



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, October 02, 2025
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- The Town Council meeting was called to order at 6:02 PM by Mayor Gambill. The Pledge of Allegiance was led by the Mayor.

Councilmembers Present:

Mayor Gambill, Vice-Mayor Coyle, Councilmember Hageman, Councilmember Storke, Councilmember Chinault, Councilmember Webb, Councilmember Voit, Councilmember Davis

Staff Members Present:

India Adams-Jacobs, Town Manager/Clerk; Jeff Gore, Town Attorney; Hope Toliver, Finance Director/Town Treasurer; Jamie Silveus, Inboden Environmental Services (IES) Operator; Justin Cecil, Chief of Police; Shawn Fortune, Director of Public Works; Jeffrey Smith, Administrative Assistant/Deputy Clerk

CONSENT AGENDA:

1. Town Council Regular Meeting Minutes- September 4
 - A motion to accept the consent agenda was made by Councilmember Voit, seconded by Councilmember Hageman. The consent agenda was approved following unanimous support from the council.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Kathleen Self raised concerns regarding vehicle and pedestrian safety when car doors open into traffic on Main Street. She recommended including guidance from the Virginia Code in water bill mailings.
- Sean Robertson expressed concern about a \$220 water bill for three days of service after relocating. He requested prorated billing or a review of billing procedures.

MEMBER COMMENTS:

- Councilmember Voit reported on the Clean Sweep event. While Town Hall's portion was canceled due to rain, seven households and two churches still participated. Goodwill collected over half a truckload.

- Councilmember Storke raised questions regarding water bill prorating at closings; Town Manager provided a response regarding minimum billing and asked that the Town Treasurer address this in more detail during her report.

STAFF REPORTS & PRESENTATIONS:

2. USDA Waterline Project Update, Steve Ball

- Steve Ball, Webb & Associates project engineer, reported that surveying and design work have been completed and submitted to VDOT for review. He anticipates receiving comments within roughly thirty days. Following incorporation of any revisions, the project will advance to final USDA approval and preparation of bid documents, which he estimates could be ready within about sixty days thereafter.

3. August Utilities Report, IES

- Jamie Silveus, Inboden Environmental Services (IES) Operator, noted a routine month in which chlorine dosing continued and all required samples were collected, analyzed, and reported to the state. Radiological testing was completed, inspections of the RAS pump are ongoing alongside scheduled preventive maintenance, and both the auto-sampler installation and oxidation ditch repairs have been completed.

4. Public Works Report, Shawn Fortune

- Shawn Fortune, Director of Public Works, discussed recent work addressing clogged pumps, ongoing sidewalk maintenance, and vegetation control. Council also inquired about the Town Code provisions assigning sidewalk upkeep to adjacent property owners, with staff planning to reinforce these expectations in the next newsletter. Additional updates included completing equipment replacements, installing AED signage, continuing beautification efforts, and confirming two new water service connections.

5. Bowling Green Police Department Report

- Justin Cecil, Chief of Police, reported no significant incidents for the period. He also explained how residents and businesses may request property, vacation, and business checks, noting that the department both responds to requests and conducts proactive checks.

6. Finance Department /Treasurer Report

- Hope Toliver, Finance Director/Town Treasurer, stated that the FY23 audit remains in final quality control while internal work has begun for the FY24 audit. Utility bills and delinquency notices were issued, totaling 172, with most accounts bringing their balances current. She outlined a new leak-adjustment follow-up policy and noted progress on the vendor registration/W-9 update project. She further clarified that utility bills are not prorated and that the minimum charge applies to usage below the 5,000-gallon threshold during a utility billing period.

7. Town Manager Report

- The Town Manager, India Adams-Jacobs, reported that work on the USDA project is proceeding despite the federal shutdown. Staff are coordinating with Caroline County Fire and EMS to prioritize fire hydrant replacements. She reminded the public of the VDOT 301 Smart Scale design

public hearing on October 23 at 5:00 PM in Town Hall and highlighted local business activity, including openings at Ladybird's and El Viejo Mexican Restaurant, with Domino's and Smoothie Haven progressing toward opening. Updates were also provided on preparations for the Harvest Festival and the BGVA Main Street transformation survey.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

8. Legislative Agenda, India Adams-Jacobs, Town Manager

- Town Manager India Adams-Jacobs explained that Town staff refined the town's priorities for the coming legislative session following discussion at the previous Council meeting. Ms. Adams-Jacobs reviewed last year's focus on water system improvements in response to water-quality challenges, highlighting that Senator Richard H. Stuart sponsored related language and that the town, along with Greene County, was named in the budget bill for prioritized grant consideration; she anticipated clarity by next month on any award amounts. She added that the second priority is to seek assistance for wastewater system improvements. To preserve flexibility in working with legislators, the priorities were intentionally framed at a high level, and she emphasized that unanimity among Council members strengthens legislative support.
- Vice-Mayor Coyle made a motion to adopt resolution #25-010 for the town's legislative request for the 2026 general assembly session, as presented by the Town Manager, seconded by Councilmember Davis. Mayor Gambill initiated a roll-call vote, to which all Councilmembers voiced support. Following unanimous approval, Resolution #25-010 was adopted.

