



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

A G E N D A

Thursday, September 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 Vice-Mayor Coyle. Acknowledging the absence of Mayor Gambill due to death in the family, a quorum was established. The Pledge of Allegiance was led by the Vice-Mayor.
- Councilmember Storke motioned to authorize Councilmember Chinault to participate by electronic means due to personal/business travel. Following a second from Councilmember Hageman and unanimous approval, councilmember Chinault participated remotely by telephone pursuant to Virginia Code § 2.2-3708.3

Councilmembers Present:

Vice-Mayor Coyle, Councilmember Hageman, Councilmember Storke, Councilmember Chinault (Remotely Attended), Councilmember Voit, Councilmember Davis

Councilmembers Absent:

Mayor Gambill, Councilmember Webb

Staff Members Present:

India Adams-Jacobs, Town Manager/Clerk; Hope Toliver, Finance Director/Town Treasurer; Jamie Silveus, Inboden Environmental Services (IES) Operator; Shawn Fortune; Director of Public Works

CONSENT AGENDA:

1. Regular Meeting Minutes - August
 2. Letter of Support Request- Regional Hazard Mitigation Plan, George Washington Planning Commission
- Councilmember Voit motioned to approve the consent agenda. Seconded by Councilmember Hageman, the consent agenda was approved following unanimous approval.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Arthur Wholey asked for transparency on the personal property tax assessment letters that referenced DMV records; noted some items listed are taxed in the County Additionally commended the Police Department's recent traffic enforcement and public safety activity and welcomed the addition of a new officer (Officer Ervin).

MEMBER COMMENTS:

- Councilmember Voit noted upcoming Clean Sweep on September 27 and the Harvest Festival in October; offered congratulations related to recent police activity and community safety efforts.
- Councilmember Storke clarified concerns raised regarding personal property letters and shared a similar situation involving a vehicle garaged in town but away at college; requested clarification on the list used for the mailings.
 - Town Manager Adams-Jacobs explained that, as part of a records cleanup with the Caroline County Commissioner of Revenue's Office and Town staff, letters were sent using DMV-linked data to reconcile historical inaccuracies so that vehicles garaged in town are accurately recorded and taxed appropriately.

STAFF REPORTS & PRESENTATIONS:

3. FY23 Draft Audit Presentation, Robinson Farmer Cox & Associates (RFCA)
 - Taylor Stover, RFCA Partner, presented the draft FY23 audit. An unmodified opinion on the financial statements will be issued to Council. The Government Auditing Standards report identified three material weaknesses: audit-proposed material adjustments; reliance on compiled trial balances from multiple systems due to software transition, limiting ledger detail; and absence of formally adopted financial policies. India Adams-Jacobs, Town Manager, added that the Town transitioned from BAI to Keystone during the audit period and has now moved to Southern Software beginning FY26 as the single system of record; some similar findings may persist for FY24–FY25. Draft financial policies are being prepared with Davenport for Council consideration within the current fiscal year.
4. Bowling Green Police Department Report
 - In Chief Cecil's absence, Town Manager India Adams-Jacobs reported on the following Town Police Department activities: Officer Ervin conducted a pursuit leading to arrest of an individual with outstanding warrants; BGPD assisted with two missing-person cases in coordination with VSP and the Sheriff's Office; traffic enforcement along Main Street has increased, especially on weekends; and Harvest Festival planning support is underway.
5. Public Works Department Monthly Report
 - India Adams-Jacobs, Town Manager, and Shawn Fortune, Director of Public Works, reported gateway signage repainted/replaced; AED signage installed; new ADA-compliant exterior payment drop box installed, old interior box to be decommissioned. Leak-alert door hangers implemented to notify residents of probable leaks/high usage detected by meters and to prompt timely repairs. Street patching near the hardware store was completed. Ongoing GIS asset mapping with SERCAP. Town Hall kitchen range replaced; refrigerator replacements planned.
6. Finance Director/Treasurer's Report
 - Hope Toliver, Finance Director/Town Treasurer reported receipt of real estate and personal property data files from the County and initiated mapping in the new system; approximately 50 personal-property response forms returned and ~80 front-desk customer assists related to PSN online payments were completed. A public access computer was installed for customer use. Coding cleanup continues: Public Works now displays correctly on this budget report, utility tax reclassified from 'miscellaneous' to proper code, and fuel costs are allocated between Public Works and Police. The Town remitted IRS penalties (~\$3,000) related to prior administration 941 filing issues in 2023.
7. Utilities Report, Inboden Environmental Services (IES)

- Jamie Silveus, Inboden Environmental Services Operator, reported wastewater plant operating well with continued monitoring of lower ammonia levels and gross alpha sampling results pending for the quarter.

