

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

**April 6, 2017
7:30 P.M.**

I. CALL TO ORDER AND QUORUM ESTABLISHED:

II. DELEGATIONS:

III. PUBLIC COMMENTS:

IV. CONSENT AGENDA:

- A. Minutes –Town Council Meeting – March 2, 2017
- B. Bills – March 2017

V. STAFF REPORTS:

- A. Town Hall Rentals Report – March 2017
- B. Clerk/Treasurer's Report – March 2017
- C. Police Department Report – March 2017

VI. NEW BUSINESS:

- A. Town Manager's Report – March 2017
- B. Employment Agreement for Town Manager
- C. Consideration of re-appointment of Armando Flores to Planning Commission

VII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

VIII. UNFINISHED BUSINESS:

IX. INFORMATIONAL ITEMS:

X. ADJOURNMENT

EMPLOYMENT AGREEMENT FOR TOWN MANAGER
Town of Bowling Green, Virginia and A. Reese Peck

THIS AGREEMENT made this 1st day of April, 2017, by and between the TOWN OF BOWLING GREEN, VIRGINIA, a political subdivision of the Commonwealth of Virginia, acting by and through its TOWN COUNCIL, hereinafter referred to as “Employer” and, A. REESE PECK, hereinafter referred to as “Employee”.

RECITALS

The parties recite and declare:

1. Employer is in need of the services of a person possessing the skills and ability required to be the Town Manager; and
2. Employee, through education and experience, possesses the requisite skills to perform these duties; and
3. Employer desires, therefore, to engage the services of Employee as Town Manager under the direction of the Employer, pursuant to the authority vested in Employer by the Charter and Code of the Town of Bowling Green and *Code of Virginia* (1950), as amended.

For the reasons set forth above and in consideration of the mutual covenants and promises of the parties, Employer and Employee agree as follows:

SECTION ONE
Employment

Employer employs, engages and hires Employee as the Town Manager of the Town of Bowling Green, effective April 1, 2017, and Employee accepts and agrees to this employment, engaging and hiring.

Residency in the Town of Bowling Green is preferred, if possible.

SECTION TWO
Governing Law

This agreement and the employment of Employee shall be subject to all applicable provisions of the *Code of Virginia* (1950), as amended; the Charter and Code of the Town of Bowling Green, Virginia; policies adopted by Employer; and provisions of the Bowling Green Personnel Policies and Procedures Manual, relating to sick leave, retirement and life insurance contributions, holidays, and other fringe benefits not specifically addressed in this agreement.

SECTION THREE
Duties

Employee is hereby delegated the following powers and duties:

1. The statutory powers and duties as set forth the *Code of Virginia* (1950), as amended.
2. To serve as Personnel Administrator responsible for the hiring, day-to-day supervision, development, management and discharge of employees and the administration of Town Personnel Policy.
3. Exercise all powers and duties delegated to the Town Manager pursuant to Bowling Green Town Ordinances adopted by the Town Council which includes, but is not limited to, administration of federal, state and local laws regarding storm water.
4. Develop and recommend personnel policies and other program policies and revisions thereof to the Town Council for its approval.
5. Act as signatory, together with the Treasurer and the Mayor, to countersign all warrants and/or checks for the Town of Bowling Green only in the event that the Treasurer and Mayor are unavailable to sign. Employee shall be responsible for ensuring that all funds appropriated for expenditure by the Town Council are properly expended and that expenditures in the adopted Town budget do not exceed revenues.
6. Act as Planning Director and Zoning Administrator for the Town of Bowling Green.
7. Exercise any additional legally permissible and proper powers or duties as may be prescribed by the Town Council.
8. Employee shall remain in the exclusive employ of the Employer and devote all of the Employee's working time, attention, knowledge and skills solely to the interests of the Employer, and Employer shall be entitled to all of the benefits arising from or incident to all work, services and advice of Employee. The term "Employee's working time" shall not be construed to include Employee's annual and compensatory time off.
9. Employee shall keep the Town Council appropriately apprised of all significant events relating to the operation of the Town.
10. Employee recognizes that, as a leader in the Town, Employee shall conduct himself in a professional manner at all times. Employee shall be professional in any and all communications, including but not limited to social media, whether such communication is on behalf of the Town or whether the communication is made as a private citizen.

SECTION FOUR Place of Employment

The duties and functions required of Employee under this Agreement shall be rendered at the Administrative Offices of the Town of Bowling Green and such other place or places as Employer shall in good faith require or as the interests and needs of the Employer shall require.

SECTION FIVE
Terms of Agreement

- A. This Agreement shall be for a two year term beginning on April 1, 2017 and ending on March 31, 2019.
- B. This Agreement is terminable at will by the Employer, with or without notice and with or without cause. If this Agreement is terminated for cause, the Employee shall not be eligible for any additional compensation other than salary owed him at the time of termination. "Cause" is defined as any reason that reasonably could be perceived to be or could be detrimental to the Town as determined solely by the Council.
- C. Termination of Employment by Employee. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time, provided Employee gives written notice to the Mayor at least sixty (60) days prior to effective date of resignation, unless the parties otherwise agree in writing to a shorter period of advance notice.
- D. In the event that the Employee should have a civil suit filed against him or be charged with a crime, including a traffic offense, the Employee shall promptly notify the Mayor within twenty-four (24) hours and provide any and all paperwork. Failure to provide notice as prescribed by this section shall constitute sufficient cause for termination from employment.
- E. In the event Employer terminates Employee's employment in the absence of cause, as stated below, Employer shall make a lump sum cash payment equal to two months (2) months aggregate salary (including health insurance), provided, however, that should employment be terminated because of Employee's malfeasance or misfeasance in office, or because Employee has been convicted of a crime, Employer shall have no obligation to pay any sums provided under this Section.

SECTION SIX
Salary

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

SECTION SEVEN
Performance Evaluations

- A. Employer shall annually review and evaluate the performance of Employee. Said review and evaluation shall be in accordance with the specific criteria developed by Employer. Said criteria may be changed from time to time by Employer, in consultation with Employee. The Mayor and/or Town Attorney, on behalf of the Employer, shall provide Employee with a written

summary of the findings of the Employer and provide an adequate opportunity to discuss said evaluation.

- B. Annually, prior to the evaluation required above, Employer, in consultation with Employee, shall establish goals and performance objectives which they determine necessary for the proper operation of the Town and in the attainment of the Employer's policy objectives, and shall further establish a relative priority among the goals and objectives which shall be reduced to writing. Said goals shall be attainable within the time limitations provided and the annual operating and capital budgets and appropriations provided.
- C. Employer may increase the compensation of Employee upon completion of its annual performance evaluation. Increases in Employee's compensation will be based on successful attainment of goals as documented by the Employee and approved by the Council.

SECTION EIGHT

Benefits

- A. Recognizing that Employee must devote a great deal of time outside business hours, Employee will be allowed to take discretionary leave as approved, in advance, by the Mayor. Upon termination, Employee shall not be entitled to compensation for any accrued discretionary leave.
- B. Employer agrees to provide Employee Group Medical and Hospitalization insurance as generally available to Town employees and Employer will pay for 100% of the cost of the insurance for the Employee.
- C. Employer shall reimburse Employee for mileage at the current IRS rate in the event that Employee uses his personal vehicle for travel for business purposes for Employer. Additionally, Employee must present a valid driver's license, and he must consent to a check of his driving records with the State Division of Motor Vehicles. Employee shall be subject to random drug testing as required pursuant to the Personnel Policy. At all times that he operates the car related to his work with the Town of Bowling Green, he must possess a valid driver's license and his driving privileges and/or license must not be suspended or revoked.
- D. Employee begin employment with fourteen (14) days of annual leave and thereafter shall accrue vacation leave at the rate of seven (7) hours every two weeks and sick leave at a rate of six hours (6) hours every two weeks in accordance with the Town Personnel Policy, as such may be amended from time to time.
- E. Upon submission of appropriate receipts within sixty days of the date of the expense, Employee shall be reimbursed for the costs associated with relocating to the Town of Bowling Green or Caroline County up to \$1,500.
- F. Employer agrees to pay for the cost of a cell phone and the Employee's cell phone service, which shall include a data plan.

SECTION NINE
Membership Dues, Subscriptions, and Continuing Education

Employer agrees to pay up to \$800 in a budget year for professional dues and subscriptions necessary for Employee's continuation and full participation in national, regional, state and local associations and organizations necessary or desirable for his continued professional participation, growth, and advancement, and for the good of the Employer. In addition, Employee shall be entitled to \$2,000 per budget year for such trainings and/or conferences as the Employee may choose to attend.

SECTION TEN
Indemnification

Employer shall defend, save harmless and indemnify Employee against any and all claim made against Employer and/or Employee for third party liability, loss or claim arising out of or caused by the performance of Employee's duties. In the event of such third party claim, Employee may retain personal, private legal counsel, which may be fully or partially funded by or reimbursed by Employer at the discretion of Employer made on a case-by-case basis.

SECTION ELEVEN
Bonding

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

SECTION TWELVE
Modification

Any amendment, modification, or waiver of this Agreement or of any covenant, condition or provision of it shall not be valid unless in writing executed by both parties.

SECTION THIRTEEN
Severability

All agreements and covenants in this Agreement are severable, and in the event any of them shall be held to be invalid by any competent court, this Agreement shall be interpreted as if the invalid agreements or covenants were not contained.

SECTION FOURTEEN
Entire Agreement

This written Agreement embodies the whole agreement between the parties. There are no inducements, promises, terms, conditions, or obligations made or entered into by either Employer or Employee other than those contained in this Agreement.

