



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, December 04, 2025
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- The Town Council meeting was called to order at 6:00 PM by Mayor Gambill. The Mayor led the Pledge of Allegiance. A roll call was conducted, and a quorum was established.

Councilmembers Present:

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

Councilmembers Absent:

Councilmember Webb

Staff Members Present:

Danielle Powell, Town Attorney; Hope Toliver, Finance Director/Town Treasurer; Jamie Silveus, Inboden Environmental Services (IES) Operator; Shawn Fortune, Director of Public Works; Jeffrey Smith, Administrative Assistant/Deputy Clerk; Percy Ashcraft, Town Consultant

CONSENT AGENDA:

1. Minutes- November Regular Meeting
 - Councilmember Voit motioned to approve the November minutes, seconded by Councilmember Davis. Following unanimous Council approval, the November Council Meeting minutes were approved.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Mr. Baghat, property owner, asked whether a Town real estate tax bill would be issued and expressed concern about the upcoming due date. He raised questions regarding the 301-corridor special tax district, including the increase in his tax bill, the basis for the increase, and how funds are held and used. He requested information on properties subject to the special district tax and asked Council to consider dissolving the district, citing fairness and the district's original intent.
- Ms. Giles, Bowling Green Meadows, requested action to address visibility hazards caused by trees and brush that require drivers to pull into traffic to see oncoming vehicles. She stated she has raised the issue previously and requested timely follow-through, noting specific locations that continue to present safety concerns.
- Ms. Cropper, North Main Street, expressed concerns regarding water quality and utility billing. She stated her water bill arrived later than expected, raised concerns about the short payment window

before the cutoff date, and reported difficulty reading the bill due to small print and the absence of a return envelope. She requested information regarding outsourcing costs for billing and requested a detailed financial breakdown of the Harvest Festival, including revenues, expenses, and related fees.

MEMBER COMMENTS:

- Councilmember Voit thanked speakers for their comments and stated he would review materials provided regarding the special tax district and follow up as appropriate. He relayed constituent concerns regarding utility bill legibility and missing return envelopes. He announced the upcoming Christmas parade, including the evening start time. He noted there would be no Planning Commission meeting in December and that the Planning Commission would reconvene in January, including discussion of the Council liaison appointment.
- Councilmember Chinault asked whether the vacant lot near Route 301 overpass is within Town limits and expressed concern that the area has become a tractor-trailer parking location and is creating a negative entrance into Town. Council discussed prior efforts and requested continued engagement with VDOT regarding the property.
- Councilmember Storke discussed the history and intent of the special tax district and expressed concern that bills have increased substantially for some property owners. He stated Council and staff should review available records and intent and consider a structured approach to addressing the issue. He also engaged with Ms. Giles regarding the locations of reported visibility issues, noted that some concerns may involve VDOT right-of-way or private property, and encouraged detailed reporting to assist staff. He also referenced the Harvest Festival, noting the event's purpose and a desire for an after-action review.
- Councilmember Hageman stated Council should coordinate closely with the Town Manager regarding prior discussions and factual background before taking further steps on the special tax district matter. He additionally raised concerns regarding enforcement consistency and identified other properties and locations he believes warrant attention as part of the Town's overall appearance and code enforcement process.
- Council discussed tax bill timing and utility billing, including that Council previously extended the personal property tax due date. Mayor Gambill recognized community partners and local businesses for supporting the Town Christmas tree and expressed appreciation for volunteer and business contributions.

STAFF REPORTS & PRESENTATIONS:

2. Caroline Reads- Countywide Literacy Program, Michael Mudd, Assistant Superintendent of Instruction
 - Mr. Mudd presented an overview of Caroline County Public Schools' communitywide literacy campaign, Caroline Reads, including the 2026 timeline, community engagement activities, adult book clubs, student reading incentives, school-based enterprise initiatives, and partnerships with local businesses. He highlighted planned activities in Bowling Green, including the Caroline Cruiser book bus stop on the day of the Christmas parade and a Main Street kickoff event planned for February 2026. Council asked questions regarding partnerships with literacy organizations, including the Dolly Parton literacy program, and Mr. Mudd stated the division is exploring engagement with the program.
3. Town Manager Report, India Adams-Jacobs, MPA, ICMA-CM

- In the Town Manager's absence, staff indicated the written report had been provided for Council review. Percy Ashcraft, Town Consultant, stated that staff are addressing code enforcement concerns, that letters have been issued in accordance with current procedures, and that staff are in contact with VDOT regarding right-of-way concerns. Council discussed the current requirement that code enforcement actions be complaint-driven and noted the topic may be revisited during the Council retreat.

