



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

AGENDA ITEM: Public Works Department Monthly Report for February 2025

DATE: March 25, 2025

PREPARED BY: Shawn Fortune, Public Works Foreman

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Drying Bed shoveling and loads of waste were hauled from the Waste Water Treatment Plant.
 - a. Removed drying bed # 5 on 3/13//2025
 - b. Tilled and rake drying bed #5 on 3/18/2025
 - c. Added sand to drying bed #5 on 3/19/2025.
 - d. Pump and hauling has continued at the WWTP out of the digesters.
2. Applied mulch to mulch beds at all town building and trees on 3/18/2025.
 - a. All mulch beds were edged using a mulch bed edger.
 - b. Weed and Feed was applied at Town Hall, Police Department and the Town Manager's office.
 - c. Applied grass seed to bare spots at Town Hall.
3. Set up was completed for Council and Planning Commission meetings.
4. Daily checks were made on all Public Works vehicles that included fluid levels and tire inspections.
5. Equipment Repair:
 - a. Brakes and new rotors were installed on truck #2 on 3/25/2025
 - b. A new set of tires were installed on 2021 F-150 and a oil change was done on 3/19/2025.
6. Equipment Purchased:

- a. The town purchased a roto tiller to till the drying beds on 3/14/2025.
7. All of the generators are started weekly manually and all fluid levels are checked.
8. Staff marked a total of fifty-two 811(Miss Utility) tickets for March 2025.
9. Emailed Recycling Data Report for 2024 to Caroline County on 3/17/2025.
10. Weekly dumping of the trash cans on Main St. has continued.

Utilities

1. Bac T samples were collected for March 2025 and all requirements were met.
2. All the HVAC filters were changed in all of the buildings on 2/20//2025.
3. At the Bowling Green Meadows pump station the reed valves had to be replaced in vacuum pump #2 on 3/17/2025.
4. Sewer line from Martin St. to Lee St. has been checked weekly to make sure it is flowing properly.
5. All six pump stations are maintenance weekly to prevent grease build up on the walls.
6. Fire hydrant maintenance started on 3/10/2025 it is still in progress. This includes flushing, greasing and exercising the valves. Also we are compiling a list of hydrants that need repairs or need to be replaced.
7. Daily check of all the Pump Stations has continued.
8. Daily check of alarmed water meters has continued and repairs are made as needed.
9. Water main break on Maury Ave. on 2/21/2025 at 146 Maury Ave. a repair band was installed to fix the leak.
10. Pump and haul will continue at the manhole in front of DK Firearm because of the collapsed sewer line on Main St.

11. The VDOT water tower was painted the week of 3/17/2025.

12. Caulked and resurfaced the concrete on clarifier #2 on 3/22/2025.

ATTACHMENTS:

HEADS UP ITEMS:

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