In signing below, Employee acknowledges that he has had an opportunity to consult with an attorney of his choosing regarding this Agreement and that he has read and understands this Agreement.

IN WITNESS THEREOF, the Bowling Green Town Council has caused this Agreement to be signed and executed in its behalf by its Mayor and the Employee has signed and executed this Agreement, both in duplicate, to be effective the day and year first above written.

A. Reese Peck

Date: _____

Mayor, Town of Bowling Green

Date: _____



Town Clerk/Treasurer's Report

To: The Honorable Mayor and Members of Council
From: Melissa Lewis
Re: Monthly Report to Council
Date: April 3, 2017

Status of Lockbox Account:

As requested by Council, the funds generated by the 5% water and sewer rate increase and availability fees for new water and sewer connections continue to be transferred into the utility lockbox account to be used for payment of debt service or direct payment for utility capital improvements. The amount transferred into the account since last update was \$38,981.71. \$5,172.71 of that amount was for the 5% of the water and sewer revenue received for the November/December 2016 utility billing cycle, \$27,809.00 was from SERCAP for the Hill Mobile Home Park and New Yorker Restaurant water connection, and \$6,000.00 from a new connection in the Maury Heights Subdivision. In addition, the account accrued \$181.65 in interest.

Funds transferred out of the Lock Box account, back into the General Operating Account to cover payment of Utility Capital Improvements, total \$169,053.40. Payments made include: \$72,829.95 for the first installment to Mullen for the Maury Ave/White Street sewer line replacement, \$19,886.95 to Patterson Construction for repair of the oxidation ditch, \$65,056.50 to White Oak Electric for half of the invoiced amount to install the bar screen at the Waste Water Treatment Plant (the second half is due upon completion), and \$11,280.00 to Hazzard Electrical for replacement of outdoor lighting at the Waste Water Treatment Plant. With these transfers in and out of the account, the current balance in the lockbox account is \$221,719.42.

The 5% of water and sewer revenue received for the January/February 2017 utility billing cycle will be transferred at the end of April along with the 2nd of 12 bi-monthly access fees from Hill Mobile Home Park.

Planning Commission Re-appointment:

The term of Planning Commission Member Armando Flores expired on March 17, 2017. I ask that Council consider retroactively re-appointing Mr. Flores to the Planning Commission. If reappointed his new term would expire March 16, 2021.

A/P CHECK REGISTER
 Check Date - 3/10/2017

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22346	999999	LOGAN MICHELLE	000	3/10/2017	150.00	.00
22347	936	MATERN STAFFING	000	3/10/2017	1,969.50	.00
22348	19	VERIZON	000	3/10/2017	15.58	.00
CLASS TOTAL					2,135.08	.00
ACH TOTAL					.00	
CHECK TOTAL					2,135.08	
FINAL TOTAL					2,135.08	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 2,135.08- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH	ACH	ACH	ACCOUNT DESC.	BATCH	INV.DESCRPTION
00000	999999	LOGAN MICHELLE	THDR 03042017	3/10/2017		100-000200-3500-	150.00	22346				REFUNDS PAYABLE	00573	THDR
		DISC. TOTAL	.00	CHECK TOTAL	150.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL	150.00	
00000	000936	MATERN STAFFING	100	3/10/2017		4100-043100-1102-	6.75	22347				CONTRACTED SERVICES	00573	HEALTH CARE REFORM
00000	000936		113	3/10/2017		4100-043100-1102-	5.25	22347				CONTRACTED SERVICES	00573	HEALTH CARE REFORM
00000	000936		13020500001086	3/10/2017		4100-043100-1102-	750.00	22347				CONTRACTED SERVICES	00573	1/16 - 1/20/17
00000	000936		13020500001134	3/10/2017		4100-043100-1102-	675.00	22347				CONTRACTED SERVICES	00573	1/30 - 02/03/17
00000	000936		13020500001155	3/10/2017		4100-043100-1102-	525.00	22347				CONTRACTED SERVICES	00573	02/06 - 02/10/2017
00000	000936		64	3/10/2017		4100-043100-1102-	7.50	22347				CONTRACTED SERVICES	00573	HEALTH CARE REFORM
		DISC. TOTAL	.00	CHECK TOTAL	1,969.50	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL	1,969.50	
00000	000019	VERIZON	2017/03	3/10/2017		4500-500200-5230-	15.58	22348				TELEPHONE	00573	
		DISC. TOTAL	.00	CHECK TOTAL	15.58	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL	15.58	
		.00	CHECK TOTAL	2,135.08	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				TOTAL	2,135.08	
		.00	CHECK TOTAL	2,135.08	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				TOTAL	2,135.08	

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DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22349	999999	BOYNTON ANGELA	000	3/14/2017	41.29	.00
22350	999999	BULLOCK DEBBIE	000	3/14/2017	33.18	.00
22351	999999	BYRD BERNARD	000	3/14/2017	33.18	.00
22352	999999	FARMER ALVIN L JR	000	3/14/2017	.31	.00
22353	999999	FLORAL DESIGNS BY JOYCE	000	3/14/2017	33.54	.00
22354	999999	FOLTZ PAUL JR	000	3/14/2017	100.00	.00
22355	999999	FUATA IOANE	000	3/14/2017	.40	.00
22356	999999	GENTRY SARAH	000	3/14/2017	49.35	.00
22357	999999	HOPKINS HELEN	000	3/14/2017	78.94	.00
22358	999999	JESSUP CHARLES	000	3/14/2017	33.18	.00
22359	999999	MCKINNEY CATHERINE	000	3/14/2017	.90	.00
22360	999999	TRAVIS SARAH E	000	3/14/2017	7.90	.00
		CLASS TOTAL			412.17	.00
		ACH TOTAL			.00	
		CHECK TOTAL			412.17	
		FINAL TOTAL			412.17	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 412.17- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

F.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DISC.	BATCH	INV. DESCRIPTION
00000	999999	BOYNTON ANGELA	UT0020028940001	3/14/2017	N	100-000200-3500-	41.29	22349			REFUNDS PAYABLE	00003	UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	41.29	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			41.29		
00000	999999	BULLOCK DEBBIE	UT0020015310001	3/14/2017	N	100-000200-3500-	33.18	22350			REFUNDS PAYABLE	00003	UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	33.18	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			33.18		
00000	999999	BYRD BERNARD	UT0020026360001	3/14/2017	N	100-000200-3500-	33.18	22351			REFUNDS PAYABLE	00003	UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	33.18	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			33.18		
00000	999999	FARMER ALVIN L JR	UT0020018930001	3/14/2017	N	100-000200-3500-	.31	22352			REFUNDS PAYABLE	00003	UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	.31	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			.31		
00000	999999	FLORAL DESIGNS BY JOYCE	UT0020022740001	3/14/2017	N	100-000200-3500-	33.54	22353			REFUNDS PAYABLE	00003	UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	33.54	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			33.54		
00000	999999	FOLTZ PAUL JR	UT0020024380001	3/14/2017	N	100-000200-3500-	100.00	22354			REFUNDS PAYABLE	00003	UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	100.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			100.00		
00000	999999	FUATA IOANE	UT0020020900001	3/14/2017	N	100-000200-3500-	.40	22355			REFUNDS PAYABLE	00003	UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	.40	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			.40		
00000	999999	GENTRY SARAH	UT0020026630001	3/14/2017	N	100-000200-3500-	49.35	22356			REFUNDS PAYABLE	00003	UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	49.35	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			49.35		
00000	999999	HOPKINS HELEN	UT0020026720001	3/14/2017	N	100-000200-3500-	78.94	22357			REFUNDS PAYABLE	00003	UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	78.94	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			78.94		
00000	999999	JESSUP CHARLES	UT0020028930001	3/14/2017	N	100-000200-3500-	33.18	22358			REFUNDS PAYABLE	00003	UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	33.18	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			33.18		
00000	999999	MCKINNEY CATHERINE	UT0020024110001	3/14/2017	N	100-000200-3500-	.90	22359			REFUNDS PAYABLE	00003	UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	.90	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			.90		
00000	999999	TRAVIS SARAH E	UT0020014850001	3/14/2017	N	100-000200-3500-	7.90	22360			REFUNDS PAYABLE	00003	UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	7.90	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			7.90		
		.00	CHECK TOTAL	412.17	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			412.17		
		.00	CHECK TOTAL	412.17	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			412.17		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 412.17- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22365	10	DOMINION VIRGINIA POWER	000	3/17/2017	5,640.59	.00
22366	936	MATERN STAFFING	000	3/17/2017	681.75	.00
22367	999999	PARKER JOANNE	000	3/17/2017	150.00	.00
22368	707	THE CAROLINE PROGRESS	000	3/17/2017	326.26	.00
22369	228	VIRGINIA DEPARTMENT OF	000	3/17/2017	750.00	.00
		CLASS TOTAL			7,548.60	.00
		ACH TOTAL			.00	
		CHECK TOTAL			7,548.60	
		FINAL TOTAL			7,548.60	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 7,548.60- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L	ACCOUNT DESC.	BATCH	INV.DESCRPTION
00000	000010	DOMINION VIRGINIA POWER	2017/02	3/17/2017		4100-031100-5110-	92.88	22365				ELECTRICITY	00575	PC 107 BUTLER ST
00000	000010		2017/02	3/17/2017		4100-041000-5110-	55.87	22365				ELECTRICITY-STREETLIGHTS	00575	MAIN ST ST LIGHTS
00000	000010		2017/02	3/17/2017		4100-041000-5110-	1,616.51	22365				ELECTRICITY-STREETLIGHTS	00575	BUT & CHASE ST LIGHT
00000	000010		2017/02	3/17/2017		4100-071310-5110-	709.88	22365				ELECTRICITY	00575	117 BUTLER ST TH
00000	000010		2017/02	3/17/2017		4500-500200-5110-	353.06	22365				ELECTRICITY	00575	BUT & CHAS WATER TOW
00000	000010		2017/02	3/17/2017		4500-500200-5110-	513.51	22365				ELECTRICITY	00575	213 W BRGADDUS WELLS
00000	000010		2017/02	3/17/2017		4520-500300-5110-	217.60	22365				ELECTRICITY	00575	107 BUTLER GROUND TK
00000	000010		2017/02	3/17/2017		4520-500300-5110-	19.18	22365				ELECTRICITY	00575	ROGERS CLK PUMP STAT
00000	000010		2017/02	3/17/2017		4520-500300-5110-	23.47	22365				ELECTRICITY	00575	LACY LN PUMP ST
00000	000010		2017/02	3/17/2017		4520-500300-5110-	66.82	22365				ELECTRICITY	00575	CHASE ST PUMP STAT
00000	000010		2017/02	3/17/2017		4520-500300-5110-	98.56	22365				ELECTRICITY	00575	SCHOOL RD PUMP STATI
00000	000010		2017/02	3/17/2017		4520-500300-5110-	1,873.25	22365				ELECTRICITY	00575	WWTP 219 ANDERSON AV
		DISC. TOTAL	.00	CHECK TOTAL	5,640.59	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	5,640.59			
00000	000936	MATERN STAFFING	13020500001229	3/17/2017		4100-043100-1102-	675.00	22366				CONTRACTED SERVICES	00575	02/27 - 3/3/17
00000	000936		161	3/17/2017		4100-043100-1102-	6.75	22366				CONTRACTED SERVICES	00575	HEALTH CARE REFORM
		DISC. TOTAL	.00	CHECK TOTAL	681.75	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	681.75			
00000	999999	PARKER JOANNE	THDR 03-11-17	3/17/2017		100-000200-3500-	150.00	22367				REFUNDS PAYABLE	00575	THRD 03-11-2017
		DISC. TOTAL	.00	CHECK TOTAL	150.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	150.00			
00000	000707	THE CAROLINE PROGRESS	2017/02	3/17/2017		4100-012110-3600-	90.00	22368				ADVERTISING	00575	PLAN COMM VACANCY
00000	000707		2017/02	3/17/2017		4100-012110-3600-	236.26	22368				ADVERTISING	00575	PH R-2017-002
		DISC. TOTAL	.00	CHECK TOTAL	326.26	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	326.26			
00000	000228	VIRGINIA DEPARTMENT OF	PERMIT 018-552	3/17/2017		4500-500200-5820-	375.00	22369				PERMITS/LICENSES	00575	LANDUSE PERMIT 17-18
00000	000228		PERMIT 018-552	3/17/2017		4520-500300-5820-	375.00	22369				PERMITS/LICENSES	00575	LANDUSE PERMIT 17-18
		DISC. TOTAL	.00	CHECK TOTAL	750.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	750.00			
		.00	CHECK TOTAL	7,548.60	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	7,548.60				
		.00	CHECK TOTAL	7,548.60	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	7,548.60				

