



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, June 04, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

- Mayor Tina Gambill called the Town Council Meeting to order at 6:02 PM and requested a roll call.
- Vice-Mayor Valarie Coyle motioned to allow Councilmember John Chinault to attend the meeting virtually pursuant to the Town's electronic participation policy. Councilmember Chinault stated that he was attending virtually for business reasons. The motion was seconded by Councilmember Randy Hageman and 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

Councilmembers Absent: Councilmember David Storke

Staff Members Present:

India Adams-Jacobs, Town Manager/Clerk; Tomeka Morgan, Interim Town Treasurer; Mark Inboden, IES CEO; Jeffrey Smith, Administrative Assistant/Deputy Clerk

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

1. Minutes- May 7
 - Councilmember Jeff Voit motioned to approve the May 7 minutes as presented. The motion was seconded by Councilmember Randy Hageman and carried unanimously by right-hand raise.
 - Vice-Mayor Valarie Coyle motioned to amend the agenda to add Item 11A, Authorization for Temporary Lease Agreement — Relocation of Town Hall Operations, and Item 11B, Authorization to Execute Community Partnership Grant Agreement for Construction of a New Play Space at Bowling Green Town Park, under Unfinished Business. The motion was seconded by Councilmember Randy Hageman and carried unanimously by right-hand raise.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

- Councilmember Jeff Voit noted the upcoming Caroline County Agricultural Fair scheduled for June 17 through June 20 and commented on the success of the Clean Sweep event, stating that approximately 47 houses participated in Town and that Town Hall was also well attended. Councilmember Voit also advised that staff had adjusted the meeting audio following concerns about distortion during a prior meeting and asked viewers to notify staff if additional sound issues occurred.

STAFF REPORTS & PRESENTATIONS:

2. EPA Copper & Lead Regulation Briefing, Daniel Yuan, Truepani
 - Mr. Daniel Yuan of Truepani presented an overview of the EPA Lead and Copper Rule Improvements and explained that Truepani had been contracted by the Virginia Department of Health to provide technical assistance to smaller water systems. Mr. Yuan discussed the Town's service line material inventory, the distinction between Town-owned and customer-owned portions of service lines, the treatment of unknown and galvanized-requiring-replacement service lines, annual notification requirements, future school and childcare sampling requirements, and the November 1, 2027, compliance date. Mr. Yuan stated that the Town had a compliant inventory submitted in October 2024, but that additional work remained to reduce unknowns and potentially reclassify certain service lines. The Town Manager noted that Truepani's assistance represented a significant cost savings to the Town, clarified that there has been some misinformation in the community regarding lead in the Town's water system, and stated that Public Works had already investigated approximately 80 of the 107 randomly selected service line locations.
3. Mindful Miles Race Briefing & 2027 Event Request- YMCA & Humbling Experiences, Shericka Twyner & Ceyonna Lewis
 - Ms. Shericka Twyner and Ms. Ceyonna Lewis thanked Town Council for its support of the Mindful Miles event and reported that the race had more than 220 participants, approximately 70 volunteers, and raised just over \$3,000. They discussed interest in bringing back a 10K race in 2027, noted that the prior 10K course certification had expired, and stated that they would coordinate with the timing company, VDOT, and volunteers before submitting a special event permit. The proposed date discussed for the 2027 event was May 1, 2027. Council expressed appreciation for the event and discussed the positive community participation, local business support, and the potential return of the 10K route.
4. Stantec- Update on Water Quality & Well Replacement Project, Bryant Mountjoy, Senior Hydrogeologist
 - Mr. Bryant Mountjoy of Stantec provided an update regarding the Town's corrective action plan for gross alpha exceedances, including completion and acceptance of the preliminary engineering report by the Virginia Department of Health, the next compliance milestone requiring a construction permit by July 2027, and the final compliance date of December 25, 2029. Mr. Mountjoy reviewed the recommended well replacement locations, including the Well No. 4 lot and a Lacy Lane site, and recommended ion exchange treatment at a centralized treatment location near the water tower. Council discussed potential consequences for noncompliance, the expected handling and storage of spent ion exchange media, operator classification needs, the Town's groundwater withdrawal permit, future well locations, whether all wells should be tied into the treatment system, the expected size and location of the treatment building, and the project timeline. The Town Manager noted that the Town had been awarded approximately \$6.2 million in state funds and approximately \$2 million in

federal funds, that the Town had met compliance deadlines, and that the Town had previously received a \$45,000 no-match grant for packer testing.

