



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, January 08, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- The Town Council meeting was called to order at 6:02 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:

India Adams-Jacobs, Town Manager; Jeff Gore, 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- December 4, 2025
 - Councilmember Voit motioned to approve the minutes, seconded by Councilmember Hageman. Following unanimous Council approval, the motion carried.
2. Approval of Non-Profit Usage of Town Hall
 - Council discussed proposed nonprofit use of Town Hall facilities, including historical precedent, partnership considerations with schools and community organizations, and use during regular business hours.
 - Councilmember Voit motioned to approve the nonprofit usage request (Caroline County Public Schools & 4-H), seconded by Councilmember Hageman. Following unanimous Council approval, the motion carried.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Ms. Pat Cropper, North Main Street, expressed concerns regarding additional engineering costs associated with the USDA Waterline Project and questioned the timing, bidding process, and project amendments. She stated she would submit written questions for Council review.
- Ms. Ann-Marie Giles, Roper Drive, reiterated concerns regarding public safety and visibility issues, questioned responsiveness related to VDOT coordination, and expressed concerns regarding recent tax and fee increases and billing timelines.

MEMBER COMMENTS:

- Councilmember Voit provided a Planning Commission update, noting the cancellation of the December meeting, upcoming Comprehensive Plan work, and annual work plan development. He also raised the need to address the Planning Commission's Council liaison appointment, whose term has expired.

PUBLIC HEARING:

3. **PUBLIC HEARING- Zoning Ordinance Text Amendment** – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Temporary Mobile Food Vending Vehicles” as a permitted use in the B-1 and B-2 Business Districts, India Adams-Jacobs, Town Manager
 - Council conducted a public hearing on proposed amendments to Articles 10-04 (Definitions), 10-18 (B-1 Business District), and 10-20 (B-2 Business District) to define temporary mobile food vending vehicles and permit their use within business districts. Discussion included Planning Commission review over multiple meetings, community engagement surveys, administrative permitting authority, impacts to brick-and-mortar businesses, and clarification of permitted uses.
 - Councilmember Hageman motioned to adopt the zoning ordinance text amendment with an amendment clarifying food as the primary use and allowing accessory sale of merchandise items, seconded by Vice-Mayor Coyle. Following the roll call vote, the motion carried with six votes in favor and one absent vote.

STAFF REPORTS & PRESENTATIONS:

4. Town Manager Report, India Adams-Jacobs, Town Manager
 - The Town Manager, India Adams-Jacobs, presented the Town’s 2025 accomplishments, including major infrastructure, financial, and operational milestones. Highlights included completion of the FY 2022 and FY 2023 audits, progress toward completion of the FY 2024 audit, and stabilization of the Town’s financial systems following prior staff turnover, the award of approximately \$6.2 million in state grant funding for water quality improvements and well replacements, completion of emergency water and sewer repairs on Main Street and Courthouse Lane, identification and replacement of critical fire hydrants, and establishment of the Town’s first GIS system at no cost through partnership support, securing approximately \$2.7 million in low-interest loan funding for sludge management improvements, execution of the Town’s first intergovernmental services agreement with Fort Walker, and competitive procurement of refuse services to reduce operational costs.
 - Mayor Gambill provided clarification regarding the Gross Alpha consent order, emphasizing that awarded grant funds are dedicated solely to regulatory compliance and water treatment improvements and are not related to utility rate levels.
5. Public Works Report, Shawn Fortune
 - Mr. Fortune, Director of Public Works, provided an operational update and was present to respond to Council questions regarding ongoing Public Works activities.
6. Finance Director/Treasurer Report, Hope Toliver
 - Ms. Toliver, Finance Director/Town Treasurer, reported that revenues across all departments were trending on target at the midpoint of the fiscal year. She provided updates regarding utility billing cycles, mail delivery challenges, returned mail, address verification efforts, and coordination with the local postmaster. She also noted ongoing records cleanup efforts and meter account verification and reminded Council that the extended personal property tax deadline remains in effect. Additional discussion included Harvest Festival attendance data showing increased participation compared to the prior year, higher sponsorship levels, and increased meals tax collections.

7. Police Department Monthly Report, Justin Cecil
 - Council thanked the Police Department for assistance with community events, including the Christmas Parade and Harvest Festival. Streetlight concerns and ongoing coordination were briefly discussed.
8. Utilities Report, Mark Inboden, IES
 - Jamie Silveus, Inboden Environmental Services Operator, reported a quiet operational month at the wastewater treatment facility, noted continued evaluation of UV disinfection equipment, and stated that no system failures had occurred.

NEW BUSINESS:

9. WWTF Drying Bed Rehabilitation, Mark Inboden, IES
 - Mr. Inboden presented findings from an assessment of the Town's drying beds, which were determined to be non-operational and in need of repair. He outlined a proposed interim sludge management solution utilizing geotextile dewatering bags, associated equipment, and rental options to reduce long-term costs and labor demands.
 - Councilmember Voit motioned to authorize the drying bed rehabilitation project with Langford Excavating Utilities, LLC in an amount not to exceed \$35,000, funded from Sewer Repair and Maintenance, and to authorize the Town Manager to execute the agreement. The motion was seconded by Councilmember Hageman and passed unanimously following a roll call vote with six votes in favor and one absent vote.
10. Request for Approval – HVAC Repair at Wastewater Treatment Plant, Shawn Fortune, DPW
 - Council discussed the need to replace, rather than repair, the aging HVAC unit at the wastewater treatment facility due to equipment failure and age beyond expected service life.
 - Councilmember Hageman motioned to authorize replacement of the HVAC system in an amount not to exceed \$25,000, funded from Sewer Repair and Maintenance, and to authorize the Town Manager to execute the agreement. The motion was seconded by Councilmember Voit and passed unanimously following a roll call vote with six votes in favor and one absent vote.
11. Acceptance of Resolution No. 2026-005- Authorizing the Appropriation of Water Fund Reserves for Unbudgeted Engineering Costs Associated with the USDA Water Line Project and Amending the FY 2026 Budget, Percy Ashcraft, USDA Project Consultant
 - Council reviewed unbudgeted engineering costs related to amendments necessary to advance the USDA Waterline Project following changes in project scope and easement limitations.
 - Councilmember Hageman motioned to adopt Resolution 2026-005 authorizing appropriation of \$150,000 from Water Fund reserves and amendment of the FY 2026 budget, seconded by Vice-Mayor Coyle. The motion passed unanimously following roll call vote with six votes in favor and one absent vote.
12. Acceptance of VDH Grant Award- Town of Bowling Green Gross Alpha Treatment and Well Replacements, India Adams-Jacobs, Town Manager
 - Councilmember Voit motioned to accept the grant and authorize the Town Manager to execute all required documents, seconded by Councilmember Hageman. The motion passed unanimously following a roll call vote with six votes in favor and one absent vote.
13. Virginia Clean Water Revolving Loan Fund Program – Loan Authorization FY 2026 – Town of Bowling Green – C-515890 – Bowling Green Wastewater Treatment Facility (WWTF) Improvements, India Adams-Jacobs, Town Manager & Mark Inboden, IES

- Councilmember Storke motioned to adopt Resolution 2026-003 authorizing financing through the VCWRLF program, seconded by Councilmember Hageman. The motion passed unanimously following a roll call vote with six votes in favor and one absent vote.
14. Acceptance of Resolution No. 2026-004 - Authorizing the Town to Accept Drinking Water Planning Fund Grant and to Proceed With The GIS Utility Mapping and Asset Management Project, India Adams-Jacobs, Town Manager
- Councilmember Hageman motioned to adopt Resolution 2026-004 authorizing acceptance of the grant and execution of required documents, seconded by Councilmember Voit. The motion passed unanimously following a roll call vote with six votes in favor and one absent vote.
15. **Zoning Ordinance Text Amendment** – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Temporary Mobile Food Vending Vehicles” as a permitted use in the B-1 and B-2 Business Districts, India Adams-Jacobs, Town Manager
- Motion to approve amendments to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary,” with an additional amendment clarifying that food is the primary use and allowing the accessory sale of merchandise items, was made by Councilmember Hageman and seconded by Vice-Mayor Coyle immediately after the public hearing. The motion passed unanimously with six votes in favor and one absent vote.

UNFINISHED BUSINESS:

None.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Ms. Ann-Marie Jiles, Roper Drive, thanked Council for their service, expressed appreciation for recent grant awards, and shared concerns regarding long-term fiscal impacts and project timelines.
- Ms. Pat Cropper, North Main Street, expressed support for infrastructure improvements and concern regarding potential risks associated with grant stipulations and long-term funding certainly.

MEMBER COMMENTS:

None.

CLOSED SESSION:

ADJOURNMENT:

- Councilmember Davis motioned to adjourn the meeting. The motion was seconded by Councilmember Hageman and approved unanimously. The meeting was adjourned at 8:21 PM.

Attest:

Mayor: _____
Tina Gambill

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

Attachments Referenced During Meeting: