



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, August 07, 2025
6:00 PM

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- The Town Council meeting was called to order at 6:00 p.m. 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; Mark Inboden, Inboden Environmental Services (IES) CEO; 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. Minutes- FY26 Budget Rate Setting Meeting- Thursday, May 22, 2025
 2. Meeting Minutes- May 22, 2025
 3. Meeting Minutes- June 5, 2025
- Motion to accept the consent agenda was made by Councilmember Hageman, seconded by Councilmember Voit. The consent agenda was approved following unanimous support from council.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Comments on publication timing of minutes and concerns about an easement process, USDA grant, and communications with property owners were raised by Pat Cropper.
- Ann-Marie Jiles commented on property and sidewalk maintenance, water bill delivery issues, and concerns about citizens not being heard by government.
- Yvette Harvey expressed frustration over water bill increases, disparities in billing for residents inside vs. outside of town limits, lateness of bills, and lack of a grace period.

- Bonnie Canon objected to multiple town rate and tax increases, expressed concerns for senior citizens, and suggested a resident-wide rebate. She also requested a more transparent breakdown of water billing and suggested using a whiteboard explanation at meetings.

MEMBER COMMENTS:

- Vice-Mayor Coyle noted a need for discussion about the timing and procedure for appointments to the Planning Commission.
- Councilmember Voit reported on the Port Royal Festival and on questions received regarding the upcoming Fall Clean Sweep. Food truck discussions were mentioned as ongoing in the Planning Commission.
- Mayor Gambill thanked Mr. Smith for the quality of recent meeting minutes.

Planning Commission Liaison Report, Jeff Voit

STAFF REPORTS & PRESENTATIONS:

4. Wastewater Treatment Facility Sludge Management PER Overview, AAECOM
 - The plant's drying beds are nonfunctional, resulting in high hauling costs for liquid sludge (approximately \$340,000/year for the last fiscal year).
 - AECOM recommended mechanical dewatering (belt filter press) as the best solution for capacity and cost.
 - Interim measures include renting a belt press or using dewatering boxes to control costs.
 - Cost for new dewatering building and systems: estimated at \$2.7 million (grant funding applied for as of July).
 - Council discussed cost savings of mechanical dewatering versus the current situation, compliance with Chesapeake Bay regulations, and the possibility of grant funding.
5. Hydrogeological Source Evaluation Report & Water Quality Updates -Stantec
 - Bryant Mountjoy of Stantec provided updates on groundwater withdrawal permits and compliance deadlines (2029).
 - Wells #1 and #4 require abandonment and replacement; others require pump modifications.
 - Elevated gross alpha radioactivity (polonium 210) reported in all wells. New wells are likely needed, plus treatment upgrades.
 - The Town Manager, Ms. India Adams-Jacobs, provided an update on grant applications submitted for infrastructure improvements (\$8.2 million requested through state grant process).

- Project schedule pending funding outcomes (expected updates in October).
6. Town Manager Report-June & July
- FY23 audit expected mid-August; FY24 to follow.
 - Update on software transition: staff transitioned from Keystone to Southern Software; temporary billing delays and extended grace periods implemented.
 - Multiple grants submitted/closed out for fire department, litter program, and infrastructure.
 - Ongoing Board and Commission recruitment efforts.
 - Clean sweep of town offices and surplus property identification completed.
7. Finance Director/Treasurer Report, Hope Toliver
- Audit and software conversion progress described.
 - Active utility accounts transferred to new system.
 - Questions from council regarding budget coding (miscellaneous, sales tax, electricity billing, late fees) to be followed up by staff.
8. Utility Reports- May & June, IES
- Routine operations reported for May and June. No major incidents: gross alpha remains elevated.
9. Bowling Green Police Department Monthly Report-June & July
- Court fines and budgeting for events discussed. National Night Out was held successfully, with large turnout and community partnership.

UNFINISHED BUSINESS:

10. Town Code Update & Adoption, India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney
- The Town Manager and Town Attorney provided an update on the initial phase of the town code update, which included renumbering, reorganizing and finalizing the online code from Civic Plus.
 - A motion to approve organization and adoption of newly renumbered town code via Civic Plus was made by Councilmember Hageman, seconded by Councilmember Hageman. The motion was approved unanimously.

NEW BUSINESS:

11. Surplus Vehicle Approval- India Adams-Jacobs, Town Manager

- Councilmember Voit motioned to authorize the surplus of a 2014 Dodge Charger with proceeds going to the general fund. The motion was seconded by Councilmember Hageman, and was approved unanimously.
12. Recommendations for Appointments to the Board of Zoning Appeals, India Adams-Jacobs, Town Manager /Clerk
- Vice-Mayor Coyle motioned to recommend appointments to the Board of Zoning Appeals to the court for the three individuals Taylor Subacius, Tyler Gibson, and Jean Young. The motion was seconded by Councilmember Hageman, and passed following unanimous approval from Council.
-
- Town of Bowling Green Board of Zoning Appeals Council Appointees:
 1. Jean Young- 5 Year Term (August 2030)
 2. Taylor Subacius- 4 Year Term (August 2029)
 3. Tyler Gibson- 3 Year Term (August 2028)
13. Recommendations for Appointments for Economic Development Authority (EDA), India Adams-Jacobs, Town Manager/Clerk
- Vice-Mayor Coyle motioned to recommend Jason Manns, Jessica Beale, Dirk Farmer, Kyaer Lee, Katrice Howard, Randy Hageman, and David Storke for appointments to the Economic Development Authority for the terms stated by the Town Manager, seconded by Councilmember Chinault. Mayor Gambill called the motion to a vote, the motion passed following five Councilmembers in favor with two abstaining (Councilmembers Hageman and Storke).
-
- Town of Bowling Green Economic Development Authority Council Appointees:
Jason Manns- 4 Year Term (August 2029)
Jessica Beale- 3 Year Term (August 2028)
Dirk Farmer- 3 Year Term (August 2028)
Kyaer Lee- 2 Year Term (August 2027)
Katrice Howard- 2 Year Term (August 2027)
Randy Hageman- 1 Year Term (August 2026)
David Storke- 1 Year Term (August 2026)

