



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**A G E N D A**

**Thursday, February 06, 2020  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

**PUBLIC HEARINGS:**

- [1.](#) O-2020-001 – Ordinance giving Town Manager Authority to regulate parking

**DELEGATIONS:**

**PUBLIC COMMENTS:**

**STAFF REPORTS & PRESENTATIONS:**

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

**CONSENT AGENDA:**

- [7.](#) January 2020 Bills
- [8.](#) Minutes – December 2, 2019 Town Council Special Meeting
- [9.](#) Minutes – January 2, 2020 Town Council Meeting
- [10.](#) Wellhead Protection Grant
- [11.](#) Approval of Amended Job Description - WWTP Operator III

**UNFINISHED BUSINESS:**

- [12.](#) Consideration of EDA Appointment

**NEW BUSINESS:**

- [13.](#) Code of Ethics
- [14.](#) WITHDRAWN - Sewer Connection at 240 N. Main St
- [15.](#) Amended Budget Meeting Schedule
- [16.](#) Review of ZP-2018-010 Magnolia Morning / Small Intimate Weddings

**REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

**INFORMATIONAL ITEMS:**

- [17.](#) Corrected 2020 Planning Commission Schedule
- [18.](#) Artism by Joey Grand Opening Invite
- [19.](#) Special Event Notification – Mayberry Days

**CLOSED SESSION:**

**RECONVENE IN OPEN SESSION**

**ADJOURNMENT**



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

**AGENDA ITEM:** O-2020-001 – Ordinance giving Town Manager Authority to regulate parking

**ITEM TYPE:** Public Hearing - Duly Advertised

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Andrea Erard, Town Attorney

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

At its December meeting, Council asked that the Town Manager be given authority to administratively restrict parking.

**ATTACHMENTS:**

Proposed Ordinance O-2020-001 – Ordinance giving Town Manager Authority to regulate parking.

**REQUESTED ACTION:**

Adopt ordinance.

**Town of Bowling Green, Virginia**  
**Notice of Public Hearing**

The **Bowling Green Town Council** will conduct a public hearing on Thursday February 6, 2020 at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street. The purpose of the hearing is for the Town Council to receive public comment on and consider **Ordinance Number O-2020-001 - an ordinance adding Sec 4-411. Restricted And No-Parking Areas Generally; Powers Of Town Manager. to Town Code.** The purpose of this ordinance is to amend the Bowling Green Town Code to give the Town Manager the authority to administratively enforce rules and regulations for parking.

The Town Council will take action on this matter after the hearing. The complete ordinance is available for review at Town Hall, 117 Butler Street, during normal business hours and posted on the Town's website at <https://www.townofbowlinggreen.com>. All those wishing to comment on this matter can come to the hearings and be heard. Any person requiring assistance in order to participate in the public hearings is asked to contact the office staff by calling 804-633-6212 in advance so appropriate arrangements can be made.

A. Reese Peck  
Town Manager



**Sec 4-411. Restricted And No-Parking Areas Generally; Powers Of Town Manager**

1. The town manager is hereby authorized and directed to make, promulgate and enforce rules and regulations for the parking, stopping or standing of vehicles within town limits and to designate the time, place and manner in which such vehicles may be allowed to park, stop, or stand within the town. The town manager shall also be authorized to designate areas for bus stops, taxi stands and loading zones. The town manager may also revoke, alter or amend such rules and regulations at any time when in his opinion traffic conditions and the use of the roads require. It shall be the duty of the town manager, upon the promulgation of such regulations, and before the same shall become effective, to give public notice by establishing and posting signs, or otherwise, as may be reasonably adequate, to make clear to the operators of vehicles in "no-parking" or "restricted parking" areas, the existence, nature and requirements of such regulations. From and after the effective date of regulations imposed in any area by virtue of the provisions of this chapter, it shall be unlawful for any person to stop, park, or stand any vehicle in any restricted or prohibited area otherwise than in accordance with these regulations.
2. In any prosecution charging a violation of any such ordinance, regulation or rule, proof that the vehicle described in the complaint, summons or warrant was parked in violation of such ordinance, regulation or rule, together with proof that the defendant was at the time of such parking the registered owner of the vehicle, as required by Code of Virginia, Chapter 3 (Section 46.2-600 et seq.) shall constitute in evidence a prima facie presumption that the registered owner of the vehicle was the person who committed the violation.

**State law reference**—Code of Va., § 46.2-1220.



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

**AGENDA ITEM:** Bowling Green Police Department January 2020 Town Council Report

**DATE:** 01/31/2020

**PREPARED BY:** Chief David Lipscomb

**MONTHLY REPORT / PROJECT UPDATE:**

**Statistical Data:**

24 Calls for service

63 Virginia uniform summonses issued

89 Traffic Stops

1 Possession of marijuana

63 Park walk and talk

34 Advice calls

108 Business checks

5 Assist another agency

2 Special events

**Chief's Report:**

Conducted background check for police applicant.

Finished training requirements for CEPTED certification. (Community Policing Through Environmental Design)

Received donation of flashlights, first aid kits, and intoximeter from USDSA.

**ATTACHMENTS:**

None

**HEADS UP ITEMS:**

Police policy manual needs to be passed by council.





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

**AGENDA ITEM:** Council Monthly Report for December 2019

**DATE:** December 19, 2019

**PREPARED BY:** Billy Deavers

**MONTHLY REPORT / PROJECT UPDATE:**

**Wastewater**

- 12/4 and 12/7/2019 there were sewer backups at Courthouse and Ennis
- 12/13/2019 there was a lateral repair done on Courthouse Ln
- 12/13/2019 the reject line on the sand filter was jetted
- There was an electrical issue with the UV Lights, White Oak Electric replaced a com chip and have parts on order to repair one rack that burned out
- The plant is running well with no exceptions to report at this time
- There is a new gear box on order for Clarifier # 1

**Water**

- 12/8/2019 there was a water leak at 179 Lee Street
- 12/10/2019 there was a water leak at 201 Travis Street
- Meter reading began on Tuesday, December 17<sup>th</sup>
- Water cut offs were done on December 19, 2019

**Public Works**

- Set up/tear down and clean up for Christmas Parade
- Filled holes, leveled roads around Wastewater Plant
- Hung Christmas decorations on Main Street
-

**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

FACILITY LOCATION: 219 Anderson Ave  
Bowling Green, VA 22427

MONITORING PERIOD					
YEAR	MO	DAY	YEAR	MO	DAY
FROM 2019	12	01	TO 2019	12	31

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

Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD	0.09	0.12	MGD	*****	*****	*****	0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****				
pH	REPORTD	*****	*****		7.1	*****	7.5	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0				
TSS	REPORTD	1.5	3.7	KG/D	*****	4.3	10.1	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15				
DO	REPORTD	*****	*****		7.9	*****	*****	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****				
TKN (N-KJEL)	REPORTD	0.35	0.45	KG/D	*****	1.03	1.2	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5				
E.COLI	REPORTD	*****	*****		*****	1.6	*****	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****				
CBOD5	REPORTD	<QL	<QL	KG/D	*****	<QL	<QL	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15				

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

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE	
				TYPED OR PRINTED NAME	CERTIFICATE NUMBER
				William Deavers	1965000877
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE (804)221-1834
				TYPED OR PRINTED NAME	SIGNATURE

Status	Address Number	Street Name	Work Type	Date Flagged	Description
New Request	117	Butler St	General Maintenance	1/31/2020 10:23:50 AM	117 Butler St need new light bulb in back room #12
New Request	0	A P Hill Blvd	Landscaping	1/31/2020 10:08:39 AM	E.Broadus and Rt 301 clean up the gravel and the debris in the median
New Request	120	Hoomes Cir	Garbage	1/31/2020 9:48:31 AM	120 Hoomes Circle take new trash can and pick up broken one. thanks
New Request		A P Hill Blvd	Landscaping	1/31/2020 9:46:56 AM	301 Pump Station replace the dead Leland cypress trees
New Request	206	N Main St	Landscaping	1/29/2020 2:00:00 PM	Water Planters
New Request	121	Trewalla Ln	Trimming	1/29/2020 10:46:49 AM	Trim trees back beside road 121 Lee St turn water on DON'T DO UNTIL FRIDAY 01/31/2020
New Request	121	Lee St	Service Connect	1/27/2020 1:04:17 PM	228 Milford St Meter re-read please customer complaining on high usage
Complete	228	Milford St	Customer Complaint	1/27/2020 9:51:49 AM	Thank you
Complete	132	Martin St	Water Leak	1/27/2020 7:37:48 AM	Water leak at the water main
Void	219	Anderson Ave	Spraying	1/24/2020 12:40:27 PM	
Complete	109	Courthouse Lane	Building Maintenance	1/24/2020 10:10:05 AM	Move file cabinets
Complete	128	Lafayette Ave	Water Leak	1/24/2020 10:08:39 AM	Water main is leaking
Complete	17200	Elm St.	Water Leak	1/24/2020 10:06:20 AM	Water leak service to meter
Complete	0	Milford St., South Main, North Main	Other - PW	1/24/2020 10:04:57 AM	Remove Parking signs
Complete	153	Chase St.	Install/Set Meter	1/16/2020 2:34:34 PM	Replace meter Apt 33-36
Complete	115	Virginia Ave	Install/Set Meter	1/16/2020 2:33:00 PM	Replace meter
Complete	122	Dorsey Lane	Meter Read	1/16/2020 12:04:31 PM	Install new meter
Complete	120	Dorsey Ln	Install/Set Meter	1/16/2020 12:02:47 PM	Install new meter
Void	206	N Main St	Landscaping	1/15/2020 2:00:00 PM	Water Planters 111 N Main St read meter please new tenant
Complete	111	N Main St	Meter Read	1/14/2020 2:33:57 PM	Artism by Joey 117 Butler Street
Complete	117	Butler St	Other	1/14/2020 11:06:28 AM	Hang bulletin board in main office
Complete	16390	Heritage Pines Cir	Meter Read	1/14/2020 9:37:47 AM	16390 Heritage Pines Cir 01-15-2020 read meter please. new person moving in Alysa Shortt 283 Meadow Lane
Complete	283	Meadow Ln	Customer Complaint	1/13/2020 6:24:12 PM	Meter Re-Read Please
Complete	117	Butler St.	Landscaping	1/13/2020 6:07:48 PM	Put top soil in sinkhole where the tree was removed
Complete	117	Butler St.	Trimming	1/13/2020 10:32:17 AM	Trim back row hanging branches
Complete	117	Butler St.	Other - PW	1/10/2020 2:09:48 PM	Pick up sticks around building
Complete	107	Butler St	Other - PW	1/10/2020 1:14:56 PM	Deliver pressure washer to Police Department
Complete	117	Butler St	Special Events Breakdown	1/10/2020 1:14:06 PM	Put tables and chairs away
Complete	0	Hoomes Circle	Other - PW	1/10/2020 11:57:31 AM	Leaf collection
Complete	0	Gill St.	Other - PW	1/10/2020 10:26:31 AM	Leaf collection
Complete	0	Alsop Lane	Other - PW	1/10/2020 10:26:04 AM	Leaf collection
Complete	0	Cedar Lane	Other - PW	1/10/2020 9:37:56 AM	Collect leaves and raked up around fence
Complete	0	Milford St., Chase St., Courthouse	Other - PW	1/10/2020 9:36:53 AM	Vacuum curbs
Complete	18112	Coolidge Ln	Other - PW	1/10/2020 9:35:38 AM	Clean and Vacuum leaves out liftstation 6
Complete	0	Maury Ave	Other - PW	1/9/2020 12:57:01 PM	Leaf collection
Complete	0	Cedar Lane,South Main	Other - PW	1/9/2020 12:56:31 PM	Leaf collection
Complete	117	Butler St.	Building Maintenance	1/9/2020 10:48:40 AM	Change air filters 111 S Main Street Replace broken Trash Can
Complete	111	S Main St	Garbage	1/9/2020 10:25:31 AM	Can is out front wheel is broken 117 Butler Street (Town Hall)
Complete	117	Butler St	Special Events Set-up	1/7/2020 11:51:04 AM	*Please set up (10) tables and (34) chairs; *Coordinate with Business Office for set-up/layout.
Complete	17477	Coolidge Lane	Install/Set Meter	1/7/2020 11:31:02 AM	Install new meter
Complete	17038	Elm St	Hydrant Flushing	1/7/2020 11:29:08 AM	Flush Blowoff 223 Milford St
Complete	223	Milford St	Garbage	1/6/2020 1:30:52 PM	take new recycle can, old one has broken wheel
Complete	103	Cedar Ln	Trimming	1/6/2020 9:52:14 AM	Trim back trees sight line at stop sign is bad
Complete	117	Butler St.	Trimming	1/6/2020 9:30:19 AM	Trim trees around playground
Complete	229	Dickinson Dr	Trimming	1/6/2020 9:29:43 AM	Trimming trees at Park
Complete	0	Hoomes Circle, Colghill	Other - PW	1/3/2020 11:53:52 AM	Leaf vac

