



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, April 02, 2020
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

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

CONSENT AGENDA:

- [6.](#) March 2020 Bills
- [7.](#) Minutes – March 5, 2020 Town Council Meeting

NEW BUSINESS:

- [8.](#) FY 2020 Proposed Budget, Tax Rates and Utility Rates
- [9.](#) Water Project Interim Lender RFP
- [10.](#) Water System Project Owner and Engineer Agreement

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

INFORMATIONAL ITEMS:

ADJOURNMENT



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

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

DATE: 3/27/2020

PREPARED BY: Chief David Lipscomb

MONTHLY REPORT / PROJECT UPDATE:

Statistical Data:

18 Calls for service

1 Reportable call for larceny

20 Virginia uniform summonses issued

23 Traffic Stops

63 Park walk and talk

110 Advice calls

54 Business checks

2 Assist another agency

Chief's Report:

The BGPD has had to take more of a defensive approach since the COVID-19 virus has become prominent. We are trying to limit exposure while answering more calls via phone and email. The BGPD had seen an increase in calls related to business closings and quarantine.

Received the resignation of our part-time records clerk. This job consisted of record entry and retention, library of Virginia records manager, records management software manager, and department training officer. These essential job functions will now revert back to myself.

ATTACHMENTS:

None

HEADS UP ITEMS:

Police policy manual needs to be passed by council.

Police Chief needs to meet with council in relation to contract renewal if council so wishes to retain.



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

AGENDA ITEM: Council Monthly Report for March 2020

DATE: March 27, 2020

PREPARED BY: Billy Deavers

Wastewater

- Landon Motley passed his Wastewater Operator Class 4 exam
- The Plant is running well with no exceptions to report
- Currently working on the grounds at the Plant
- Shortage of toilet paper is causing large amounts of rags/wipes to enter Plant. We are monitoring and manually cleaning to prevent any equipment issues, here and at lift stations

Water

- All hydrants and blow offs were flushed
- Installed 6 new meters

Public Works

- Re-mulched around bushes at Town Hall
- Trimmed back trees on Courthouse Lane and hauled off
- Made new wood shelving for storage room at Town Hall
- Cleaned gutters at the Public Works Building. Cedar Lane will be cleaned out next
- Hauled off several loads of dirt and rocks from Cedar Lane that was left there after water leaks. Also, dismantling the wooden bins that were there to hold the dirt. They will be hauled away as well

Heads Up

The Public Works Department has been diligently working to keep the Town vehicles and buildings clean and disinfected. We have also posted the provided signs on all entry points to our building that state that you may not enter if experiencing symptoms.

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

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

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

Northern Regional Office
13901 Crown Court

Woodbridge, VA 22193

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

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER

MONITORING PERIOD

YEAR	MO	DAY	YEAR	MO	DAY
2020	02	01	2020	02	29

FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

FROM TO

NOTE: READ PERMIT AND GENERAL
INSTRUCTIONS BEFORE COMPLETING THIS
FORM.

Parameter	REPORTD	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			UNITS	NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM					
FLOW	REPORTD	0.09	0.20	MGD	*****	*****	*****		0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****				CONT	TIRE
pH	REPORTD	*****	*****		7.0	*****	7.5	SU	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0				1/DAY	GRAB
TSS	REPORTD	1.3	1.02	KG/D	*****	2.9	6.4	MG/L	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15				3D/W	8HC
DO	REPORTD	*****	*****		7.3	*****	*****	MG/L	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****				1/DAY	GRAB
TKN (N-KJEL)	REPORTD	0.36	0.68	KG/D	*****	1.00	1.6	MG/L	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5				3D/W	8HC
E.COLI	REPORTD	*****	*****		*****	1.5	*****	N/CML	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****				3D/W	GRAB
CBOD5	REPORTD	0.07	0.29	KG/D	*****	<QL	1.0	MG/L	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15				3D/W	8HC

GENERAL PERMIT REQUIREMENTS OR COMMENTS:
OUTFALL-SPECIFIC COMMENTS:
PARAMETER-SPECIFIC COMMENTS:

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE			
				William Deavers		1965000877	
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				TYPED OR PRINTED NAME		CERTIFICATE NUMBER	
				PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT		TELEPHONE	8042211834
TYPED OR PRINTED NAME		SIGNATURE		Date			

Status	Address Number	Street Name	Work Type	Date Flagged	Description
New Request	219	Anderson Ave	Building Maintenance	3/26/2020 1:37:37 PM	Clean gutters
New Request	219	Anderson Ave	Building Maintenance	3/26/2020 1:36:49 PM	Seal up holes in breakroom and clean it
New Request	219	Anderson Ave	Other - PW	3/26/2020 1:35:42 PM	Clean and disinfect inside of truck's
Complete	219	Anderson Ave	Clean UV Lights	3/26/2020 1:34:14 PM	Take lights out and the U.V lights
New Request	206	N Main St	Landscaping	3/25/2020 2:00:00 PM	Water Planters 117 Butler St
Complete	117	Butler St	Other	3/25/2020 9:15:42 AM	Request for help with shelves in the records room on the stage. Need some man power. Thank you
Complete	219	Anderson Ave	Building Maintenance	3/25/2020 7:34:06 AM	Replace bulbs in shop
New Request	117	Butler St	Other - PW	3/24/2020 4:00:00 PM	117 Butler St. 4th Tuesday of each month set up Utilities & Grounds Meeting 4 tables 8 chairs
Complete	117	Butler St.	Landscaping	3/24/2020 3:46:40 PM	Prep mulch beds
Complete	219	Anderson Ave	Other - PW	3/24/2020 11:41:19 AM	Shovel grit out of influent channel
Complete	14372	Crystal Ct	Hydrant Maintenance	3/24/2020 10:33:16 AM	Flush Blowoff
Complete	14397	Crystal Ct	Hydrant Maintenance	3/24/2020 10:32:25 AM	Maintenance hydrant
Complete	16354	Tinder Dr	Hydrant Maintenance	3/24/2020 10:18:56 AM	Maintenance hydrant
Complete	16443	Tinder Dr	Hydrant Maintenance	3/24/2020 10:11:08 AM	Maintenance hydrant
Complete	13786	Farmer Dr	Hydrant Maintenance	3/24/2020 10:06:23 AM	Maintenance hydrant
Complete	13653	Farmer Dr	Hydrant Maintenance	3/24/2020 9:59:04 AM	Maintenance hydrant
Complete	13175	Rolling Hills Dr	Hydrant Maintenance	3/24/2020 9:51:39 AM	Maintenance hydrant
Complete	13717	Farmer Dr	Hydrant Maintenance	3/24/2020 9:43:29 AM	Maintenance hydrant
Complete	13773	Farmer Dr	Hydrant Maintenance	3/24/2020 9:35:03 AM	Maintenance hydrant
Complete	13892	Farmer Dr	Hydrant Maintenance	3/24/2020 9:33:46 AM	Maintenance hydrant
Complete	111	Oak Ridge St	Meter Read	3/24/2020 8:48:44 AM	111 Oak Ridge St Please get a meter read for this address for final bill. Thank you
Complete	111	Oak Ridge St	Garbage	3/24/2020 8:46:31 AM	111 Oak Ridge Please take a trash and recycle can to this address. New owners
Complete	205	Roper Dr	Pump Station	3/24/2020 8:20:02 AM	Alarm is on at liftstation
Complete	14552	Farmer Dr	Hydrant Maintenance	3/24/2020 8:14:29 AM	Maintenance hydrant
Complete	14498	Farmer Dr	Hydrant Maintenance	3/24/2020 8:13:44 AM	Maintenance hydrant
Complete	14412	Farmer Dr	Hydrant Maintenance	3/24/2020 8:13:07 AM	Maintenance hydrant
Complete	14342	Farmer Dr	Hydrant Maintenance	3/24/2020 8:04:45 AM	Maintenance hydrant
New Request	109	Courthouse Ln	Other - PW	3/23/2020 4:00:00 PM	109 Courthouse Lane set up for EDA meeting 1 table and 8 chairs are already at Jo's office.
Complete	112	,118 Davis Ct	Hydrant Maintenance	3/22/2020 12:42:02 PM	Maintenance two hydrants
Complete	121	North Main St.	Hydrant Maintenance	3/22/2020 12:40:55 PM	Maintenance hydrant
Complete	126	North Main St.	Hydrant Maintenance	3/22/2020 12:40:15 PM	Maintenance three hydrants
Complete	204	North Main St.	Hydrant Maintenance	3/22/2020 12:39:43 PM	Maintenance hydrant
Complete	225	North Main St.	Hydrant Maintenance	3/22/2020 12:36:26 PM	Maintenance hydrant
Complete	251	N. Main St.	Hydrant Maintenance	3/22/2020 12:36:03 PM	Maintenance hydrant
Complete	111	,115 Ennis	Hydrant Maintenance	3/22/2020 12:34:29 PM	Maintenance hydrant
Complete	119	Sunset	Hydrant Maintenance	3/22/2020 12:33:31 PM	Maintenance hydrant
Complete	156	W. Broaddus	Hydrant Maintenance	3/22/2020 12:33:01 PM	Maintenance hydrant
Complete	114	W. Broaddus	Hydrant Maintenance	3/22/2020 12:32:33 PM	Maintenance hydrant
Complete	100	W. Broaddus	Hydrant Maintenance	3/22/2020 12:31:59 PM	Maintenance hydrant
Complete	219	Anderson Ave	Other - PW	3/18/2020 2:30:42 PM	Fix rust spots on old #1 truck 119 E Broaddus Ave
Complete	119	E Broaddus Ave	Meter Re-Read	3/18/2020 10:05:59 AM	Complaint of high usage. Requested meter re-read Thank you
New Request	117	Butler St	Other - PW	3/17/2020 3:00:00 PM	117 Butler St 3rd Tuesday of each month set up for Budget/Personnel Meeting 4 tables 8 chairs

Complete	117	Butler St	Repairs	3/17/2020 10:29:47 AM	117 Butler St Toilet handle broken on toilet in female bathroom
Complete	219	Anderson Ave	Building Maintenance	3/17/2020 8:54:58 AM	at the Town Hall. Thank you
New Request	117	Butler St	Other - PW	3/16/2020 4:00:00 PM	Disinfect Public Works building
Complete	16382	Heritage Pines Circle	Install/Set Meter	3/16/2020 11:09:30 AM	117 Butler St. 3rd Monday of each month set up Planning Commission Meeting 4 tables and 8 chairs
Complete	0	Well 1	Other - Water	3/16/2020 10:49:25 AM	Replace meter
Void	219	Anderson Ave	Mowing	3/13/2020 2:59:57 PM	Replace chlorine pump tubing it's leaking
Void	219	Anderson Ave	Mowing	3/13/2020 2:59:18 PM	
Complete	16238	Milford St	Mowing	3/13/2020 1:07:49 PM	Mow town welcome sign
Complete	102	Chase St	Mowing	3/13/2020 11:42:27 AM	mowing.alan
Complete	170	Dickinson Dr	Mowing	3/13/2020 11:21:06 AM	mowing,weed eat. alan
Complete	18131	A P Hill Blvd	Mowing	3/13/2020 10:40:24 AM	mowing,weed eating alan
Complete	18131	A P Hill Blvd	Mowing	3/13/2020 10:40:11 AM	cut grass ,weed eat. alan
Complete	137	S Main St	Customer Complaint	3/12/2020 1:57:51 PM	Low water pressures
Complete	101	Ennis St	Other - Water	3/12/2020 11:46:52 AM	Put out of service sign on hydrant
Complete	219	Anderson Ave	Other - PW	3/12/2020 11:30:24 AM	Take GMC truck to shop and get rocker panels order
Complete	219	Anderson Ave	Other - PW	3/12/2020 11:28:53 AM	Carry trailer load of branches to dump from 109 Courthouse
Complete	211	S Main St	Mowing	3/12/2020 11:26:57 AM	Mow median and edge it
Complete	219	Anderson Ave	Landscaping	3/12/2020 10:40:09 AM	Apply weed and feed to lawn
New Request	117	Butler St	Other - PW	3/11/2020 5:00:48 PM	117 Butler St 2nd Monday of each month set up Comp Plan Review meeting 4 tables 8 chairs
New Request	206	N Main St	Landscaping	3/11/2020 2:00:00 PM	Water Planters
Complete	15478	CM 4E & 1E	Meter Read	3/11/2020 11:35:22 AM	Reread meters
					117 Butler St Please take down tables in front lobby Leave four with chairs as normal for the meetings for next week.
Complete	117	Butler St	Other	3/11/2020 11:08:00 AM	Thank you
Complete	139	Courthouse Lane	Install/Set Meter	3/11/2020 10:53:40 AM	Change out meter numbers not changing Replace meter numbers not changing
Complete	15456	School St	Install/Set Meter	3/11/2020 10:52:43 AM	
					16382 Heritage Pines Cir Customer complaint high usage Please re-read meter
Complete	16382	Heritage Pines Cir	Meter Re-Read	3/11/2020 10:13:22 AM	Thank you
Complete	109	Courthouse Lane	Trimming	3/11/2020 7:14:21 AM	Trim low hanging branches
Complete	219	Anderson Ave	Other - PW	3/10/2020 2:54:08 PM	Operate plant for the day
Complete	109	Courthouse Lane	Trimming	3/10/2020 2:49:44 PM	Trim low branches off trees
Complete	219	Anderson Ave	Clean Drying Beds	3/10/2020 2:48:15 PM	Shovel # 5 bed
New Request	109	Courthouse Ln	Other - PW	3/9/2020 4:55:00 PM	109 Courthouse Lane set up for EDA meeting
New Request	117	Butler St	Other - PW	3/9/2020 4:50:37 PM	1 table and 8 chairs are already at Jo's office.
New Request	117	Butler St	Other - PW	3/9/2020 4:42:37 PM	117 Butler St set up Town Council Meeting 5 tables red chairs
New Request	117	Butler St	Other - PW	3/9/2020 4:28:11 PM	117 Butler St. 4th Tuesday of each month set up Utilities & Grounds Meeting 4 tables 8 chairs
New Request	117	Butler St	Other - PW	3/9/2020 4:04:43 PM	117 Butler St. 3rd Monday of each month set up Planning Commission Meeting 4 tables and 8 chairs
Complete	117	Butler St	Other - PW	3/9/2020 2:58:54 PM	117 Butler St 3rd Tuesday of each month set up for Budget/Personnel Meeting 4 tables 8 chairs
Complete	137	South Main St.	Install/Set Meter	3/9/2020 12:13:46 PM	117 Butler St set up for Community Heart & Soul 8 tables and 30 chairs
Complete	135	South Main St.	Install/Set Meter	3/9/2020 12:12:47 PM	Replace meter numbers not changing Replace old meter