INFORMATIONAL ITEMS:

14. MOU for GIS Services- SERCAP
- The Town Manager provided an update regarding SERCAP provided free GIS mapping services for town assets, improving infrastructure maintenance capabilities.
15. SEID Grant Application, India Adams-Jacobs, Town Manager
- Grant application submitted with 1:1 match; \$300,000 requested for infrastructure assessment and repair.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Bonnie Cannon questioned the residency/qualifications of individuals recommended for appointments. Clarification was provided.

MEMBER COMMENTS:

None.

CLOSED SESSION:

16. 2.2-3711 A. 3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
17. 2.2-3711(A)(8), consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel
18. 2.2-3711 A. 1. Personnel.

RECONVENE IN OPEN SESSION:

- Councilmember Storke motioned to reconvene in open session, certifying only the scheduled matters were discussed, seconded by Councilmember Hageman. Mayor Gambill initiated a roll call, the motion passed following certification from all Councilmembers.
- Council discussed project funding scope and cost management, particularly regarding the \$5.5 million USDA grant and an added \$114,000 for engineering services to Webb & Associates.
- Councilmember Storke motioned to proceed with project modification as recommended by staff, to stay within the original grant amount, seconded by Vice-Mayor Coyle. Mayor Gambill initiated a roll call, the motion passed following six Councilmembers in favor. (Councilmember Webb excused himself from the meeting during the closed session and was not present for the remainder of the meeting, therefore he did not take part in the closed session certification vote or the votes following closed session.)
- Councilmember Storke motioned to authorize the Town Manager to execute the associated contract, seconded by Councilmember Hageman. Mayor Gambill initiated a roll call, the motion passed following six Councilmembers in favor. (Councilmember Webb excused himself from the meeting during the closed session and was not present for the remainder of the meeting, therefore he did not take part in the closed session certification vote or the votes following closed session.)

ADJOURNMENT:

- Councilmember Storke motioned to adjourn the meeting, Seconded by Councilmember Davis. The meeting adjourned following unanimous approval at 9:07 PM.

Mayor: _____

Clerk: _____

Presentation Items:

1. Wastewater Treatment Facility Sludge Management PER Overview, AAECOM
2. Hydrogeological Source Evaluation Report & Water Quality Updates –Stantec
- 3.

WaterTA Engineering Support Preliminary Engineering Report

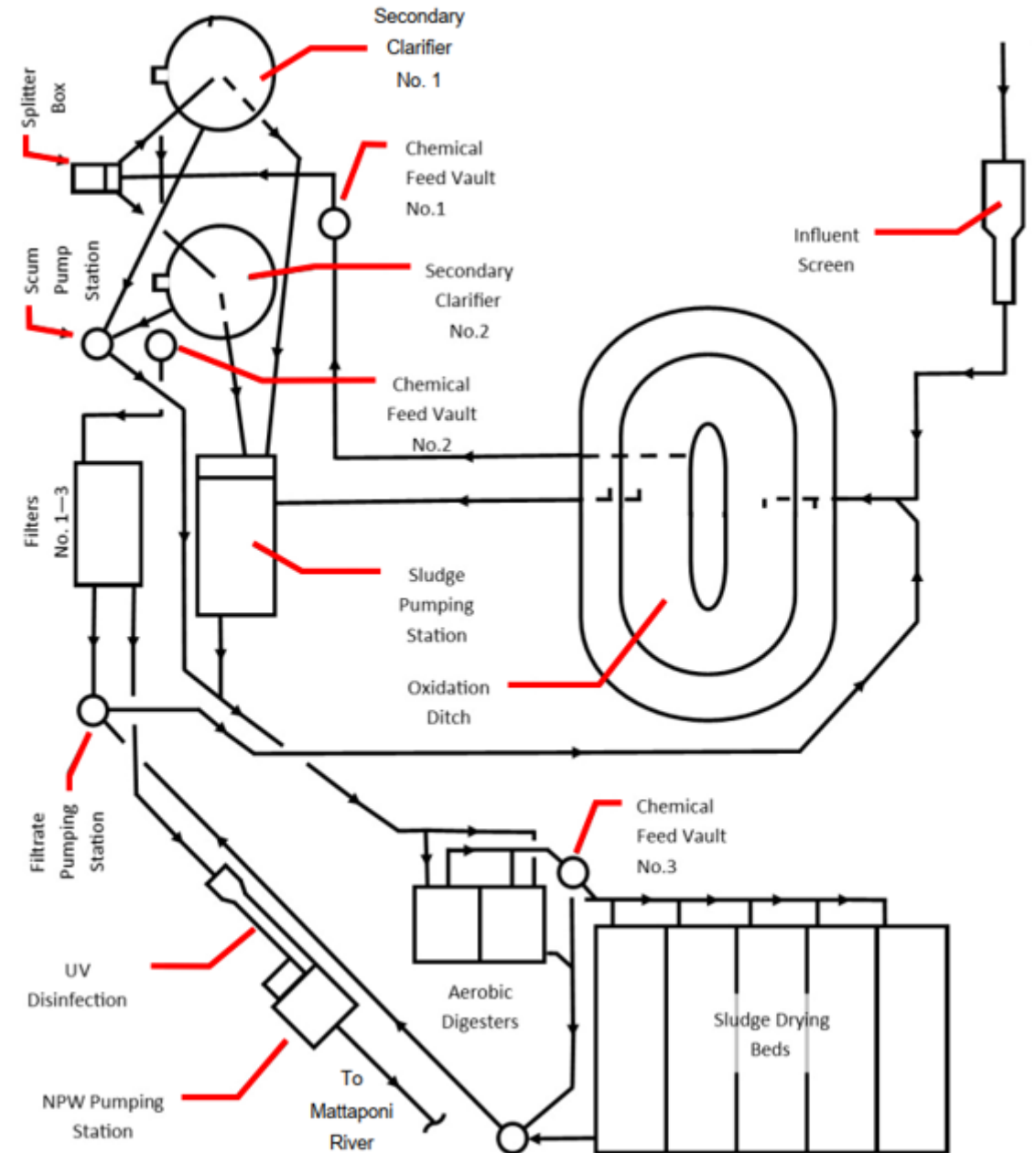
Bowling Green, VA

August 7, 2025

Ian Camper, Tim Kent

Bowling Green Treatment Facility

- **Inboden Environmental Services** is contracted to manage and operate the water and sanitary systems of Bowling Green, VA
- The wastewater treatment facility (WWTF) is comprised of...
 - Pretreatment
 - Screening
 - No grit removal
 - Secondary treatment
 - Oxidation ditch
 - Clarifiers
 - Tertiary treatment
 - Sand filtration
 - UV disinfection
 - Solids treatment
 - Aerobic digestion
 - Sludge dewatering



Bowling Green Treatment Facility

– Sanitary flow to WWTF

Sanitary Flow	Manual ⁽¹⁾ (MGD)	Current Operation
Design Average	0.25	0.086
Design Peak	0.75	0.15

⁽¹⁾ As specified in O&M Manual (1992)

– Influent characterization

Parameter	Manual ⁽¹⁾	Time Period	Data
BOD ₅ (mg/L)	320	1/2022 – 1/2025	279
TKN (mg/L)	14 – 40	9/2023 – 5/2024	53
NH ₃ (mg/L)	40	NR ⁽³⁾	NR ⁽³⁾
TSS (mg/L)	100 – 240	1/2022 – 1/2025	196

⁽¹⁾ As specified in O&M Manual (1992)

⁽²⁾ Peak month is calculated as 1.25x the average day value

⁽³⁾ NR = not reported

– Effluent permit requirements

Contaminant	Monthly Average	Weekly Average	Instantaneous
pH	—	—	6 to 9
BOD ₅ (mg/L) ⁽¹⁾	≤ 13	≤ 18	—
TKN (mg/L)	≤ 3	≤ 4.5	—
NH ₃ (mg/L) ⁽²⁾	≤ 0.55	≤ 0.73	—
TSS (mg/L)	≤ 10	≤ 15	—

⁽¹⁾ BOD limits increased from previous monthly and weekly averages values of 10 mg/L and 15 mg/L, respectively

⁽²⁾ Ammonia limit to take effect on November 2028

Need for the Project

Problem: Ineffectiveness of sludge drying beds

- Sludge drying beds are not draining
 - Incorrect sand selection
 - Clogged and broken underdrains
- Approximately \$340,000 per year in sludge hauling

Solution: Improve sludge dewatering system

- Dewatering alternatives
 - Repair sludge drying beds
 - Provide new mechanical system
- Application for Virginia Clean Water Revolving Loan Fund (VCWRLF)

Month	Hauling Cost	Hauling Volume ⁽¹⁾ (gallons)
Jul-24	\$46,600	133,143
Aug-24	\$30,400	86,857
Sep-24	\$14,400	41,143
Oct-24	\$11,330	32,371
Nov-24	\$12,600	36,000
Dec-24	\$16,450	47,000
Jan-25	\$8,120	23,200
Feb-25	\$25,993	74,264
Mar-25	\$38,950	111,286
Apr-25	\$62,075	177,357
May-25	\$31,600	90,286
Jun-25	\$42,669 ⁽²⁾	121,911
Total	\$341,186	974,818

⁽¹⁾ Hauling volume is back-calculated from the hauling cost by the known rate of \$1,400 per 4,000 gallons hauled

⁽²⁾ Data not yet available; estimated as the average of costs from July 2024, August 2024, April 2025, and May 2025

Evaluation of Current Operations

- Historical treatment efficiency
 - Reviewed monthly DMR data for the years of 2023 and 2024
 - The only instance of non-compliance was an elevated average TKN during March 2024
- Calculated WWTF solids retention time (SRT)
 - Oxidation ditch MLSS dropped from 4,600 mg/L to 2,430 mg/L in 2024

$$SRT = \frac{\text{Mass of Solids in WWTF}}{\text{Solids Wasting Rate}} = 40 \text{ days}$$

- Sludge production
 - WAS rate = 4,720 gpd
- Digester deficiency
 - Current layout: 2 vessels, total volume of 25,000 gallons
 - Sewage Collection & Treatment Regulations (SCAT) requirement: 50,000 gallons
 - Aerobic “digester volume shall be a minimum of 20% of the average design flow of the treatment works” (9VAC25-790-560)

Design Operation

- Two design scenarios evaluated

Scenario	Description	Design Average Flow (MGD)
A	Winter Operations: low temperature (12 °C), high SRT	0.25
B	Summer Operation: high temperature (20 °C), low SRT	