Complete	117	Butler St.	Other - PW	1/3/2020 11:51:32 AM	Take down Council meeting
Complete	117	Butler St.	Other - PW	1/3/2020 11:50:46 AM	Rake leaves up around playground and fence and leaf vac them
Complete	105	Lacy Lane	Other - PW	1/2/2020 11:46:35 AM	Leaf collection
Complete	0	North Main St.	Other - PW	1/2/2020 11:45:18 AM	Take down Christmas lights 17177 Elm Street
Complete	17177	Elm St	Detect Water Leak	1/2/2020 9:58:08 AM	Reported a possible water leak



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

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

**DATE:** January 31, 2020

**PREPARED BY:** Jo-Elsa Jordan

**MONTHLY REPORT / PROJECT UPDATE:**

**Bowling Green Events:**

Finalize 2020 Event Calendar to be presented to Town Council for approval (\*See attached)  
Scout/book talent for Music on the Green  
Confirm date for Bowling on the Green Virginia Wine Festival with property owners.  
Coordinate meeting with Old Mansion property owners  
Research furniture rental companies and compare prices (Wine Fest)

**Economic Development Authority:**

Prepare meeting packet for 1/27/20 meeting.  
Record minutes at 1/27/20 meeting and publish on Town website.  
Prepare letter for Façade Improvement Grant approval for 111 N. Main Street; Coordinate with Town Treasurer and Town Clerk for issuance of check.  
Distribute invitations to EDA Board Members for the ARTism by Joey Grand Opening (2/15/19 @ 1pm)  
Distribute information about Opportunity Zones along the Rt. 301 Commercial Corridor to prospects.  
Participate in webinar through Virtua Partners for OZ/Opportunity Funds.  
Correspond with Planning Commission Chair about collaborative efforts pertaining to the Comprehensive Plan and Future Use Map.  
Email to Bowling Green BOS representative, Jeff Sili, regarding support from Caroline County in marketing the Rt. 301 Commercial Corridor.  
Coordinate meeting with Caroline County Economic Development & Tourism.  
Transport files and office supplies from office in Atlantic Union Bank to 109 Courthouse office.  
Coordinate with Public Works and Council Member, Jean Davis, for pick-up/transport of office desk.  
Coordinate with Caroline Computers for WiFi installation at 109 Courthouse  
Gather paint samples and coordinate painting with Public Works Department  
Purchase area rugs for office

**Community Relations:**

Attend 6pm meeting for BGVA Community Alliance on 1/7/20.  
Attend 7pm meeting for Community Heart & Soul on 1/7/20.  
Meet with staff from Fort A.P. Hill M.W.R. to discuss 2020 event calendars in Town and on base and cross promotion.  
Attend Community Leaders' Reception at Fort A.P. Hill



Kick-off “Main Street Business Spotlight” series on Facebook; Reach out to several Main Street business owners.

Coordinate with Mayberry Day event organizers for proper permitting and event logistics (i.e. marketing, port-o-potties, trash cans/bags).

Edit page roles for Bowling Green Farmers Market Facebook page.

Correspond with Caroline Ruritans about fundraising opportunities in Bowling Green.

**Misc.**

General Facebook/Instagram posts.

Design/order new business cards to current title, email address and office address.

Employee review.

Staff Meeting every Monday.

Attend Town Council meeting on 1/2/20.

Field phone calls for Town Hall rental to Bowling Green business office.

**ATTACHMENTS:**

2020 Event Calendar

**HEADS UP ITEMS:**

ARTism by Joey Grand Opening scheduled for Saturday, February 15<sup>th</sup> at 1:00 p.m. (111 N. Main Street)

## 2020 EVENTS – Town of Bowling Green

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- 5/30/20 – Spring Clean Sweep
  - 6/6/20 – Bowling on the Green Virginia Wine Festival - Belmont Stakes Watch Party
  - 8/4/20 – National Night Out
  - 8/7/20 – Music on the Green
  - 8/14/20 – Music on the Green
  - 8/21/20 – Music on the Green
  - 8/28/20 – Music on the Green
  - 9/4/20 – Music on the Green
  - 9/11/20 – Music on the Green
  - 9/26/20 – Fall Clean Sweep
  - 10/17/20 – 31<sup>st</sup> Annual Bowling Green Harvest Festival
  - 12/12/20 – Bowling Green Christmas Parade of Lights (12/13/19 Rain Date)
- Calendar does not include events in Town organized by volunteers and receiving support from the Town of Bowling Green (i.e. promotion, logistics, etc.).



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

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

**DATE:** January 31, 2020

**PREPARED BY:** Melissa Lewis

**MONTHLY REPORT / PROJECT UPDATE:**

- Audit field work begins February 10<sup>th</sup> – Walk through questionnaires completed and samples pulled in preparation.
- Recodification documents sent to Municode
- 2018 delinquent RE and PP taxes sent to collections

***Meetings/Training attended:***

- January Town Council Meeting
- Caroline Census 2020 Committee Meeting
- Teleconference with USDA Rural Development Representative.
- 4 weekly staff meetings
- Meeting with Webb Engineering
- Meeting with GWRC to discuss Smart Scale Application and Comp Plan update
- Teleconference with Municode to discuss recodification.
- Work session with accountant to finalize accruals for audit.

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***Attachments:***

- January Town Hall Rental Report
- Revenue and Expense Summary

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	306.41	136,319.97	5,180.03	3.66
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	303.12	44,420.65	11,079.35	19.96
11060	***PENALTY & INTEREST***	14,000.00	14,000.00	133.82	3,416.58	10,583.42	75.59
15010	INTEREST EARNED	1,000.00	1,000.00	584.09	2,484.19	1,484.19-	148.41-
16099	***REFUSE COLLECTION FEES***	86,700.00	86,700.00	14,222.73	44,077.99	42,622.01	49.16
120101	SALES TAX	32,000.00	32,000.00	2,480.95	22,476.46	9,523.54	29.76
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	2,658.53	18,638.44	11,361.56	37.87
120301	BUSINESS LICENSE	85,000.00	85,000.00	2,228.99	7,039.43	77,960.57	91.71
120501	VEHICLE LICENSE FEES	27,650.00	27,650.00	129.40	18,519.04	9,130.96	33.02
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	129.09	2,553.48	1,946.52	43.25
121101	MEALS TAX	230,000.00	230,000.00	19,828.88	144,324.43	85,675.57	37.25
130306	***PERMITS, FEES AND LICENSES***	3,000.00	3,000.00	120.00	1,890.00	1,110.00	37.00
140101	***FINES AND FORFEITURES***	43,100.00	43,100.00	5,986.55	24,953.19	18,146.81	42.10
140120	***DONATIONS***	.00	500.00	.00	500.00	.00	.00
150201	***RENTALS***	26,000.00	26,000.00	1,000.00	15,823.48	10,176.52	39.14
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	.00	12,738.00	10,262.00	44.61
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	2,891.74	19,794.50	20,205.50	50.51
240407	***GRANTS***	1,034.00	1,034.00	8,000.00	8,814.00	7,780.00-	752.41-
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	.00	5,401.32	5,401.32-	100.00-
--FUND TOTAL--		1,111,128.00	1,111,628.00	61,004.30	573,373.89	538,254.11	48.42
FUND #-300 ** CIP FUND REVENUE **							
15000	** REVENUE FR USE OF MONEY/PROP **	.00	.00	.00	1,579,597.28	1,579,597.28-	100.00-
--FUND TOTAL--		.00	.00	.00	1,579,597.28	1,579,597.28-	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	1,420.00	30,188.97	8,811.03	22.59
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	1,420.00	30,188.97	14,311.03	32.15

TOWN OF BOWLING GREEN  
REVENUE SUMMARY  
7/01/2019 - 1/31/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
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FUND #-420 ***DEBT SERVICE***							
410501	USE OF FUND BALANCE	216,000.00	216,000.00	.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	90,086.04	222,878.95	190,783.05	46.12
	--FUND TOTAL--	<u>413,662.00</u>	<u>413,662.00</u>	<u>90,086.04</u>	<u>222,878.95</u>	<u>190,783.05</u>	<u>46.12</u>
FUND #-520 ** SEWER OPERATIONS **							
16099	SEWER SALES	422,250.00	422,250.00	78,868.15	257,839.41	164,410.59	38.93
	--FUND TOTAL--	<u>422,250.00</u>	<u>422,250.00</u>	<u>78,868.15</u>	<u>257,839.41</u>	<u>164,410.59</u>	<u>38.93</u>
	--FINAL TOTAL--	<u>2,207,540.00</u>	<u>2,229,085.36</u>	<u>231,378.49</u>	<u>2,639,108.31</u>	<u>410,022.95-</u>	<u>18.39-</u>

TOWN OF BOWLING GREEN  
EXPENDITURE SUMMARY  
7/01/2019 - 1/31/2020

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	24,960.03	148,703.38	.00	126,465.62	45.95
12410	***TREASURER'S EXPENSES***	211,874.00	211,874.00	24,637.29	155,871.98	.00	56,002.02	26.43
31100	***POLICE DEPT. EXPENSES***	131,581.00	132,081.00	13,044.00	78,079.19	.00	54,001.81	40.88
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	12,000.00	12,000.00	.00	1,000.00	7.69
43100	***PUBLIC WORKS***	289,055.00	289,055.00	25,878.93	169,590.40	.00	119,464.60	41.32
410501	***TRANSFERS OUT***	187,500.00	187,500.00	.00	.00	.00	187,500.00	100.00
	--FUND TOTAL--	1,111,179.00	1,111,679.00	100,520.25	564,244.95	.00	547,434.05	49.24
FUND #-300 ***CIP EXPENDITURES***								
300100	***CAPITAL PROJECTS FUND(GF)***	.00	.00	.00	1,322,660.34	.00	1,322,660.34	100.00
	--FUND TOTAL--	.00	.00	.00	1,322,660.34	.00	1,322,660.34	100.00
FUND #-320 ***ECONOMIC DEV AUTH EXPENSES***								
32100	EDA LOANS AND GRANTS	.00	21,045.36	2,531.37	5,711.37	.00	15,333.99	72.86
	--FUND TOTAL--	.00	21,045.36	2,531.37	5,711.37	.00	15,333.99	72.86
FUND #-400 ***EVENTS AND ACTIVITIES***								
71200	EVENTS COORDINATOR	44,450.00	44,450.00	1,293.71	33,730.93	.00	10,719.07	24.11
	--FUND TOTAL--	44,450.00	44,450.00	1,293.71	33,730.93	.00	10,719.07	24.11
FUND #-420 ***DEBT SERVICE***								
500400	***DEBT SERVICE***	216,000.00	216,000.00	35,876.00	125,566.00	.00	90,434.00	41.86
	--FUND TOTAL--	216,000.00	216,000.00	35,876.00	125,566.00	.00	90,434.00	41.86
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	42,520.60	187,779.09	.00	209,608.91	52.74
	--FUND TOTAL--	397,388.00	397,388.00	42,520.60	187,783.93	.00	209,604.07	52.74
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	33,725.96	267,992.90	.00	154,257.10	36.53
	--FUND TOTAL--	422,250.00	422,250.00	33,725.96	268,012.24	.00	154,237.76	36.52
	--FINAL TOTAL--	2,191,267.00	2,212,812.36	216,467.89	2,507,709.76	.00	294,897.40	13.32

1/31/2020

\*GL060AA\*

TOWN OF BOWLING GREEN  
EXPENDITURE SUMMARY  
7/01/2019 - 1/31/2020

PAGE 4

TIME 11:14

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 HALL RENTALS

January 2020

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
19	Activities Program	Yoga/Tabada	700.00
1	Comp Plan Review	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Community Heart & Soul	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	CPR Training	Training	N/C
1	Private Event	Dinner	575.00
1	Private Event	Dinner	675.00
1	Private Party	Dinner	175.00
1	Private Party	Dinner	250.00
2	Forfeitures	No show	300.00
30		Totals	\$2675.00





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

**AGENDA ITEM:** Town Manager's Monthly Report for January 2020

**DATE:** 1/31/2020

**PREPARED BY:** Reese Peck

**MONTHLY REPORT / PROJECT UPDATE:**

Meeting:

Town Council: Budget, Policy, Personnel, and Ordinance Committee and Utilities, Streets, Sidewalks, Building and Grounds Committee.

Commission and Authority Meetings: Planning Commission

Other Meetings:

George Washington Regional Commission on update of the Transportation Element of the Town Comprehensive Plan and development of a SmartScale Grant Application. Discussed with Pam Weldon proposed conditions to her special use request.

**ATTACHMENTS:**

None

**HEADS UP ITEMS:**

ZP-2019-027- Special Use Permit Application by Pamela Weldon to allow for an antique store at 333 N. Main St. will be ready for the Council's consideration at its March meeting.

*The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*



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

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

**BACKGROUND / SUMMARY:**

Invoices for items purchased and services rendered in January 2020

**ATTACHMENTS:**

Check Reports:

- 01/10/2020
- 01/13/2020
- 01/17/2020
- 01/24/2020
- 01/30/2020

**REQUESTED ACTION:**

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25016	1063	ALACRITI PAYMENTS, LLC	000	1/10/2020	76.98	.00
25017	944	ATLANTIC BROADBAND /	000	1/10/2020	194.40	.00
25018	119	BOWLING GREEN FIRE DEPT	000	1/10/2020	11,000.00	.00
25019	180	BOWLING GREEN RESCUE	000	1/10/2020	1,000.00	.00
25020	429	CAROLINE COUNTY SHERIFF'S	000	1/10/2020	360.00	.00
25021	1020	CONSOLIDATED PIPE & SUP	000	1/10/2020	108.00	.00
25022	999999	DANAUS FORD	000	1/10/2020	150.00	.00
25023	679	DAVID L BROOKS HAULING &	000	1/10/2020	10,771.00	.00
25024	10	DOMINION VIRGINIA POWER	000	1/10/2020	8,210.00	.00
25025	1076	EXPERT AUTO	000	1/10/2020	110.30	.00
25026	1075	FREDERICKSBURG VA MAIN ST	000	1/10/2020	8,000.00	.00
25027	497	INDUSTRIAL CHEM LABS	000	1/10/2020	416.13	.00
25028	1015	RED BUD SUPPLY INC	000	1/10/2020	359.62	.00
25029	1060	ROCKY TOP EMBROIDERY AND	000	1/10/2020	120.00	.00
25030	859	SUNBELT RENTALS INC	000	1/10/2020	615.10	.00
25031	852	US POSTAL SERVICE	000	1/10/2020	120.00	.00
25032	291	USA BLUE BOOK	000	1/10/2020	749.95	.00
25033	19	VERIZON	000	1/10/2020	221.70	.00
25034	256	VERIZON WIRELESS	000	1/10/2020	433.27	.00
25035	12	WASTE MANAGEMENT	000	1/10/2020	7,368.11	.00
25036	1049	WEX BANK	000	1/10/2020	907.77	.00
		CLASS TOTAL			51,292.33	.00
		ACH TOTAL			.00	
		CHECK TOTAL			51,292.33	
		EPY TOTAL			.00	
		FINAL TOTAL			51,292.33	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 51,292.33- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCLD	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT	BATCH INV. DESCRIPTION
0000000	000163	ALACRITI PAYMENTS, LLC	NMXGN1385DUJ64	1/10/2020		4100-012410-3130-	76.98	25016		CREDIT CARD AND BANK FEES	00786 2019-12 ACH 2.5%
		DISC. TOTAL	.00	CHECK TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	76.98
0000000	000944	ATLANTIC BROADBAND /	2020-01	1/10/2020		4100-012410-5230-	120.20	25017		TELECOMMUNICATIONS	00786 TH
		DISC. TOTAL	.00	CHECK TOTAL		4520-500100-5230-	74.20	25017		TELECOMMUNICATIONS	00786 WMTF
						.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	194.40
0000000	000119	BOWLING GREEN FIRE DEPT	20200110	1/10/2020		4100-032000-5650-	10,000.00	25018		FIRE PROGRAM FUNDS	00786 FY20 GRANT FUNDS
		DISC. TOTAL	.00	CHECK TOTAL		4100-032000-5640-	1,000.00	25018		BG/VOLUNTEER FIRE DEPT	00786 FY20 TOWN DONATION
						.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	11,000.00
0000000	000180	BOWLING GREEN RESCUE	20200110	1/10/2020		4100-032000-5642-	1,000.00	25019		BG/VOLUNTEER RESCUE SQUAD	00786 FY20 DONATION
		DISC. TOTAL	.00	CHECK TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	1,000.00
0000000	000429	CAROLINE COUNTY SHERIFF'S	19050	1/10/2020		4400-071200-1250-	360.00	25020		PARADE/HOLIDAY EVENTS	00786 PARADE
		DISC. TOTAL	.00	CHECK TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	360.00
0000000	001020	CONSOLIDATED PIPE & SUP	6291595000000	1/10/2020		4500-500100-6050-	108.00	25021		METER/FIRE HYDRANTS	00786 SENSUS PIT LIDS
		DISC. TOTAL	.00	CHECK TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	108.00
0000000	999999	DANAUS FORD	THDR 2020-01-04	1/10/2020		100-000200-3500-	150.00	25022		REFUNDS PAYABLE	00786 THDR 2020-01-04
		DISC. TOTAL	.00	CHECK TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	150.00
0000000	000679	DAVID L BROOKS HAULING &	22587	1/10/2020		4500-500100-6007-	4,430.00	25023		REPAIR/MAINTENANCE	00786 LACY LN
		DISC. TOTAL	.00	CHECK TOTAL		4500-500100-6007-	6,342.00	25023		REPAIR/MAINTENANCE	00786 179 LEB ST
						.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	10,771.00
0000000	000010	DOMINION VIRGINIA POWER	2019-12	1/10/2020		4100-043100-7200-	1,015.19	25024		TOWN HALL EXPENSES	00786 TH
		DISC. TOTAL	.00	CHECK TOTAL		4100-043100-5110-	1,670.58	25024		ELECTRICITY-STREETLIGHTS	00786 BUT/CHASE ST LIGHT
						4100-031100-5110-	225.53	25024		ELECTRICITY	00786 PC
						4100-043100-5110-	76.66	25024		ELECTRICITY-STREETLIGHTS	00786 MAIN ST ST LITEST
						4500-500100-5110-	235.08	25024		ELECTRICITY	00786 BUTLER GRND TNK
						4500-500100-5110-	273.22	25024		ELECTRICITY	00786 BUT/GRND TNK
						4500-500100-5110-	681.52	25024		ELECTRICITY	00786 BUT/CHASE WTR TWR
						4500-500100-5110-	904.57	25024		ELECTRICITY	00786 WHTL #5
						4520-500100-5110-	2,725.56	25024		ELECTRICITY	00786 WHTP
						4520-500100-5110-	16.04	25024		ELECTRICITY	00786 RGR CLRK PMP STAT
						4520-500100-5110-	103.54	25024		ELECTRICITY	00786 SCHOOL RD PMP STAT
						4520-500100-5110-	138.00	25024		ELECTRICITY	00786 SCHOOL RD PMP STAT
						4520-500100-5110-	63.14	25024		ELECTRICITY	00786 CHASE ST PMP STAT
						4520-500100-5110-	81.37	25024		ELECTRICITY	00786 CHASE ST PMP STAT
						.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	8,210.00
0000000	001076	EXPERT AUTO	17701	1/10/2020		4100-031100-3310-	110.30	25025		VEHICLE MAINTENANCE	00786 05 CV DR WINDOW
		DISC. TOTAL	.00	CHECK TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	110.30
0000000	001075	FREDERICKSBURG VA MAIN ST	03222019	1/10/2020		4100-012110-7100-	8,000.00	25026		BGMS PROJECT **GRANT EXPENSE	00786 PHASE 1 TRAINING
		DISC. TOTAL	.00	CHECK TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	8,000.00
0000000	000497	INDUSTRIAL CHEM LABS	251239	1/10/2020		4520-500100-6030-	416.13	25027		PLANT & LAB SUPPLIES/CHEMICALS	00786 DEGRASSER
		DISC. TOTAL	.00	CHECK TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	416.13

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001015	RED BUD SUPPLY INC	163821	1/10/2020		4100-043100-6009-	119.87	25028		EQUIPMENT/ SUPPLIES	00786 ORANGE FLARE W/CHR
0000000	001015		163821	1/10/2020		4500-500100-6009-	119.87	25028		EQUIPMENT/SUPPLIES	00786 ORANGE FLARE W/CHR
0000000	001015		163821	1/10/2020		4520-500100-6007-	119.88	25028		REPAIR/ MAINTENANCE	00786 ORANGE FLARE W/CHR
		DISC. TOTAL					.00			TOTAL	359.62
0000000	001060	ROCKY TOP BAKERY AND	13345	1/10/2020		4100-031100-6010-	120.00	25029		EQUIPMENT/SUPPLIES	00786 TABLECLOTH
		DISC. TOTAL					.00			TOTAL	120.00
0000000	000859	SUNBELT RENTALS INC	969103340001	1/10/2020		4400-071200-1250-	615.10	25030		PARADE/HOLIDAY EVENTS	00786 LIGHT TOWER PARADE
		DISC. TOTAL					.00			TOTAL	615.10
0000000	000852	US POSTAL SERVICE	2019-12	1/10/2020		4100-012410-5210-	120.00	25031		POSTAGE	00786 BOX RENT
		DISC. TOTAL					.00			TOTAL	120.00
0000000	000291	USA BLUE BOOK	0998661	1/10/2020		4520-500100-6007-	749.95	25032		REPAIR/ MAINTENANCE	00786 ELECTRODE
		DISC. TOTAL					.00			TOTAL	749.95
0000000	000019	VERIZON	2020-01	1/10/2020		4500-500100-5230-	205.34	25033		TELECOMMUNICATIONS	00786 WELD #5
		DISC. TOTAL					16.36	25033		TELECOMMUNICATIONS	00786 COOLIDGE LANE
		DISC. TOTAL					.00			TOTAL	221.70
0000000	000256	VERIZON WIRELESS	9844607889	1/10/2020		4100-031100-5230-	62.64	25034		TELECOMMUNICATIONS	00786 PC
		DISC. TOTAL					100.97	25034		TELECOMMUNICATIONS	00786 PW
		DISC. TOTAL					47.64	25034		TELECOMMUNICATIONS	00786 TM
		DISC. TOTAL					20.08	25034		TELECOMMUNICATIONS	00786 TC
		DISC. TOTAL					100.97	25034		TELECOMMUNICATIONS	00786 WATER
		DISC. TOTAL					100.97	25034		TELECOMMUNICATIONS	00786 SEWER
		DISC. TOTAL					.00			TOTAL	433.27
0000000	000012	WASTE MANAGEMENT	270341602810	1/10/2020		4520-500100-3220-	87.10	25035		PROFESSIONAL SERVICES	00786 DWTP
		DISC. TOTAL					1,317.91	25035		TOWN HALL EXPENSES	00786 DUMPSTERS
		DISC. TOTAL					5,963.10	25035		REFUSE COLLECTION	00786 RESIDENTS
		DISC. TOTAL					.00			TOTAL	7,368.11
0000000	001049	WEK BANK	63247092	1/10/2020		4100-031100-6008-	210.49	25036		VEHICLE FUEL/OIL	00786 PC
		DISC. TOTAL					232.42	25036		VEHICLE FUEL/OIL	00786 PW
		DISC. TOTAL					232.43	25036		VEHICLE FUEL/OIL	00786 WATER
		DISC. TOTAL					232.43	25036		VEHICLE FUEL & OIL	00786 SEWER
		DISC. TOTAL					.00			TOTAL	907.77
		DISC. TOTAL					.00			TOTAL	51,292.33
		DISC. TOTAL					.00			TOTAL	51,292.33

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 51,292.33 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE TOWN MANAGER



API00B 1/13/2020 TOWN OF BOWLING GREEN  
TIME-15:49:20

A/P CHECK REGISTER  
Check Date - 1/13/2020

ActPd - 2020/01

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25037	257	ON SITE PC	000	1/13/2020	1,603.74	.00
					1,603.74	.00
					.00	
					1,603.74	
					.00	
					1,603.74	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 1,603.74- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_

P. O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIP
000000	000257	ON SITE PC	1814	1/13/2020		4100-043100-6007-	1,603.74	25037			REPAIR/ MAINT TOWN BUILDINGS	00787 INT 109 COURTHOUSE
		DISC. TOTAL	.00				.00	EPY PMT TOTAL			TOTAL	1,603.74
		CHECK TOTAL	1,603.74				.00	EPY PMT TOTAL			TOTAL	1,603.74
		CHECK TOTAL	.00				.00	EPY PMT TOTAL			TOTAL	1,603.74

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 1,603.74- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

API00B 1/15/2020 TOWN OF BOWLING GREEN  
 TIME-16:47:27

A/P CHECK REGISTER  
 Check Date - 1/17/2020

ActPd - 2020/01

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25041	536	CAS SEVERN	000	1/17/2020	2,600.00	.00
25042	865	CASH	000	1/17/2020	89.30	.00
25043	865	CASH	000	1/17/2020	7.47	.00
25044	1020	CONSOLIDATED PIPE & SUP	000	1/17/2020	271.10	.00
25045	679	DAVID I BROOKS HAULING &	000	1/17/2020	8,300.00	.00
25046	1058	DIAMOND SPRINGS	000	1/17/2020	29.15	.00
25047	546	JOHNSON'S EXTERMINATING	000	1/17/2020	275.00	.00
25048	919	PRO SHRED SECURITY	000	1/17/2020	45.00	.00
25049	659	SOMETAL PRODUCTS INC	000	1/17/2020	127.42	.00
25050	148	THE FREE LANCE STAR	000	1/17/2020	855.00	.00
25051	700	TREASURER OF VIRGINIA	000	1/17/2020	42.00	.00
25052	451	XEROX CORPORATION	000	1/17/2020	243.03	.00
		CLASS TOTAL			12,884.47	.00
		ACH TOTAL			.00	
		CHECK TOTAL			12,884.47	
		EPY TOTAL			.00	
		FINAL TOTAL			12,884.47	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 12,884.47- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000865	CAS SEVERN	435569	1/17/2020		4100-012410-3320-	2,600.00	25041		COMPUTER LICENSES/SUPPORT	00788 OS SERVICES
		DISC. TOTAL			2,600.00	ACH PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	2,600.00
0000000	000865	CASH					23.00	25042		PUBLIC RELATIONS	00788 DEED 109 COURTHOUSE
0000000	000865	DOLLAR GENERAL					3.16	25042		OFFICE SUPPLIES & PRINTING	00788 LITTLE NOTE BOOKS
0000000	000865	DOLLAR GENERAL					3.84	25042		OFFICE/METTING SUPPLIES & PRINTING	00788 WATER TC METTING
0000000	000865	RTTE AID 3					4.43	25042		OFFICE SUPPLIES & PRINTING	00788 PENS
0000000	000865	SHELL					6.67	25042		VEHICLE FUEL/OIL	00788 GAS BILLY'S TRUCK
0000000	000865	SHELL					6.67	25042		VEHICLE FUEL/OIL	00788 GAS BILLY'S TRUCK
0000000	000865	SHELL					6.66	25042		VEHICLE FUEL & OIL	00788 GAS BILLY'S TRUCK
0000000	000865	USPS 10					11.35	25042		EDA LOANS AND GRANTS	00788 EDA POSTAGE
0000000	000865	USPS 11					15.25	25042		EDA LOANS AND GRANTS	00788 EDA POSTAGE
0000000	000865	USPS 12					4.77	25042		EDA LOANS AND GRANTS	00788 EDA ENVELOPES
0000000	000865	USPS 8					1.75	25042		PUBLIC RELATIONS	00788 PROJECT FAITH LATR
0000000	000865	USPS 9					1.75	25042		POSTAGE	00788 UT CUTT OFF NOTICES
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	89.30
0000000	000865	CASH					7.47	25043		OFFICE/METTING SUPPLIES & PRINTING	00788 PROJECTOR CORD
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	7.47
0000000	001020	CONSOLIDATED PIPE & SUP	6291385000000	1/17/2020		4500-500100-6050-	271.10	25044		METER/FIRE HYDRANTS	00788 VALVE BOX RISER
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	271.10
0000000	000679	DAVID L BROOKS HAULING & 22591		1/17/2020		4500-500100-6007-	8,300.00	25045		REPAIR/MAINTENANCE	00788 13296 FRED TPK
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	8,300.00
0000000	001058	DIAMOND SPRINGS		1/17/2020		4100-043100-7200-	17.20	25046		TOWN HALL EXPENSES	00788 WATER
0000000	001058			1/17/2020		4100-043100-5840-	3.98	25046		MISCELLANEOUS	00788 WATER
0000000	001058			1/17/2020		4500-500100-5840-	3.99	25046		MISCELLANEOUS	00788 WATER
0000000	001058			1/17/2020		4520-500100-5840-	3.98	25046		MISCELLANEOUS	00788 WATER
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	29.15
0000000	000546	JOHNSON'S EXTERMINATING	2020-01	1/17/2020		4100-043100-7200-	275.00	25047		TOWN HALL EXPENSES	00788 SET/BREAK 01182020
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	275.00
0000000	000919	PRO SHRED SECURITY	29755	1/17/2020		4100-012110-3140-	45.00	25048		CONTRACTED SERVICES/SHREDDING	00788 2020-01
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	45.00
0000000	000659	SOSMETAL PRODUCTS INC	1396583	1/17/2020		4500-500100-6050-	127.42	25049		METER/FIRE HYDRANTS	00788 HANDCAP BLU PAINT
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	127.42
0000000	000148	THE FRER LANCE STAR	2019-12	1/17/2020		4100-012110-3600-	855.00	25050		ADVERTISING	00788 PC PUBLIC HEARING
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	855.00
0000000	000700	TREASURER OF VIRGINIA	311125	1/17/2020		4100-031100-3312-	42.00	25051		EQUIPMENT REPAIR	00788 CALIBRATION FEES
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	42.00
0000000	000451	XEROX CORPORATION	099030326	1/17/2020		4100-012410-3310-	243.03	25052		OFFICE EQUIPMENT	00788 2018-12
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	243.03
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	12,884.47
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL	12,884.47

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 12,884.47 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25054	679	DAVID L BROOKS HAULING &	000	1/24/2020	4,609.25	.00
25055	217	FLORAL DESIGNS BY JOYCE	000	1/24/2020	50.00	.00
25056	546	JOHNSON'S EXTERMINATING	000	1/24/2020	1,625.00	.00
25057	257	ON SITE PC	000	1/24/2020	305.25	.00
25058	11	RAPPAHANNOCK ELEC COOP	000	1/24/2020	667.08	.00
25059	444	SENSUS METERING SYSTEMS	000	1/24/2020	1,715.95	.00
25060	1053	TACS	000	1/24/2020	150.00	.00
25061	737	TREASURER OF VIRGINIA	000	1/24/2020	60.00	.00
25062	44	VUPS	000	1/24/2020	18.90	.00
		CLASS TOTAL			9,201.43	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,201.43	
		EPY TOTAL			.00	
		FINAL TOTAL			9,201.43	.00

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 THE TOTAL 9,201.43- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	G/L ACCOUNT	BATCH INV. DESCRIPTION
0000000	000679	DAVID I BROOKS HAULING &	22614	1/24/2020		4500-500100-6007-	4,609.25	25054		REPAIR/MAINTENANCE	00789 ELM ST
	DISC. TOTAL						.00				4,609.25
	DISC. TOTAL										
0000000	000217	GLOBAL DESIGNS BY JOYCE	2667	1/24/2020		4100-012110-6021-	50.00	25055		PUBLIC RELATIONS	00789 GLENN MCDERMARON
	DISC. TOTAL						.00				50.00
0000000	000546	JOHNSON'S EXTERMINATING	2020-01 1	1/24/2020		4100-043100-3320-	50.00	25056		PROFESSIONAL SERVICES	00789 PC
	DISC. TOTAL										
0000000	000546	JOHNSON'S EXTERMINATING	2020-01 1	1/24/2020		4100-043100-7120-	75.00	25056		PARK MAINTENANCE	00789 PLAY GROUND
	DISC. TOTAL										
0000000	000546	JOHNSON'S EXTERMINATING	2020-01 1	1/24/2020		4100-043100-7200-	65.00	25056		TOWN HALL EXPENSES	00789 TH
	DISC. TOTAL										
0000000	000546	JOHNSON'S EXTERMINATING	2020-01 1	1/24/2020		4100-043100-6007-	10.00	25056		REPAIR/ MAINT TOWN BUILDINGS	00789 109 COURTHOUSE LN
	DISC. TOTAL										
0000000	000546	JOHNSON'S EXTERMINATING	2020-01 1	1/24/2020		4520-500100-3320-	425.00	25056		PROFESSIONAL SERVICES	00789 PW
	DISC. TOTAL										
0000000	000546	JOHNSON'S EXTERMINATING	2020-01 1	1/24/2020		4100-043100-7200-	1,000.00	25056		TOWN HALL EXPENSES	00789 TERMITTE TREATMENT
	DISC. TOTAL						.00				1,625.00
0000000	000257	ON SITE PC	4564	1/24/2020		4100-043100-5230-	101.75	25057		TELECOMMUNICATIONS	00789 COMPUTER AT PLANT
	DISC. TOTAL										
0000000	000257	ON SITE PC	4564	1/24/2020		4500-500100-5230-	101.75	25057		TELECOMMUNICATIONS	00789 COMPUTER AT PLANT
	DISC. TOTAL										
0000000	000257	ON SITE PC	4564	1/24/2020		4520-500100-5230-	101.75	25057		TELECOMMUNICATIONS	00789 COMPUTER AT PLANT
	DISC. TOTAL						.00				305.25
0000000	000011	BAPPANNACK ELEC COOP	2018-12 1	1/24/2020		4100-043100-5110-	107.12	25058		ELECTRICITY-STREETLIGHTS	00789 CEDAR LAKE WAREHSE
	DISC. TOTAL										
0000000	000011	BAPPANNACK ELEC COOP	2018-12 1	1/24/2020		4500-500100-5110-	368.32	25058		ELECTRICITY	00789 WELLS #4
	DISC. TOTAL										
0000000	000011	BAPPANNACK ELEC COOP	2018-12 1	1/24/2020		4500-500100-5110-	50.91	25058		ELECTRICITY	00789 CEDAR LAKE TRANS
	DISC. TOTAL										
0000000	000011	BAPPANNACK ELEC COOP	2018-12 1	1/24/2020		4500-500100-5110-	21.48	25058		ELECTRICITY	00789 RT 2 WTR TOWER
	DISC. TOTAL										
0000000	000011	BAPPANNACK ELEC COOP	2018-12 1	1/24/2020		4520-500100-5110-	26.68	25058		ELECTRICITY	00789 OAK RIDGE PMP STAG
	DISC. TOTAL										
0000000	000011	BAPPANNACK ELEC COOP	2018-12 1	1/24/2020		4520-500100-5110-	92.57	25058		ELECTRICITY	00789 LAKEWOOD PMP STAG
	DISC. TOTAL						.00				667.08
0000000	000444	SENSUS METERING SYSTEMS	ZAZ20200361	1/24/2020		4500-500100-3320-	1,715.95	25059		COMPUTER LICENSES/SUPPORT	00789 2020 RENEWAL
	DISC. TOTAL						.00				1,715.95
0000000	001053	TRACS	6400	1/24/2020		4100-012410-3130-	150.00	25060		CREDIT CARD AND BANK FEES	00789 EMILY BAYLOR
	DISC. TOTAL						.00				150.00
0000000	000737	TREASURER OF VIRGINIA	2020 RENEWAL	1/24/2020		4100-012110-3600-	60.00	25061		ADVERTISING	00789 OUTDOOR AD PERMIT
	DISC. TOTAL						.00				60.00
0000000	000044	VUPS	12190444	1/24/2020		4500-500100-5899-	18.90	25062		MISS UTILITY COSTS	00789 TRANSMISSIONS
	DISC. TOTAL						.00				18.90
	DISC. TOTAL						.00				9,201.43
	DISC. TOTAL						.00				9,201.43

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 THE TOTAL 9,201.43 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

API00B 1/29/2020 TOWN OF BOWLING GREEN  
 TIME-14:54:48

A/P CHECK REGISTER  
 Check Date - 1/30/2020

ActPd - 2020/01

PA

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25063	18	A & M HOME CENTER	000	1/30/2020	34.90	.00
25064	1039	BIG DOG AUTOMOTIVE, LLC	000	1/30/2020	699.70	.00
25065	9999999	CHASE STREET HOPS, LLC.	000	1/30/2020	2,500.00	.00
25066	897	CINTAS CORPORATION	000	1/30/2020	32.01	.00
25067	14	CINTAS OF RICHMOND	000	1/30/2020	633.92	.00
25068	9999999	DAVIS JEAN	000	1/30/2020	18.94	.00
25069	341	DOMINION CHEMICAL CO	000	1/30/2020	352.50	.00
25070	1052	ENCO UTILITY SERVICES FLO	000	1/30/2020	537.11	.00
25071	234	ENVIROCOMPLIANCE LAB INC	000	1/30/2020	1,330.00	.00
25072	234	ENVIROCOMPLIANCE LAB INC	000	1/30/2020	650.00	.00
25073	28	G & G MILFORD FARM SERV.	000	1/30/2020	139.92	.00
25074	1059	GOOD EARTH PRODUCTS, INC	000	1/30/2020	547.85	.00
25075	546	JOHNSON'S EXTERMINATING	000	1/30/2020	639.00	.00
25076	1077	MELISSA E DANUCZEK, PLC	000	1/30/2020	316.00	.00
25077	48	MID-ATLANTIC LAB	000	1/30/2020	60.00	.00
25078	257	ON SITE PC	000	1/30/2020	172.50	.00
25079	918	STAPLES ADVANTAGE	000	1/30/2020	485.94	.00
25080	1002	VACORP	000	1/30/2020	163.82	.00
		CLASS TOTAL	000		9,314.11	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,314.11	
		EPY TOTAL			.00	
		FINAL TOTAL			9,314.11	.00

