



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### M I N U T E S

Thursday, February 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, Councilmember Valarie Coyle, Councilmember Jean Davis, Councilmember David Storke, Councilmember Jeff Voit, Councilmember John Chinault, Councilmember Dan Webb, Councilmember Randy Hageman

#### *Staff Members Present:*

India Adams-Jacobs, Town Manager; Danielle Powell, Town Attorney; J.C. LaRiviere, Director of Community Development & Partnerships; Jamie Silveus, Inboden Environmental Services Operator; Jeffrey Smith, Intern

#### **CONSENT AGENDA:**

1. Regular Meeting Minutes- January 2, 2025
  2. Work Session Meeting Minutes- January 2, 2025
- Councilmember Voit motioned to adopt the consent agenda, seconded by Vice-Mayor Coyle. With no further discussion, the consent agenda was adopted with unanimous approval.

#### **MEMBER COMMENTS:**

- Councilmember Davis expressed appreciation for the event at Fort Walker.
- Councilmember Voit expressed concerns regarding the new meeting time of 5:00 PM and suggested moving Member Comments to the end of the agenda. He also proposed adding a second Public Comment period.
- Councilmember Webb supported moving Member Comments to the end of the meeting to allow council members to address issues raised during the meeting.
- Mayor Gambill recommended formalizing the motion to shift Member Comments to the end of the agenda before the closed session.
- Councilmember Voit motioned to add a public comment section after the Informational Items section and a second Member Comments section before the Closed Session section, seconded by Councilmember Hageman. The motion was passed with unanimous approval.
- Mayor Gambill introduced an initiative to provide new residents with a welcome package containing information about activities within the Town and goods sourced from local businesses.

#### **PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

- None.

### **STAFF REPORTS & PRESENTATIONS:**

#### **3. Town Manager Report- January 2025**

- The Town Manager, India Adams-Jacobs, provided an overview of ongoing projects and administrative updates. The FY22 audit continues progressing, with auditors providing feedback on outstanding items as of January 31. Once finalized, the findings will be presented at a special meeting or included in the March session. The development of the new town website is advancing, with a final concept expected in the coming weeks. All surplus vehicles approved for sale in late 2023 have been successfully sold. The Town is also progressing on the intergovernmental agreement (IGSA) with Fort Walker, with discussions progressing productively. The Capital Improvement Plan (CIP) budget process is currently underway. The Town Manager recently attended Local Government Day at the General Assembly, working alongside the Town's legislative delegation to advocate for local priorities. The Town Manager also indicated Dominion Power began light pole repairs the week of January 27, a process expected to take five to ten days. Additionally, after continued efforts, VDOT has assessed and repaired sidewalks on Main Street, a priority issue that the council had repeatedly raised in past meetings.

#### **4. Finance Department- January 2025**

- Councilmember Voit inquired whether the new check deposit system would resolve delays in processing payments. The Town Manager confirmed it should improve efficiency.
- Councilmember Voit also raised concerns about delinquent personal property tax notices and whether issues similar to the real estate tax notice problem would arise. The Town Manager stated that all delinquent processes are paused until further notice.

#### **5. Bowling Green Police Department Report- January 2025**

- The report was enclosed in the report.

#### **6. Community Development Department- January 2025**

- The Director of Community Development & Partnerships, J.C. LaRiviere, continues to manage key regulatory projects. The Town is undergoing a compliance audit with the Virginia Department of Environmental Quality (DEQ) regarding the Chesapeake Bay Preservation Act (CBPA), with site inspections of recent construction projects having been conducted. A response from DEQ regarding the next steps in the process is expected within six weeks. The department conducts pre-application meetings with developers and processes five newly issued permits. Additionally, two notices of violation for excessive grass height have been issued. The department is also preparing for an upcoming Virginia Department of Health audit of the Town's cross-connection program. Finally, collaboration with Fort Walker's executive team continues to advance joint infrastructure initiatives.

#### **7. Public Works Department Monthly Report**

- The Town Manager commended the Public Works Department for responding to a recent snowstorm, ensuring roads remained clear, and indicated that staff is following up with VDOT regarding ongoing infrastructure repairs.

#### **8. Utility Report- December 2024**

- Inboden Environmental Services Operator Jamie Silveus reported significant wastewater management and treatment improvements. The wastewater plant, which previously struggled with the presence of filamentous bacteria, has been clear of such issues for approximately four months. Staff continue to monitor conditions daily, ensuring that the plant maintains proper operational standards. There was also discussion regarding potential coordination with Caroline County for wastewater disposal, though formal agreements have not yet

been pursued. The department also addressed grease buildup issues at lift stations, particularly near Heritage Pines, which is believed to be the most problematic site. Grease accumulation can lead to mechanical failures and operational inefficiencies, and staff are implementing bacteria-based grease control measures to mitigate these concerns. Beyond these efforts, operational training and knowledge-sharing remain a focus, with employees receiving ongoing education to enhance their technical skills and improve system performance. The department emphasized the importance of proactive management to prevent future infrastructure complications.

#### **UNFINISHED BUSINESS:**

#### **NEW BUSINESS:**

9. Reappointment of Planning Commissioners

- Councilmember Voit motioned to reappoint Matthew Benjamin and Scott Sigmund to the Planning Commission, each to serve for an additional four-year term. Seconded by Councilmember Hageman, the motion passed with unanimous approval.

#### **INFORMATIONAL ITEMS:**

#### **CLOSED SESSION:**

10. Discussion of Applications for Planning Commission and Board of Zoning Appeals:

I move that the council convene in closed session pursuant to Va. Code Section 2.2-3711(A)1 for discussion, consideration, or interviews of prospective candidates for appointment to the Planning Commission and recommendation to the Circuit Court of Caroline County for membership on the Town's Board of Zoning Appeals.

#### **ACTION FOLLOWING CLOSED MEETING:**

- Mayor Gambill initiated a roll call to return to open session and certify that only the discussed items were addressed. With all Councilmembers certifying, the meeting resumed in open session.

#### **RECONVENE IN OPEN SESSION:**

11. Appointment of Planning Commissioner and Recommendation for Board of Zoning Appeals

- Councilmember Storke motioned to appoint Ms. Lauren Griemsman to fill the two-year term vacated by the mayor. Seconded by Councilmember Voit, the motion passed unanimously.
- Councilmember Storke motioned to appoint Ms. Tomeka Morgan as Interim Town Treasurer, seconded by Councilmember Voit. The motion passed with unanimous approval.
- Councilmember Voit motioned to instruct staff to draft an ordinance to reduce the Board of Zoning Appeals from five to three members. Seconded by Councilmember Hageman, the motion passed unanimously.

#### **ADJOURNMENT:**

- Councilmember Storke motioned to adjourn the meeting, seconded by Councilmember Davis. The meeting was adjourned unanimously at 6:39 PM.