- WWTF solids retention time
- Maintain complete nitrification

Oxidation Ditch	Scenario A	Scenario B
MLSS (mg/L)	5,000	2,500

SRT	Manual ⁽¹⁾	Scenario A	Scenario B
Summer SRT (days)	16	—	10
Winter SRT (days)	25	30	—

⁽¹⁾ As specified in O&M Manual (1992)

- Sludge production
- Waste sludge to digesters
- Digester volume increased to 50,000 gallons

WAS	Manual ⁽¹⁾	Scenario A	Scenario B
WAS Rate (gpd)	11,040	8,080	12,320

⁽¹⁾ As specified in O&M Manual (1992)

- Thickened sludge to dewatering system
- Sludge accumulated over 7 days (with decanting) and dewatered over 5 days

Scenario	Wet Sludge (gpd)	Dry Solids (kg / d)
A	4,900	310
B		480

Dewatering System Alternatives

Repair of sludge drying beds is not considered a suitable alternative

– Repairs would involve...

- Discarding and replacing the existing sand media
- Replacing the existing system of underdrains

Sludge Dewatering Process	Typical Percent Solids	Monthly Cake Production (lbs)
Drying Bed	12%	44,092
Belt Filter Press	21%	25,810
Rotary Fan Press	15%	35,274
Centrifuge	30%	17,637

Disadvantages

1. Insufficient drying bed surface area

- Required → 11,970 ft² (Scenario A) and 18,270 ft² (Scenario B)
 - Derived from VA Sewage Collection and Treatment regulations
 - Assuming sludge characteristics calculated at design conditions
- Available → 7,000 ft²
 - Approximate area under the canopy

2. Inferior drying performance compared to mechanical systems

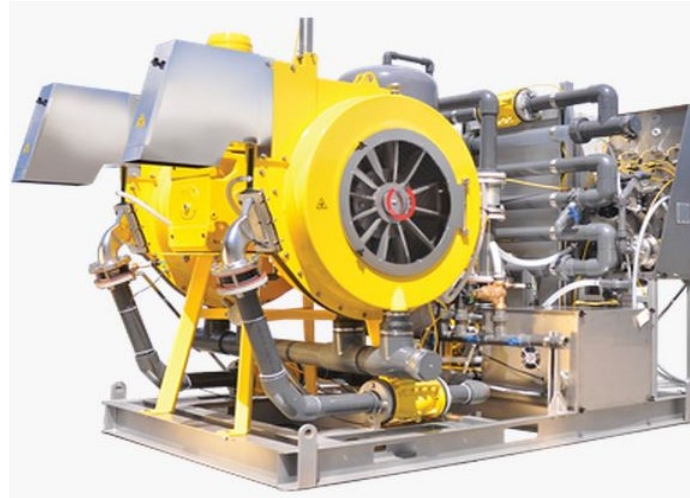
3. Loading sludge onto trucks is labor-intensive

Dewatering System Alternatives

Belt Filter Press



Rotary Fan Press



Centrifuge



Dewatering Equipment Alternatives Comparison

– Financial comparison

Alternative	20-Year Present Worth
Belt Filter Press	\$3,747,600
Rotary Fan Press	\$4,302,600
Centrifuge	\$4,451,900

- Inflation rate: 2.8%
 - Nominal discount rate: 4.4%
- ## – Inboden feedback
- Compared to centrifuges and rotary fan presses, belt filter presses are
 - 1) Less sensitive to changes in polymer dosing and in sludge characteristics
 - 2) Easier for operators to learn

– Non-monetary considerations

Performance Criteria			
Feature	Belt Filter Press	Rotary Fan Press	Centrifuge
Best Suited For	Large Flows, low energy	Small facilities, low flow	High performance, flexibility
Throughput	High	Low to Medium	High
Cake Dryness	Moderate (16 – 25%)	Lower (12 – 18%)	High (25 – 35%)
Operational Criteria			
Feature	Belt Filter Press	Rotary Fan Press	Centrifuge
Odor Control	Poor	Excellent	Good
Complexity	Moderate	Low	High
Energy Usage	Low	Very Low	High
Footprint	Large	Compact	Very Compact

Belt Filter Press Selected as Preferred Alternative

Dewatering Equipment Siting

Option 1:

- Place under existing sludge drying bed canopy
- Enclose a portion of canopy to provide weather-protected space for dewatering equipment

Option 2:

