



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, April 02, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

- Mayor Tina Gambill called the Town Council Meeting to order at 6:05 PM and requested a roll call. Councilmember Jeff Voit was absent. A quorum was established with six members present.

Councilmembers Present:

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

Councilmembers Absent:

Councilmember Jeff Voit

Staff Members Present:

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

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

1. Work Session Minutes- March 5, 2026
 2. Regular Meeting Minutes- March 5, 2026
- Town Council reviewed the consent agenda items.
 - Councilmember Randy Hageman motioned to approve Consent Agenda Items 1–2. The motion was seconded by Councilmember Jean Davis and carried unanimously by right-hand raise.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

- Mayor Tina Gambill provided an overview of recent activities, including participation in community events, the Mayor's Business Appreciation Reception, coordination with Caroline County Public Schools, and upcoming economic development efforts, including the Domino's grand opening. Mayor Gambill also requested that a discussion regarding code enforcement be placed on a future agenda due to associated operational costs and budget considerations.

STAFF REPORTS & PRESENTATIONS:

3. Dominion Energy Weather Readiness, Andre May
 - Mr. Andre May, Dominion Energy External Affairs Representative, presented on storm preparedness, including infrastructure maintenance such as tree trimming cycles, grid hardening, and undergrounding efforts, as well as outage response procedures and coordination with localities. Council discussed outage reporting practices, generator safety, storm impacts on local circuits, and challenges related to utility pole replacements and third-party attachments.
4. Finance Director/Treasurer's Report
 - Finance Director Hope Toliver presented the monthly financial report, including updates on audit preparation, delinquent tax collection efforts, utility billing enforcement, and ongoing system improvements. Council discussed budget variances, including the 457 plan increases due to automatic contribution adjustments and expenditures for contracted services, and received clarification on accounting and the classification of expenses. The Town Manager noted improved utility collection rates and coordination between departments.
5. Town Manager's Report
 - Town Manager India Adams-Jacobs provided updates on the water quality improvement project and well replacement efforts, including coordination with regulatory agencies and engineering consultants. Additional updates included economic development initiatives, upcoming community events, the completion of a recent debt issuance, and the submission of a grant application for waterline improvements through congressional funding opportunities.
6. Utilities Report, Inboden Environmental Services
 - Council received the utilities report. No additional discussion was held.
7. Public Works Department Monthly Report
 - Public Works Director Shawn Fortune presented the monthly report and responded to Council comments, including updates on pump station monitoring during recent outages and operational improvements at Town facilities. Council also received an update on the installation and performance of new equipment at the wastewater treatment site.
8. Bowling Green Police Department
 - Bowling Green Police Chief Justin Cecil presented the department report and responded to Council inquiries, including recent arrests related to a regional homicide investigation in Sparta, noting that four individuals had been apprehended. Chief Cecil also informed Council that the Town's digital radar signs are experiencing intermittent functionality and may require removal and repair.
9. Town Facilities Update & Discussion, Shawn Fortune
 - Public Works Director Shawn Fortune presented findings from a facilities assessment conducted with the Town's insurance provider, outlining maintenance needs across multiple Town facilities, including Town Hall, the police department, wastewater treatment plant, and public playground. Identified issues included building repairs, electrical updates, safety improvements, ADA

accessibility concerns, and potential asbestos in the Town Hall basement pending testing. Director Fortune also reported that the playground equipment is significantly deteriorated and may require replacement, with interim removals already completed for safety. The Town Manager indicated that funding options and a formal recommendation will be presented at a future meeting. Council discussed preservation considerations for the Town Hall ballroom floor and requested exploration of restoration alternatives. Vice-Mayor Coyle expressed an interest in having Nathan Ulfrick at a future meeting to discuss preservation efforts.

10. Utility Billing Process Improvements Presentation, Hope Toliver, Finance Director/ Treasurer

- Finance Director Toliver presented an overview of prior challenges with the Town's billing system, including system incompatibility, manual data entry, billing inaccuracies, and customer dissatisfaction. Ms. Toliver outlined improvements implemented during the transition to new financial software and payment systems, resulting in higher billing accuracy, greater operational efficiency, and improved customer service.

11. Records Retention Update, Jeffrey Smith, Deputy Clerk/Administrative Assistant

- Deputy Clerk Jeffrey Smith provided an update on records retention efforts, including compliance with Library of Virginia schedules, participation in Clean Sweep, and organization of Town records. Mr. Smith reported that outdated records, including financial documents that exceed retention requirements, have been identified for proper destruction, thereby improving storage capacity and record management practices. Council discussed long-term strategies for record preservation, including potential digital storage solutions for permanent records.

12. Committees, Boards, and Commissions Update, India Adams-Jacobs, Town Clerk

- Town Manager India Adams-Jacobs reported that all committees, boards, and commissions are fully staffed with no current vacancies. Council discussed upcoming FOIA training requirements and options for scheduling compliance training, with consensus to schedule a session in May.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

13. Taxation Code Revision, Jeff Gore

- Town Attorney Jeff Gore provided an overview of ongoing efforts to update the Town Code, noting that proposed revisions primarily reflect technical updates to align with current state law. Council discussed the anticipated timeline, including a future public hearing and review of tracked changes prior to adoption in May.

14. Authorization to Contract Senior Planner to fill the Vacancy of Director of Community Development Position for the Remainder of FY26 and FY27

- Town Manager Adams-Jacobs presented a recommendation to contract senior planner services to address ongoing workload demands and recruitment challenges for the vacant Director of Community Development position. Council discussed the proposed arrangement, including the use of contracted services through the Berkley Group and remote work expectations.

- Councilmember Randy Hageman motioned to authorize the Town Manager to procure senior planner services through the Berkley Group for a period of one year, commencing April 15, 2026, and ending April 15, 2027, for an amount not to exceed \$60,000. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by roll-call vote.

15. FY27 Audit Engagement Authorization, India Adams-Jacobs, Town Manager/Clerk

- Town Manager Adams-Jacobs presented the annual audit engagement recommendation to continue services with the Town's current audit firm.
- Councilmember Randy Hageman motioned to authorize the FY27 audit engagement. The motion was seconded by Vice-Mayor Coyle and carried unanimously by roll-call vote.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

INFORMATIONAL ITEMS:

16. ADA Title II Web and Mobile Application Accessibility Rule

- Town India Manager Adams-Jacobs provided an overview of new ADA accessibility requirements related to municipal websites, documents, and streaming services. Council discussed potential compliance measures, including captioning and document formatting. The Town Manager noted that additional information and cost considerations will be presented at a future meeting.

MEMBER COMMENTS:

- Councilmember Davis noted attendance at a recent local Sheetz opening in Caroline County and expressed appreciation for the event.

CLOSED SESSION:

17. I move 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.

- Councilmember Randy Hageman motioned to enter closed session pursuant to Virginia Code § 2.2-3711(A)(1) for discussion of the performance of specific public officers, specifically the Town Manager and Town Attorney. The motion was seconded by Councilmember David Storke and carried unanimously by right-hand raise.

RECONVENE IN OPEN SESSION:

- Mayor Tina Gambill reconvened Town Council in open session following certification from each Councilmember stating that only public business matters lawfully exempted from open meeting requirements under Virginia Code § 2.2-3711(A)(1) were discussed in closed session, specifically the performance of the Town Manager and Town Attorney.

ACTION FOLLOWING CLOSED MEETING:

None.

ADJOURNMENT:

- Councilmember Randy Hageman motioned to adjourn the meeting. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously. The meeting adjourned at 9:33 PM.

Attest:

Mayor: _____
Tina Gambill

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

Attachments Referenced During Meeting: