



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### M I N U T E S

Thursday, April 3, 2025  
5:00 PM

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

- Mayor Gambill called the Council Meeting to order at 5:00 PM, acknowledging Councilmember Storke's absence. Following unanimous approval, 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 Randy Hageman

#### *Council Members Absent:*

Councilmember David Storke

#### *Staff Members Present:*

India Adams-Jacobs, Town Manager/Clerk; Danielle Powell, Town Attorney; J.C. LaRiviere, Director of Community Development & Partnerships; Jamie Silveus, Inboden Environmental Services (IES) Operator; Justin Cecil, Chief of Police; Shawn Fortune, Public Works Foreman; Jeffrey Smith, Intern

#### **CONSENT AGENDA:**

1. Minutes- March 6, 2025
  2. Work Session Meeting Minutes- January 2, 2025
  3. Regular Meeting Minutes- January 2, 2025
- Councilmember Hageman motioned to approve the consent agenda, seconded by Vice-Mayor Valarie Coyle. The consent agenda was approved unanimously.

#### **INFORMATIONAL ITEMS:**

4. 10-Year Service Award- Mr. Shawn Fortune, Department of Public Works & Utilities
  - Mayor Gambill and Town Manager Adams-Jacobs recognized Shawn Fortune, Public Works Foreman, for his 10 years of dedicated service, particularly his exemplary efforts during the absence of a Town Public Works Director.
5. Rappahannock Regional Criminal Justice Academy (RRCJA) Graduation Recognition of Officer T. Ervin-Police Department
  - Officer Ervin was introduced as the newest member of the Bowling Green Police Department. Officer Ervin graduated from the RRCJA academy on March 13 and is currently in field training.

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

- Jessica Beale, a Town resident and President of Bowling Green Economic Partnership, requested support from the Council for a \$5,000 town contribution to pursue a community vitality grant through the Virginia Main Street program and consider a Designated Outdoor Refreshment Area (DORA) permit to enhance local events and tourism.

**MEMBER COMMENTS:**

- Councilmember Hageman thanked Mr. Fortune for his 10 years of service and welcomed Officer Ervin to the Bowling Green Police Department.
- Vice-Mayor Coyle expressed gratitude for Mr. Fortune and his service to the town.
- Councilmember Davis thanked Mr. Fortune.

Referrals to the Planning Commission & Planning Liaison Comments

- Councilmember Voit provided planning commission updates regarding tiny homes and the comprehensive plan.

**STAFF REPORTS & PRESENTATIONS:**

6. **Utility Report- February 2025**

- Jamie Silveus, IES Operator, reported ongoing elevated gross alpha levels, compliance with state testing regulations, managing wastewater operations, and investigations regarding the Main Street sewer line collapse.
- Councilmember Voit asked about compliance with PFAS regulation. India Adams-Jacobs, the Town Manager, indicated that due to previous voluntary testing, the town is currently compliant with this regulation through 2027. .

7. **Police Department Report- March 2025**

- Justin Cecil, Town Chief of Police, expressed appreciation for Officer Ervin's progress in-field training.

8. **Community Development Report- March 2025**

- J.C. LaRiviere, Director of Community Development & Partnerships, highlighted items from his report.

9. **Public Works Department Monthly Report- February 2025**

- The report was submitted in the meeting packet; there was no discussion.

10. **Town Manager's Report- February 2025**

- India Adams-Jacobs, Town Manager, Highlighted the FY26 Capital Improvement Plan (CIP) approval by the Planning Commission, ongoing FY26 budget development, launch of the new Town Website, receipt of a \$4,000 internship grant, coordination on Dominion Energy repairs, Main Street sewer line repairs in conjunction with the ongoing USDA project introduction of Deidre Jett, Interim Town Treasurer, development of a revised Corrective Action Plan (CAP), ongoing efforts to transition to Southern Software Financial Management Software by July 1, collaborations with Caroline County's Economic Development & Tourism Department, updates to the FY23 audit, and the reopening of the town's post office.

**UNFINISHED BUSINESS:**

11. **Main Street Sewer Update**

- After discussion with Council, Councilmember Voit motioned to rescind the prior authorization for the STEMMLE contract and to newly authorize the contract award to Rain For Rent, seconded by Councilmember Davis. The motion passed following unanimous approval.

**NEW BUSINESS:**

12. Capital Improvement Plan (CIP) Presentation, India Adams-Jacobs, MPA, ICMA-CM

- India Adams-Jacobs, Town Manager, presented the Capital Improvement Plan (CIP) covering projects from 2026 to 2030. Highlighted items included the Town Hall rehabilitation (Phase 2), playground revitalization, replacement of a police patrol vehicle, and major utility improvements such as well replacements, radionuclide treatment modifications, generator replacements, and wastewater treatment plant upgrades. Many of these projects currently lack funding, and the town continues to explore grant opportunities at both the state and federal levels.

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

- None.

**MEMBER COMMENTS:**

- None.

**ADJOURNMENT:**

- Councilmember Hageman motioned to adjourn, seconded by Councilmember Davis. The meeting adjourned at 5:48 PM with unanimous approval.