Complete	117	Butler St.	Other - PW	3/9/2020 12:10:40 PM	Setup for staff meeting
Complete	117	Butler St.	Mowing	3/9/2020 12:09:29 PM	Mow and trim grass and apply weed and feed
Complete	117	Butler St	Other - PW	3/9/2020 10:27:55 AM	117 Butler St 03/10/2020 set up tables for Community Heart & Soul Meeting Judy will have the diagram. thanks
New Request	117	Butler St	Other - PW	3/9/2020 10:17:16 AM	117 Butler St. 1st Thursday of each month set the tables up for Town Council meeting. I have attached a calendar with the dates.
Complete	101	N Main St	Other - PW	3/6/2020 10:52:45 AM	101 N Main St remove no parking sign in front of 101 N Main St. please.
Complete		Milford St	Sidewalks	3/5/2020 3:35:01 PM	clean the black top on both sides of the road from the post office to Main St.
Complete	117	Butler St	Building Maintenance	3/5/2020 3:32:56 PM	117 Butler St come to Town Hall and pick up the cigarette butts down the entry ramp. 15463 CM Apt 1 F
Complete	15463	Caroline Manor Cir	Customer Complaint	3/4/2020 11:06:42 AM	Disconnect Water due to non-Payment 222 W Broaddus Ave
Complete	222	W Broaddus Ave	Service Disconnect	3/4/2020 11:02:48 AM	Disconnect Water due to non-payment Thank you 117 Butler St Set up for Town Council Meeting Thursday, March 05,2020
Complete	117	Butler St	Cleaning	3/4/2020 9:50:07 AM	Thank you
Complete	117	Butler St	Special Events Set-up	3/4/2020 8:59:31 AM	117 Butler St Set up for Town Council Meeting
Complete	219	Anderson Ave	Clean Drying Beds	3/3/2020 1:33:52 PM	Get up #1,#4 beds
Complete	120	Lacy Lane	Meter Read	3/3/2020 1:32:57 PM	Reread meter 117 Butler Street Bulbs need replacing in the Ballroom.
Complete	117	Butler St	Other	3/2/2020 5:06:54 PM	These need to be bulbs that are able to be dimmed 117 Butler St Recessed Light out in front lobby. Please have fixed before Thursday, Town Council Meeting
Complete	117	Butler St	Other	3/2/2020 4:55:33 PM	Thank you
Complete	109	Cedar Lane	Building Maintenance	3/2/2020 2:47:48 PM	Paint well house
Complete	109	Cedar Lane	Building Maintenance	3/2/2020 2:47:08 PM	Pressure wash well house
Complete	106	West Broaddus	Service Connect	3/2/2020 2:25:04 PM	Cut water on
Complete	117	Butler St.	Building Maintenance	3/2/2020 1:38:34 PM	Put screws in front door
New Request	109	Cedar Ln	Other - PW	3/2/2020 1:37:43 PM	Take nuts of bolts to take down stone and dirt pile holders
Complete	109	Cedar Ln	Other - PW	3/2/2020 1:36:07 PM	Loading dirt from water leaks and hauling to Landfill 117 Butler Street Set up for election Tuesday March 3,2020 at TH Need 10 tables and 50 Chairs
Complete	117	Butler St	Event Set-up	3/2/2020 11:17:57 AM	3-4 Large floor lights that was provided by the town last year.Needs to be done today please 153 Lee Street
Complete	153	Lee St	Service Disconnect	3/2/2020 10:14:20 AM	Disconnect Water Service, Tenant has moved
Complete	126	N Main St	Lighting	3/2/2020 8:06:08 AM	Replace bulb in street light



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

AGENDA ITEM: Economic Dev. & Events Coordinator Council Monthly Report for MARCH 2020

DATE: 03/27/20

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Economic Development Authority:

- Coordinate with EDA board members and Planning Commission Chairman to set date for Future Use Map discussion with landowners at the March meeting.
- Create invitation to Rt. 301 Commercial Corridor landowners to discuss Future Use Map. (*See attached)
- Reference Caroline County GIS to identify landowners and create mail merge to send invitations.
- Researching topic-specific items (i.e. Opportunity Zones, graphic art, maps, sample work from other jurisdictions) in order to draft inserts for Commercial Corridor marketing package.
- Correspondence with Town Manager, EDA board members and Planning Commission Chairman to determine strategy for the Future Use Map meeting as the Coronavirus pandemic develops. *Decision made to postpone meeting to 4/20 at 6:00 p.m.
- Create cancellation notice with new date and mail to landowners. (*See attached)
- Send correspondence to EDA board members cancelling the March meeting and advising on the postponed date (4/20, 6pm).

Bowling on the Green Virginia Wine Festival:

- Send blanket email to contacts in database with Save-the-Date image.
- Skype meeting with Director of Marketing for Virginia Wine to discuss free marketing channels.
- Coordinate with graphic artist for social media image series and main poster graphic. (*See attached)
- Coordinate with graphic artist for revision to the 2019 design reflecting 2020 date and features.
- Update Virginia.org with 2020 event.
- Coordinate with Williamsburg Lawn Bowling Club for lawn activities on event day.
- Meet with sales rep from B101.5 to discuss radio advertising and promotions to increase attendance and ticket sales.
- Recruit wineries for participation.
- Send correspondence to property owners with progress report.
- Inventory wine glasses in storage and contact Arton Products with RFQ and manufacturing timeline.
- Weekly conference calls with property owners and Mayor to discuss developments with the Coronavirus and its impact on the event.

Spring Clean Sweep:

- Coordinate with graphic artist to design marketing poster and social media assets. (*See attached)
- Coordinate with business office to process payment for graphic artist.
- Coordinate with Logistics department at Rappahannock Goodwill for pick-up services.
- Create Facebook Event

Community Relations:

- Facebook Business Spotlight
- Promote Caroline Family YMCA's "A Race Through History" event on Facebook.
- Design event calendar to include in YMCA race packet.
- Coordinate with Virginia Main Street, BGVA Community Alliance and Comm. Heart & Soul to reschedule 3/3/20 meeting.
- Attend BGVA Community Alliance meeting on 3/10/20 and record minutes.
- Attend Community Heart & Soul meeting on 3/10/20.
- Set up A/V for Community Heart & Soul meeting.
- BGVA Comm. Alliance: Enter request for remittance of CDA grant fund balance through CAMS
- Volunteer at Bowling Green Elementary reading to students.

COVID-19

- Prepare social media statement and coordinate with Mayor for release.
- Cancel/reschedule Future Use Map meeting
- Coordinate with Farmers Market manager regarding postponement of opening day and send notice to email contacts.
- Update Farmers Market Facebook page with notice of postponement.
- Phone conference with Town Attorney to discuss state mandates.
- Contact all restaurants in Bowling Green to explain state mandates limiting patrons to no more than 10.
- Research organizations and links to include on website related to economic impact and options for small businesses.

Misc:

- Meeting with Town Manager and Public Works & Utilities to discuss press release.
- Monday staff meetings.
- Attend Town Council meeting on 3/5/20.

ATTACHMENTS:

- EDA invitation to Rt. 301 Commercial Corridor landowners.
- Cancellation notice.
- Bowling on the Green Virginia Wine Festival media assets.
- Clean Sweep marketing graphic.

HEADS UP ITEMS:

- Stay safe and healthy, Bowling Green!



March 17, 2020

COVID-19 UPDATE

Please be advised that in light of recent regulations put forth by the federal and state government concerning the Coronavirus (COVID-19), limiting gatherings of 10 or more people, the Economic Development Authority of the Town of Bowling Green is **cancelling** the Future Use Map meeting that was previously scheduled for Monday, March 23, 2020 at 6:30 p.m.

As the circumstances surrounding this pandemic continue to change daily, please contact the Economic Development Coordinator, Jo-Elsa Jordan, directly at (804) 516-5045 or by email at EDACoordinator@townofbowlinggreen.com, for updates about possible future cancellations.

Please join the
Bowling Green Planning Commission
and the
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

Rescheduled for Monday, April 20, 2020

At the Bowling Green Town Hall

117 Butler Street, Bowling Green, Virginia

6:00 p.m.

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 Planning Commission and the EDA 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 at their May meeting, followed by a public hearing in June and a vote by Council to adopt the Future Use Map in July.



Please join the
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, March 23, 2020

At the Bowling Green Town Hall

117 Butler Street, Bowling Green, Virginia

6:30 p.m.

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 at their May meeting, followed by a public hearing in June and a vote by Council to adopt the Future Use Map in July.

Please RSVP to:

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

The Town of Bowling Green's

Spring clean sweep!

Saturday, May 30th
8AM - 1PM

Community Yard Sale
and Farmers' Market

To register, call (804)633-6212
by Wednesday, May 27

Rain or Shine / No Early Birds

Yard sale spaces available for all
Caroline County residents in
the Town Hall parking lot

Goodwill will collect
some unsold items
(No TVs, mattresses,
or box springs)

CELEBRATE BOWLING GREEN'S THOROUGHBRED HERITAGE



5TH ANNUAL

BOWLING *on the* GREEN

2020 VIRGINIA WINE FESTIVAL

Saturday, June 6 ★ 1:00 p.m. – 7:00 p.m.

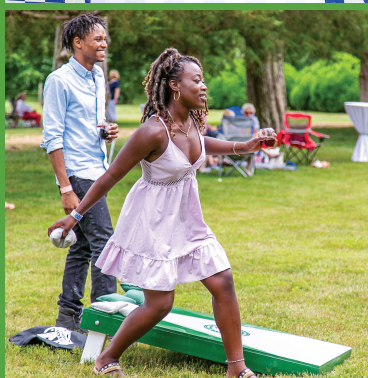
BELMONT STAKES VIEWING PARTY • WINE TASTINGS • CRAFT BEER • FOOD • LIVE MUSIC • CHILDREN'S ACTIVITIES



200 S. MAIN STREET ★ BOWLING GREEN, VA

TICKETS: \$20 IN ADVANCE, \$25 AT THE GATE
IN SUPPORT OF CAROLINE COUNTY PUBLIC SCHOOL EDUCATION FOUNDATION

★ MUST BE 21 TO DRINK - I.D. REQUIRED ★ RACE DAY ATTIRE ★
★ FREE PARKING/SHUTTLE AT CCPS SCHOOL BOARD OFFICE ★



WWW.BOWLINGONTHEGREEN.COM



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

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

DATE: March 27, 2020

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

- Provided SERCAP with water billing and usage info for purpose of rate study.
- Issued project completion letter to USDA to close sewer project.
- Prepared correspondence to Virginia Dept. of Health verifying compliance of Consumer Confidence Report publishing requirements.
- Provided guidance and documentation to Tetra Tech to complete wellhead protection grant application. Prepared submission and mailed to VDH.
- Updated Town Website. (contacts, news, meeting schedules, forms, documents)
- Prepared GL adjustments in perpetration for FY20 year end.
- Updated fixed asset listings for audit record.
- Completed and submitted annual liability insurance assessment for FY21 rate quote.
- Completed and filed progress report with DHCD for Virginia Main Street Program Grant

Meetings/Training attended:

- March Town Council Meeting
- Teleconference with USDA Rural Development Representative.
- Water System Project Meeting with Bond Counsel.
- Solid Waste Bid opening
- iWorq demo on license and permit application management

Attachments:

- February Town Hall Rental Report
- Revenue and Expense Summary

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TOWN HALL RENTALS

March 2020

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
9	Activities Program	Yoga/Tabada	220.00
1	Planning Commission	Meeting	N/C
1	Community Heart & Soul	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	Budget & Personnel	Meeting	N/C
1	Utilities & Grounds	Meeting	N/C
15		Totals	\$220.00
.			

TOWN OF BOWLING GREEN
REVENUE SUMMARY
7/01/2019 - 3/27/2020

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	366.82	136,987.31	4,512.69	3.18
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	159.96	44,916.65	10,583.35	19.06
11060	***PENALTY & INTEREST***	14,000.00	14,000.00	320.76	4,306.68	9,693.32	69.23
15010	INTEREST EARNED	1,000.00	1,000.00	.00	3,645.09	2,645.09	264.50-
16099	***REFUSE COLLECTION FEES***	86,700.00	86,700.00	63.17-	58,159.60	28,540.40	32.91
120101	SALES TAX	32,000.00	32,000.00	9,417.75	31,894.21	105.79	.33
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	5,305.66	23,944.10	6,055.90	20.18
120301	BUSINESS LICENSE	85,000.00	85,000.00	55,443.96	77,593.12	7,406.88	8.71
120501	VEHICLE LICENSE FEES	27,650.00	27,650.00	284.99	19,145.86	8,504.14	30.75
120601	BANK STOCK TAX	150,000.00	150,000.00	.00	.00	150,000.00	100.00
121001	TRANSIENT OCCUPANCY TAX	4,500.00	4,500.00	144.58	2,920.43	1,579.57	35.10
121101	MEALS TAX	230,000.00	230,000.00	18,696.41	182,553.17	47,446.83	20.62
130306	***PERMITS, FEES AND LICENSES***	3,000.00	3,000.00	240.00	2,245.00	755.00	25.16
140101	***FINES AND FORFEITURES***	43,100.00	43,100.00	4,354.55	31,557.05	11,542.95	26.78
140120	***DONATIONS***	.00	500.00	.00	500.00	.00	.00
150201	***RENTALS***	26,000.00	26,000.00	100.00	16,573.48	9,426.52	36.25
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	19,107.00	3,893.00	16.92
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	2,764.87	25,328.90	14,671.10	36.67
240407	***GRANTS***	1,034.00	1,034.00	.00	11,895.00	10,861.00	50.38-
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	10.33	5,411.65	5,411.65	100.00-
--FUND TOTAL--		1,111,128.00	1,111,628.00	103,916.47	737,873.04	373,754.96	33.62
FUND #-300 ** CIP FUND REVENUE **							
15000	** REVENUE FR USE OF MONEY/PROP **	.00	.00	84,738.26	1,664,335.54	1,664,335.54	100.00-
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	2,984.00	2,984.00	100.00-
--FUND TOTAL--		.00	.00	84,738.26	1,661,351.54	1,661,351.54	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	995.00	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	995.00	32,013.97	12,486.03	28.05