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

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22370	936	MATERN STAFFING	000	3/21/2017	651.45	.00
22371	940	PWCSA	000	3/21/2017	375.00	.00
22372	13	SHELL FLEET PLUS	000	3/21/2017	546.20	.00
22373	728	VML INSURANCE	000	3/21/2017	6,028.16	.00
22374	12	WASTE MANAGEMENT	000	3/21/2017	1,318.30	.00
CLASS TOTAL					8,919.11	.00
ACH TOTAL					.00	
CHECK TOTAL					8,919.11	
FINAL TOTAL					8,919.11	.00

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 DATE

 TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L	ACCOUNT DESC.	BATCH	INV.DESCRPTION
00000	000936	MATERN STAFFING	13020500001254	3/21/2017		4100-043100-1102-	645.00	22370				CONTRACTED SERVICES	00576	3/6 - 3/10/17
00000	000936		182	3/21/2017		4100-043100-1102-	6.45	22370				CONTRACTED SERVICES	00576	HEALTH CARE REFORM
		DISC. TOTAL	.00	CHECK TOTAL	651.45	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		651.45		
00000	000940	PWCSA	03212017	3/21/2017		4520-500100-5540-	375.00	22371				EDUCATION/ TRAINING	00576	NICK WASTE WTR CLASS
		DISC. TOTAL	.00	CHECK TOTAL	375.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		375.00		
00000	000013	SHELL FLEET PLUS	9806703	3/21/2017		4100-031100-6008-	86.22	22372				VEHICLE FUEL/OIL	00576	PC
00000	000013		9806703	3/21/2017		4100-012110-3000-	35.17	22372				TOWN MANAGER EXPENSES	00576	TM
00000	000013		9806703	3/21/2017		4100-043100-6008-	141.61	22372				VEHICLE FUEL/ OIL	00576	FW
00000	000013		9806703	3/21/2017		4500-500100-6008-	141.60	22372				VEHICLE FUEL/OIL	00576	WATER
00000	000013		9806703	3/21/2017		4520-500100-6008-	141.60	22372				VEHICLE FUEL & OIL	00576	SEWER
		DISC. TOTAL	.00	CHECK TOTAL	546.20	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		546.20		
00000	000728	VML INSURANCE	040479-4	3/21/2017		4100-012110-5300-	3,014.08	22373				TOWN INSURANCE-GENERAL FUND	00576	FORTH QTR PAYMENT
00000	000728		040479-4	3/21/2017		4500-500100-5300-	1,507.04	22373				TOWN INSURANCE-WATER & SEWER	00576	FORTH QTR PAYMENT
00000	000728		040479-4	3/21/2017		4520-500100-5300-	1,507.04	22373				INSURANCE	00576	FORTH QTR PAYMENT
		DISC. TOTAL	.00	CHECK TOTAL	6,028.16	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		6,028.16		
00000	000012	WASTE MANAGEMENT	2633393	3/21/2017		4520-500300-3180-	1,318.30	22374				SLUDGE REMOVAL	00576	SLUDGE
		DISC. TOTAL	.00	CHECK TOTAL	1,318.30	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		1,318.30		
			.00	CHECK TOTAL	8,919.11	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		8,919.11		
			.00	CHECK TOTAL	8,919.11	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		8,919.11		

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DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22375	999999	PROTHERO ANGEL	000	3/31/2017	150.00	.00
22376	11	RAPPAHANNOCK ELEC COOP	000	3/31/2017	494.49	.00
22377	256	VERIZON WIRELESS	000	3/31/2017	40.01	.00
22378	999999	WINSTON EBONY	000	3/31/2017	150.00	.00
CLASS TOTAL					834.50	.00
ACH TOTAL					.00	
CHECK TOTAL					834.50	
FINAL TOTAL					834.50	.00

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 THE TOTAL 834.50- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV.DESCRPTION
00000	999999	PROTHERO ANGEL	THDR 03252017	3/31/2017		100-000200-3500-	150.00	22375			REFUNDS PAYABLE	00577 THDR 03252017
	DISC. TOTAL	.00	CHECK TOTAL	150.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		150.00	
00000	000011	RAPPAHANNOCK ELEC COOP	2017-02	3/31/2017		4100-043100-5110-	13.50	22376			ELECTRICITY	00577 109 CEDAR LA WHOUSE
00000	000011		2017-02	3/31/2017		4500-500200-5110-	11.73	22376			ELECTRICITY	00577 WATER TOWER LIGHT
00000	000011		2017-02	3/31/2017		4500-500200-5110-	341.15	22376			ELECTRICITY	00577 WELL 4
00000	000011		2017-02	3/31/2017		4500-500200-5110-	46.09	22376			ELECTRICITY	00577 109 CEDAR TOP HILL
00000	000011		2017-02	3/31/2017		4520-500300-5110-	14.11	22376			ELECTRICITY	00577 OAK RIDGE PUMP STAT
00000	000011		2017-02	3/31/2017		4520-500300-5110-	67.91	22376			ELECTRICITY	00577 LAKEWOOD PUMP STAT
	DISC. TOTAL	.00	CHECK TOTAL	494.49	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		494.49	
00000	000256	VERIZON WIRELESS	9781807685	3/31/2017		4100-031100-5250-	40.01	22377			CELL PHONE/PAGERS	00577 MIFI 2017/02
	DISC. TOTAL	.00	CHECK TOTAL	40.01	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		40.01	
00000	999999	WINSTON EBONY	THDR 07-22-2017	3/31/2017		100-000200-3500-	150.00	22378			REFUNDS PAYABLE	00577 THDR 07-22-2017
	DISC. TOTAL	.00	CHECK TOTAL	150.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		150.00	
		.00	CHECK TOTAL	834.50	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		834.50	
		.00	CHECK TOTAL	834.50	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL		834.50	

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DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22381	18	A & M HOME CENTER	000	4/07/2017	94.67	.00
22382	790	ADVANCE AUTO PARTS	000	4/07/2017	93.91	.00
22383	644	BMS DIRECT	000	4/07/2017	1,841.11	.00
22384	32	BOWLING GREEN AUTO PARTS	000	4/07/2017	44.78	.00
22385	114	BOWLING GREEN ELECTRONICS	000	4/07/2017	275.00	.00
22386	47	CAROLINE GARAGE	000	4/07/2017	523.45	.00
22387	14	CINTAS OF RICHMOND	000	4/07/2017	581.45	.00
22388	778	COMMONWEALTH ENGINEERING	000	4/07/2017	1,079.99	.00
22389	341	DOMINION CHEMICAL CO	000	4/07/2017	243.15	.00
22390	939	DRAINFIELD SOLUTIONS, LLC	000	4/07/2017	345.00	.00
22391	234	ENVIROCOMPLIANCE LAB INC	000	4/07/2017	1,270.00	.00
22392	234	ENVIROCOMPLIANCE LAB INC	000	4/07/2017	560.00	.00
22393	648	ERARD ANDREA G	000	4/07/2017	1,575.00	.00
22394	28	G & G MILFORD FARM SERV.	000	4/07/2017	214.80	.00
22395	999999	GAINES MARK	000	4/07/2017	44.52	.00
22396	999999	HAUSER MARTIN	000	4/07/2017	43.46	.00
22397	941	HAZZARD ELECTRICAL CORP	000	4/07/2017	11,280.00	.00
22398	932	IBM CORPORATION	000	4/07/2017	854.59	.00
22399	898	JAMES MARY	000	4/07/2017	140.00	.00
22400	836	JOHN ALLISON	000	4/07/2017	315.00	.00
22401	546	JOHNSON'S EXTERMINATING	000	4/07/2017	615.00	.00
22402	936	MATERN STAFFING	000	4/07/2017	1,310.48	.00
22403	725	MCGINLEY MICHELLE B	000	4/07/2017	105.00	.00
22404	48	MID-ATLANTIC LAB	000	4/07/2017	60.00	.00
22405	844	MINOR & ASSOCIATES	000	4/07/2017	1,306.25	.00
22406	922	MULLEN INC	000	4/07/2017	72,829.95	.00
22407	257	ON SITE PC	000	4/07/2017	70.00	.00
22408	942	OPA CHEMICALS LLC	000	4/07/2017	143.51	.00
22409	999999	PATEL JATIN	000	4/07/2017	50.00	.00
22410	919	PRO SHRED SECURITY	000	4/07/2017	45.00	.00
22411	880	REID ENGINEERING CO INC	000	4/07/2017	17,690.94	.00
22412	491	SOUTHERN CORROSION, INC	000	4/07/2017	17,712.85	.00
22413	918	STAPLES ADVANTAGE	000	4/07/2017	128.92	.00
22414	821	THE LINCOLN NATIONAL	000	4/07/2017	103.66	.00
22415	861	THE UPS STORE #6358	000	4/07/2017	603.46	.00
22416	15	TREASURER OF VIRGINIA	000	4/07/2017	736.76	.00
22417	291	USA BLUE BOOK	000	4/07/2017	813.77	.00
22418	19	VERIZON	000	4/07/2017	286.13	.00
22419	256	VERIZON WIRELESS	000	4/07/2017	245.17	.00
22420	44	VUPS	000	4/07/2017	30.45	.00
22421	12	WASTE MANAGEMENT	000	4/07/2017	6,800.76	.00
22422	930	WEBB EMILY	000	4/07/2017	210.00	.00
22423	878	WHITE OAK ELECTRIC	000	4/07/2017	32,528.25	.00
22424	406	WINDING BROOK AUTO	000	4/07/2017	371.24	.00
22425	451	XEROX CORPORATION	000	4/07/2017	176.65	.00
		CLASS TOTAL			176,394.08	.00
		ACH TOTAL			.00	
		CHECK TOTAL			176,394.08	
		FINAL TOTAL			176,394.08	.00

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00000	000018	A & M HOME CENTER	B10771	4/07/2017		4520-500100-5840-	46.75	22381			MISCELLANEOUS	00574	WTR HOSE, SHUT OFF
00000	000018		C9345	4/07/2017		4100-041000-6099-	4.58	22381			STREET BEAUTIFICATION	00574	CLAMPS FOR ST FLAGS
00000	000018		C9378	4/07/2017		4500-500100-6011-	19.99	22381			UNIFORMS/SAFETY EQUIP	00574	UTILITY GLOVES
00000	000018		C9624	4/07/2017		4100-041000-6099-	18.98	22381			STREET BEAUTIFICATION	00574	BUNGEY & CABLE TIES
00000	000018		C9685	4/07/2017		4520-500100-6007-	4.37	22381			REPAIR/ MAINTENANCE SUPPLIES	00574	WTP PARTS
		DISC. TOTAL	.00	CHECK TOTAL	94.67	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	94.67		
00000	000790	ADVANCE AUTO PARTS	2036709080887	4/07/2017		4100-043100-3311-	31.30	22382			VEHICLE MAINT	00574	02 GMC LAMP
00000	000790		2036709080887	4/07/2017		4500-500100-3311-	31.30	22382			VEHICLE MAINTENANCE	00574	02 GMC LAMP
00000	000790		2036709080887	4/07/2017		4520-500100-3311-	31.31	22382			VEHICLE MAINTENANCE	00574	02 GMC LAMP
		DISC. TOTAL	.00	CHECK TOTAL	93.91	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	93.91		
00000	000644	BMS DIRECT	113751	4/07/2017		4500-500100-5210-	920.56	22383			MAILING COSTS	00574	JAN - FEB BILLS
00000	000644		113751	4/07/2017		4520-500100-5210-	920.55	22383			MAILING COSTS	00574	JAN - FEB BILLS
		DISC. TOTAL	.00	CHECK TOTAL	1,841.11	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	1,841.11		
00000	000032	BOWLING GREEN AUTO PARTS	398489	4/07/2017		4100-031100-6009-	38.49	22384			VEHICLE EQUIPMENT/SUPPLIES	00574	IGNITION COIL
00000	000032		398930	4/07/2017		4500-500100-3311-	3.14	22384			VEHICLE MAINTENANCE	00574	SWITCH
00000	000032		398930	4/07/2017		4520-500100-3311-	3.15	22384			VEHICLE MAINTENANCE	00574	SWITCH
		DISC. TOTAL	.00	CHECK TOTAL	44.78	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	44.78		
00000	000114	BOWLING GREEN ELECTRONICS	16746	4/07/2017		4100-012110-3152-	275.00	22385			WEB SITE DEVELOPMENT	00574	ADMIN DOMAIN HOST
		DISC. TOTAL	.00	CHECK TOTAL	275.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	275.00		
00000	000047	CAROLINE GARAGE	19931	4/07/2017		4100-031100-3310-	92.99	22386			VEHICLE MAINTENANCE	00574	03 FORD ST INSP, OIL
00000	000047		19936	4/07/2017		4100-031100-3310-	58.25	22386			VEHICLE MAINTENANCE	00574	2005 FORD- CK ENGINE
00000	000047		19962	4/07/2017		4100-031100-3310-	20.00	22386			VEHICLE MAINTENANCE	00574	CLEAN & LUB SPOT LIT
00000	000047		20005	4/07/2017		4100-031100-3310-	170.31	22386			VEHICLE MAINTENANCE	00574	05 FRD MT BAL 4 TIRE
00000	000047		20037	4/07/2017		4100-043100-3311-	42.07	22386			VEHICLE MAINT	00574	2004 CHEV BRAKES
00000	000047		20037	4/07/2017		4500-500100-3311-	42.07	22386			VEHICLE MAINTENANCE	00574	2004 CHEV BRAKES
00000	000047		20037	4/07/2017		4520-500100-3311-	42.06	22386			VEHICLE MAINTENANCE	00574	2004 CHEV BRAKES
00000	000047		20048	4/07/2017		4100-043100-3311-	18.57	22386			VEHICLE MAINT	00574	2002 GMC ST INSP
00000	000047		20048	4/07/2017		4500-500100-3311-	18.57	22386			VEHICLE MAINTENANCE	00574	2002 GMC ST INSP
00000	000047		20048	4/07/2017		4520-500100-3311-	18.56	22386			VEHICLE MAINTENANCE	00574	2002 GMC ST INSP
		DISC. TOTAL	.00	CHECK TOTAL	523.45	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	523.45		
00000	000014	CINTAS OF RICHMOND	143147817	4/07/2017		4100-043100-6011-	33.70	22387			UNIFORMS/ SAFETY EQUIP	00574	UNIFORMS
00000	000014		143147817	4/07/2017		4500-500100-6011-	33.70	22387			UNIFORMS/SAFETY EQUIP	00574	UNIFORMS
00000	000014		143147817	4/07/2017		4520-500100-6011-	33.71	22387			UNIFORMS/ SAFETY EQUIPMENT	00574	UNIFORMS
00000	000014		143151501	4/07/2017		4100-043100-6011-	59.01	22387			UNIFORMS/ SAFETY EQUIP	00574	UNIFORMS
00000	000014		143151501	4/07/2017		4500-500100-6011-	59.00	22387			UNIFORMS/SAFETY EQUIP	00574	UNIFORMS
00000	000014		143151501	4/07/2017		4520-500100-6011-	59.00	22387			UNIFORMS/ SAFETY EQUIPMENT	00574	UNIFORMS
00000	000014		143155229	4/07/2017		4100-043100-6011-	33.71	22387			UNIFORMS/ SAFETY EQUIP	00574	UNIFORMS
00000	000014		143155229	4/07/2017		4500-500100-6011-	33.70	22387			UNIFORMS/SAFETY EQUIP	00574	UNIFORMS
00000	000014		143155229	4/07/2017		4520-500100-6011-	33.70	22387			UNIFORMS/ SAFETY EQUIPMENT	00574	UNIFORMS
00000	000014		143158987	4/07/2017		4100-043100-6011-	33.71	22387			UNIFORMS/ SAFETY EQUIP	00574	UNIFORMS
00000	000014		143158987	4/07/2017		4500-500100-6011-	33.70	22387			UNIFORMS/SAFETY EQUIP	00574	UNIFORMS
00000	000014		143158987	4/07/2017		4520-500100-6011-	33.70	22387			UNIFORMS/ SAFETY EQUIPMENT	00574	UNIFORMS
00000	000014		143162700	4/07/2017		4100-043100-6011-	33.71	22387			UNIFORMS/ SAFETY EQUIP	00574	UNIFORMS
00000	000014		143162700	4/07/2017		4500-500100-6011-	33.70	22387			UNIFORMS/SAFETY EQUIP	00574	UNIFORMS
00000	000014		143162700	4/07/2017		4520-500100-6011-	33.70	22387			UNIFORMS/ SAFETY EQUIPMENT	00574	UNIFORMS
		DISC. TOTAL	.00	CHECK TOTAL	581.45	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	581.45		

