



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

A G E N D A

Thursday, June 25, 2020
7:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

Motion to allow for telephonic participation.

PUBLIC HEARINGS:

- [1.](#) FY 2020 Budget Amendment And Supplemental Appropriation
- [2.](#) Tax and Utility Rate for FY2020-2021

DELEGATIONS:

- [3.](#) Community Heart and Soul - Sam Frye, Representative

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [4.](#) Bowling Green Police Department Monthly Report to Council June 2020
- [5.](#) Public Works and Utilities Monthly Report to Council June 2020
- [6.](#) Economic Dev. & Events Coordinator Monthly Report to Council June 2020
- [7.](#) Town Clerk/Treasurer's Monthly Report to Council June 2020
- [8.](#) Town Manager's Monthly Report to Council June 2020

CONSENT AGENDA:

- [9.](#) Bills - June 2020

UNFINISHED BUSINESS:

- [10.](#) Donation for Utility Bill Assistance
- [11.](#) Stimulus Vouchers Program
- [12.](#) Request for reimbursement - 134 Maury Ave

NEW BUSINESS:

- [13.](#) Request to pay for repair – Kenny Moore
- [14.](#) Request to waive sewer connection fee at 148 Maury Ave
- [15.](#) Adoption FY 2020-2021 Fiscal Plan

- [16.](#) Appropriation Resolution R-2020-004
- [17.](#) USDA Grant Application for Public Works Vehicle
- [18.](#) Proposed Text Amendment to B-1 Special Use

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

INFORMATIONAL ITEMS:

CLOSED SESSION:

Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1) for the purpose of discussing the performance and contract of the Police Chief.

RECONVENE IN OPEN SESSION

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

ADJOURNMENT



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Public Hearing – FY 2020 Budget Amendment And Supplemental Appropriation

ITEM TYPE: Public Hearing - Duly Advertised

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Budget amendments greater than 1% of the appropriated budget require a public hearing. The proposed FY 2020 Budget Amendment and Supplemental Appropriation is in the amount of the \$55,000 (General Fund \$10,000, Water Fund \$15,000 and Sewer Fund \$30,000). The proposed budget amendment and supplemental appropriation are needed cover the cost of unexpected expenses.

ATTACHMENTS:

Public Hearing Ad

Budget Action Forms

REQUESTED ACTION:

Approve budget amendments

**NOTICE OF PUBLIC HEARING
FY 2020 BUDGET AMENDMENT and SUPPLEMENTAL APPROPRIATION
BY THE TOWN OF BOWLING GREEN, VIRGINIA**

The Council of the Town of Bowling Green, Virginia (the “Council”) will hold a public hearing on a FY 2020 Budget Amendment and Supplemental Appropriation in the amount of the \$55,000 (General Fund \$10,000, Water Fund \$15,000 and Sewer Fund \$30,000). The proposed budget amendment and supplemental appropriation are needed cover the cost of unexpected expenses. The public hearing, which may be continued or adjourned and at which persons may appear and present their views on the proposed amendment, will be held at **7:00 p.m. on June 25, 2020**, or as soon after that time as the matter may be heard, before the Council in the Town Hall, located at 117 Butler Street Bowling Green, Virginia. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Clerk in advance so that appropriate arrangements may be made.

A. Reese Peck
Town Manager



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

AGENDA ITEM: Public Hearing Tax and Utility Rate for FY2020-2021
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - Ordinance
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The proposed tax includes an increase of roughly 3% in the waste collection fee, a ten percent increase in the water rates and increase in the Route 301 Tax District from the current \$0.74/\$100 to \$0.92/\$100.

ATTACHMENTS:

Tax and Utility Rate Ordinance O-20020- 002 Ad

ORDINANCE NUMBER O-2020-002 to set Tax and Utility Rates for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

REQUESTED ACTION:

Approve the recommended ax and Utility Rates.

**TAX AND UTILITY RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND
ENDING JUNE 30, 2021**

ORDINANCE NUMBER O-2020-002 to set Tax and utility rates for the fiscal year beginning July 1, 2020 and ending June 30, 2020.

BE IT ORDAINED by the Bowling Green Town Council, at its regular monthly meeting on the 25th day of June 2020 that the Bowling Green Town Council sets the tax and utility rates as follows:

Tax Rates

Real Estate	\$0.13/\$100
Personal Property	\$0.72/\$100
Mobile Homes	\$0.10/\$100
Machinery/Tools	\$0.72/\$100
Route 301 Tax District	\$0.92/\$100
Vehicle License Tax	\$30 for cars and light trucks
Vehicle License Tax	\$25 for motorcycles

Residential and Commercial Bi-Monthly Water/Sewer Rate

Current Bi-Monthly Water & Sewer Rates									Proposed Bi-Monthly Water & Sewer Rates								
RESIDENTIAL			COMMERCIAL			COMMERCIAL			RESIDENTIAL			COMMERCIAL			COMMERCIAL		
In-Town			In-Town			Out-of-Town			In-Town			In-Town			Out-of-Town		
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer
0-5,000	\$36.47	\$86.53	0-5,000	\$36.47	\$93.48	0-5,000	\$72.94	\$112.38	0-5,000	\$40.12	\$86.53	0-5,000	\$40.12	\$93.48	0-5,000	\$80.23	\$112.38
5,001-10,000	\$1.85	\$4.39	5,001-10,000	\$2.04	\$5.21	5,001-10,000	\$4.07	\$6.26	5,001-10,000	\$2.04	\$4.39	5,001-10,000	\$2.24	\$5.21	5,001-10,000	\$4.48	\$6.26
10,001-20,000	\$1.95	\$4.62	10,001-20,000	\$2.10	\$5.40	10,001-20,000	\$4.21	\$6.49	10,001-20,000	\$2.15	\$4.62	10,001-20,000	\$2.31	\$5.40	10,001-20,000	\$4.63	\$6.49
20,010-30,000	\$2.04	\$4.82	20,001-30,000	\$2.18	\$5.58	20,001-30,000	\$4.35	\$6.71	20,010-30,000	\$2.24	\$4.82	20,001-30,000	\$2.40	\$5.58	20,001-30,000	\$4.79	\$6.71
30,001 & Up	\$2.10	\$5.00	30,001-40,000	\$2.28	\$5.83	30,001-40,000	\$4.54	\$7.01	30,001 & Up	\$2.31	\$5.00	30,001-40,000	\$2.51	\$5.83	30,001-40,000	\$4.99	\$7.01
Out-of-Town			40,001-50,000	\$2.34	\$6.02	40,001-50,000	\$4.72	\$7.23	Out-of-Town			40,001-50,000	\$2.57	\$6.02	40,001-50,000	\$5.19	\$7.23
Gallons	Water	Sewer	50,001-100,000	\$2.43	\$6.24	50,001-100,000	\$4.84	\$7.50	Gallons	Water	Sewer	50,001-100,000	\$2.67	\$6.24	50,001-100,000	\$5.32	\$7.50
0-5,000	\$72.94	\$97.80	100,001 & Up	\$2.50	\$6.39	100,001 & Up	\$4.99	\$7.68	0-5,000	\$80.23	\$97.80	100,001 & Up	\$2.75	\$6.39	100,001 & Up	\$5.49	\$7.68
5,001-10,000	\$3.71	\$4.96							5,001-10,000	\$4.08	\$4.96						
10,001-20,000	\$3.89	\$5.22							10,001-20,000	\$4.28	\$5.22						
20,010-30,000	\$4.07	\$5.45							20,010-30,000	\$4.48	\$5.45						
30,001 & Up	\$4.21	\$5.65							30,001 & Up	\$4.63	\$5.65						

Solid Waste Collection Bi-Monthly Rate Schedule

Residential Rates: \$32.56

Commercial Rates: \$25.72 bimonthly/per cubic yard

Town of Bowling Green, Virginia
Notice of Public Hearings

Public hearings will be held by Town Council on Thursday, June 7, 2020, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on Ordinance Numbers O-2020-002 that sets tax and utility rates for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

All interested persons are encouraged to attend the meeting and provide comments. If special accommodations are needed to participate, please contact the Town Manager in advance of the meeting. A Complete copy of Ordinances Number O-2020-002 is available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about this ordinance may be directed to A. Reese Peck, Town Manager. 804-633-6212.

A. Reese Peck
Town Manager



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

AGENDA ITEM: Community Heart and Soul - Sam Frye, representative
ITEM TYPE: Presentation
PURPOSE OF ITEM: Decision - Introduction
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Sam Frye, a representative of Community Heart and Soul has asked to speak to Council.

ATTACHMENTS:

None.

REQUESTED ACTION:

None.



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

AGENDA ITEM: Bowling Green Police Department June 2020 Town Council Report

DATE: 6/18/2020

PREPARED BY: Chief David Lipscomb

MONTHLY REPORT / PROJECT UPDATE:

Statistical Data:

33 Calls for service: 3 reportable, identity theft, property damage, lost property

1 DUI Arrest

36 Virginia Uniform Summonses

84 Park Walk and Talk

44 Advice calls

210 Business checks

9 Assist other agency

2 Funeral escorts

Chief's Report:

New ballistic vests and carriers have been ordered for each officer.

The BYPD partnered with the Caroline County Sheriff's Office and Virginia State Police for security during recent protests located within town limits. All protests were peaceful with no incidents to report.

The BYPD has been working increased hours due to recent events. All officers, including auxiliary units, have been called into service and have proven to respond for duty with little notice given. I am extremely proud of the efforts of our agency and these officers should be commended.

ATTACHMENTS:

None

HEADS UP ITEMS:

Police policy manual needs to be passed by council.

Police Chief's new contract needs approval.



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

AGENDA ITEM: Public Works and Utilities Monthly Report to Council June 2020

DATE: June 22, 2020

PREPARED BY: Billy Deavers

MONTHLY REPORT / PROJECT UPDATE:

Water

- Normal Bac-T samples were collected, as well as inorganic and metals sampling.
- Collected Radiological samples that are due every six years
- There was a water leak on Route 2, repaired by David Brooks

Wastewater

- The Plant is running well, with no exceptions to report at this time
- Had broken decant valve repaired
- There was a sewer back up on Lee St and Anderson, was repaired by Stemmler

Public Works

- Cleaned signs and performed general lawn care and maintenance at Town Hall
- Normal set up and tear down for Town Hall meetings
- Did several minor repairs at the Economic Development Office
- Normal mowing, trimming around town. Also cleared overgrowth and edged around several medians, sidewalks in town.

ATTACHMENTS:

May 2020 DMR Summary and June 2020 IWORQ Report

Work Order Detail Report

6/1/2020 - 6/22/2020

Work Order #	Work Date	Main Status	WO Asset	Requester Name	Request Type	Work Type	Work Description	Date Closed
189	6/17/2020	Open		Tracy Wright	Citizen	Water - Service Connect	Service Connect	
188	6/17/2020	Open		Tracy Wright	Citizen	Water - Service Disconnect	Disconnect service, Please take a final read	
187	6/17/2020	Open		Tracy Wright	Internal	Public Works - Building Maintenance	Put together office chair	
186	6/12/2020	Open		Judy Beazley	Internal	Public Works - General Maintenance	The white Town of Bowling Green sign on the corner has black mold on it. Please clean it.	
185	6/22/2020	Open		Judy Beazley	Internal	Public Works - Meeting Set-Up	on 06/22/2020 set up for election we need 1 light 10 tables and 20 chairs	
184	6/11/2020	Open		Billy Deavers	Internal	Public Works - Other	Hang bulitan board	
183	6/11/2020	Open		Billy Deavers	Internal	Public Works - Other	Rehang mirror	

182	6/11/2020	In Progress		Billy Deavers	Internal	Public Works - Building Maintenance	Replace window sills	
180	6/11/2020	Open		Shawn Fortune	Internal	Public Works - Other	Collect Bac T samples	
179	6/11/2020	Open		Shawn Fortune	Internal	Public Works - Other	Collect Bac T sample	
178	6/10/2020	Open		Shawn Fortune	Internal	Public Works - Other	Collect water samples at well 5	
177	6/10/2020	Open		Shawn Fortune	Internal	Public Works - Other	Collect water samples at well 4	
176	6/10/2020	Open		Shawn Fortune	Internal	Public Works - Other	collect water samples at well 1	
175	6/10/2020	Closed		Shawn Fortune	Internal	Sewer - Drying Bed-Fill/Remove	Cleanout #4 drying bed	
174	6/10/2020	Closed		Shawn Fortune	Internal	Public Works - Garbage	Dump cans at playground	6/10/2020
173	6/10/2020	Closed		Shawn Fortune	Internal	Public Works - General Maintenance	Put up a flag on building	6/10/2020
172	6/10/2020	Open		Shawn Fortune	Internal	Public Works - Building Maintenance	Sand and finish handrails	
171	6/10/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow well 5	
170	6/10/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow old Maury well	6/10/2020
169	6/10/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow South Main medians	6/10/2020

168	6/10/2020	Closed		Shawn Fortune	Citizen	Public Works - Mowing	Mow Fredericksburg Tnpk sign	6/10/2020
167	6/10/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow VDOT water tower	6/10/2020
166	6/10/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow grass at North Main Traffic light	6/10/2020
165	6/10/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Park and Ride	6/10/2020
164	6/10/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Police Department ,playground and well 1	6/10/2020
163	6/10/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Town Hall	6/10/2020
162	6/9/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Heritage Pines liftstation	6/9/2020
161	6/9/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow 207 welcome sign	6/9/2020
160	6/9/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow 207 Billboard	6/9/2020
159	6/9/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Bowling Green Meadows Park	6/9/2020
158	6/9/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Lacy Lane liftstation	6/9/2020
157	6/9/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow 301 Billboard	6/9/2020
156	6/9/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow 301 liftstation	6/9/2020
155	6/9/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow 301 welcome sign	6/9/2020