TOWN OF BOWLING GREEN
REVENUE SUMMARY
7/01/2019 - 3/27/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
-----	-----	-----	-----	-----	-----	-----	-----
FUND #-420 ***DEBT SERVICE***							
410501	USE OF FUND BALANCE	216,000.00	216,000.00	.00	25,229.81	190,770.19	88.31
	--FUND TOTAL--	<u>216,000.00</u>	<u>216,000.00</u>	<u>.00</u>	<u>25,229.81</u>	<u>190,770.19</u>	<u>88.31</u>
FUND #-500 ***WATER REVENUE***							
16099	***WATER REVENUE***	413,662.00	413,662.00	1,721.31-	274,793.83	138,868.17	33.57
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	1,492.00	1,492.00-	100.00-
	--FUND TOTAL--	<u>413,662.00</u>	<u>413,662.00</u>	<u>1,721.31-</u>	<u>276,285.83</u>	<u>137,376.17</u>	<u>33.20</u>
FUND #-520 ** SEWER OPERATIONS **							
16099	SEWER SALES	422,250.00	422,250.00	150.27-	336,105.59	86,144.41	20.40
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	1,965.80-	1,965.80	100.00-
	--FUND TOTAL--	<u>422,250.00</u>	<u>422,250.00</u>	<u>150.27-</u>	<u>334,139.79</u>	<u>88,110.21</u>	<u>20.86</u>
	--FINAL TOTAL--	<u>2,207,540.00</u>	<u>2,229,085.36</u>	<u>187,778.15</u>	<u>3,016,893.98</u>	<u>787,808.62-</u>	<u>35.34-</u>

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2019 - 3/27/2020

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	17,169.28	178,475.88	.00	96,693.12	35.13
12410	***TREASURER'S EXPENSES***	211,874.00	211,874.00	20,834.77	192,574.67	.00	19,299.33	9.10
31100	***POLICE DEPT. EXPENSES***	131,581.00	132,081.00	8,611.57	96,086.00	.00	35,995.00	27.25
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	19,850.14	212,747.80	.00	76,307.20	26.39
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	66,465.76	688,426.55	.00	423,252.45	38.07
FUND #-300 ***CIP EXPENDITURES***								
300100	***CAPITAL PROJECTS FUND(GF)***	.00	.00	72,882.06	1,407,398.60	.00	1,407,398.60	100.00
	--FUND TOTAL--	.00	.00	72,882.06	1,407,398.60	.00	1,407,398.60	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	440.00	35,501.07	.00	8,948.93	20.13
	--FUND TOTAL--	44,450.00	44,450.00	440.00	35,501.07	.00	8,948.93	20.13
FUND #-420 ***DEBT SERVICE***								
500400	***DEBT SERVICE***	216,000.00	216,000.00	17,938.00	161,442.00	.00	54,558.00	25.25
	--FUND TOTAL--	216,000.00	216,000.00	17,938.00	161,442.00	.00	54,558.00	25.25
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	31,170.96	245,194.30	.00	152,193.70	38.29
	--FUND TOTAL--	397,388.00	397,388.00	31,170.96	245,199.14	.00	152,188.86	38.29
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	26,732.56	334,853.71	.00	87,396.29	20.69
	--FUND TOTAL--	422,250.00	422,250.00	26,732.56	334,873.05	.00	87,376.95	20.69
	--FINAL TOTAL--	2,191,267.00	2,212,812.36	215,629.34	2,878,551.78	.00	665,739.42	30.08

3/27/2020

GL060AA

TOWN OF BOWLING GREEN
 EXPENDITURE SUMMARY
 7/01/2019 - 3/27/2020

PAGE 4

TIME 15:23

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
-----	-----	-----	-----	-----	-----	-----	-----	-----
	--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 for March 2020

DATE: March 27, 2020

PREPARED BY: Reese Peck

MONTHLY REPORT / PROJECT UPDATE:

Town Council: March 5, 2020 regular meeting.

Town Council Committees: Both Budget & Policy and Facilities

Commission and Authority Meetings: Planning Commission

Other Meetings: Web Engineering, Bond Counsel and USDA on the Town's water system interim financing and engineering contract.

ATTACHMENTS:

Waste Management's Force Majeure Notice

HEADS UP ITEMS:

Water cut-off have been suspended and late fees for this bi-monthly billing period are being waived for water and sewer customers.



March 24, 2020

Mr Reese Peck
Town of Bowling Green
219 Anderson Avenue
Bowling Green, Virginia 22427

**RE: Town of Bowling Green
Notice of Force Majeure Event Preventing Full Contract Performance –
Coronavirus/COVID-19 and Resulting Declarations of Emergency**

Dear Reese:

Waste Management – and especially its hard-working front-line employees – are working around the clock to ensure that we can continue to serve our customers and communities safely and with the least disruption reasonably possible in the face of the many challenges created by the COVID-19 virus, the resulting Declarations of Emergency, and the many health and safety orders and guidelines to which all responsible citizens are attempting to comply. As Waste Management works earnestly to continue to provide collection and processing services to our communities, the health and safety of our employees, customers and communities are our highest priority.

Likewise, Waste Management is striving to comply with the federal and state health and safety directives that have been issued in this time of emergency. One example of the operational changes implemented by Waste Management as a result of this unprecedented emergency occurred on March 18, 2020, when Waste Management temporarily closed residential call centers to promote social distancing among our call center employees to help prevent the spread of COVID-19. We are actively coordinating remote operations to serve our customers during this situation with the goal of resuming residential call handling from work-at-home employees as soon as possible. Although many of our municipal contracts require Waste Management to provide residential customer support call centers, the decision to temporarily suspend operation of these centers and shift to a work-at-home capability was the direct result of the COVID-19 pandemic and the states of emergency that exists.

The COVID-19 situation is very fluid, and Waste Management expects, unfortunately, that other disruptions to our contract performance may occur in the coming days as a direct result of the COVID-19 pandemic and governmental declarations. As a result, we are providing this notice to advise you that the COVID-19 pandemic is a force majeure event under our contract. While we have not yet experienced any significant disruptions in essential collection or processing services, we anticipate that such disruptions may be inevitable, such as:

- Inter-city, intrastate, interstate, or cross-border travel restrictions;
- Quarantines at, or shutdowns of, Waste Management facilities;
- Shelter-in-place orders that restrict travel and business operations;
- Shutdown of Waste Management and/or third-party recycling and disposal facilities that restrict our ability to operate normally;
- Worker shortages because of quarantines or sickness; and

March 24, 2020

- Fuel and other critical equipment and supply shortages.

At this time, no one can reliably predict the length of this emergency event, when potential service disruptions may occur, or how long they may last. Waste Management will continue to provide prompt notice of our operational capabilities and changes as they occur. We appreciate your understanding and cooperation in these challenging times. If you have any questions, please contact your Waste Management public sector representative.

Sincerely,

WASTE MANAGEMENT OF VIRGINIA, INC.



Robert E. Clendenin
Public Sector Representative



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

AGENDA ITEM: March 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 March 2020

ATTACHMENTS:

Check Reports:

- 03/06/2020
- 03/10/2020
- 03/13/2020
- 03/19/2020
- 03/20/2020

REQUESTED ACTION:

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25144	1063	ALACRITI PAYMENTS, LLC	000	3/06/2020	91.59	.00
25145	536	CAS SEVERN	000	3/06/2020	56.50	.00
25146	1020	CONSOLIDATED PIPE & SUP	000	3/06/2020	271.10	.00
25147	679	DAVID L BROOKS HAULING &	000	3/06/2020	103.16	.00
25148	648	ERRARD ANDREA G	000	3/06/2020	1,667.00	.00
25149	850	HAUN DAWN	000	3/06/2020	610.00	.00
25150	257	ON SITE PC	000	3/06/2020	699.00	.00
25151	491	SOUTHERN CORROSION, INC	000	3/06/2020	18,833.53	.00
25152	918	STAPLES ADVANTAGE	000	3/06/2020	367.11	.00
25153	291	USA BLUE BOOK	000	3/06/2020	865.00	.00
25154	256	VERIZON WIRELESS	000	3/06/2020	432.79	.00
25155	44	VUPS	000	3/06/2020	29.40	.00
25156	12	WASTE MANAGEMENT	000	3/06/2020	7,377.68	.00
		CLASS TOTAL			31,403.86	.00
		ACH TOTAL			.00	
		CHECK TOTAL			31,403.86	
		EPY TOTAL			.00	
		FINAL TOTAL			31,403.86	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 31,403.86- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

*These checks should be
 # 25157-#25169 -
 others printed incorrectly*

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIP
0000000	001063	ALACRITTI PAYMENTS, LLC	NMXGN31865CYP9	3/06/2020		4100-012410-3130-	91.59	25144		CREDIT CARD AND BANK FEES
DISC. TOTAL							.00	EPY PMT TOTAL		91.59
0000000	000536	CAS SEVERN	435870	3/06/2020		4100-012410-3320-	56.50	25145		COMPUTER LICENSES/SUPPORT
DISC. TOTAL							.00	EPY PMT TOTAL		56.50
0000000	001020	CONSOLIDATED PIPE & SUP	6200142000000	3/06/2020		4500-500100-6050-	271.10	25146		METER/FIRE HYDRANTS
DISC. TOTAL							.00	EPY PMT TOTAL		271.10
0000000	000679	DAVID L BROOKS HAULING & 22729		3/06/2020		4520-500100-6007-	103.16	25147		REPAIR/ MAINTENANCE
DISC. TOTAL							.00	EPY PMT TOTAL		103.16
0000000	000648	ERRARD ANDREA G	2020-03	3/06/2020		4100-012110-3150-	1,667.00	25148		PROFESSIONAL SERVICES - LEGAL/00796 TOWN ATTORNEY
DISC. TOTAL							.00	EPY PMT TOTAL		1,667.00
0000000	000850	HAUN DAMN	0215	3/06/2020		4100-012110-7100-	610.00	25149		BGMS PROJECT **GRANT EXPENSE 00796 BG VA COMMON ALLIA
DISC. TOTAL							.00	EPY PMT TOTAL		610.00
0000000	000257	ON SITE PC	1838	3/06/2020		4100-012410-3320-	699.00	25150		COMPUTER LICENSES/SUPPORT
DISC. TOTAL							.00	EPY PMT TOTAL		699.00
0000000	000491	SOUTHERN CORROSION, INC	12758	3/06/2020		4500-500100-6007-	18,833.53	25151		REPAIR/MAINTENANCE
DISC. TOTAL							.00	EPY PMT TOTAL		18,833.53
0000000	000918	STAPLES ADVANTAGE	730353324711	3/06/2020		4100-012410-6001-	55.89	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		55.89
0000000	000918		730353324741	3/06/2020		4100-012410-6001-	55.89	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		55.89
0000000	000918		730425613301	3/06/2020		4100-012410-6001-	61.97	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		61.97
0000000	000918		730470883301	3/06/2020		4100-043100-6005-	41.46	25152		JANITORIAL SUPPLIES
DISC. TOTAL							.00	EPY PMT TOTAL		41.46
0000000	000918		730470883301	3/06/2020		4500-500100-6005-	41.46	25152		JANITORIAL SUPPLIES
DISC. TOTAL							.00	EPY PMT TOTAL		41.46
0000000	000918		730470883301	3/06/2020		4520-500100-6005-	251.52	25152		JANITORIAL SUPPLIES
DISC. TOTAL							.00	EPY PMT TOTAL		251.52
0000000	000918		730484712301	3/06/2020		4100-012410-6001-	77.79	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		77.79
0000000	000918		730506255401	3/06/2020		4100-043100-7200-	102.97	25152		TOWN HALL EXPENSES
DISC. TOTAL							.00	EPY PMT TOTAL		102.97
0000000	000291	USA BLUE BOOK	148281	3/06/2020		4520-500100-6004-	91.10	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		91.10
0000000	000291		148281	3/06/2020		4520-500100-6004-	25.30	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		25.30
0000000	000291		148281	3/06/2020		4520-500100-6004-	51.40	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		51.40
0000000	000291		148281	3/06/2020		4520-500100-6004-	165.90	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		165.90
0000000	000291		148281	3/06/2020		4520-500100-6004-	61.30	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		61.30
0000000	000291		148281	3/06/2020		4520-500100-6004-	445.00	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		445.00
0000000	000291		149880	3/06/2020		4520-500100-6004-	25.00	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		25.00
0000000	000256	VERIZON WIRELESS	9848754314	3/06/2020		4100-031100-5230-	62.56	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		62.56
0000000	000256		9848754314	3/06/2020		4100-043100-5230-	100.87	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		100.87
0000000	000256		9848754314	3/06/2020		4100-012110-5250-	47.56	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		47.56
0000000	000256		9848754314	3/06/2020		4100-012410-5230-	20.08	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		20.08
0000000	000256		9848754314	3/06/2020		4500-500100-5230-	100.86	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		100.86
0000000	000256		9848754314	3/06/2020		4520-500100-5230-	100.86	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		100.86
DISC. TOTAL							.00	ACH PMT TOTAL		432.79

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIP
0000000	000044	VUPS	02200445	3/06/2020		4500-500100-5899-	29.40	25155		00796 TRANSMISSIONS
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							29.40	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270367602819	3/06/2020		4100-043100-7200-	1,317.91	25156		00796 CODE CORRECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							31,403.86	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270367602819	3/06/2020		4100-043100-7130-	1,317.91	25156		00796 CODE CORRECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							31,403.86	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270548002814	3/06/2020		4100-043100-7200-	1,317.91	25156		00796 CODE CORRECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							31,403.86	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270548002814	3/06/2020		4100-043100-7130-	1,317.91	25156		00796 CODE CORRECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							31,403.86	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270697502812	3/06/2020		4520-500100-3320-	87.10	25156		00796 WMTF
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							7,377.68	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270722702817	3/06/2020		4100-043100-7130-	1,327.48	25156		00796 DUMPSR
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							5,963.10	ACH PMT TOTAL	.00	TOTAL
DISC. TOTAL							7,377.68	ACH PMT TOTAL	.00	TOTAL

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 THE TOTAL 31,403.86- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25144	1063	ALACRITI PAYMENTS, LLC	000	3/06/2020	91.59	.00
25145	536	CAS SEVERN	000	3/06/2020	56.50	.00
25146	1020	CONSOLIDATED PIPE & SUP	000	3/06/2020	271.10	.00
25147	679	DAVID L BROOKS HAULING &	000	3/06/2020	103.16	.00
25148	648	ERRARD ANDREA G	000	3/06/2020	1,667.00	.00
25149	850	HAUN DAWN	000	3/06/2020	610.00	.00
25150	257	ON SITE PC	000	3/06/2020	699.00	.00
25151	491	SOUTHERN CORROSION, INC	000	3/06/2020	18,833.53	.00
25152	918	STAPLES ADVANTAGE	000	3/06/2020	367.11	.00
25153	291	USA BLUE BOOK	000	3/06/2020	865.00	.00
25154	256	VERIZON WIRELESS	000	3/06/2020	432.79	.00
25155	44	VUPS	000	3/06/2020	29.40	.00
25156	12	WASTE MANAGEMENT	000	3/06/2020	7,377.68	.00
		CLASS TOTAL			31,403.86	.00
		ACH TOTAL			.00	
		CHECK TOTAL			31,403.86	
		EPY TOTAL			.00	
		FINAL TOTAL			31,403.86	.00

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 THE TOTAL 31,403.86- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

These checks should be # 25157-#25169 - Others printed incorrectly

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIP
0000000	001063	ALACRITTI PAYMENTS, LLC	NMXGN31865CYP9	3/06/2020		4100-012410-3130-	91.59	25144		CREDIT CARD AND BANK FEES
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							91.59	ACH PMT TOTAL		
0000000	000536	CAS SEVERN		3/06/2020		4100-012410-3320-	56.50	25145		COMPUTER LICENSES/SUPPORT
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							56.50	ACH PMT TOTAL		
0000000	001020	CONSOLIDATED PIPE & SUP	6200142000000	3/06/2020		4500-500100-6050-	271.10	25146		METER/FIRE HYDRANTS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							271.10	ACH PMT TOTAL		
0000000	000679	DAVID L BROOKS HAULING & 22729		3/06/2020		4520-500100-6007-	103.16	25147		REPAIR/ MAINTENANCE
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							103.16	ACH PMT TOTAL		
0000000	000648	ERRARD ANDREA G		3/06/2020		4100-012110-3150-	1,667.00	25148		PROFESSIONAL SERVICES - LEGAL/00796 TOWN ATTORNEY
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							1,667.00	ACH PMT TOTAL		
0000000	000850	HAUN DAMN		3/06/2020		4100-012110-7100-	610.00	25149		BGMS PROJECT **GRANT EXPENSE 00796 BG VA COMMON ALLIA
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							610.00	ACH PMT TOTAL		
0000000	000257	ON SITE PC		3/06/2020		4100-012410-3320-	699.00	25150		COMPUTER LICENSES/SUPPORT
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							699.00	ACH PMT TOTAL		
0000000	000491	SOUTHERN CORROSION, INC	12758	3/06/2020		4500-500100-6007-	18,833.53	25151		REPAIR/MAINTENANCE
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							18,833.53	ACH PMT TOTAL		
0000000	000918	STAPLES ADVANTAGE	730353324711	3/06/2020		4100-012410-6001-	55.89	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							55.89	ACH PMT TOTAL		
0000000	000918		730353324741	3/06/2020		4100-012410-6001-	55.89	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							55.89	ACH PMT TOTAL		
0000000	000918		730425613301	3/06/2020		4100-012410-6001-	61.97	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							61.97	ACH PMT TOTAL		
0000000	000918		730470883301	3/06/2020		4100-043100-6005-	41.46	25152		JANITORIAL SUPPLIES
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							41.46	ACH PMT TOTAL		
0000000	000918		730470883301	3/06/2020		4500-500100-6005-	41.46	25152		JANITORIAL SUPPLIES
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							41.46	ACH PMT TOTAL		
0000000	000918		730484712301	3/06/2020		4100-012410-6001-	77.79	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							77.79	ACH PMT TOTAL		
0000000	000918		730506255401	3/06/2020		4100-043100-7200-	102.97	25152		TOWN HALL EXPENSES
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							102.97	ACH PMT TOTAL		
0000000	000291	USA BLUE BOOK	148281	3/06/2020		4520-500100-6004-	91.10	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							91.10	ACH PMT TOTAL		
0000000	000291		148281	3/06/2020		4520-500100-6004-	25.30	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							25.30	ACH PMT TOTAL		
0000000	000291		148281	3/06/2020		4520-500100-6004-	51.40	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							51.40	ACH PMT TOTAL		
0000000	000291		148281	3/06/2020		4520-500100-6004-	165.90	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							165.90	ACH PMT TOTAL		
0000000	000291		148281	3/06/2020		4520-500100-6004-	61.30	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							61.30	ACH PMT TOTAL		
0000000	000291		149880	3/06/2020		4520-500100-6004-	445.00	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							445.00	ACH PMT TOTAL		
0000000	000291		149880	3/06/2020		4520-500100-6004-	25.00	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							25.00	ACH PMT TOTAL		
0000000	000256	VERIZON WIRELESS	9848754314	3/06/2020		4100-031100-5230-	62.56	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							62.56	ACH PMT TOTAL		
0000000	000256		9848754314	3/06/2020		4100-043100-5230-	100.87	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							100.87	ACH PMT TOTAL		
0000000	000256		9848754314	3/06/2020		4100-012110-5250-	47.56	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							47.56	ACH PMT TOTAL		
0000000	000256		9848754314	3/06/2020		4100-012410-5230-	20.08	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							20.08	ACH PMT TOTAL		
0000000	000256		9848754314	3/06/2020		4500-500100-5230-	100.86	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							100.86	ACH PMT TOTAL		
0000000	000256		9848754314	3/06/2020		4520-500100-5230-	100.86	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		
DISC. TOTAL							100.86	ACH PMT TOTAL		
DISC. TOTAL							432.79	ACH PMT TOTAL		

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIP
0000000	000044	VUPS	02200445	3/06/2020		4500-500100-5899-	29.40	25155		00796 TRANSMISSIONS
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							29.40	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270367602819	3/06/2020		4100-043100-7200-	1,317.91	25156		00796 CODE CORRECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							31,403.86	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270367602819	3/06/2020		4100-043100-7130-	1,317.91	25156		00796 CODE CORRECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							31,403.86	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270548002814	3/06/2020		4100-043100-7200-	1,317.91	25156		00796 CODE CORRECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							31,403.86	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270548002814	3/06/2020		4100-043100-7130-	1,317.91	25156		00796 CODE CORRECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							31,403.86	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270697502812	3/06/2020		4520-500100-3320-	87.10	25156		00796 WMTF
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							7,377.68	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270722702817	3/06/2020		4100-043100-7130-	1,327.48	25156		00796 DUMPSR
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							5,963.10	ACH PMT TOTAL	.00	TOTAL
DISC. TOTAL							7,377.68	ACH PMT TOTAL	.00	TOTAL

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 THE TOTAL 31,403.86- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25173	813	FOLEY HEATHER	000	3/10/2020	3,875.00	.00
25174	1040	KELVIC CONSTRUCTION CO	000	3/10/2020	72,882.06	.00
		CLASS TOTAL			76,757.06	.00
		ACH TOTAL			.00	
		CHECK TOTAL			76,757.06	
		EPY TOTAL			.00	
		FINAL TOTAL			76,757.06	.00

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 THE TOTAL 76,757.06- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000813	POLEY HEATHER	2020-01	3/10/2020		4100-012410-3150-	2,000.00	25173		PROFESSIONAL SERVICES - CPA	00797 CPA
0000000	000813		2020-02	3/10/2020		4100-012410-3150-	1,875.00	25173		PROFESSIONAL SERVICES - CPA	00797 CPA
	DISC. TOTAL						.00				3,875.00
0000000	001040	RELVIC CONSTRUCTION CO	15	3/10/2020		4300-300100-8700-	72,882.06	25174		REFINANCING AND USDA PROJECTS00797 SEMER PROJECT	
	DISC. TOTAL						.00				72,882.06
	CHECK TOTAL										76,757.06
	CHECK TOTAL										76,757.06
	CHECK TOTAL										76,757.06

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 THE TOTAL 76,757.06- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

* = DUP
 INVOICE NO. G/L ACCT. ACCOUNTING PERIOD - 2020/03 INVOICE DATE DUE DATE GROSS AMOUNT DESC /CLS PO. NO. SEQ. NO.

000041 VISA EC 1 AMAZON 4100-012110-6001- OFFICE/MEETING SUPPLIES & PRINTIACH DEBIT 3/13/2020 3/13/2020 207.78 207.78 RUGS FOR 109 CO 000 207.78

000041 VISA EC 2 VISTAPR 4100-012110-6001- OFFICE/MEETING SUPPLIES & PRINTIACH DEBIT 3/13/2020 3/13/2020 51.59 51.59 JO'S CARDS 000 610

000041 VISA EC 2 VISTAPR 4100-043100-7200- TOWN HALL EXPENSES 3/13/2020 3/13/2020 224.39 224.39 PAINT FOR PC 000 350

000041 VISA PC 1 LOWE'S 4100-031100-6001- OFFICE SUPPLIES & PRINTING 3/13/2020 3/13/2020 27.69 27.69 LUNCH BEFORE JO 000 360

000041 VISA PC 2 PINOS 4100-031100-6001- OFFICE SUPPLIES & PRINTING 3/13/2020 3/13/2020 27.69 27.69 BATTERIES CAMER 000 370

000041 VISA PC 3 WALGREENS 4100-031100-6001- OFFICE SUPPLIES & PRINTING 3/13/2020 3/13/2020 25.26 25.26 PAINT & SUPPLIE 000 380

000041 VISA PC 4 LOWE'S 4100-043100-6007- REPAIR/ MAINT TOWN BUILDINGS 3/13/2020 3/13/2020 216.93 216.93 WATER LIC CREDI 000 390

000041 VISA PW 1 ATYOURPACE 4500-500100-5540- EDUCATION/TRAINING/LICENSES 3/13/2020 3/13/2020 180.00 180.00 SHAWN'S TRUCK 000 530

000041 VISA PW 11 RIO 1 4500-500100-3311- VEHICLE MAINTENANCE 3/13/2020 3/13/2020 20.00 20.00 MANHOLE LID REP 000 540

000041 VISA PW 12 FERGUSON 4520-500100-6007- REPAIR/ MAINTENANCE 3/13/2020 3/13/2020 150.00 150.00 ALICIA WW EXAM 000 550

000041 VISA PW 13 ABC 4520-500100-5540- EDUCATION/TRAINING/LICENSE/PERMITACH DEBIT 3/13/2020 3/13/2020 121.00 121.00 BILLY LUNCH CLA 000 560

000041 VISA PW 14 SHONEY'S 4500-500100-5540- EDUCATION/TRAINING/LICENSES 3/13/2020 3/13/2020 15.44 15.44 SHAWN'S PHONE C 000 570

000041 VISA PW 15 WALMART 4520-500100-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 21.04 21.04 SHAWN'S PHONE C 000 580

000041 VISA PW 15 WALMART 4100-043100-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 21.05 21.05 SHAWN'S PHONE C 000 590

000041 VISA PW 15 WALMART 4520-500100-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 63.13 63.13

000041 VISA PW 15 WALMART 4500-500100-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 21.04 21.04

000041 VISA PW 15 WALMART 4100-043100-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 21.05 21.05

* = DUP
 VEND. NO. VENDOR NAME INVOICE NO. G/L ACCT. INVOICE DATE DUE DATE GROSS AMOUNT DESC /CLS NO. EQ. NO.

000041 VISA	PW 2 FOOD LION4	4520-500100-6030-	3/13/2020	3/13/2020	20.62	MOLASSES, COFFEE	000	400
000041 VISA	1099-N	PLANT & LAB SUPPLIES/CHEMICALS	ACH DEBIT					
000041 VISA	PW 2 FOOD LION4	4500-500100-6009-	3/13/2020	3/13/2020	6.47	MOLASSES, COFFEE	000	410
000041 VISA	1099-N	EQUIPMENT/SUPPLIES	ACH DEBIT					
000041 VISA	PW 2 FOOD LION4	4100-043100-6009-	3/13/2020	3/13/2020	6.48	MOLASSES, COFFEE	000	420
000041 VISA	1099-N	EQUIPMENT/ SUPPLIES	ACH DEBIT					
000041 VISA	PW 2 FOOD LION4		ACH DEBIT		33.57		000	33.57

000041 VISA	PW 3 FOOD LION6	4520-500100-5840-	3/13/2020	3/13/2020	22.44	DONUTS FOR CREW	000	430
000041 VISA	1099-N	MISCELLANEOUS	ACH DEBIT					
000041 VISA	PW 3 FOOD LION6		ACH DEBIT		22.44		000	22.44

000041 VISA	PW 4 ROMAS	4500-500100-5840-	3/13/2020	3/13/2020	43.86	PIZZA FOR CREW	000	440
000041 VISA	1099-N	MISCELLANEOUS	ACH DEBIT					
000041 VISA	PW 4 ROMAS		ACH DEBIT		43.86		000	43.86

000041 VISA	PW 5 RIO CAR	4520-500100-3311-	3/13/2020	3/13/2020	20.00	2020-02 TRUCK W	000	450
000041 VISA	1099-N	VEHICLE MAINTENANCE	ACH DEBIT					
000041 VISA	PW 5 RIO CAR		ACH DEBIT		20.00		000	20.00

000041 VISA	PW 6 FOOD LION1	4520-500100-5840-	3/13/2020	3/13/2020	4.08	DRINKS FOR PIZZ	000	460
000041 VISA	1099-N	MISCELLANEOUS	ACH DEBIT					
000041 VISA	PW 6 FOOD LION1		ACH DEBIT		4.08		000	4.08

000041 VISA	PW 7 CCM HOME H	4500-500100-5840-	3/13/2020	3/13/2020	1.95	SEARS ELEC.	000	470
000041 VISA	1099-N	MISCELLANEOUS	ACH DEBIT					
000041 VISA	PW 7 CCM HOME H		ACH DEBIT		1.95		000	1.95

000041 VISA	PW 8 STATE OF V	4520-500100-5540-	3/13/2020	3/13/2020	50.00	ALICTA WW CLASS	000	480
000041 VISA	1099-N	EDUCATION/TRAINING/LICENSE/PERMIACH	DEBIT					
000041 VISA	PW 8 STATE OF V		DEBIT		50.00		000	50.00

000041 VISA	PW 9 DEPT OF P	4520-500100-5540-	3/13/2020	3/13/2020	50.00	BILLY WW CLASS	000	490
000041 VISA	1099-N	EDUCATION/TRAINING/LICENSE/PERMIACH	DEBIT					
000041 VISA	PW 9 DEPT OF P		DEBIT		50.00		000	50.00

000041 VISA	PW10 WALMART	4520-500100-5230-	3/13/2020	3/13/2020	17.53	BILLY'S PHONE C	000	500
000041 VISA	1099-N	TELECOMMUNICATIONS	ACH DEBIT					
000041 VISA	PW10 WALMART		ACH DEBIT		17.53		000	17.53

000041 VISA	PW10 WALMART	4500-500100-5230-	3/13/2020	3/13/2020	17.53	BILLY'S PHONE C	000	510
000041 VISA	1099-N	TELECOMMUNICATIONS	ACH DEBIT					
000041 VISA	PW10 WALMART		ACH DEBIT		17.54		000	17.54

000041 VISA	PW10 WALMART	4100-043100-5230-	3/13/2020	3/13/2020	52.60	BILLY'S PHONE C	000	520
000041 VISA	1099-N	TELECOMMUNICATIONS	ACH DEBIT					
000041 VISA	PW10 WALMART		ACH DEBIT		52.60		000	52.60

000041 VISA	TC 1 OFFICE MAX	4100-012410-6001-	3/13/2020	3/13/2020	54.72	EXTRA 1099'S	000	240
000041 VISA	1099-N	OFFICE SUPPLIES & PRINTING	ACH DEBIT					
000041 VISA	TC 1 OFFICE MAX		ACH DEBIT		54.72		000	54.72

000041 VISA	TC 2 DOLLAR GE2	4100-012110-6021-	3/13/2020	3/13/2020	14.74	BOOKS FOR LITTL	000	250
000041 VISA	1099-N	PUBLIC RELATIONS	ACH DEBIT					
000041 VISA	TC 2 DOLLAR GE2		ACH DEBIT		14.74		000	14.74

000041 VISA	TC 2 DOLLAR GE2		ACH DEBIT		14.74		000	14.74
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* = DUP
 INVOICE NO. G/L ACCT. NO. INVOICE DATE DUE DATE GROSS AMOUNT /CLS DESC SEQ. NO.