9. Fire Hydrants Replacement, India Adams-Jacobs and Shawn Fortune

- Town Manager India Adams-Jacobs and Public Works Director Shawn Fortune presented a memo identifying three out-of-service hydrants prioritized for replacement: Butler (#589), Anderson (#50017), and Milford Street (#50092). Ms. Adams-Jacobs explained that the selection followed coordination with Fire and EMS, using safety metrics tied to building value, life safety, and density, and was informed by a SERCAP-supported internal GIS effort that cataloged and photographed town-wide hydrants. Staff will also bring forward, during the next CIP process, a multi-year replacement plan addressing additional hydrants currently rated fair or poor by age and condition. One of the targeted hydrants dates to 1936, well beyond useful life.
- Councilmember Hageman asked Mr. Fortune to confirm that water continues to flow through the lines, though the hydrants themselves are nonfunctional. Mr. Fortune confirmed that valves will be checked during excavation, and estimated costs include valve and hydrant replacement.
- Mayor Gambill asked whether the short-standing Milford Street hydrant was the oldest. Mr. Fortune said several hydrants of similar vintage remain in the system. On abandoned hydrants encountered during past Main Street work, he noted staff have not mapped all those legacy locations; CCTV inspections will not assist because they address sewer lines, not water.
- Councilmember Voit moved to authorize the Town Manager to procure and replace the three hydrants from Water Fund line item 500-500-3139, not to exceed the amount of \$40,000 for the three replacements, seconded by Councilmember Hageman. The motion passed unanimously by a show of hands.

10. FY24 Audit Update, India Adams-Jacobs

- Town Manager India Adams-Jacobs reported that although the auditor Robinson, Farmer, Cox Associates (RFCA) presented a draft FY23 audit at the last meeting with an estimated two-and-a-half-week turnaround to final, no final has been received; RFCA indicates the report remains in final QC. USDA continues to press for current audits; the town completed FY21 and FY22 in the past year and a half and seeks to finalize FY23 promptly. To meet partner deadlines, Ms. Adams-Jacobs recommended changing firms and presented a quote from Davis & Associates, which successfully completed audits for the Town of Port Royal and the Town of Urbanna. The proposal is a fixed price not to exceed \$2,500, representing substantial savings relative to the ±\$30,000 per audit the town has been paying, excluding extra hours for pre-audit clean-up.
- Councilmembers asked whether a forensic audit had been contemplated. Ms. Adams-Jacobs explained that firm capacity and the town's prior records condition limited options until recent system and staffing improvements. She added that no FY24 funds have been expended with RFCA, though an engagement letter expected an August 15 start; she will follow up with the Town Attorney regarding termination.
- Councilmember Voit motioned to rescind the approval of the engagement letter to RFCA and to move forward with Davis and Associates for the Town's FY24 audit, seconded by Councilmember Davis. Mayor Gambill initiated a roll-call vote, to which all Councilmembers voiced support. Following unanimous approval, the motion passed.

INFORMATIONAL ITEMS:

11. 35th Bowling Green Harvest Festival

- Town Manager India Adams-Jacobs referenced the flyer included in the packet and announced a Friday harvest Festival kickoff with Music on the Green featuring Scuffletown from 6:00–9:00 PM, followed by the traditional Harvest Festival on Saturday, October 18, from 9:00 AM to 4:00 PM. She and the Mayor will appear on “Virginia This Morning” (Channel 6) next Thursday to promote the event. Temporary street closures will occur to install safety markings and accommodate Music on the Green, with streets reopening at 11:00 PM.

12. BGVA Main Street Transformational Strategy Survey- Deadline October 24

- Ms. Adams-Jacobs encouraged residents to complete the BGVA survey, available via the QR code in the packet, to help shape the future of the Main Street business district; the survey remains open until October 24.

13. VDOT 301 Smart Scale Project Public Hearing

- India Adams-Jacobs reminded Council and residents that VDOT will host the design public hearing for the 301 Bowling Green Bypass intersection and pedestrian improvements on Thursday, October 23, from 5:00 to 7:00 PM at Town Hall.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Bonnie Cannon requested a clear, in-room demonstration of how water and sewer bills are calculated, expressing confusion about the base 0–5,000-gallon tier and asking whether recent rate increases are applied to 5,000 gallons even when a customer's usage is lower. She urged Council to consider the broader economic context and the senior residents when assessing fees and late charges. Cannon also said she had not received the resident food-truck survey and asked what "closed" meant in the context of the survey. Finally, she described heavy traffic entering town from

Route 301, especially on weekends and holidays, and suggested that a traffic signal be studied at that location because, at times, she cannot safely exit her driveway.

MEMBER COMMENTS:

- Councilmember Hageman asked the Town Manager about reports that the former China Inn space, being occupied by Domino's, might be subdivided; Ms. Adams-Jacobs said she has not been contacted regarding a tenant for any other portion of that site.

CLOSED SESSION:

14. Pursuant to Va. Code Section 2.2-3711A(5), to discuss a prospective business or the expansion of an existing business where no previous announcement has been made of the business's interest in locating or expanding its facilities in the town.
- Councilmember Voit motioned to enter Closed Session pursuant to Virginia Code § 2.2-3711(A)(5) to discuss prospective business or the expansion of an existing business where no prior public announcement has been made of the business's interest in locating or expanding facilities in the town. Councilmember Hageman seconded, and the motion carried unanimously by a show of hands. The Town Council recessed for ten minutes to clear the Town Hall before commencing the Closed Session.
 - Upon conclusion of the Closed Session, Councilmember Hageman moved to return to open session and affirmed that the matters discussed were limited to those identified in the motion to convene in closed session, seconded by Councilmember Voit. Mayor Gambill initiated a roll-call certification. With all members certifying, the motion carried unanimously.

ADJOURNMENT:

- Councilmember Storke motioned to adjourn the Town Council Meeting, seconded by Councilmember Davis. Following unanimous approval, the meeting was adjourned at 7:23 PM.

Attest:

Mayor: _____

Tina Gambill

Clerk: _____

India Adams-Jacobs