8. Town Manager's Report

- India Adams-Jacobs, Town Manager, reported Board/Commission appointments processed for BZA and EDA; USDA waterline project coordination ongoing with Webb & Associates and USDA; SERCAP GIS fieldwork progressing toward internal launch; grant administration updates provided including VDH hydrogeological grant close-out and reimbursements; Harvest Festival planning with public safety partners; noted relocation of the 29th Infantry Division to Fort A.P. Hill and two new businesses opening: Ladybirds (grand opening this Saturday) and Smoothie Haven. Retail occupancy in town is currently at or near capacity. Ms. Adams-Jacobs provided additional details to clarify the reconciliation process undertaken with the Commissioner of Revenue and the intent to assure accurate recordation and taxation.

UNFINISHED BUSINESS:

9. Presentation of International City/County Management Association Credentialed Manager Certification

- Vice-Mayor Coyle recognized Town Manager India Adams-Jacobs for receiving the International City/County Management Association (ICMA) Credentialed Manager designation, noting her years of service, education, and professional development. Council expressed appreciation and pride in the achievement.

UNFINISHED BUSINESS:

NEW BUSINESS:

10. Special Event Application - 5K & Youth 1 Mile Race, May 2, 2026, India Adams-Jacobs, Town Manager/Clerk

- Representatives from the Caroline Family YMCA outlined a partnership with a nonprofit and Arsenal Events to bring a professionally managed race to Main Street focusing on mental-health awareness. A one-mile fun run course along Main Street is planned, with the 5K route being finalized in coordination with law enforcement; long-term aim to restore a 10K in future years. Target first-year participation is ~400; marketing to regional running communities planned; VDOT and public safety coordination underway.
- Councilmember Storke motioned to approve Special Event Notification Form 009-002 for the 5K & Youth 1-Mile on May 2, 2026, seconded by Councilmember Hageman. The special event was approved unanimously.

11. Town Council Member Appointment to Planning Commission, India Adams-Jacobs, Town Manager/Clerk

- Council discussed aligning appointment timing and records.
- Motion to appoint Councilmember Jeff Voit as the Town Council appointee to the Planning Commission for the remainder of calendar year 2025, (term ending December 31, 2025), with appointment to be considered during January re-organization was made by Councilmember Davis, and was approved following second from Councilmember Hageman and unanimous approval.

12. Legislative Agenda Discussion- 2025 Recap & 2026 Priorities, India Adams-Jacobs, Town Manager/Clerk

- Council previewed items for the upcoming legislative agenda, which included continued focus on water and sewer infrastructure needs, support for base expansions at Fort A.P. Hill, and potential recreation priorities. The Town Manager referenced prior session work with legislators regarding gross alpha issues and state budget language identifying grant priorities; updates expected in coming months.

INFORMATIONAL ITEMS:

- Gloria's Imagination Band scheduled Friday, September 26 for Music on the Green.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

None.

CLOSED SESSION:

13. Va. Code Section 2.2-3711A(1) to discuss the performance and compensation of specific town employees.
- Councilmember Hageman motioned to enter closed session pursuant to Va. Code Section 2.2-3711A(1) to discuss the performance and compensation of specific town employees, seconded by Councilmember Storke. The Town Council Meeting entered closed session following unanimous approval.

RECONVENE IN OPEN SESSION:

- Vice-Mayor Coyle initiated a roll-call certification that only matters lawfully exempted and identified in the motion to convene in Closed Session were discussed. Following certification from all councilmembers, the meeting reconvened in open session.

ACTION FOLLOWING CLOSED SESSION:

- Councilmember Storke motioned to approve additional employee compensation adjustments as discussed in Closed Session for two employees affected under a prior policy, seconded by Councilmember Hageman. The motion passed unanimously.

ADJOURNMENT:

Councilmember Davis motioned to adjourn the meeting, seconded by Councilmember Hageman. Following unanimous approval, the meeting adjourned at 7:04 PM.

ATTEST:

Mayor: _____

Clerk: _____