- New dewatering building
- Use drying beds for cake storage

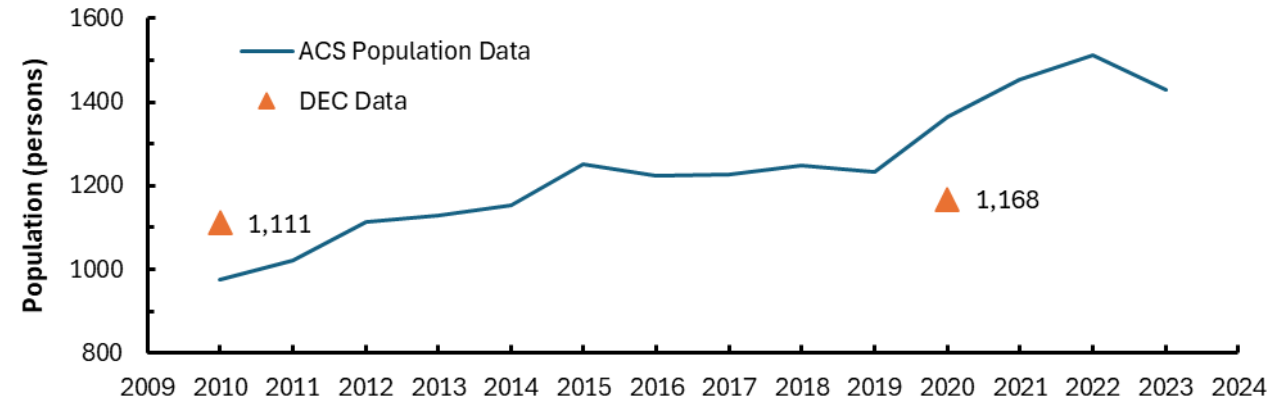
Supporting Infrastructure Requirements

- Electrical Power Supply
- Process Water
- Process Drainage
- Site Improvements



Adaptability to Future Needs

- Projected town growth
 - Minimal growth over the last decade
 - Provisions included in system sizing to accommodate projected growth

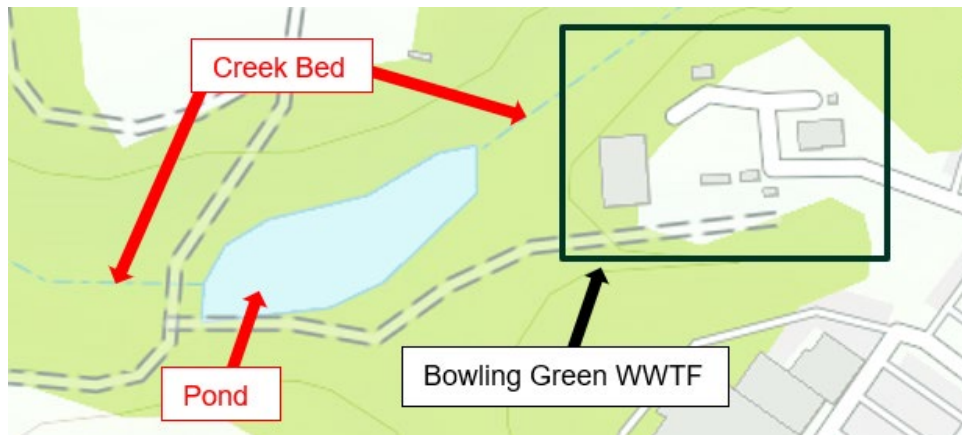


- Basis of belt filter press design: Alfa Laval's AS-H Belt Press KP05 system
- Allowable range of sludge flows is 15 gpm to 30 gpm
 - Assume operation for 5 hours per day
 - 15 gpm → 4,500 gallons/day
 - 30 gpm → 9,000 gallons/day
 - Design conditions → 4,900 gallons/day
 - Spare capacity of 4,100 gallons at design conditions

Environment and Sustainability

– Environmental Impacts

- Water resources
 - The WWTF appears to be near a stream bed and pond
 - The impacted area for this project is expected to be < 1 acre, so NPDES permitting should not be required
- Environmental assessment requirement (VDEQ)
 - Recommend applying for categorical exclusion
 - “upgrade in level of treatment of an existing treatment works on the existing site of the works”



– Sustainability

- Decrease in hauling operations
 - Decreased volume and weight of dewatered cake
- Land Usage
 - Proposed improvements occur exclusively on the existing site
 - No acquisition or development of additional land
- Water Savings
 - Installing new NPW pumps would lower the water demand for the facility
- Community Impacts
 - Chance for odor from the sludge processing to be detected at nearby shopping center. Mitigated through enclosed building.
 - Occasional traffic disruption due to dewatered sludge hauling operations

Project Costs and Schedule

– Project Costs

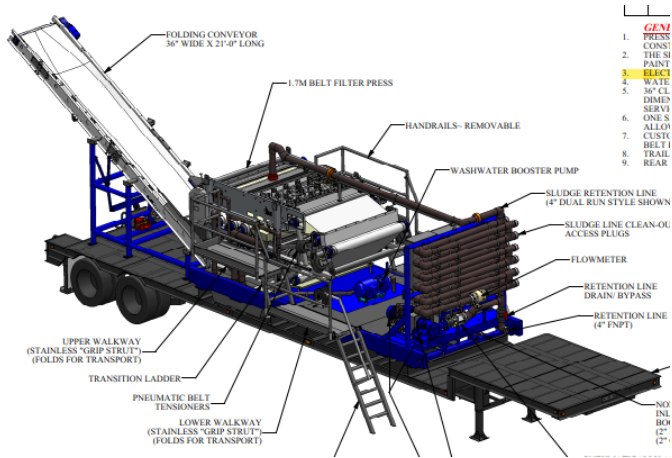
Cost Item	Cost
Construction Cost – Selected Alternative	
Estimated Construction Cost	\$1,923,900
Non-Construction Related Costs	
Basic Engineering	\$250,100
Resident Project Representative	\$202,000
Additional Engineering (Geotech, Pilot)	\$65,000
Administration	\$10,000
Legal Services	\$19,200
Bond Counsel	\$25,000
Contingency	\$288,600
Total Non-Construction Related Costs	\$859,900
Total Project Costs	\$2,783,800

– Project Schedule

Task	Start	Duration	End
Apply & Secure Project Funding	July 2025	3 months	Sept 2025
Procure Engineer	Sept 2025	2 months	Nov 2025
Design Improvements	Nov 2025	9 months	July 2026
Solicit Bids and Award	July 2026	2 months	Sept 2026
Construction	Sept 2026	9 months	June 2027

Temporary (Rental) Dewatering Equipment

Option 1: Belt Filter Press



– Costs

- One-time expenses: \$24,760
 - Shipping, setup, etc.
- Annual operating cost: \$204,869

– Additional Requirements

- Dumpster(s)
- Hoses to connect digesters to belt press feed pump
- Utilities (NPW, filtrate, power)

Option 2: Dewatering Boxes



– Similar principle to that of sludge drying bed

– Costs

- One-time expenses: \$1,592
 - Shipping, setup, etc.
- Annual operating cost: \$80,518

– Additional Requirements

- Sludge pump(s)
- Hoses to connect to sludge pump(s)
- Utilities (NPW, filtrate)

AECOM Delivering a
better world



Town of Bowling Green,
Virginia

Water Quality Corrective Action Plan Status Update 8/7/25

Topics

Recap of Water Quality/Quantity Complications

Corrective Action Plan

Well #4 Packer Test Findings

Next Steps

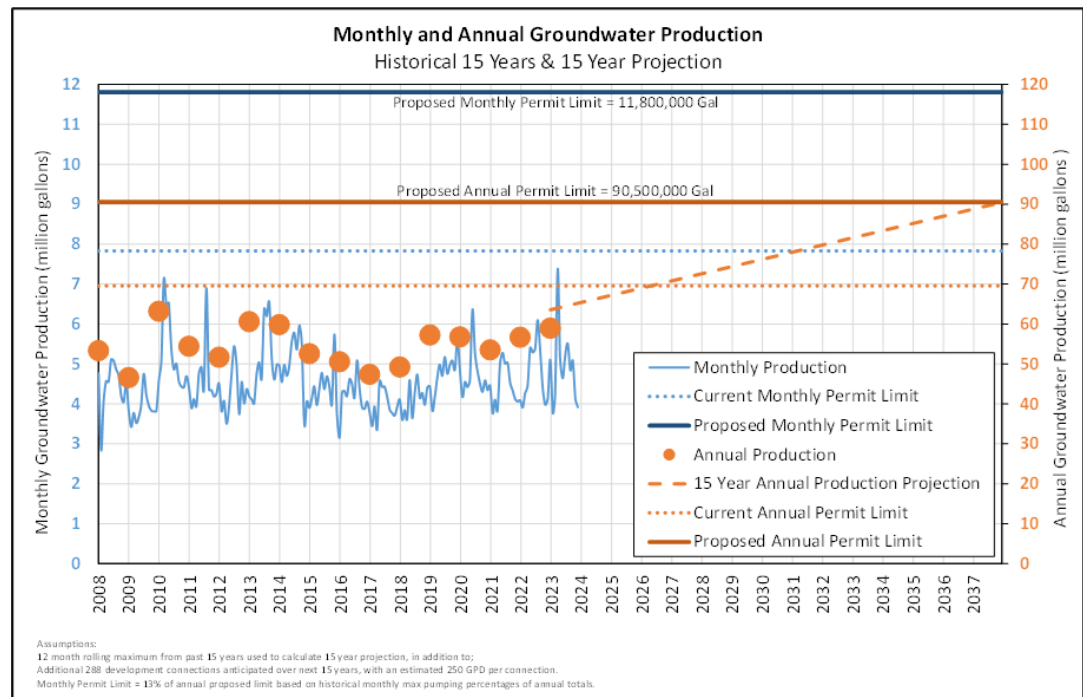
Groundwater Withdrawal Permit

Permit reapplied for in 2024

- Historic demand close to previous limit
- Increase to accommodate potential growth

New permit issued 12/26/24

- 90.7 MGY, 11.78 MG/Mo
- Several Special Conditions

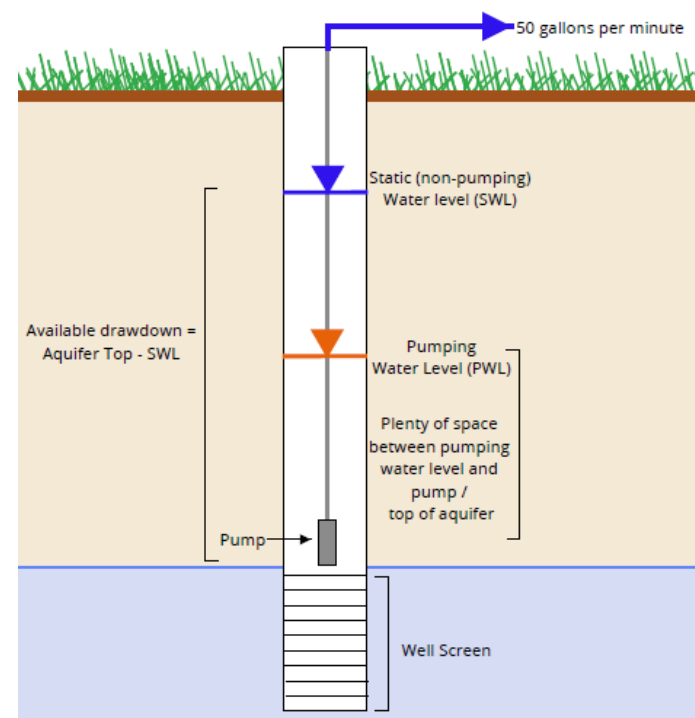
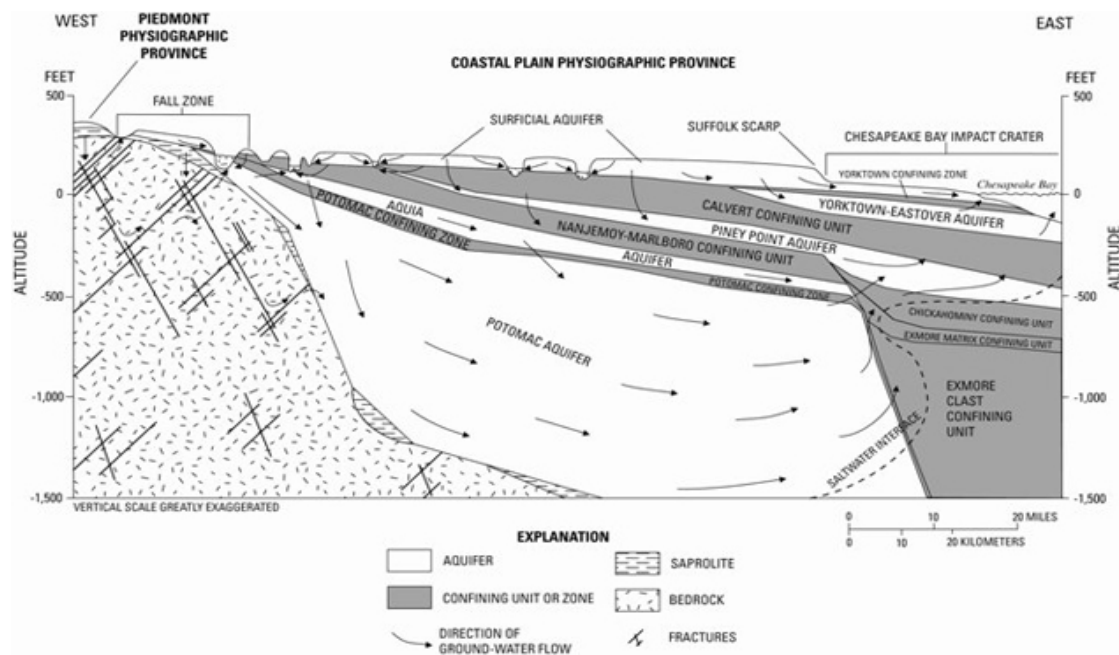