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV.DESCRPTION
00000	000778	COMMONWEALTH ENGINEERING	29321	4/07/2017		4520-500300-3335-	1,079.99	22388			MAINTENANCE-LIFT STATIONS	00574 BG MEADOWS LF STAT
		DISC. TOTAL	.00	CHECK TOTAL						TOTAL	1,079.99	
				1,079.99	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				
00000	000341	DOMINION CHEMICAL CO	184426	4/07/2017		4500-500200-6021-	243.15	22389			SUPPLIES/CHEMICALS	00574 SODIUM HYPOCHLORITE
		DISC. TOTAL	.00	CHECK TOTAL						TOTAL	243.15	
				243.15	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				
00000	000939	DRAINFIELD SOLUTIONS, LLC	6266	4/07/2017		4520-500300-3335-	345.00	22390			MAINTENANCE-LIFT STATIONS	00574 LIFT STAT APARTMENTS
		DISC. TOTAL	.00	CHECK TOTAL						TOTAL	345.00	
				345.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				
00000	000234	ENVIROCOMPLIANCE LAB INC	R7221917 A	4/07/2017		4520-500300-3160-	115.00	22391			TESTING	00574 WATER TESTING
00000	000234		R7222135	4/07/2017		4520-500300-3160-	155.00	22391			TESTING	00574 WATER TESTING
00000	000234		R7222239	4/07/2017		4520-500300-3160-	115.00	22391			TESTING	00574 WATER TESTING
00000	000234		R7222270	4/07/2017		4520-500300-3160-	115.00	22391			TESTING	00574 WATER TESTING
00000	000234		R7322309	4/07/2017		4520-500300-3160-	155.00	22391			TESTING	00574 WATER TESTING
00000	000234		R7322391	4/07/2017		4520-500300-3160-	115.00	22391			TESTING	00574 WATER TESTING
00000	000234		R7322417	4/07/2017		4520-500300-3160-	115.00	22391			TESTING	00574 WATER TESTING
00000	000234		R7322459	4/07/2017		4520-500300-3160-	155.00	22391			TESTING	00574 WATER TESTING
00000	000234		R7322552	4/07/2017		4520-500300-3160-	115.00	22391			TESTING	00574 WATER TESTING
00000	000234		R7322574	4/07/2017		4520-500300-3160-	115.00	22391			TESTING	00574 WATER TESTING
		DISC. TOTAL	.00	CHECK TOTAL						TOTAL	1,270.00	
				1,270.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				
00000	000234	ENVIROCOMPLIANCE LAB INC	R7322613	4/07/2017		4520-500300-3160-	155.00	22392			TESTING	00574 WATER TESTING
00000	000234		R7322700	4/07/2017		4520-500300-3160-	115.00	22392			TESTING	00574 WATER TESTING
00000	000234		R7322743	4/07/2017		4520-500300-3160-	115.00	22392			TESTING	00574 WATER TESTING
00000	000234		R7322763	4/07/2017		4520-500300-3160-	175.00	22392			TESTING	00574 WATER TESTING
		DISC. TOTAL	.00	CHECK TOTAL						TOTAL	560.00	
				560.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				
00000	000648	ERARD ANDREA G	201704	4/07/2017		4100-012110-3150-	1,575.00	22393			PROFESSIONAL SERVICES - LEGAL	00574 ATTORNEY
		DISC. TOTAL	.00	CHECK TOTAL						TOTAL	1,575.00	
				1,575.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				
00000	000028	G & G MILFORD FARM SERV.	K66078	4/07/2017		4520-500100-6007-	2.68	22394			REPAIR/ MAINTENANCE SUPPLIES	00574 WWTP PUMP PARTS
00000	000028		165619	4/07/2017		4100-043100-6006-	24.49	22394			HAND TOOLS	00574 SHOP PARTS
00000	000028		165902	4/07/2017		4520-500100-5840-	69.98	22394			MISCELLANEOUS	00574 FILM POLY & PLIERS
00000	000028		165974	4/07/2017		4500-500200-3331-	34.15	22394			MAINTENANCE-WELLS/PUMPS	00574 LUMBER & SCREWS
00000	000028		165984	4/07/2017		4500-500100-5840-	17.25	22394			MISCELLANEOUS	00574 BOLTS, NUTS, WASHERS
00000	000028		166494	4/07/2017		4520-500100-6007-	22.47	22394			REPAIR/ MAINTENANCE SUPPLIES	00574 WWTP PUMP PARTS
00000	000028		166558	4/07/2017		4520-500100-6007-	43.78	22394			REPAIR/ MAINTENANCE SUPPLIES	00574 WWTP PUMP PARTS
		DISC. TOTAL	.00	CHECK TOTAL						TOTAL	214.80	
				214.80	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				
00000	999999	GAINES MARK	03032017	4/07/2017		4100-012110-5540-	44.52	22395			EDUCATION/TRAINING	00574 MILEAGE FOR SEMINAR
		DISC. TOTAL	.00	CHECK TOTAL						TOTAL	44.52	
				44.52	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				
00000	999999	HAUSER MARTIN	03062017	4/07/2017		4100-012110-5540-	43.46	22396			EDUCATION/TRAINING	00574 MILEAGE FOR SEMINAR
		DISC. TOTAL	.00	CHECK TOTAL						TOTAL	43.46	
				43.46	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				
00000	000941	HAZZARD ELECTRICAL CORP	2360	4/07/2017		4300-300500-8300-	11,280.00	22397			WWTP REPAIRS	00574 15 POLE HEADS WWTP
		DISC. TOTAL	.00	CHECK TOTAL						TOTAL	11,280.00	
				11,280.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				
00000	000932	IBM CORPORATION	Q8268IQ	4/07/2017		4100-012410-3320-	351.83	22398			COMPUTER LICENSES/SUPPORT	00574 MAINTENANCE
00000	000932		Q8269IQ	4/07/2017		4100-012410-3310-	502.76	22398			OFFICE MACHINES	00574 LEASE
		DISC. TOTAL	.00	CHECK TOTAL						TOTAL	854.59	
				854.59	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00				

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NBT AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L	ACCOUNT DESC.	BATCH	INV.DESCRPTION
00000	000898	JAMES MARY	201703	4/07/2017		4100-072000-3320-	140.00	22399				PROFESSIONAL SERVICES-INSTRUC	00574	HAPPY YOGA
	DISC. TOTAL	.00	CHECK TOTAL	140.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			140.00		
00000	000836	JOHN ALLISON	201703	4/07/2017		4100-072000-3320-	315.00	22400				PROFESSIONAL SERVICES-INSTRUC	00574	YOGA
	DISC. TOTAL	.00	CHECK TOTAL	315.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			315.00		
00000	000546	JOHNSON'S EXTERMINATING	2017/03	4/07/2001		4100-031100-3320-	50.00	22401				PROFESSIONAL SERVICES	00574	PC
00000	000546		2017/03	4/07/2001		4100-071310-7000-	75.00	22401				BOWLING GREEN PLAYGROUND	00574	PLAY GROUND
00000	000546		2017/03	4/07/2001		4100-071310-3320-	65.00	22401				PROFESSIONAL SERVICES	00574	TOWN HALL
00000	000546		2017/03	4/07/2001		4520-500100-3320-	425.00	22401				COMPUTER LICENSES/ SUPPORT	00574	PW
	DISC. TOTAL	.00	CHECK TOTAL	615.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			615.00		
00000	000936	MATERN STAFFING	13020500001279	4/07/2017		4100-043100-1102-	622.50	22402				CONTRACTED SERVICES	00574	3-13 - 3-17-2017
00000	000936		13020500001307	4/07/2017		4100-043100-1102-	675.00	22402				CONTRACTED SERVICES	00574	3-20 - 03-24-17
00000	000936		197	4/07/2017		4100-043100-1102-	6.23	22402				CONTRACTED SERVICES	00574	HEALTH CARE REFORM
00000	000936		217	4/07/2017		4100-043100-1102-	6.75	22402				CONTRACTED SERVICES	00574	HEALTH CARE REFORM
	DISC. TOTAL	.00	CHECK TOTAL	1,310.48	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			1,310.48		
00000	000725	MCGINLEY MICHELLE B	201703	4/07/2017		4100-072000-3320-	105.00	22403				PROFESSIONAL SERVICES-INSTRUC	00574	PITAIYO
	DISC. TOTAL	.00	CHECK TOTAL	105.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			105.00		
00000	000048	MID-ATLANTIC LAB	13620	4/07/2017		4500-500200-3160-	60.00	22404				WATER TESTING	00574	24 HR FBCL TEST
	DISC. TOTAL	.00	CHECK TOTAL	60.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			60.00		
00000	000844	MINOR & ASSOCIATES	121611	4/07/2017		4100-012410-3150-	593.75	22405				PROFESSIONAL SERVICES	00574	2017/02 CPA
00000	000844		121621	4/07/2017		4100-012410-3150-	712.50	22405				PROFESSIONAL SERVICES	00574	CPA 201703
	DISC. TOTAL	.00	CHECK TOTAL	1,306.25	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			1,306.25		
00000	000922	MULLEN INC	613	4/07/2017		4300-300500-8510-	72,829.95	22406				MAURY AVENUE SEWER PROJECT	00574	MAURY / WHITE SEWER
	DISC. TOTAL	.00	CHECK TOTAL	72,829.95	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			72,829.95		
00000	000257	ON SITE PC	3486	4/07/2017		4500-500100-3320-	35.00	22407				COMPUTER LICENSES/SUPPORT	00574	WWTP COMPUTER REPAIR
00000	000257		3486	4/07/2017		4520-500100-3320-	35.00	22407				COMPUTER LICENSES/ SUPPORT	00574	WWTP COMPUTER REPAIR
	DISC. TOTAL	.00	CHECK TOTAL	70.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			70.00		
00000	000942	OPA CHEMICALS LLC	1582	4/07/2017		4100-071310-7000-	143.51	22408				BOWLING GREEN PLAYGROUND	00574	146 ELIMINATOR PG
	DISC. TOTAL	.00	CHECK TOTAL	143.51	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			143.51		
00000	999999	PATEL JATIN	THDR 20170402	4/07/2017		100-000200-3500-	50.00	22409				REFUNDS PAYABLE	00574	THDR 20170402
	DISC. TOTAL	.00	CHECK TOTAL	50.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			50.00		
00000	000919	PRO SHRED SECURITY	16711	4/07/2017		4100-012110-3140-	45.00	22410				PROFESSIONAL SERVICES	00574	2017/02
	DISC. TOTAL	.00	CHECK TOTAL	45.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			45.00		
00000	000880	REID ENGINEERING CO INC	03173347	4/07/2017		4500-500100-5840-	8,845.47	22411				MISCELLANEOUS	00574	ENGINEERING SER
00000	000880		03173347	4/07/2017		4520-500100-5840-	8,845.47	22411				MISCELLANEOUS	00574	ENGINEERING SER
	DISC. TOTAL	.00	CHECK TOTAL	17,690.94	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			17,690.94		
00000	000491	SOUTHERN CORROSION, INC	9547	4/07/2017		4500-500200-6033-	17,712.85	22412				R&M SUPPLIES-TANKS	00574	FY17 WTR TANK MNGMNT
	DISC. TOTAL	.00	CHECK TOTAL	17,712.85	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			17,712.85		

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH	INV.DESCRPTION
00000	000918	STAPLES ADVANTAGE	3332626286	4/07/2017		4100-012410-6001-	76.47	22413			OFFICE SUPPLIES	00574	COPIER PAPER & AIR
00000	000918		3333206330	4/07/2017		4100-012110-6001-	52.45	22413			OFFICE SUPPLIES	00574	PAPER & POST ITS
		DISC. TOTAL	.00	CHECK TOTAL	128.92	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	128.92		
00000	000821	THE LINCOLN NATIONAL	042017	4/07/2017		4100-012110-2500-	103.66	22414			DISABILITY INSURANCE - VML	00574	
		DISC. TOTAL	.00	CHECK TOTAL	103.66	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	103.66		
00000	000861	THE UPS STORE #6358	2466	4/07/2017		4100-012110-6002-	159.25	22415			COUNCIL MEETING SUPPLIES	00574	BUSINESS CARDS
00000	000861		2466	4/07/2017		4100-031100-6001-	31.86	22415			OFFICE SUPPLIES	00574	BUSINESS CARDS
00000	000861		2466	4/07/2017		4100-043100-6001-	31.86	22415			OFFICE SUPPLIES	00574	BUSINESS CARDS
00000	000861		2466	4/07/2017		4100-012110-6001-	63.72	22415			OFFICE SUPPLIES	00574	BUSINESS CARDS
00000	000861		2466	4/07/2017		4100-012410-6001-	31.86	22415			OFFICE SUPPLIES	00574	BUSINESS CARDS
00000	000861		2588	4/07/2017		4100-012110-6050-	130.00	22415			FARMERS' MARKET AD/PROMOTIONS	00574	FM BANNER
00000	000861		2614	4/07/2017		4100-012110-6050-	81.20	22415			FARMERS' MARKET AD/PROMOTIONS	00574	WF FLYERS & POSTERS
00000	000861		2638	4/07/2017		4100-012110-6001-	73.71	22415			OFFICE SUPPLIES	00574	BUSINESS CARDS
		DISC. TOTAL	.00	CHECK TOTAL	603.46	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	603.46		
00000	000015	TREASURER OF VIRGINIA	T307945	4/07/2017		4100-031100-5230-	190.09	22416			TELEPHONE	00574	PC
00000	000015		T307945	4/07/2017		4100-043100-5230-	79.22	22416			TELEPHONE	00574	PW
00000	000015		T307945	4/07/2017		4100-012410-5230-	309.02	22416			TELEPHONE	00574	TH
00000	000015		T307945	4/07/2017		4500-500100-5230-	79.22	22416			TELEPHONE	00574	WATER
00000	000015		T307945	4/07/2017		4520-500100-5230-	79.21	22416			TELEPHONE	00574	SEWER
		DISC. TOTAL	.00	CHECK TOTAL	736.76	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	736.76		
00000	000291	USA BLUE BOOK	186947	4/07/2017		4500-500100-6006-	45.05	22417			HAND TOOLS	00574	TRIG GUN, DPDIB TEST
00000	000291		186947	4/07/2017		4500-500200-3160-	51.52	22417			WATER TESTING	00574	DPDIB TEST
00000	000291		187386	4/07/2017		4500-500200-3332-	89.23	22417			MAINTENANCE-METERS/BOXES	00574	METER PIT PUMP
00000	000291		196665	4/07/2017		4520-500300-6022-	416.26	22417			CHEMICALS	00574	DIGESTASE 100LB
00000	000291		201732	4/07/2017		4520-500300-6022-	211.71	22417			CHEMICALS	00574	SETTLING AGENT CONCE
		DISC. TOTAL	.00	CHECK TOTAL	813.77	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	813.77		
00000	000019	VERIZON	PW 201703	4/07/2017		4500-500200-5230-	17.92	22418			TELEPHONE	00574	18114 COOLIDGE LN
00000	000019		PW 201703	4/07/2017		4520-500100-5230-	139.65	22418			TELEPHONE	00574	219 ANDERSON WWTP
00000	000019		PW 201703	4/07/2017		4520-500100-5230-	128.56	22418			TELEPHONE	00574	WELL #5
		DISC. TOTAL	.00	CHECK TOTAL	286.13	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	286.13		
00000	000256	VERIZON WIRELESS	9782451965	4/07/2017		4100-031100-5250-	60.37	22419			CELL PHONE/PAGERS	00574	PC
00000	000256		9782451965	4/07/2017		4100-043100-5250-	47.78	22419			CELL PHONES	00574	PW
00000	000256		9782451965	4/07/2017		4100-012110-5250-	41.48	22419			CELL PHONE	00574	TM
00000	000256		9782451965	4/07/2017		4500-500100-5250-	47.77	22419			CELL PHONES/PAGERS	00574	WATER
00000	000256		9782451965	4/07/2017		4520-500100-5250-	47.77	22419			CELL PHONES/ PAGERS	00574	SEWER
		DISC. TOTAL	.00	CHECK TOTAL	245.17	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	245.17		
00000	000044	VUPS	02170435	4/07/2017		4500-500100-5899-	30.45	22420			MISS UTILITY COSTS	00574	TRANSMISSIONS
		DISC. TOTAL	.00	CHECK TOTAL	30.45	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	30.45		
00000	000012	WASTE MANAGEMENT	263468602812	4/07/2017		4520-500100-1102-	83.99	22421			CONTRACTED SERVICES	00574	WWPT DUMPSTER
00000	000012		263468702810	4/07/2017		4100-042300-3320-	1,204.50	22421			USA WASTE CONTRACT	00574	DUMPSTER
00000	000012		318358824247	4/07/2017		4100-042300-3322-	5,512.27	22421			DUMPSTERS (RESIDENTIAL)	00574	BG RESI 201703
		DISC. TOTAL	.00	CHECK TOTAL	6,800.76	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	6,800.76		

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH	INV.DESCRPTION
00000	000930	WEBB EMILY	201703	4/07/2017		4100-072000-3320-	210.00	22422			PROFESSIONAL SERVICES-INSTRUC	00574	CARDIO/RES/PITAIYO
		DISC. TOTAL	.00	CHECK TOTAL	210.00	ACH PMT TOTAL	.00	CPA PMT TOTAL			210.00		
00000	000878	WHITE OAK ELECTRIC	2904	4/07/2017		4300-300500-8300-	32,528.25	22423			WWTP REPAIRS	00574	2ND OF 3 PAYMENTS
		DISC. TOTAL	.00	CHECK TOTAL	32,528.25	ACH PMT TOTAL	.00	CPA PMT TOTAL			32,528.25		
00000	000406	WINDING BROOK AUTO	28092	4/07/2017		4100-031100-3310-	371.24	22424			VEHICLE MAINTENANCE	00574	TIRES 2005 FORD CV
		DISC. TOTAL	.00	CHECK TOTAL	371.24	ACH PMT TOTAL	.00	CPA PMT TOTAL			371.24		
00000	000451	XEROX CORPORATION	88174434	4/07/2017		4100-012410-3310-	176.65	22425			OFFICE MACHINES	00574	2017-02
		DISC. TOTAL	.00	CHECK TOTAL	176.65	ACH PMT TOTAL	.00	CPA PMT TOTAL			176.65		
			.00	CHECK TOTAL	176,394.08	ACH PMT TOTAL	.00	CPA PMT TOTAL			176,394.08		
			.00	CHECK TOTAL	176,394.08	ACH PMT TOTAL	.00	CPA PMT TOTAL			176,394.08		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 176,394.08- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

BOWLING GREEN POLICE DEPARTMENT REPORT:

MARCH 2017

To: Mayor Satterwhite, Town Council, and the Town Manager

Crime Log: I have gathered the statistics for calls for service in the Town of Bowling Green, courtesy of the Caroline County Sheriff's Office.

