



## **TOWN OF BOWLING GREEN TOWN COUNCIL MEETING**

### **M I N U T E S**

**Thursday, October 03, 2024  
7:00 PM**

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

- Mr. Hageman called the meeting to order at 7:00 PM. Mr. Voit seconded followed by unanimous approval from council, and quorum was established.
- Council Members Present:  
Honorable Mark Gaines, Valarie Coyle, Jean Davis, David Storke, John Chenault, Jeff Voit, Dan Webb, Randy Hageman
- Staff Members Present:  
Town Manager India Adams-Jacobs, Finance Director Tina Staples, Town Attorney Jeff Gore, IES Operator Jamie Silveus

#### **CONSENT AGENDA:**

1. Minutes- September 2024 Regular Meeting
  - Mr. Voit motioned to adopt the consent agenda, seconded by Mr. Hageman. Consent agenda adopted after unanimous approval.

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

#### **MEMBER COMMENTS:**

- Members discuss how wipes in pipes are creating problems and the need for better public communication to prevent blockages.
- A question is raised about Supervisory Control and Data Acquisition (SCADA) system upgrades, and the need for better tracking of past decisions is discussed.

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

2. Town Manager's Report
  - Ms. Adams-Jacobs attended a meeting with USDA regarding a water line project. The Town Manager finalized the Town Hall Rehabilitation contract and led project management with Public Works & Community Developer, as well as reviewed and provided guidance regarding short-term rental ordinance. The Town Manager conducted meetings with Truepani and staff to ensure EPA Copper and Lead Inventory be completed by October 16th, and met with Moonshot and IES regarding future utilities review.

3. Community Development Monthly Report
4. Police Department Report
5. Public Works Department Monthly Report
6. August Utilities Report, IES
  - Mr. Silveus reported on wastewater treatment improvements, drying beds, and expressed the need for a belt press to improve sludge drying, as well as efforts to monitor and reduce pump-and-haul operations to manage costs more effectively. Expanded well monitoring and increased sampling due to consent order has led to increased costs for Public Works.
7. Finance Report
  - Ms. Staples described the ongoing reconciliation of the financial records for FY22 and FY23, notably how both are hindered by duplicate entries. Ms. Staples provided a revenue breakdown, showing that property tax accounts for 27% and meal tax 25% of revenue. Additionally, the Chesapeake Bay Regional Cigarette Tax Board provides ~\$5000 a month in remittance and noted that trash collection fees are placed in a general fund.

**UNFINISHED BUSINESS:**

- There were no items to be discussed.

**NEW BUSINESS:**

8. Ordinance Amending Chapter 5, Article I, Division I To Add Section 5-103.1 To Clarify Process Of Wastewater Disconnection; And To Amend Article I, Division 2: Section 5-180 Of The Bowling Green Town Code, To Clarify The Process Of Water Disconnection, Jeff Gore, Town Attorney
  - Aligning with state law changes, no disconnections will be allowed on weekends or state holidays, nor within 24 hours of temperatures exceeding 92°F. Mr. Voit motioned to approve ordinance, seconded by Mr. Hageman, and was passed unanimously.
9. Town Website Update Proposal, India Adams-Jacobs
  - Ms. Adams-Jacobs highlights the urgency to migrate the website to CivicPlus by January 2025. This can be achieved through a simple migration, retaining the website's current design, or with a full overhaul of the website using \$5,000 of the remaining ARPA funds. Mr. Voit motioned to approve, seconded by Mr. Hageman, and was passed unanimously.

**ADJOURNMENT:**

- Upon motion to adjourn from Mr. Voit with the unanimous approval of Council, the meeting was adjourned.