Groundwater Withdrawal Permit

Bowling Green,
Virginia

Special Conditions

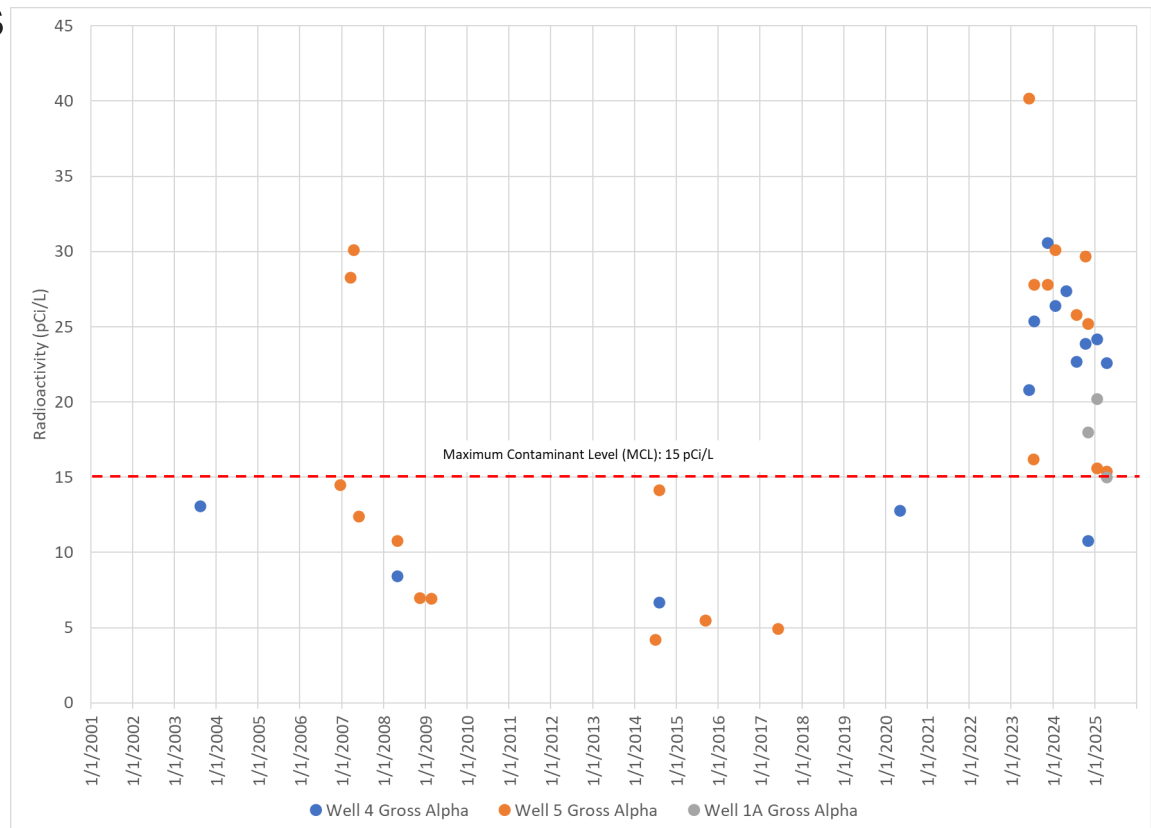
- Negotiated extension of deadlines with DEQ to within 5 years of permit issuance
 - Well 1 abandonment*
 - Well 4 abandonment
 - Well 5 pump raise & geophysical log
 - Well 1A pump raise & geophysical log