154	6/10/2020	Closed		Judy Beazley	Citizen	Public Works - Garbage	Please take a recycle can	6/10/2020
153	6/9/2020	Closed		Tracy Wright	Citizen	Water - Service Disconnect	Disconnect service, Please take a final read	6/9/2020
152	6/9/2020	Closed		Shawn Fortune	Internal	Public Works - Building Maintenance	Apply wood filler to decking boards	6/10/2020
151	6/8/2020	Closed		Shawn Fortune	Internal	Public Works - Trimming	Trim weeds in concrete median	6/8/2020
150	6/8/2020	Closed		Shawn Fortune	Internal	Public Works - Trimming	Trim weeds in concrete median	6/8/2020
149	6/9/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow grass at treatment plant	6/9/2020
148	6/9/2020	Closed		Shawn Fortune	Internal	Public Works - Other	Mark utilities	6/9/2020
147	6/8/2020	Closed		Shawn Fortune	Internal	Public Works - Other	Mark utilities	6/8/2020
146	6/5/2020	Closed		Shawn Fortune	Citizen	Public Works - Other	Deliver 10 cones to Karen Tignor	6/5/2020
145	6/5/2020	Closed		Tracy Wright		Water - Customer Complaint	High Usage. Wants to cut off water to see if a leak can be detected. Please call before 240-538-4987	6/5/2020

144	6/5/2020	Closed		Tracy Wright	Citizen	Water - Customer Complaint	High usage, customer wants someone to come out and check to see if leak detector is moving	6/5/2020
143	6/5/2020	Closed		Tracy Wright	Citizen	Water - Service Connect	Water - Connect Service	6/5/2020
142	6/5/2020	Closed		Shawn Fortune	Citizen	Public Works - Garbage	Take a trash can	6/5/2020
141	6/4/2020	Closed		Judy Beazley	Citizen	Water - Meter Read	read meter filling pool	6/8/2020
140	6/4/2020	Closed		Tracy Wright	Citizen	Public Works - Garbage	Needs a recycle trash can	6/4/2020
139	6/4/2020	Closed		Shawn Fortune	Internal	Public Works - Other	Pressure wash mud stain	6/4/2020
138	6/3/2020	Closed		Shawn Fortune	Internal	Water - Flush Hydrant	Flush blowoff in the backvard	6/3/2020
137	6/3/2020	Open		Billy Deavers	Internal	Water - Water Main Repair	Hydrant	
136	6/3/2020	Closed		Shawn Fortune	Internal	Sewer - PMS/Bi-Weekly	Flush sewer line across from Town Hall	6/4/2020
135	6/3/2020	Closed		Shawn Fortune	Internal	Water - Water Main Repair	leak found in front of entrance of pool	6/3/2020

134	6/3/2020	Closed		Judy Beazley	Citizen	Water - Customer Complaint	possible leak	6/4/2020
133	6/3/2020	Closed		Shawn Fortune	Internal	Public Works - Other	Fill potholes in parking lot 109 Courthouse	6/3/2020
132	6/3/2020	Closed		Shawn Fortune	Internal	Public Works - Water Plants	Water hanging baskets	6/3/2020
131	6/3/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Milford St business area	6/3/2020
130	6/3/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Town Hall	6/3/2020
129	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Lacy Lane liftstation	6/2/2020
128	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Police Dept, playground and well 1	6/2/2020
127	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Bowling Green Meadows Park	6/2/2020
126	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Bowling Green Meadows Park	6/2/2020
125	6/2/2020	Closed		Shawn Fortune	Citizen	Public Works - Mowing	Mow Heritage Pines liftstation	6/2/2020
124	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow 207 welcome and billboard sign	6/2/2020

123	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow well 5	6/2/2020
122	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Rt. 2 welcome sign	6/2/2020
121	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow VDOT water tower	6/2/2020
120	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow grass at traffic light at North Main	6/2/2020
119	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow old Maury Ave well	6/2/2020
118	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow Maury Heights liftstation	6/2/2020
117	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow medians at start of South Main	6/2/2020
116	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow 301 and East Broaddus intersection	6/2/2020
115	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow 301 Billboard sign	6/2/2020
114	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow 301 liftstation	6/2/2020
113	6/2/2020	Closed		Shawn Fortune	Internal	Public Works - Mowing	Mow welcome sign on 301	6/2/2020

112	6/1/2020	Closed		Shawn Fortune	Internal	Public Works - Landscaping	Pull weeds out of mulch beds at Town Hall and cut undergrowth of trees in parking lot	6/1/2020
111	6/1/2020	Closed		Judy Beazley	Citizen	Water - Meter Read	read meter Ms Greenidge is moving out	6/1/2020
110	6/1/2020	Closed		Tracy Wright	Citizen	Public Works - Garbage	Needs a recycle trash can	6/1/2020
109	6/1/2020	Closed		Judy Beazley	Citizen	Water - Meter Read	Read Meter for move in	6/1/2020
108	6/1/2020	Closed		Tracy Wright	Citizen	Water - Service Connect	Water - Service Disconnect	6/1/2020
107	6/1/2020	Closed		Judy Beazley	Citizen	Water - Meter Read	read meter please Tosha Brown moving out 05/30/2020	6/1/2020
106	6/1/2020	Closed		Shawn Fortune	Internal	Public Works - Landscaping	Apply lime to sewer spill	6/1/2020
105	6/1/2020	Closed		Shawn Fortune	Internal	Public Works - Other	Pick up hanging baskets from G&G and hang them on Main ST and Butler	6/1/2020

104	6/1/2020	Closed		Shawn Fortune	Internal	Public Works - Other	Mark utilities at 123,127,131,1 41,145,153,16 1,165,154 South Main	6/1/2020

Total Records: 85

6/22/2020



Home Report My Profile

Hello, William ? Help ,C Logout

Submission ID: 102481

Submitted Date: 6/9/2020 11:07:25 AM

Submitted By: _____

Prepared by: _____

William Deavers
Town of Bowling Green
PO Box468
Bowling Green VA 22427
8046339474
bdeavers@townofbowlinggreen.com

William Deavers
Town of Bowling Green
PO Box468
Bowling Green VA 22427
8046339474
bdeavers@townofbowlinggreen.com

Form Detail _____

- SUMMARY

Report Detail _____

Facility Name: Bowling Green Wastewater Treatment Plant
Mailing Address:co Town of Bowling Green PO Box 468, Bowling Green, VA22427

Permit Number: VA0020737
Monitoring Period: 05/01/2020 - 05/31/2020

Attachment Detail _____

Optional Mail Attachment(Optional)- _____

Optional Online Attachment (Optional) - Online _____

- May 2020 Hardness.doc
- May 2020 DMR.xlsx

[Go to Submitted List](#)



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

AGENDA ITEM: Economic Dev. & Events Coordinator Monthly Report to Council June 2020
DATE: 06/19/20
PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Economic Development:

- Coordinate EDA meeting for Thursday, June 18, 2020, 6:00 p.m.
- Send email to PC and EDA informing board members of Future Use Map meeting scheduled for Monday, June 22, 2020 at 6:00 p.m.; Send updated mailed invitation to landowners. (*See attached)
- Attend Future Use Map meeting on 6/22/20.
- Conference call with Fredericksburg Regional Alliance and GOVA to discuss “Bricks & Clicks” program and funding through Middle Penninsula Alliance.
- Attend meeting with Angela Freeman, Economic Development Director for Fredericksburg, VA and Ann Glave, Executive Director for Virginia Main Street Fredericksburg to discuss partnerships.
- Research CDBG grant funding for small business relief resulting from COVID-19.
- Send correspondence and development packages for Commercial Corridor to prospects.
- Zoom meeting with Town Treasurer, Melissa Lewis and Council Members, Valarie Coyle and Glenn McDearmon to discuss details of the voucher program.
- Send email survey to local small businesses to gauge participation in voucher program. (*See attached)

Harvest Festival:

- Prepare press release announcing Council’s decision to cancel event. (*See attached)
- Update Town website and social media channels with cancellation.

Community Relations:

- Regular social media posts.
- Prepare statements for Mayor Satterwhite and BGPD to address planned, peaceful protests and obtain approval prior to releasing on social media.
- BGVA Community Alliance; Attend Zoom meeting on June 16, 2020 at 6:00 p.m.; Satisfy Commercial District Affiliate Grant requirements for closeout through CAMS report.
- Community Heart & Soul; Attend Zoom meeting Tuesday, June 9, 2020 at 7:00 p.m.; Review post card and RAK card designs (*See draft attached).
- CCPS: Continue coordinating with Superintendent, Asst. Superintendent and Old Mansion to discuss a holiday project for students and a drive-by community event; Attend Zoom meeting on June 4, 2020 at 2:00 p.m.

Farmers Market

- General Facebook posts.
- Send Farmers Market regulations under Executive Order 53 to Vice Mayor, Mark Gaines, per request.
- Field calls from vendors interested in participating in the Farmers Market and refer them to the Market Manager.
- Coordinate with Farmers Market to allow for vendors to be placed at 109 Courthouse Lane at Mayberry Days.

COVID-19

- Continue monitoring local, regional, state and national events as a guideline for Bowling Green events.
- Researching various state and federal relief funding for small businesses.

Misc:

- Meet with Town Manager and Public Works Supervisor to discuss “100% Team” and plans to celebrate a fully licensed staff in the Public Works and Utilities Department.
- Attend Town Council meeting on Thursday, June 4, 2020 at 7:00 p.m.
- Attend July Town Council meeting on Thursday, June 25, 2020 at 7:00 p.m.
- Monday staff meetings.
- Complete staff report for July meeting packet.

HEADS UP ITEMS:

- Please send me an email or text to set up a time to meet me in the new Economic Development office located at 109 Courthouse Lane! Let’s talk Bowling Green!



Updated: Thursday, June 11, 2020

Please join the
Planning Commission & Economic Development Authority
of the Town of Bowling Green
for a collaborative discussion related to the Town of Bowling Green's
Future Use Map
that is to be included in the
Comprehensive Plan

Monday, June 22, 2020, 6:00 p.m.

At the Bowling Green Town Hall
117 Butler Street, Bowling Green, Virginia

Please wear your mask!

Please be advised that the Bowling Green Planning Commission is in the process of updating the Town's Comprehensive Plan which includes the Future Use Map. As a property owner and an important member of our community, with an active interest in Bowling Green's redevelopment and growth, the Economic Development Authority would like to invite you to join them in a collaborative meeting and get your feedback specific to the Future Use Map.

Your feedback will be considered by the Planning Commission prior to proposing the Future Use Map to the Bowling Green Town Council, followed by a public hearing and a vote by Council to adopt the Future Use Map

We strongly encourage you to attend this meeting in person, however for those that are unable to do so, please join via conference call by dialing **(701) 802-5173** and entering the following access code: **7865735**

Please RSVP to:

EDAcordinator@townofbowlinggreen.com ♦ P.O. Box 468, Bowling Green, VA 22427 ♦ (804) 633-6212

IMPORTANT - PLEASE RESPOND!

Greetings from the Town of Bowling Green!

As a valued small business in Town, the Bowling Green Town Council is exploring ways to help our merchants to offset any hardship caused by the pandemic, while encouraging residents to shop local. Town Council is currently considering offering residents of Bowling Green five (5) \$10 vouchers to redeem at privately owned small businesses in Town. We need to know if your business would participate! Below are some basics about the program:

- Each household in the Town of Bowling Green will receive five (5) \$10 vouchers in the mail to be used at participating businesses through December 31, 2020.
- Businesses able to participate will be limited to privately owned, small businesses in Town. Corporate businesses (i.e. Food Lion, Walgreens, Dollar General, Family Dollar and Shell) are excluded from the program.
- Vouchers will be numbered with identifying serial numbers that will correspond with the household to which the vouchers were issued.
- Businesses are able to accept each voucher at full value, but are not permitted to offer customers the difference of the purchase in cash. This restriction will be noted on each voucher.
- Business owners are required to staple a receipt to each voucher associated with the purchase and submit to the Bowling Green Business Office during normal business hours. (M-F, 9am-5pm).
- Reimbursement checks will be issued on Friday of each week and will be mailed to business owners no later than the following Monday. (Business owners are asked to submit vouchers by Wednesday in order to be included in the issuance of checks on Friday.)

Please reply to this email (EDAcordinator@townofbowlinggreen.com) with one of the following responses:

- **YES**, (name of your business) would like to participate in the Small Business Voucher Stimulus Program.
- **NO**, (name of your business) will NOT participate in the Small Business Voucher Stimulus Program.

Thank you for your response and for your immediate attention to this request. We look forward to hearing from you and further exploring ways that our local government and small business community can work together for the overall betterment of Bowling Green.



BOWLING
green^{va}
Community Heart & Soul

Celebrating history. Welcoming tomorrow. Embracing community.

Come and sit a spell!



What is Bowling Green Community Heart & Soul?

The community of Bowling Green branches out further than town limits. **Bowling Green Community Heart & Soul** is here to bring everyone together!

The goal of **Bowling Green Community Heart & Soul** is to help shape the future of our community by seeking the collective wisdom of all residents, creating a shared sense of belonging and strengthening the social, cultural, and economic vibrancy of our home.

By blending our diverse history, small town values, and contemporary ideals, our community has the potential to burst with life and become *the* destination to live, work, and play!

 [BGCommunityHeartAndSoul](#)  [bg_community_heart_and_soul](#)

 communityheartsoulbgva@gmail.com



FOR IMMEDIATE RELEASE

Bowling Green Town Council Votes to Cancel Annual Harvest Festival

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

Media Contact:

Jo-Elsa Jordan, Town of Bowling Green; Economic Development & Events Coordinator
(804) 516-5045 (Office/Cell)

Bowling Green, VA. – Monday, June 22, 2020; At its June 4th meeting, members of the Bowling Green Town Council voted unanimously to cancel the 31st annual Harvest Festival. The decision was made amidst the ongoing and unpredictable threat posed by the spread of COVID-19, along with the government’s phased approach to large group gatherings.

During the meeting, Town Manager, Reese Peck, asked for Council to consider its position with regard to Harvest Festival and the pandemic, requesting that the governing body make a decision by the July meeting. When event organizer, Jo-Elsa Jordan, was asked by Council for her input, she expressed that while monitoring events across Virginia and conferring with other organizers, many free, large-scale community festivals similar to Harvest Festival, were challenged with implementing the necessary health precautions that would radically change the nature and monetary impacts of such events and therefore, are cancelling.

“An event this large takes a great deal of time and planning, so the decision needed to be made sooner than later.” stated Mayor Jason Satterwhite. He added, “This was not an easy decision for Council to make, especially with the unpredictability of the spread of the virus, but I believe it was done with the safety of our patrons, vendors, volunteers and staff in mind.”

The Harvest Festival is Caroline County’s largest annual event, boasting attendance of 12,000 – 15,000 people. Festival features include over 100 vendors, food trucks, a large petting zoo, children’s activities, a classic car show, motorcycle show, antique tractor display and live entertainment throughout the day.

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

AGENDA ITEM: Town Clerk/Treasurer's Monthly Report to Council June 2020

DATE: June 23, 2020

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

- Updated Town Website. (contacts, news, meeting schedules, forms, documents)
- Prepared GL adjustments in preparation for FY20 year end.
- Prepared reconciliations for FY20 Audit.
- Continued work on unclaimed property
- Preparing for Year End

Meetings/Training attended:

- June Town Council Meeting
- Weekly Staff meetings
- Stimulus Voucher Program
- Teleconference with USDA Rural Development Representative.
- iWorq training sessions to include Work Order Management, Utility Management, Code and Permit Enforcement.

Attachments:

- June 2020 Revenue and Expense Summary

TOWN OF BOWLING GREEN
REVENUE SUMMARY
7/01/2019 - 6/18/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
FUND #-100 ***GENERAL FUND REVENUE***							
11010	***REAL ESTATE**	141,500.00	141,500.00	124.96	139,038.12	2,461.88	1.73
11020	***PUBLIC SERVICE***	4,500.00	4,500.00	.00	3,295.41	1,204.59	26.76
11030	***PERSONAL PROPERTY***	55,500.00	55,500.00	125.42	46,087.19	9,412.81	16.96
11060	***PENALTY & INTEREST***	14,000.00	14,000.00	203.25	6,057.68	7,942.32	56.73
15010	INTEREST EARNED	1,000.00	1,000.00	.00	5,689.97	4,689.97	468.99-
16099	***REFUSE COLLECTION FEES***	86,700.00	86,700.00	15.69-	73,267.20	13,432.80	15.49
120101	SALES TAX	32,000.00	32,000.00	7,679.20	39,573.41	7,573.41-	23.66-
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	.00	29,269.82	730.18	2.43
120301	BUSINESS LICENSE	85,000.00	85,000.00	104.46	79,500.15	5,499.85	6.47
120501	VEHICLE LICENSE FEES	27,650.00	27,650.00	301.29	20,701.61	6,948.39	25.12
120601	BANK STOCK TAX	150,000.00	150,000.00	.00	300,487.00	150,487.00-	100.32-
121001	TRANSIENT OCCUPANCY TAX	4,500.00	4,500.00	.00	3,489.72	1,010.28	22.45
121101	MEALS TAX	230,000.00	230,000.00	8,619.39	219,481.59	10,518.41	4.57
130306	***PERMITS, FEES AND LICENSES***	3,000.00	3,000.00	500.00	3,265.00	265.00-	8.83-
140101	***FINES AND FORFEITURES***	43,100.00	43,100.00	1,161.48	36,053.40	7,046.60	16.34
140120	***DONATIONS***	.00	500.00	.00	500.00	.00	.00
150201	***RENTALS***	26,000.00	26,000.00	100.00	16,473.48	9,526.52	36.64
189000	** OTHER LOCAL REVENUE **	2,100.00	2,100.00	.00	50.00	2,050.00	97.61
220108	ROLLING STOCK TAX	.00	.00	.00	43.30	43.30-	100.00-
220109	VA 599 POLICE FUNDING	23,000.00	23,000.00	6,369.00	25,476.00	2,476.00-	10.76-
220110	PPTRA REIMBURSEMENT-STATE	22,000.00	22,000.00	.00	21,907.50	92.50	.42
220111	COMMUNICATIONS TAX	40,000.00	40,000.00	3,004.94-	28,025.95	11,974.05	29.93
240407	***GRANTS***	1,034.00	1,034.00	.00	15,814.00	14,780.00-	429.40-
240412	VIRGINIA FIRE PROGRAMS	10,000.00	10,000.00	.00	10,000.00	.00	.00
410501	**SAVINGS TRANSFER**	78,544.00	78,544.00	.00	3,892.53	74,651.47	95.04
999999	MISCELLANEOUS	.00	.00	481.82	5,893.47	5,893.47-	100.00-
--FUND TOTAL--		1,111,128.00	1,111,628.00	22,749.64	1,133,333.50	21,705.50-	1.95-
FUND #-300 ** CIP FUND REVENUE **							
15000	** REVENUE FR USE OF MONEY/PROP **	.00	.00	.00	1,853,432.22	1,853,432.22-	100.00-
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	2,984.00-	2,984.00	100.00-
--FUND TOTAL--		.00	.00	.00	1,850,448.22	1,850,448.22-	100.00-
FUND #-320 ***ECONOMIC DEVELOPMENT AUTH***							
18990	DONATIONS	.00	21,045.36	.00	50,000.00-	71,045.36	337.58
--FUND TOTAL--		.00	21,045.36	.00	50,000.00-	71,045.36	337.58
FUND #-400 ***EVENTS AND ACTIVITIES FUND***							
19050	HARVEST FESTIVAL	39,000.00	39,000.00	.00	32,013.97	6,986.03	17.91
410501	GF TRANSFER IN	5,500.00	5,500.00	.00	.00	5,500.00	100.00
--FUND TOTAL--		44,500.00	44,500.00	.00	32,013.97	12,486.03	28.05

TOWN OF BOWLING GREEN
REVENUE SUMMARY
7/01/2019 - 6/18/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
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FUND #-420 ***DEBT SERVICE***							
410501	USE OF FUND BALANCE	216,000.00	216,000.00	2,085.25	27,315.06	188,684.94	87.35
	--FUND TOTAL--	216,000.00	216,000.00	2,085.25	27,315.06	188,684.94	87.35
FUND #-500 ***WATER REVENUE***							
16099	***WATER REVENUE***	413,662.00	413,662.00	81.47-	338,838.33	74,823.67	18.08
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	1,492.00	1,492.00-	100.00-
	--FUND TOTAL--	413,662.00	413,662.00	81.47-	340,330.33	73,331.67	17.72
FUND #-520 ** SEWER OPERATIONS **							
16099	SEWER SALES	422,250.00	422,250.00	23.94-	417,258.28	4,991.72	1.18
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	1,965.80-	1,965.80	100.00-
	--FUND TOTAL--	422,250.00	422,250.00	23.94-	415,292.48	6,957.52	1.64
	--FINAL TOTAL--	2,207,540.00	2,229,085.36	24,729.48	3,748,733.56	1,519,648.20-	68.17-

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2019 - 6/18/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
FUND #-100 ***GENERAL FUND EXPENDITURES***								
12110	**COUNCIL AND ADMINSTRATOR EXPENSES	275,169.00	275,169.00	28,155.66	233,974.10	.00	41,194.90	14.97
12410	***TREASURER'S EXPENSES***	211,874.00	211,874.00	48,847.44	280,155.84	.00	68,281.84-	32.22-
31100	***POLICE DEPT. EXPENSES***	131,581.00	132,081.00	8,718.07	120,249.19	.00	11,831.81	8.95
31200	***POLICE DEPT RESTRICTED FUNDS***	3,000.00	3,000.00	.00	.00	.00	3,000.00	100.00
32000	***DONATIONS***	13,000.00	13,000.00	.00	12,000.00	.00	1,000.00	7.69
43100	***PUBLIC WORKS***	289,055.00	289,055.00	20,323.69	272,033.76	.00	17,021.24	5.88
410501	***TRANSFERS OUT***	187,500.00	187,500.00	.00	.00	.00	187,500.00	100.00
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	3,457.80-	.00	3,457.80	100.00-
	--FUND TOTAL--	1,111,179.00	1,111,679.00	106,044.86	914,955.09	.00	196,723.91	17.69
FUND #-300 ***CIP EXPENDITURES***								
300100	***CAPITAL PROJECTS FUND(GF)***	.00	.00	.00	1,596,495.28	.00	1,596,495.28-	100.00-
	--FUND TOTAL--	.00	.00	.00	1,596,495.28	.00	1,596,495.28-	100.00-
FUND #-320 ***ECONOMIC DEV AUTH EXPENSES***								
32100	EDA LOANS AND GRANTS	.00	21,045.36	.00	5,711.37	.00	15,333.99	72.86
	--FUND TOTAL--	.00	21,045.36	.00	5,711.37	.00	15,333.99	72.86
FUND #-400 ***EVENTS AND ACTIVITIES***								
71200	EVENTS COORDINATOR	44,450.00	44,450.00	134.78	36,046.96	.00	8,403.04	18.90
	--FUND TOTAL--	44,450.00	44,450.00	134.78	36,046.96	.00	8,403.04	18.90
FUND #-420 ***DEBT SERVICE***								
500400	***DEBT SERVICE***	216,000.00	216,000.00	.00	197,318.00	.00	18,682.00	8.64
	--FUND TOTAL--	216,000.00	216,000.00	.00	197,318.00	.00	18,682.00	8.64
FUND #-500 ***WATER EXPENDITURES***								
12110	ERROR - PAYROLL	.00	.00	.00	4.84	.00	4.84-	100.00-
500100	***WATER OPERATIONS***	397,388.00	397,388.00	19,160.51	324,749.01	.00	72,638.99	18.27
	--FUND TOTAL--	397,388.00	397,388.00	19,160.51	324,753.85	.00	72,634.15	18.27
FUND #-520 ***SEWER OPERATIONS***								
12110	ERROR - PAYROLL	.00	.00	.00	19.34	.00	19.34-	100.00-
500100	***SEWER OPERATIONS***	422,250.00	422,250.00	26,784.71	413,561.60	.00	8,688.40	2.05
	--FUND TOTAL--	422,250.00	422,250.00	26,784.71	413,580.94	.00	8,669.06	2.05
	--FINAL TOTAL--	2,191,267.00	2,212,812.36	152,124.86	3,488,861.49	.00	1,276,049.13-	57.66-

6/18/2020

GL060AA

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2019 - 6/18/2020

PAGE 4

TIME 12:39

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



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

AGENDA ITEM: Town Manager's Monthly Report to Council June 2020

DATE: June 23, 2020

PREPARED BY: Reese Peck

MONTHLY REPORT / PROJECT UPDATE:

Town Council: June 4, 2020 regular meeting. July's regular meeting held on June 25, 2020.

Town Council Committees: Sidewalks & Streets

Commission and Authority Meetings: Planning Commission and Economic Development Authority.

Other Meetings: USDA and Webb Engineering on the Town's water system plan review process and format of the bid documents, weekly iWorQ training sessions and Kelvic Construction on sewer lateral issues at 123 N Main Street.

ATTACHMENTS:

None

HEADS UP ITEMS:

Upcoming public hearings will be needed to be scheduled on the Town Code's Recodification and the proposed text amendment to the B-1 zoning district.



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

AGENDA ITEM: June 2020 Bills
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in June 2020

ATTACHMENTS:

Check Reports:

- 06/05/2020
- 06/12/2020
- 06/15/2020

REQUESTED ACTION:

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
253331	1063	ALACRITI PAYMENTS, LLC	000	6/05/2020	5.16	.00
253332	907	COYLE VALARIE	000	6/05/2020	900.00	.00
253333	679	DAVID I BROOKS HAULING &	000	6/05/2020	8,569.00	.00
253334	664	DAVIS JEAN	000	6/05/2020	900.00	.00
253335	1052	ENCO UTILITY SERVICES FLO	000	6/05/2020	536.20	.00
253336	648	ERRARD ANDREA G	000	6/05/2020	1,667.00	.00
253337	946	GAINES MARK	000	6/05/2020	900.00	.00
253338	1051	GAINES TAMMIE	000	6/05/2020	900.00	.00
253339	850	HAUN DAWN	000	6/05/2020	900.00	.00
25340	780	HOWARD DEBORAH	000	6/05/2020	2,000.00	.00
25341	378	MCDERMON GLENN	000	6/05/2020	900.00	.00
25342	257	ON SITE PC	000	6/05/2020	900.00	.00
25343	598	SATTERWHITE JASON	000	6/05/2020	162.50	.00
25344	918	STAPLES ADVANTAGE	000	6/05/2020	900.00	.00
25345	653	STEMMLE PLUMBING REPAIR	000	6/05/2020	626.93	.00
25346	19	VERIZON	000	6/05/2020	545.00	.00
25347	44	VUPS	000	6/05/2020	220.74	.00
25348	438	WRIGHT OTIS	000	6/05/2020	47.25	.00
		CLASS TOTAL			23,579.78	.00
		ACH TOTAL			.00	
		CHECK TOTAL			23,579.78	
		EPY TOTAL			.00	
		FINAL TOTAL			23,579.78	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 23,579.78 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001063	ALACRITI PAYMENTS, LLC	NNKXSN613PDXPJ02	6/05/2020		4100-012410-3130-	5.16	25331		CREDIT CARD AND BANK FEES	00814 2020-05 2.5\$
		DISC. TOTAL	CHECK TOTAL				.00	EPY PMT TOTAL		TOTAL	5.16
0000000	000907	COYLE VALARIE		6/05/2020		4100-012110-3160-	900.00	25332		COMPENSATION - COUNCIL/COMMISS00814 2ND 1/2 FY20 COMP	
		DISC. TOTAL	CHECK TOTAL				.00	EPY PMT TOTAL		TOTAL	900.00
0000000	000679	DAVID L BROOKS HAULING &	22996	6/05/2020		4500-500100-6007-	4,269.00	25333		REPAIR/MAINTENANCE	00814 150 M BROADUS TES
		DISC. TOTAL	CHECK TOTAL				4,300.00	25333		REPAIR/MAINTENANCE	00814 TR INSTALL WATER T
							.00	EPY PMT TOTAL		TOTAL	8,569.00
0000000	000664	DAVIS JEAN		6/05/2020		4100-012110-3160-	900.00	25334		COMPENSATION - COUNCIL/COMMISS00814 2ND 1/2 FY20 COMP	
		DISC. TOTAL	CHECK TOTAL				.00	EPY PMT TOTAL		TOTAL	900.00
0000000	001052	ENCO UTILITY SERVICES FLD	10509	6/05/2020		4500-500100-5210-	268.10	25335		MAILING COSTS	00814 MAR/APRIL BILLS
		DISC. TOTAL	CHECK TOTAL				268.10	25335		MAILING COSTS	00814 MAR/APRIL BILLS
							.00	EPY PMT TOTAL		TOTAL	536.20
0000000	000648	BEARD ANDREA G		6/05/2020		4100-012110-3150-	1,667.00	25336		PROFESSIONAL SERVICES - LEGAL00814 TOWN ATTORNEY	
		DISC. TOTAL	CHECK TOTAL				.00	EPY PMT TOTAL		TOTAL	1,667.00
0000000	000946	GAINES MARK		6/05/2020		4100-012110-3160-	900.00	25337		COMPENSATION - COUNCIL/COMMISS00814 2ND 1/2 FY20 COMP	
		DISC. TOTAL	CHECK TOTAL				.00	EPY PMT TOTAL		TOTAL	900.00
0000000	001051	GAINES TAMMIE		6/05/2020		4100-012110-3160-	900.00	25338		COMPENSATION - COUNCIL/COMMISS00814 2ND 1/2 FY20 COMP	
		DISC. TOTAL	CHECK TOTAL				.00	EPY PMT TOTAL		TOTAL	900.00
0000000	000850	HAUN DAMN		6/05/2020		4100-012110-7100-	2,000.00	25339		BGMS PROJECT **GRANT EXPENSE 00814 05/2020-09/2021	
		DISC. TOTAL	CHECK TOTAL				.00	EPY PMT TOTAL		TOTAL	2,000.00
0000000	000780	HOWARD DEBORAH		6/05/2020		4100-012110-3160-	900.00	25340		COMPENSATION - COUNCIL/COMMISS00814 2ND 1/2 FY20 COMP	
		DISC. TOTAL	CHECK TOTAL				.00	EPY PMT TOTAL		TOTAL	900.00
0000000	000378	MCDERMON GLENN		6/05/2020		4100-012110-3160-	900.00	25341		COMPENSATION - COUNCIL/COMMISS00814 2ND 1/2 FY20 COMP	
		DISC. TOTAL	CHECK TOTAL				.00	EPY PMT TOTAL		TOTAL	900.00
0000000	000257	ON SITE EC		6/05/2020		4100-012410-3320-	130.00	25342		COMPUTER LICENSES/SUPPORT	00814 JUDY'S COMPUTER
		DISC. TOTAL	CHECK TOTAL				32.50	25342		COMPUTER LICENSES/SUPPORT	00814 ALICIA'S COMPUTER
							.00	EPY PMT TOTAL		TOTAL	162.50
0000000	000598	SATTERWHITE JASON		6/05/2020		4100-012110-3160-	900.00	25343		COMPENSATION - COUNCIL/COMMISS00814 2ND 1/2 FY20 COMP	
		DISC. TOTAL	CHECK TOTAL				.00	EPY PMT TOTAL		TOTAL	900.00
0000000	000918	STAPLES ADVANTAGE		6/05/2020		4100-012410-6001-	66.15	25344		OFFICE SUPPLIES & PRINTING	00814 TONER, PAPER, STAP
		DISC. TOTAL	CHECK TOTAL				130.89	25344		OFFICE SUPPLIES & PRINTING	00814 TONER
							299.00	25344		OFFICE SUPPLIES & PRINTING	00814 ANNUAL MEMBERSHIP
							130.89	25344		OFFICE SUPPLIES & PRINTING	00814 LEXMARK TONER
							.00	EPY PMT TOTAL		TOTAL	628.93
0000000	000653	STEMMLE PLUMBING REPAIR		6/05/2020		4520-500100-6007-	2,545.00	25345		REPAIR/ MAINTENANCE	00814 129 ANDERSON AVE
		DISC. TOTAL	CHECK TOTAL				.00	EPY PMT TOTAL		TOTAL	2,545.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000019	VERIZON	2020-06	6/05/2020		4500-500100-5230-	15.40	25346			TELECOMMUNICATIONS	00814 18114 COOLIDGE DR
0000000	000019		2020-06	6/05/2020		4500-500100-5230-	205.34	25346			TELECOMMUNICATIONS	00814 WELLS #5
		DISC. TOTAL					.00					220.74
0000000	000044	VUPS	05200444	6/05/2020		4500-500100-5899-	47.25	25347			MISS UTILITY COSTS	00814 TRANSMISSIONS
		DISC. TOTAL					.00					47.25
0000000	000438	WRIGHT OTIS	2020-06-05	6/05/2020		4100-012110-3160-	900.00	25348			COMPENSATION - COUNCIL/COMMISS	00814 2ND 1/2 FT20 COMP
		DISC. TOTAL					.00					900.00
		CHECK TOTAL					.00					23,579.78
		CHECK TOTAL					.00					23,579.78
		CHECK TOTAL					.00					23,579.78

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 23,579.78 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

6/12/2020 TOWN OF BOWLING GREEN

-A/P FUND BREAKDOWN-

AP054

CO#	FUND#	TOTAL FOR EXPENDITURE	GROSS AMOUNT	CASH DISCOUNT	NET AMOUNT
001	4100	TOTAL FOR EXPENDITURE	809.56	.00	809.56
	100	** TOTAL FOR FUND **	809.56	.00	809.56
001	4400	TOTAL FOR EXPENDITURE	12.08	.00	12.08
	400	** TOTAL FOR FUND **	12.08	.00	12.08
001	4500	TOTAL FOR EXPENDITURE	69.99	.00	69.99
	500	** TOTAL FOR FUND **	69.99	.00	69.99
001	4520	TOTAL FOR EXPENDITURE	226.06	.00	226.06
	520	** TOTAL FOR FUND **	226.06	.00	226.06
		** TOTAL FOR COMPANY **	1,117.69	.00	1,117.69

BATCH#- 816 CREATED BY JUDY ON 6/09/2020 RUN BY TRACY ON 6/12/2020
 ***** Cash Discounts may not be the same at the time of printing checks because of dates. *****

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	CLS NO.	INVOICE DATE	ACCT NO.	NET AMOUNT	CHECK NO.	CHECK DATE
00000000	0000411	VISA	TC 1 AMAZON 5	000	6/12/2020	4100-012110-6001-	51.26-	202	6/12/2020
00000000	0000411	VISA	TC 2 FLOWERS BY	000	6/12/2020	4100-012110-6021-	58.18-	202	6/12/2020
00000000	0000411	VISA	TC 3 OFFICE DE	000	6/12/2020	4100-012110-6001-	25.26	202	6/12/2020
00000000	0000411	VISA	TC 4 FLOWERS BY	000	6/12/2020	4100-012110-6021-	68.60	202	6/12/2020
00000000	0000411	VISA	TC 5 VISTAPRINT	000	6/12/2020	4100-012110-5830-	100.03	202	6/12/2020
00000000	0000411	VISA	TC 6 ZOOM US	000	6/12/2020	4100-012110-3152-	15.74	202	6/12/2020
00000000	0000411	VISA	TC 7 ADOBE 1	000	6/12/2020	4100-012410-6001-	50.97	202	6/12/2020
00000000	0000411	VISA	TC 8 USPS 6	000	6/12/2020	4100-012410-3600-	7.75	202	6/12/2020
00000000	0000411	VISA	TC 9 ETSY	000	6/12/2020	4100-012110-3830-	205.32	202	6/12/2020
00000000	0000411	VISA	TC 11 MEDICUS	000	6/12/2020	4100-012110-5830-	104.60	202	6/12/2020
00000000	0000411	VISA	TC 12 FLOWERS B	000	6/12/2020	4100-012110-6021-	58.18	202	6/12/2020
00000000	0000411	VISA	TC 13 FLOWERS B	000	6/12/2020	4100-012110-6021-	45.49	202	6/12/2020
00000000	0000411	VISA	TM 1 OOWA 13	000	6/12/2020	4100-012410-5250-	67.75	202	6/12/2020
00000000	0000411	VISA	TM 1 OOWA 13	000	6/12/2020	4100-031100-5230-	44.97	202	6/12/2020
00000000	0000411	VISA	TM 1 OOWA 13	000	6/12/2020	4100-031100-5230-	22.26	202	6/12/2020
00000000	0000411	VISA	TM 1 OOWA 13	000	6/12/2020	4100-031100-5840-	3.27	202	6/12/2020
00000000	0000411	VISA	PC 1 FOOD LION	000	6/12/2020	4100-043100-3311-	20.00	202	6/12/2020
00000000	0000411	VISA	PW 3 RIO CAR 1	000	6/12/2020	4100-043100-6009-	20.63	202	6/12/2020
00000000	0000411	VISA	PW 6 MORTON'S 1	000	6/12/2020	4400-071200-1220-	12.08	202	6/12/2020
00000000	0000411	VISA	ED 1 FACEBOOK 1	000	6/12/2020	4500-500100-6001-	49.99	202	6/12/2020
00000000	0000411	VISA	TC 10 MICROSOFT	000	6/12/2020	4500-500100-6001-	20.00	202	6/12/2020
00000000	0000411	VISA	PW 2 RIO CAR 2	000	6/12/2020	4500-500100-3311-		202	6/12/2020

891.63-

AP051 6/12/2020 TOWN OF BOWLING GREEN

MANUAL AP CHECK REGISTER FOR-001/4520
ACCOUNTING PERIOD - 2020/06

BATCH#- 816 PAGE 2

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	CLS NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE
00000000	000041	VISA	TC 10 MICROSOFT	000	6/12/2020	4520-500100-6001-	50.00	202	6/12/2020
00000000	000041	VISA	TM 1 OOMA 13	000	6/12/2020	4520-500100-5230-	22.26	202	6/12/2020
00000000	000041	VISA	PW 1 ABC-	000	6/12/2020	4520-500100-5540-	121.00	202	6/12/2020
00000000	000041	VISA	PW 4 FAMILY DO	000	6/12/2020	4520-500100-6005-	4.74	202	6/12/2020
00000000	000041	VISA	PW 5 FOOD LION2	000	6/12/2020	4520-500100-6005-	9.99	202	6/12/2020
00000000	000041	VISA	PW 5 FOOD LION2	000	6/12/2020	4520-500100-5840-	18.07	202	6/12/2020
							226.06-		

BATCH#- 816 CREATED BY JUDY ON 6/09/2020 RUN BY TRACY ON 6/12/2020

API00B 6/12/2020 TOWN OF BOWLING GREEN
 TIME-10:07:01

A/P CHECK REGISTER
 Check Date - 6/12/2020

ActPd - 2020/06

PAGE

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25349	944	ATLANTIC BROADBAND /	000	6/12/2020	194.40	.00
25350	14	CINTAS OF RICHMOND	000	6/12/2020	974.90	.00
25351	10	DOMINION VIRGINIA POWER	000	6/12/2020	5,533.20	.00
25352	234	ENVIROCOMPLIANCE LAB INC	000	6/12/2020	1,290.00	.00
25353	234	ENVIROCOMPLIANCE LAB INC	000	6/12/2020	1,040.00	.00
25354	648	ERARD ANDREA G	000	6/12/2020	3,334.00	.00
25355	28	G & G MILFORD FARM SERV.	000	6/12/2020	69.74	.00
25356	743	LOCAL SERVICES	000	6/12/2020	21.00	.00
25357	1079	ROBINSON, FARMER, COX ASS	000	6/12/2020	32,500.00	.00
25358	659	SOSMETAL, PRODUCTS INC	000	6/12/2020	58.20	.00
25359	148	THE FREE LANCE STAR	000	6/12/2020	1,886.40	.00
25360	256	VERIZON WIRELESS	000	6/12/2020	432.55	.00
25361	12	WASTE MANAGEMENT	000	6/12/2020	8,180.29	.00
25362	1049	WEX BANK	000	6/12/2020	728.45	.00
	451	XEROX CORPORATION	000	6/12/2020	204.96	.00
		CLASS TOTAL			56,448.09	.00
		ACH TOTAL			.00	
		CHECK TOTAL			56,448.09	
		EPY TOTAL			.00	
		FINAL TOTAL			56,448.09	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 56,448.09- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
000000	000944	ATLANTIC BROADBAND /	2020-06	6/12/2020		4100-012410-5230-	120.20	25349		TELECOMMUNICATIONS	00815 TH
			2020-06	6/12/2020		4520-500100-5230-	74.20	25349		TELECOMMUNICATIONS	00815 WMPF
		DISC. TOTAL			194.40		.00			TOTAL	194.40

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
000000	000014	CINTAS OF RICHMOND	1901364721	6/12/2020		4500-500100-6011-	100.00	25350		UNIFORMS/SAFETY EQUIP	00815 MASKS
000000	000014		1910348740	6/12/2020		4100-012110-5830-	50.00	25350		COVID-19 EXPENSES	00815 MASKS
000000	000014		4049314177	6/12/2020		4100-043100-6011-	44.47	25350		UNIFORMS/SAFETY EQUIP	00815 UNIFORMS
000000	000014		4049314177	6/12/2020		4500-500100-6011-	30.69	25350		UNIFORMS/SAFETY EQUIP	00815 UNIFORMS
000000	000014		4049314177	6/12/2020		4520-500100-6011-	89.82	25350		UNIFORMS/SAFETY EQUIPMENT	00815 UNIFORMS
000000	000014		4049942448	6/12/2020		4500-500100-6011-	44.47	25350		UNIFORMS/SAFETY EQUIP	00815 UNIFORMS
000000	000014		4049942448	6/12/2020		4520-500100-6011-	30.69	25350		UNIFORMS/SAFETY EQUIPMENT	00815 UNIFORMS
000000	000014		4050488934	6/12/2020		4100-043100-6011-	44.47	25350		UNIFORMS/SAFETY EQUIP	00815 UNIFORMS
000000	000014		4050488934	6/12/2020		4100-043100-6011-	30.69	25350		UNIFORMS/SAFETY EQUIP	00815 UNIFORMS
000000	000014		4050488934	6/12/2020		4520-500100-6011-	89.82	25350		UNIFORMS/SAFETY EQUIPMENT	00815 UNIFORMS
000000	000014		4051056833	6/12/2020		4100-043100-6011-	44.47	25350		UNIFORMS/SAFETY EQUIP	00815 UNIFORMS
000000	000014		4051056833	6/12/2020		4500-500100-6011-	30.69	25350		UNIFORMS/SAFETY EQUIPMENT	00815 UNIFORMS
000000	000014		4051056833	6/12/2020		4520-500100-6011-	89.82	25350		UNIFORMS/SAFETY EQUIPMENT	00815 UNIFORMS
000000	000014		4051626792	6/12/2020		4100-043100-6011-	44.47	25350		UNIFORMS/SAFETY EQUIP	00815 UNIFORMS
000000	000014		4051626792	6/12/2020		4500-500100-6011-	30.69	25350		UNIFORMS/SAFETY EQUIPMENT	00815 UNIFORMS
000000	000014		4051626792	6/12/2020		4520-500100-6011-	89.82	25350		UNIFORMS/SAFETY EQUIPMENT	00815 UNIFORMS
		DISC. TOTAL			974.90		.00			TOTAL	974.90

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
000000	000010	DOMINION VIRGINIA POWER	2020-05	6/12/2020		4100-043100-7200-	382.86	25351		TOWN HALL EXPENSES	00815 TH
000000	000010		2020-05	6/12/2020		4100-043100-7200-	35.71	25351		TOWN HALL EXPENSES	00815 109 COURTHOUSE LN
000000	000010		2020-05	6/12/2020		4100-043100-5110-	1,669.28	25351		ELECTRICITY-STRETLIGHTS	00815 BUT/CHASE ST LIGHT
000000	000010		2020-05	6/12/2020		4100-043100-5110-	46.98	25351		ELECTRICITY-STRETLIGHTS	00815 MAIN ST LIGHTS
000000	000010		2020-05	6/12/2020		4100-031100-5110-	49.28	25351		ELECTRICITY	00815 PC
000000	000010		2020-05	6/12/2020		4500-500100-5110-	136.38	25351		ELECTRICITY	00815 BUTLER GRAND TNK
000000	000010		2020-05	6/12/2020		4500-500100-5110-	403.91	25351		ELECTRICITY	00815 BUT/CHASE WATER TO
000000	000010		2020-05	6/12/2020		4500-500100-5110-	609.83	25351		ELECTRICITY	00815 WELL #5
000000	000010		2020-05	6/12/2020		4520-500100-5110-	1,977.80	25351		ELECTRICITY	00815 RGR CLARK PMP STAP
000000	000010		2020-05	6/12/2020		4520-500100-5110-	26.42	25351		ELECTRICITY	00815 SCHOOL RD PMP STAP
000000	000010		2020-05	6/12/2020		4520-500100-5110-	96.89	25351		ELECTRICITY	00815 CHASE ST PMP STAP
000000	000010		2020-05	6/12/2020		4520-500100-5110-	77.58	25351		ELECTRICITY	00815 LACY LN PMP STAP
		DISC. TOTAL			5,533.20		.00			TOTAL	5,533.20

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
000000	000234	ENVIROCOMPLIANCE LAB INC	R0446401	6/12/2020		4520-500100-3160-	115.00	25352		TESTING	00815 TESTING
000000	000234		R0446424	6/12/2020		4520-500100-3160-	115.00	25352		TESTING	00815 TESTING
000000	000234		R0446465	6/12/2020		4520-500100-3160-	115.00	25352		TESTING	00815 TESTING
000000	000234		R0546546	6/12/2020		4520-500100-3160-	115.00	25352		TESTING	00815 TESTING
000000	000234		R0546571	6/12/2020		4520-500100-3160-	115.00	25352		TESTING	00815 TESTING
000000	000234		R0546609	6/12/2020		4520-500100-3160-	115.00	25352		TESTING	00815 TESTING
000000	000234		R0546701	6/12/2020		4520-500100-3160-	115.00	25352		TESTING	00815 TESTING
000000	000234		R0546728	6/12/2020		4520-500100-3160-	115.00	25352		TESTING	00815 TESTING
000000	000234		R0546766	6/12/2020		4520-500100-3160-	115.00	25352		TESTING	00815 TESTING
		DISC. TOTAL			1,290.00		.00			TOTAL	1,290.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
000000	000234	ENVIROCOMPLIANCE LAB INC	R0546883	6/12/2020		4520-500100-3160-	115.00	25353		TESTING	00815 TESTING

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	G/L ACCOUNT DESSC.	BATCH INV. DESCRIPTION
0000000	000234		R0546917	6/12/2020		4520-500100-3160-	155.00	25353		TESTING	00815 TESTING
0000000	000234		R0546999	6/12/2020		4520-500100-3160-	115.00	25353		TESTING	00815 TESTING
0000000	000234		R0547016	6/12/2020		4520-500100-3160-	115.00	25353		TESTING	00815 TESTING
0000000	000234		R0547043	6/12/2020		4520-500100-3160-	155.00	25353		TESTING	00815 TESTING
0000000	000234		R0647141	6/12/2020		4520-500100-3160-	115.00	25353		TESTING	00815 TESTING
0000000	000234		R0647176	6/12/2020		4520-500100-3160-	115.00	25353		TESTING	00815 TESTING
0000000	000234		R0647215	6/12/2020		4520-500100-3160-	155.00	25353		TESTING	00815 TESTING
		DISC. TOTAL									
			1,040.00		ACH PMT TOTAL						
0000000	000648	ERRARD ANDREA G	2019-09	6/12/2020		4100-012110-3150-	1,667.00	25354		PROFESSIONAL SERVICES - LEGAL	00815 TOWN ATTORNEY
0000000	000648		2020-02	6/12/2020		4100-012110-3150-	1,667.00	25354		PROFESSIONAL SERVICES - LEGAL	00815 TOWN ATTORNEY
		DISC. TOTAL									
			3,334.00		ACH PMT TOTAL						
0000000	000028	G & G MILLROD FARM SERV.	185267	6/12/2020		4100-043100-6007-	46.98	25355		REPAIR/ MAINT TOWN BUILDINGS	00815 WEED KILLER TOWN B
0000000	000028		185268	6/12/2020		4500-500100-3311-	22.76	25355		VEHICLE MAINTENANCE	00815 OIL & ANTI JUSTIN'
		DISC. TOTAL									
			69.74		ACH PMT TOTAL						
0000000	000743	LOCAL SERVICES	54018	6/12/2020		4100-012110-6021-	21.00	25356		PUBLIC RELATIONS	00815 2020-06 RENTAL
		DISC. TOTAL									
			21.00		ACH PMT TOTAL						
0000000	001079	ROBINSON, FARMER, COX ASS	70767	6/12/2020		4100-012410-3120-	32,500.00	25357		AUDIT	00815 FY18 & FY19 AUDIT
		DISC. TOTAL									
			32,500.00		ACH PMT TOTAL						
0000000	000659	SOSMETAL PRODUCTS INC	1409229	6/12/2020		4520-500100-6030-	58.20	25358		PLANT & LAB SUPPLIES/CHEMICAL	00815 GLOVES
		DISC. TOTAL									
			58.20		ACH PMT TOTAL						
0000000	000148	THE FREE LANCE STAR	2020-05	6/12/2020		4100-012110-3600-	1,600.00	25359		ADVERTISING	00815 PH PROPOSED BUDGET
		DISC. TOTAL									
			1,886.40		ACH PMT TOTAL						
0000000	000256	VERIZON WIRELESS	9854981024	6/12/2020		4100-031100-5230-	62.52	25360		TELECOMMUNICATIONS	00815 PC
0000000	000256		9854981024	6/12/2020		4100-043100-5230-	100.81	25360		TELECOMMUNICATIONS	00815 PW
0000000	000256		9854981024	6/12/2020		4100-012110-5230-	47.52	25360		TELECOMMUNICATIONS	00815 TM
0000000	000256		9854981024	6/12/2020		4100-012410-5230-	20.08	25360		TELECOMMUNICATIONS	00815 TC
0000000	000256		9854981024	6/12/2020		4500-500100-5230-	100.81	25360		TELECOMMUNICATIONS	00815 WATER
0000000	000256		9854981024	6/12/2020		4520-500100-5230-	100.81	25360		TELECOMMUNICATIONS	00815 SEWER
		DISC. TOTAL									
			432.55		ACH PMT TOTAL						
0000000	000012	WASTE MANAGEMENT	271202402818	6/12/2020		4520-500100-3320-	87.10	25361		PROFESSIONAL SERVICES	00815 WMTF
0000000	000012		271225802815	6/12/2020		4100-043100-7130-	1,318.71	25361		REFUSE COLLECTION	00815 DUMPSTER
0000000	000012		271280302818	6/12/2020		4520-500100-3180-	811.38	25361		SLUDGE REMOVAL	00815 SLUDGER
0000000	000012		333727824249	6/12/2020		4100-043100-7130-	5,963.10	25361		REFUSE COLLECTION	00815 RESIDENTS
		DISC. TOTAL									
			8,180.29		ACH PMT TOTAL						
0000000	001049	WEX BANK	65851544	6/12/2020		4100-031100-6008-	173.17	25362		VEHICLE FUEL/OIL	00815 PC
0000000	001049		65851544	6/12/2020		4100-043100-6008-	185.10	25362		VEHICLE FUEL/OIL	00815 PW
0000000	001049		65851544	6/12/2020		4500-500100-6008-	185.09	25362		VEHICLE FUEL/OIL	00815 WATER
0000000	001049		65851544	6/12/2020		4520-500100-6008-	185.09	25362		VEHICLE FUEL & OIL	00815 SEWER
		DISC. TOTAL									
			728.45		ACH PMT TOTAL						
0000000	000451	XEROX CORPORATION	010395614	6/12/2020		4100-012410-3310-	204.96	25363		OFFICE EQUIPMENT	00815 2020-05
		DISC. TOTAL									
			204.96		ACH PMT TOTAL						
		CHECK TOTAL	56,448.09		ACH PMT TOTAL						
		CHECK TOTAL	56,448.09		ACH PMT TOTAL						
		CHECK TOTAL	56,448.09		ACH PMT TOTAL						
		CHECK TOTAL	56,448.09		ACH PMT TOTAL						

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	MISCELLANEOUS	BATCH INV. DESCRIPTION
0000000	0000004	CAROLINE COUNTY	06022020	6/15/2020		4100-012110-5840-	481.82	25364			00817 RODGERS COUNTY TAX
			DISC. TOTAL				.00				
			CHECK TOTAL				481.82				481.82
			CHECK TOTAL				.00				481.82
			CHECK TOTAL				.00				481.82

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 481.82- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



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

AGENDA ITEM: R-2020-001 – Resolution to accept donation
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - Resolution
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

A resolution to accept a \$2400 for the purpose of Utility Bill Assistance and policy for disbursing funds.

ATTACHMENTS:

- R-2020-001
- Policy for disbursing funds

REQUESTED ACTION:

Adopt resolution and policy.

**TOWN OF BOWLING GREEN
RESOLUTION NO. 2020-001**

RESOLUTION ACCEPTING MONETARY DONATION

WHEREAS, the Town of Bowling Green is generally authorized to accept donations for the benefit of its citizens, and is specifically authorized to accept gifts, donations, bequests or grants from any source, which are related to the powers, duties and functions of the municipal corporation pursuant to Code of Virginia § 15.2-1108; and

WHEREAS, an anonymous donor has offered a monetary donation in the amount of \$2400 to the Town of Bowling Green; and

WHEREAS, no goods or services were provided in exchange for said donation; and

WHEREAS, all such donation has been contributed to assist the Bowling Green Utility customers in paying their bi-monthly bills; and

WHEREAS, the Town Council finds that it is appropriate to accept the monetary donation offered.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF BOWLING GREEN, VA, THAT THE \$2400 MONETARY DONATION BE ACCEPTED FOR THE PURPOSE OF OFFERING ASSISTANCE IN PAYING WATER AND SEWER BILLS TO BOWLING GREEN UTILITY CUTOMERS IN NEED.

ADOPTED this 4th Day of June, 2020 by the Bowling Green Town Council

Signed:

Attest:

Mayor

Town Clerk

Utility Assistance Fund

Thanks to the generosity of an anonymous donor, there is a Utility Assistance Fund in the Town of Bowling Green. The Purpose of this Fund is to assist citizens in paying Town utility charges. This Fund may be used to provide either a grant or an interest free loan. Persons interested in applying for assistance from the Utility Assistance Fund shall contact the Town Treasurer to and provide any and all necessary documentation.



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

AGENDA ITEM: Stimulus Vouchers Program
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Jo-Elsa Jordan, bgtownevents@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

As a follow up to the program outline presented to Council at the June 4th meeting, staff met with Council Members Coyle and McDearmon to discuss the details of implementing the program.

ATTACHMENTS:

Stimulus Voucher Program Outline

REQUESTED ACTION:

Bowling Green Small Business Stimulus Vouchers

May 18, 2020

Details: At the Thursday, May 7, 2020 Town Council meeting, the suggestion was made by Council Member, Glenn McDearmon, to offer a \$50 voucher to Bowling Green residents that could be used to support businesses in Town. Council Member, Valarie Coyle, suggested that other jurisdictions are offering five (5) \$10 vouchers to encourage a wider distribution of funds among various businesses in Town. Jo-Elsa Jordan, Economic Development Coordinator, agreed to assist in facilitating the program. Town Treasurer, Melissa Lewis, and Jo-Elsa Jordan discussed aspects of the program and determined the basic steps necessary to execute. These steps are outlined below.

- Each household in the Town of Bowling Green will receive five (5) \$10 vouchers in the mail to be used at participating businesses through December 31, 2020.
- Businesses able to participate will be limited to privately owned, small businesses in Town. Corporate businesses (i.e. Food Lion, Walgreens, Dollar General, Family Dollar and Shell) are excluded from the program.
- Vouchers will be numbered with identifying serial numbers that will correspond with the household to which the vouchers were issued.
- Businesses are able to accept each voucher at full value, but are not permitted to offer customers the difference of the purchase in cash. This restriction will be noted on each voucher.
- Business owners are required to staple a receipt to each voucher associated with the purchase and submit to the Bowling Green Business Office during normal business hours. (M-F, 9am-5pm).
- Reimbursement checks will be issued on Friday of each week and will be mailed to business owners no later than the following Monday. (Business owners are asked to submit vouchers by Wednesday in order to be included in the issuance of checks on Friday.)

Step 1 (Melissa): Generate list of households/addresses in the Town of Bowling Green and determine the number of households for budgetary purposes.

- Per an email from the Town Treasurer on 5/15, 415 households will receive vouchers, totaling \$20,750.00.

Step 2 (Jo-Elsa): Contact business owners in Town to determine participating businesses.

Step 3 (Jo-Elsa): Create verbiage to be used on vouchers.

Step 4 (Jo-Elsa): Secure graphic artist to design voucher.

Step 5 (Jo-Elsa): Print vouchers.

Step 6 (Jo-Elsa): Mail vouchers.

Step 7 (Staff): Accept vouchers/receipts from business owners.

Step 8 (Staff): Issue reimbursement checks and mail to business owners.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: 134 Maury Ave – Request for reimbursement
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Mr. Robillard, 134 Maury Ave., is requesting reimbursement for expenses he incurred due to the failure on the contractor's part to connect a sewer lateral during the sewer line replacement on Maury Ave.