- *Of the ten calls for service that the Caroline County Sheriff's Office responded to, none involved a reportable crime.*
- *Of the twelve calls for service that the Town Police responded to, none involved a reportable crime.*

State Police Website: After checking the State Police Website, it has been discovered that no new sex offenders have moved into Town.

Speeding in Town: Pursuant to RADAR operations in the Town by the Town Police, five summonses were issued for speeding, and four warnings were given for other traffic offenses. Four speed logs were completed this month. Twelve warnings for fire lane and parking violations were given.

Deputies gave four warnings and one summons in Town this month.

Arrests: Town officers made no arrests this month.

Streetlights: Streetlights will be checked this week. The results of the check will be forwarded to Town Hall.

Community Policing Efforts: This month, our crime prevention/ safety posts on Facebook have focused on traffic safety and tips. Some of these topics were specifically requested by individuals. Feedback has been positive and important tips have been covered, such as parking in fire lanes, facing the wrong way, stop and yield sign expectations, and the use of turn signals, which was accompanied by an informative video. While these topics sound mundane, their reinforcement are fundamental and important.

Social media continues to be a positive venue for public commentary as well as to disseminate information. Please encourage anyone with concerns to find our page on Facebook "Town of Bowling Green Police Department" or to email me at wjones@townofbowlinggreen.com I have, and will continue to emphasize, concerns brought forward by town residents, business owners, and visitors. I am committed to addressing concerns, but I need to be aware of the concern and as much information as possible. It is easiest to do this by establishing direct contact with the individual(s) concerned. I am always interested in potential topics for monthly crime tips and directly answering questions as well.

I was honored to attend the presentation of funds to Project TRIAD at the beginning of the Caroline County Board of Supervisors' Meeting on March 28, 2017. Mark Fero, from the Virginia Office of the Attorney General, presented the Caroline County TRIAD SALT Council with a grant check for \$2000. This grant money will be used for the production of more booklets with the 'yellow dots' that I showed at the last meeting.

Training: I attended a seminar on travelling criminals and the dangers associated with affiliated scams and the elderly (April 3 &4). The scope of the class was not limited solely to the elderly. Thusfar, I have obtained a significant amount of information regarding active scams and potential scamming methods and trends. In addition, I have obtained access to databases regarding these crimes on national and local levels.

This information will be used to help inform and protect our residents, pursue the potential prosecution of these crimes in our area, and reinforce efforts also associated with TRIAD as well. I am working on plans to integrate this information into a handout, as well as perhaps to integrate it into our monthly crime tips and potentially other methods of communicating these concerns in the community.

Respectfully Submitted,

Chief W. Jones, Bowling Green Police Department

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

March 02, 2017

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

MEMBERS ABSENT: None

OTHERS PRESENT: Town Manager Stephen Manster, Accounts Clerk Judy Beazley, Acting Chief Wendy Jones, and Town Attorney Andrea Erard.

AUDIENCE: Jo-Elsa Jordan, Jeff Voit, Bonnie Cannon, Shoshannah Childs, Charles Danato, and David Beale.

The Mayor called the meeting to order at 7:30 P.M. and led the group in the Pledge of Allegiance to the Flag of the United States of America. Council member Otis Wright followed with the invocation.

Public Hearing:

R-2017-002 - At 7:34 P.M. the Mayor opened the Public Hearing on R-2017-002, a Resolution of the Town Council of the Town of Bowling Green, Virginia, authorizing the issuance and sale of its bond anticipation note, series 2017 in an aggregate principal amount not to exceed \$4,000,000, and the execution and delivery of certain documents prepared in connection therewith. He called for comments from the public on the Resolution R-2017-002 Resolution. The Mayor called a second and third time. Hearing no comments from the public, Mayor Satterwhite closed the Public Hearing at 7:35 P.M.

DELEGATIONS:

Charles Danato, Dominion Power External Affairs Manager -

Mr. Danato advised that Dominion Power will change its name to Dominion Energy.

Other topics discussed by Mr. Danato included: Storm preparation, phone scams, strategic underground initiatives, and working with the Town Manager on outdoor lighting projects.

David Beale, Virginia Department of Transportation Representative -

Mr. Beale discussed ongoing local projects on which VDOT is currently working. He spoke about no parking signs and handicapped parking permits. Mr. Beale advised Council that VDOT has set aside funds to repair the sidewalks in Town upon completion of the Town’s current Water and Sewer projects.

Jo-Elsa Jordan, Town Events Co-ordinator –

In response to a request from Mr. Gaines, Ms. Jordan presented a budget report on the Wine Festival and on the Piedmont Blues Festival. The estimated net revenue on the Wine Festival is \$3,620.00. The estimated net revenue on the Piedmont Blues Festival is a loss of \$4,100.00. Ms. Jordan stated that she is currently looking for food vendors for the Wine Festival.

CONSENT AGENDA:

- A. Minutes – Town Council Meeting – February 2, 2017
- B. Bills – February 2017

A & M Home Center	155.89	Katie Amato	150.00
BAI Municipal Software	4190.00	Bowling Green Auto Parts	825.14
Caroline Garage	553.66	Cash	90.26
Cintas Corporation	41.06	Cintas of Richmond	404.44
Commonwealth Engineer	813.02	Drainfield Solutions, LLC	150.00
Envirocompliance	1290.00	Erard, Andrea	1575.00
Escobar, Tammy	50.00	Holland Plumbing	132.00
IBM Corporation	854.59	James, Mary	140.00
John, Allison	210.00	Johnson’s Exterminating	615.00
K L Langford Excavating	11963.97	Matern Staffing	590.85
McGinley Michelle B	105.00	Mid-Atlantic Lab	60.00
Minor & Associates	1686.25	Montgomery, Sylvia	50.00
Pro Shred Security	45.00	Professional Lock	140.00
Rappahannock Elec Coop	455.02	Richmond Times Dispatch	1452.50
Staples Advantage	431.53	Stemmler Plumbing Repair	9450.00
The Lincoln National	103.66	Tools Plus Industries LLC	207.14
Treasurer of Virginia	730.66	USA Blue Book	481.50
Verizon	268.17	Verizon Wireless	194.59
VUPS	25.20	Waste Management	6800.76
Webb, Emily	180.00	White Oak Electric	3424.40
Xerox Corporation	173.29	*A & M Home Center	25.69
*Amerigas Fredericksburg	282.70	*Dominion Virginia Power	6211.25
*Matern Staffing	833.25	*Treasurer of Virginia	4200.00

*Waste Management	85.26	*Dominion Virginia Power	245.64
*Shell Fleet Plus	517.14	*Verizon Wireless	40.01

***Bills previously or separately authorized by Council.**

There was no discussion by Council upon reviewing the Consent Agenda.

Upon Motion by Mr. McDearmon with a second by Mr. Wright, Council voted to approve the Consent Agenda. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

STAFF REPORTS:

The following informational items were noted:

A. Town Hall Rentals Report – February 2017

B. Public Works Department Report – February 2017

C. Police Department Report – February 2017

Chief Jones reported that for the month of February there were:

- seven calls responded to by the Town Police; none involved a reportable crime.
- no new sex offenders had been registered as residing in the Town.
- six summonses for speeding, four warnings for other traffic offenses, four warnings for fire lane and parking violations issued by the Town Police.
- four warnings and three summonses issued by deputies in Town for February 2017.
- six speed logs conducted for the month.

There was no discussion upon reviewing the February 2017 Staff Reports.

NEW BUSINESS:

A. Town Manager’s Report- February 2017:

1. Resolution R-2017-002 - The Town Manager asked Council to consider adopting Resolution R-2017-002, a Resolution of the Town Council of the Town of Bowling Green, Virginia, authorizing the issuance and sale of its bond anticipation note, series 2017 in an aggregate principal amount not to exceed \$4,000,000, and the execution and delivery of certain documents prepared in connection therewith.

On Motion by Mr. McDearmon and a second by Mr. Hauser, Council voted to adopt Resolution R-2017-002 Resolution of the Town Council of the Town of Bowling Green, Virginia, authorizing the issuance and sale of its bond anticipation note, series 2017 in an aggregate principal amount not to exceed \$4,000,000, and the execution and delivery of certain documents prepared in connection therewith.

