



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### MINUTES

Thursday, May 01, 2025  
5:00 PM

#### **CALL TO ORDER AND ESTABLISHMENT OF QUORUM:**

- Mayor Gambill called the Council Meeting to order at 5:00 PM, initiating a roll call. Following all members present, a quorum was established.

#### *Council Members Present:*

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

#### *Staff Members Present:*

India Adams-Jacobs, Town Manager/Clerk; Danielle Powell, Town Attorney; J.C. LaRiviere, Director of Community Development & Partnerships; Jamie Silveus, Inboden Environmental Services (IES) Operator; Justin Cecil, Chief of Police

#### **CONSENT AGENDA:**

1. Regular Meeting Minutes- April 3, 2025
  - Councilmember Storke motioned to approve the consent agenda, seconded by Councilmember Voit. The consent agenda was approved unanimously.

#### **PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

- Angela Smith, owner of Your Just Desserts, requested a town hall meeting regarding infrastructure projects to address misinformation and clarify the scope of upcoming projects.
- Linda Keith, co-owner of DK Firearms, expressed concerns to council via email regarding accessibility issues caused by sewer maintenance trucks blocking their business entrances.

#### **MEMBER COMMENTS:**

- Councilmember Voit notified Council of upcoming Clean Sweep and Memorial Day events.

Referrals to the Planning Commission & Planning Liaison Comments, Councilmember Jeff Voit

- Councilmember Voit provided updates in regards to Planning Commission's ongoing discussion of tiny homes and the Town's Comprehensive Plan.

Bowling Green Economic Partnership (BGEP) Community Vitality Grant Application Support, Vice Mayor Coyle

- Vice-Mayor Coyle expressed support for Bowling Green Economic Partnership's grant application for a mural project.

**STAFF REPORTS & PRESENTATIONS:**

2. Bowling Green Police Department, Justin Cecil, Chief of Police
  - Town Council thanked Justin Cecil, Chief of Police, for addressing recent traffic issues.
3. Town Manager Report, India Adams-Jacobs, Town Manager
  - India Adams-Jacobs, Town Manager, provided updates to council, highlighting continued progress on the Capital Improvement Plan, the FY23 audit process remains ongoing with auditors scheduled to arrive the following morning ahead of schedule, a revised corrective action plan with the Virginia Department of Health (VDH) was implemented to align with acquired grants, collaboration with Virginia Department of Transportation (VDOT) to develop a communication fact sheet and dedicated webpage for the Smart Scale project, transition to Southern Software remains on track for the scheduled July 1 go-live date, assisted the Bowling Green Economic Partnership with the completion and submission of a Department of Housing and Community Development (DHCD) grant, continued project management on Main Street and Courthouse Lane sewer repairs, alongside collaborative sludge management analysis with Moonshot Missions, further support provided by a nonprofit partnership with the University of Maryland, focusing on sludge press options at no cost to the town. Additionally, efforts are underway to finalize a grant addressing the mitigation of gross alpha levels in the water supply, the establishment of the Atlantic Union Bank-funded Future Makers Internship program, and recent special and regular council meetings and outlined plans for upcoming special meetings focused on the budget process.
4. Public Works Report, Shawn Fortune, Public Works Foreman
  - The Public Works Report was provided to Council.
  - Mayor Gambill asked the Town Manager of the nature of the seven out-of-service fire hydrants
  - Councilmember Voit inquired about the total number of fire hydrants in town.
5. Community Development Report, J.C. LaRiviere, Director of Community Development & Partnerships
  - The Community Development report was provided to Council with no additional questions.
6. Utilities Report & WWTP Drying Beds Briefing, Inboden Environmental Services
  - Jamie Silveus, Inboden Environmental Services Operator, provided wastewater plant updates to Council, noting ordinary operations, as well as critical updates regarding sand and failing infrastructure in drying beds.
  - India Adams-Jacobs, Town Manager, recommended that some members of Council attend the May 13 Caroline County board meeting, where a decision will be made regarding the County accepting Town sludge. Additionally, the Town Manager updated Council on an in-progress report regarding cost and labor to replace failing drying beds from Inboden Environmental Services.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

7. Town Code Update, India Adams-Jacobs, Town Manager & Jeff Gore, Town Attorney
  - Councilmember Davis motioned to authorize the Town Manager to direct CivicPlus for the renumbering and reorganization of the town code for the amount of \$1,800, seconded by Councilmember Voit. Mayor Gambill initiated a roll call, to which the motion carries after unanimous approval.

8. Request for Approval of Financial Consulting Services, India Adams-Jacobs, Town Manager
  - Councilmember Hagman motioned to approve the procurement and financial services for the fiscal year 26 and authorize the Town Manager to execute an agreement for those services with CYM LLC in the amount of \$75,000, seconded by Vice-Mayor Coyle. Mayor Gambill initiated a roll call, to which the motion carries after unanimous approval.
9. FY26 Proposed Budget Presentation, Rate Setting and Public Hearing Request, India Adams-Jacobs, Town Manager
  - India Adams-Jacobs, Town Manager, and Ted Cole, Davenport & Co Co-Director, presented the FY26 proposed budget pertaining to tax rate adjustments, utility rate increases, and capital improvements.
  - Councilmember Storke moved to advertise the proposed rates at the maximum recommended levels as outlined in the budget presentation, seconded by Councilmember Davis. Mayor Gambill initiated a roll call, to which the motion carries after unanimous approval.
  - Councilmember Hageman motioned to schedule Non-equalization rate meeting for May 22, 2025, at 4:00 PM; the budget public hearing for May 22, 2025, at 5:00 PM; and the utilities rate public hearing for June 5, 2025, at 5:00 PM, seconded by Councilwoman Davis, the motion passes unanimously.

**INFORMATIONAL ITEMS:**

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

- Whitney Watts, Town resident at 165 South Main Street, expressed the need for improved communication from the town regarding infrastructure projects and expressed concerns about customer service and accessibility to town information, such as minutes on the Town website.

**MEMBER COMMENTS:**

- Councilmember Davis expressed gratitude for Town Manager India Adams-Jacobs budget preparation efforts.

**CLOSED SESSION:**

10. Councilmember Voit motioned to go in to closed session pursuant to Virginia Code § 2.2-3711(A)(1), for discussion of performance of specific public officers, to complete the performance evaluation of the Town Manager, seconded by Councilmember Hageman. Upon unanimous approval, Council moved into closed session.

**RECONVENE IN OPEN SESSION:**

- Councilmember Storke motioned to conclude closed session, seconded by Councilmember Hageman. Mayor Gambill initiated a certify roll call, with all members certifying.

**ADJOURNMENT:**

- Councilmember Voit motioned to adjourn the meeting, seconded by Councilmember Hageman. With all Councilmembers in favor, the meeting adjourned at 6:47 P.M.