



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

M I N U T E S

Thursday, March 6, 2025
5:00 PM

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- Mayor Gambill called the Council Meeting to order at 5:00 PM, establishing a quorum following unanimous approval.

Council Members Present:

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

Council Members Absent: Councilmember John Chinault

Staff Members Present:

India Adams-Jacobs, Town Manager/Clerk; Jeff Gore, Town Attorney; J.C. LaRiviere, Director of Community Development & Partnerships; Jamie Silveus, Inboden Environmental Services Operator

CONSENT AGENDA:

1. Town Council Strategic Planning Retreat Minutes- January 17, 2025
 2. Town Council Meeting Minutes- February 6, 2025
 3. Planning Commission Annual Workplan for 2025
- Councilmember Voit motioned to accept the consent agenda with an amendment to include tiny homes in the Planning Commission Annual Work Plan, seconded by Councilmember Hageman, approved unanimously.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- None

MEMBER COMMENTS:

- Councilmember Hageman shared a resident's concern that the new 5:00 PM meeting time is more difficult for some constituents to attend.
- Councilmember Voit updated the Council on Planning Commission activities.
- Mayor Gambill reminded the Council to raise their hands to be addressed to avoid talking over each

other.

STAFF REPORTS & PRESENTATIONS:

4. Community Development Report- February 2025

- J.C. LaRiviere, Director of Community Development & Partnerships, highlighted items from his report.

5. Police Department Report- February 2025

- The report was included in the meeting packet; no discussion took place.

6. Public Works Department Monthly Report- February 2025

- Jamie Silveus, IES Operator, provided updates on January's operations, noting blower installations at lift stations, increased biological activity in wastewater treatment, exploration of polymer use, and equipment enhancements for sludge drying, as well as regular preventive maintenance and meetings addressing sludge disposal improvements.
- Councilmembers discussed the cost implications of grease buildup, details of fire hydrant repair, improvements to filamentous bacteria control, and UV system training.

7. Town Manager Report- February 2025

- India Adams-Jacobs, Town Manager/Clerk, discussed a successful Virginia Risk Sharing Association (VRSA) insurance claim for fence repair, completion of FY22 audit, upcoming FY23 audit engagement, streetlight repairs, discussions with VDH on grant projects, USDA project optimizations, updates on winter storm preparations, DEQ water supply meetings, ongoing efforts to recruit of a Finance Director, FY26 budget preparations, and updates regarding efforts to expedite post office repairs and website launch.
- Councilmember Voit motioned to authorize the Town Manager to transmit a letter of reconsideration to Caroline County Administrator for the disposal of Town sludge, seconded by Councilmember Hageman. Mayor Gambill initiated a vote, which carried unanimously.
- Councilmember Storke motioned to re-engage Robinson, Farmer, Cox Associates (RFCA) and authorize \$30,000 for the FY23 audit, seconded by Councilmember Hageman. Mayor Gambill initiated a vote, which carried unanimously.

8. Utility Report- January 2025

- The report was submitted in the meeting packet; there was no discussion.

9. Main Street Sewer Line Investigation Update and Repair Recommendation, IES

- John Simmons, IES COO, and Town Manager India Adams-Jacobs detailed the critical condition of a collapsed sewer line on Main Street, causing costly emergency pump-and-haul operations. Town staff recommended the immediate installation of a temporary bypass pump and sought authorization for procurement to replace approximately 520 feet of the damaged sewer line fully. The Council discussed financing, engineering considerations, and potential impacts on infrastructure.
- Councilmember Voit motioned to award the contract to Stemmler Plumbing on an emergency basis for

the bypass pump operations, seconded by Councilmember Davis. Mayor Gambill initiated a vote, which carried unanimously.

- Councilmember Voit motioned to authorize the invitation for bid as presented and to authorize staff to award the contract to the selected bidder, seconded by Councilmember Hageman. Mayor Gambill initiated a vote, which carried unanimously.

UNFINISHED BUSINESS:

NEW BUSINESS:

10. Ordinance to Amend BZA Membership, J.C. LaRiviere, Director of Community Development & Partnerships

- Councilmember Storke motioned to adopt Resolution 25-01 to reduce the required number of BZA members to three, with the amendment to subsection b to be made as per the suggestion of Town Attorney Jeff Gore to the Town Code, seconded by Councilmember Voit. Mayor Gambill initiated a vote, which carried unanimously.

INFORMATIONAL ITEMS:

11. Budget Process Discussion, India Adams-Jacobs, Town Manager

- Town Manager India Adams-Jacobs outlined adjustments to the budget calendar due to recent staffing changes within the finance department. Capital requests have been reviewed, and the operating budget process is underway. The CIP budget will be presented at the April meeting. A detailed calendar and proposed budget, which may necessitate a special meeting, are anticipated in May, with budget adoption targeted for June.

12. Financial Analysis Presentation- R.T. Taylor, Davenport & Company

- R.T. Taylor, Davenport Vice President, presented a streamlined financial analysis to assist with upcoming budget decisions, highlighting that audited financial data is only current through FY22, which limits precision for future financial planning. Taylor emphasized three critical infrastructure projects: sewer system repairs, water consent orders, and delayed USDA-approved water pump projects, with projected costs totaling about \$15 million and annual debt service of around \$975,000. Davenport recommends incremental rate increases, setting reserve targets, and improving budget stability. Future steps include obtaining financial data, evaluating debt affordability, and developing strategic funding approaches.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- None.

MEMBER COMMENTS:

- None.

CLOSED SESSION:

13. Councilmember Voit motioned to go into closed session under § 2.2-3711(A)(1) for discussion of the performance of specific public officers to complete the performance evaluation of the Town Manager,

seconded by Councilmember Hageman. Mayor Gambill initiated a vote, which carried unanimously.

RECONVENE IN OPEN SESSION:

- Councilmember Webb motioned to certify that the only items discussed were those identified in the closed session motion, seconded by Councilmember Storke. Mayor Gambill initiated a roll call, and all council members certified it. The motion passed unanimously.

ADJOURNMENT:

- Councilmember Davis motioned to adjourn the meeting, seconded by Councilmember Voit. Mayor Gambill initiated a vote, which carried unanimously.