



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, August 07, 2025
6:00 PM

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- The Town Council meeting was called to order at 6:00 p.m. by Mayor Gambill. The Pledge of Allegiance was led by the Mayor.

Councilmembers Present:

Mayor Gambill, Vice-Mayor Coyle, Councilmember Hageman, Councilmember Storke, Councilmember Chinault, Councilmember Webb, Councilmember Voit, Councilmember Davis

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, Administrative Assistant/Deputy Clerk

CONSENT AGENDA:

1. Minutes- FY26 Budget Rate Setting Meeting- Thursday, May 22, 2025
 2. Meeting Minutes- May 22, 2025
 3. Meeting Minutes- June 5, 2025
- Motion to accept the consent agenda was made by Councilmember Hageman, seconded by Councilmember Voit. The consent agenda was approved following unanimous support from council.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Comments on publication timing of minutes and concerns about an easement process, USDA grant, and communications with property owners were raised by Pat Cropper.
- Ann-Marie Jiles commented on property and sidewalk maintenance, water bill delivery issues, and concerns about citizens not being heard by government.
- Yvette Harvey expressed frustration over water bill increases, disparities in billing for residents inside vs. outside of town limits, lateness of bills, and lack of a grace period.

- Bonnie Canon objected to multiple town rate and tax increases, expressed concerns for senior citizens, and suggested a resident-wide rebate. She also requested a more transparent breakdown of water billing and suggested using a whiteboard explanation at meetings.

MEMBER COMMENTS:

- Vice-Mayor Coyle noted a need for discussion about the timing and procedure for appointments to the Planning Commission.
- Councilmember Voit reported on the Port Royal Festival and on questions received regarding the upcoming Fall Clean Sweep. Food truck discussions were mentioned as ongoing in the Planning Commission.
- Mayor Gambill thanked Mr. Smith for the quality of recent meeting minutes.

Planning Commission Liaison Report, Jeff Voit

STAFF REPORTS & PRESENTATIONS:

4. Wastewater Treatment Facility Sludge Management PER Overview, AAECOM
 - The plant's drying beds are nonfunctional, resulting in high hauling costs for liquid sludge (approximately \$340,000/year for the last fiscal year).
 - AECOM recommended mechanical dewatering (belt filter press) as the best solution for capacity and cost.
 - Interim measures include renting a belt press or using dewatering boxes to control costs.
 - Cost for new dewatering building and systems: estimated at \$2.7 million (grant funding applied for as of July).
 - Council discussed cost savings of mechanical dewatering versus the current situation, compliance with Chesapeake Bay regulations, and the possibility of grant funding.
5. Hydrogeological Source Evaluation Report & Water Quality Updates -Stantec
 - Bryant Mountjoy of Stantec provided updates on groundwater withdrawal permits and compliance deadlines (2029).
 - Wells #1 and #4 require abandonment and replacement; others require pump modifications.
 - Elevated gross alpha radioactivity (polonium 210) reported in all wells. New wells are likely needed, plus treatment upgrades.
 - The Town Manager, Ms. India Adams-Jacobs, provided an update on grant applications submitted for infrastructure improvements (\$8.2 million requested through state grant process).

- Project schedule pending funding outcomes (expected updates in October).
6. Town Manager Report-June & July
- FY23 audit expected mid-August; FY24 to follow.
 - Update on software transition: staff transitioned from Keystone to Southern Software; temporary billing delays and extended grace periods implemented.
 - Multiple grants submitted/closed out for fire department, litter program, and infrastructure.
 - Ongoing Board and Commission recruitment efforts.
 - Clean sweep of town offices and surplus property identification completed.
7. Finance Director/Treasurer Report, Hope Toliver
- Audit and software conversion progress described.
 - Active utility accounts transferred to new system.
 - Questions from council regarding budget coding (miscellaneous, sales tax, electricity billing, late fees) to be followed up by staff.
8. Utility Reports- May & June, IES
- Routine operations reported for May and June. No major incidents: gross alpha remains elevated.
9. Bowling Green Police Department Monthly Report-June & July
- Court fines and budgeting for events discussed. National Night Out was held successfully, with large turnout and community partnership.

UNFINISHED BUSINESS:

10. Town Code Update & Adoption, India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney
- The Town Manager and Town Attorney provided an update on the initial phase of the town code update, which included renumbering, reorganizing and finalizing the online code from Civic Plus.
 - A motion to approve organization and adoption of newly renumbered town code via Civic Plus was made by Councilmember Hageman, seconded by Councilmember Hageman. The motion was approved unanimously.

NEW BUSINESS:

11. Surplus Vehicle Approval- India Adams-Jacobs, Town Manager

- Councilmember Voit motioned to authorize the surplus of a 2014 Dodge Charger with proceeds going to the general fund. The motion was seconded by Councilmember Hageman, and was approved unanimously.
- 12. Recommendations for Appointments to the Board of Zoning Appeals, India Adams-Jacobs, Town Manager /Clerk
 - Vice-Mayor Coyle motioned to recommend appointments to the Board of Zoning Appeals to the court for the three individuals Taylor Subacius, Tyler Gibson, and Jean Young. The motion was seconded by Councilmember Hageman, and passed following unanimous approval from Council.
- Town of Bowling Green Board of Zoning Appeals Council Appointees:
 1. Jean Young- 5 Year Term (August 2030)
 2. Taylor Subacius- 4 Year Term (August 2029)
 3. Tyler Gibson- 3 Year Term (August 2028)
- 13. Recommendations for Appointments for Economic Development Authority (EDA), India Adams-Jacobs, Town Manager/Clerk
 - Vice-Mayor Coyle motioned to recommend Jason Manns, Jessica Beale, Dirk Farmer, Kyaer Lee, Katrice Howard, Randy Hageman, and David Storke for appointments to the Economic Development Authority for the terms stated by the Town Manager, seconded by Councilmember Chinault. Mayor Gambill called the motion to a vote, the motion passed following five Councilmembers in favor with two abstaining (Councilmembers Hageman and Storke).
 - Town of Bowling Green Economic Development Authority Council Appointees:
 - Jason Manns- 4 Year Term (August 2029)
 - Jessica Beale- 3 Year Term (August 2028)
 - Dirk Farmer- 3 Year Term (August 2028)
 - Kyaer Lee- 2 Year Term (August 2027)
 - Katrice Howard- 2 Year Term (August 2027)
 - Randy Hageman- 1 Year Term (August 2026)
 - David Storke- 1 Year Term (August 2026)

INFORMATIONAL ITEMS:

- 14. MOU for GIS Services- SERCAP
 - The Town Manager provided an update regarding SERCAP provided free GIS mapping services for town assets, improving infrastructure maintenance capabilities.
- 15. SEID Grant Application, India Adams-Jacobs, Town Manager
 - Grant application submitted with 1:1 match; \$300,000 requested for infrastructure assessment and repair.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Bonnie Cannon questioned the residency/qualifications of individuals recommended for appointments. Clarification was provided.

MEMBER COMMENTS:

None.

CLOSED SESSION:

16. 2.2-3711 A. 3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
17. 2.2-3711(A)(8), consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel
18. 2.2-3711 A. 1. Personnel.

RECONVENE IN OPEN SESSION:

- Councilmember Storke motioned to reconvene in open session, certifying only the scheduled matters were discussed, seconded by Councilmember Hageman. Mayor Gambill initiated a roll call, the motion passed following certification from all Councilmembers.
- Council discussed project funding scope and cost management, particularly regarding the \$5.5 million USDA grant and an added \$114,000 for engineering services to Webb & Associates.
- Councilmember Storke motioned to proceed with project modification as recommended by staff, to stay within the original grant amount, seconded by Vice-Mayor Coyle. Mayor Gambill initiated a roll call, the motion passed following six Councilmembers in favor. (Councilmember Webb excused himself from the meeting during the closed session and was not present for the remainder of the meeting, therefore he did not take part in the closed session certification vote or the votes following closed session.)
- Councilmember Storke motioned to authorize the Town Manager to execute the associated contract, seconded by Councilmember Hageman. Mayor Gambill initiated a roll call, the motion passed following six Councilmembers in favor. (Councilmember Webb excused himself from the meeting during the closed session and was not present for the remainder of the meeting, therefore he did not take part in the closed session certification vote or the votes following closed session.)

ADJOURNMENT:

- Councilmember Storke motioned to adjourn the meeting, Seconded by Councilmember Davis. The meeting adjourned following unanimous approval at 9:07 PM.

Mayor: *Vina Rambell*

Clerk: *R. Anger*

