYOR EXPENSES	2,500.00	2,500.00	299.26	2,200.74	88.03	X
100-012110-3000-0000-000	TOWN MANAGER EXPENSES	2,000.00	2,000.00	149.37	1,850.63	92.53	X
100-012110-3100-0000-000	CONTINGENCY	20,000.00	20,000.00	850.00	19,150.00	95.75	X
100-012110-3140-0000-000	CONTRACTED SERVICES/SHREDDING	675.00	675.00	243.27	431.73	63.96	X
100-012110-3150-0000-000	PROFESSIONAL SERVICES - LEGAL	36,000.00	36,000.00	12,000.00	24,000.00	66.67	X
100-012110-3152-0000-000	WEB BASED SERVICES	15,000.00	15,000.00	5,163.70	9,836.30	65.58	X
100-012110-3160-0000-000	COMPENSATION - COUNCIL/COMMISSION	17,850.00	17,850.00	7,650.00	10,200.00	57.14	X
100-012110-3600-0000-000	ADVERTISING	5,000.00	5,000.00	860.98	4,139.02	82.78	X
100-012110-5250-0000-000	TELECOMMUNICATIONS	1,200.00	1,200.00	365.85	834.15	69.51	X
100-012110-5300-0000-000	TOWN INSURANCE-GENERAL FUND	20,000.00	20,000.00	28,272.30	-8,272.30	-41.36	X
100-012110-5545-0000-000	CONFERENCE EXPENSES/TRAINING EXPEN	3,000.00	3,000.00	0.00	3,000.00	100.00	X
100-012110-5810-0000-000	MEMBERSHIP DUES	900.00	900.00	83.00	817.00	90.78	X
100-012110-5830-0000-000	COVID-19 EXPENSES	0.00	0.00	38,577.16	-38,577.16	0.00	X
100-012110-5840-0000-000	MISCELLANEOUS	500.00	500.00	1,064.91	-564.91	-112.98	X
100-012110-6001-0000-000	OFFICE/MEETING SUPPLIES & PRINTIN	2,500.00	2,500.00	1,008.24	1,491.76	59.67	X
100-012110-6021-0000-000	PUBLIC RELATIONS	1,000.00	1,000.00	1,602.31	-602.31	-60.23	X
100-012110-7100-0000-000	BGMS PROJECT **GRANT EXPENSE ONLY	5,000.00	5,000.00	0.00	5,000.00	100.00	X
100-012410-1101-0000-000	SALARIES/WAGES	87,688.00	87,688.00	69,944.11	17,743.89	20.24	X
100-012410-2100-0000-000	FICA	6,708.00	6,708.00	0.00	6,708.00	100.00	X
100-012410-2210-0000-000	VRS	12,697.00	12,697.00	0.00	12,697.00	100.00	X
100-012410-2300-0000-000	HEALTH PLAN	14,428.00	14,428.00	0.00	14,428.00	100.00	X
100-012410-2400-0000-000	GROUP LIFE	1,175.00	1,175.00	0.00	1,175.00	100.00	X
100-012410-2500-0000-000	HYBRID DISBILITY INSURANCE	462.00	462.00	276.50	185.50	40.15	X
100-012410-3120-0000-000	AUDIT	21,000.00	21,000.00	0.00	21,000.00	100.00	X
100-012410-3130-0000-000	CREDIT CARD AND BANK FEES	4,300.00	4,300.00	1,699.69	2,600.31	60.47	X
100-012410-3150-0000-000	PROFESSIONAL SERVICES - CPA	12,000.00	12,000.00	0.00	12,000.00	100.00	X
100-012410-3310-0000-000	OFFICE EQUIPMENT	6,000.00	6,000.00	1,212.58	4,787.42	79.79	X
100-012410-3320-0000-000	COMPUTER LICENSES/SUPPORT	25,000.00	25,000.00	8,187.51	16,812.49	67.25	X
100-012410-3600-0000-000	LATE FEES & PENALTIES	250.00	250.00	166.05	83.95	33.58	X
100-012410-5210-0000-000	POSTAGE	5,000.00	5,000.00	1,389.38	3,610.62	72.21	X
100-012410-5230-0000-000	TELECOMMUNICATIONS	3,500.00	3,500.00	940.52	2,559.48	73.13	X
100-012410-5540-0000-000	EDUCATION/TRAINING	2,000.00	2,000.00	417.50	1,582.50	79.13	X
100-012410-5810-0000-000	MEMBERSHIP DUES	500.00	500.00	0.00	500.00	100.00	X

TOWN OF BOWLING GREEN
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Table with columns: Account Number, Account Description, Original, Revised, Actuals, Remaining, % Remaining, T, Y, P, E. It lists various account categories such as MISCELLANEOUS, OFFICE SUPPLIES & PRINTING, SALARIES/WAGES, etc., with corresponding financial values.

TOWN OF BOWLING GREEN
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Table with columns: Account Number, Account Description, Original, Revised, Actuals, Remaining, % Remaining, T, Y, P, E. Rows include various town expenses like REPAIR/ MAINT TOWN BUILDINGS, VEHICLE FUEL/ OIL, EQUIPMENT/ SUPPLIES, etc.

TOWN OF BOWLING GREEN
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Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
500-500100-6050-0000-000	METER/FIRE HYDRANTS	5,000.00	5,000.00	0.00	5,000.00	100.00	X
500-500100-6060-0000-000	WELL HEAD PROTECTION GRANT	10,000.00	10,000.00	0.00	10,000.00	100.00	X
500-500100-8500-0000-000	2018 Loan Interest Expense	53,986.00	53,986.00	8,191.00	45,795.00	84.83	X
500-500100-9100-0000-000	REPAYMENT OF GF TRANSFER	253,986.00	253,986.00	0.00	253,986.00	100.00	X
500-500500-3500-0000-000	USDA System Upgrade	0.00	0.00	188,860.48	-188,860.48	0.00	X
500-500500-8220-0000-000	ENGINEERING - WATER LINES	0.00	0.00	153,943.11	-153,943.11	0.00	X
520-500100-1101-0000-000	SALARIES	158,469.00	158,469.00	83,876.02	74,592.98	47.07	X
520-500100-1201-0000-000	OVERTIME	3,423.00	3,423.00	0.00	3,423.00	100.00	X
520-500100-2100-0000-000	FICA	12,123.00	12,123.00	0.00	12,123.00	100.00	X
520-500100-2210-0000-000	VRS	21,788.00	21,788.00	0.00	21,788.00	100.00	X
520-500100-2300-0000-000	HEALTH INSURANCE	25,588.00	25,588.00	0.00	25,588.00	100.00	X
520-500100-2400-0000-000	GROUP LIFE	2,016.00	2,016.00	0.00	2,016.00	100.00	X
520-500100-2500-0000-000	HYBRID DISABILITY	532.00	532.00	155.39	376.61	70.79	X
520-500100-3160-0000-000	TESTING	20,000.00	20,000.00	10,605.00	9,395.00	46.98	X
520-500100-3180-0000-000	SLUDGE REMOVAL	15,000.00	15,000.00	12,323.67	2,676.33	17.84	X
520-500100-3311-0000-000	VEHICLE MAINT	2,000.00	2,000.00	422.16	1,577.84	78.89	X
520-500100-3320-0000-000	PROFESSIONAL SERVICES	4,000.00	4,000.00	5,510.75	-1,510.75	-37.77	X
520-500100-5110-0000-000	ELECTRICITY	30,000.00	30,000.00	11,270.01	18,729.99	62.43	X
520-500100-5120-0000-000	PROPANE	2,000.00	2,000.00	0.00	2,000.00	100.00	X
520-500100-5210-0000-000	MAILING COSTS	1,000.00	1,000.00	622.76	377.24	37.72	X
520-500100-5230-0000-000	TELECOMMUNICATIONS	3,103.00	3,103.00	744.13	2,358.87	76.02	X
520-500100-5300-0000-000	INSURANCE	4,200.00	4,200.00	2,912.54	1,287.46	30.65	X
520-500100-5540-0000-000	Education/Training/License	4,000.00	4,000.00	1,717.86	2,282.14	57.05	X
520-500100-5613-0000-000	VPDES FEES/DEQ	3,768.00	3,768.00	3,848.96	-80.96	-2.15	X
520-500100-5840-0000-000	SEWER OPS MISCELLANEOUS	500.00	500.00	35.54	464.46	92.89	X
520-500100-5899-0000-000	MISS UTILITY COST	300.00	300.00	240.45	59.55	19.85	X
520-500100-6001-0000-000	OFFICE SUPPLIES	0.00	0.00	410.27	-410.27	0.00	X
520-500100-6004-0000-000	LAB SUPPLIES/CHEMICALS	12,000.00	12,000.00	283.96	11,716.04	97.63	X
520-500100-6005-0000-000	Janitorial Supplies	1,000.00	1,000.00	677.96	322.04	32.20	X
520-500100-6006-0000-000	SMALL TOOLS	2,000.00	2,000.00	223.34	1,776.66	88.83	X
520-500100-6007-0000-000	REPAIR / MAINTENANCE	69,000.00	69,000.00	7,987.61	61,012.39	88.42	X
520-500100-6008-0000-000	VEHICLE FUEL/OIL	2,334.00	2,334.00	1,694.08	639.92	27.42	X
520-500100-6009-0000-000	VEHICLE EQUIPMENT/ SUPPLIES	0.00	0.00	309.65	-309.65	0.00	X
520-500100-6011-0000-000	UNIFORMS/SAFETY EQUIPMENT	2,834.00	2,834.00	254.95	2,579.05	91.00	X
520-500100-6030-0000-000	PLANT & LAB SUPPLIES/CHEMICALS	0.00	0.00	511.63	-511.63	0.00	X
520-500100-8101-0000-000	OFFICE EQUIPMENT/SUPPLIES	900.00	900.00	0.00	900.00	100.00	X
520-500100-8500-0000-000	Loan Interest Expense	161,270.00	161,270.00	24,473.00	136,797.00	84.82	X
520-500100-9100-0000-000	REPAYMENT OF GF TRANSFER	161,270.00	161,270.00	0.00	161,270.00	100.00	X



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

AGENDA ITEM: Town Administration (Town Manager, Clerk, Intern)
Monthly Report for November 2022

DATE: December 1, 2022

PREPARED BY: Allyson Finchum

MONTHLY REPORT / PROJECT UPDATE:

- Planning and Zoning Inquiries
- Review of Zoning Permits
- Recovery Act Funds Project – Town Campus (Playground/Town Hall Renovations); Keystone Software;
- Preparation and Staff for the December 1, 2022 Town Council Meeting
- Preparation and Staff for the December 1, 2022 Town Council Worksession
- Staff Training
- Development of Future Water Project with consultant Stantec
- Updates to Town Website/Social Media
- Close-out of 2022 Harvest Festival
- Preparation for 2023 Music on the Green
- Preparation of 2022 Holiday Parade and Open House
- Promotion of Town Events and Businesses
- Posting of Payments
- Business Licenses

Meetings/Training:

- November 3, 2022 Town Council Worksession
- November 3, 2022 Town Council Meeting
- Weekly Staff Meetings
- Meetings on various topics with:
Developers/Citizens, State Governmental Agencies, Planning Commissioners,
Town Council Members



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

AGENDA ITEM: Minutes – November 3, 2022 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
Minutes transcribed from the November 3, 2022 Town Council Meeting

ATTACHMENTS:
Minutes from November 3, 2022 Town Council Meeting

REQUESTED ACTION:
Approve Minutes.



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

November 3, 2022
7:00 p.m.
Town Hall

ROLL CALL AND QUORUM ESTABLISHED:

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

The Pledge of Allegiance was recited.

MEMBERS PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Jeff Voit
Council Member Jean Davis
Council Member Randy Hageman
Council Member Deborah Howard
Council Member Arthur Wholey

MEMBERS NOT PRESENT:

Council Member Tammie Gaines

PUBLIC HEARINGS:

- RZS-2022-002 – 133 Chase Street, Mr. Milton D. & Ms. Shelia J. Harrison Owner/Applicant. Request Rezoning from B-1 Business to R-1 Residential. On the motion of Mr. Voit, seconded by Ms. Howard, which carried a vote of 6-0 was approved by Town Council with restrictions noted by Town Manager.
- Comprehensive Plan Amendment for Chapter 9 Land Use – Change area on the south side of East Broaddus Avenue between N. Main St and Travis St. currently designated as Commercial Low Density to Residential Low Density, add a definition of Mixed Use. Town Manager went over Mixed Use description. Mr. Dan Webb was present and spoke his concerns.

On the motion of Mr. Voit, seconded by Ms. Coyle which then on the motion of Mr. Voit, seconded by Ms. Coyle motion was amended, which carried a vote of 6-1, the Town Council voted to approve only with the definition of Mixed Use.

Roll Call Vote:

Randy Hageman – No
Arthur Wholey – Aye
Deborah Howard – Aye
Valarie Coyle – Aye
Tammy Gaines – Absent
Jeff Voit – Aye
Jean Davis – Aye

DELEGATIONS:

None

PUBLIC COMMENTS:

Mayor Gaines opened the public comment period.

Ms. Bonnie Cannon, resident, addressed the members stating her disappointment with no information being available about the candidates running for the Town Council positions for the residents. She also stated her disappointment about the logging trucks speeding through Town usually around 3 in the morning. Advised she is concerned for her safety. Ms. Cannon also spoke about her concerns with the ongoing trash issue.

Mr. Dan Webb, resident, spoke about his pleasure while attending the Bowling Green Harvest Festival, and his concerns with the continuing water issue.

Mayor Gaines closed the public comment period.

MEMBER COMMENTS:

Mr. Voit addressed Ms. Cannon's and Mr. Dan Webb's concerns/comments.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

2022 Christmas Parade

- Mr. Hageman advised of problem with getting Santa suit from local guy.

Planning Commission Update

- No update

Public Works/Utilities Monthly Report for October 2022

- Christmas decorations will be put up by Thanksgiving

Police Department Monthly Report for October 2022

- Mr. Hageman addressed kids climbing up on ladders/stairs outside of buildings in Town that are not protected with cages etc., around them. This needs to be addressed so children are not hurt.

Town Clerk/Treasurer Council Monthly Report for October 2022

- No comments/questions

Town Administration Monthly Report for October 2022

- No comments/questions

CONSENT AGENDA:

Minutes – October 6, 2022, Town Council Meeting

On the motion of Mr. Voit, seconded by Mr. Hageman, which carried a vote of 6-0, the Town Council voted to accept the minutes as presented.

Bills – October 2022

On the motion of Mr. Voit, seconded by Ms. Howard, which carried a vote of 6-0, the Town Council voted to accept Bills as presented.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Town Council discussed the following matter:

UV Lights WWTP – Current UV light system at WWTP is obsolete. It is not functioning per manufacture specifications or WWTP operation and maintenance manual. Council would like more information about costs, specifics etc.

INFORMATIONAL ITEMS:

The following information was presented:

- November 11 Veteran’s Day Ceremony
- Department of Motor Vehicles Animal Friendly License Plate Program that supports the sterilization of dog and cats.
- Town of Bowling Green Community Campus Development Survey for residents to fill out.

COMMITTEE REPORTS:

None.

ADJOURNMENT:

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 6-0, the Town Council voted to adjourn the November 3, 2022, meeting at 8:39 p.m.



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

AGENDA ITEM: Bills – November 2022
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Jackie Nance, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in November 2022

ATTACHMENTS:

AP Reports:

- AP November 2022 Bills Summary
- AP November 2022 Bills Details
- AP Check Register_2022.11.10
- AP Check Register_2022.11.22

REQUESTED ACTION:

Approve invoices.