Water Quality

Elevated gross alpha radioactivity in Town wells

- Proposed Action Plan approved by VDH 6/5/24
- Formal Corrective Action Plan (CAP) issued by VDH 9/5/24
- \$45,000 Planning & Design Fund Grant awarded 8/30/24
- VDH issued revised CAP 3/24/25
- DWSRF application submitted for ~\$8.3M 5/2/25
- HB1600 Funds consideration requested 7/11/25



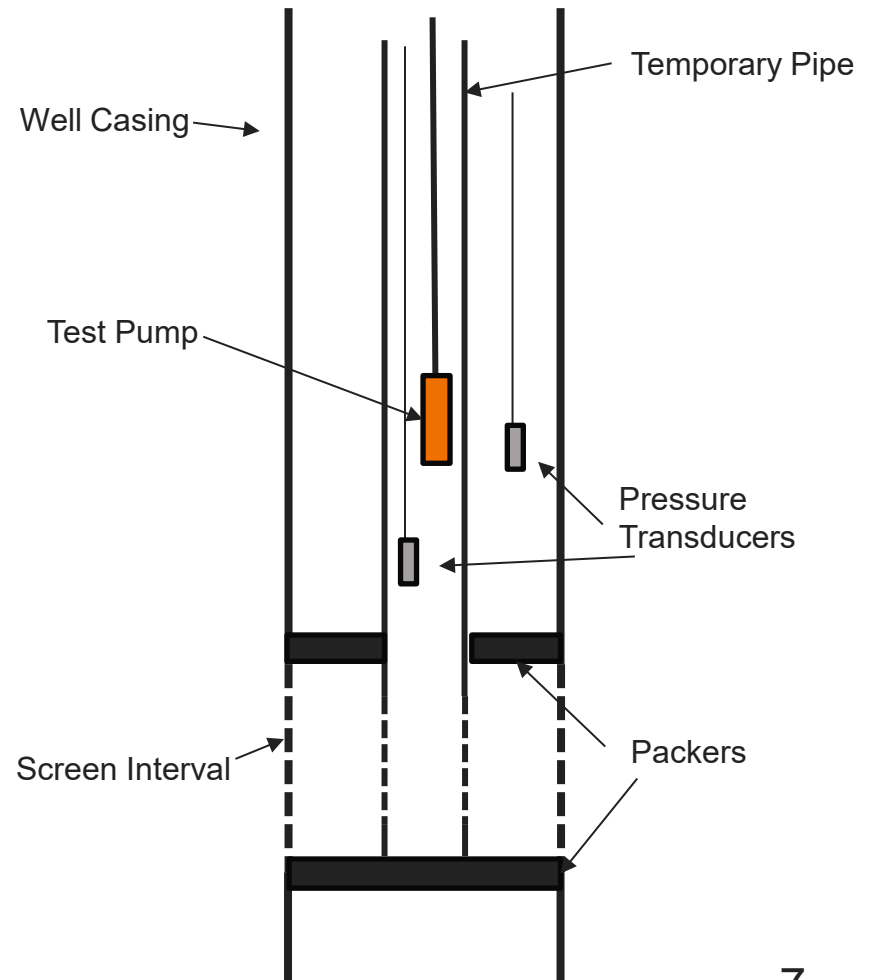
Corrective Action Plan Requirements

1. The Town will include updates on the status of resolving compliance issues in any required Public Notice that occurs as a result of a PMCL exceedance for gross alpha emitters. In addition, the Town must include status updates in the Consumer Confidence Report annually for as long as the Town is out of compliance with the PMCL for gross alpha emitters.
2. The Town will collect special, non-compliance radiological water quality samples from Wells 1A, 4, and 5 quarterly for three quarters and analyze the samples for non-regulated radiological contaminants, in order to determine the element(s) that may be contributing to the PMCL exceedances. The Town will begin sampling **by September 30, 2024.**
3. The Town will hire a Professional Engineer, licensed in the Commonwealth of Virginia, to develop a Preliminary Engineering Report (PER) to evaluate best available technologies for mitigating gross alpha emitters. The Town will submit the PER to RFO **by May 1, 2026.** Any revisions to the CAP due to recommendations provided in the PER must be submitted to **RFO July 31, 2026**
4. The Town will obtain a construction permit for required construction recommended in the PER **July 31, 2027.** This allows 6 months to complete construction plans & specification, depending on potential DWSRF funding award date.
5. The Town will complete construction for required modifications or additions to the water system as recommended in the PER **December 25, 2029** (aligns with DEQ Groundwater Withdrawal Permit conditions for well replacement and pump intake raised).

Well #4 Packer Testing

- DEQ requires Well #4 replacement
- May 2025 packer test allowed sampling from individual screen intervals separately
- Key Findings
 - Confirmed Po-210 as primary source of gross alpha
 - Not a significant difference in water quality between screen intervals
 - Treatment expected to be necessary

Schematic Test Setup



Next Steps

VDH Funding Decisions

- 2 funding applications under review
 - DWSRF – offers go out ~October 1, 2025
 - HB1600 funding – offers go out ~mid- September 2025

Well Drilling Invitation for Bids

- 2 planned locations – Well 4 lot and Town-owned lot in subdivision near water tower
- Need to prepare IFB to solicit competitive bids

Preliminary Engineering Report

- Packer test was first step
- Next – treatment alternatives analysis, preliminary engineering/design
- Due to VDH May 1, 2026

Well Drilling & Construction

Final Engineering Plans/Specifications, Construction Permitting

Well Tie-in and Treatment Invitation for Bids

Well Tie-in and Treatment Construction



Bowling Green

Caroline County, Virginia

Municipal Code

Compiled: Thursday, August 7, 2025

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