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 THE TOTAL 9,314.11 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/I ACCOUNT DESC.	BATCH INV. DESCRIPTION
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0000000	000018	A & M HOME CENTER	B37815	1/30/2020		4500-500100-6021-	19.94	25063		TESTING SUPPLIES/CHEMICALS	00790 5 GAL BUCKETS
0000000	000018		B37885	1/30/2020		4500-500100-6009-	9.97	25063		EQUIPMENT/SUPPLIES	00790 5 GAL BUCKETS
0000000	000018		C34824	1/30/2020		4100-031100-6001-	4.99	25063		OFFICE SUPPLIES & PRINTING	00790 BATTERY
DISC. TOTAL							34.90			TOTAL	34.90

0000000	001039	BIG DOG AUTOMOTIVE, LLC	1900	1/30/2020		4500-500100-3311-	35.62	25064		VEHICLE MAINTENANCE	00790 01 GMC 1500
0000000	001039		1900	1/30/2020		4520-500100-3311-	35.63	25064		VEHICLE MAINTENANCE	00790 01 GMC 1500
0000000	001039		1904	1/30/2020		4500-500100-3311-	259.76	25064		VEHICLE MAINTENANCE	00790 01 GMC BRAKES CALI
0000000	001039		1904	1/30/2020		4520-500100-3311-	259.76	25064		VEHICLE MAINTENANCE	00790 01 GMC BRAKES CALI
0000000	001039		1905	1/30/2020		4500-500100-3311-	54.47	25064		VEHICLE MAINTENANCE	00790 TRK2 OIL CHG, TIRE
0000000	001039		1905	1/30/2020		4520-500100-3311-	54.46	25064		VEHICLE MAINTENANCE	00790 TRK2 OIL CHG, TIRE
DISC. TOTAL							699.70			TOTAL	699.70

0000000	999999	CHASE STREET HOPS, LLC	20201030	1/30/2020		4320-032100-0100-	2,500.00	25065		BDA IOANS AND GRANTS	00790 PACADE 111 N MAIN
DISC. TOTAL							.00			TOTAL	2,500.00

0000000	000897	CINTAS CORPORATION	8404485878	1/30/2020		4520-500100-6011-	32.01	25066		UNIFORMS/ SAFETY EQUIPMENT	00790 FIRST AID
DISC. TOTAL							.00			TOTAL	32.01

0000000	000014	CINTAS OF RICHMOND	4038945608	1/30/2020		4100-043100-6011-	44.47	25067		UNIFORMS/ SAFETY EQUIP	00790 UNIFORMS
0000000	000014		4038945608	1/30/2020		4500-500100-6011-	30.68	25067		UNIFORMS/ SAFETY EQUIP	00790 UNIFORMS
0000000	000014		4038945608	1/30/2020		4520-500100-6011-	83.33	25067		UNIFORMS/ SAFETY EQUIPMENT	00790 UNIFORMS
0000000	000014		4039598105	1/30/2020		4100-043100-6011-	44.47	25067		UNIFORMS/ SAFETY EQUIP	00790 UNIFORMS
0000000	000014		4039598105	1/30/2020		4500-500100-6011-	30.68	25067		UNIFORMS/ SAFETY EQUIP	00790 UNIFORMS
0000000	000014		4039598105	1/30/2020		4520-500100-6011-	83.33	25067		UNIFORMS/ SAFETY EQUIPMENT	00790 UNIFORMS
0000000	000014		4039598105	1/30/2020		4500-500100-6011-	30.68	25067		UNIFORMS/ SAFETY EQUIP	00790 UNIFORMS
0000000	000014		4040775228	1/30/2020		4500-500100-6011-	83.33	25067		UNIFORMS/ SAFETY EQUIPMENT	00790 UNIFORMS
0000000	000014		4040775228	1/30/2020		4520-500100-6011-	30.68	25067		UNIFORMS/ SAFETY EQUIP	00790 UNIFORMS
0000000	000014		404176877	1/30/2020		4100-043100-6011-	44.47	25067		UNIFORMS/ SAFETY EQUIP	00790 UNIFORMS
0000000	000014		404176877	1/30/2020		4500-500100-6011-	30.68	25067		UNIFORMS/ SAFETY EQUIP	00790 UNIFORMS
0000000	000014		404176877	1/30/2020		4520-500100-6011-	83.33	25067		UNIFORMS/ SAFETY EQUIPMENT	00790 UNIFORMS
DISC. TOTAL							633.92			TOTAL	633.92

0000000	999999	DAVIS JEAN	20200130	1/30/2020		4100-012110-6021-	18.94	25068		PUBLIC RELATIONS	00790 FLOWERS SCOTT HALL
DISC. TOTAL							.00			TOTAL	18.94

0000000	000341	DOMINION CHEMICAL CO	51000110	1/30/2020		4520-500100-6004-	352.50	25069		LAB SUPPLIES/CHEMICALS	00790 SODIUM HYPOCH
DISC. TOTAL							.00			TOTAL	352.50

0000000	001052	EMCO UTILITY SERVICES FLD 6850		1/30/2020		4100-012110-3152-	537.11	25070		WEB BASED SERVICES	00790 STATEMENTS
DISC. TOTAL							.00			TOTAL	537.11

0000000	000234	ENVIROCOMPLIANCE LAB INC	R0143927	1/30/2020		4520-500100-3160-	155.00	25071		TESTING	00790 TESTING
0000000	000234		R0143997	1/30/2020		4520-500100-3160-	135.00	25071		TESTING	00790 TESTING
0000000	000234		R0144021	1/30/2020		4520-500100-3160-	115.00	25071		TESTING	00790 TESTING
0000000	000234		R0144061	1/30/2020		4520-500100-3160-	155.00	25071		TESTING	00790 TESTING
0000000	000234		R0144140	1/30/2020		4520-500100-3160-	115.00	25071		TESTING	00790 TESTING
0000000	000234		R0144161	1/30/2020		4520-500100-3160-	115.00	25071		TESTING	00790 TESTING
0000000	000234		R0144201	1/30/2020		4520-500100-3160-	155.00	25071		TESTING	00790 TESTING
0000000	000234		R0144286	1/30/2020		4520-500100-3160-	115.00	25071		TESTING	00790 TESTING
0000000	000234		R0144307	1/30/2020		4520-500100-3160-	115.00	25071		TESTING	00790 TESTING



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR'L	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH DESC.	BATCH INV. DESCRIPTION
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0000000	000234		R0144341	1/30/2020		4520-500100-3160-	155.00	25071		TESTING	00790 TESTING
		DISC. TOTAL					.00				
		CHECK TOTAL	1,330.00								1,330.00

0000000	000234	ENVIROCOMPLIANCE LAB INC	R9CA3764	1/30/2020		4520-500100-3160-	115.00	25072		TESTING	00790 TESTING
0000000	000234		R9CA3877	1/30/2020		4520-500100-3160-	115.00	25072		TESTING	00790 TESTING
0000000	000234		R9CA3807	1/30/2020		4520-500100-3160-	115.00	25072		TESTING	00790 TESTING
0000000	000234		R9CA3871	1/30/2020		4520-500100-3160-	115.00	25072		TESTING	00790 TESTING
0000000	000234		R9CA3902	1/30/2020		4520-500100-3160-	150.00	25072		TESTING	00790 TESTING
		DISC. TOTAL					.00				
		CHECK TOTAL	650.00								650.00

0000000	000228	G & G MILFORD FARM SERV.	183168	1/30/2020		4100-043100-6007-	97.49	25073		REPAIR/ MAINT TOWN BUILDINGS	00790 PAINT & SUPP BILLY
0000000	000028		183286	1/30/2020		4100-043100-6007-	9.56	25073		REPAIR/ MAINT TOWN BUILDINGS	00790 KEYS 109 COURTHOU
0000000	000028		183286	1/30/2020		4500-500100-3311-	8.99	25073		VEHICLE MAINTENANCE	00790 ANTI-FREEZE FOR TRU
0000000	000028		183293	1/30/2020		4100-043100-6007-	23.88	25073		REPAIR/ MAINT TOWN BUILDINGS	00790 AC FILTERS FOR TH
		DISC. TOTAL					.00				
		CHECK TOTAL	139.92								139.92

0000000	000546	JOHNSON'S EXTERMINATING	2020130	1/30/2020		4100-043100-7200-	182.62	25074		EQUIPMENT/ SUPPLIES	00790 HAND CLEANER
0000000	001059		3015008	1/30/2020		4500-500100-6009-	182.62	25074		EQUIPMENT/ SUPPLIES	00790 HAND CLEANER
0000000	001059		3015008	1/30/2020		4520-500100-6004-	182.61	25074		LAB SUPPLIES/CHEMICALS	00790 HAND CLEANER
		DISC. TOTAL					.00				
		CHECK TOTAL	547.85								547.85

0000000	001077	MELISSA B DANJCZEK, PLC	CR1900038700	1/30/2020		4100-031100-3841-	350.00	25075		TOWN HALL EXPENSES	00790 SET/BREAK DWN
0000000	001077		CR1900038800	1/30/2020		4100-031100-3841-	289.00	25075		TOWN HALL EXPENSES	00790 2020-01 OFFICE CLR
		DISC. TOTAL					.00				
		CHECK TOTAL	639.00								639.00

0000000	000048	MID-ATLANTIC LAB	15360	1/30/2020		4500-500100-6022-	158.00	25076		COURT APPOINTED ATTORNEY'S	00790 COURT APPOINT ATT
0000000	000257	ON SITE PC	4587	1/30/2020		4100-012410-5230-	158.00	25076		COURT APPOINTED ATTORNEY'S	00790 COURT APPOINT ATT
		DISC. TOTAL					.00				
		CHECK TOTAL	316.00								316.00

0000000	000918	STAPLES ADVANTAGE	730328467001	1/30/2020		4100-043100-7200-	60.00	25077		WATER TESTING	00790 24 HR TEST
0000000	000918		730328467011	1/30/2020		4100-043100-7200-	.00	25077		WATER TESTING	00790 24 HR TEST
0000000	000918		730351555401	1/30/2020		4100-012410-6001-	172.50	25078		TELECOMMUNICATIONS	00790 JUDY'S COMP
0000000	000918		730351555402	1/30/2020		4100-012410-6001-	.00	25078		TELECOMMUNICATIONS	00790 JUDY'S COMP
0000000	000918		73035324701	1/30/2020		4100-012410-6001-	.00	25078		TELECOMMUNICATIONS	00790 JUDY'S COMP
0000000	000918		730399397101	1/30/2020		4100-012410-6001-	.00	25078		TELECOMMUNICATIONS	00790 JUDY'S COMP
0000000	000918		730399397101	1/30/2020		4100-012410-6001-	.00	25078		TELECOMMUNICATIONS	00790 JUDY'S COMP
0000000	000918		730399397101	1/30/2020		4100-012410-6001-	.00	25078		TELECOMMUNICATIONS	00790 JUDY'S COMP
0000000	000918		730399397101	1/30/2020		4100-012410-6001-	.00	25078		TELECOMMUNICATIONS	00790 JUDY'S COMP
		DISC. TOTAL					.00				
		CHECK TOTAL	485.94								485.94



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

**AGENDA ITEM:** Minutes – December 2, 2019 Town Council Special Meeting

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Transcribed Minutes from the December 2, 2019 Town Council Special Meeting.

**ATTACHMENTS:**

Minutes and bills approved at the 12/02/2019 special meeting

**REQUESTED ACTION:**

Approve Minutes.

**TOWN OF BOWLING GREEN  
TOWN COUNCIL SPECIAL MEETING**

**MINUTES**

**Monday December 02, 2019  
7:30 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

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

**PRESENT**

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

The Mayor noted that Council member Davis was unable to attend the meeting due to a personal family commitment. She asked to join and participate in the meeting via telephone.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Coyle to allow Council Member Davis to participate in the meeting via telephonic communication.

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

Motion passed.

**CLOSED SESSION:**

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Wright to enter into Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1) for the purpose of discussing the performance and contract of the Town Manager.

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

Motion passed.

**RECONVENE IN OPEN SESSION**

Motion made by Council Member M. Gaines, Seconded by Council Member Howard to reconvene in Open Meeting.

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

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.

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

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Howard to place the Town Manager on paid administrative leave pending Council's ability to further investigate the issues related to the ICMA action taken in respect to the Town Manager.

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

Motion passed.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member M. Gaines to amend the agenda to inquire about office equipment.

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

Motion passed.

The Town Clerk/ Treasurer was directed by Council to obtain the Town Manager's old computer and suspend the Town Manager's access to town email and shared drive.

**ADJOURNMENT**

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Howard to adjourn.

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



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

**AGENDA ITEM:** Minutes – January 2, 2020 Town Council Meeting  
**ITEM TYPE:** Consent Agenda  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Transcribed Minutes from the January 2, 2020 Town Council Meeting.

**ATTACHMENTS:**

Minutes and bills approved at the 01/02/2020 meeting

**REQUESTED ACTION:**

Approve Minutes.



**TOWN OF BOWLING GREEN  
TOWN COUNCIL ORGANIZATIONAL MEETING**

**MINUTES**

**Thursday, January 02, 2020  
6:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

The Mayor call the meeting to order and noted a quorum was present.

**PRESENT**

Jason Satterwhite  
Jean Davis  
Mark Gaines  
Valarie Coyle  
Deborah Howard  
Tammie Gaines

**ABSENT**

Glenn McDearmon  
Otis Wright

The Mayor noted that Council member Wright was unable to attend the meeting due to a personal family commitment. He had asked to join the meeting via telephone.

Motion made by Council Member Howard, Seconded by Council Member Coyle to allow Council Member Wright to participate in the meeting via telephonic communication.

Voting Yea: Davis, Coyle, Howard

Voting Nay: M. Gaines, T. Gaines

Motion passed.

**CLOSED SESSION:**

Motion made by Council Member M. Gaines, Seconded by Council Member Coyle to enter into Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1) for the purpose of discussing the performance and contract of the Town Manager.

Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines, Wright

Motion passed.

**RECONVENE IN OPEN SESSION:**

Motion made by Council Member M. Gaines, Seconded by Council Member Howard to reconvene in Open Meeting.

Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines

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.

Mayor Satterwhite.....Yes    Council Member Davis.....Yes  
Council Member M. Gaines.....Yes    Council Member Coyle.....Yes  
Council Member Howard.....Yes    Council Member T. Gaines.....Yes

Council Member Wright was not present to certify as his participation in the meeting ended during Closed Meeting.

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to remove the Town Manager from paid administrative leave and allow him to return to work on Monday January 6, 2020.

Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines

Motion passed.

**TOWN COUNCIL 2019 ORGANIZATIONAL MATTERS:**

**Election of Vice-Mayor** - The Mayor call for nominations of Vice-Mayor. Council Member Davis nominated Council Member McDearmon. Council Member T. Gaines nominated Council Member M. Gaines.

The Mayor called for a vote for each nominee.

Council Member McDearmon - Yea: Davis, Coyle Nay: M. Gaines, T. Gaines, Howard.

Council Member M. Gaines - Yea: Howard, T. Gaines, M. Gaines Nay: Davis, Coyle.

Council Member Mark Gaines was elected Vice-Mayor.

**Committee Appointments** - The Mayor made the following appointments:

Utilities, Streets, Sidewalks, Buildings and Grounds Committee: Council Member T. Gaines - chair person, Council Member Wright - member.

Budget, Policy Personnel, and Ordinance Committee: Council Member Howard - Chair Person, Council Member M. Gaines - member.

**Meeting Schedules** - The following meeting schedules were adopted:

Town Council Meetings - The first Thursday of each month at 7:00 pm to be held at Town Hall.

Utilities, Streets, Sidewalks, Buildings and Grounds Committee Meetings - The fourth Tuesday each month at 6:00 pm to be held at Town Hall.

Budget, Policy Personnel, and Ordinance Committee - The third Tuesday each month at 6:00 pm to be held at Town Hall.

Motion made by T. Gaines, seconded by Howard to adopt the proposed committee meeting schedules.  
Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines

Motion passed.

### **FY2020-2021 Budget Schedule**

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to adopt the Town Manager's proposed budget schedule.

Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines

Motion passed.

### **PUBLIC HEARINGS:**

**O-2019-006 Text Amendment to R-1 Special Use** - The Mayor opened the Public Hearing at 7:25 pm and read the notice that published in the Free Lance Star Newspaper on December 17 and December 24, 2019. He noted that a public hearing had been held by the Planning Commission on December 16, 2019 and its recommendation was for Council to not adopt O-2019-006 - an ordinance to add section 3-116. Special uses. (a) (6) mixed use development to Town Code. The Mayor invited the public to comment on the matter.

Pam Weldon, 333 N. Main St.- Ms. Weldon expressed her support for the ordinance citing advantages of growth of small low impact uses such as tea rooms, art galleries, and antique stores and the opportunity for residents to earn extra income.

Jeff Voit, Planning Commission Chairperson - Chairperson Voit reported that the Commission received comment from one resident stating that they were not in favor of the ordinance. He stated that the Commission's main reference point was the Comprehensive Plan.

Discussion by Council - Council member Gaines said that low impact mixed use was a good fit for historical homes and could attract visitors to town. Council Member clarified that the adoption of O-2019-006 would not automatically qualify all homes for mixed use, a Special Use Permit would be required.

Motion made by Council member M. Gaines, Seconded by Council member T. Gaines. to adopt O-2019-006 - an ordinance to add section 3-116. Special uses. (a) (6) mixed use development to Town Code.

Voting Yea: M. Gaines, Coyle, Howard, T. Gaines  
Voting Nay: Davis

Motion passed.

**ZP-2019-027 Special Use Permit Application** - The Mayor opened the Public Hearing at 8:05 pm and read the notice published in the Free Lance Star Newspaper on December 17 and December 24, 2019. He noted that a public hearing had been held by the Planning Commission on December 16, 2019 and its recommendation was for Council to deny approval of ZP-2019-027 - an application by Pamela Weldon for a Special Use Permit to allow for mixed use development (antique store) at 333 N. Main St,

a property located in the R-1 residential zoning district. The Mayor invited the public to comment on the matter.

Pamela Weldon, 333 N. Main St, applicant - Ms. Weldon conveyed her plans of converting a portion of the downstairs of her home into an antique store and small museum featuring local artifacts. She presented Council with letters of support from 153 individuals and a pre-recorded video of 11 individuals in support of approval of ZP-2019-027. She stated that her current estate sale business draws interest from Washington DC to North Carolina and she has even been featured on a television show for her unique collection. She felt her proposed plan would bring new visitors to Bowling Green to shop and eat which in return would create revenue for the Town.

Motion made by Council member M. Gaines, Seconded by Council member Howard to direct staff to work with applicant to set agreed upon conditions for the Special Use Permit and return to Council with the proposed conditions.

Voting Yea: Gaines, Coyle, Howard, Gaines  
Voting Nay: Davis

Motion passed.

### **PUBLIC COMMENTS:**

Anthony Lippa, Caroline County Sheriff - Sheriff Lippa expressed his support for R-2020-001 a Resolution expressing intent to uphold Second Amendment rights.

Motion made by Council member M. Gaines, seconded by Council member Howard to move R-2020-001 from New Business to be acted upon immediately following public comment.

**R-2020-001 - a Resolution expressing intent to uphold Second Amendment rights** - Council held a lengthy discussion about R-2020-001 - a Resolution expressing intent to uphold Second Amendment rights during which questions were asked of Sheriff Lippa and Chief Lipscomb.

Motion made by Council member M. Gaines, Seconded by Council member T. Gaines to adopt R-2020-001 - a Resolution expressing intent to uphold Second Amendment rights.

Voting Yea: Davis, Gaines, Gaines  
Voting Nay: Coyle, Howard

Motion passed.

### **STAFF REPORTS & PRESENTATIONS:**

The following staff reports were presented to Council:

Bowling Green Police Monthly Report to Council December 2019

Public Works and Utilities Monthly Report to Council December 2019

Events & Economic Dev. Coordinator Council Monthly Report for December 2019

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

### **CONSENT AGENDA:**

The following items were presented to Council:

December 2019 Bills (attached to these minutes)

Minutes – December 5, 2019 Town Council Meeting

Set public hearing and authorize to manager to advertise for O-2020-001 – Ordinance giving Town Manager Authority to regulate parking.

Motion made by Council member M. Gaines, Seconded by Council member Howard to approve consent agenda as presented.

Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines

Motion passed.

**UNFINISHED BUSINESS:**

There was none to be discussed.

**NEW BUSINESS:**

There was none to be discussed.

**REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

Council member T. Gaines – had no comment

Council member Howard - had no comment

Council member Davis – had no comment

Council member M. Gaines - had no comments.

Council member Coyle – asked if staff could prepare a Code of Ethics for Council and staff to be considered by Council for adoption at its next meeting.

Mayor Satterwhite - reported that the ribbon cutting ceremony he had attended for 109 Courthouse lane which was donated to the Town by Atlantic Union Bank was very nice. He asked the Town Attorney to look into the Town's policy on firearms in Town vehicles and said that the development of an architectural review board could be discussed at a future meeting.

**ADJOURNMENT**

Motion made by Council member M.Gaines, Seconded by Council member Howard to adjourn.

Voting Yea: Davis, M. Gaines, Coyle, Howard, T. Gaines

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24922	999999	BROWN SONYA MARIE	000	12/03/2019	67.66	.00
24923	999999	CROMBIE GLEN D	000	12/03/2019	16.11	.00
24924	999999	DANIEL VIOLET	000	12/03/2019	60.29	.00
24925	999999	DILLON ELAINE S	000	12/03/2019	1.82	.00
24926	999999	FARMER DEE LEE & GINGER F	000	12/03/2019	294.84	.00
24927	999999	FLOYD THERESA MICHELLE	000	12/03/2019	9.46	.00
24928	999999	FULTS GEOFFREY ELLSWORTH	000	12/03/2019	242.06	.00
24929	999999	GUZMAN LILLIANA	000	12/03/2019	113.53	.00
24930	999999	KITT ERIC	000	12/03/2019	100.00	.00
24931	999999	LANCTO JANE M	000	12/03/2019	465.82	.00
24932	999999	LAW RODNEY	000	12/03/2019	73.41	.00
24933	999999	NICHOLSON ANDREW M & CARO	000	12/03/2019	228.15	.00
24934	999999	REYNOLDS LEO DELIANO	000	12/03/2019	76.24	.00
24935	999999	SCHOONMAKER SAMANTHA	000	12/03/2019	64.63	.00
24936	999999	WOODRUM JEAN	000	12/03/2019	281.50	.00
		CLASS TOTAL			2,095.52	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,095.52	
		EPY TOTAL			.00	
		FINAL TOTAL			2,095.52	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 2,095.52- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



API00B 12/05/2019 TOWN OF BOWLING GREEN  
 TIME-16:40:39

A/P CHECK REGISTER  
 Check Date - 12/06/2019

ActPd - 2019/12

PAGE

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24937	9999999	DEYO RUSSELL	000	12/06/2019	150.00	.00
24938	546	JOHNSON'S EXTERMINATING	000	12/06/2019	615.00	.00
24939	9999999	LAKE CHRISTOPHER	000	12/06/2019	490.28	.00
24940	179	JUCK STONE CORPORATION	000	12/06/2019	374.53	.00
24941	9999999	NUCKOLS WILMA	000	12/06/2019	336.98	.00
24942	257	ON SITE PC	000	12/06/2019	231.50	.00
24943	1053	TACS	000	12/06/2019	150.00	.00
24944	852	US POSTAL SERVICE	000	12/06/2019	120.00	.00
24945	19	VERIZON	000	12/06/2019	205.34	.00
24946	256	VERIZON WIRELESS	000	12/06/2019	909.90	.00
24947	863	WILLIAMS MULLEN	000	12/06/2019	1,560.00	.00
		CLASS TOTAL			5,143.53	.00
		ACH TOTAL			.00	
		CHECK TOTAL			5,143.53	
		EPY TOTAL			.00	
		FINAL TOTAL			5,143.53	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 5,143.53- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