Vendor Name	Ck Date	Check Number	Check Amt
A & M HOME CENTER	11/10/2022	30317	47.75
A & M HOME CENTER	11/23/2022	30332	55.36
AFLAC	11/2/2022	98043	351.13
ALACRITI PAYMENTS, LLC	11/10/2022	30318	7.34
ALACRITI PAYMENTS, LLC	11/23/2022	30333	7.34
ALLYSON FINCHUM	11/10/2022	30319	129.62
ARTHUR WHOLEY	11/23/2022	30351	900.00
ATLANTIC UNION BANK	11/16/2022	99256	290.14
BMW CLEANING SERVICES	11/18/2022	99262	1,300.00
CAROLINE COUNTY	11/1/2022	98042	9,294.76
CAROLINE COUNTY SHERIFF'S OFFICE	11/10/2022	30320	1,932.00
CINTAS CORPORATION	11/10/2022	30321	54.18
CORE & MAIN	11/18/2022	99265	1,372.50
CORE & MAIN	11/23/2022	30334	107,531.85
USDA Deposit for Core & Main invoices	11/18/2022	Deposit	(108,904.35)
DEBORAH HOWARD	11/23/2022	30343	900.00
DEBORAH ROBINSON	11/10/2022	30322	417.50
DIAMOND SPRINGS	11/23/2022	30337	11.54
DOMINION VIRGINIA POWER	11/8/2022	99235	16.48
DOMINION VIRGINIA POWER	11/14/2022	99238	29.85
DOMINION VIRGINIA POWER	11/14/2022	99239	55.05
DOMINION VIRGINIA POWER	11/14/2022	99240	62.62
DOMINION VIRGINIA POWER	11/14/2022	99241	68.63
DOMINION VIRGINIA POWER	11/16/2022	99248	464.63
DOMINION VIRGINIA POWER	11/16/2022	99249	147.94
DOMINION VIRGINIA POWER	11/16/2022	99250	77.33
DOMINION VIRGINIA POWER	11/16/2022	99251	2,464.19
DOMINION VIRGINIA POWER	11/16/2022	99252	738.01
DOMINION VIRGINIA POWER	11/16/2022	99253	513.17
DOMINION VIRGINIA POWER	11/16/2022	99254	157.51
DOMINION VIRGINIA POWER	11/16/2022	99255	1,877.36

ENVIROCOMPLIANCE LAB INC	11/10/2022	30323	1,270.00
ENVIROCOMPLIANCE LAB INC	11/23/2022	30338	875.00
G & G MILFORD FARM SERV.	11/23/2022	30339	440.90
GFL ENVIRONMENTAL	11/15/2022	99244	5,986.88
GRAINGER	11/23/2022	30342	267.95
JEAN DAVIS	11/23/2022	30336	900.00
JEFF VOIT	11/23/2022	30349	900.00
JOHNSON'S EXTERMINATING	11/10/2022	30324	2,500.00
JUSTTECH	11/10/2022	30325	176.63
KEYSTONE INFORMATION SYSTEMS	11/10/2022	30326	8,606.50
LOCAL SERVICES	11/10/2022	30327	160.63
MARK GAINES	11/23/2022	30340	1,350.00
MID-ATLANTIC LAB	11/23/2022	30344	60.00
NATIONWIDE RETIREMENT SOL	11/7/2022	98044	215.00
P-FLEET	11/1/2022	99233	397.15
P-FLEET	11/8/2022	99236	95.75
P-FLEET	11/15/2022	99258	394.27
PRO SHRED SECURITY	11/14/2022	99257	50.49
RANDY HAGEMAN	11/23/2022	30345	900.00
RAPPAHANNOCK ELEC COOP	11/9/2022	99237	558.37
RED WING SHOES	11/23/2022	30346	197.99
RIVER CITY GOLF CARTS	11/10/2022	30328	403.00
SHERYL CHILDS	11/10/2022	30329	300.00
SOSMETAL PRODUCTS INC	11/10/2022	30330	376.65
STAPLES ADVANTAGE	11/18/2022	99263	1,100.91
TAMMIE GAINES	11/23/2022	30341	900.00
USA BLUE BOOK	11/23/2022	30347	492.95
VA ASSOCIATION OF CHIEFS	11/23/2022	30348	175.00
VA DEPT.OF TAXATION	11/8/2022	98045	1,153.40
VA ENERGY PURCHASING	11/10/2022	30331	83.00
VACORP	11/2/2022	99234	138.25
VALARIE COYLE	11/23/2022	30335	900.00

VERIZON	11/17/2022	99259	449.14	
VERIZON	11/17/2022	99260	17.14	
VERIZON WIRELESS	11/14/2022	99243	451.46	
VUPS	11/18/2022	99264	48.30	
W W WEBB & ASSOC PLLC	11/23/2022	30350	116,903.58	
USDA Deposit for WW Webb invoice	11/18/2022	Deposit		(116,903.58)
WASTE MANAGEMENT	11/15/2022	99245	2,415.52	
WASTE MANAGEMENT	11/15/2022	99246	98.68	
XEROX FINANCIAL SERVICES	11/14/2022	99242	123.22	
			284,109.49	(225,807.93)
			(225,807.93)	USDA Deposit
			58,301.56	Net Cash Payment

Vendor Name	Invoice Number	Check Date	Description	Cost
A & M HOME CENTER	C80974	11/23/2022	EQUIPMENT/ SUPPLIES	15.92
A & M HOME CENTER	B51194	11/23/2022	TOWN HALL EXPENSES Clorox Cleaner kitchen	10.98
A & M HOME CENTER	C80802	11/10/2022	EQUIPMENT/SUPPLIES key ring w/lanyard	3.29
A & M HOME CENTER	C80258	11/10/2022	REPAIR/ MAINT TOWN BUILDINGS Metal Thread Handle railings at Visitor Center	8.69
A & M HOME CENTER	C80258	11/10/2022	REPAIR/ MAINT TOWN BUILDINGS acid brush for visitor center	7.19
A & M HOME CENTER	C81678	11/23/2022	TOWN HALL EXPENSES Liquid Drain Cleaner	4.49
A & M HOME CENTER	C81678	11/23/2022	TOWN HALL EXPENSES clear measure pails	14.98
A & M HOME CENTER	C81678	11/23/2022	TOWN HALL EXPENSES tape rule	8.99
A & M HOME CENTER	C78113	11/10/2022	TOWN HALL EXPENSES padlock	28.58
AFLAC	AFLAT-1-21-2022-4	11/2/2022	Agency Checks	6.91
AFLAC	AFLAT-1-21-2022-4	11/2/2022	Agency Checks	10.95
AFLAC	AFLAT-1-21-2022-4	11/2/2022	Agency Checks	3.58
AFLAC	AFLPT-1-21-2022-4	11/2/2022	Agency Checks	112.61
AFLAC	AFLPT-1-21-2022-4	11/2/2022	Agency Checks	25.03
AFLAC	AFLPT-1-21-2022-4	11/2/2022	Agency Checks	16.48
AFLAC	AFLPT-1-20-2022-4	11/2/2022	Agency Checks	111.52
AFLAC	AFLPT-1-20-2022-4	11/2/2022	Agency Checks	27.40
AFLAC	AFLPT-1-20-2022-4	11/2/2022	Agency Checks	15.21
AFLAC	AFLAT-1-20-2022-4	11/2/2022	Agency Checks	6.21
AFLAC	AFLAT-1-20-2022-4	11/2/2022	Agency Checks	12.79
AFLAC	AFLAT-1-20-2022-4	11/2/2022	Agency Checks	2.44
ALACRITI PAYMENTS, LLC	NMXGQC139JKJBW	11/10/2022	CREDIT CARD AND BANK FEES	7.34
ALACRITI PAYMENTS, LLC	NMXGQC139JKJBVV	11/23/2022	CREDIT CARD AND BANK FEES	7.34
ALLYSON FINCHUM	20221103	11/10/2022	TOWN MANAGER EXPENSES TC MEETING DINNER TM PUT THE CHARGE ON HER PERSONAL CARD	129.62
ARTHUR WHOLEY	2022-DEC	11/23/2022	1st Half FY23 Comp	900.00
ATLANTIC UNION BANK	2022-11	11/16/2022	CREDIT CARD AND BANK FEES	290.14
BMW CLEANING SERVICES	0000023	11/18/2022	TOWN HALL EXPENSES CLEANING FRONT ROOM AFTER EVENTS	200.00
BMW CLEANING SERVICES	0000023	11/18/2022	TOWN HALL EXPENSES CLEANING AFTER FIRE DEPT FLOOR HAD WATER ON IT EXTRA \$50.00	325.00
BMW CLEANING SERVICES	0000023	11/18/2022	TOWN HALL EXPENSES CLEANING FULL HALL AFTER EVENT	275.00
BMW CLEANING SERVICES	0000023	11/18/2022	TOWN HALL EXPENSES CLEANING OFFICES FRO 2022-10	500.00
CAROLINE COUNTY	DVI-1-21-2022-2	11/1/2022	Agency Checks	30.79
CAROLINE COUNTY	DVI-1-21-2022-2	11/1/2022	Agency Checks	5.47
CAROLINE COUNTY	DVI-1-21-2022-2	11/1/2022	Agency Checks	5.62
CAROLINE COUNTY	HLTHEE-1-21-2022-2	11/1/2022	Agency Checks	282.66
CAROLINE COUNTY	HLTHEE-1-21-2022-2	11/1/2022	Agency Checks	122.04
CAROLINE COUNTY	HLTHEE-1-21-2022-2	11/1/2022	Agency Checks	120.32
CAROLINE COUNTY	HLTHEE-1-20-2022-2	11/1/2022	Agency Checks	271.92
CAROLINE COUNTY	HLTHEE-1-20-2022-2	11/1/2022	Agency Checks	138.51
CAROLINE COUNTY	HLTHEE-1-20-2022-2	11/1/2022	Agency Checks	114.62
CAROLINE COUNTY	HLTHER-1-21-2022-2	11/1/2022	Agency Checks	2,016.24
CAROLINE COUNTY	HLTHER-1-21-2022-2	11/1/2022	Agency Checks	917.61
CAROLINE COUNTY	HLTHER-1-21-2022-2	11/1/2022	Agency Checks	987.55

CAROLINE COUNTY	DVIER-1-21-2022-2	11/1/2022 Agency Checks	96.53
CAROLINE COUNTY	DVIER-1-21-2022-2	11/1/2022 Agency Checks	30.61
CAROLINE COUNTY	DVIER-1-21-2022-2	11/1/2022 Agency Checks	31.95
CAROLINE COUNTY	DVIER-1-20-2022-2	11/1/2022 Agency Checks	94.08
CAROLINE COUNTY	DVIER-1-20-2022-2	11/1/2022 Agency Checks	34.61
CAROLINE COUNTY	DVIER-1-20-2022-2	11/1/2022 Agency Checks	30.41
CAROLINE COUNTY	HLTHER-1-20-2022-2	11/1/2022 Agency Checks	1,953.21
CAROLINE COUNTY	HLTHER-1-20-2022-2	11/1/2022 Agency Checks	1,024.93
CAROLINE COUNTY	HLTHER-1-20-2022-2	11/1/2022 Agency Checks	943.20
CAROLINE COUNTY	DVI-1-20-2022-2	11/1/2022 Agency Checks	30.35
CAROLINE COUNTY	DVI-1-20-2022-2	11/1/2022 Agency Checks	6.19
CAROLINE COUNTY	DVI-1-20-2022-2	11/1/2022 Agency Checks	5.34
CAROLINE COUNTY SHERIFF'S OFFICE	22-048	11/10/2022 HARVEST FESTIVAL SECURITY CCSO	1,932.00
CINTAS CORPORATION	8405943066	11/10/2022 UNIFORMS/ SAFETY EQUIP first aid PW	18.06
CINTAS CORPORATION	8405943066	11/10/2022 UNIFORMS/SAFETY EQUIP First Aid Water	18.06
CINTAS CORPORATION	8405943066	11/10/2022 UNIFORMS/SAFETY EQUIPMENT First AID WWTP	18.06
CORE & MAIN	R787184	11/18/2022 Education/Training/License/Permits- SENSUS	686.25
CORE & MAIN	R787184	11/18/2022 Education/Training/License- SENSUS	686.25
CORE & MAIN	PYMTREQUEST#7	11/23/2022 USDA System Upgrade	107,531.85
DEBORAH HOWARD	2022-DEC	11/23/2022 1st Half FY23 Comp	900.00
DEBORAH ROBINSON	328	11/10/2022 EDUCATION/TRAINING- Tax training for Bright	417.50
DIAMOND SPRINGS	0003209883	11/23/2022 TOWN HALL EXPENSES Water for Town Hall	11.54
DOMINION VIRGINIA POWER	9803025007-OCT-22	11/16/2022 ELECTRICITY- GROUND TANK	157.51
DOMINION VIRGINIA POWER	7662938187-OCT-22	11/16/2022 ELECTRICITY- WELL#5	738.01
DOMINION VIRGINIA POWER	6929697750-OCT-22	11/14/2022 TOWN HALL EXPENSES- ELECTRICITY VISITOR CENTER	68.63
DOMINION VIRGINIA POWER	5003055000-OCT-22	11/14/2022 ELECTRICITY- POLICE OFFICE	62.62
DOMINION VIRGINIA POWER	9193025005-OCT-22	11/16/2022 ELECTRICITY- WATER TOWER CHASE ST	513.17
DOMINION VIRGINIA POWER	3855985002-OCT-22	11/16/2022 ELECTRICITY- WWTP	2,464.19
DOMINION VIRGINIA POWER	3896112509-OCT-22	11/8/2022 ELECTRICITY- PUMP STATION	16.48
DOMINION VIRGINIA POWER	5509902317	11/16/2022 ELECTRICITY- PUMP STATION	147.94
DOMINION VIRGINIA POWER	1964286692-OCT-22	11/16/2022 ELECTRICITY- PUMP STATION CHASE ST	77.33
DOMINION VIRGINIA POWER	7444574185-2022-10	11/16/2022 ELECTRICITY-STREETLIGHTS	1,877.36
DOMINION VIRGINIA POWER	0243075009-OCT-22	11/14/2022 ELECTRICITY- SEWAGE PUMP STATION	29.85
DOMINION VIRGINIA POWER	5013017503-OCT-22	11/16/2022 TOWN HALL EXPENSES- ELECTRICITY TH	464.63
DOMINION VIRGINIA POWER	1894757945-OCT-22	11/14/2022 ELECTRICITY-STREETLIGHTS	55.05
ENVIROCOMPLIANCE LAB INC	R2865414	11/10/2022 TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2B66809	11/23/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2A66514	11/10/2022 TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2A66673	11/23/2022	265.00
ENVIROCOMPLIANCE LAB INC	R2865351	11/10/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2A66607	11/10/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2A66641	11/10/2022	230.00
ENVIROCOMPLIANCE LAB INC	R2B66939	11/23/2022 TESTING	115.00

ENVIROCOMPLIANCE LAB INC	R2A66485	11/10/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2865061	11/10/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2A66783	11/23/2022 TESTING	225.00
ENVIROCOMPLIANCE LAB INC	R2865381	11/10/2022 TESTING	115.00
ENVIROCOMPLIANCE LAB INC	R2865097	11/10/2022 TESTING	155.00
ENVIROCOMPLIANCE LAB INC	R2B66989	11/23/2022 TESTING	155.00
G & G MILFORD FARM SERV.	K97096	11/23/2022 VEHICLE MAINT- tire cleaner notouch	4.72
G & G MILFORD FARM SERV.	K97096	11/23/2022 VEHICLE MAINT- tire cleaner notouch	4.73
G & G MILFORD FARM SERV.	K97096	11/23/2022 VEHICLE MAINT- tire cleaner notouch	4.73
G & G MILFORD FARM SERV.	197051	11/23/2022 TOWN HALL EXPENSES- seam binder oak	19.99
G & G MILFORD FARM SERV.	196977	11/23/2022 VEHICLE MAINT- prestone flush & cleaner, 22oz	4.59
G & G MILFORD FARM SERV.	196977	11/23/2022 VEHICLE MAINT- prestone flush & cleaner, 22oz	4.59
G & G MILFORD FARM SERV.	196977	11/23/2022 VEHICLE MAINT- prestone flush & cleaner, 22oz	4.59
G & G MILFORD FARM SERV.	197167	11/23/2022 HARVEST FESTIVAL- baled straw	350.00
G & G MILFORD FARM SERV.	197120	11/23/2022 TOWN HALL EXPENSES- tape barricade caution	5.99
G & G MILFORD FARM SERV.	196995	11/23/2022 REPAIR/ MAINT TOWN BUILDINGS- LED 60W bulbs, cabletie 11" 75# white 100pk	23.98
G & G MILFORD FARM SERV.	196997	11/23/2022 EQUIPMENT/SUPPLIES- flag marker	12.99
GFL ENVIRONMENTAL	KB0000388419	11/15/2022 REFUSE COLLECTION 2022-11	5,986.88
GRAINGER	9508260255	11/23/2022 JANITORIAL SUPPLIES Toilet paper	30.77
GRAINGER	9508260255	11/23/2022 Janitorial Supplies toilet paper	30.78
GRAINGER	9508260255	11/23/2022 Janitorial Supplies gloves	103.20
GRAINGER	9508260255	11/23/2022 Janitorial Supplies gloves	103.20
JEAN DAVIS	2022-DEC	11/23/2022 1st Half FY23 Comp	900.00
JEFF VOIT	2022-DEC	11/23/2022 1st Half FY23 Comp	900.00
JOHNSON'S EXTERMINATING	10302022	11/10/2022 TOWN HALL EXPENSES MOLD REMOVAL FROM VISITOR CENTER	2,500.00
JUSTTECH	94255	11/10/2022 OFFICE EQUIPMENT AltaLink 2022-10	176.63
KEYSTONE INFORMATION SYSTEMS	208693	11/10/2022 COVID-19 EXPENSES- KeyNet financials license fee, implementation, training	6,750.00
KEYSTONE INFORMATION SYSTEMS	208691	11/10/2022 COVID-19 EXPENSES- Utility module training, budget prep	1,256.50
KEYSTONE INFORMATION SYSTEMS	208692	11/10/2022 COVID-19 EXPENSES- Utility billing data conversion	600.00
LOCAL SERVICES	179973	11/10/2022 PUBLIC RELATIONS Potty Playground	160.63
MARK GAINES	2022-DEC	11/23/2022 1st Half FY23 Comp	1,350.00
MID-ATLANTIC LAB	16925	11/23/2022 WATER TESTING	60.00
NATIONWIDE RETIREMENT SOL	PEB-1-22-2022-3	11/7/2022 Agency Checks	77.85
NATIONWIDE RETIREMENT SOL	PEB-1-22-2022-3	11/7/2022 Agency Checks	29.33
NATIONWIDE RETIREMENT SOL	PEB-1-22-2022-3	11/7/2022 Agency Checks	107.82
P-FLEET	A747342	11/1/2022 VEHICLE FUEL/OIL	185.55
P-FLEET	A747342	11/1/2022 VEHICLE FUEL/OIL- water vehicles	70.54
P-FLEET	A747342	11/1/2022 VEHICLE FUEL/OIL- sewer vehicles	70.53
P-FLEET	A747342	11/1/2022 VEHICLE FUEL/ OIL- public works vehicles	70.53
P-FLEET	A753138	11/15/2022 VEHICLE FUEL/OIL-Police vehicles	127.60
P-FLEET	A753138	11/15/2022 VEHICLE FUEL/OIL- water vehicles	88.89
P-FLEET	A753138	11/15/2022 VEHICLE FUEL/OIL- sewer vehicles	88.89
P-FLEET	A753138	11/15/2022 VEHICLE FUEL/ OIL- public works vehicles	88.89

P-FLEET	A750647	11/8/2022 VEHICLE FUEL/OIL	87.58
P-FLEET	A750647	11/8/2022 VEHICLE FUEL/OIL- water dept	2.72
P-FLEET	A750647	11/8/2022 VEHICLE FUEL/OIL- sewer dept	2.72
P-FLEET	A750647	11/8/2022 VEHICLE FUEL/ OIL- public works	2.73
PRO SHRED SECURITY	1067979	11/14/2022 CONTRACTED SERVICES/SHREDDING	50.49
RANDY HAGEMAN	2022-DEC	11/23/2022 1st Half FY23 Comp	900.00
RAPPAHANNOCK ELEC COOP	13016-2022-10	11/9/2022 ELECTRICITY- Lakewood sewer pump	99.12
RAPPAHANNOCK ELEC COOP	13016-2022-10	11/9/2022 ELECTRICITY-STREETLIGHTS	56.34
RAPPAHANNOCK ELEC COOP	13016-2022-10	11/9/2022 ELECTRICITY-STREETLIGHTS	22.05
RAPPAHANNOCK ELEC COOP	13016-2022-10	11/9/2022 ELECTRICITY- Oak Ridge sewer pump	26.96
RAPPAHANNOCK ELEC COOP	13016-2022-10	11/9/2022 ELECTRICITY- water tower light	22.16
RAPPAHANNOCK ELEC COOP	13016-2022-10	11/9/2022 ELECTRICITY- Well #4	331.74
RED WING SHOES	2.02211E+13	11/23/2022 UNIFORMS/SAFETY EQUIPMENT- safety boots	197.99
RIVER CITY GOLF CARTS	3411	11/10/2022 HARVEST FESTIVAL- golf cart rentals	403.00
SHERYL CHILDS	THDR2022-10-22	11/10/2022 REFUNDS PAYABLE THDR 2022-10-22	300.00
SOSMETAL PRODUCTS INC	1489263	11/10/2022 PLANT & LAB SUPPLIES/CHEMICALS- HD chain & cable lube, 5 gal	376.65
STAPLES ADVANTAGE	7601266806-0-1	11/18/2022 Portable hanging file box, letter size, black	25.89
STAPLES ADVANTAGE	7601266806-0-1	11/18/2022 Monthly/weekly planner, 2022-2023, Navy	20.99
STAPLES ADVANTAGE	7601266806-0-1	11/18/2022 Pencil holder, wire mesh, black	4.99
STAPLES ADVANTAGE	7601266806-0-1	11/18/2022 Lexmark 56 black high yield toner cartridge	173.84
STAPLES ADVANTAGE	7601266806-0-1	11/18/2022 Post It Notes, pop-up, 12pk	14.89
STAPLES ADVANTAGE	7601266806-0-1	11/18/2022 Copy paper, 20lb,8.5" x 11", 5 reams/carton	123.24
STAPLES ADVANTAGE	7601266806-0-1	11/18/2022 Epson ink cartridges, T212 black/cyan/magenta/yellow, 4pk	152.97
STAPLES ADVANTAGE	7.36686E+11	11/18/2022 OFFICE SUPPLIES & PRINTING HP COLOR PRINTER	194.70
STAPLES ADVANTAGE	7.36686E+11	11/18/2022 OFFICE SUPPLIES/EQUIPMENT HP COLOR PRINTER	194.70
STAPLES ADVANTAGE	7.36686E+11	11/18/2022 OFFICE SUPPLIES HP COLOR PRINTER	194.70
TAMMIE GAINES	2022-DEC	11/23/2022 1st Half FY23 Comp	900.00
USA BLUE BOOK	178520	11/23/2022 TESTING SUPPLIES/CHEMICALS Sampler Pole Extends	373.90
USA BLUE BOOK	178520	11/23/2022 TESTING SUPPLIES/CHEMICALS	119.05
VA ASSOCIATION OF CHIEFS	3839	11/23/2022 MEMBERSHIP DUES/SUBSCRIPTIONS- renewal	175.00
VA DEPT.OF TAXATION	STATEVA-1-22-2022-5	11/8/2022 Agency Checks	684.97
VA DEPT.OF TAXATION	STATEVA-1-22-2022-5	11/8/2022 Agency Checks	204.79
VA DEPT.OF TAXATION	STATEVA-1-22-2022-5	11/8/2022 Agency Checks	263.64
VA ENERGY PURCHASING	1516	11/10/2022 MEMBERSHIP DUES- FY2023 assessment	83.00
VACORP	2022-10	11/2/2022 HYBRID DISABILITY INSURANCE	65.01
VACORP	2022-10	11/2/2022 HYBRID DISABILITY INSURANCE	13.51
VACORP	2022-10	11/2/2022 HYBRID DISABILITY INSURANCE	17.60
VACORP	2022-10	11/2/2022 HYBRID DISABILITY	10.83
VACORP	2022-10	11/2/2022 HYBRID DISABILITY	31.30
VALARIE COYLE	2022-DEC	11/23/2022 1st Half FY23 Comp	900.00
VERIZON	000648566822-2022-10	11/17/2022 TELECOMMUNICATIONS- 213 Broadus	449.14
VERIZON	000716171199-2022-10	11/17/2022 TELECOMMUNICATIONS- Coolidge Lane	17.14
VERIZON WIRELESS	9918615555	11/14/2022 TELECOMMUNICATIONS- police dept cell	172.91

VERIZON WIRELESS	9918615555	11/14/2022 TELECOMMUNICATIONS- water dept cell	56.19
VERIZON WIRELESS	9918615555	11/14/2022 TELECOMMUNICATIONS- sewer dept cell	56.19
VERIZON WIRELESS	9918615555	11/14/2022 TELECOMMUNICATIONS- public works cell	56.19
VERIZON WIRELESS	9918615555	11/14/2022 TELECOMMUNICATIONS- town manager cell	42.49
VERIZON WIRELESS	9918615555	11/14/2022 TELECOMMUNICATIONS- meters	33.74
VERIZON WIRELESS	9918615555	11/14/2022 TELECOMMUNICATIONS- meters	33.75
VUPS	10220462	11/18/2022 MISS UTILITY COST Transmissions	48.30
W W WEBB & ASSOC PLLC	220403	11/23/2022 ENGINEERING - WATER LINES- prepare water distribution replacement plan	111,118.58
W W WEBB & ASSOC PLLC	220404	11/23/2022 ENGINEERING - WATER LINES- Water meter installation inspection	5,785.00
WASTE MANAGEMENT	2775843-0281-8	11/15/2022 Dumpster service- public works	98.68
WASTE MANAGEMENT	2776069-0281-9	11/15/2022 REFUSE COLLECTION	2,415.52
XEROX FINANCIAL SERVICES	3565440	11/14/2022 OFFICE EQUIPMENT Xerox Lease	123.22
			<u>284,109.49</u>
		USDA Deposit	(225,807.93)
		Net Cash Payments	58,301.56

TOWN OF BOWLING GREEN
 ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
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CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30317	C78113		100-043100-7200-0000-000	18	A & M HOME CENTER	28.58
		C80258		100-043100-6007-0000-000			8.69
				100-043100-6007-0000-000			7.19
		C80802		100-031100-6010-0000-000			3.29
				*** TOTAL AMOUNT OF CHECK# AP*30317		11/10/2022 ***	47.75*
AP	30318	NMXGQC139		100-012410-3130-0000-000	1063	ALACRITI PAYMENTS, LLC	7.34
				*** TOTAL AMOUNT OF CHECK# AP*30318		11/10/2022 ***	7.34*
AP	30319	20221103		100-012110-3000-0000-000	1225	ALLYSON FINCHUM	129.62
				*** TOTAL AMOUNT OF CHECK# AP*30319		11/10/2022 ***	129.62*
AP	30320	22-048		400-071200-1210-0000-000	429	CAROLINE COUNTY SHERIFF'S OFFI	1,932.00
				*** TOTAL AMOUNT OF CHECK# AP*30320		11/10/2022 ***	1,932.00*
AP	30321	840594306		100-043100-6011-0000-000	897	CINTAS CORPORATION	18.06
				500-500100-6011-0000-000			18.06
				520-500100-6011-0000-000			18.06
				*** TOTAL AMOUNT OF CHECK# AP*30321		11/10/2022 ***	54.18*
AP	30322	328		100-012410-5540-0000-000	1223	DEBORAH ROBINSON	417.50
				*** TOTAL AMOUNT OF CHECK# AP*30322		11/10/2022 ***	417.50*
AP	30323	R2865061		520-500100-3160-0000-000	234	ENVIROCOMPLIANCE LAB INC	115.00
		R2865097		520-500100-3160-0000-000			155.00
		R2865351		520-500100-3160-0000-000			115.00
		R2865381		520-500100-3160-0000-000			115.00
		R2865414		520-500100-3160-0000-000			155.00
		R2A66485		520-500100-3160-0000-000			115.00
		R2A66514		520-500100-3160-0000-000			155.00
		R2A66607		520-500100-3160-0000-000			115.00
		R2A66641		520-500100-3160-0000-000			230.00
				*** TOTAL AMOUNT OF CHECK# AP*30323		11/10/2022 ***	1,270.00*
AP	30324	10302022		100-043100-7200-0000-000	546	JOHNSON'S EXTERMINATING	2,500.00
				*** TOTAL AMOUNT OF CHECK# AP*30324		11/10/2022 ***	2,500.00*
AP	30325	94255		100-012410-3310-0000-000	1115	JUSTTECH	176.63
				*** TOTAL AMOUNT OF CHECK# AP*30325		11/10/2022 ***	176.63*
AP	30326	208691		100-012110-5830-0000-000	1139	KEYSTONE INFORMATION SYSTEMS	1,256.50
		208692		100-012110-5830-0000-000			600.00
		208693		100-012110-5830-0000-000			6,750.00
				*** TOTAL AMOUNT OF CHECK# AP*30326		11/10/2022 ***	8,606.50*
AP	30327	179973		100-012110-6021-0000-000	743	LOCAL SERVICES	160.63
				*** TOTAL AMOUNT OF CHECK# AP*30327		11/10/2022 ***	160.63*
AP	30328	3411		400-071200-1210-0000-000	1073	RIVER CITY GOLF CARTS	403.00
				*** TOTAL AMOUNT OF CHECK# AP*30328		11/10/2022 ***	403.00*

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

CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30329	THDR2022-		100-000200-3500-0000-000	1224	SHERYL CHILDS	300.00
						*** TOTAL AMOUNT OF CHECK# AP*30329 11/10/2022 ***	300.00*
AP	30330	1489263		520-500100-6030-0000-000	659	SOSMETAL PRODUCTS INC	376.65
						*** TOTAL AMOUNT OF CHECK# AP*30330 11/10/2022 ***	376.65*
AP	30331	1516		100-012110-5810-0000-000	313	VA ENERGY PURCHASING	83.00
						*** TOTAL AMOUNT OF CHECK# AP*30331 11/10/2022 ***	83.00*
***** TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP *****							16,464.80*

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

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

***** 15 Checks listed. GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED ***** 16,464.80*

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

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
AP	30317	11/10/22	18 A & M HOME CENTER	47.75
AP	30318	11/10/22	1063 ALACRITI PAYMENTS, LLC	7.34
AP	30319	11/10/22	1225 ALLYSON FINCHUM	129.62
AP	30320	11/10/22	429 CAROLINE COUNTY SHERIFF'S OFFI	1,932.00
AP	30321	11/10/22	897 CINTAS CORPORATION	54.18
AP	30322	11/10/22	1223 DEBORAH ROBINSON	417.50
AP	30323	11/10/22	234 ENVIROCOMPLIANCE LAB INC	1,270.00
AP	30324	11/10/22	546 JOHNSON'S EXTERMINATING	2,500.00
AP	30325	11/10/22	1115 JUSTTECH	176.63
AP	30326	11/10/22	1139 KEYSTONE INFORMATION SYSTEMS	8,606.50
AP	30327	11/10/22	743 LOCAL SERVICES	160.63
AP	30328	11/10/22	1073 RIVER CITY GOLF CARTS	403.00
AP	30329	11/10/22	1224 SHERYL CHILDS	300.00
AP	30330	11/10/22	659 SOSMETAL PRODUCTS INC	376.65
AP	30331	11/10/22	313 VA ENERGY PURCHASING	83.00

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP ***** 16,464.80*

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

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
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***** 15 Checks listed. GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED ***** 16,464.80*