000041 VISA TC 3 USPS 4 4100-012410-5210- POSTAGE 3/13/2020 3/13/2020 7.75 7.75 000 POSTAGE 260

000041 VISA TC 4 ADOBE 3 4100-012410-6001- OFFICE SUPPLIES & PRINTING 3/13/2020 3/13/2020 50.97 50.97 000 ADOBE 270

000041 VISA TC 5 LOWE'S 3 4100-043100-6007- REPAIR/ MAINT TOWN BUILDINGS 3/13/2020 3/13/2020 418.14 418.14 000 PAINT & SUPP JO 280

000041 VISA TC 6 WENDY'S 3 4500-500100-5540- EDUCATION/TRAINING/LICENSES 3/13/2020 3/13/2020 34.48 34.48 000 LUNCH TRAINING 290

000041 VISA TM 1 OOMA 10 4100-012110-5250- TELECOMMUNICATIONS 3/13/2020 3/13/2020 45.49 45.49 000 TC 300

000041 VISA TM 1 OOMA 10 4100-012410-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 67.75 67.75 000 TM 310

000041 VISA TM 1 OOMA 10 4100-031100-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 44.97 44.97 000 PC 320

000041 VISA TM 1 OOMA 10 4100-043100-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 22.26 22.26 000 PW 330

000041 VISA TM 1 OOMA 10 4520-500100-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 22.26 22.26 000 WWTTP 340

1558 COMPANY TOTAL 202.73 .00 202.73

HASH TOTALS-> FUND 164020 DEPT 10495080 LOC 0 ACCT 211278 2255.80 .00 2255.80

BATCH#- 798 CREATED BY JUDY ON 3/12/2020 RUN BY JUDY ON 3/12/2020

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25175	944	ATLANTIC BROADBAND /	000	3/13/2020	194.40	.00
25176	14	CINTAS OF RICHMOND	000	3/13/2020	486.98	.00
25177	10	DOMINION VIRGINIA POWER	000	3/13/2020	6,911.79	.00
25178	850	HAUN DAWN	000	3/13/2020	25.00	.00
25179	659	SOSMETAL PRODUCTS INC	000	3/13/2020	248.69	.00
25180	148	THE FREE LANCE STAR	000	3/13/2020	276.20	.00
25181	1002	VACORP	000	3/13/2020	329.40	.00
25182	19	VERIZON	000	3/13/2020	220.99	.00
		CLASS TOTAL			8,693.45	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,693.45	
		EPY TOTAL			.00	
		FINAL TOTAL			8,693.45	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 8,693.45- 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'L	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	G/L ACCOUNT DESC.	BATCH INV. DESCR
000000	000944	ATLANTIC BROADBAND /	2020-03	3/13/2020		4100-012410-5230-	120.20	25175		TELECOMMUNICATIONS	00799 TH
000000	000944		2020-03	3/13/2020		4520-500100-5230-	74.20	25175		TELECOMMUNICATIONS	00799 WMP
		DISC. TOTAL					.00			TOTAL	194.40
000000	000014	CINTRAS OF RICHMOND	1900958671	3/13/2020		4500-500100-6011-	41.48	25176		UNIFORMS/SAFETY EQUIP	00799 UNIFORMS
000000	000014		1900958671	3/13/2020		4520-500100-6011-	41.47	25176		UNIFORMS/SAFETY EQUIP	00799 UNIFORMS
000000	000014		1900978275	3/13/2020		4500-500100-6011-	39.85	25176		UNIFORMS/SAFETY EQUIP	00799 UNIFORMS
000000	000014		1900978275	3/13/2020		4520-500100-6011-	39.85	25176		UNIFORMS/SAFETY EQUIP	00799 UNIFORMS
000000	000014		6200262000000	3/13/2020		4500-500100-6050-	324.33	25176		METER/FIRE HYDRANTS	00799 MASTER METERS
		DISC. TOTAL					.00			TOTAL	486.98
000000	000010	DOMINION VIRGINIA POWER	2020-02	3/13/2020		4100-043100-7200-	1,021.01	25177		TOWN HALL EXPENSES	00799 TH
000000	000010		2020-02	3/13/2020		4100-043100-5110-	52.63	25177		ELECTRICITY-STREETLIGHTS	00799 MAIN ST LITERS
000000	000010		2020-02	3/13/2020		4100-043100-5110-	1,653.83	25177		ELECTRICITY-STREETLIGHTS	00799 BUT/CHASE LIGHTS
000000	000010		2020-02	3/13/2020		4100-031100-5110-	183.81	25177		ELECTRICITY	00799 RC
000000	000010		2020-02	3/13/2020		4500-500100-5110-	234.54	25177		ELECTRICITY	00799 BUTLER GRAND TANK
000000	000010		2020-02	3/13/2020		4500-500100-5110-	522.03	25177		ELECTRICITY	00799 BUT/CHASE WTR TOWE
000000	000010		2020-02	3/13/2020		4500-500100-5110-	744.84	25177		ELECTRICITY	00799 WELL #5
000000	000010		2020-02	3/13/2020		4520-500100-5110-	2,256.58	25177		ELECTRICITY	00799 WMP
000000	000010		2020-02	3/13/2020		4520-500100-5110-	17.29	25177		ELECTRICITY	00799 SCHOER CLK PMP STAT
000000	000010		2020-02	3/13/2020		4520-500100-5110-	117.33	25177		ELECTRICITY	00799 SCHOOE RD PMP STAT
000000	000010		2020-02	3/13/2020		4520-500100-5110-	87.85	25177		ELECTRICITY	00799 CHASE ST PMP STAT
000000	000010		2020-02	3/13/2020		4520-500100-5110-	20.05	25177		ELECTRICITY	00799 LACK LN PMP STAT
		DISC. TOTAL					.00			TOTAL	6,911.79
000000	000850	HAUN DAWN	0219	3/13/2020		4400-071200-1220-	25.00	25178		WINE FESTIVAL	00799 WINE FEST TICKETS
		DISC. TOTAL					.00			TOTAL	25.00
000000	000659	SOSMETAL PRODUCTS INC	1402129	3/13/2020		4520-500100-6030-	248.69	25179		PLANT & LAB SUPPLIES/CHEMICALS	00799 HYZMES & WAND
		DISC. TOTAL					.00			TOTAL	248.69
000000	000148	THE FREE LANCE STAR	20200313	3/13/2020		4100-012110-3600-	276.20	25180		ADVERTISING	00799 02/18 02/25 PHEARI
		DISC. TOTAL					.00			TOTAL	276.20
000000	001002	VACORP	2020-01	3/13/2020		4100-012110-2500-	21.11	25181		DISABILITY INSURANCE - VML	00799 HYBRID
000000	001002		2020-01	3/13/2020		4100-012410-2500-	41.02	25181		HYBRID DISABILITY INSURANCE	00799 HYBRID
000000	001002		2020-01	3/13/2020		4100-043100-2500-	26.04	25181		HYBRID DISABILITY INSURANCE	00799 HYBRID
000000	001002		2020-01	3/13/2020		4500-500100-2500-	13.91	25181		HYBRID DISABILITY INS	00799 HYBRID
000000	001002		2020-01	3/13/2020		4520-500100-2500-	61.74	25181		HYBRID DISABILITY INS	00799 HYBRID
000000	001002		2020-02	3/13/2020		4100-012110-2500-	22.17	25181		DISABILITY INSURANCE - VML	00799 HYBRID
000000	001002		2020-02	3/13/2020		4100-012410-2500-	41.72	25181		HYBRID DISABILITY INSURANCE	00799 HYBRID
000000	001002		2020-02	3/13/2020		4100-043100-2500-	26.04	25181		HYBRID DISABILITY INSURANCE	00799 HYBRID
000000	001002		2020-02	3/13/2020		4500-500100-2500-	13.91	25181		HYBRID DISABILITY INS	00799 HYBRID
000000	001002		2020-02	3/13/2020		4520-500100-2500-	61.74	25181		HYBRID DISABILITY INS	00799 HYBRID
		DISC. TOTAL					.00			TOTAL	329.40
000000	000019	VERIZON	2020-03	3/13/2020		4500-500100-5230-	15.65	25182		TELECOMMUNICATIONS	00799 ****
000000	000019		2020-03	3/13/2020		4500-500100-5230-	205.34	25182		TELECOMMUNICATIONS	00799 ****
		DISC. TOTAL					.00			TOTAL	220.99
		CHECK TOTAL					8,693.45			TOTAL	8,693.45

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25196	9999999	ABEL ALEXA	000	3/19/2020	153.56	.00
25197	9999999	AVERY MICHAEL A SR	000	3/19/2020	4.11	.00
25198	9999999	BLACKBURN ALEXANDRA	000	3/19/2020	64.63	.00
25199	9999999	CHINA INN RESTAURANT	000	3/19/2020	50.00	.00
25200	9999999	DISTASIO KENNETH	000	3/19/2020	163.14	.00
25201	9999999	HAMILTON MELINDA	000	3/19/2020	72.61	.00
25202	9999999	LANCTO KATHLEEN	000	3/19/2020	22.82	.00
25203	9999999	MERKEL NICOLE	000	3/19/2020	100.00	.00
25204	9999999	SUMMERS DOROTHY BOLECEK W	000	3/19/2020	100.00	.00
		CLASS TOTAL			730.87	.00
		ACH TOTAL			.00	
		CHECK TOTAL			730.87	
		EPY TOTAL			.00	
		FINAL TOTAL			730.87	.00

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 THE TOTAL 730.87 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACGR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH PMT	REFUNDS G/L	BATCH INV. DESCRIPTION
0000000	9999999	ABELL ALEXA	UT0020031700001	3/19/2020	N	100-000200-3500-	153.56	25196		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			153.56
0000000	9999999	AVERY MICHAEL A SR	UT0020030190001	3/19/2020	N	100-000200-3500-	4.11	25197		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			4.11
0000000	9999999	BLACKBURN ALEXANDRA	UT0020030150001	3/19/2020	N	100-000200-3500-	64.63	25198		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			64.63
0000000	9999999	CHINA INN RESTAURANT	UT0020005330001	3/19/2020	N	100-000200-3500-	50.00	25199		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			50.00
0000000	9999999	DISTASIO KENNETH	UT0020009710001	3/19/2020	N	100-000200-3500-	163.14	25200		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			163.14
0000000	9999999	HAMILTON MELINDA & KEVIN	UT0020030750001	3/19/2020	N	100-000200-3500-	72.61	25201		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			72.61
0000000	9999999	LANCTO KATHLEEN	UT0020030940001	3/19/2020	N	100-000200-3500-	22.82	25202		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			22.82
0000000	9999999	MERKEL NICOLE	UT0020030030001	3/19/2020	N	100-000200-3500-	100.00	25203		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			100.00
0000000	9999999	SUMMERS DOROTHY BOLECKE W	UT0020003440001	3/19/2020	N	100-000200-3500-	100.00	25204		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			100.00
		TOTAL					730.87	EPY PMT TOTAL			730.87

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DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25183	1039	BIG DOG AUTOMOTIVE, LLC	000	3/20/2020	150.16	.00
25184	159	C W WARTHEN COMPANY	000	3/20/2020	462.83	.00
25185	14	CINTAS OF RICHMOND	000	3/20/2020	162.65	.00
25186	1020	CONSOLIDATED PIPE & SUP	000	3/20/2020	324.33	.00
25187	1038	DIAMOND SPRINGS	000	3/20/2020	36.60	.00
25188	1052	ENCO UTILITY SERVICES FLO	000	3/20/2020	547.03	.00
25189	55	GALL'S LLC	000	3/20/2020	245.82	.00
25190	919	PRO SHRED SECURITY	000	3/20/2020	45.00	.00
25191	11	RAPPAHANNOCK ELEC COOP	000	3/20/2020	593.60	.00
25192	659	SOSMETAL PRODUCTS INC	000	3/20/2020	67.25	.00
25193	1053	TACS	000	3/20/2020	40.00	.00
25194	12	WASTE MANAGEMENT	000	3/20/2020	916.22	.00
25195	451	XEROX CORPORATION	000	3/20/2020	287.81	.00
		CLASS TOTAL			3,879.30	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,879.30	
		EPY TOTAL			.00	
		FINAL TOTAL			3,879.30	.00

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 THE TOTAL 3,879.30- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCT#	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH AMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIP
0000000	000159	BIG DOG AUTOMOTIVE, LLC	1979	3/20/2020		4100-043100-6009-	150.16	25183			EQUIPMENT/ SUPPLIES	00800 TRAILER TIRES
		DISC. TOTAL					.00					150.16
		CHECK TOTAL					150.16					
0000000	000159	C W WARTHEN COMPANY	54378	3/20/2020		4100-012110-6001-	462.83	25184			OFFICE/MEETING SUPPLIES & PH100800 TC BOOK	00800
		DISC. TOTAL					.00					
		CHECK TOTAL					462.83					
0000000	000014	CINTAS OF RICHMOND	190958671	3/20/2020		4500-500100-6011-	41.48	25185			UNIFORMS/SAFETY EQUIP	00800 ALICIA'S UNIFORMS
0000000	000014		190958671	3/20/2020		4520-500100-6011-	41.47	25185			UNIFORMS/SAFETY EQUIPMENT	00800 ALICIA'S UNIFORMS
0000000	000014		190978275	3/20/2020		4500-500100-6011-	39.85	25185			UNIFORMS/SAFETY EQUIP	00800 BILLY'S UNIFORMS
0000000	000014		190978275	3/20/2020		4520-500100-6011-	39.85	25185			UNIFORMS/SAFETY EQUIPMENT	00800 BILLY'S UNIFORMS
		DISC. TOTAL					.00					
		CHECK TOTAL					162.65					
0000000	001020	CONSOLIDATED PIPE & SUP	6200262000000	3/20/2020		4500-500100-6050-	324.33	25186			METER/FIRE HYDRANTS	00800 MASTER METERS
		DISC. TOTAL					.00					
		CHECK TOTAL					324.33					
0000000	001058	DIAMOND SPRINGS	2020-03	3/20/2020		4100-043100-7200-	24.65	25187			TOWN HALL EXPENSES	00800 WATER
0000000	001058		2020-03	3/20/2020		4100-043100-5840-	3.98	25187			MISCELLANEOUS	00800 WATER
0000000	001058		2020-03	3/20/2020		4500-500100-5840-	3.99	25187			MISCELLANEOUS	00800 WATER
0000000	001058		2020-03	3/20/2020		4520-500100-5840-	3.98	25187			MISCELLANEOUS	00800 WATER
		DISC. TOTAL					.00					
		CHECK TOTAL					36.60					
0000000	001052	ENCO UTILITY SERVICES FLO 7875	7875	3/20/2020		4500-500100-5210-	273.52	25188			MAILING COSTS	00800 2020 JAN -FEB BILL
0000000	001052		7875	3/20/2020		4520-500100-5210-	273.51	25188			MAILING COSTS	00800 2020 JAN -FEB BILL
		DISC. TOTAL					.00					
		CHECK TOTAL					547.03					
0000000	000055	GALL'S LLC	015069654	3/20/2020		4100-031100-6010-	102.93	25189			EQUIPMENT/SUPPLIES	00800 SHIRT, PANTS, BELT
0000000	000055		015130109	3/20/2022		4100-031100-6010-	142.89	25189			EQUIPMENT/SUPPLIES	00800 SHOES
		DISC. TOTAL					.00					
		CHECK TOTAL					245.82					
0000000	000919	PRO SHRED SECURITY	31051	3/20/2020		4100-012110-3140-	45.00	25190			CONTRACTED SERVICES/SHREDDING00800 2020-03	00800
		DISC. TOTAL					.00					
		CHECK TOTAL					45.00					
0000000	000011	RAPPANNOCK ELEC COOP	2020-02	3/20/2020		4100-043100-5110-	89.13	25191			ELECTRICITY-STREETLIGHTS	00800 CEDAR LN WAREHOUSE
0000000	000011		2020-02	3/20/2020		4500-500100-5110-	317.11	25191			ELECTRICITY	00800 WELL #4
0000000	000011		2020-02	3/20/2020		4500-500100-5110-	50.91	25191			ELECTRICITY	00800 TRANS HILL CEDAR L
0000000	000011		2020-02	3/20/2020		4500-500100-5110-	22.88	25191			ELECTRICITY	00800 RT 2 TOWER LTR
0000000	000011		2020-02	3/20/2020		4520-500100-5110-	26.68	25191			ELECTRICITY	00800 OAK RIDGE PMP STAT
0000000	000011		2020-02	3/20/2020		4520-500100-5110-	86.88	25191			ELECTRICITY	00800 LAKEWOOD PMP STAT
		DISC. TOTAL					.00					
		CHECK TOTAL					593.60					
0000000	000659	SOSMETAL PRODUCTS INC	1402536	3/20/2020		4520-500100-6030-	67.25	25192			PLANT & LAB SUPPLIES/CHEMICAL00800 CURB MARKING WAND	00800
		DISC. TOTAL					.00					
		CHECK TOTAL					67.25					
0000000	001053	TACS	6509	3/20/2020		4100-012410-3130-	40.00	25193			CREDIT CARD AND BANK FEES	00800 EMILY BAYLOR TACS
		DISC. TOTAL					.00					
		CHECK TOTAL					40.00					
0000000	000012	WASTE MANAGEMENT	270783502817	3/20/2020		4520-500100-3180-	916.22	25194			SLUDGE REMOVAL	00800 SLUDGE
		DISC. TOTAL					.00					
		CHECK TOTAL					916.22					
0000000	000451	XEROX CORPORATION	099583759	3/20/2020		4100-012410-3310-	287.81	25195			OFFICE EQUIPMENT	00800 2020-02
		DISC. TOTAL					.00					
		CHECK TOTAL					287.81					
		DISC. TOTAL					.00					
		CHECK TOTAL					3,879.30					
		DISC. TOTAL					.00					
		CHECK TOTAL					3,879.30					



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

AGENDA ITEM: Minutes – March 5, 2020 Town Council Meeting
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Transcribed Minutes from the March 5, 2020 Town Council Meeting.

ATTACHMENTS:

Minutes and bills approved at the 3/5/2020 meeting

REQUESTED ACTION:

Approve Minutes.

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

M I N U T E S

**Thursday March 05, 2020
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PRESENT:

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

ABSENT:

Mayor Jason Satterwhite

The Vice-Mayor call the meeting to order and noted a quorum was present. The Pledge of Allegiance was recited and Rabbi DaSilva gave an invocation.

Motion made by Council Member Howard, Seconded by Council Member Davis to allow Council Member Howard to chair the meeting during the Public Hearing.

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

Motion passed.

Vice -Mayor M. Gaines turned the meeting over to Council Member Howard.

ZP-2019-027 Special Use Permit Application made by Pamela Weldon for mixed use development at 333 N. Main Street - originally schedule to be discussed under Unfinished Business, this item was moved to the top of the agenda.

The Town Manager read proposed conditions to the Special Use Permit. Ms. Weldon, applicant, answered questions from Council. The Town Attorney recommended amendments to the Town Manager's proposed conditions.

The final recommended conditions were as follows:

1. *Eight parking spaces and access driveways shall be of an all-weather surface or crushed stone and shall be graded and drained to dispose of surface water. However, no surface water from any parking area shall be permitted to drain onto adjoining property. (See attached photo.)*
2. *A Certificate of Occupancy from the Caroline County Building Official be provided to the Town of Bowling Green Zoning Administrator and attached to SUP ZP-2019-0027.*
3. *All signs must comply with the R-1 requirements.*
4. *The only outdoor displays allowed are the (front) 1850's Cannon, 1870's Wagon, two Concrete Deer, three antique school/church bells and (side) displays as requested adjacent to the parking lot.*

*The front and side yards and front porch of the house must be kept clear of antiques and/or displays.
(See attached photos.)*

5. *All inventory stored outside the residence must be in an enclosed structure or behind a screening fence approved by the zoning administrator.*
6. *Days and hours of operation are restricted to Friday, Saturday, Sunday and Mondays 9 AM to 5 PM.*
7. *Provide ADA compliant ramps to the entrance of the house.*
8. *Applicant is responsible for recordation of these conditions with the Caroline County Clerk of Circuit Court.*
9. *Property must comply with all local, state and Federal requirements.*
10. *All Conditions must be met within one year.*

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to approve ZP-2019-027 Special Use Permit Application by Pamela Weldon to allow for mixed use (antique store) at 333 N. Main Street, with conditions as amended.

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

Motion passed.

PUBLIC HEARINGS:

Annual Review of SUP ZP-2018-010 - The annual review of the Special Use Permit issued to Mark and Tammie Gaines to allow for small events at Magnolia Morning Suites Bed and Breakfast located at 115 E. Broaddus Ave. was open for public comment.

Tammie Gaines - owner, 115 E. Broaddus Ave. - Ms. Gaines spoke about being a supporter of local businesses and how she was abiding by the conditions set forth in the special use permit.

David Lipscomb - thanked Ms. Gaines for supporting his wife's small business.

Council discussed serving alcohol at the location and street parking on E. Broaddus Ave.

No action was required on this matter.

The meeting was turned back over to Vice-Mayor M. Gaines.

PUBLIC COMMENTS:

The Town Attorney noted that the Port Royal Town Manager Allison Finchum was present in the audience. Council welcomed her and thanked her for attending.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

- Bowling Green Police Monthly Report to Council February 2020
- Public Works and Utilities Monthly Report to Council February 2020
- Events & Economic Dev. Coordinator's Council Monthly Report February 2020
- Town Clerk/Treasurer's Monthly Report to Council February 2020
- Town Manager's Monthly Report to Council January February 2020

CONSENT AGENDA:

The following items were presented to Council:

- February 2020 Bills (attached to these minutes)
- February 6, 2020 Town Council Meeting Minutes

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to approve the Consent Agenda items. Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member McDearmon, Council Member Wright.

UNFINISHED BUSINESS:

Code of Ethics - The Town Attorney read the proposed amendments to the Code of Ethics presented at the February meeting. Council discussed the items and, upon a consensus, Council recommended the following changes be made:

Remove:

13. Promptly share all information/documents related to the transaction of public business with my fellow Council members.

15. Refrain from engaging in any behavior that could negatively affect my ability to serve on the Town Council or could bring negative attention to the Town of Bowling Green.

The Town Attorney stated that she would revise the proposed Code of Ethics and present to Council for approval at the next Council Meeting.

NEW BUSINESS:

Policy on Firearms in Town Vehicles - Council discussed the proposed policy.

Motion made by Council Member McDearmon, Seconded by Council Member Wright.

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

Motion passed.

Architectural Review Board - The Town Attorney presented a memo and supporting documentation to Council. Her recommendation was to perform a more deliberate study on forming an architectural review board and its impact on the Town. She suggested that help from a professional planner would be beneficial and offered to solicit proposals from qualified planners.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council Member T. Gaines – on behalf of the Utilities, Streets, Sidewalks, and Facilities Committee announced that VDOT has plans to repair sidewalks in the Spring. She also noted that she attended a Virginia Rural Water Association workshop on utility operations.

Council Member Howard - stated that the Budget, Policy, Ordinance, and Personnel Committee met

and discussed upcoming large ticket items that are needed at the Waste Water Treatment Plant. Also discussed were window and door replacement at 109 Courthouse Lane, and painting curbs.

Council Member Davis – read a note received from the Haley family thanking the Town for sending flowers upon the passing of Scott Haley.

Vice-Mayor M. Gaines - Asked the Utilities, Streets, Sidewalks, and Facilities Committee to address bumpy surface of Anderson Ave. with VDOT. he stated that several new businesses were coming to Town including an art studio/gift shop and a new hair salon. He noted that the old Martin-Sale Furniture building and Napa building had recently been purchased and would soon be occupied.

Council member Wright - had no comment.

Council Member McDearmon - stated that the EDA was working with Caroline County to produce marketing material for the Route 301 corridor.

Council Member Coyle – stated that the Planning Commission met with the George Washington Regional Commission on future land use and the Town's VDOT Smart Scale Application.

The Town Attorney stated that with spread of the Coronavirus Council may want to explore tools to facilitate remote participation in meetings and consider tweaking the telephonic participation policy at the April meeting.

INFORMATIONAL ITEMS:

Special Event Notification : Bowling Green History Run - The race will be held on April 18th and replace the annual Festival of Feet race.

CLOSED SESSION:

Motion made by Vice-Mayor M Gaines, Seconded by Council Member T. Gaines to enter into Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1) for the purpose of discussing the performance and discipline of the Police Chief and a Public Works employee.

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

Motion passed.

RECONVENE IN OPEN SESSION

Motion made by Council Member McDearmon, Seconded by Council Vice-Mayor Gaines to reconvene in Open Meeting. Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member McDearmon, Council Member T. Gaines, Council Member Howard, Council Member Wright.

Motion passed.

CERTIFICATION:

Council certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act 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.

Vice-Mayor M. Gaines.....	Yes	Council Member McDearmon.....	Yes
Council Member Wright.....	Yes	Council Member Davis.....	Yes
Council Member Coyle.....	Yes	Council Member Howard.....	Yes
Council Member T. Gaines.....	Yes		

No action was taken.

ADJOURNMENT

Motion made by Council Member McDearmon, Seconded by Council Member Wright to adjourn.
Voting Yea: Vice-Mayor Gaines, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member McDearmon, Council Member Howard, Council Member Wright.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25084	1063	ALACRITI PAYMENTS, LLC	000	2/07/2020	38.54	.00
25085	944	ATLANTIC BROADBAND	000	2/07/2020	194.40	.00
25086	600	BENNETT DEBORAH T	000	2/07/2020	140.00	.00
25087	159	C W WARTHEN COMPANY	000	2/07/2020	138.78	.00
25088	897	CINTAS CORPORATION	000	2/07/2020	525.45	.00
25089	679	DAVID L BROOKS HAULING &	000	2/07/2020	13,741.78	.00
25090	125	E M GRAY & SON	000	2/07/2020	981.12	.00
25091	850	HAUN DAWN	000	2/07/2020	75.00	.00
25092	898	JAMES MARY	000	2/07/2020	105.00	.00
25093	722	PACHELO KRISTIN M	000	2/07/2020	140.00	.00
25094	1043	STATE OF ESCAPE, LLC	000	2/07/2020	160.00	.00
25095	291	USA BLUE BOOK	000	2/07/2020	309.29	.00
25096	19	VERIZON	000	2/07/2020	220.99	.00
25097	256	VERIZON WIRELESS	000	2/07/2020	432.79	.00
25098	12	WASTE MANAGEMENT	000	2/07/2020	7,576.55	.00
25099	930	WEBB EMILY	000	2/07/2020	280.00	.00
		CLASS TOTAL			25,059.69	.00
		ACH TOTAL			.00	
		CHECK TOTAL			25,059.69	
		EPY TOTAL			.00	
		FINAL TOTAL			25,059.69	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 25,059.69- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25100	979	CAROLINE COUNTY HEALTH DE	000	2/14/2020	121.29	.00
25101	999999	CAROLINE FIRE & RESCUE	000	2/14/2020	150.00	.00
25102	10	DOMINION VIRGINIA POWER	000	2/14/2020	6,793.88	.00
25103	999999	RAPPANNOCK ELECTRIC COO	000	2/14/2020	150.00	.00
25104	999999	ROCK DARNELL	000	2/14/2020	50.00	.00
25105	148	THE FREE LANCE STAR	000	2/14/2020	373.00	.00
25106	700	TREASURER OF VIRGINIA	000	2/14/2020	40.00	.00
25107	44	VUPS	000	2/14/2020	39.90	.00
25108	12	WASTE MANAGEMENT	000	2/14/2020	834.47	.00
25109	1049	MEX BANK	000	2/14/2020	903.12	.00
25110	451	XEROX CORPORATION	000	2/14/2020	261.12	.00
25111	955	ZERBE'S MOVING & DELIVERY	000	2/14/2020	125.00	.00
		CLASS TOTAL			9,841.78	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,841.78	
		EPY TOTAL			.00	
		FINAL TOTAL			9,841.78	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 9,841.78- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25115	18	A & M HOME CENTER	000	2/28/2020	162.56	.00
25116	600	BENNETT DEBORAH T	000	2/28/2020	105.00	.00
25117	999999	CAROLINE CHAPTER NO 174	0	2/28/2020	150.00	.00
25118	536	CAS SEVERN	000	2/28/2020	113.00	.00
25119	897	CINTAS CORPORATION	000	2/28/2020	123.29	.00
25120	14	CINTAS OF RICHMOND	000	2/28/2020	849.27	.00
25121	999999	COYTE VALARIE	000	2/28/2020	174.82	.00
25122	1058	DIAMOND SPRINGS	000	2/28/2020	73.35	.00
25123	1052	ENCO UTILITY SERVICES FLO	000	2/28/2020	7.00	.00
25124	234	ENVIROCOMPLIANCE LAB INC	000	2/28/2020	1,290.00	.00
25125	234	ENVIROCOMPLIANCE LAB INC	000	2/28/2020	270.00	.00
25126	636	ENVIRONMENTAL RESOURCE	000	2/28/2020	110.72	.00
25127	28	G & G MILFORD FARM SERV.	000	2/28/2020	167.25	.00
25128	999999	GAINES TAMMIE	000	2/28/2020	40.25	.00
25129	898	JAMES MARY	000	2/28/2020	140.00	.00
25130	546	JOHNSON'S EXTERMINATING	000	2/28/2020	1,314.00	.00
25131	999999	LEWIS MELISSA	000	2/28/2020	204.70	.00
25132	179	LUCK STONE CORPORATION	000	2/28/2020	474.54	.00
25133	48	MTD-ATLANTIC LAB	000	2/28/2020	455.00	.00
25134	722	PACHELLO KRISTIN M	000	2/28/2020	140.00	.00
25135	919	PRO SHRED SECURITY	000	2/28/2020	45.00	.00
25136	11	RAPPANNOCK ELEC COOP	000	2/28/2020	639.61	.00
25137	880	RETD ENGINEERING CO INC	000	2/28/2020	11,856.20	.00
25138	25	RUTHERFORD JANITOR SUPPLY	000	2/28/2020	141.82	.00
25139	659	SOSMETAL PRODUCTS INC	000	2/28/2020	284.54	.00
25140	54	SOUTHERN POLICE EQUIP CO	000	2/28/2020	195.92	.00
25141	653	STEMMLE PLUMBING REPAIR	000	2/28/2020	3,720.00	.00
25142	930	WEBB EMILY	000	2/28/2020	245.00	.00
25143	878	WHITE OAK ELECTRIC	000	2/28/2020	11,394.79	.00
		CLASS TOTAL			34,887.64	.00
		ACH TOTAL			.00	
		CHECK TOTAL			34,887.64	
		EPY TOTAL			.00	
		FINAL TOTAL			34,887.64	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 34,887.64- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



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

AGENDA ITEM: FY 2020 Proposed Budget, Tax Rates and Utility Rates
ITEM TYPE: Presentation
PURPOSE OF ITEM: Information Only
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The budget was prepared in consultation with the Budget Committee with the following assumptions:

- Tax and utility rates only increased where required.
- Business license and bank franchise tax revenues decreased from this year's level due to the current business environment (taxes based on calendar year vs. fiscal year).
- Continue to make our compensation & benefits competitive to retain our trained and experienced work force.

Highlights include:

- Water Rate increase of 10%.
- Trash Collection increase of 3%
- Special District tax rate of \$0.92/\$100
- All other tax rates remain the same.
- Adopt County Health Insurance employee match schedule.
- Fund a FY 2021 Compensation Plan of a one-time payment of 3% to each employee, including contract employees, as of July 1, 2020 payable in December of 2020.

ATTACHMENTS:

Proposed FY 2020 Budget Presentation
Proposed FY 2020 Budget Summary
Proposed Tax and Utility Rates

REQUESTED ACTION:

None

**TOWN OF
BOWLING GREEN
FY 2021
PROPOSED BUDGET
APRIL 2020**

Assumptions

- Tax and utility rates only increased where required.
- Business license and bank franchise tax revenues decreased from this year's level due to the current business environment (taxes based on calendar year vs. fiscal year).
- Continue to make our compensation & benefits competitive to retain our trained and experienced work force.

Highlights

- **Water Rate increase of 10%.**
- **Trash Collection increase of 3%**
- **Special District tax rate of \$0.92/\$100**
- **All other tax rates remain the same.**
- **Adopt County Health Insurance employee match schedule.**
- **Fund a FY 2021 Compensation Plan of a one-time payment of 3% to each employee, including contract employees, as of July 1, 2020 payable in December of 2020.**

Revenues

	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
General Funds	\$1,060,637	\$1,111,128	\$1,185,256	\$74,128
Other Funds (Net of General Fund Transfers)				
FUND #300 CIP	\$2,309,785	\$0	\$0	\$0
FUND #320 Economic Development Authority (Fund Balance)	\$21,405	\$28,595	\$0	(\$28,595)
FUND #400 Events and Activities	\$43,859	\$39,000	\$38,450	(\$550)
FUND #420 Debt Service	\$51,573	\$34,000	\$34,269	\$269
FUND #500 Water	\$367,735	\$397,388	\$441,130	\$43,742
FUND #520 Sewer	\$338,842	\$422,250	\$425,267	\$3,017
Total Other Funds	\$3,133,199	\$908,912	\$939,115	\$17,882

TOTAL REVENUE ESTIMATES

\$4,193,836

\$2,020,040

\$2,124,371

\$92,010

Direct General Fund Expenditures

	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds				
Council And Manager's Office	\$174,982	\$275,169	\$275,198	\$29
Clerk/Treasurer	\$203,119	\$211,874	\$257,176	\$45,302
Police Department	\$125,482	\$131,581	\$143,681	\$12,100
Donations	\$12,000	\$13,000	\$12,000	(\$1,000)
Public Works	\$327,825	\$289,055	\$299,470	\$10,415
Total Direct General Fund Expenditures	\$843,408	\$920,678	\$987,524	\$66,846

General Fund Transfers

	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #300 Capital Project Fund	\$60,000	\$0	\$0	\$0
FUND #320 Economic Development Authority	\$0	\$0	\$10,000	\$10,000
FUND #400 Events and Activities	\$52,450	\$6,000	\$6,000	\$0
FUND #420 Debt Service	\$145,807	\$182,000	\$181,731	(\$269)
FUND #500 Water	\$0	\$0	\$0	\$0
FUND #520 Sewer	\$120,000	\$0	\$0	\$0
Total General Fund Transfers	\$378,257	\$187,500	\$197,731	\$9,731

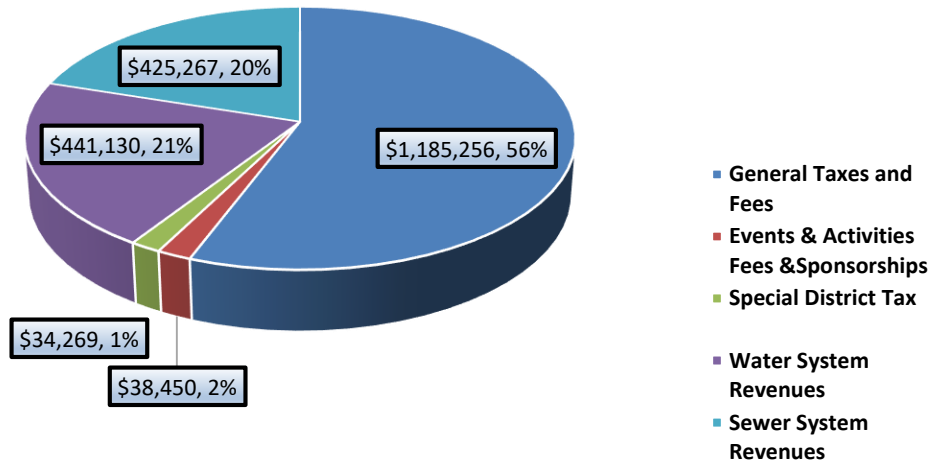
Other Funds Expenditures

	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #300 Capital Project Fund	\$2,115,908	\$0	\$0	\$0
FUND #320 Economic Development Authority	\$32,485	\$17,515	\$10,000	(\$7,515)
FUND #400 Events and Activities	\$96,309	\$44,450	\$44,450	\$0
FUND #420 Debt Service	\$197,380	\$216,000	\$216,000	\$0
FUND #500 Water Operations	\$367,735	\$397,388	\$441,131	\$43,743
FUND #520 Sewer Operations	\$458,842	\$422,250	\$425,267	\$3,017
Total Other Funds	\$3,268,659	\$1,097,603	\$1,136,847	\$39,244

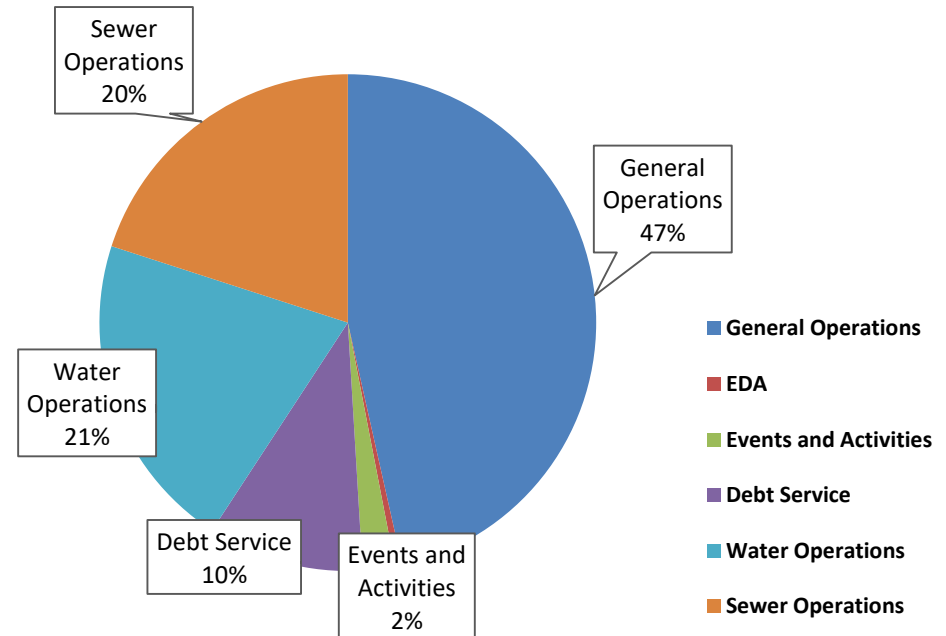
Revenues & Expenditures

Where They Come From & Where They Go

FY 2021 Revenues



FY 2021 Expenditures



Proposed Fiscal Year 2021 Budget Summary

REVENUES AND EXPENDITURES SUMMARY	
TOTAL TOWN BUDGET REVENUES (Net of Transfers)	\$2,124,371
TOTAL TOWN BUDGET NET EXPENDITURES	\$2,124,371
UNASSIGNED FUND BALANCE SUMMARY	
*Projected Beginning General Fund Unassigned Fund Balance - July 1, 2020	\$379,612
Projected Use of Fund Balance	<u>\$95,821</u>
Projected Ending General Fund Unassigned Fund Balance - June 30, 2021	\$283,791
* The Unassigned Fund Balance will grow by \$145,191 in FY 2020. This amount considers a 50% decrease in meals tax revenues for the period March - July.	

Next Steps

- **Budget Work Session - April 21, 2020**
- **Budget Hearing - May 7, 2020**
- **Publish Tax, Water & Sewer Rate Ordinance – May 12, 2020 & May 19, 2020**
- **Adopts Budget – June 4, 2020**
- **Adopt Rates and Appropriate FY 2021 Spending - June 4, 2020**

**TOWN OF BOWLING GREEN, VIRGINIA
PROPOSED FY 2021 BUDGET**

REVENUE ESTIMATES	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds				
Real Estate	\$143,550	\$141,500	\$141,500	\$0
RT 301 Special Tax	\$6,040	\$0	\$0	\$0
Public Service	\$3,381	\$4,500	\$4,000	(\$500)
Personal Property	\$57,377	\$55,500	\$52,500	(\$3,000)
Penalty & Interest	\$14,547	\$14,000	\$6,000	(\$8,000)
Revenue From Use Of Money	\$0	\$1,000	\$5,000	\$4,000
Refuse Collection	\$83,221	\$86,700	\$89,301	\$2,601
Sales Tax	\$21,937	\$32,000	\$32,000	\$0
Consumer Utility Tax	\$33,624	\$30,000	\$30,000	\$0
Business License	\$79,066	\$85,000	\$68,000	(\$17,000)
Vehicle License & Registration Fees	\$27,067	\$27,650	\$27,000	(\$650)
Bank Stock Tax	\$174,167	\$150,000	\$225,000	\$75,000
Transient Occupancy Tax	\$3,611	\$4,500	\$4,500	\$0
Meals Tax	\$229,395	\$230,000	\$235,000	\$5,000
Permits, Fees And Licenses	\$3,305	\$3,000	\$3,000	\$0
Fines and Forfeitures	\$44,199	\$43,100	\$43,100	\$0
Rentals	\$27,160	\$26,000	\$26,000	\$0
Other Miscellaneous Revenue	\$3,191	\$2,100	\$2,100	\$0
VA Police Funding	\$24,520	\$23,000	\$24,500	\$1,500
PPTRA State Reimbursement	\$21,908	\$22,000	\$21,900	(\$100)
Communications Tax	\$35,057	\$40,000	\$38,000	(\$2,000)
Grants	\$1,034	\$1,034	\$1,034	\$0
VA Fire Program	\$10,000	\$10,000	\$10,000	\$0
Use of Fund Balance	\$10,115	\$78,544	\$95,821	\$17,277
Contingencies	\$3,165	\$0	\$0	\$0
Total General Funds	\$1,060,637	\$1,111,128	\$1,185,256	\$74,128
Other Funds (Net of Transfers)				
FUND #300 CIP	\$2,309,785	\$0	\$0	\$0
FUND #320 Economic Development Authority (Fund Balance)	\$21,405	\$28,595	\$0	(\$28,595)
FUND #400 Events and Activities	\$43,859	\$39,000	\$38,450	(\$550)
FUND #420 Debt Service	\$51,573	\$34,000	\$34,269	\$269
FUND #500 Water	\$367,735	\$397,388	\$441,130	\$43,742
FUND #520 Sewer	\$338,842	\$422,250	\$425,267	\$3,017
Total Other Funds	\$3,133,199	\$908,912	\$939,115	\$17,882
TOTAL REVENUE ESTIMATES	\$4,193,836	\$2,020,040	\$2,124,371	\$92,010
EXPENDITURE ESTIMATES	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds				
Council And Manager's Office	\$174,982	\$275,169	\$275,198	\$29
Clerk/Treasurer	\$203,119	\$211,874	\$257,176	\$45,302
Police Department	\$125,482	\$131,581	\$143,681	\$12,100
Donations	\$12,000	\$13,000	\$12,000	(\$1,000)
Public Works	\$327,825	\$289,055	\$299,470	\$10,415
Total Direct General Fund Expenditures	\$843,408	\$920,678	\$987,524	\$66,846
GENERAL FUND TRANSFERS				
FUND #300 Capital Project Fund	\$60,000	\$0	\$0	\$0
FUND #320 Economic Development Authority	\$0	\$0	\$10,000	\$10,000
FUND #400 Events and Activities	\$52,450	\$6,000	\$6,000	\$0
FUND #420 Debt Service	\$145,807	\$182,000	\$181,731	(\$269)
FUND #500 Water	\$0	\$0	\$0	\$0
FUND #520 Sewer	\$120,000	\$0	\$0	\$0
Total General Fund Transfers	\$378,257	\$187,500	\$197,731	\$9,731
OTHER FUND EXPENDITURES				
FUND #300 Capital Project Fund	\$2,115,908	\$0	\$0	\$0
FUND #320 Economic Development Authority	\$32,485	\$17,515	\$10,000	(\$7,515)
FUND #400 Events and Activities	\$96,309	\$44,450	\$44,450	\$0
FUND #420 Debt Service	\$197,380	\$216,000	\$216,000	\$0
FUND #500 Water Operations	\$367,735	\$397,388	\$441,131	\$43,742
FUND #520 Sewer Operations	\$458,842	\$422,250	\$425,267	\$3,017
Total Other Funds	\$3,268,659	\$1,097,603	\$1,136,847	\$39,244
SUMMARY				
TOTAL EXPENDITURE ESTIMATES (Net of General Fund Transfers)		\$2,124,371		
TOTAL TOWN BUDGET REVENUES (Net of General Fund Transfers)		\$2,124,371		
UNASSIGNED FUND BALANCE SUMMARY				
*Beginning General Fund Unassigned Fund Balance - July 1, 2020		\$379,612		
Use of General Fund Balance		\$95,821		
Ending General Fund Unassigned Fund Balance - June 30, 2021		\$283,791		

* The Unassigned Fund Balance will grow by \$145,191 in FY 2020. This amount considers a 50% decrease in meals tax revenues for the period March - July.

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

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 (current \$0.74/\$100)	\$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
Schedule**

RESIDENTIAL			COMMERCIAL			COMMERCIAL			RESIDENTIAL			COMMERCIAL			COMMERCIAL		
In-Town Proposed			In-Town Proposed			Out-of-Town Proposed			In-Town Current			In-Town Current			Out-of-Town Current		
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	\$36.47	\$86.53	0-5,000	\$36.47	\$93.48	0-5,000	\$72.94	\$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	\$1.85	\$4.39	5,001-10,000	\$2.04	\$5.21	5,001-10,000	\$4.07	\$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	\$1.95	\$4.62	10,001-20,000	\$2.10	\$5.40	10,001-20,000	\$4.21	\$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	\$2.04	\$4.82	20,001-30,000	\$2.18	\$5.58	20,001-30,000	\$4.35	\$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	\$2.10	\$5.00	30,001-40,000	\$2.28	\$5.83	30,001-40,000	\$4.54	\$7.01
Out-of-Town Current			40,001-50,000	\$2.34	\$6.02	40,001-50,000	\$4.72	\$7.23	Out-of-Town Proposed			40,001-50,000	\$2.34	\$6.02	40,001-50,000	\$4.72	\$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	\$2.43	\$6.24	50,001-100,000	\$4.84	\$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	\$72.94	\$97.80	100,001 & Up	\$2.50	\$6.39	100,001 & Up	\$4.99	\$7.68
5,001-10,000	\$3.71	\$4.96							5,001-10,000	\$3.71	\$4.96						
10,001-20,000	\$3.89	\$5.22							10,001-20,000	\$3.89	\$5.22						
20,010-30,000	\$4.07	\$5.45							20,010-30,000	\$4.07	\$5.45						
30,001 & Up	\$4.21	\$5.65							30,001 & Up	\$4.21	\$5.65						

Solid Waste Collection Bi-Monthly Rate Schedule (In Town Only)

Residential Rates: current: \$31.61

proposed: \$32.56

Commercial Rates: current: \$24.97 bimonthly/per cubic yard

proposed: \$25.72 bimonthly/per cubic yard



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

AGENDA ITEM: Water Project Interim Lender RFP
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - Resolution
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The Town has secured a Letter of Conditions for permanent funding for improvements to the Town's water system from the United States Department of Agriculture, Rural Development ("RD") in the form of a loan not to exceed \$5,693,000 and grants not to exceed \$1,602,000, for a total long-term financing package of \$7,295,000. The loan from RD will be evidenced by the Town's revenue bond which will be payable solely from revenues of the Town's water system. RD requires the Town to obtain interim financing for project costs if it can obtain the financing on reasonable rates and terms. The interim loan would be paid off by the RD permanent long-term financing on or about June 15, 2020, when the project has been completed.

ATTACHMENTS:

Water Project Interim Lender RFP
Interim Financing Lender List

REQUESTED ACTION:

Approve issuing.

Town of Bowling Green, Virginia
Request for Proposals for Interim Financing
April 3, 2020

The Town of Bowling Green, Virginia (the “Town”) is soliciting proposals from financial institutions to provide an interim loan to finance costs of capital improvements to the Town’s water system. Details regarding the project, program specifications, and requirements for the submission of the proposal are highlighted below.

I. Project Information

This project consists of capital improvements to the Town’s water system, including replacement of water lines and meters and well modifications.

The Town has secured a Letter of Conditions for permanent funding of the project from the United States Department of Agriculture, Rural Development (“RD”) in the form of a loan not to exceed \$5,693,000 and grants not to exceed \$1,602,000, for a total long-term financing package of \$7,295,000. The loan from RD will be evidenced by the Town’s revenue bond which will be payable solely from revenues of the Town’s water system. RD requires the Town to obtain interim financing for project costs if it can obtain the financing on reasonable rates and terms. The interim loan would be paid off by the RD permanent long-term financing on or about June 15, 2020, when the project has been completed.

II. Loan Terms

Not to Exceed Amount: \$5,693,000

Term: 36 months. It is the Town’s intention that this loan will be paid off by the RD long term financing on or about June 15, 2023.

Payments: The Town desires quarterly or semiannual payments of interest, with all principal and unpaid interest due at maturity. Proposals should specify what payment period is required.

Interest Rate: Fixed or Variable (Propose One or Both Options)

Interest Calculation: 30/360 day count.

Optional Prepayment: Please specify your ability to allow prepayment at any time without penalty or premium or provide the Town with the shortest call option with the lowest premium.

Tax Treatment: The Town anticipates interest on the loan could be exempt from federal and Virginia state income taxes. The Town may designate the note, if tax exempt, as a qualified tax-exempt obligation for purposes of bank qualification. Proposals should state what the

proposed interest rate for (a) a tax-exempt non-bank qualified note, (b) a tax-exempt, bank qualified note, and (c) a taxable note.

Source of Repayment: The loan will be evidenced by the Town's bond anticipation note, payable solely from the revenues of the Town's water system and the proceeds of the RD permanent financing. **The note will not create or constitute a general obligation of or a pledge of the faith and credit of the Commonwealth of Virginia or any county, city, town or other political subdivision of the Commonwealth, including the Town.**

Private Placement: Proposals are requested for a private placement only. The successful bidder will be expected to provide a letter in form satisfactory to the Town regarding the qualifications of the lender and stating that the note is being purchased as an investment with no intention of sale or distribution. No formal offering material will be prepared.

Draws: The Town anticipates requesting multiple advances during construction of the project and interest will accrue only on the amounts advanced. Advances will be made only upon written approval of the Town and RD.

Bond Counsel: Spilman, Thomas and Battle, PLLC as Bond Counsel to the Town will prepare all documents associated with the financing (unless otherwise agreed among the financial institution, the Town, and respective counsel).

Other: The Town reserves the right to review and negotiate all other additional business points of the transaction and any major points of interest should be addressed in your proposal.

III. Submission of Proposals

All proposals are due no later than noon on April 28, 2020.

Proposals are to be submitted to:

Town of Bowling Green
Attention: Melissa Lewis, Treasurer
117 Butler Street
PO Box 468
Bowling Green, VA 22427

Proposals should specify at a minimum the following information:

- The name, street address, telephone number, fax number, and email address for the Proposer's primary contact person for the transaction.
- The term of the financing.
- The fixed or variable interest rate of the financing (taxable and tax exempt)
- A list of all additional costs to be associated with this transaction, including origination or placement fees, counsel fees, and other expenses. State whether such costs have a minimum or maximum level and how such costs are calculated.
- A clear and complete statement of whether there are any conditions to the closing of the transaction other than preparation of acceptable documentation.
- A statement addressing the law firm, if any, the Proposer wishes to use as its legal counsel for the financing.
- Any Prepayment Fee required if the loan is paid off early.

The Town reserves the right to request additional information from the proposers and reserves the right to reject all proposals and waive any irregularity or informality. Although the selection will be based substantially on lowest total financing cost (including both interest cost and upfront fees and expense, if any), the Town reserves the right to select the proposal that best meets the needs of the Town.

After receipt of proposals, the Town officers may engage in further discussions with selected proposers to define the most appropriate structure to meet the Town's needs.

The Town expects to select a proposal by May 7, 2020, and to close the interim financing by June 15, 2020, subject only to the terms stated in the proposal. The proposer shall have no right to withdraw a proposal that has been accepted prior to such date, or a later closing date, except in accordance with any terms or conditions stated in this request or in the proposal.

Spilman, Thomas and Battle, PLLC is serving as Bond Counsel to the Town in connection with the financing. By submitting a proposal, each proposer represents that it understands that Spilman, Thomas and Battle, PLLC in its capacity as Bond Counsel represents the Town, and the successful proposer agrees to waive any conflict of interest that Spilman, Thomas and Battle, PLLC's involvement in the financing might present.

Thank you for your support of the Town and this financing. We look forward to your response.

Interim Lender List

CoBank in Colorado:

Julia McCusker, Vice ~~President~~ President (WW no limit)
303.694.5858
jmccusker@cobank.com

AgStar in MN: ~~---~~ (CF no limit, need at least 90 days)

Bob Madsen, Vice President - Rural Capital Network
Direct 507-344-5006, Mobile 507-381-4455
bob.madsen@AgStar.com

First Bank and Trust in Abingdon: (CF or WW up to \$15M)

William Hayter, CEO
276.623.2265
hayter@firstbank.com
Raleigh Hayter, Chief Credit Officer
rhayter@firstbank.com

First Bank and Trust in Harrisonburg: (CF or WW up to \$22M)

Jon Sayre
540-434-0671
jsayre@firstbank.com

Virginia Community Capital: (CF or WW up to \$4.5M)

Wayne Waldrop, SVP
804.793.0986
wwaldrop@vcca.org

Virginia National Bank in Charlottesville: (Limited CF only-No maximum)

Kelly Potter, Senior VP
434.817.7489
kelly.potter@vnb.com

Bank of The James: (CF or WW up to \$7.5M)

Thomas Rea, President
540.478.5808
tre@bankofthejames.com

Atlantic Union Bank in Harrisonburg: ~~---~~ (CF or WW up to \$60M)

Greg Godsey, Senior VP
540-564-8280
gregory.godsey@bankatunion.com probably now Gregory.godsey@atlanticunionbank.com

Carter Bank & Trust in Lynchburg: CF or WW up to \$71M)

Dawn H. DeHart, Senior VP
434-845-0816
Dawn.DeHart@CarterBankandTrust.com

Truist Bank (BB&T) in Harrisonburg: (CF or WW)

Chris Ellis, Senior Vice President/Marketing President
540-801-1246
Christopher.Ellis@BBandT.com

Live Oak Bank (CF or WW up to \$500M)

Matt Peeler, VP, Head of Water & Enviro. Programs
Direct: 910-338-3374
matt.peeler@liveoak.bank

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

AGENDA ITEM: Water System Project Owner and Engineer Agreement

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Webb Engineering will be providing services for the water distribution system upgrade project. They have submitted an engineering agreement that has been reviewed and approved by USDA Rural Development. Engineer's service covered under the agreement include preparation of plans and specs; replacement and relocation of meters; preparation of asbuilt survey of the water system, valves, hydrants, and meters; modification of wells; engineer service associated with topographic field study to include existing utilities; preparation of contract bidding documents; and preparation of easements and plats.

ATTACHMENTS:

None.

REQUESTED ACTION:

Authorize Town Manager to accept and sign Agreement Between Owner and Engineer.