API00B 12/12/2019 TOWN OF BOWLING GREEN  
 TIME - 9:00:05

A/P CHECK REGISTER  
 Check Date - 12/11/2019

AcPd - 2019/12

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24948	9999999	BROWN SONYA MARIE	000	12/11/2019	44.26	.00
24949	9999999	CAROLINE COMMUNITY CLUB P	000	12/11/2019	101.82	.00
24950	9999999	WOODRUM JEAN	000	12/11/2019	171.23	.00
		CLASS TOTAL			317.31	.00
		ACH TOTAL			.00	
		CHECK TOTAL			317.31	
		EPY TOTAL			.00	
		FINAL TOTAL			317.31	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 317.31- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24951	944	ATLANTIC BROADBAND /	000	12/13/2019	394.05	.00
24952	1039	BIG DOG AUTOMOTIVE, LLC	000	12/13/2019	256.47	.00
24953	897	CINTAS CORPORATION	000	12/13/2019	73.11	.00
24954	679	DAVID L BROOKS HAULING &	000	12/13/2019	7,513.28	.00
24955	341	DOMINION CHEMICAL CO	000	12/13/2019	384.75	.00
24956	10	DOMINION VIRGINIA POWER	000	12/13/2019	6,107.91	.00
24957	999999	ENGLISH CHERYL	000	12/13/2019	150.00	.00
24958	151	FIRE SAFETY SYSTEMS INC	000	12/13/2019	359.75	.00
24959	1040	KELVIC CONSTRUCTION CO	000	12/13/2019	99,225.27	.00
24960	683	LADYSMITH HEATING AND	000	12/13/2019	89.00	.00
24961	1015	RED BUD SUPPLY INC	000	12/13/2019	109.59	.00
24962	918	STAPLES ADVANTAGE	000	12/13/2019	406.19	.00
24963	653	STEMBLE PLUMBING REPAIR	000	12/13/2019	1,300.00	.00
24964	148	THE FREE LANCE STAR	000	12/13/2019	424.00	.00
24965	291	USA BLUE BOOK	000	12/13/2019	1,628.59	.00
24966	1002	VACORP	000	12/13/2019	327.64	.00
24967	19	VERIZON	000	12/13/2019	16.36	.00
24968	44	VUPS	000	12/13/2019	43.05	.00
24969	999999	WARNER ALICIA	000	12/13/2019	70.99	.00
24970	12	WOOLLFORD MANAGEMENT	000	12/13/2019	10,439.16	.00
24971	999999	WOOLLFORD LAURIE	000	12/13/2019	50.00	.00
24972	451	XEROX CORPORATION	000	12/13/2019	329.03	.00
		CLASS TOTAL			129,708.19	.00
		ACH TOTAL			.00	
		CHECK TOTAL			129,708.19	
		EPY TOTAL			.00	
		FINAL TOTAL			129,708.19	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 129,708.19- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24973	988	BALLEW DALE	000	12/13/2019	300.00	.00
24974	550	COLEMAN WICK	000	12/13/2019	100.00	.00
24975	906	MCLEOD RICKY	000	12/13/2019	600.00	.00
		CLASS TOTAL			1,000.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,000.00	
		EPY TOTAL			.00	
		FINAL TOTAL			1,000.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 1,000.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24980	1063	ALAGRITTI PAYMENTS, LLC	000	12/20/2019	22.42	.00
24981	1020	CONSOLIDATED PIPE & SUP	000	12/20/2019	769.81	.00
24982	679	DAVID L BROOKS HAULING &	000	12/20/2019	12,580.00	.00
24983	1052	ENCO UTILITY SERVICES FLO	000	12/20/2019	4.50	.00
24984	813	FOLEY HEATHER	000	12/20/2019	1,750.00	.00
24985	546	JOHNSON'S EXTERMINATING	000	12/20/2019	875.00	.00
24986	48	MID-ATLANTIC LAB	000	12/20/2019	60.00	.00
24987	919	PRO SHRED SECURITY	000	12/20/2019	45.00	.00
24988	11	RAPPAHANNOCK ELEC COOP	000	12/20/2019	582.82	.00
24989	653	STEMMLE PLUMBING REPAIR	000	12/20/2019	1,625.00	.00
24990	934	TOTAL POWER SWEEPING SER	000	12/20/2019	1,900.00	.00
24991	291	USA BLUE BOOK	000	12/20/2019	513.90	.00
24992	1049	WEX BANK	000	12/20/2019	1,133.11	.00
		CLASS TOTAL			21,861.56	.00
		ACH TOTAL			.00	
		CHECK TOTAL			21,861.56	
		EPY TOTAL			.00	
		FINAL TOTAL			21,861.56	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 21,861.56- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24993	18	A & M HOME CENTER	000	12/27/2019	93.27	.00
24994	600	BENNETT DEBORAH T	000	12/27/2019	175.00	.00
24995	897	CINTAS CORPORATION	000	12/27/2019	104.71	.00
24996	14	CINTAS OF RICHMOND	000	12/27/2019	792.40	.00
24997	1058	DIAMOND SPRINGS	000	12/27/2019	81.15	.00
24998	125	E M GRAY & SON	000	12/27/2019	2,014.49	.00
24999	234	ENVIROCOMPLIANCE LAB INC	000	12/27/2019	1,165.00	.00
25000	234	ENVIROCOMPLIANCE LAB INC	000	12/27/2019	790.00	.00
25001	648	ERARD ANDREA G	000	12/27/2019	1,667.00	.00
25002	28	G & G MILFORD FARM SERV.	000	12/27/2019	259.25	.00
25003	9999999	GLASCO LUTHER	000	12/27/2019	50.00	.00
25004	898	JAMES MARY	000	12/27/2019	140.00	.00
25005	546	JOHNSON'S EXTERMINATING	000	12/27/2019	1,104.00	.00
25006	743	LOCAL SERVICES	000	12/27/2019	352.00	.00
25007	257	ON SITE PC	000	12/27/2019	294.99	.00
25008	722	PACHELLO KRISTIN M	000	12/27/2019	105.00	.00
25009	918	STAPLES ADVANTAGE	000	12/27/2019	158.94	.00
25010	653	STEMMLE PLUMBING REPAIR	000	12/27/2019	14,195.00	.00
25011	930	WEBB EMILY	000	12/27/2019	280.00	.00
25012	9999999	WHITTAKER CAITLYN	000	12/27/2019	50.00	.00
		CLASS TOTAL			23,872.20	.00
		ACH TOTAL			.00	
		CHECK TOTAL			23,872.20	
		EPY TOTAL			.00	
		FINAL TOTAL			23,872.20	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 23,872.20- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER



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

**AGENDA ITEM:** Wellhead Protection Grant

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Reese Peck, townmanager@townofbowlinggreen.com

**PHONE:** (804) 633-6212

### **BACKGROUND / SUMMARY:**

A grant opportunity is available through VHDA that would offer 100% funding for wellhead protection related activities that the Town is in need of completing including:

- Rectify wellhouse chlorine issues by purchasing a storage building for each wellhouse to keep the chlorine separate from the wellhead
- Install fencing at well 4 to prevent graffiti, trash, and vandalism, recommended during VDH inspection
- Install security cameras at well 01A, 4, and 5 to vandalism
- Formally abandon Well 6
- Pave access road to well 4 due to accessibility issues for vehicles during inclement weather installation of four security cameras and equipment at our Hite Spring

The grant application will be completed by Tetra Tech accompanied by the attached letter of support.

### **ATTACHMENTS:**

Letter of support

### **REQUESTED ACTION:**

Authorize Town Manager to Apply for Wellhead Protection Grant

Raven Jarvis  
Special Projects Engineer  
VDH - Office of Drinking Water  
James Madison Building  
109 Governor Street - Room 641  
Richmond VA 23219

February 7, 2020

RE: Wellhead Protection Implementation Projects  
RFA No.: VDH-17-103-0177

Dear Ms. Jarvis:

The Town of Bowling Green supports the grant application concerning Wellhead Protection Implementation Projects. The priority items are included in our recently completed Source Water Protection Plan to prevent potential contamination. These activities include:

- Rectify wellhouse chlorine issues by purchasing a storage building for each wellhouse to keep the chlorine separate from the wellhead
- Install fencing at well 4 to prevent graffiti, trash, and vandalism, recommended during VDH inspection
- Install security cameras at well 01A, 4, and 5 to vandalism
- Formally abandon Well 6
- Pave access road to well 4 due to accessibility issues for vehicles during inclement weather installation of four security cameras and equipment at our Hite Spring

These endeavors are listed as Action Items 4, 5, 6, and 7 in our 2019 Source Water Protection Plan. The Town has worked diligently to identify and remediate drinking water issues in the past. This project would help prevent contamination and vandalism and improve access to our wells according to former VDH recommendations.

The following information is provided to assist in consideration of this grant award:

Federal Tax ID: 54-6004151  
DUNS No.: 090607081  
Congressional District: 1

Please feel free to contact me with any questions about this request.

Sincerely,

A. Reese Peck  
Town Manager





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

**AGENDA ITEM:** Approval of Amended Job Description - WWTP Operator III  
**ITEM TYPE:** Consent Agenda  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Reese Peck, townmanager@townofbowlinggreen.com  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

The amendment would allow an Operator III to supervise. Also, the amendment clarifies the requirement of obtaining a Class 2 operator license within 12 months of being classified as an Operator III applies to new hires as well as in-house promoted employees.

**ATTACHMENTS:**

Proposed amended job description - WWTP Operator III

**REQUESTED ACTION:**

Approve proposed amended WWTP Operator III job description.

## Town of Bowling Green Job Description



POSITION: **WWTP Operator III**  
DEPARTMENT: **Public Works and Utilities**  
PAY RANGE: **\$41,446-\$53,880-\$66,314**  
FLSA: **Non-Exempt**

**GENERAL STATEMENT OF JOB:** A technical position responsible for operation, repair and maintenance of the wastewater treatment system and other duties as directed. Work is performed under general supervision. Work may require rotation of shifts.

### **ESSENTIAL JOB FUNCTIONS:**

- Operates Class II municipal wastewater treatment plant in compliance with all appropriate local, state and federal wastewater regulations.
- Collects samples for outside lab testing; performs limited laboratory tests.
- Monitors the plant operations.
- Tests for Total Suspended Solids (TSS) and percent for settlement.
- Removes sludge from drying beds; cleans clarifiers.
- Installs, maintains and repairs wastewater equipment.
- Prepares reports.
- Responds to service request.
- **Supervises, assigns, and reviews the work of Operators; participates in employee selection, evaluation, and disciplinary actions; provides guidance and training; resolves problems as non-routine situations arise.**
- Does similar work which may be necessary to perform the functions of the work to which assigned.

### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as

WWTP Operator III: May

regular work assignment and all policies and procedures for duty assignments apply.

**JOB LOCATION AND CONDITIONS:**

Duties are performed indoors and outdoors in an office and treatment plant environment. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Requires thorough knowledge of the principles, practices, and equipment used in wastewater treatment system operations, repair and maintenance
- Knowledge of the occupational hazards of the work
- Knowledge of the techniques used in gathering samples and routine testing required in wastewater treatment.

**EDUCATION AND EXPERIENCE:**

Possession of a high school diploma/GED. Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

**NECESSARY SPECIAL QUALIFICATIONS:**

Position requires Class II license as a Wastewater Treatment Plant Operator within 12 months of employment of appointment to the position.

Possession of a valid Virginia driver's license, possess and maintain a driving record that meets established Town of Bowling Green Driving Standards.

Position candidate may be required to pass a post-offer, pre-employment physical examination and drug test. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

*To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**PHYSICAL REQUIREMENTS:**

**C**= Continuous – over 6 hours a day      **O**= Occasional – less than 3 hours a day      **P**= Periodic – several times a year  
**F**= Frequent – between 3 and 6 hours a day      **I**= Intermittent–several times a week/month      **N/A**= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>



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

**AGENDA ITEM:** Consideration of EDA Appointment

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision - Introduction

**PRESENTER:** Hon. Jason Satterwhite, Mayor [jasonsatterwhite@townofbowlinggreen.com](mailto:jasonsatterwhite@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

John Sieg's EDA term has ended in November 2019 and he was no longer interested in serving. The appointment term to be filled is November 1, 2019 to October 31, 2023.

**ATTACHMENTS:**

None.

**REQUESTED ACTION:**

Consider candidates for appointment



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

**AGENDA ITEM:** Code of Ethics  
**ITEM TYPE:** Action Item  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Andrea Erard, Town Attorney  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

At its January meeting, Council asked that staff draft a Code of Ethics to adopt.

**ATTACHMENTS:**

Proposed Code of Ethics.

**REQUESTED ACTION:**

Adopt Code of Ethics.



## CODE OF ETHICS

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, during the term of my service on the Bowling Green Town Council, I will:

1. Uphold the Constitution, laws and regulations of the United States, and to never be a party to their evasion.
2. Put loyalty to the highest moral principles and to the Town as a whole, above loyalty to individuals, districts, or particular groups.
3. Treat citizens, staff, and fellow board members with respect and courtesy at all times.
4. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, country of origin or disability.
5. Avoid discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not.
6. I will never accept for myself or my family members, favors or benefits under circumstances that might be construed by reasonable persons as influencing the performance of my governmental duties.
7. Make no private promises of any kind or make any representations that appear to make a commitment on behalf of the Town or the Council.
8. Uphold the requirements of the Virginia Conflict of Interests Act and engage in no business with the Town government, either directly or indirectly, except as may be consistent with state law.
9. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
10. Make sure that, when expressing a personal belief or opinion, that a clear distinction is made between personal opinion or belief and a decision made by the Council.
11. Conduct myself in a transparent manner so that citizens have full access to the operation of the government, but also to keep confidential any and all information disclosed and/or discussed during a closed meeting, or that is provided as being confidential, in order to protect the Town and its citizens.

\_\_\_\_\_  
Signature of Council Member

Date: \_\_\_\_\_



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

**AGENDA ITEM:** WITHDRAWN - Sewer Connection at 240 N. Main St  
**ITEM TYPE:** Action Item  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Reese Peck, townmanager@townofbowlinggreen.com  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Upon further inspection, it was discovered that 240 N. Main Street is in fact connected to public sewer.

~~It was recently discovered that 240 N. Main St is not connected to public sewer but has been billed for sewer for more than 20 years. The home owner began experiencing sewer backups several weeks ago and later discovered that the cause was her failing septic. Neither the home owner nor Town staff were aware that the house was not connected to public sewer.~~

~~It is staff's recommendation that the town connect 240 N. Main St. to our public system, waiving the availability, connection, and inspection charge as well as hire a contractor to run the resident's lines to the main and properly abandon the septic tank.~~

**ATTACHMENTS:**

None.

**REQUESTED ACTION:**

None.

~~Authorize staff to hire a contractor to connect 240 N. Main St to public sewer, abandon the existing septic tank, and waive availability, connection, and inspection fees.~~





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

**AGENDA ITEM:** Amended Budget Meeting Schedule  
**ITEM TYPE:** Action Item  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Reese Peck, townmanager@townofbowlinggreen.com  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

The budget schedule needs to be pushed back one month and a June adoption date needs to be set due to a delay in the development of a proposed water rate schedule by Southeast Rural Community Assistance Project.

**ATTACHMENTS:**

Amended Budget Meeting Schedule.

**REQUESTED ACTION:**

Set June Adoption Date and approve the Amended Schedule.

## Town of Bowling Green Fiscal Year 2020 - 2021 Budget Schedule

January 21, 2020	Develop Budget Objectives with Budget Committee	6:00pm
January/ February 2020	Develop Proposed Water & Sewer Rates in conjunction with Southeast Rural Community Assistance Project, Inc.	N/A
March 17, 2020	Regular Meeting of Budget Committee/ review and make recommend changes to the proposed Water & Sewer Rates	6:00pm
April 2, 2020	Regular Meeting/ Budget Introduction including proposed Water and Sewer Rates	7:00pm
April 21, 2020	Work Session/Budget Work Session	7:00pm
<b>April 28, 2020</b>	<b>Meeting/Budget Work Session (if needed)</b>	<b>7:00pm</b>
May 7, 2020	Regular Meeting/ Authorize Town Manger to Advertise Budget Public Hearing and Propose Water & Sewer Rates	7:00pm
June 4, 2020	Regular Meeting/ Public Hearing on Budget and Proposed Tax and Utility Rates	7:00pm
<b>June 11, 2020</b>	<b>Adoption Meeting/Adoption of Budget and Tax Rate/Appropriate Funds</b>	<b>7:00pm</b>



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

**AGENDA ITEM:** Review of ZP-2018-010 Magnolia Morning / Small Intimate Weddings

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Reese Peck, townmanager@townofbowlinggreen.com

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

ZP-2018-010 Magnolia Morning / Small Intimate Weddings requires an public hearing on the operations after one year.

**ATTACHMENTS:**

Proposed ZP-2018-010 Magnolia Morning / Small Intimate Weddings Public Hearing Notice.

**REQUESTED ACTION:**

Authorize Town Manager to publish the Notice of Public Hearing.

## PUBLIC HEARING

### Bowling Green Town Council

The Bowling Green Town Council will conduct a public hearing on Thursday, March 5, 2020, at 7:00 PM in the Bowling Green Event Hall, 117 Butler Street. The purpose of the hearing will be for the Town Council to receive public comment on the operation of Magnolia Morning / Small Intimate Weddings under ZP-2018-010.

The Town Council will take appropriate action after the hearing. ZP-2018-010 is available for review at Town Hall, 117 Butler Street during normal business hours. All those wishing to comment on this matter can come to the hearing and be heard. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A. Reese Peck  
Town Manger/Zoning Administrator



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

**AGENDA ITEM:** Corrected 2020 Planning Commission Schedule

**ITEM TYPE:** Town Manager & Staff Comments

**PURPOSE OF ITEM:** Information Only

**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

The Planning Commission Schedule included in Council's January packet had incorrect meeting dates for January and February. Attached is the correct schedule adopted by the Planning Commission at its December meeting.

**ATTACHMENTS:**

Corrected 2020 Planning Commission Schedule

**REQUESTED ACTION:**

None.

**PLANNING COMMISSION**  
**TOWN OF BOWLING GREEN**  
**VIRGINIA**

**MONTHLY MEETING SCHEDULE FOR 2020**

<b>Month</b>	<b>Date</b>	<b>Type</b>	<b>Time</b>	<b>Place</b>
<b>January</b>	<b>Monday, January 27<sup>th</sup></b>	<b>Regular</b>	<b>6:00PM</b>	<b>Town Hall</b>
<b>February</b>	<b>Monday, February 24<sup>th</sup></b>	<b>Regular</b>	<b>6:00PM</b>	<b>Town Hall</b>
<b>March</b>	<b>Monday, March 16<sup>th</sup></b>	<b>Regular</b>	<b>6:00PM</b>	<b>Town Hall</b>
<b>April</b>	<b>Monday, April 20<sup>th</sup></b>	<b>Regular</b>	<b>6:00PM</b>	<b>Town Hall</b>
<b>May</b>	<b>Monday, May 18<sup>th</sup></b>	<b>Regular</b>	<b>6:00PM</b>	<b>Town Hall</b>
<b>June</b>	<b>Monday, June 15<sup>th</sup></b>	<b>Regular</b>	<b>6:00PM</b>	<b>Town Hall</b>
<b>July</b>	<b>Monday, July 20<sup>th</sup></b>	<b>Regular</b>	<b>6:00PM</b>	<b>Town Hall</b>
<b>August</b>	<b>Monday, August 17<sup>th</sup></b>	<b>Regular</b>	<b>6:00PM</b>	<b>Town Hall</b>
<b>September</b>	<b>Monday, September 21<sup>st</sup></b>	<b>Regular</b>	<b>6:00PM</b>	<b>Town Hall</b>
<b>October</b>	<b>Monday, October 19<sup>th</sup></b>	<b>Regular</b>	<b>6:00PM</b>	<b>Town Hall</b>
<b>November</b>	<b>Monday, November 16<sup>th</sup></b>	<b>Regular</b>	<b>6:00PM</b>	<b>Town Hall</b>
<b>December</b>	<b>Monday, December 21<sup>st</sup></b>	<b>Regular</b>	<b>6:00PM</b>	<b>Town Hall</b>

**NOTE:**

The Town Council Meeting Room is located in the Town Hall on 117 Butler Street in Bowling Green.



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

**AGENDA ITEM:** Artism by Joey Grand Opening Invite  
**ITEM TYPE:** Informational  
**PURPOSE OF ITEM:** Information Only  
**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Council is invited to the February 15 Grand Opening of Artism by Joey.

**ATTACHMENTS:**

Grand Opening Invitation

**REQUESTED ACTION:**

None

**Hi!** I am opening my ARTism by Joey Studio and Gallery and I am sending you this card to invite you to my grand opening!

I will have snacks to share and art to purchase and maybe even some door prizes. I will also love seeing you and sharing my new space. It won't be any fun at all if you aren't there so please come if you can! Thank you and here are the details.

**Who?** You!

**What?** An Open House Grand Opening so you can see our nice spot.

**When?** February 15, 2020 from 1:00 pm to 4:00 pm.  
[Inclement weather: If we have dangerous weather it will be on February 22, I will post on Facebook the night before but you can message [artismbyjoey@gmail.com](mailto:artismbyjoey@gmail.com).

**Where?**

111 North Main Street  
Bowling Green, Virginia 22427

**Why?** This is exciting for me, the Town of Bowling Green, the Commonwealth of Virginia, the United States, anyone who loves art, anyone on the spectrum, and maybe the whole world! People might have said I couldn't do this but I am doing this because of You and Other Awesome People!



Magical Art for You and Other Awesome People  
<https://www.facebook.com/artismbyjoey/>







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

**AGENDA ITEM:** Special Event Notification – Mayberry Days  
**ITEM TYPE:** Informational  
**PURPOSE OF ITEM:** Information Only  
**PRESENTER:** Melissa Lewis, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

As required by Section 6-202 (a) of the Town Code, written notification has been submitted to the Town Manager for Mayberry Days which will be held on April 25, 2020.

**ATTACHMENTS:**

- SEN-2020-001

**REQUESTED ACTION:**

None.

**SEN** 2020-001

PREVIOUS EDITIONS OF THE  
FORM ARE OBSOLETE



Date Filed:

FORM INITIATED:  
April 22, 2010

## Town of Bowling Green Special Event Notification Form

This form provides advance notification to the Town of Bowling Green for a Special Event that will be conducted solely on and within the boundaries of the identified property. The owner of the property must have applied for and received a Special Use Permit for the identified property to allow for the conduct of Special Events. Submission of this form is required for Special Events involving 50 or more invited guests and optional for Special Events involving 49 or less invited guests. This notification allows the Town of Bowling Green to meet its responsibility to provide a safe, calm, and secure environment for all of its citizens and visitors. It also allows the Town of Bowling Green to notify local law enforcement officials for awareness in case any complaints are received and ensure that adjacent property owners are also aware. A separate notification form is required for each proposed Special Event.

### Applicant

Bowling Green Farmers Market 804-994-1745  
Name Daytime Telephone Number

PO Box 165 Bowling Green, Va 22427  
Mailing Address

Physical Address

Is the Applicant the Property Owner?

Yes

No

### Property Information

Tax Map/Parcel Number

Property Owner's Telephone Number

Verizon, Atlantic Union Bank, James S. Day Jr, Kathy Hancock  
Property Owner

107 Davis Ct, 211 N Main St, 203 N Main St, 203 N Main St  
Property Owner's Mailing Address

Caroline Circuit Court House  
Physical Address of the Property (use street names and numbers)

**Special Event Information**

Type of Event           Mayberry Day          

Date(s) of Event           April 25          

Start Time and End Time of the Event           9am to 3pm                     Set up 7am - 4:30pm          

Name of the person in charge of the event           Steve Manster          

Telephone number of the person in charge for contact by Town Officials during the event           540-371-6008          

Is music part of the Event? ("Yes" or "No")           Yes          

Are there any noise producing activities as part of the Event? (If "Yes", identify activity or state "No")           No          

Number of Invited Guests           150+ guests          

Will all of the required off street parking be accommodated on the identified property? (If "No", identify the alternate location(s) and provide the name and daytime telephone number of the person(s) granting permission to use the location(s) or state "Yes")

**Certification by Property Owner and Applicant**

I certify that I have the authority to make the foregoing application and the information given is correct, including any attachments. I understand that I am responsible for ensuring music and noise levels remain at reasonable levels so as not to create an issue for surrounding residents, all parking is accommodated as off street parking, temporary signs are placed properly, and the event is conducted during the specified dates and times. Further, I understand that the use of the property by person(s) other than the owner(s) of the property does not change the rights and responsibilities of the property owner. I acknowledge the need to have the contact person available at the identified telephone number in case there are reported issues or complaints during the conduct of the Special Event. I further acknowledge violation of the Code of the Town of Bowling Green regarding the conduct of this Special Event may jeopardize future Special Events on the identified property.

\_\_\_\_\_  
Date

          1-23-2020            
Date

\_\_\_\_\_  
Property Owner Signature (Required)

          Stephen H. Manster            
Applicant Signature (If not the property owner)

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

Receipt Acknowledged

\_\_\_\_\_  
Town Manager Signature

\_\_\_\_\_  
Date

# -Mayberry Days- Farmers Market Celebration

**When:** Saturday April 25th 2020 (Rain Date: Sunday April 26 2020)

**Time:** 9am- 3pm (Set up 7am/Clean up til 4:30pm)

**Activities Include:** (But not limited to) Farmers Market, Flea Market, Craft Vendors, Aunt Bea Pie Contest, Music, Food Trucks (only ones offering something not available in town)

The Farmers Market will carry a General Liability Policy (Special Event Policy) the day of the event.

**\*Items needed:** Portable Toilets- Check with Health Department for required amount

**Permission needed:** to use Courthouse lawn for Music/Bands and Craft Vendors (will need electrical outlet for Band Equipment)