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

CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
AP	30332	B51194		100-043100-7200-0000-000	18	A & M HOME CENTER	10.98
		C80974		100-043100-6009-0000-000			15.92
		C81678		100-043100-7200-0000-000			4.49
				100-043100-7200-0000-000			14.98
				100-043100-7200-0000-000			8.99
				*** TOTAL AMOUNT OF CHECK# AP*30332 11/23/2022 ***			55.36*
AP	30333	NMXGQC139		100-012410-3130-0000-000	1063	ALACRITI PAYMENTS, LLC	7.34
				*** TOTAL AMOUNT OF CHECK# AP*30333 11/23/2022 ***			7.34*
AP	30334	PYMTREQUE		500-500500-3500-0000-000	1017	CORE & MAIN	107,531.85
				*** TOTAL AMOUNT OF CHECK# AP*30334 11/23/2022 ***			107,531.85*
AP	30335	2022-DEC	230057	100-012110-3160-0000-000	907	VALARIE COYLE	900.00
				*** TOTAL AMOUNT OF CHECK# AP*30335 11/23/2022 ***			900.00*
AP	30336	2022-DEC	230064	100-012110-3160-0000-000	664	JEAN DAVIS	900.00
				*** TOTAL AMOUNT OF CHECK# AP*30336 11/23/2022 ***			900.00*
AP	30337	000320988		100-043100-7200-0000-000	1058	DIAMOND SPRINGS	11.54
				*** TOTAL AMOUNT OF CHECK# AP*30337 11/23/2022 ***			11.54*
AP	30338	R2A66673		520-500100-3160-0000-000	234	ENVIROCOMPLIANCE LAB INC	265.00
		R2A66783		520-500100-3160-0000-000			225.00
		R2B66809		520-500100-3160-0000-000			115.00
		R2B66939		520-500100-3160-0000-000			115.00
		R2B66989		520-500100-3160-0000-000			155.00
				*** TOTAL AMOUNT OF CHECK# AP*30338 11/23/2022 ***			875.00*
AP	30339	196977		100-043100-3311-0000-000	28	G & G MILFORD FARM SERV.	4.59
				500-500100-3311-0000-000			4.59
				520-500100-3311-0000-000			4.59
		196995		100-043100-6007-0000-000			23.98
		196997		500-500100-6009-0000-000			12.99
		197051		100-043100-7200-0000-000			19.99
		197120		100-043100-7200-0000-000			5.99
		197167		400-071200-1210-0000-000			350.00
		K97096		100-043100-3311-0000-000			4.72
				500-500100-3311-0000-000			4.73
				520-500100-3311-0000-000			4.73
				*** TOTAL AMOUNT OF CHECK# AP*30339 11/23/2022 ***			440.90*
AP	30340	2022-DEC	230061	100-012110-3160-0000-000	946	MARK GAINES	1,350.00
				*** TOTAL AMOUNT OF CHECK# AP*30340 11/23/2022 ***			1,350.00*
AP	30341	2022-DEC	230062	100-012110-3160-0000-000	1051	TAMMIE GAINES	900.00
				*** TOTAL AMOUNT OF CHECK# AP*30341 11/23/2022 ***			900.00*
AP	30342	950826025		500-500100-6005-0000-000	237	GRAINGER	30.77

TOWN OF BOWLING GREEN
ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING
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CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
				520-500100-6005-0000-000			30.78
				500-500100-6005-0000-000			103.20
				520-500100-6005-0000-000			103.20
				*** TOTAL AMOUNT OF CHECK# AP*30342 11/23/2022 ***			267.95*
AP	30343	2022-DEC	230060	100-012110-3160-0000-000	780	DEBORAH HOWARD	900.00
				*** TOTAL AMOUNT OF CHECK# AP*30343 11/23/2022 ***			900.00*
AP	30344	16925		500-500100-6022-0000-000	48	MID-ATLANTIC LAB	60.00
				*** TOTAL AMOUNT OF CHECK# AP*30344 11/23/2022 ***			60.00*
AP	30345	2022-DEC	230059	100-012110-3160-0000-000	1160	RANDY HAGEMAN	900.00
				*** TOTAL AMOUNT OF CHECK# AP*30345 11/23/2022 ***			900.00*
AP	30346	202211100		520-500100-6011-0000-000	1030	RED WING SHOES	197.99
				*** TOTAL AMOUNT OF CHECK# AP*30346 11/23/2022 ***			197.99*
AP	30347	178520		500-500100-6021-0000-000	291	USA BLUE BOOK	404.75
				500-500100-6021-0000-000			88.20
				*** TOTAL AMOUNT OF CHECK# AP*30347 11/23/2022 ***			492.95*
AP	30348	3839		100-031100-5810-0000-000	277	VA ASSOCIATION OF CHIEFS	175.00
				*** TOTAL AMOUNT OF CHECK# AP*30348 11/23/2022 ***			175.00*
AP	30349	2022-DEC	230063	100-012110-3160-0000-000	985	JEFF VOIT	900.00
				*** TOTAL AMOUNT OF CHECK# AP*30349 11/23/2022 ***			900.00*
AP	30350	220403		500-500500-8220-0000-000	893	W W WEBB & ASSOC PLLC	111,118.58
		220404		500-500500-8220-0000-000			5,785.00
				*** TOTAL AMOUNT OF CHECK# AP*30350 11/23/2022 ***			116,903.58*
AP	30351	2022-DEC	230058	100-012110-3160-0000-000	1074	ARTHUR WHOLEY	900.00
				*** TOTAL AMOUNT OF CHECK# AP*30351 11/23/2022 ***			900.00*
***** TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP *****							234,669.46*

AP4070

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

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CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR NUMBER	VENDOR NAME	DISTRIBUTION TOTAL
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***** 20 Checks listed. GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED ***** 234,669.46*

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

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
AP	30332	11/23/22	18 A & M HOME CENTER	55.36
AP	30333	11/23/22	1063 ALACRITI PAYMENTS, LLC	7.34
AP	30334	11/23/22	1017 CORE & MAIN	107,531.85
AP	30335	11/23/22	907 VALARIE COYLE	900.00
AP	30336	11/23/22	664 JEAN DAVIS	900.00
AP	30337	11/23/22	1058 DIAMOND SPRINGS	11.54
AP	30338	11/23/22	234 ENVIROCOMPLIANCE LAB INC	875.00
AP	30339	11/23/22	28 G & G MILFORD FARM SERV.	440.90
AP	30340	11/23/22	946 MARK GAINES	1,350.00
AP	30341	11/23/22	1051 TAMMIE GAINES	900.00
AP	30342	11/23/22	237 GRAINGER	267.95
AP	30343	11/23/22	780 DEBORAH HOWARD	900.00
AP	30344	11/23/22	48 MID-ATLANTIC LAB	60.00
AP	30345	11/23/22	1160 RANDY HAGEMAN	900.00
AP	30346	11/23/22	1030 RED WING SHOES	197.99
AP	30347	11/23/22	291 USA BLUE BOOK	492.95
AP	30348	11/23/22	277 VA ASSOCIATION OF CHIEFS	175.00
AP	30349	11/23/22	985 JEFF VOIT	900.00
AP	30350	11/23/22	893 W W WEBB & ASSOC PLLC	116,903.58
AP	30351	11/23/22	1074 ARTHUR WHOLEY	900.00

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AP ***** 234,669.46*

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

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
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***** 20 Checks listed. GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED ***** 234,669.46*



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Request for Change of Limited Access Line (LACC) at E. Broaddus Ave. and AP Hill Blvd.

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Applicant to purchase right of way from VDOT at southwest corner of E. Broaddus Ave. and AP Hill Blvd. Applicant requests to move limited access line from rear line to front line (along East Broaddus Ave.) of property

ATTACHMENTS:

Resolution, Request, Plans, Map

REQUESTED ACTION:

Approve/Deny Request

RESOLUTION OF SUPPORT

WHEREAS a limited access line exists parallel to East Broaddus Avenue at the corner of East Broaddus Avenue and Route 301; and

WHEREAS the Virginia Department of Transportation has requested input from the Town of Bowling Green regarding the possibility of relocating the limited access line; and

WHEREAS the relocation of the limited access line would not negatively impact the Town of Bowling Green.

NOW THEREFORE BE IT RESOLVED by the Bowling Green Town Council at its regular monthly meeting on December 1, 2022 that the Bowling Green Town Council hereby declares its support for Project# 7301-016-101, R201 and the relocation of the limited access line that runs parallel to the parcel of land located at the corner of East Broaddus Avenue and Route 301.

LIMITED ACCESS CONTROL CHANGE (LACC) PROCESS

- Requests for limited access control changes (LACC) shall be initiated at the District level and made to the District Administrator in writing by the party or entity requesting the LACC. Following review at the District level, the District Administrator shall discuss the requested change with their respective CTB member(s), and subsequently submit a written recommendation to approve or deny the request, which summarizes the details of the LACC and includes each disciplines recommendations, conditions, requirements for the LACC; specific stations for and widths of the break(s) or shifts; whether lands shall be donated for increased right of way citing if the area to be acquired was included in the original NEPA document for the project, (If not included in the original NEPA document for the project then determine if one is needed and so state and provide a copy when complete and a title report); any impacts of the change on future transportation planning and construction; whether the location of the proposed LACC is within an air quality non-attainment area and if so whether the proposed LACC has been through the air quality conformity review, and cite the findings; and ownership of the control rights will also be addressed., along with the review package with all supporting reports and data to the Chief Engineer no later than the 10th of the month prior to the anticipated month of the CTB meeting at which the LACC will be considered. The complete request package should be copied to the Director of Right of Way and Utilities and the Assistant L&D Engineer as assigned to that Region in Central Office.

Activities prior to submission and documentation needed are as follows:

- Posting of a deposit by requestor sufficient to cover the estimated costs of the Department's expenses in accomplishing the required reviews, postings, approvals, etc. (include invoices in package). The amount of the deposit will be determined by the estimated amount of research,

engineering and cost of the appraisal prior to consideration by the CTB. The requestor shall pay the actual Department expenses if greater than the deposit. These costs are in addition to the monetary compensation required. Requests by a locality for consideration of change of access control for public transportation purposes are exempted from posting of a deposit at the Chief Engineer's discretion.

- Preparation of a global traffic analysis by requestor.
- A resolution, letter of support and/or a formal request from the locality and copy of same.
- A Posting of Willingness by the Department for public comment on the proposed LACC, (at requestor's expense) with copies of the advertisements and any resulting written comments received.
- The Resident Administrator, District Traffic Engineering, Location and Design (L&D), Right of Way and Utilities, Planning, Environmental Sections and/or other disciplines, as needed and/or identified by circumstance of the LACC, will review the request and provide a discipline specific written summary of recommendations/requirements/conditions to the District Administrator including but not limited to signalization, whether break is at grade or aerial, turning movements, lane/ramp additions, median breaks or adjustments, whether the location of the proposed LACC is within an air quality non-attainment area and if so whether the proposed LACC has been through the air quality conformity review, provide a copy of that report and cite the findings in the summary. Also if there is to be additional right of way acquired as a result of the proposed LACC, cite whether the area to be acquired was included in the original NEPA document for the project and provide that determination in the summary. If not included in the original NEPA document for the project then determine if one is needed and so state and provide a copy when complete, development plats showing the proposed LACC.
- The review package shall include any reports; marked title and plan sheets for both the project on which the control rights were acquired and the most recent plans showing the LACC area; letter to the State director of Right of Way and Utilities from the Regional Right of Way and Utility

Manager citing whether as a result of the proposed LACC there will be enhancement to the value of the property adjoining the proposed LACC. Copies of the instrument(s) of acquisition are required if a deed is to be prepared following CTB approval.

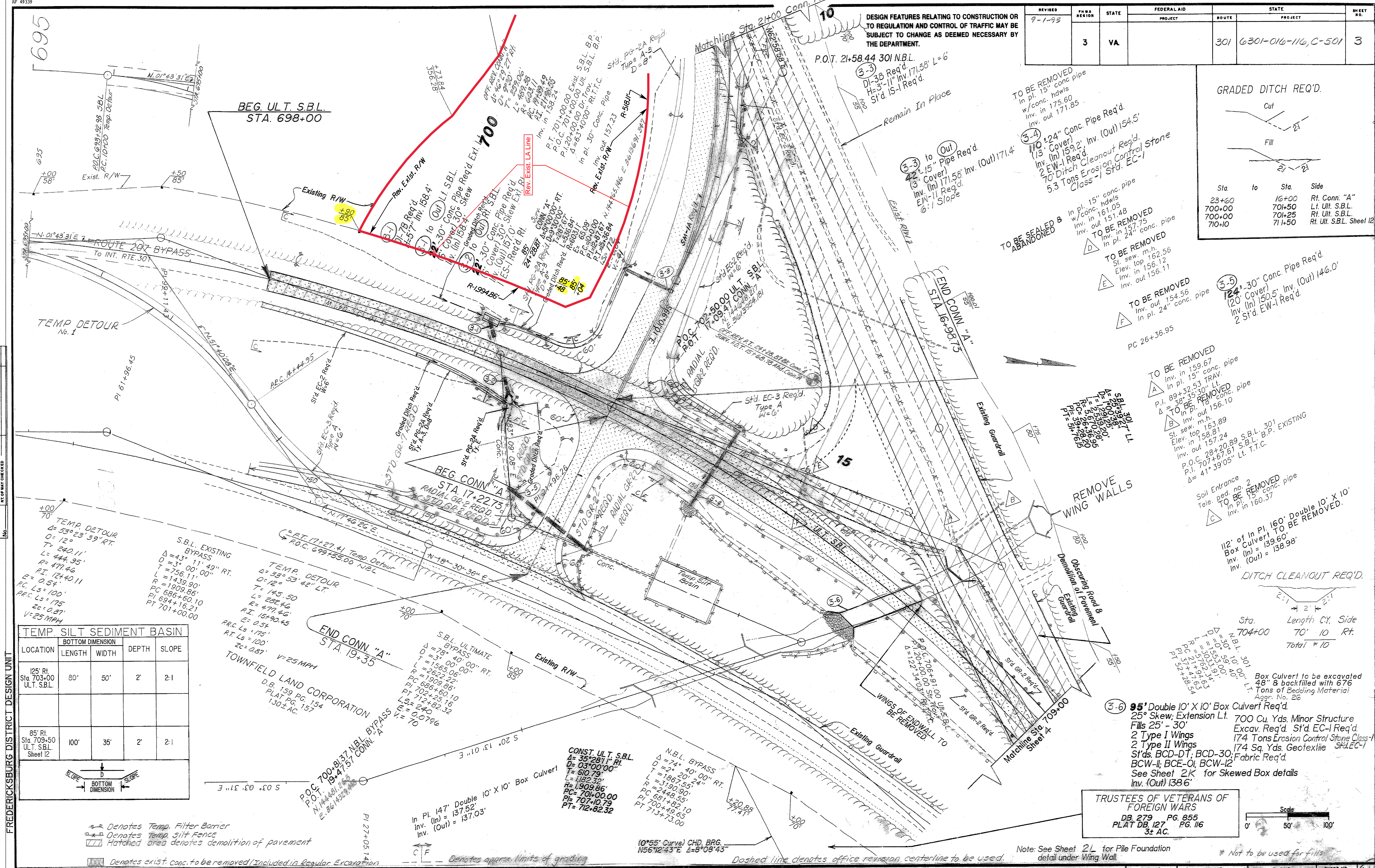
- The Chief Engineer will initiate a Central Office review through necessary Central Office divisions. Incomplete packages shall not be considered for inclusion on the agenda and will be postponed from consideration until all information/documentation is received.
- The Assistant State L&D Engineer shall contact the Federal Highway Administration for all necessary review subject to existing law and policy requirements, and in all instances involving the Interstate Highway System when federal funds were involved in the acquisition of the limited access control. This review and approval is required **prior** to any CTB consideration.
- Once the CTB has approved the request, the requestor shall have 180 days from the date of CTB approval to submit the monetary or other consideration and to secure all necessary permits from the Department. Failure to do so shall void the CTB approval. The Department will convey any necessary land rights as necessary to comply with the request.
- Upon approval by the CTB, the Chief Engineer or his delegate will advise the District Administrator and all parties of the approval with a notice to proceed to effect the action.
- Upon approval of the Chief Engineer, the Right of Way and Utilities Division will establish the compensation enhancement. Non-public use LACC requires monetary or other good and valuable consideration and is determined through the Department's appraisal process for the establishment of fair market value using the before and after valuation process as set forth in the Right of Way and Utilities Division's Manual of Instructions' Chapter 4. Approval of value for any LACC shall be by the Director of the Right and Utilities Division at his discretion. Once the compensation enhancement is approved, the Director of the Right of Way and Utilities Division will advise the District Administrator and the Regional Right of Way and Utilities Manager of this determination.

- The District Administrator shall ensure that the collection of any consideration, conveyance of control rights, and construction of safety and operational improvements are completed. Typically, the Central Office Right of Way and Utilities Division will collect the consideration and handle any conveyance issues regarding the LACC and/or land. The Right of Way and Utilities Division will prepare any necessary deed conveying or exchanging LACC and/or land as required by circumstance. Many changes in control do not require the conveyance of any rights, etc. **Except for the completion of safety and/or operational improvements, no conveyance, right of entry or permit is to be issued until all specifics of the CTB resolution are met and fulfilled (including, the collection of all funds or other compensation owed the Commonwealth for granting the change).** The District Location and Design Engineer will, as a minimum, revise the most recent project plans accurately reflecting the area of the change to show all changes effective with the date of the CTB resolution.



SUPERVISED BY H.W. Lee
DESIGNED BY M.E. Johnson

DATE
BY
PLAN
NOTED
REVISIONS
NO.
NO.



REVISED	FEDERAL AID	STATE	PROJECT	ROUTE	PROJECT	SHEET NO.
9-1-93	3	VA		301	6301-016-116, C-501	3

GRADED DITCH REQ'D.

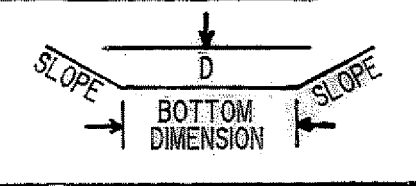
Sta.	to	Sta.	Side
23+60		16+00	Rt. Conn. "A"
700+00		701+50	Lt. Ult. S.B.L.
700+00		701+25	Rt. Ult. S.B.L.
710+10		711+50	Rt. Ult. S.B.L. Sheet 12

TEMP DETOUR
 $\Delta = 53^\circ 23' 39''$ RT.
 $D = 12'$
 $L = 240.11'$
 $R = 444.95'$
 $PI = 471.46'$
 $E = 0.54'$
 $PC = 124+0.11'$
 $PT = 124+0.11'$
 $PC = 686+60.10'$
 $PT = 694+16.21'$
 $V = 25$ MPH

S.B.L. EXISTING BYPASS
 $\Delta = 43^\circ 11' 49''$ RT.
 $D = 3^\circ 00' 00''$
 $L = 756.00'$
 $R = 1439.90'$
 $PI = 1909.86'$
 $PC = 686+60.10'$
 $PT = 701+00.00'$

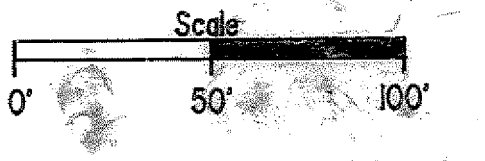
TEMP DETOUR
 $\Delta = 33^\circ 53' 42''$ LT.
 $D = 12'$
 $L = 145.50'$
 $R = 288.46'$
 $PI = 471.46'$
 $E = 0.54'$
 $PC = 154+0.45'$
 $PT = 154+0.45'$
 $V = 25$ MPH

TEMP. SILT SEDIMENT BASIN				
LOCATION	BOTTOM DIMENSION		DEPTH	SLOPE
	LENGTH	WIDTH		
125' Rt. Sta. 703+00 ULT. S.B.L.	80'	50'	2'	2:1
85' Rt. Sta. 709+50 ULT. S.B.L. Sheet 12	100'	35'	2'	2:1



Denotes Temp. Filter Barrier
 Denotes Temp. Silt Fence
 Hatched area denotes demolition of pavement
 Denotes exist. conc. to be removed/Included in Regular Excavation

TRUSTEES OF VETERANS OF FOREIGN WARS
 DB 279 PG. 855
 PLAT DB 127 PG. 116
 32 AC.



Note: See Sheet 2L for Pile Foundation detail under Wing Wall

* Not to be used for fills

(3-6) 95' Double 10' X 10' Box Culvert Req'd.
 25° Skew; Extension Lt. 700 Cu. Yds. Minor Structure Fills 25' - 30' Excav. Req'd. St'd EC-1 Req'd.
 2 Type I Wings 174 Sq. Yds. Geotextile Std. EC-1
 St'ds. BCD-DT, BCD-30; Fabric Req'd.
 BCW-II, BCE-OI, BCW-12
 See Sheet 2K for Skewed Box details
 Inv. (Out) 138.6'

DITCH CLEANOUT REQ'D.

Sta.	Length	Side
704+00	70'	10 Rt.
Total * 10		

TO BE REMOVED
 In pl. 15" conc. pipe w/conc. hdwls
 Inv. in 175.60
 Inv. out 171.85
 TO BE REMOVED
 In pl. 15" conc. pipe
 Inv. in 161.05
 Inv. out 151.48
 TO BE REMOVED
 In pl. 24" conc. pipe
 Inv. in 157.75
 Inv. out 156.11
 TO BE REMOVED
 In pl. 15" conc. pipe
 Inv. in 159.67
 In pl. 15" conc. pipe
 Inv. in 159.67
 In pl. 15" conc. pipe
 Inv. in 159.67
 TO BE REMOVED
 In pl. 15" conc. pipe
 Inv. in 159.67
 In pl. 15" conc. pipe
 Inv. in 159.67
 TO BE REMOVED
 In pl. 15" conc. pipe
 Inv. in 159.67
 In pl. 15" conc. pipe
 Inv. in 159.67

112' of In Pl. 160' Double 10' X 10' Box Culvert to BE REMOVED.
 Inv. (In) = 139.60'
 Inv. (Out) = 138.98'

Box Culvert to be excavated 48" & backfilled with 676 Tons of Bedding Material Aggr. No. 26

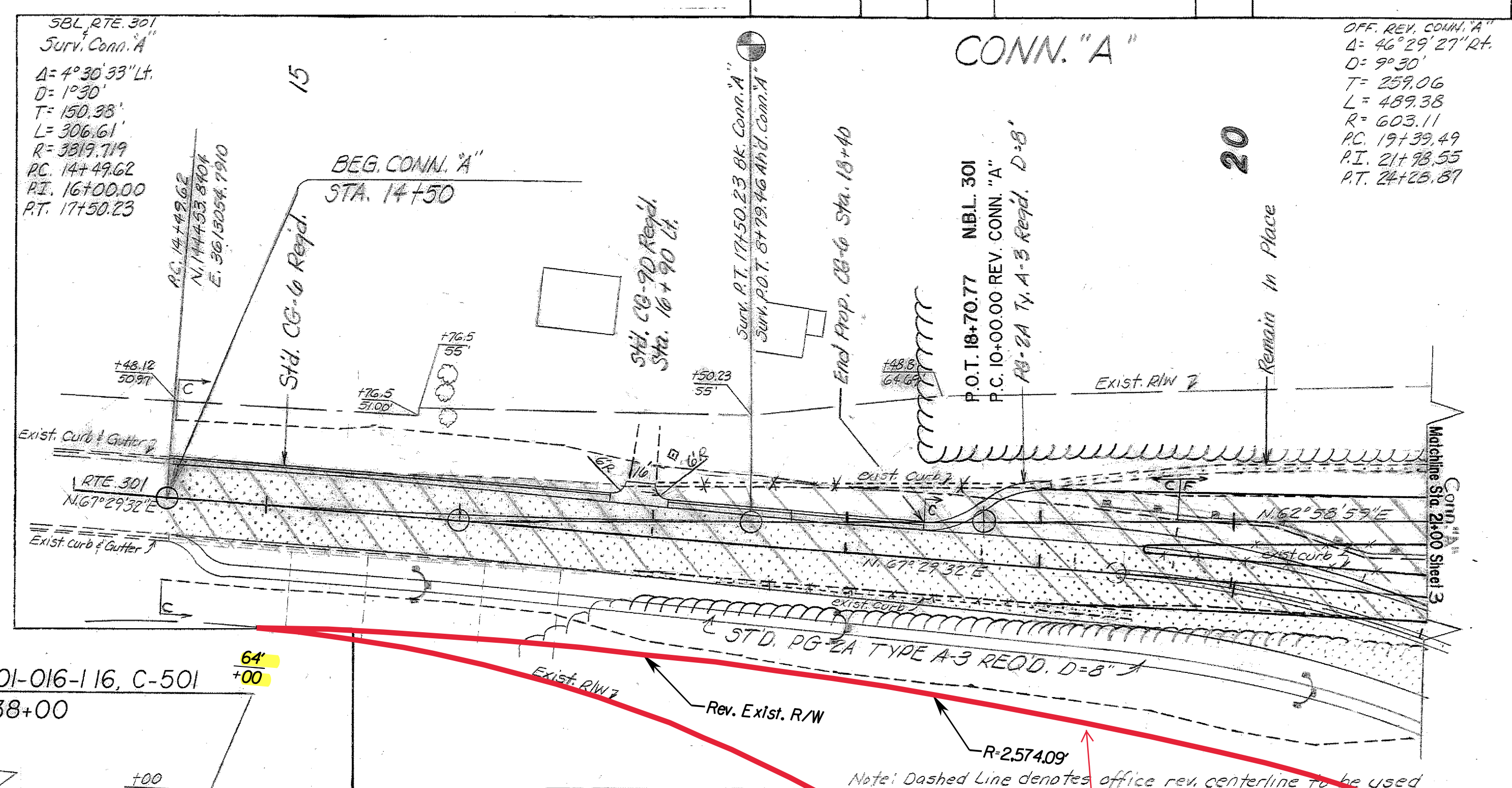
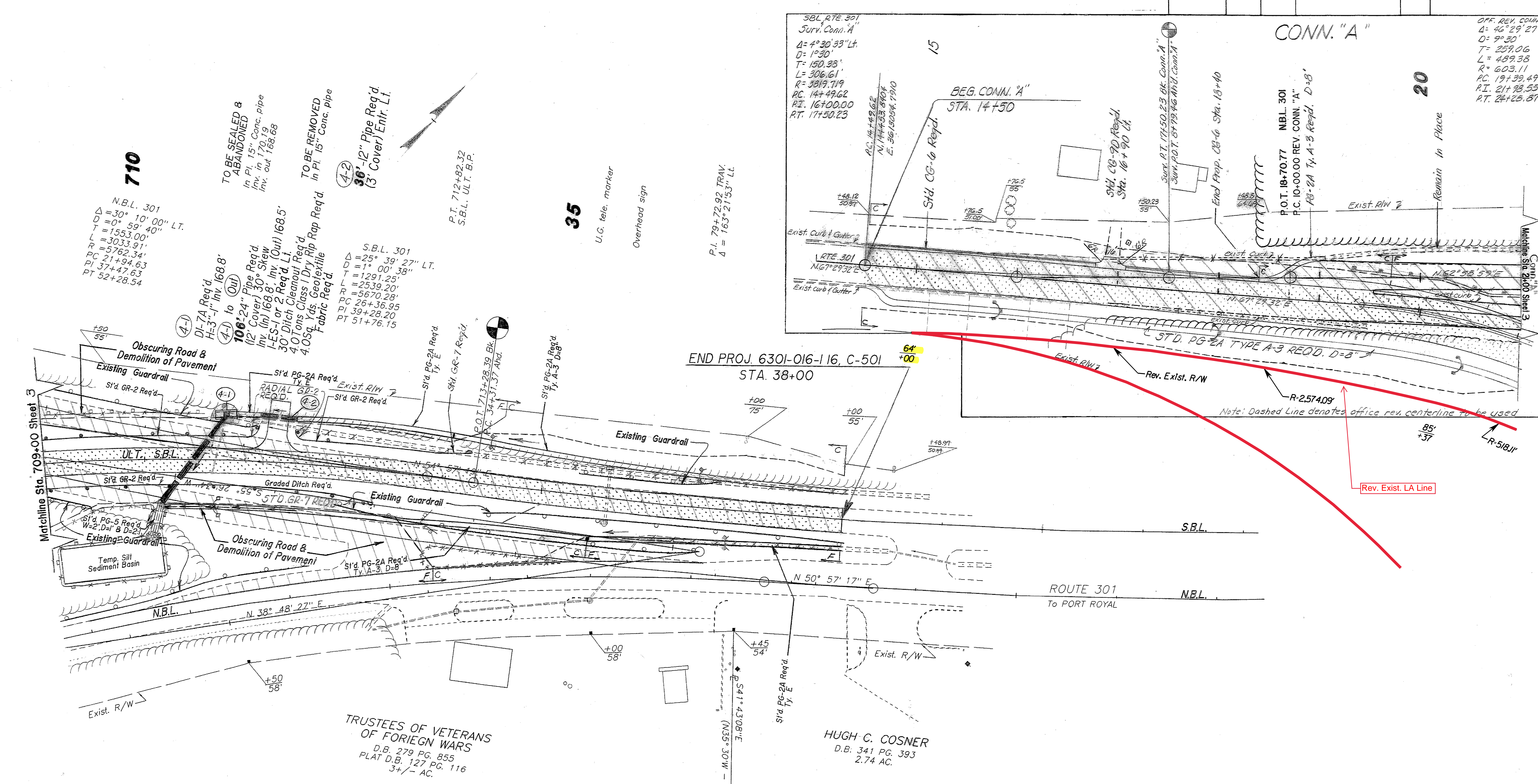
TO BE REMOVED
 In pl. 15" conc. pipe
 Inv. in 159.67
 In pl. 15" conc. pipe
 Inv. in 159.67
 In pl. 15" conc. pipe
 Inv. in 159.67
 TO BE REMOVED
 In pl. 15" conc. pipe
 Inv. in 159.67
 In pl. 15" conc. pipe
 Inv. in 159.67
 TO BE REMOVED
 In pl. 15" conc. pipe
 Inv. in 159.67
 In pl. 15" conc. pipe
 Inv. in 159.67

SUPERVISED BY H.W. Lee
DESIGNED BY M.F. Johnson

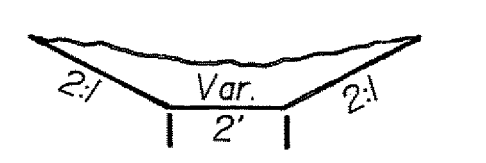
DATE	
BY	
PLANNED	
NOTED	
REVISIONS	
NO.	

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT.

REVISED	FHWA REGION	STATE	FEDERAL AID PROJECT	ROUTE	STATE PROJECT	SHEET NO.
9-1-93	3	VA		301	6301-016-116, C-501	4



DITCH CLEANOUT REQ'D.



Sta.	Side	C.Y.	Length
710+00	Rt.	4	30'
	Total	* 4	

* Denotes Temp. Silt Fence Req'd.
 * Denotes Temp. Filter Barrier Req'd.
 * Not to be used for fills
 [Hatched Area] Hatched area denotes demolition of pavement

--- Denotes approx. limits of grading

[Hatched Area] Denotes exist. conc. to be removed (Included in price bid for Reg. Excav.)



FREDERICKSBURG DISTRICT DESIGN UNIT

PLAN NO.	PROJECT	FILE NO.	SHEET NO.
A	6301-016-119, C-501		4



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Purpose and Process of Special Called Meetings

ITEM TYPE: Presentation

PURPOSE OF ITEM: Discussion Only

PRESENTER: Andrea Erard, Town Attorney

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Town Attorney will discuss the purpose and process of Special Called Meetings

ATTACHMENTS:

REQUESTED ACTION:

None



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Personnel Policy Amendments

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Andrea Erard, Town Attorney

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Town Attorney will discuss proposed changes to Personnel Policy

ATTACHMENTS:

None

REQUESTED ACTION:

Approve/Deny Changes

TOWN OF BOWLING GREEN

PERSONNEL POLICY

Effective: February 4, 2010

Revised: April 5, 2018

Revised:

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A. Reese Peek, Town Manager

Section 1. Authority and Application

1.1. Authority for and Adoption of Personnel Policies

A. Title 15.2, Chapter 15, Article 1, of the Code of Virginia and the Charter of the Town of Bowling Green, enables the Town Council to adopt personnel policies, establish departments, employ personnel, and fix compensation for its employees.

B. This Personnel Policies and Procedures Manual (the “Manual”) supersedes all previous personnel policies adopted by the Town Council.

C. This Manual includes those policy statements and procedures that establish the framework for the administration of a personnel system. As such, it is deemed to require legislative review by the Town Council. As a framework, it contains the generally applicable rules and regulations for the employment of personnel. It does not include all departmental operational policies related to personnel. The authority to adopt departmental operating policies is delegated to the Town Manager. Moreover, any actions not reserved to the Council and not inconsistent with what is contained herein are reserved to the Town Manager.

1.2. Purpose of Personnel Policies

These Personnel Policies are intended to:

- Foster effective and efficient service to the public;
- Provide and maintain equitable conditions of employment;
- Establish and maintain uniform standards of employment and compensation; and
- Aid employees and supervisors with personnel matters.

1.3. At-Will

Employees serve at the will and pleasure of the Town Council. This means that the employment relationship may be terminated by either the employee or the Council and at anytime with or without notice or cause. ~~Nothing contained in this Manual shall alter that status.~~

1.4. Federal, State and Local Laws

The personnel policies or procedures contained in this Manual are to be read consistent with federal, state, and local law and any provisions that are in conflict with such laws shall be superseded by the pertinent law. If any part, section, subsection, sentence, clause or phrase is for any reason held to be unconstitutional or invalid, that part only shall be deemed severable and shall not affect the constitutionality or validity of the remainder.

1.5. Changes in Personnel Policies

These personnel policies may be amended or changed at any time by the Town Council. Notification of changes or amendments shall be provided to all employees of the Town of Bowling Green.

1.6. Applicability

The personnel policies contained in this Manual apply to all departments, positions, and employees of the Town of Bowling Green. Department Directors may implement standard operating procedures (SOPs) provided they are consistent with these personnel policies and approved by the Town Manager.

1.7. Compliance

Within their respective departments, Department Directors shall take necessary and prompt action to ensure compliance with these personnel policies. Employees who fail to adhere to the requirements set forth in these policies may be subject to disciplinary action including termination of employment.

1.8. Availability of Personnel Policies and Procedures Manual

~~This Manual shall be maintained on the Town's website. In order to make the Manual readily accessible to all employees, a copy shall be provided to each employee.~~

1.9. Duties May Be Delegated

Whenever an activity is to be exercised by the Town Manager or a Department Director, such activity may be delegated to a subordinate employee. All activities so delegated remain the responsibility of the delegating authority.

1.10. Situations Not Specifically Covered

This Manual is intended to address most personnel matters. Situations not specifically covered by this Manual shall be handled in a manner consistent with the purposes of these policies as determined by the Town Manager and in compliance with all applicable laws.

1.11. Official Copy of Personnel Manual

The official copy of the Manual shall be maintained in the Office of the Town Manager and on the Town's website.

6.17. Nepotism Employment of Close Relatives

It is the Town's policy not to employ close family members in a supervisor-subordinate reporting relationship. Supervisor-subordinate relationship is defined as any supervisor within the employee's regular chain of command within their department. If two current employees, not in a supervisor-subordinate relationship, in the same department are related or become related (typically by marriage or a relationship substantially similar to marriage), one of them may be transferred to another open suitable position in another division (i.e., line of business) in their department with a different supervisor. No applicant or employee shall be hired, assigned, transferred, promoted, or demoted to a position that places him or her in a direct supervisory line of a family member or otherwise permits the applicant or employee to participate in any personnel action relative to a family member.

~~6.17-~~

~~A. No person shall be hired into a position in the same department where another close relative is employed. A "close relative" is defined as a spouse, child, parent, grandparent, brother, sister, half-brother or sister, or the spouse of any of these. All relationships shall include those arising from adoption. A close relative of the Town Manager or of a member of the Town Council shall not be hired by the Town. This restriction does not preclude the retention, promotion, or transfer of an employee who was employed prior to his or her close relative taking office as a member of the Town Council.~~

~~B. Relatives will not be placed in positions where they work with or have access to sensitive or confidential information regarding other close relatives, or there is an actual or apparent conflict of interest.~~

~~C. If employees become related after employment and a conflict of interest or problems with supervision, safety, security, or morale result or if reorganization creates such an employment conflict, reasonable time may be given so that alternative employment may be found. If resolution is not possible, the Town Manager may require one or both of the employees to transfer or resign.~~

~~D. Policies stated in this Section shall not adversely affect persons employed by the Town of Bowling Green on the date of adoption of these policies.~~

~~6.2:~~ **6.18 First Day of Work**

Department Directors shall inform all new employees of the need to schedule an appointment to meet with the Town Manager on the first day of work to complete various employment forms and to become oriented to the benefits associated with the position.

~~6.3:~~ **6.19 Seasonal or Temporary Part Time Employees**

A seasonal or temporary part time employee may be recruited to assist in the handling of workloads of unknown duration, seasonal employment, emergency work, or for completion of a specific task or project. These positions require less than 40 hours per week and the duration of their employment is short-term and finite. Seasonal or temporary part time employees shall not be employed without the approval of the Town Manager. If a seasonal or temporary part time employee changes status to a regular full-time position, the employee shall be considered as a new hire at the time that employee's

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status is changed unless otherwise designated by the Town Manager.

6.4. 6.20 Emergency Hiring

Should circumstances and conditions necessitate the hiring of personnel in an abbreviated manner, the Department Director shall make a written request for authority to hire on an emergency basis from the Town Manager. No employment commitment shall be made prior to the Town Manager's approval.

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~~6.5:~~ **6.21 Staffing through Temporary Agencies**

From time to time, a department may have an immediate workload demand that can be met only by additional staff for a short duration. If the Department Director determines the department’s need is best met by using a temporary employment agency which has available personnel that meet all requirements of the position(s) and department funds are available, all arrangements for such contract workers shall be made by that department in conjunction with the Town Manager. The duration of the contract with the temporary employment agency shall be no longer than 90 calendar days, unless a longer period is approved by the Town Manager. Contract workers are not “employees” of the Town.

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~~6.6:~~ **6.22 Acting Assignment**

A. An employee may be temporarily assigned to a vacant position, or a prescribed set of duties, other than those found in the position description under certain circumstances. These circumstances include, but are not limited to: during temporary vacancies created by the resignation of an employee, to meet emergencies occasioned by abnormal workload or organizational changes, to cover absences pending official assignment of personnel, to perform duties pending the development and classification of a new position, or for other purposes necessary to provide quality public service.

B. Acting assignments and the reasons thereof shall be made a part of the employee’s personnel file. The employee’s pay while on acting assignment may change if the employee is required to work in the full capacity of a higher classified position for a period equivalent to thirty (30) workdays or longer. Requests for “Acting Pay” shall be made in writing by the Department Director and forwarded to the Town Manager in advance of the employee assuming an acting assignment.

C. “Acting pay” for positions below that of the Department Director level shall be commensurate with duties assigned. Acting pay for Department Director level positions shall be determined by the Town Manager.

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~~6.7:~~ **6.23 Transfer**

A transfer is the lateral move of an employee from one position to another position with a similar level of responsibility. Transfers shall be authorized by the Town Manager upon the recommendation of the Department Director. An employee who makes a transfer will be subject to a new 6 month probationary period, which shall begin on the date the transfer becomes effective.

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~~6.8:~~ **6.24 Promotion**

A promotion is the selection of any employee for a position with a higher level of responsibility in a higher pay grade. An employee may compete with external and/or internal applicants for a promotional opportunity. Employee initiated promotions require approval of the Town Manager and the satisfactory completion of a 6-month probationary period in the position to which the employee is promoted.

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~~6.9.~~ **6.25 Employment of Minors**

~~A.D.~~ All persons employed by the Town should be a minimum of eighteen (18) years of age. In special circumstances such as the Summer Jobs Program where it is not possible or preferable to recruit a qualified applicant who has reached their eighteenth birthday, employment of a child must be conducted in accordance with the state and federal law.

~~B.E.~~ Prior to employing a child, under sixteen (16) years of age, the Department Director must have on file a completed Employment Certificate which shall be obtained by the child from the Superintendent of Caroline County Schools or the Superintendent of the school district in which the minor resides. The child must also provide proof of age prior to commencing work.

~~6.10.~~ **6.26 Political Activities**

~~A.~~ No employee shall be deprived of the right to vote, to express political opinions, or to join in any political organization provided, that:

- 1. Such participation does not interfere with job performance and is not conducted within the workplace; and
- 2. No employee shall be required to make a contribution of money, time or any other thing of value to any political party, candidate or other political organization.

~~B.~~ Prior to accepting a public appointment to or becoming a candidate for election to a federal, state, or local public office, the employee shall:

- 1. Obtain an advisory opinion from the Commonwealth's Attorney stating that candidacy or acceptance of the public appointment and continued status as an employee would not constitute a violation of the State and Local Government Conflict of Interests Act, of the Code of Virginia, Section 2.2-3100 et seq. of the Code of Virginia; and
- 2. Obtain an advisory opinion from the employee's Department Director stating that the employee is not covered by the federal Hatch Act (e.g. the employee does not work on activities or programs receiving federal funds). If an employee is covered under the Hatch Act, the employee must obtain an advisory opinion from the U.S. Office of Special Counsel (HatchAct@osc.gov) or call 1.800.854.2824).

~~C.~~ Any employee who is elected or appointed to a public office and is unable to obtain the opinions described above shall resign their current position before assuming office. At all times during the candidacy as well as after commencing service as an elected official, the employee must adhere to all work rules including, but not limited to, hours of work and work performance standards.

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Section 7. The New Employee

7.1. Orientation

A. The Town of Bowling Green recognizes the importance of a sound orientation program to ensure that new employees have a clear understanding of their duties, how to perform them and the relationship of these duties to the department and the overall operation of the Town government.

B. On the first day of work, the Department Director should make arrangements for new employees to meet the Town Manager and the staff. The new employee will be required to provide pertinent information necessary to be placed on the Town's payroll. Employees may receive a packet beforehand to process the required information in a more leisurely manner.

7.2. On-the-Job-Training

The Department Director will explain job responsibilities, duties, work schedule, working conditions and general information regarding the department's facilities, organization, and standard operating procedures and provide guidance on how the employee may meet expected performance.

7.3. Probationary Period

A. All regular full-time and regular part-time employees shall be subject to a probationary period for the 6 months immediately following their date of hire or upon a substantial voluntary change in job position. The probationary period is regarded as an integral part of the evaluation process. It is used to closely observe the employee's performance to ensure the effective adjustment of the new employee into the position.

B. Probationary employees may be terminated from employment at any time during the probationary period at the discretion of the Department Director after consultation with the Town Manager. The provisions of the Town's grievance procedures are not available to probationary employees.

7.4. Probationary Period Performance Review

The Department Director shall conduct ~~at~~ the five month probationary review and submit the rating to the Town Manager before the end of the six month probationary period.

7.5. ~~Satisfactory~~ Completion of Probationary Period

~~Following the six month evaluation review, if the rating on the performance review is satisfactory, the an employee may will move from probationary to regular status and be is eligible for a 5% pay increase. An assessment reflecting less than satisfactory progress shall be sufficient grounds for immediate termination of employment.~~

7.6. Extension of Probationary Period

~~A. If an employee has not achieved satisfactory performance on the probationary performance reviews, but has demonstrated the potential to succeed, the~~ An employee's probationary employment period may be extended at the discretion of the Department Director and with the approval of the Town Manager. ~~Such extension shall not be for a period longer than six months.~~

~~B. An employee who during the probationary period is absent for five or more consecutive workdays, will have the probationary period extended for the length of time of each such consecutive absence. For example, a seven day consecutive absence will extend the probationary period by seven days; two seven day consecutive absences will extend the probationary period by 14 days.~~

7.7. Substantial Change in Job Responsibility

Upon a ~~voluntary~~ change in position classification (including, but not limited to promotion, demotion, lateral transfer and reclassification), an employee will serve a new six month probationary period. ~~If an employee is removed from the position for not successfully completing the probationary period, the employee may be re-employed in his or her former position if there is a vacancy in that position classification. This provision does not apply to an employee who is involuntarily placed in a different position classification.~~

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Section 8. General Rules

8.1. Purpose

The following policies set forth general operating procedures.

8.2. Official Hours

A. The official hours for the transaction of Town business are from 9:00 a.m. until 5:00 p.m., Monday through Friday. The Town Manager may establish different official hours for the departments, depending on the functions and operations involved.

B. Because of the variety of services that departments provide, an employee's work schedule may be different from the official hours. However, a full-time employee is expected to work forty (40) hours per workweek.

8.3. Holidays

A. Town offices shall be closed on officially designated state holidays. Employees who provide public safety or other essential services may be required to work on holidays.

B. The Town shall observe the following holidays:

<u>Holiday</u>	<u>Date County Offices Closed</u>
New Year's Day	January 1
Lee-Jackson Day	Friday preceding the 3rd Monday in January
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Day	December 25

C. The Bowling Green Town Council also honors special holidays approved by the Governor of Virginia and/or the President of the United States. In addition to these and the holidays listed above, the Town Council may designate any other day or part of a day as an official holiday. If one of the above holidays falls on a Saturday, the preceding Friday will be observed as the designated holiday; if the holiday falls on a Sunday, the following Monday will be observed as the designated holiday. Salaried employees shall receive paid time off for a holiday. Each full day holiday shall be valued at eight hours, and a one-half day holiday shall be valued at four hours.

D. For employees who would normally work other than an eight (8) hour day on a holiday, the difference in time shall be made up by the employee after discussion with the appropriate Department Director. For Department Directors, discussion of this matter shall be held with the Town Manager. Options may include working additional hours, taking Compensatory Leave, or taking Annual Leave. The needs of the Town will be considered by the Town Manager and Department Directors in making such decisions.

E. If any holiday mentioned above falls on an employee's regularly scheduled day off, the employee shall be granted another paid day off during the month in which the holiday was celebrated, whenever possible. If this is not possible, the employee shall receive one work day of straight time pay in lieu of the paid day off.

F. If any full-time employee is required to work during any holiday mentioned above, the employee shall be granted another paid day off during the month in which the holiday was celebrated, whenever possible. If this is not possible, the employee shall be granted "holiday pay" or double the straight time rate of pay for each hour worked during the holiday rather than equivalent paid time off. Holiday pay and time worked during a holiday shall not change the requirement to actually work 40 hours during the workweek before becoming eligible for overtime pay.

G. When a holiday falls within a period of paid leave, the holiday shall not be counted as a leave day in computing the amount of leave debited. An employee who is absent without leave on the day immediately preceding or following a holiday shall not be paid for the holiday and the day absent without leave.

8.4. Service Recognition

Employees shall be recognized upon satisfactory completion of intervals of five (5) years of service as follows: five years, ten years, fifteen years, twenty years, twenty-five years, thirty years, and each subsequent five year period of service.

8.5. Retirement Recognition

Individuals who elect to retire after five (5) consecutive years of full-time Town employment shall be recognized by the Town Council. Retire means to apply for and receive retirement annuity benefits from VRS.

8.6. Closing of Town Offices Due to Severe Weather

A. Town offices may be declared closed by the Town Manager during periods of severe weather and/or when the health and safety of employees may be at risk. When weather conditions are serious enough to raise questions about driving safety or whether Town offices will be open, employees should listen to local radio stations for relevant announcements. Aside from the Town Manager's declaration of the closing of Town offices, all Town offices shall be closed when Caroline County officers declare County offices are closed for such reasons as herein explained.

B. A declaration of closure may affect the manner in which an employee is paid for that day or partial day that the offices are closed. If a re-opening date and time is not announced, it is

presumed to be 12:01 a.m. of the next calendar day following the closing and employees are expected to report to work on their regular schedule.

C. Liberal Leave. When Town offices are open during inclement weather, the Town Manager may declare a liberal leave policy to be in effect. Under the liberal leave policy, employees who are in non-essential positions (as determined by Department Directors and reported to the Town Manager) may elect not to report to work and may have their absence or late arrival charged to annual leave, compensatory leave and/or leave without pay, without having received approval in advance. The employee, upon returning to work, must submit a leave form for any time the employee was absent from work while Town offices were open.

D. Previously Approved Leave Restored. Employees who were previously approved for annual, sick, and/or compensatory leave prior to Town offices closing shall not have such time charged against their leave balances to the extent that such time coincided with the period that Town offices were closed.

8.7. Punctuality

Employees are expected to report to work on time and adhere to their scheduled work hours. The efficient and effective service to Town residents and businesses requires regular attendance and punctuality of all employees. Therefore, absenteeism, tardiness, and leaving work early will not be tolerated because such behavior is disruptive. All time away from work must be approved in advance; otherwise, it will be counted as an unexcused absence. Exempt employees are expected to work all regularly scheduled hours and additional hours if such are necessary to accomplish assigned tasks.

8.8. Flexible Work Schedules

Department Directors, for good reason, may recommend to the Town Manager flexible work schedules for all or some of the position classifications where appropriate. No flexible or alternative work schedules shall be implemented without the prior approval of the Town Manager.

8.9. Required Certifications and Licenses

The minimum qualifications for certain positions may include specific professional or technical certifications or licensing requirements. Those employed in such positions shall maintain the required certification or licensure in order to continue employment with the Town. Town Council encourages all employees to achieve certifications and higher grade licensure. Given the availability of funds, the Town will contribute to the attainment of appropriate licenses. The Town will not participate financially upon the second failure of a certification or licensure examination. Employees may be directed to take additional training that is applicable to their position as directed by the Town Manager to fulfill their required tasks. This training shall be paid for by the Town of Bowling Green. After obtaining such training or licensure, the employee will be required to provide the Town with a commitment to work for the Town a minimum of 90 days after obtaining each license.

8.10. Appearance

A. Uniformed Personnel

1. It is the responsibility of the employee to keep uniforms in a neat, clean, and orderly manner. Employees are expected to begin their work period with a uniform in proper order. The complete uniform must be worn at all times while on duty and no uniform may be altered or changed in appearance. Any employee not wearing the assigned uniform may be sent home on leave without pay to change and the time counted as an unexcused absence.

2. An employee who loses a uniform more than once will be responsible for the cost of replacing the uniform. The employee will be required to pay cash for the replacement or with the employee's consent the replacement cost will be deducted from the employee's next regular paycheck.

3. It is the employee's responsibility to make the Department Director aware of the need to replace uniforms. Uniformed employees need to wear uniforms with their names clearly noted at all times while on duty.

B. Non-Uniformed Personnel. During work hours, employees are considered to be representatives of the Town and are required to dress and groom themselves in a manner that portrays a professional image.

8.11. Use of Tobacco Products

In the interest of the health and well being of employees and the public, the use of tobacco products is not permitted in Town buildings or vehicles. ~~The Town of Bowling Green, depending on the availability of funds in the budget, will contribute to programs to help employees quit smoking or to cease the use of other tobacco products.~~

8.12. Use of Town Equipment

The Town of Bowling Green provides employees with tools and office equipment intended for use while performing Town business. This equipment (including, but not limited to, copiers, facsimile machines, carpentry, lawn care tools, plumbing, earth-moving equipment, and vehicles, etc.) is not intended for an employee's personal use. Removal or unauthorized use of Town property without authorization is prohibited. ~~Personal use of equipment by Town personnel may be permitted by the Town Manager with full compensation for the use of such equipment coming from the employee to the Town.~~

8.13. Computers and Other Wire, Digital, and Electronic Communication Devices

A. Each employee who is authorized to use a computer terminal, personal computer, the Internet, or other wire, digital, or electronic communication device ("communication equipment") is responsible for maintaining, preserving and securing the information received, sent and stored.

Communication equipment includes, but is not limited to, electronic mail (e-mail), facsimiles, Internet, pager, radio, cell phone, computer server, and telephone.

B. All messages received, transmitted, or stored on the Town's communication equipment is subject to the monitoring of, use, and the reading of the messages. Employees have no expectation of privacy with respect to computers, desks, cell phones or any other equipment or device belonging to the Town.

~~C. Employees who engage in excessive or abusive personal use of any communication equipment will be subject to disciplinary action.~~

~~C. Personal use of Town equipment is not allowed.~~

~~D. Telephones. Town telephones are intended for official use only while conducting Town business. Personal calls (made or received) to local phone exchanges should be as brief and infrequent as possible. No long distance telephone calls shall be made for personal business. If such a call is made under emergency circumstances, the employee will reimburse the Town for the cost of such a call and, if situations warrant, may be subject to disciplinary action.~~

E.D. Prohibited Uses. The following actions illustrate some of the prohibited uses of the communications equipment:

1. Employees are prohibited from sending messages which are harassing or discriminatory;
2. Use of abusive or obscene language in either public or private messages;
3. Using the Internet in any manner violating federal, state, or local laws or statutes including copyright laws;
4. Knowingly changing any computer file that was not generated by the user ("user" shall include any person in the chain of supervision);
5. Use of Internet for sending, viewing or retrieving pornographic materials, inappropriate text files or files dangerous to the integrity of the network;
6. Circumventing security measures;
7. Attempting to gain access to another person's resources, programs, or data, without consent;
8. Vandalizing, which is defined as any malicious attempt to harm or destroy, Town equipment or data on the network or the Internet. This includes the uploading or creating of computer viruses; or
9. While using the Internet, falsifying one's identity to others, user name, and/or allowing another person to use the employee's password.

8.14. Vehicle Use

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Treasurer have access to all payroll and timekeeping records and may access the personnel file to submit these records into that file.

C. An employee may request, in writing, that inaccurate or no longer timely information in the employee's personnel file be corrected or purged; if such request is denied, the employee may provide supplemental information or a statement no longer than 200 words.

D. Information in the personnel file will be released when subpoenaed or by Court Order.

8.19. Personal Information

Employees must notify the Town Manager of any changes in personal information, (e.g. phone and cell numbers, names of dependents, and spouse, home, and P.O. addresses, etc.). It is critical that all information be kept up to date. It is important to remember to update marital status, name of spouse, and all minor children, addresses and phone numbers. ~~Any problems incurred by the Town's use of out-of-date information are not the responsibility of the Town.~~

8.20. Verification of Employment and Employment References

All requests for employment references and verification of employment or pay for current and former employees shall be referred to the Town Manager. Employees shall not supply information regarding the employment history of any former or current employee to any inquiring party.

8.21. Public Inspection of Personnel Information

The name, title, and pay of current and former employees shall be available for public inspection during business hours and in accordance with such procedures as the Town Manager may prescribe. The Government Data Collection and Discrimination and Freedom of Information Acts govern the public availability of employee records.

8.22. Destruction of Records

A. The retention and destruction of official records including the official personnel files shall be governed by the Virginia State Library in accordance with the Virginia Public Records Act and applicable federal laws.

B. Personnel files and any other records may be kept longer than the minimum required under the VPRA at the discretion of the Town Manager.

8.23. Garnishments

Should the Town be served with a writ of garnishment or attachment, a notice of levy by the Internal Revenue Service (IRS) or other taxing authority, or any other judicial order requiring payment of an employee's wages to a third party or the court, the Town will deduct the required amount from the employee's wages in an amount not to exceed that permitted by law. The Town may impose an administrative fee based on the amount of the garnishment.

8.24. Conflict of Interests

A. All employees are subject to the Virginia Conflict of Interests Act, 2.2-3100 et. seq. of the Code of Virginia. Whenever an employee or family member of the employee may directly or indirectly financially benefit from a transaction or a contract to which the employee has a personal interest, a potential conflict of interest may arise.

B. A violation of the Conflict of Interests Act is a criminal offense. Whenever a potential conflict arises, the employee is advised to request a written opinion immediately from the Commonwealth's Attorney ~~who is required by statute to give such an opinion~~. A copy of the Conflict of Interests Act is available from the Town Manager or it may be found on the Internet.

8.25. General Ethical Conduct

A. The following are general rules of ethical conduct to which employees are expected to adhere:

1. Affirm the dignity and worth of the services rendered by government and maintain a courteous, constructive, creative, and respectful attitude toward the public at all times;

2. Be dedicated to the highest ideals of honor and integrity in all relationships in order to merit the respect and confidence of other employees and of the public;

3. Maintain public confidence and trust in Town government through your actions;

4. Conduct official and personal affairs in such a manner as to give the clear impression that you cannot be improperly influenced in the performance of your official duties;

5. Handle all personnel matters on the basis of merit so that fairness and impartiality govern decisions pertaining to appointments, pay adjustments, promotions, and discipline;

~~6. Do not accept or solicit, directly or indirectly, any gift or accept or receive any gift, whether it is money, services, loans, travel, entertainment, hospitality, promise, or any other form if it has a retail value of \$35.00 or greater or if:~~

~~a. it could be reasonably inferred or expected that the gift was intended to influence you in the performance of your official duties; or~~

~~b. the gift was intended to serve as a reward for any official action on your part.~~

~~7.6.~~ Do not disclose to others, or use to further your personal interest, confidential information acquired in the course of your official duties.

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Section 9. Performance

9.1. Purpose

A. Performance conferences and annual reviews inform employees how well they are performing their work and how they can improve their work performance. The review and evaluation process is intended primarily to enhance communication on performance expectations between employees and their Department Directors and the Town Manager. The performance review is for:

1. Determining the level of the employee's performance and informing the employee about this determination;
2. Identifying areas which meet or exceed expectations and those which need improvement; and
3. Identifying how the employee and his co-workers can best work together to achieve the department's work goals for the coming year.

B. Performance evaluations may be used as a factor in determining pay, promotion, demotion, transfer, termination, layoff, or training.

9.2. ~~No Progressive Discipline~~ **Performance Plans**

~~The Town of Bowling Green does not utilize progressive discipline for employees. Performance Plan sets forth the expectations for the duties and responsibilities of the position. It describes a proficient level of performance for the duties found in the position job description as well as what new skills and abilities must be attained during the next performance year.~~

9.3. Evaluations

All employees, except temporary and seasonal part-time workers, shall be evaluated. Evaluations shall occur after five months of the probationary period and then annually prior to the Performance Review Date.

9.4. Supervisor's Responsibility

Performance evaluations shall be prepared by Department Directors. The Director is expected to regularly review the performance with each employee. The Town Manager will evaluate each of the Department Directors. Each employee shall be provided with a copy of the completed annual performance evaluation form signed by the Department Director; the employee is also expected to sign the evaluation. The employee's signature does not indicate agreement with the evaluation ratings, but merely acknowledges that the review has been discussed.

9.5. Employee's Responsibility

Every employee is encouraged to discuss openly with the Director the responsibilities and expectations for future performance. If an employee wishes to supplement or clarify the annual performance evaluation, the employee may submit a written statement within 10 calendar days following the annual performance conference with the Director.

9.6. Confidential Nature of the Evaluation

Copies of annual performance evaluations shall be maintained in personnel files. A performance evaluation shall be made available only to the employee, the Department Director, or the Town Manager; ~~the Town Council, and legal authorities on a need-to-know basis.~~

Section 16. Standards of Conduct

16.1. Purpose

A. The Standards of Conduct are intended to promote the orderly, efficient, and effective operation of the Town's responsibilities.

B. All Town employees shall conform to these standards and conduct themselves in a responsible and productive manner. An employee shall not violate the public trust, discredit the Town or its employees, or hinder the effective performance of the Town's governmental or proprietary functions.

16.2. At-Will Employment

A. The standards are guides for acceptable conduct and do not negate the employment at-will relationship. An individual's employment with the Town is entered into voluntarily and the employee may resign at any time and for any or no stated reason.

B. Similarly, the Town may end the employment relationship at any time and for any or no stated reason. ~~Such termination of employment must comply with Section 18 of these Policies.~~

16.3. Director's Responsibility

Department Directors shall be responsible for administering disciplinary measures consistent with the procedures set forth in this section. If the appropriateness of specific conduct or discipline is in question, the Department Director should consult with the Town Manager to determine the proper disciplinary action. Written notification of the disciplinary measure shall be delivered to the employee ~~as prescribed herein~~ and a copy forwarded to the Town Manager for placement in the employee's personnel Town file.

16.4. Disciplinary Measures

A. Department Directors are to apply disciplinary measures fairly and consistently. Disciplinary measures of less severity than discharge shall generally be taken to correct inappropriate conduct; however, under certain circumstances, discharge may be appropriate for first incidents of misconduct. ~~The Town of Bowling Green does not use progressive discipline.~~

B. Communication. The most effective means of discipline is effective and regular communication between the Director and the employee about the expected performance and behaviors. On-going feedback tends to foster greater teamwork and productivity; it also results in performance issues being identified and corrected early.

C. Corrective Measures

1. Any corrective measure shall take into consideration the mitigating or aggravating circumstances surrounding the misconduct, the employee's history, and the impact of the misconduct

on the effective operation of the Town. Progressive discipline is encouraged but not required. A verbal reprimand or warning is usually the first step. Should the conduct repeat itself, a written reprimand should follow. Depending upon the conduct and the circumstances in which it occurred, termination may be an appropriate consequence for the first incident. In lieu of termination, less severe action such as a suspension without pay or a demotion may be an alternative.

2. Before an employee is suspended or dismissed, the Department Director should meet with the employee to discuss the misconduct and to find out if there are any mitigating circumstances. The employee shall be provided an opportunity to respond.

D. Types of Disciplinary Actions

1. Verbal Warning. An informal verbal communication from a Director or the Town Manager to an employee explaining exactly what conduct is unacceptable and how similar conduct shall be avoided in the future.

2. Written Reprimand. The formal written communication to an employee for the purpose of addressing the unacceptable conduct.

3. Suspension. A separation from employment without pay for the purpose of reprimanding an employee for unacceptable conduct. An employee who is suspended without pay shall not accumulate sick or annual leave during the pay periods in which the suspension occurred.

~~4. Disciplinary Demotion. A disciplinary demotion is the assignment of an employee to a lower classified position for inappropriate conduct. Demotion may not be used as a disciplinary measure if the employee does not qualify for the position in the lower pay grade, or if the demotion would displace another employee. A disciplinary demotion shall be accompanied by a reduction in pay grade and pay.~~

~~5-4.~~ Dismissal. A termination of employment for unacceptable conduct. An employee who is dismissed forfeits all payment for any accumulated annual and sick leave.

E. Notification of Suspension, Demotion, or Dismissal. The written notification concerning an employee's suspension, demotion, or dismissal, shall be delivered in person to the employee while the employee is at work or sent by certified mail to the employee's last known address.

F. Authority to Issue Disciplinary Action

1. The types of disciplinary actions and the level of authority to administer the actions are listed below.

<u>Type of Action</u>	<u>Authority to Approve</u>
Verbal Warning	Department Director
Written Warning	Department Director
Suspension	Town Manager
Demotion	Town Manager
Dismissal	Town Manager

Section 17. Grievance Procedure

17.1. Purpose

The purpose of the grievance procedure is to afford an immediate and impartial method for the resolution of disputes which may arise in the workplace.

17.2. Coverage of Personnel

A. Eligible Personnel. Employees who have completed the probationary period and are in regular full-time and regular part-time positions may utilize the grievance procedure.

B. Ineligible Personnel. The following classes of employees are not eligible to utilize the grievance procedure:

1. Seasonal, Temporary, or Limited term positions
2. Contract employees
3. Appointees of elected officials or elected groups.

4. Law enforcement officers who have elected to proceed pursuant to the procedural rights afforded in 9.1-500 et seq. of the Code of Virginia.

17.3. Definition of Grievance

A grievance shall be a complaint or dispute by an employee relating to his employment, including (i) disciplinary actions, including dismissals, disciplinary demotions, and suspensions, (ii) the application of personnel policies, procedures, rules, and regulations (iii) discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, sex, marital status, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, or military status; and A.-(iv) acts of retaliation as the result of the use of or participation in the grievance procedure or because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a governmental authority, has sought any change in law before the Congress of the United States or the General Assembly, or has reported an incidence of fraud, abuse, or gross mismanagement. For the purposes of clause (iv), there shall be a rebuttable presumption that increasing the penalty that is the subject of the grievance at any level of the grievance shall be an act of retaliation. A grievance is a complaint or dispute by an employee relating to his or her employment, including, but not limited to:

1. ~~Disciplinary actions, including dismissals, demotions and suspensions, provided that such dismissals result from formal discipline or unsatisfactory job performance;~~
2. ~~The application of personnel policies, procedure, rules and regulations including the application of policies set forth in ordinances and statutes;~~

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3. Retaliation as a result of using this Procedure or participating in the formal grievance of another Town employee under this Procedure, or complying with the laws of the United States or the Commonwealth of Virginia as well as reporting any violation of such laws to a governmental authority, or seeking any change in law before the United States Congress or the Virginia General Assembly; and

4. Discrimination on the basis of race, color, religion, age, disability, national origin, gender, marital status, and/or political affiliation.

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17.4. Complaints That Shall Not Be Grieved

The Town of Bowling Green retains the exclusive right to manage the affairs and operations of government. Accordingly, the following complaints are nongrievable:

- (i) establishment and revision of wages or salaries, position classification, or general benefits;
- (ii) work activity accepted by the employee as a condition of employment or work activity that may reasonably be expected to be a part of the job content;
- (iii) the contents of ordinances, statutes, or established personnel policies, procedures, rules, and regulations;
- (iv) failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly;
- (v) the methods, means, and personnel by which work activities are to be carried on;
- (vi) reduction in work force, or job abolition (except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance, termination, layoff, demotion, or suspension from duties because of lack of work);
- (vii) the hiring, promotion, transfer, assignment, and retention of employees within the local government; and
- (viii) the relief of employees from duties of the local government in emergencies.

A reduction in work force, or job abolition shall be upheld upon a showing by the local government that:

- (a) there was a valid business reason for the action, and
- (b) the employee was notified of the reason in writing prior to the effective date of the action.

A. The Town Council reserves the exclusive right to manage the affairs and operations of the Town government. Therefore, the following complaints cannot be grieved:

1. Establishment and revision of wages and salaries, including position classification and performance evaluations and/or concomitant pay increases, or general benefits;

2. Work activity accepted by the employee as a condition of employment or which may reasonably be expected to be a part of the job content;

3. The contents of adopted ordinances, adopted statutes, adopted personnel policies, or established procedures, rules and regulations;

4. Failure to promote, except where the employee can show that adopted personnel policies or established procedures were not followed or fairly applied;

5. The methods, means and personnel by which work activities are to be carried out, some examples are:

a. The provision of equipment, tools, and facilities necessary to accomplish tasks except where condition or unavailability creates an unsafe or hazardous situation;

b. The scheduling and distribution of manpower/personnel resources; and

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e. Training and career development

~~6. Termination, layoff, demotion or suspension from duties because of lack of work, reduction in workforce, or job elimination except where such action affects an employee who has been reinstated within the previous six months as a result of the final determination of a grievance. (In any grievance brought under the exception, the action shall be upheld upon a showing by the Town that there was a valid business reason for the action and the employee was notified of such reason in writing prior to the effective date of action.)~~

~~7. The hiring, promotion, transfer, assignment, and retention of employees within the Town service; and the relief of employees from duties, or action necessary to carry out such duties, during declared emergencies by the Town, County, State or Federal Government.~~

17.5. Town Manager's Responsibilities

A. The Town Manager shall:

1. Open a file and assign a number to each written grievance;
2. Ensure that all parties are aware of the process;
3. Monitor procedures and adherence to time frames;



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Due Date Change for 2022 Personal Property and Real Estate Tax

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Interim Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Due to the delay in processing the 2022 tax bills, staff requests extension on due date to December 20, 2022 for compliance with state and local law.

ATTACHMENTS:

None

REQUESTED ACTION:

Approve tax extension date of December 20, 2022



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Trash Service
ITEM TYPE: Action Item
PURPOSE OF ITEM: Discussion Only
PRESENTER: Jeff Voit, Councill Member & Allyson Finchum , Interim Town Manager
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Council member Voit presenting information on the Town trash contract

ATTACHMENTS:

Shifflett's Contract, etc.

REQUESTED ACTION:

None

Solid Waste Collection Services Request for Bids

The Town of Bowling Green, Virginia is seeking bids from qualified firms for the collection of trash and recyclables. Solid waste collection firms qualified to perform the work outlined in this document shall submit proposals in accordance with the attached request. Sealed proposals must be received by the Town by 2:00 p.m., Wednesday, March 31, 2021. Three (3) copies of all proposal submittals must be sent to: Melissa Lewis, Acting Town Manager, Town of Bowling Green, 117 Butler Street (UPS, FedEx, or private courier), P.O. Box 468 (if sent via USPS), Bowling Green, Virginia 22427. Public opening will be at Town Hall located at 117 Butler Street, Bowling Green, VA 22247.

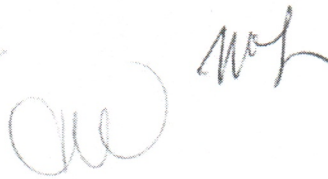
Current customers served:

Residential service:

- 96-gallon cart service to 375 customers; and
- 96-gallon single stream recycling totes to 375 customers.

Commercial customers:

- 6 with 2-yard dumpsters,
- 6 with 4-yard dumpsters
- 3 with 6-yard dumpsters
- 4 with 8-yard dumpsters



All inquiries for bid information should be directed to: Melissa Lewis, Town Manager, telephone 804-633-6212 ext. 1001 or townmanager@townofbowlinggreen.com.

Solid Waste Collection Services Request for Bids

PRICE SCHEDULE

Instructions: Offerors are required to provide a bid on the shaded items in the tables shown below. Any exceptions, comments, variations, etc. for a specific bid item should be detailed in the "Notes" section in the tables. If more space is needed beyond the tables provided, please attach additional separate sheets.

Trash Collection Services

Item	Description	Bid Price (price per customer per month)
Residential		
1	Weekly curbside collection of refuse using contractor-provided totes for each household and transport to a landfill.	\$ 13.00 per unit
2	Weekly collection of recyclables and transport to a recycling facility (single-stream collection) using contractor-provided totes for each household.	\$ 2.50 per unit
Recycling: Alternative A		
3	Bi-weekly collection of recyclables and transport to a recycling facility (single-stream collection). using contractor-provided totes for each household.	\$ N/A
4	Weekly collection of recyclables and transport to a recycling facility (separated at the curb) using contractor-provided totes for each household.	\$ 2.50 per unit weekly
5	Bi-weekly collection of recyclables and transport to a recycling facility (separated at the curb) Bi-weekly collection of recyclables and transport to a recycling facility (separated at the curb).	\$ N/A
Commercial*		Bid Price (price per cubic yard of waste Per customer per month)
6	Weekly collection of refuse using contractor-provided dumpsters or totes for each location and transport to a landfill.	\$ N/A
<p>Contract rates will be firm for the first two years and then will increase by <u>2</u> % at the beginning of the third year and remain firm for the third and fourth year.</p> <p>* Commercial businesses are not required to use our service.</p> <p>Notes: We currently at this time do not offer dumpster service.</p>		

Solid Waste Collection Services Request for Bids

The terms and condition contained in the attached proposed contract are agreeable.

Submitted By:

Shifflett's Waste Service , LLC

Legal Name of Firm

P O Box 5386, Fredericksburg , Virginia 22403

Address of Firm

Tammy Waite

Signature

Sales Consultant

Title

Tammy Waite

Printed Name

3/11/21

Date

540-752-1600

Telephone/Fax

tw@shifflettswasteservices.com

Email

Solid Waste Collection Services Request for Bids

**PROPOSED AGREEMENT FOR SOLID WASTE AND RECYCLING
COLLECTION SERVICES**

THIS AGREEMENT is dated as of the 1st day of July 2021, by and between the Town of Bowling Green, a municipal corporation of the Commonwealth of Virginia (hereinafter referred to as Town) and Shifflett's Waste Service, LLC, a Virginia corporation (hereinafter referred to as Shifflett's Waste Service LLC).

That in and for consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

ARTICLE I. WORK.

Shifflett's Waste Service, LLC shall complete all work as specified or indicated in the Contract Documents. The Work is general described as follows:

- 1.1 Shifflett's Waste Service, LLC shall provide all labor and equipment to conduct once weekly collection of residential and light commercial (municipal) solid waste within the corporate limits of the Town AND weekly collection and sorting of recyclable waste.

- 1.2 Shifflett's Waste Service, LLC shall collect at each collection all refuse acceptable for collection under Section 5-313 of the Code of the Town of Bowling Green, Virginia (hereinafter referred to as Code) including but not limited to garbage, food containers, paper, cloth, floor covering, rubber, leather, toys, small appliances, newspapers, magazines, cardboard, yard and garden trimmings (includes bagged leaves), and items of wood, metal and plastic that are placed in the Shifflett's Waste Service, LLC provided containers. Also Shifflett's Waste Service, LLC shall collect Christmas trees for two weeks following Christmas.

- 1.3 Refuse unacceptable for collection under Section 5-314 of the Code shall include building materials, brick, masonry, drywall, dirt, structural lumber, furniture, mattresses and bed springs, large appliances, tires, automotive batteries and parts, sheet metal, animal carcasses, human and animal waste, and hazardous substances such as poisons, acids, caustics, explosives, and containers of flammable liquids.

- 1.4 Refuse collection shall be made on Thursdays between the hours of 7 a.m. and 5 p.m. All non recyclable waste shall be disposed of at the Shifflett's Waste Service, LLC or at such other place as the parties may agree to in writing. Shifflett's Waste Service, LLC may levy additional charges directly to customers requesting to use optional large capacity refuse containers, although no customer shall be required to use such container.

Solid Waste Collection Services Request for Bids

- 1.5 Recyclable collection shall be made from contractor provided containers at the curbside. Recyclable waste shall be properly disposed of. Recyclable disposal shall be at the discretion of Shifflett's Waste Service, LLC in accordance with applicable State and Local laws and regulations.

ARTICLE II. PERFORMANCE STANDARDS.

- 2.1 Shifflett's Waste Service, LLC shall complete all collection activities in a prompt and courteous manner.
- 2.2 Shifflett's Waste Service, LLC shall complete all collection activities in a neat and orderly manner.
- 2.3 Shifflett's Waste Service, LLC shall generally begin collection during morning hours, but in no case shall collection begin prior to 7:00 a.m.
- 2.4 Shifflett's Waste Service, LLC shall collect from all publicly maintained trash cans, and all residences and business other than those, which have been approved by the Town to "opt out" of service, or are considered "heavy commercial" business. Shifflett's Waste Service, LLC may at its discretion enter into and provide services for said businesses who are considered "heavy commercial" or who have "opted out" of the services provided by the Town. The interpretation of this Section shall be consistent with the Code.
- 2.5 In the event that Shifflett's Waste Service, LLC fails to collect from any customer during the time of collection on a scheduled collection day, Shifflett's Waste Service, LLC will return to make the collection provided that (Name of your company) is notified by the Town by 4:00 pm. on that day. If Shifflett's Waste Service, LLC fails to return on that day, or if notification of a missed collection is not provided by 4:00 pm., then (Name of your company) will return and make the collection on the following business day.
- 2.6 Shifflett's Waste Service, LLC shall maintain collection vehicles in a safe and properly working manner so as to provide for safe and efficient operation and to avoid leaks and spills of refuse or mechanical fluids. Shifflett's Waste Service, LLC shall ensure that vehicles are maintained according to standards of cleanliness as may reasonably be required by the Town. Spills and leaks from collection vehicles shall be immediately cleaned from streets, alleys and driveways. Vehicles shall at all times comply with applicable state and local inspection and licensing requirements.
- 2.7 Shifflett's Waste Service, LLC shall maintain adequate records indicating the time and date of collection operations, the weight of refuse collected, and the weight by category of collected recyclables. Reasonable requests by Town to verify weight collected shall be honored by Shifflett's Waste Service, LLC.

Solid Waste Collection Services Request for Bids

ARTICLE III. CONTRACT TERMS.

The term of this agreement shall be for a period of four (4) years commencing on July 1, 2021 and concluding on June 30, 2025.

ARTICLE IV. CONTRACT PRICE.

(This section will be changed to reflect the winning Bid)

In consideration of the services herein mentioned, Town agrees to pay Shifflett's Waste Service, LLC a monthly amount of at the rate of \$ 13.00 per unit for residential collection (96-gallon cart service) and \$2.50 per unit for residential single stream recycling collection (96-gallon cart service). Commercial collection is at a rate of \$ N/A per cubic yard per month for commercial front-end load dumpster service at commercial businesses.

Contract rates will be firm for the first two years and then will increase by 2 % at the beginning of the third year and remain firm for the third and fourth year.

ARTICLE V. PAYMENT PROCEDURES.

- 5.1 Payment shall be made in equal monthly installments upon presentation of a bill for services to the Town Treasurer. Bills should be presented on or before the 25th of every month for approval and payment on the first Thursday of the next month.
- 5.2 If during any month Shifflett's Waste Service, LLC fails to provide work in accordance with this agreement, the Town may reduce the amount of payment by an amount proportional to the reduction in work performed by Shifflett's Waste Service, LLC , or by an amount equivalent to the actual cost of replacement collection service, whichever is greater.

ARTICLE VI. CONTRACTORS REPRESENTATIONS.

- 6.1 Shifflett's Waste Service, LLC has examined and carefully studied the Contract Documents.
- 6.2 Shifflett's Waste Service, LLC has visited the Town and environs and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, performance or furnishing of work.

Solid Waste Collection Services Request for Bids

- 6.3 Shifflett's Waste Service ,LLC is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress, performance and furnishing or the work.
- 6.4 Shifflett's Waste Service ,LLC will comply with all federal, state and local laws and regulations.

ARTICLE VII. CONTRACT DOCUMENTS.

- 7.1 The Contract Documents which comprise of the entire agreement between the Town and Shifflett's Waste Service ,LLC concerning the work of the following:
- A. This Agreement;
 - B. Article 3, Division 2 of the Code of the Town of Bowling Green;
 - C. Certificate of Insurance; and
 - D. Contractor's Proposal documents.

The above documents are hereby attached to this agreement and incorporated hereto. There are no other contract documents other than those listed above.

- 7.2 The agreement between the parties may only be amended, modified, or supplemented pursuant to Article 8 of this Contract.

ARTICLE VIII. AMENDMENTS.

- 8.1 This agreement may be amended to provide for additions, deletions and revisions in writing and by mutual consent of the parties.
- 8.2 After the first 12 months either party to this Agreement may request to renegotiate the contract price and the other party shall not delay in accommodating a reasonable and justifiable Amendment to the contract price in accordance with section 8.1. Any amendments to contract price must be finalized by April 1 of each year for incorporation into the Towns next FY budget.

Solid Waste Collection Services Request for Bids

- 8.3 Should the Code of the Town of Bowling Green, Virginia (Code) be amended in such a way that the nature of the work is substantially and/or materially altered, Shifflett's Waste Service ,LLC may seek to amend the terms of this agreement, inclusive of consideration.

ARTICLE IX. INSURANCE AND INDEMNIFICATION.

- 9.1 Shifflett's Waste Service ,LLC shall defend, indemnify and hold harmless the Town from any claim, loss, liability, cost or expense that results from Shifflett's Waste Service , LLC activities if said claim, loss, liability, cost or expense is the result of Shifflett's Waste Service ,LLC negligent acts and/or omissions.
- 9.2 Town shall defend, indemnify and hold harmless Shifflett's Waste Service ,LLC from any claim, loss, liability, cost or expense that results from Town's activities if said claim, loss, liability, cost or expense is the result of Town's negligent acts and/or omissions.
- 9.3 Shifflett's Waste Service ,LLC shall defend, indemnify and hold harmless the Town from any claim, loss, liability, cost or expense that results from Town's breach of this Agreement.
- 9.4 Town shall defend, indemnify and hold harmless Shifflett's Waste Service ,LLC any claim, loss, liability, cost or expense that results from Town's breach of the Agreement.
- 9.5 Shifflett's Waste Service ,LLC shall carry general commercial liability insurance, motor vehicle insurance and worker's compensation insurance in an amount mutually acceptable to the parties herein. Certificates of the aforesaid insurance shall be filed with the Town annually. The Town shall be named as an additional insured on all policies pertaining to the work in this agreement.
- 9.6 Shifflett's Waste Service ,LLC shall not be held responsible for damage to private roads, alleys and/or driveways if (Name of your company) 's vehicles are required to utilize the same in the performance of the collection duties.

ARTICLE X. WARRANTY.

- 10.1 Shifflett's Waste Service ,LLC warrants that this work will be performed in accordance with the Contract documents and accepted industry standards.

Solid Waste Collection Services Request for Bids

- 10.2 Whenever the Town believes that Shifflett's Waste Service ,LLC is not meeting the obligations of this agreement, the Town will notify Shifflett's Waste Service ,LLC in writing. Shifflett's Waste Service ,LLC shall have ten (10) days to respond to the Town's notice. The response shall be in writing and shall explain why Shifflett's Waste Service ,LLC disagrees with the Town or explain how the obligations of this agreement will be met or how the complaint will be resolved.

ARTICLE XI. EQUAL OPPORTUNITY.

Shifflett's Waste Service ,LLC shall conform with Section 11-51 of the Code of Virginia (1950) as amended, pertaining to nondiscrimination in employment and the workplace.

ARTICLE XII. MISCELLANEOUS.

- 12.1 The parties agree that there shall not be any third-party beneficiaries of this agreement.
- 12.2 If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be modified consistent with the original intent of the parties so as to be enforceable, and the remainder of the Agreement shall remain in full force and effect.
- 12.3 If any portion of this Agreement is in conflict with the Code, the Code shall supersede and control the relationship between the parties. If any portion of this Agreement is in conflict with any other contract document, this Agreement shall supersede.

Solid Waste Collection Services Request for Bids

IN WITNESS HEREOF, the Town and Shifflett's Waste Service ,LLC have affixed the signatures of their duly authorized representatives. All portions of the Contract Documents have been identified and acknowledged by the Town and Shifflett's Waste Service ,LLC.

TOWN OF BOWLING GREEN, VIRGINIA Shifflett's Waste Service ,LLC

BY *M. C. Lewis*

BY *Tammy Waite*

TITLE *Town Manager*

TITLE *Sales Consultant*

DATE *4/2/2021*

DATE *3/19/21*