Roll call vote:

McDearmon.....Aye	Wright.....Aye
Gaines.....Aye	Hauser.....Aye
Coleman.....Aye	Davis.....Aye
Rowe.....Aye	

2. Water Treatment and Metering Project - The Town Manager reported that the contract with Dewberry Engineering has been signed and work on the project has started. The consultant will be working with staff and the Water, Sewer and Trash Committee to develop alternatives and bring recommendations to Town Council. The project is expected to take about five months to complete.

3. Update on Interim Financing for Route 301 Refinance and South Main Street Sewer Project - Mr. Manster reported that on the agenda for the Council meeting was a public hearing, held earlier in the meeting, on the Interim Financing Borrowing from Carter Bank. Documents have been prepared by Bond Counsel. Closing on this interim financing should then occur shortly thereafter.

4. South Main Street Sewer Line Replacement Project - Mr. Manster advised that the contract with Reid Engineering has been signed and Reid had begun work on the project. The first step is to accomplish surveying of the project area and developing accurate topographic maps. The current Maury Avenue/White Street sewer replacement project will be integrated with this larger project.

5. Replacement of Sewer Line on White Street and on Maury Avenue between White Street and Elliott Drive - Mr. Manster advised that Mullen Inc. of King George began work on the project on time as indicated on February 20th. The project is scheduled to take three weeks to complete. Because of meetings with VDOT and placement of the pipes in the shoulder of the street, the cost of the project has been reduced by about \$10,000. Updates will be provided to Council members as the project progresses.

6. Bowling Green Community Farmers Market - Mr. Manster reported that the Farmers Market will open every Saturday from 9:00 AM until 1:00 PM beginning Saturday, April 1st and will conclude with the Harvest Festival on Saturday, October 21st.

Mr. Manster advised he received a letter of interest from Jeff Voit of 139 Courthouse Lane in becoming a member of the Bowling Green Planning Commission. He asked Council to consider appointing Mr. Voit to the Planning Commission left vacant by Martin Hauser’s election to Town Council.

Matt Rowe questioned why Council was not holding an interview before appointing a new commission member as has been customary in the past.

On Motion by Mr. McDearmon and a second by Mr. Gaines, Council voted to appoint Jeff Voit to the Bowling Green Planning Commission.

Roll call vote:

McDearmon.....Aye	Wright.....Aye
Gaines.....Aye	Hauser.....Aye
Coleman.....Aye	Davis.....Aye
Rowe.....Abstained	

Mr. Rowe abstained from the vote because an interview of the Planning Commission candidate had not been held.

Mr. Manster stated that the Town has received notification from DEQ that the Town is in full compliance of the Chesapeake Bay Act with no conditions.

Mr. Manster reported to Council that two of the sand filters at the waste water treatment plant needed to be repaired. The best estimate the Town received is \$115,000. The Town Manager is asking for authorization by Council to transfer the funds from the “Lock Box” account into the general operating account to pay for the expenditure.

On motion by Mr. Wright and a second by Mr. Hauser, Council approved transferring \$115,000 out of the “Lock Box” account and into the general operating account to repair the sand filters at the Waste Water Treatment Plant. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

The Mayor mentioned that he had a casual conversation with Jeff Sili about the Town County Sewer Agreement.

Note Purchase Agreement for Borrowing/Debt Refinance – Town Manager requested Council adopt this agreement for the interim financing.

On Motion by Mr. Hauser and a second by Ms. Davis, Council voted to adopt Note Purchase Agreement for Borrowing/Debt Refinance.

Roll call vote:

McDearmon.....Aye	Wright.....Aye
Gaines.....Aye	Hauser.....Aye
Coleman.....Aye	Davis.....Aye
Rowe.....Aye	

The Mayor advised that he had met with the Arts Commission. Three members were present. The Mayor expressed his concerns on how they were spending their money. He let them know that the \$5000.00 that they received from the Town might not be available every year. The Mayor stated that he had pulled the John Cephas Piedmont Blues Festival from the Arts Commission and has given it to the Events Coordinator. At the meeting Jay Johnson resigned from the Arts Commission.

The John Cephas Piedmont Blues Festival: The Mayor asked Council their thoughts on the Blues Festival. Council held a lengthy discussion noting the positives and negatives of the previous Piedmont Blues Festivals. Council decided not to hold the John Cephas Piedmont Blues Festival this year, but will consider perhaps making changes and holding it in future years.

On motion by Mr. Wright and a second by Ms. Davis, Council voted not to hold the John Cephas Piedmont Blues Festival in 2017. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

Ms. Jordan stated that she will draft a letter letting the family know of the decision.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Matt Rowe - Mr. Rowe reported that the **Public Health, Safety, and Personnel Committee** met last week and talked about the vacancies that the Town has for Town Manager and Public Works Director. The committee also met with Wendy Jones about the nature of policing in Bowling Green. He stated that following a meeting with Sheriff Lippa, the committee recommends the Town not make any changes to the Police Department at this time.

B. Jean Davis – Ms. Davis reported that Bowling Green Planning Commission voted to appoint Valarie Coyle as Chairman and Gene Self as Vice-Chairman. She had no report on the **Budget Committee**.

C. Mary Frances Coleman – Ms. Coleman advised that the **Building and Grounds Committee** met on February 8th and recommends that Council not allow sub-leasing of Town Hall. She noted that there are a lot of improvements that need to be done to the Hall including: repairing or replacing the side doors, painting, refinishing floors, and replacing broken propane heaters. Ms. Coleman and Mr. Wright are asking Council to approve raising the price to rent Town Hall to \$575.00 with the additional \$75.00 being set aside to make improvements to the Hall. The committee recommended that the four “Welcome to Town of Bowling Green” signs be repainted and that Katie Boltz be hired to repaint the signs with Public Works painting the posts.

On motion by Ms. Coleman and a second by Mr. Wright, Council voted to increase the price of renting Town Hall from \$500.00 to \$575.00. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

D. Martin Hauser – Mr. Hauser reported that **Ordinance, Licenses, and Permits Committee** has not yet met.

Mr. Rowe stated that he has an ordinance on mixed use that he would like the Committee to take a look at.

Mr. McDearmon asked if the Town has Ordinance in place to cover an Airbnb in the Town. The Town Attorney said that she would look into the matter.

E. Mark Gaines – Mr. Gaines reported that the **Streets and Sidewalks Committee** met and compiled a list of the sidewalks that need to be repaired and curbs to be painted. The Committee also investigated the blind spot at Ms. Cannon’s house.

F. Otis Wright - Mr. Wright reported that the project status board is hanging and up to date with all current projects as requested by the **Water, Sewer and Trash Committee**.

G. Glenn McDearmon - Mr. McDearmon stated that the **Economic Development, Activities, and Tourism Committee** has not met but that there is a meeting scheduled for the end of the month.

CLOSED SESSION: At 10:19 P.M., on Motion by Mr. McDearmon, seconded by Mr. Rowe, Council voted to go into Closed Session pursuant to VA Code §2.2-3711(A)(1) for the purpose of discussion and consideration of appointment, duties, performance, salary and hiring of Town Manager, as well as the appointment of interim Police Chief. Voting aye: McDearmon, Wright, Gaines,

Hauser, Coleman, Davis and Rowe.

OPEN SESSION: At 10:55 P.M., on Motion by Mr. Rowe, seconded by Mr. Wright, Council voted to come out of closed session. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

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

McDearmon.....Aye	Wright.....Aye
GainesAye	HauserAye
Coleman.....Aye	DavisAye
Rowe.....Aye	

ADJOURNMENT: There was a motion made by Mr. Rowe and a second by Mr. Wright, to adjourn at 10:59 P.M. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

Town Manager's Report

- Closed on interim loan March 15th with Carter Bank
 - \$4M @ 1.4% for 18 months
 - \$3.8 M to take out VLM loan for the 301 Project
 - \$200k to complete the engineering for the sewer line replacement project
 - Gap year debt service will generate approximately \$172K of one time money for the “lock box”.
- Maury Avenue/White Street project completed except for street repaving.
 - An additional 240’ on Maury Avenue where added to the project due to its deteriorated condition.
- Sewer treatment Plant
 - Bar Screen install & operational (DEQ notified)
 - Met with staff, installation crew and the county’s contractor from White Oak.
 - Replacement of the lighting fixtures at the plant is complete. (Safety Project cost approximately \$11,500).
- Four Town Welcome signs have been taken down and are in the process of being repainted by Katie Boltz
- Transition projects with Mr. Manster
 - Budget
 - Budget subcommittee (April)
 - Budget presented at May Council Meeting
 - Public Hearing early June
 - Adoption late June
 - USDA-RD sewer line replacement project (meeting with Tara Delaney next week to start this process)
 - Personnel Manual Clean-up to align with current practices
 - Wastewater permit renewal (due in June)
 - VDOT sidewalk repair
 - Hotel Project – delineate Town’s responsibilities/ Developer’s responsibilities
 - Water Tower annual inspection
 - Curb and parking restriction painting

TOWN HALL RENTALS

March 2017

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
19	Activities Program	Yoga/Pitaiyo	420.00
1	Michelle Logan	Anniversary Party	600.00
1	JoAnne Parker	Wedding Reception	500.00
1	Public Health, Safety & Personnel	Meeting	N/C
1	Triad	Meeting	N/C
1	Water, Sewer & Trash	Meeting	N/C
1	Budget Committee	Meeting	N/C
4	Town Council	Meeting	N/C
1	Building & Grounds	Meeting	N/C
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29	Total		\$1345.00