When the sewer back up initially began, it was assumed that the blockage was on the homeowner's property. Mr. Robillard attempted to fix the blockage himself but found upon further investigation the backup was caused by a lateral that was not connected to the sewer main.

Mr. Robillard was originally asking for a total reimbursement of \$5615.75. Negotiations at last Council meeting has brought the request down to \$4492.25.

ATTACHMENTS:

- Letter and Photos from Mr. Robillard
- Release of liability

REQUESTED ACTION:

Make a decision on Mr. Robillard's request.

Randy Robillard,
134 Maury Avenue
Bowling Green, VA 22427
M: (540) 226-3979 | H: (804) 633-6874

April 27, 2020

To The Bowling Green Town Council & Town Manager:

During August of 2019 the Town of Bowling Green completed the replacement of the Town's main sewer line on Maury Avenue, including the connection to our property. Shortly after the Town replaced the sewer connection from the main line to our property in August, my wife and I began to notice sporadic gurgling noises from the sinks, toilets and tubs. Over the past 15+ years we have not experienced an issue like this before, so we assumed there must be a partial clog in the line due to the age of the property.

Unfortunately, the gurgling began to happen more frequently and increased in duration, to the point water would spray up through the sinks, toilets and tubs leaving traces of raw sewage. In addition, the sump pump located in the basement began to overflow requiring immediate manual attention. Overnight we had to drastically adjust our lifestyle by limiting one load of laundry per day in order to take showers and run the dishwasher all at separate times to prevent the disruption to the water/sewer line.

On Feb 26, 2020 we called Harrie Plumbing & Heating, and Hollard Plumbing for a consultation. Harrie Plumbing & Heating determined the main sewer line had a blockage, possibly from the maple tree located above the lines. Their estimate to replace the sewer line from the exit of the home to the edge of Maury Avenue would be around \$8K to \$14K depending on the depth and root issues. I received a second opinion and confirmed the estimate to be accurate for this type of work.

Being a carpenter by trade, I decided to complete the task myself during my spare time after work and during the weekends. We started to replace the 4 inch main sewer line with new 4 inch PVC.

In the meantime, due to the COVID-19 outbreak, not only have we been at home more but our daughter has also been staying with us temporarily as of mid-March. Now with three adults staying at the home, the water/sewer line became an unavoidable issue and a huge problem due to the increase in water demand causing more backups and more exposure to sewage. Not to mention, a major inconvenience to planning showers, laundry, dishes, etc. and disinfecting the kitchen and bathrooms on a daily basis.

Around April 14, 2020 all of the sewer lines that are the responsibility of the home owner were replaced with new PVC. To our dismay, we continued to still have the problem after the new lines were replaced on the property. Next, I ran a camera down the line where it stopped at about the middle of the road (Maury Avenue). This indicated the issue was caused by the Town's main sewer line. I immediately called Town Hall and spoke with Judy who contacted Billy and Shawn. Shawn responded promptly and came to our home while I personally walked him through the camera scoping so he could further investigate. It was then he determined the main sewer line at 134 Maury Avenue was never unhooked from the old sewer line and attached to the new sewer line, a grave mishap. Shawn apologized for this mistake and explained he would call Billy to back brief and have the original contractor come out on Wednesday, April 15, 2020.

I met Billy from the Town and Johnny the project manager on site at around 12:30 PM. They determined that the contractor in August of 2019 connected into a possible abandoned storm drain line that was in front of our home and not the original active 4 inch galvanized sewer line leading to our home.

The contractor made a huge miscalculation. No excuses should be made as our sewer line was not hooked to the new system. Our main sewer line is original to the house and was not altered or added at a later date. Who was responsible to inspect the connection to insure that it was properly hooked up to the home's actual sewer line then and then approve it?

We discussed a solution on April 15, 2020 and concluded the contractor would come out starting on April 20, 2020 to correct their mistake. They excavated the line and repaired the faulty issue under their warranty program.

Although the repairs are now complete, I do have some concerns that I would like to discuss further for the reassurance and safety of our home. I have the following questions below:

- 1) Where did the 40 thousand gallons of sewage and grey water go?
- 2) Should the Virginia Department of Health be notified?
- 3) Could this cause future health issues?
- 4) Is soil sampling needed?
- 5) Will there be a longer warranty on the repair since it was corrected after the fact?

Due to the great inconvenience, health and safety concerns and personal expenses as a result of the August 2019 main sewer line replacement, we are asking the Town Of Bowling Green for restitution based off of the following factors:

Total Restitution asking for is \$5615.75

- 1) Labor and Material for unnecessary replacement of 75 feet of 4 inch sewer line labor and Material \$680.00 Labor 105 hours at \$40.70 = \$4273.50 total \$4953.50
- 2) Consultation by Harrie Plumbing & Heating 3/26/2020 \$131.25
- 3) Building Permit \$51.00
- 4) Refund of town sewer portion of bill since August since our sewer waste was not being processed at the sewer treatment plant but going into ground in front of house 4 billing cycles \$120.00 each total \$480.00
- 5) ***Professional cleaning services to ensure water pipes are sanitized leaving no traces of sewage?

Thank you for your cooperation and we look forward to hearing from you in regard to this matter.

Sincerely,

Randy Robillard, & Lisa Pigg







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

AGENDA ITEM: Request to pay for repair – Kenny Moore
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Billy Deavers, bdeavers@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

On February 25th Mr. Moore experienced a leak on his property between the water meter and the water main. Brooks Hauling was called to repair the leak and told to bill the Town. Mr. Moore maintains that the repair is the Town's responsibility because the leak was on the "Town's side" of the meter. Town Code section 5-164 states that if there is a leak in a waterline on the property of a customer of water, it shall be the responsibility of the owner or occupant of such property to locate and repair such leak.

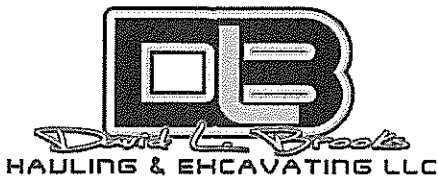
Brook's Hauling has not yet been paid for this invoice.

ATTACHMENTS:

- Invoice
- Town Code Section 5-164. Leaks in waterline on customer's property.

REQUESTED ACTION:

Male decision on payment of invoice.



15384 Nelson Hill Road
 Milford, Virginia 22514

Phone # (804) 633-5113
 Fax # (804) 633-5226 info@brookshauling.com

INVOICE

Date	Invoice #
2/27/2020	22749

Bill To
Town of Bowling Green P.O. Box 468 Bowling Green, Va 22427

Terms
Net 15

Service Date	Ticket #	Quantity	Description	Rate	Amount
2/25/2020		1	total for parts, 2 laborers and machine for water repair behind Romas. 4 hours to dig up and repair service line leak. Used one 1 inch repair clamp.	877.20	877.20
<i>Thank you for your business.</i>				Total	\$877.20

- (2) A standard water meter shall be a five-eighths-inch meter and shall include a box and top.
- (3) A three-fourths-inch tap and line shall be the standard water connection.

Section 5-161. Water meters.

- (a) All Town water to pass through meters. All water furnished by the Town shall be, wherever practicable, measured by meters furnished, located and installed by the Town for that purpose. All water meters through which water is supplied to customers shall remain the property of the Town.
- (b) Taking of unmetered water prohibited. It shall be unlawful for any person to take water from the Town waterworks except through a meter as provided for or from any fire hydrant or any premises without permission of Town Council or authorized Town official.
- (c) Tampering with meter. No person other than an authorized representative of the Town shall at any time remove, tamper with, undertake to repair or in any way interfere with any meter connected to the Town waterworks.
- (d) Inspection of meters. Each meter installed for the measurement of water supplied by the Town shall at all times be subject to control and inspection by the Town, and where any meter is located on private property, building or premises, the Town shall have the right to enter thereon at all reasonable hours for the purpose of inspection, repairing, replacing or removing such meter or to take meter readings.
- (e) Defective meters. If at any time it is found that a meter installed for the measurement of water supplied by the Town has been tampered with or for any reason fails to register or shall be found defective in registering since the previous reading, the water consumption for such period shall be estimated from other similar readings and the average taken of such readings for the same period or from past readings or from a like installation.

Section 5-162. Responsibility to remove obstructions from around meters; failure to comply.

It shall be the responsibility of each property owner or occupant to assist in the clearing of all weeds, shrubbery, bushes and trees a reasonable distance from the water meter located on such property. If the property owner or occupant does not comply with keeping the meter free from obstruction, the Town shall remove any shrubbery, bushes, trees or limbs thereof which interfere with the reading, replacing or repairing of such meter.

Section 5-163. Air conditioning.

- (a) Relative to the control of air-conditioning installations for the purpose of conserving the water supply in the Town, the following regulations shall be adhered to:
 - (1) All individual or collective air-conditioning systems in any premises and using Town water shall be equipped with a water conserving device such as an economizer, evaporative condenser, water-cooling tower or other similar apparatus.
 - (2) Approval shall be obtained from the Town Manager or his designee for the installation of an air-conditioning system using Town water as a cooling agent.
 - (3) A Town official shall have right of entry to the premises for the purpose of making inspection to determine if the provisions of Section 5-163(1) are being complied with.

Section 5-164. Leaks in waterline on customer's property.

When it is ascertained that there is a leak in a waterline on the property of a customer of water, it shall be the responsibility of the owner or occupant of such property to locate and repair such leak immediately. During the time such leak existed, the amount of water wasted shall be paid by the owner or occupant.



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

AGENDA ITEM: Request to waive sewer connection fee at 148 Maury Ave
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Request by Mr. Hylton to the Town to consider waiving the sewer connection fees (\$6750) for the existing house at 148 Maury Avenue. Similar requests have been made and denied by Council in the past, most recently at 17518 AP Hill Blvd.

ATTACHMENTS:

- Letter form Mr. Hylton

REQUESTED ACTION:

Make decision on request.

June 16, 2020

Mr. Reese Peck
Town Manager
PO Box 468
Bowling Green, VA 22427

Dear Mr. Peck;

In December 2013, the Town of Bowling Green wrote to me about two houses (140 and 148 Maury Avenue) that my family owns and offered to waive town hook-up fees for connection to the sanitary sewer if we would develop a plan of action to connect and pay for the upgrade (see attached letters). These are two of the existing houses along Maury Avenue that historically have not had sanitary sewer service available. I explored this option for the next several months and concluded that it was not a viable alternative due to the high cost and the logistics associated with running a sewer line through my neighbor's property and various right-of-way issues along the road. My June 2014 response letter is also included in order to provide you with this history.

About two years ago, while driving through town, I noticed all the construction activity going on to replace the town's old sewer lines. At that time, I wondered if it might include new sewer line work that might make it easier for me to connect to an extended sewer line on Maury Avenue, but apparently, no sewer line extension work was part of that project. I am now facing issues with my drain field at the 148 Maury Avenue property, and I have reached out to a local contractor and received a proposal to tie in to the town's sewer. It is not an inexpensive proposal, but it is a fair one. It will cost about the same to go through the drainfield repair process, less the town's hook-up fees and a deposit I must make to VDOT in order to work in their right-of-way.

I am writing today with two purposes. First, I would like the town to consider extending their original 2013 offer to waive sewer connection fees for the existing house at 148 Maury Avenue. Secondly, could you provide me with the process for receiving the Town's permission to tie into the sewer system? My contractor has assured me that the town will allow it, so I am hopeful that it is not an issue. If it would help my cause in having the connection fees waived, I am open to including some additional work in my project, like running a larger sewer pipe or providing an easy place to tie-in additional lines in case there are other neighbors that could benefit from my project.

If you have any questions, you may contact me by phone, by mail, or by email. My phone number is (804) 815-3269. My mailing address is P.O. Box 481, Ordinary, VA, 23131. My email address is rhylton5@cox.net. I look forward to hearing back from you soon and appreciate your consideration of this matter.

Sincerely,



Richard D. Hylton Jr.
Manager, Hylton-Sinz Family LLC



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

December 11, 2013

Hylton Sinz Family, LLC.
PO Box 481
Ordinary, VA 23131

Dear Ladies and Gentlemen,

I am sending you this letter to make you aware of two matters concerning your septic system at 148 Maury Avenue. The first concerns the need to have the system pumped out and the second is to notify you that if you would like to connect the above-noted property to the Town's public sewer system, Town Council is offering to waive the \$6,000 availability fee to connect to our current public system. Let me provide some information on each matter:

Septic Pump-out: The Chesapeake Bay Act requires that every septic tank in Bowling Green and all other localities in the basin be pumped out every five (5) years. Records show that it is time for that pump-out to occur. If you have already done this within the past four years, please provide me with information showing that this has been accomplished. A receipt for the work will be sufficient. Other documentation may also be provided. If you need to schedule this work, please do so and provide me with the documentation when the work is completed. This is a requirement of Town Code Section 3-159(b)(5).

Sewer Availability Fee Waiver: Please note that the use of a functioning septic system is permitted and appropriate if that is your desire. If you would like to consider connection to the Town's current and existing system, the Council is willing to waive the normal \$6,000 availability Fee if you will provide all costs to reach and connect to the existing system that is currently in place. This work must be engineered and accomplished by a professional, licensed to provide this type of service and construction, and must be done in accordance with Town standards. Town staff would be pleased to discuss this matter with the contractor of your choice. The Town will not be improving or expanding the system at this time, but would be happy to work to develop options for connecting your property to our system.

To begin this process concerning connection to the public sewer system, please send a "Letter of Intent" to accomplish this work. The letter must be received by the Town Manager by close of business on

January 31, 2014. If the letter is not received by that date and time, we will assume that you will not be connecting at this time and the offer to waive the Availability Fee will be withdrawn. In order to have the fee waived, all work must be completed and inspected by close of business on June 30, 2014.

If you have any questions about these matters, please do not hesitate to contact me.

Sincerely,



Stephen Manster
Town Manager
804-633-6212



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

December 27, 2013

Hylton Sinz Family, LLC.
PO Box 481
Ordinary, VA 23131

Dear Hylton Sinz Family,

I am sending you this letter to make you aware of two matters concerning your septic system at 140 Maury Avenue. The first concerns the need to have the system pumped out and the second is to notify you that if you would like to connect the above-noted property to the Town's public sewer system, Town Council is offering to waive the \$6,000 availability fee to connect to our current public system. Let me provide some information on each matter:

Septic Pump-out: The Chesapeake Bay Act requires that every septic tank in Bowling Green and all other localities in the basin be pumped out every five (5) years. Records show that it is time for that pump-out to occur. If you have already done this within the past four years, please provide me with information showing that this has been accomplished. A receipt for the work will be sufficient. Other documentation may also be provided. If you need to schedule this work, please do so and provide me with the documentation when the work is completed. This is a requirement of Town Code Section 3-159(b)(5).

Sewer Availability Fee Waiver: Please note that the use of a functioning septic system is permitted and appropriate if that is your desire. If you would like to consider connection to the Town's current and existing system, the Council is willing to waive the normal \$6,000 availability Fee if you will provide all costs to reach and connect to the existing system that is currently in place. This work must be engineered and accomplished by a professional, licensed to provide this type of service and construction, and must be done in accordance with Town standards. Town staff would be pleased to discuss this matter with the contractor of your choice. The Town will not be improving or expanding the system at this time, but would be happy to work to develop options for connecting your property to our system.

To begin this process concerning connection to the public sewer system, please send a "Letter of Intent" to accomplish this work. The letter must be received by the Town Manager by close of business on

January 31, 2014. If the letter is not received by that date and time, we will assume that you will not be connecting at this time and the offer to waive the Availability Fee will be withdrawn. In order to have the fee waived, all work must be completed and inspected by close of business on June 30, 2014.

If you have any questions about these matters, please do not hesitate to contact me.

Sincerely,



Stephen Manster
Town Manager
804-633-6212

June 12, 2014

Mr. Stephen Manster
Town Manager
PO Box 468
Bowling Green, VA 22427

Dear Mr. Manster;

After experiencing some difficulties in finding a qualified contractor willing to provide an acceptable proposal to tie into the sanitary sewer the two houses located at 140 & 148 Maury Avenue that are owned by Hylton-Sinz Family, LLC, I decided to evaluate this project myself to see what challenges this project might be presenting. Once I walked the site, an immediate concern came to mind. For me to install a force main from 148 Maury Avenue to the designated town sewer manhole meant that I would have to cross through 5 lots (heading up the hill back towards Main St.), and 3 of these lots are owned by other parties/neighbors (146, 138, and 134 Maury). Additionally, I would be placing individual residential lift stations in the two houses I own, and any other immediate neighbors wanting to tie-in (possibly 146 & 138 Maury) would also end up with their own pumping system. I have enclosed a site map that conceptualizes the project as I understand it, which may help visualize things.

From a purely engineering perspective, it would seem more reasonable to have one larger capacity mini-lift station installed in the low elevation vicinity of Maury Ave. (148 Maury Avenue). I would argue that it would make more sense for the town to install, own, and operate this type of small lift station that could handle these few houses located on Maury that are currently not tied in. It would also be easier for the town to address property line concerns, as you undoubtedly have a better understanding of the right-of-way issues. There are two additional lots (43A3-4-B 18A&19A) to the west of 148 Maury Ave, which may also be interested in someday tying-in.

Based on this logic, I have decided not to pursue on my own sewage tie-in for houses located at 140 & 148 Maury Avenue. Should the town ever decide to consider extending its system, I would consider entering into some sort of agreement ahead of time with the other property owners to pay hook-up fees that may defer some or all of the cost of extending this line.

In the interim, I have had both septic tanks at these two properties pumped, and the sewage company that did this work has communicated to me that both systems appear to be functioning properly. I will continue to maintain these systems as required.

I'd like to thank the town for exploring these important issues, and making such a generous offer to waive connections fees. If you have any questions, ideas, or would like to discuss further, you may contact me by phone, by mail, or by email. My phone number is (804) 815-3269. My mailing address is PO Box 481, Ordinary, VA 23131. My email address is rhylton5@cox.net.

Richard D. Hylton Jr.
Manager, Hylton-Sinz Family LLC



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

AGENDA ITEM: Adoption FY 2020-2021 Fiscal Plan

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - Resolution

PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Proposed budget and rates for FY 2021 were developed in conjunction with the Budget Committee and reviewed by the entire Town Council at its May 7th meeting. The budget was duly advertised and the Council held a public hearing on the proposed fiscal plan on June 4th, 2020.

ATTACHMENTS:

Resolution 2020-003 Approving The Fiscal Year 2020-2021 Annual Fiscal Plan

REQUESTED ACTION:

Adopt Resolution 2020-003

Resolution 2020-003

**TOWN COUNCIL OF BOWLING GREEN
RESOLUTION APPROVING THE FISCAL YEAR
2020-2021 ANNUAL FISCAL PLAN**

WHEREAS, THE TOWN COUNCIL OF BOWLING GREEN, VIRGINIA, HAS RECEIVED BUDGET REQUESTS FROM THE TOWNS’ OFFICERS, HEADS OF DEPARTMENTS, OFFICES, BOARDS, COMMISSIONS, AND AGENCIES FOR PREPARATION OF THE BUDGET FOR FISCAL YEAR 2020-2021;

WHEREAS, THE COUNCIL HAS PUBLISHED NOTICE OF THE PROPOSED BUDGET BASED ON SUCH REQUESTS, HELD A PUBLIC HEARING ON THE PROPOSAL, AND CONSIDERED THE PROPOSED BUDGET IN TERMS OF THE PUBLIC HEALTH, SAFETY, AND WELFARE;

WHEREAS, THE COUNCIL HAS HERETOFORE PREPARED A BUDGET FOR FISCAL YEAR 2020-2021 FOR INFORMATION AND FISCAL PLANNING ONLY; AND,

WHEREAS, THE COUNCIL IS NOT OBLIGATED TO APPROPRIATE OR COMMIT ALL FUNDS FOR ANY ITEMS INCLUDED IN THE PROPOSED BUDGET AND NO FUNDS MAY BE DISBURSED WITHOUT AN APPROPRIATION BY THE TOWN COUNCIL OF BOWLING GREEN;

NOW, THEREFORE, BE IT RESOLVED, THAT THE FISCAL YEAR 2020-2021 A REVENUE BUDGET OF \$4,757,858 AND EXPENDITURE BUDGET OF \$4,757,858 ARE ADOPTED AND THE BUDGETS OF OFFICERS, HEADS OF DEPARTMENTS, OFFICES, BOARDS, COMMISSIONS, AND AGENCIES BUDGETS ARE HEREBY APPROVED FOR THE FISCAL YEAR BEGINNING JULY 1, 2020, AND EXTENDING TO JUNE 30, 2021, FOR THE FUNCTIONS AND PURPOSES INDICATED HEREAFTER.

REVENUE ESTIMATES	FISCAL YEAR 2021 PLAN
FUND #100 General Funds	
Real Estate	\$141,500
RT 301 Special Tax	\$34,269
Public Service	\$4,000
Personal Property	\$52,500
Penalty & Interest	\$6,000
Revenue from Use of Money	\$5,000
Refuse Collection	\$89,301
Sales Tax	\$32,000
Consumer Utility Tax	\$30,000
Business License	\$68,000
Vehicle License & Registration Fees	\$27,000
Bank Stock Tax	\$250,000
Transient Occupancy Tax	\$73
Meals Tax	\$200,000

Permits, Fees And Licenses	\$3,000
Fines and Forfeitures	\$43,100
Rentals	\$26,000
Other Miscellaneous Revenue	\$2,100
VA Police Funding	\$24,500
PPTRA State Reimbursement	\$21,900
Communications Tax	\$38,000
Grants	\$1,034
VA Fire Program	\$10,000
Use of Fund Balance	\$216,775
Total General Funds	\$1,330,478
Other Funds (Net of Transfers)	
FUND #300 CIP	\$0
FUND #320 Economic Development Authority (Including Fund Balance)	\$0
FUND #400 Events and Activities (Including Fund Balance)	\$14,000
FUND #420 Debt Service	\$0
FUND #500 Water (Including Fund Balance)	\$2,991,130
FUND #520 Sewer	\$422,250
Total Other Funds	\$3,427,380
TOTAL REVENUE ESTIMATES	\$4,757,858
EXPENDITURE ESTIMATES	FISCAL YEAR 2021 PLAN
FUND #100 General Funds	
Council and Manager's Office	\$275,198
Clerk/Treasurer	\$257,176
Police Department	\$143,681
Donations	\$12,000
Public Works	\$299,470
Total Direct General Fund Expenditures	\$987,524
GENERAL FUND TRANSFERS & USES OF FUND BALANCES	
FUND #100 General Funds	\$216,775
FUND #300 Capital Project Fund	\$0
FUND #320 Economic Development Authority	\$10,000
FUND #400 Events and Activities	\$6,500
FUND #420 Debt Service	\$0
FUND #500 Water	\$253,986
FUND #520 Sewer	\$161,270
Total General Fund Transfers & Uses of Fund Balances	\$648,531
OTHER FUND EXPENDITURES	
FUND #300 Capital Project Fund	\$0
FUND #320 Economic Development Authority (Including Use of Fund Balance)	\$10,000
FUND #400 Events and Activities (Including Use of Fund Balance)	\$19,950
FUND #420 Debt Service (Including Use of Fund Balance)	\$0
FUND #500 Water Operations (Including Use of Fund Balance)	\$3,153,848
FUND #520 Sewer Operations	\$586,536
Total Other Funds	\$3,777,444
TOTAL EXPENDITURE ESTIMATES	\$4,757,858

SUMMARY	
TOTAL EXPENDITURE ESTIMATES (Net of GF Transfers)	\$4,757,858
TOTAL TOWN BUDGET REVENUES (Net of GF Transfers & Use of Fund Balance)	\$4,757,858
UNASSIGNED FUND BALANCE SUMMARY	
Beginning General Fund Unassigned Fund Balance - July 1, 2020	\$453,078
Minus Use of Fund Balance	(\$216,775)
Ending General Fund Unassigned Fund Balance - June 30, 2021	\$236,303

BE IT FURTHER RESOLVED, THAT THE APPROVAL OF THIS BUDGET SHALL NOT CONSTITUTE AN APPROPRIATION OF FUNDS.

ORDERED THIS THE 25TH DAY OF JUNE 2020.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING

VOTE:

McDearmon
M Gaines
T Gaines
Coyle

Wright
Howard
Davis

Melissa Lewis, Town Clerk

Approved this 25th day of June, 2020
by the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor



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

AGENDA ITEM: Appropriation Resolution R-2020-004
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - Resolution
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Appropriation of funds for the adopted FY2020-2021 Budget for July 1, 2020 – June 30, 2021.

ATTACHMENTS:

R-2020-004 Appropriation of Adopted FY 2020-2021 Operating Budget.

REQUESTED ACTION:

Adopt Resolution.

Resolution 2020-004

TOWN OF BOWLING GREEN APPROPRIATION OF ADOPTED TOWN OPERATING BUDGET FOR FISCAL YEAR 2020-2021

IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF BOWLING GREEN, VIRGINIA, THAT THE FOLLOWING ANNUAL APPROPRIATIONS OF FUNDS ARE MADE FOR THE FISCAL YEAR BEGINNING JULY 1, 2020, AND ENDING JUNE 30, 2021 FOR THE FUNCTIONS AND PURPOSES INDICATED HEREAFTER:

BOWLING GREEN, VIRGINIA ADOPTED EXPENDITURE BUDGET FISCAL YEAR 2020-2021

EXPENDITURE	FISCAL YEAR 2021
FUND #100 General Funds	
Council and Manager's Office	\$275,198
Clerk/Treasurer	\$257,176
Police Department	\$143,681
Donations	\$12,000
Public Works	\$299,470
Total Direct General Fund Expenditures	\$987,524
GENERAL FUND TRANSFERS & USES OF FUND BALANCES	
FUND #100 General Funds	\$216,775
FUND #300 Capital Project Fund	\$0
FUND #320 Economic Development Authority	\$10,000
FUND #400 Events and Activities	\$6,500
FUND #420 Debt Service	\$0
FUND #500 Water	\$253,986
FUND #520 Sewer	\$161,270
Total General Fund Transfers & Uses of Fund Balances	\$648,531
OTHER FUND EXPENDITURES	
FUND #300 Capital Project Fund	\$0
FUND #320 Economic Development Authority (Including Use of Fund Balance)	\$10,000
FUND #400 Events and Activities (Including Use of Fund Balance)	\$19,950
FUND #420 Debt Service (Including Use of Fund Balance)	\$0
FUND #500 Water Operations (Including Use of Fund Balance)	\$3,153,848
FUND #520 Sewer Operations	\$586,536
Total Other Funds	\$3,770,334
TOTAL EXPENDITURE ESTIMATES	\$4,757,858

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE TOWN COUNCIL OF BOWLING GREEN, VIRGINIA, THAT THE APPROPRIATIONS FOR FISCAL YEAR 2020-2021, BEGINNING JULY 1, 2020, AND ENDING JUNE 30, 2021, FOR ALL OTHER OFFICES AND AGENCIES BE MADE AS FOLLOWS:

1. ALL APPROPRIATIONS ARE DECLARED TO BE MAXIMUM, CONDITIONAL, AND APPROPRIATE APPROPRIATIONS, THE PURPOSE BEING TO MAKE THE APPROPRIATIONS PAYABLE IN FULL IN THE AMOUNTS NAMED HEREIN, IF NECESSARY, AND THEN ONLY IN THE EVENT THE REVENUES COLLECTED AND OTHER RESOURCES AVAILABLE DURING THE YEAR ENDED JUNE 30, 2020, FOR WHICH THE APPROPRIATIONS ARE MADE, ARE SUFFICIENT TO PAY ALL THE APPROPRIATIONS IN FULL; OTHERWISE, THE SAID APPROPRIATIONS SHALL BE DEEMED TO BE PAYABLE IN SUCH PROPORTION AS THE SUM OF ALL REALIZED REVENUE IS TO THE TOTAL AMOUNT OF THE REVENUES ESTIMATED BY THE TOWN COUNCIL OF BOWLING GREEN TO BE AVAILABLE FOR APPROPRIATION IN THE YEAR ENDING JUNE 30, 2021;
2. ONE HUNDRED AND FIFTY DOLLARS (\$150,000) OF THE GENERAL FUND TRANSFER TO THE WATER FUND IS FOR THE PURPOSE OF PROVIDING WORKING CAPITAL TO THE TOWN'S USDA FINANCED WATER SYSTEM REHABILITATION PROJECT AND SHALL REVERT TO THE GENERAL FUND UPON COMPLETION OF THE PROJECT;
3. THE TOWN COUNCIL OF BOWLING GREEN RESERVES THE RIGHT TO CHANGE DURING ANY TIME DURING SAID FISCAL YEAR THE COMPENSATION SO PROVIDED TO ANY OFFICER OR EMPLOYEE OR TO ABOLISH ANY OFFICE OR POSITION EXCEPTING SUCH OFFICE OR POSITION AS IT MAY BE PROHIBITED BY LAW FROM ABOLISHING;
4. FURTHER, THE TOWN MANAGER IS AUTHORIZED TO MAKE SUCH REARRANGEMENTS OF POSITIONS AND APPROPRIATIONS WITH THE SEVERAL DEPARTMENTS UNDER THE CONTROL OF THE TOWN COUNCIL THAT MAY BEST MEET THE NEEDS AND INTERESTS OF BOWLING GREEN, VIRGINIA; AND, THE TOWN MANAGER IS AUTHORIZED TO MAKE TRANSFERS OF FUNDS FROM ONE LINE ITEM TO ANOTHER WITHIN AND BETWEEN ANY DEPARTMENT OR AGENCY APPROPRIATION;
5. THE TOWN MANAGER MAY INCREASE APPROPRIATIONS FOR THE FOLLOWING ITEMS OF NON-BUDGETED REVENUE THAT MAY OCCUR DURING THE FISCAL YEAR: A. INSURANCE RECOVERIES RECEIVED FOR DAMAGE TO TOWN VEHICLES OR OTHER PROPERTY FOR WHICH TOWN FUNDS HAS BEEN EXPENDED TO MAKE REPAIRS. B. REFUNDS OR REIMBURSEMENTS MADE TO THE TOWN FOR WHICH THE TOWN HAS EXPENDED FUNDS DIRECTLY RELATED TO THAT REFUND OR REIMBURSEMENT. C. ADDITIONAL, UNBUDGETED GRANTS RECEIVED DURING THE FISCAL YEAR FOR WHICH THERE IS SUFFICIENT REVENUES TO DEFRAID EXPENDITURES;
6. THE TOWN MANAGER MAY APPROPRIATE BOTH REVENUE AND EXPENDITURES FOR DONATIONS BY CITIZENS OR CITIZEN GROUPS IN SUPPORT OF TOWN PROGRAMS. ANY REMAINING UNENCUMBERED BALANCE OF A RESTRICTED DONATION AT THE END OF THE FISCAL YEAR WILL BE REAPPROPRIATED INTO THE SUBSEQUENT FISCAL YEAR; AND,

BE IT FURTHER RESOLVED THAT THE TREASURER OF BOWLING GREEN, VIRGINIA, IS HEREBY AUTHORIZED TO TRANSFER TO OTHER FUNDS FROM THE GENERAL FUND FROM TIME TO TIME AS THE MONIES BECOME AVAILABLE, THE SUM EQUAL TO, BUT NOT TO EXCEED THE APPROPRIATIONS MADE TO THESE FUNDS FROM THE GENERAL FUND FOR THE PERIOD COVERED BY THIS APPROPRIATION RESOLUTION.

BE IT FURTHER RESOLVED THAT THE TOWN MANAGER IS AUTHORIZED TO PRE- APPROVE ACCOUNTS PAYABLES INVOICES FOR PAYMENT AROUND THE 10TH AND AROUND THE END OF EACH MONTH PRIOR TO FORMAL APPROVAL BY TOWN COUNCIL OF BOWLING GREEN. FORMAL APPROVAL BY THE TOWN COUNCIL OF BOWLING GREEN WILL BE MADE DURING THE MEETING OF THE MONTH FOLLOWING THE ACTUAL PAYMENT OF THE BILLS. THIS PROCEDURE WILL ENABLE THE TOWN TO AVOID PAYING PENALTY AND INTERESTCHARGES FOR THE LATE PAYMENT OF INVOICES.

ORDERED THIS THE 25TH DAY OF JUNE 2020.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING

VOTE:

Melissa Lewis, Town Clerk

Approved this 25th day of June, 2020
by the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: USDA Grant Application for Public Works Vehicle

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Billy Deavers, bdeavers@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The Public Works and Utilities Department is in need of a new vehicle. Recently one of the trucks failed inspection and is unsafe to drive. The USDA Grant will fund \$25,000 of the purchase price of the new vehicle. The Town's portion would be split between, Public Works, Water, and Sewer.

ATTACHMENTS:

- Resolution of Governing Body

REQUESTED ACTION:

Adopt Resolution and Authorize Town Manager to sign application and submit to USDA

RESOLUTION OF GOVERNING BODY OF

Town of Bowling Green

The Governing Body of the the Town of Bowling Green, consisting of 7 members, in a duly called meeting held on the 25th day of June, 2020, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of a Public Works and Utilities vehicle to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Town Manager of the Town of Bowling Green be authorized to execute on behalf of Town Council the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board.

TOWN OF BOWLING GREEN

By: _____
A. Reese Peck, Town Manager

Attest: _____
Melissa Lewis, Town Clerk

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Governing Body of the Town of Bowling Green in a duly assembled meeting on the 25th day of June, 2020.

Secretary/Clerk

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>
---	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="546004151"/>	* c. Organizational DUNS: <input type="text" value="090607081"/>
---	---

d. Address:

* Street1:	<input type="text" value="PO Box 468"/>
Street2:	<input type="text" value="117 Butler Street"/>
* City:	<input type="text" value="Bowling Green"/>
County/Parish:	<input type="text" value="Caroline 54022 (Culpeper Office)"/>
* State:	<input type="text" value="VA: Virginia"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="22427"/>

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text" value="Mr ."/>	* First Name: <input type="text" value="Billy"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Deavers"/>	
Suffix: <input type="text"/>	

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="(804) 221-1834"/>	Fax Number: <input type="text"/>
---	----------------------------------

* Email:

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

USDA Rural Development

11. Catalog of Federal Domestic Assistance Number:

10.766

CFDA Title:

Community Facilities Loans and Grants

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Bowling Green, VA

*** 15. Descriptive Title of Applicant's Project:**

Purchase of one Public Works truck

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="\$ 25,000"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="\$ 25,000"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Proposed Text Amendment to B-1 Special Use

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

A zoning permit application has been submitted proposing a text amendment that would expand on the current B-1 zoning Special Uses to add wording to allow for businesses similar to that of an auto repair shop, which is currently allowed by special use permit.

The Planning Commission scheduled its public hearing for July 20th and will return its recommendation to Council.

ATTACHMENTS:

- Zoning Permit Application
- Proposed Text Amendment
- Current B-1 By-right and Special Use Text

REQUESTED ACTION:

Authorize the Town Manager to advertise and schedule Public Hearing for proposed text amendment.

ZP

****This permit shall be posted in a conspicuous place****

PREVIOUS EDITIONS OF THE
FORM ARE OBSOLETE

FORM REVISED:
28 April 2008



Town of Bowling Green Zoning Permit Application

Application is hereby made for a Zoning Permit, and Certificate of Zoning Compliance, in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all local and state laws and ordinances, which are hereby agreed to by the undersigned, and which shall be deemed a condition entering into the exercise of this permit.

Owner

T&M Lewis Inc	804-445-3951
Name	Daytime Telephone Number
P.O. Box 791 Bowling Green Va 22427	
Mailing Address	

Applicant/Builder

Timothy Lewis	804-445-3951
Name	Daytime Telephone Number
<input checked="" type="checkbox"/> Same as owner	
Mailing Address	

Property Information

43A2 8 2B 43A2 8 3 43A2 9 C	B-1
Tax Map/Parcel Number	Existing Use/Zoning
133 Courthouse Lane	
Address/Location (use street names)	
Commercial Building	
Existing Structures (number and type)	

Type of Permit

Please check appropriate box(s)

Residential

Commercial

Single Family

Alteration

Multi-Family No. of units _____

Reroof

Addition Specify _____

Remodeling

Accessory Building Less Than 100 Feet Specify _____

Accessory Building More Than 100 Feet Specify _____

Commercial/Industrial Structure

Verification of Non-Conforming Use

Sign Permit 30 FT or Less Specify _____

Sign Permit More Than 30 FT Specify _____

Zoning Certification Letter

Modification/Variance Specify _____

Special Use Permit (*Property Owner Notification Required*) Specify _____

Administrative Appeal Specify _____

Other Specify Zoning Ordinance Text Amendment

Water and Sewer

What is your water supply source?

What is your sewage disposal source?

Municipal

Private Well

Municipal

Septic Tank

Certification by Owner/Applicant

I certify that I have the authority to make the foregoing application, that the information given is correct, including any attached plans or drawings, and that all construction will conform with all applicable state, county, and town laws, ordinances, and regulations with regard to zoning, health and building. Failure to do so will automatically render this permit invalid. I understand that two copies of a plot plan (or a plan for signs) must be submitted with this application, that construction requires a building permit Issued by the Caroline County Building Official, that a separate application must be made for water & sewer connections, and that all contractors must register with the Town prior to commencing work. I agree to repair any damages to sidewalks, streets, and utilities caused during this construction. I agree to pay an inspection deposit and notify the Zoning Administrator within ten (10) days of completion of the work for an inspection and issuance of Certificate of Zoning Compliance. Failure to do so may result in the forfeiture of the inspection deposit which in no way relieves me of any obligation to comply with all Town requirements. Land may be used or occupied, and buildings structurally altered or erected may be used or changed in use, only after the Certificate of Zoning Compliance is issued.

6/12/2020

Date

Timothy H. Lewis

Owner/Applicant Signature

**** FOR TOWN USE ONLY ****

Refer to Planning Commission

Yes

No

Recommend Approval

Recommend Disapproval Date _____

Refer to Town Council

Yes

No

Approved

Disapproved

Date _____

Refer to Director of Public Works

Yes

No

Recommend Approval

Recommend Disapproval Date _____

Zoning Administrator

Approved

Disapproved

Approved with Conditions (See Attached)

Fee Paid \$ 500.00

Zoning Administrator Signature

Date

CERTIFICATE OF ZONING COMPLIANCE

The building, its proposed use, or the use of the land, as described in the above application and permit complies with the provisions of Chapter 126 (Zoning) of the Code of the Town of Bowling Green and any applicable conditions.

Zoning Administrator Signature

Date

REMINDER!!

Issuance of this permit does not mean work can begin. Permits must be obtained from the Caroline County Building Official and possibly (depending on the scope of the work) Virginia Department of Transportation (VDOT) and the Health Department or Department of Environmental Quality (DEQ). It is the responsibility of the owner/applicant to check with these agencies to ensure all permits are obtained before beginning work.

Proposed text amendment to B-1 Zoning

Section 3-135. Permitted accessory uses. (Reserved)

Section 3-136. Special uses.

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

~~(1) Gasoline filling stations for the servicing of and making minor repairs to motor vehicles (when in a completely enclosed structure); public garages for storage and repair of motor vehicles (when in completely enclosed structure).~~

(1) Commercial service and light industrial uses that are primarily of a non-retail character, some of which require outdoor storage or activity areas. Typical uses include gasoline filling stations, small-scale light assembly operations, motor vehicle repair, equipment rental and storage yards, small-scale warehousing and distribution, and “workshop” type commercial land uses (e.g., welding and cabinet shops). Activity and storage are to be conducted in a completely enclosed structure or properly screened outdoor area.

Division 9 Business District B-1

Section 3-133. Intent.

Generally, this district covers the central business district portion of the community and is intended for the conduct of general business to which the public requires direct and frequent access but which is not characterized either by constant heavy trucking, other than stocking and delivery of light retail goods, or by nuisance factors, other than those occasioned by incidental light and noise of congregation of people and passenger vehicles. This district includes such uses as retail stores, banks, theaters, business offices, newspaper offices and restaurants.

Section 3-134. Permitted uses.

(a) In the Business District B-1, structures to be erected or land to be used shall be for one or more of the following uses:

- (1) Government office buildings.
- (2) Retail food stores.
- (3) Banks and savings and loan offices.
- (4) Restaurants.
- (5) Dry cleaners.
- (6) Jewelry stores.
- (7) Coin-operated laundries.
- (8) Wearing apparel stores.
- (9) Drugstores.
- (10) Barber and beauty shops.
- (11) Home appliance sales and services.
- (12) Hardware stores.
- (13) Theaters and assembly halls.
- (14) Offices.
- (15) Libraries.
- (16) Auto parts and accessories stores.
- (17) Furniture stores.
- (18) Department stores.

- (19) Newspaper and printing houses.
- (20) Florists and gift shops.
- (21) Hotels, motels and inns.
- (22) Alcoholic beverage control stores.
- (23) Clubs and lodges.
- (24) Funeral homes.
- (25) Bakeries.
- (26) Video sales and rental.
- (27) Sporting goods shops.
- (28) Pawn shops.
- (29) Public and semipublic uses, including churches, schools, libraries, museums, parks and noncommercial recreational facilities.
- (30) Public utilities transformer substations, transmission lines and towers and other facilities for the provision and maintenance of public utilities, including railroads (except railroad yards) and water and sewage installations.
- (31) Off-street parking as required by Section 3-180 of this article; public and private off-street parking lots.
- (32) Stores for the sale and rental of goods at retail.
- (33) Clinics.

Section 3-135. Permitted accessory uses. (Reserved)

Section 3-136. Special uses.

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

- (1) Gasoline filling stations for the servicing of and making minor repairs to motor vehicles (when in a completely enclosed structure); public garages for storage and repair of motor vehicles (when in completely enclosed structure).

(2) Pet shops.

(3) Public billiard parlors and pool rooms, bowling alleys, dance halls, amusement centers and similar forms of public amusement, only after a public hearing shall have been held by the Town

Council on an application submitted to the body for such use. In approving any such application, the Town Council may establish such special requirements and regulations for the protection of adjacent property and the general public, set limits on the hours of operation and make requirements as the Town Council may deem necessary in the public interest. For purposes of this subsection, "billiard parlor and pool room" shall include any place of business with more than one billiard or pool table in which money, tokens or other consideration is exchanged for the right to use such tables for playing billiards, pool or similar games. For purposes of Section 3-136, "amusement center" shall mean any place of business with more than three amusement devices for which money, tokens or other consideration is exchanged for the right to use such devices. Amusement devices shall include video games, pool or billiards tables, foosball and all similar game devices, tables and equipment.

(4) Business and residential mixed-use development wherein dwelling units shall be a secondary use to the primary business use.

(5) Day-care center.