5. Bowling Green Police Department

- Town Council received the Bowling Green Police Department report. In the absence of Chief Cecil, Council directed questions to the Town Manager. Council discussed the date for National Night Out, which was noted as August 4, and Mayor Gambill encouraged residents to attend.

6. Utilities Report, Inboden Environmental Services

- Mr. Mark Inboden presented the utilities report and addressed a prior compliance issue related to quarterly radionuclide monitoring, explaining that the Town and Inboden Environmental Services were currently in compliance with Virginia Department of Health requirements. Mr. Inboden reported average April water demand of approximately 136,000 gallons per day and average wastewater treatment plant discharge of approximately 101,000 gallons per day. He also discussed an emergency repair at the wastewater treatment plant involving rotor shafts, the continued performance of the sludge dewatering bag, and the cost savings associated with dewatering, including reduced hauling costs.

7. Public Works Department Monthly Report

- Town Council received the Public Works Department monthly report. Council asked questions regarding a reference to the Town electrician and the installation of banners on Main Street. The Town Manager clarified that the electrical work was performed by a contractor regularly used by the Town and explained that America 250 banners were not purchased for the current year due to timing and one-time use concerns, with the group instead opting for 360-related banners for the following year to celebrate the Town's 360th.

8. Finance Director/Treasurer's Report

- Town Council received the Finance Director/Treasurer's report. Council discussed the transition to Southern Software, and the Town Manager clarified that the prior system would still need to be retained for at least one year for audit purposes, even though use of the prior system had been discontinued.

9. Town Manager's Report

- India Adams-Jacobs, Town Manager, provided updates regarding the water quality improvement and well replacement project, the annual Consumer Confidence Report, upcoming gross alpha public notices, grant documentation for the volunteer fire department, FY25 audit work, economic development discussions with the new president of Virginia Innovation Crossroads, coordination with Dominion Energy regarding funding opportunities and double pole removal, legal affairs and Town Code updates, the temporary relocation of Town Hall operations during repairs, and the playground grant opportunity. Council also asked a follow-up question regarding certain poles located near a business, and the Town Manager stated that she would follow up with Dominion Energy.

UNFINISHED BUSINESS:

10. FY27 Budget Adoption & Appropriation, India Adams-Jacobs, Town Manager/Clerk

- India Adams-Jacobs, Town Manager, presented Resolution 26-13 for Council consideration and stated that there had been no changes from the May 7 budget presentation or the May 28 public hearing. She also noted that Council had previously adopted the applicable rates, including water rates that remained unchanged.
- Councilmember Randy Hageman motioned to approve and adopt the proposed fiscal year 2026-2027 operating and capital budgets and appropriate the funds necessary to carry out the adopted budget as presented and recommended by the Town Manager. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by roll-call vote.

11. Town Code Update- Chapter 3, Taxation, Jeff Gore, Town Attorney

- In the absence of Town Attorney Jeff Gore, the Town's attorney representative Danielle Powell presented Ordinance No. 26-05 amending Chapter 3, Taxation, of the Town Code. Council was advised that the ordinance included tracked changes and a memo summarizing key revisions, including updates for consistency with state law, changes related to meals tax and transient occupancy tax to provide Council with flexibility in setting rates, clarification that the BPOL tax is a flat \$30 fee for business license applicants, and revisions related to elderly and permanently and totally disabled persons to better mirror the County's approach.
- Vice-Mayor Valarie Coyle motioned that Town Council adopt Ordinance No. 26-05 amending Chapter 3, Taxation, of the Town of Bowling Green Code to update and revise the Town's local taxation provisions for consistency with applicable state law, correct outdated references and obsolete language, improve formatting and terminology, and provide greater administrative clarity without materially altering the Town's existing tax policies. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.
- Councilmember Jeff Voit motioned to authorize the Town Treasurer to approve and issue refunds up to \$10,000 as a result of erroneous assessments pursuant to Section 58.1-3981 of the Code of Virginia. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.

11A. Authorization for Temporary Lease Agreement — Relocation of Town Hall Operations

- India Adams-Jacobs, Town Manager, advised that the Town had previously briefed Council regarding facility needs identified during insurance walkthroughs, including asbestos remediation, floor replacement in Finance, electrical work, and ADA-related exterior improvements. She stated that staff would temporarily relocate Town Hall operations to 113 Courthouse Lane during the required repairs and renovations and that the proposed lease amount was \$1,100 per month, with the Town responsible for applicable utilities.
- Councilmember Randy Hageman motioned to authorize the Town Manager to negotiate and execute a temporary lease agreement on behalf of the Town with the property owner for relocation of Town Hall operations to 113 Courthouse Lane for a term commencing on June 15, 2026 and terminating September 15, 2026, for \$1,100 per month, not including applicable utilities, for the purpose of maintaining continuity of municipal services during required repairs and renovations of the Town Hall facilities, subject to review and approval as to form by the Town Attorney. The motion was seconded by Vice-Mayor Valarie Coyle. Following a roll-call vote, the motion carried with five votes in favor and one abstention.
- Councilmember Jean Davis abstained and stated that the building belonged to her daughter.

11B. Authorization to Execute Community Partnership Grant Agreement for Construction of a New Play Space at Bowling Green Town Park

- India Adams-Jacobs, Town Manager, presented the proposed authorization for the Town Manager to execute an agreement with KABOOM! for the grant award process and to accept the associated grant award for construction of a new play space at Bowling Green Town Park, subject to review and approval as to form by the Town Attorney. The Town Manager stated that the agreement had been received the prior day, reviewed with the Town Attorney, and was not expected to include substantive concerns. She explained that, if selected, the Town would know by the end of July and would have a community design day, a three-day community build process, and a need for approximately 150 volunteers. She also stated that the grant would require no Town match, and that existing donations could be used for ancillary site preparation or site work. Council discussed prior experience with KABOOM!, the benefit to the community, the anticipated build timing around Halloween, and the inclusion of shade features.
- Vice-Mayor Valarie Coyle motioned to authorize the Town Manager to execute the community partnership grant agreement with KABOOM! and accept the associated grant award for the construction of a new play space at Bowling Green Town Park, subject to review and approval as to form by the Town Attorney. The motion was seconded by Councilmember Jeff Voit and carried unanimously by roll-call vote.

NEW BUSINESS:

None.

INFORMATIONAL ITEMS:

12. Virginia Drinking Water State Revolving Fund (VDWSRF) FY 2025 General Assembly (GA) House Bill 1600 Chapter 725- Item 280 Drinking Water Infrastructure Funding Preliminary Engineering Planning Approval
 - India Adams-Jacobs, Town Manager, stated that the item was included for informational purposes to provide the official preliminary approval of the preliminary engineering report item referenced earlier in the meeting and to provide transparency that the Town's compliance items were continuing to move forward.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

- Councilmember Jeff Voit noted that the building internet had briefly gone down during the meeting and stated that the livestream would be replaced with the recorded version so viewers could watch the portion that was missed.
- Vice-Mayor Coyle stated that Council had been having a brief conversation regarding 1099 forms versus W-2 forms and that the Town would keep the existing practice in place, with no changes.
- Councilmember Randy Hageman noted that several businesses in Town would be participating in a sidewalk sale that Saturday and also recognized Councilmember Davis's upcoming birthday.

CLOSED SESSION:

None.

RECONVENE IN OPEN SESSION:

None.

ACTION FOLLOWING CLOSED MEETING:

None.

ADJOURNMENT:

- Councilmember Jeff Voit motioned to adjourn the meeting. The motion was seconded by Councilmember Randy Hageman and carried unanimously. The meeting adjourned at 7:40 PM.

Attest:

Mayor: _____
Tina Gambill

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

Attachments Referenced During Meeting: