



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, August 06, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

- Mayor Tina Gambill called the Town Council Meeting to order at 6:03 PM and led the Pledge of Allegiance.
- Following a motion from Councilmember Storke and a second from Councilmember Voit, Town Council approved Councilmember John Chinault's electronic participation pursuant to the Town's electronic participation policy due to a work assignment in Nebraska. The motion carried unanimously by right-hand raise.

Councilmembers Present:

Mayor Tina Gambill, Vice-Mayor Valarie Coyle, Councilmember Jean Davis, Councilmember Dan Webb, Councilmember John Chinault, Councilmember David Storke, Councilmember Randy Hageman, Councilmember Jeff Voit

Staff Members Present:

India Adams-Jacobs, Town Manager/Clerk; Danielle Powell, Town Attorney; Justin Cecil, Bowling Green Police Chief; Tomeka Morgan, Interim Town Treasurer; Perry Hickman, Capital Projects & Grants Manager; Shawn Fortune, Public Works Director; Jeffrey Smith, Administrative Assistant/Deputy Clerk

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- All members were present, with Councilmember Chinault participating electronically, and a quorum was established.

CONSENT AGENDA:

1. Minutes- May 28, 2026
2. Minutes- June 4, 2026
3. Special Meeting Minutes- February 26
4. Request for Joint Planning Commission Meeting- October 22
5. Approval of Non-Profit Usage of Town Hall — Local Heroes Celebration Fee Waiver Request
6. Special Event Application- Mindful Miles 5K & 10K Race

- Councilmember Jeff Voit motioned to approve Consent Agenda Items 1–6 and was seconded by Councilmember Jean Davis. The consent agenda was approved unanimously by right-hand raise.

MEMBER COMMENTS:

- Councilmember Jean Davis congratulated Jeffrey Smith on receiving his master's degree and thanked Chief Cecil for obtaining donated pizza for National Night Out.
- Councilmember Jeff Voit commended the National Night Out event despite the rain and announced that the next Clean Sweep event would be held September 19.
- Councilmember Dan Webb recognized Town staff, including the utilities and Public Works teams and the Town Manager, for their work on ongoing water, sewer, and infrastructure projects.
- Vice-Mayor Valarie Coyle reported that Kaboom representatives were evaluating the Town playground, including soil and safety conditions, and that a public meeting could be held as early as September. She also recognized Ms. Shermeka Baker-Latney for her work on the Harvest Festival and the Caroline Promise Community Day. She noted that donations of school supplies were still being accepted.
- Mayor Gambill welcomed Lieutenant Colonel Isaac Howard as the new garrison commander at Fort A.P. Hill, reported on exterior repairs underway at Town Hall, and summarized her visit to Bowling Green, Kentucky. Mayor Gambill stated that Bowling Green, Kentucky, had embraced her proposal for a sister-city relationship focused on tourism and economic development and had offered to help lead a broader network involving other communities named Bowling Green. She also displayed gifts exchanged during the visit and thanked Caroline County representatives for supporting the initiative.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Pat Cropper, 251 North Main Street, congratulated Mayor Gambill on the sister-city initiative and asked that it be publicized. Ms. Cropper expressed concern about the cost of contracted financial services, staff turnover, funding for the Capital Projects & Grants Manager position, potential future increases in taxes and utilities, and whether Council had sufficient time to review meeting packets and financial matters.

STAFF REPORTS & PRESENTATIONS:

7. Taxing Authority Consulting Services (TACS) Presentation

- John Rife, partner with Taxing Authority Consulting Services, introduced the firm and explained its delinquent-tax collection process. He advised that the firm represents more than 135 Virginia localities, uses a secure data portal and recorded call center, offers payment plans, and remits collected funds weekly after a 10-day hold. Fees are paid by delinquent taxpayers on a contingency basis and are capped by statute at 20% for non-litigation matters and 25% for real-estate litigation. The Town Manager reported approximately \$80,000 in past-due real-estate taxes from the prior year and advised that accounts referred to TACS would be handled directly by the firm. Mr. Rife also responded to questions regarding office locations, security controls, and judicial and nonjudicial sale procedures for delinquent properties.

8. Finance Director/Treasurer's Report

- Town Council received the Finance Director/Treasurer's budget-versus-actual report. No questions were presented.

9. Town Manager's Report

- Ms. India Adams-Jacobs, Town Manager, thanked Town staff and contractors for their work on ongoing infrastructure and emergency sewer repair projects and welcomed Perry Hickman as Capital Projects & Grants Manager to assist with administration of more than \$11 million in awarded grant funding. She reported a meeting with a congressional representative regarding a \$750,000 waterline-replacement award and

future federal funding opportunities, noted that staff was reviewing a preliminary audit draft for presentation at the next Council meeting, and announced that the Town playground project had been funded through Kaboom. Design Day was scheduled for August 21, with the community build planned for late October and additional volunteer information to follow.

10. Bowling Green Police Department, Chief Justin Cecil

- Chief Justin Cecil presented the Police Department report covering June and July and thanked the organizations and individuals that supported National Night Out, including Courthouse Lane Apartments, the fire department, and recreation partners. Chief Cecil clarified that the reported dispatch activity covered two months because the July Council meeting had been canceled and therefore did not represent a monthly increase in calls.

11. Public Works Department Monthly Report, Shawn Fortune, DPW

- Town Council received the Public Works Department monthly report. The Town Manager recognized the department's work on infrastructure projects, Town Hall improvements, and lead-and-copper compliance inspections at approximately 110 homes. Shawn Fortune, Public Works Director, thanked Chief Cecil for assisting with recent nighttime incidents involving damaged fire hydrants and announced the promotion of Justin Jordan to Maintenance Worker II.

12. Utilities Report, Mark Inboden

- Mark Inboden presented the utilities report, noting average daily water usage of approximately 147,000 gallons and wastewater treatment of approximately 116,000 gallons per day. He reported that a failed check valve at the water tower had been replaced, the booster pump had been returned to service, a wastewater UV sensor had been repaired, and the first geotextile sludge bag had been filled after approximately three months, producing solids of approximately 10.6%. Mr. Inboden advised that operational refinements could improve solids concentration and confirmed that the prior filamentous treatment issue was no longer persistent.

UNFINISHED BUSINESS:

NEW BUSINESS:

13. Drying Bed Rehab Dewatering Box Request, Mark Inboden, IES, and Perry Hickman, Capital Projects & Grants Manager

- Mark Inboden and Perry Hickman presented a proposed sludge-dewatering capital improvement at the wastewater treatment plant. The proposed system would use a modified 30-yard roll-off dewatering box, replaceable geotextile bags, a rotary sludge pump, and a renovated drying bed while retaining the existing ground-bag system as backup. The project was intended to improve drainage, reduce manual handling, provide system redundancy, and reduce the estimated annual cost of hauling liquid sludge. Council discussed bag replacement and disposal, weather impacts, bed modifications, recurring chemical and bag costs, landfill acceptance, equipment operation, and the anticipated 8- to 12-week delivery period.
- Following a motion from Councilmember Voit and a second from Councilmember Hageman, Town Council approved the sludge-management and dewatering capital improvement project for \$48,500. The motion carried unanimously by roll-call vote.

14. Financial Consulting Agreement, India Adams-Jacobs, Town Manager/Clerk

- India Adams-Jacobs, Town Manager, presented the proposed financial consulting services agreement with CYM. She advised that the firm had provided satisfactory financial and pre-audit services to the Town for

several years, that continued assistance would support timely completion of audits, and that the agreement had been reviewed and approved by the Town Attorney.

- Councilmember David Storke motioned to approve the financial consulting services agreement. The motion was seconded by Vice-Mayor Valarie Coyle and carried by a vote of 6–0, with Councilmember Jeff Voit abstaining.

15. Budget Amendment Request, Tomeka Morgan, Interim Town Treasurer

- Tomeka Morgan, Interim Town Treasurer, presented a budget amendment for \$43,460.93 to provide supplemental appropriations and carry forward previously budgeted but unspent FY2025–2026 funds into FY2026–2027. The amendment included \$7,000 in zoning and permit fee revenue, \$31,555.38 from the Town Manager contingency, \$345.73 in Mayor expenses, and \$4,559.82 in Town Manager expenses.
- Councilmember Jeff Voit motioned to approve the budget amendment for \$43,460.93 to reappropriate unspent FY2025–2026 funds into the FY2026–2027 budget for year-end roll forwards as presented. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.

16. Appointment of Deputy Town Treasurer, India Adams-Jacobs, Town Manager/Clerk

- Town Council considered a resolution appointing Ms. Vianne Baylor as Deputy Town Treasurer effective August 6, 2026.
- Councilmember Randy Hageman motioned to appoint Ms. Vianne Baylor as Deputy Town Treasurer effective August 6, 2026. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by roll-call vote.

17. Parking Ordinance- First Reading, Danielle Powell, Town Attorney, and India Adams-Jacobs, Town Manager

- Danielle Powell, Town Attorney, and India Adams-Jacobs, Town Manager, presented the first reading of a proposed comprehensive parking ordinance. The draft would repeal and replace the Town's existing provisions with a standalone chapter intended to clarify enforcement authority, parking zones, restricted areas, golf-cart provisions, and applicable fines. Council discussed downtown time limits, painted parking areas, public and private parking, signage, wayfinding, and coordination with business and property owners. Staff advised that the proposal did not immediately change existing downtown parking areas and would require public notice before possible adoption at a future meeting.
- Councilmember Randy Hageman motioned to authorize publication of the required public notice for the proposed parking ordinance. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by right-hand raise.

INFORMATIONAL ITEMS:

None.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

- Mayor Gambill clarified that her trip to Bowling Green, Kentucky, was taken entirely at her own expense and did not cost the Town any funds.

- Councilmember David Storke asked about overgrown properties on Milford Street. The Town Manager advised that staff could not discuss active code-enforcement matters but had followed up on complaints received and were working with TACS and the Town Attorney regarding delinquent properties, with progress anticipated over the next several months.

CLOSED SESSION:

None.

RECONVENE IN OPEN SESSION:

Not applicable.

ADJOURNMENT:

- Following a motion from Councilmember Jean Davis and a second from Councilmember Randy Hageman, Town Council voted unanimously to adjourn the meeting. The meeting adjourned at 7:32 PM.

Attest:

Mayor: _____
Tina Gambill

Clerk: _____
India Adams-Jacobs, MPA, ICMA-CM

Attachments Referenced During Meeting: