



**TOWN OF BOWLING
GREEN TOWN COUNCIL
MEETING**

MINUTES

**Thursday, January 02, 2025
7:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- Mayor Gambill called the Council Meeting to order at 7:00 PM, initiating a roll call with all Councilmembers certifying. Following unanimous approval, quorum was established.

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; Jeff Gore, 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- December 2, 2021
 2. Work Session Meeting Minutes- November 7, 2024
 3. Regular Meeting Minutes- November 7, 2024
 4. Ratification of Tax Deadline Extension
- Councilmember Voit motioned to adopt the consent agenda, seconded by Councilmember Hageman. With no further discussion, the consent agenda was adopted with unanimous approval.

MEMBER COMMENTS:

- Councilmember Hageman Congratulated returning Councilmembers.

ELECTION OF THE VICE-MAYOR:

- Mayor Gambill opened discussion for the election of Town Council Vice-Mayor. Councilmember Coyle was nominated for reelection by Councilmember Storke, seconded by Councilmember Davis. Councilmember Coyle was elected as Vice-Mayor with unanimous approval.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- None.

STAFF REPORTS & PRESENTATIONS:

5. ***Town Manager Report***

- The Town Manager, India Adams-Jacobs, presented updates to Council regarding multiple projects. The FY22 audit process is progressing, with final completion expected in February. A Financial software system conversion is underway, with training and testing scheduled, aiming for an early February launch. Capital Improvement planning has begun, and a staff retreat in December 2024 outlined 2025 priorities. Meetings with state legislators regarding the town's legislative agenda have resulted in a potential budget amendment to support water system improvements. The town's IT transition has been completed, and improvements to phone services are planned for 2025. Additionally, the final design for the new town website is complete, with a February go-live date anticipated. Surplus vehicles approved in 2023 have been listed for sale, and Public Works is addressing parking signage, lighting, and guardrail issues on Main Street.

6. ***Community Development Report***

- The Community Development Report highlighted key activities and progress in planning, partnerships, and grants. The adoption and publication of the new short-term rental and accessory dwelling unit ordinance is now available on the town's website. A Request for Proposal (RFP) was selected and awarded to Stantec through an approved process per Virginia Public Procurement Act guidelines. In partnership efforts, the town is collaborating with the Department of Environmental Quality (DEQ) on the Chesapeake Bay Preservation Act (CBPA) compliance review, which occurs every five years. Additionally, work continues with Caroline County to develop a zoning map layer in their Global Information System (GIS). The Director of Community Development is coordinating with Virginia Department of Transportation (VDOT) on a potential modification to a town manhole as part of a new turn lane project. The town's intern, Jeffrey Smith, assisted in developing a grant application for a Virginia Department of Health (VDH) project and supporting Council documentation.
- Mayor Gambill inquired about the RFP process and thanked the Intern for his efforts.

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

8. ***Bowling Green Police Dept.***

9. ***Finance Department Report***

10. ***Utility Report, IES***

- Inboden Environmental Services (IES) Operator, Jamie Silveus, provided updates for the Town's public works. Equipment to reduce grease buildup in lift stations was ordered in late November and is scheduled for installation. The average daily flow at the wastewater plant was 0.86 MGD, with a total monthly discharge of 2.57 MGD. Elevated E. coli levels were swiftly addressed by increasing the frequency of UV system cleanings, resulting in immediate improvement.. Additional measures, such as introducing biological agents to control grease in lift stations, were initiated. The department also addressed issues related to pump performance and maintenance. The pervasive problem of non-flushable wipes causing clogs in pumps was highlighted, emphasizing that public education remains critical.

NEW BUSINESS:

11. **Resolution of Support- Virginia Department of Health Grant**

- The Town Manager presented a resolution to support the town's application for a \$45,000 grant from the Virginia Department of Health (VDH) Planning and Design Fund. The purpose of the grant is to develop a Geographic Information System (GIS) map of the town's public service infrastructure.

Currently, the town relies on outdated paper records, making proactive maintenance difficult. The project will involve digitizing existing infrastructure records, conducting field verifications, and creating an interactive GIS map. This system will allow staff to record the condition of utilities in real time, aiding in long-term asset management and planning. The grant requires no local match, making it a cost-effective solution for improving utility management and facilitating future funding opportunities for infrastructure upgrades.

- Councilmember Voit motioned to approve the resolution, seconded by Councilmember Hageman. The resolution was approved with unanimous approval.

12. **VDOT Smart Scale Project (ACTION REQUESTED), Kyle Bates**

- Kyle Bates introduced Ana Kapitan, VDOT Project Manager for the Smart Scale Project, who provided updates. The project aims to improve safety and traffic flow in anticipation of increased traffic resulting from the opening of the new Nice Bridge. Major components of the project include altering traffic patterns at the intersections of Chase Street and Courthouse Lane with Route 301, installing pedestrian crossings and signals, expanding sidewalk infrastructure, and improving the commuter lot by increasing its capacity from 25 to 27 spaces. During the design phase, a survey revealed potential complications involving an existing water line and the need for a retaining wall. These findings resulted in three proposed design options:
 - **Option 1:** Maintain the existing curb with a 5-foot sidewalk and a 3-foot grass buffer. This requires a retaining wall and relocation of the water line, adding \$240,000 to the project cost.
 - **Option 2:** Shift the curb into the road slightly, reducing the required retaining wall length and avoiding the water line. However, this option eliminates on-street parking and adds \$150,000 to the budget.
 - **Option 3:** Install a 6-foot sidewalk without a grass buffer, eliminating the need for a retaining wall or water line relocation. This option adds \$125,000 to the budget but results in the loss of some on-street parking.
- VDOT recommended **Option 3**, citing its lower cost and reduced risk of unforeseen complications. While Option 3 eliminates a few parking spaces, it preserves road width and maintains traffic flow.
- Councilmembers raised concerns regarding the loss of parking spaces and road width, particularly near the fire station and event venues. Councilmember Voit noted that the affected area is critical during local events and suggested consulting the fire department for additional input. Town Manager also brought to Town Council concerns regarding the reduction of the lane and impacts on Town events. Council also discussed ownership and future use of the commuter lot, ensuring it remains available for town events. Bates clarified that while VDOT typically manages commuter lots, local ownership could be retained, and they would follow up on this matter.
- Council reached a consensus to support Option 3, trusting VDOT's recommendation, VDOT agreed to seek further input from the fire department before finalizing. A decision is required by mid-month to meet the March 2025 scoping deadline. Bates assured the Council that they would continue to provide updates as the project progresses and welcomed Council members to attend the upcoming public hearing in the fall.

ADJOURNMENT:

- Councilmember Voit motioned to adjourn, seconded by Councilmember Hageman. With unanimous approval from Council, the meeting adjourned at 8:13 PM.