4. Utilities Report, Inboden Environmental Services, Jamie Silveus

- Jamie Silveus, Inboden Environmental Services (IES) Operator, reported a quiet month and addressed a previously discussed discrepancy in flow data, stating the apparent dip was an anomaly and not reflective of actual operations, and that corrective steps will be taken to prevent recurrence. He reported continued chlorine dosing at appropriate levels and stated that wastewater performance remains stable as the colder months approach. In response to Council questions, he discussed indicators for fats/oils/grease and seasonal impacts. He stated he would follow up on the status of coordination and funding discussions for the drying bed replacement.

5. Public Works Report, Shawn Fortune

- Shawn Fortune, Director of Public Works, responded to Council questions regarding trimming and reported that identified locations had been addressed. He discussed staffing limitations and the increased workload associated with water leak monitoring and customer notifications. Council thanked Mr. Fortune and staff for their work and responsiveness.

6. Finance/Treasurer's Report, Hope Toliver

- Hope Toliver, Finance Director/Town Treasurer, provided an end-of-month revenue update for the general fund. She responded to questions regarding real estate bills and payments received through mortgage companies and confirmed that mortgage payments are being processed and will be reflected in reporting. Council discussed the remarkable tax district billing history and noted that staff and partners are reviewing the matter to clarify prior practices and billing structure.

7. Bowling Green Police Department, Justin Cecil

- Councilmember Hageman thanked Chief Cecil and the Town Police Department for assistance with recent incidents, including follow-through that resulted in the recovery of stolen property and enforcement actions. Councilmember Voit also thanked the Police Department for support during recent community events and traffic management. Chief Cecil responded to questions about the Christmas parade street closures and provided the planned closure timeline and traffic management plan.

8. Town Ordinance Update, Danielle Powell

- Danielle Powell, Town Attorney, provided an update regarding ongoing coordination with Town staff to review and update the Town's ordinances, beginning with Chapter 2 (Administration of Government), and stated staff anticipate bringing revisions to Council for consideration at the next meeting.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

9. Town Calendar Adoption- 2026, Hope Toliver, Finance Director/Treasurer
 - Council considered adoption of the Commonwealth of Virginia holiday calendar for 2026, as presented, to support scheduling and operational planning.
 - Councilmember Voit motioned to adopt the 2026 Town calendar, seconded by Councilmember Hageman. Following unanimous Council approval, the motion passed.
10. Uniform Statewide Building Code (USBC) Adoption, Jeff Gore, Town Attorney
 - Town Staff clarified that the agenda item title contained a clerical error and that the action requested was the adoption of an ordinance adding Part II of the Uniform Statewide Building Code (USBC) to the Town's existing ordinance, relating to rehabilitation and renovation, and not the adoption of a maintenance code. Council discussed motion phrasing consistent with the ordinance presented in the packet.
 - Councilmember Voit motioned to adopt the ordinance adding Part II of the USBC, seconded by Councilmember Hageman. Following unanimous Council approval, the motion passed.
11. Mobile Vending Ordinance - 2025-002, Jeffrey Smith, Admin Asst./Deputy Clerk
 - Jeffrey Smith, Admin Asst./Deputy Clerk, summarized the proposed zoning ordinance amendments and requested authorization to advertise and hold a public hearing at the January 8, 2026, Town Council Meeting. Council discussed scope and intent, including private property limitations, special events, time limitations, and potential future considerations related to neighborhood ice cream trucks and competitive impacts on existing businesses. Town Attorney Danielle Powell advised Council regarding the procedural posture for proceeding to public hearing and addressing amendments thereafter.
 - Councilmember Storke motioned to authorize a public hearing on the proposed ordinance for the January 8, 2026, Town Council meeting, seconded by Councilmember Voit. Following unanimous Council approval, the motion passed.

INFORMATIONAL ITEMS:

12. Christmas Parade & Christmas in Toyland Flyer- Saturday, December 13, 2025
 - Council noted upcoming community holiday events, including the Christmas parade and Christmas in Toyland activities.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

None.

ADJOURNMENT:

- Councilmember Hageman motioned to adjourn the meeting, seconded by Councilmember Storke. Following unanimous Council approval, the meeting was adjourned at 7:24 PM.

Attest:

Mayor: _____
Tina Gambill

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

Attachments Referenced During Meeting: