



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### MINUTES

Thursday, June 05, 2025  
5:00 PM

#### **CALL TO ORDER AND ESTABLISHMENT OF QUORUM:**

- Mayor Gambill called the Council Meeting to order at 5:02 PM, initiating a roll call.
- Following the virtual attendance of Councilmember Hageman, Councilmember Voit motioned to adopt Town Council Policy Governing Remote (Electronic) Meeting Participation and Meetings Held Solely Through Electronic Means, seconded by Councilmember Storke. Mayor Gambill initiated a roll call, with all members physically present certifying, the motion passes to adopt the policy unanimously.
- Following the adoption of the Remote Meeting Participation Policy, Councilmember Voit motioned to allow Councilmember Hageman to remotely participate in the June 5 Council Meeting remotely, seconded Councilmember Storke. The motion passed unanimously.
- Following all members present, a quorum was established.

#### *Council Members Present:*

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

#### *Staff Members Present:*

India Adams-Jacobs, Town Manager/Clerk; Jeff Gore, Town Attorney; Hope Toliver, Finance Director/Town Treasurer; Mark Inboden, Inboden Environmental Services (IES) CEO; Jamie Silveus, Inboden Environmental Services (IES) Operator; Justin Cecil, Chief of Police; Shawn Fortune, Director of Public Works; Jeffrey Smith, Intern

#### **CONSENT AGENDA:**

1. Minutes- May 2025
  2. Out-of-Town Utility Connection Requests
  3. Event Coordinator Approval- 35th Harvest Festival & Christmas Parade
- Councilmember Voit motioned to amend the agenda to include items referring to electronic meeting policy, reimbursement resolution, personnel item, and the July council meeting time discussion, seconded by Councilmember Storke. The motion passed unanimously.
  - Councilmember Voit motioned to approve Consent Agenda Items 1 and 3, seconded by Councilmember Hageman. Items 1 and 3 of the consent agenda were approved unanimously, approving the May council meeting minutes, and the approval of the appointment of Lisa Stevens as event coordinator for the Harvest Festival and Christmas Parade for \$5,000.

- Councilman Voit briefly pulled the Out-of-Town Utility Connection Requests for clarification and discussion. After discussion of the item, Councilmember Voit motioned to approve the item, seconded by Vice-Mayor Coyle, and was passed following unanimous approval.
- Councilmember Hageman motioned to change the regular monthly council meeting start time to 6:00 PM from the previously established 5:00 PM start time, seconded by Councilmember Voit. Mayor Gambill initiated a roll call, and the motion passed with unanimous council approval.
- Councilmember Storke motioned to cancel the July regular council meeting, seconded by Councilmember Hageman. The motion passed unanimously.

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

None.

4. Public Hearing (5:00 pm)- Proposed Increases in Water and Sewer Rates and Fees

- Mayor Gambill opened the public hearing with no comments received and was subsequently closed. Councilmember Chinault motioned to approve the water and sewer rate increases as presented, seconded by Vice-Mayor Coyle. Mayor Gambill initiated a roll call, with the motion passing with six members in support, one opposed (Councilmember Voit).

**MEMBER COMMENTS:**

- Vice Mayor Coyle clarified the status of town sewer services in response to public confusion from the previous meeting.
- Dr. Chenault raised concerns regarding a derelict building at 106 Milford Street.

Referrals to the Planning Commission & Planning Liaison Comments

- Councilmember Voit referred food truck regulations to the Planning Commission at the request of the Town Manager.

**STAFF REPORTS & PRESENTATIONS:**

5. Town Manager Report

- India Adams-Jacobs, Town Manager, provided updates on a technical assistance grant secured by the Town's Main Street group, BGVA Main Street, formerly BGEP, and outlined ongoing infrastructure and software projects, ongoing audit process, and updates to the Town's first Intergovernmental Support Agreement project.

6. Bowling Green Police Department

- The Bowling Green Police Department report was provided to the council. Justin Cecil, Chief of Police, provided brief comments to the council and was thanked for assistance with the Main Street project coordination.

7. Public Works Report

- The Public Works Report was provided to the council. India Adams-Jacobs, Town Manager, updated Council on pending repairs of damaged fire hydrants.

8. Community Development Report

- The Community Development Report was provided to the Council with no additional discussion.

9. Utilities Report, IES

- Jamie Silveus, IES Operator, provided updates to the wastewater treatment plant operations.
- Mark Inboden, IES CEO, provided a presentation to the Council regarding sludge drying beds, operational challenges, and immediate recommended improvements.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

- Councilmember Storke motioned to approve the reimbursement resolution of official intent, seconded by Councilmember Hageman. Mayor Gambill initiated a roll call, following unanimous approval from the council, the resolution was passed.
10. FY26 Water & Sewer Rates and Budget Adoption & Appropriation, India Adams-Jacobs, Town Manager/Clerk
- Vice-Mayor Coyle motioned to approve the FY26 Water & Sewer Rates and Budget Adoption & Appropriation, seconded by Councilmember Davis. Mayor Gambill initiated a roll call, with the motion passing with six members in support, one opposed.
11. Appointment of Town Treasurer, India Adams-Jacobs, Town Manager/Clerk
- Councilmember Hageman motioned to appoint Ms. Hope Toliver to the position of Town Treasurer, seconded by Councilmember Voit, and the motion passed with unanimous support from the Council.
12. FY24 Audit Engagement Letter
- Councilmember Storke motioned to execute an agreement with RFCA for an estimated cost of \$33,000 for the FY24 audit and to begin work immediately upon completion of the FY23 audit, seconded by Councilmember Voit. Mayor Gambill initiated a roll call, with the motion passing following unanimous approval.

**INFORMATIONAL ITEMS:**

13. FY-25 Fire Programs Fund Disbursement Agreement

- Council acknowledged the FY-25 Fire Programs Fund Disbursement Agreement.

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

None.

**MEMBER COMMENTS:**

- Councilman Hageman clarified the event coordinator approval for the 35th Annual Harvest Festival and Christmas Parade.

- India Adams-Jacobs, Town Manager, notified Council of an additional resolution for VRS Hazardous Pay for law enforcement officers. Councilmember Hageman motioned to approve the resolution, seconded by Vice-Mayor Coyle, the motion passed unanimously.

**CLOSED SESSION:**

- Councilmember Storke motioned to go in to closed session pursuant to Virginia Code § 2.2-3711(A)(1), for discussion of the Town Manager's contract, seconded by Councilmember Voit. Upon unanimous approval, Council moved into closed session.

**RECONVENE IN OPEN SESSION:**

- Mayor Gambill reconvened the council meeting in open session, with all members of Council certifying the discussion in closed session only pertained to the discussion of the Town Manager's contract.
- Vice-Mayor Coyle motioned to enact the first amended employment agreement for the Town Manager, seconded by Councilmember Hageman. Mayor Gambill initiated a roll call, the motion passed following unanimous approval.
- Councilmember Hageman motioned to approve retroactive pay increase of 4% for the Town Manager to extend back to January 2025, seconded by Vice-Mayor Coyle. Mayor Gambill initiated a roll call, the motion passed following unanimous approval.

**ADJOURNMENT:**

- Councilmember Voit motioned to adjourn the meeting, seconded by Councilmember Hageman, the Town Council meeting was adjourned at 6:36 PM.