



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, May 07, 2026
4:00 PM

PLEDGE OF ALLEGIANCE:

- Mayor Tina Gambill called the Town Council Meeting to order at 4:00 PM and requested a roll call.
- Councilmember Jeff Voit motioned to allow Councilmember John Chinault to attend the meeting virtually pursuant to the Town's electronic participation policy. Seconded by Councilmember Randy Hageman, Councilmember John Chinault was allowed to attend the meeting virtually.

Councilmembers Present:

Mayor Tina Gambill, Vice-Mayor Valarie Coyle, Councilmember Jean Davis, Councilmember Dan Webb, Councilmember John Chinault, Councilmember David Storke, Councilmember Randy Hageman, Councilmember Jeff Voit

Staff Members Present:

India Adams-Jacobs, Town Manager/Clerk; Jeff Gore, Town Attorney; Justin Cecil, Bowling Green Police Chief; Tomeka Morgan, Interim Town Treasurer; Perry Hickman, Interim Finance Director; Jeffrey Smith, Administrative Assistant/Deputy Clerk

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

1. Minutes- April 2, 2026
 2. Out of Town Connection
 3. Special Events Coordinators Approval
 4. Cancellation- Town Council Meeting- July 2
- Town Council reviewed the consent agenda items. A clerical correction was noted to Item 4, clarifying the cancellation date as July 2, 2026.
 - Councilmember David Storke motioned to approve Consent Agenda Items 1–4 and was seconded by Councilmember Jean Davis. The consent agenda was approved unanimously.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Mike Bhagat, property owner, addressed Council regarding the 301 North Corridor Special Tax District. He stated that, after reviewing information provided by Town staff, he believed some property owners paid more than their fair share following recent assessment changes, while others paid less. He requested that Council consider a revision or adjustment to the 2025 special district tax billing and also asked that taxpayers be informed in advance of significant changes affecting the

district in the future. Mr. Bhagat further stated that his comments were intended to promote fairness and transparency for taxpayers.

MEMBER COMMENTS:

- Councilmember Jean Davis thanked Town Manager India Adams-Jacobs and Town staff for their work in preparing the proposed budget.
- Councilmember Jeff Voit noted the upcoming Clean Sweep event scheduled for May 16.
- Mayor Gambill provided remarks regarding the success of the Mindful Miles event, which brought more than 220 people to Town, many of whom were from outside Caroline County. Mayor Gambill also recognized Dr. Chip Campbell for his long service to the community upon his retirement and congratulated Town Manager India Adams-Jacobs on being named a recipient of the Public Service Champions Award through the National Academy of Public Administration Local Gov 250 initiative.

Public Service Recognition Week Resolution- Mayor Tina Gambill

- Councilmember David Storke motioned to adopt the Public Service Recognition Week Resolution. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by right-hand raise.

STAFF REPORTS & PRESENTATIONS:

5. Bowling Green Police Department Monthly, Chief Cecil
 - Chief Justin Cecil presented the monthly police report and responded to questions from Council regarding an incident referenced in the report and related video footage.
6. Utilities Report, Inboden Environmental Services
 - Town Council received the utilities report. In the absence of the Jaime Silveus, IES operator, the Town Manager offered to follow up on any questions.
 - Councilmember Dan Webb inquired about utility pole replacements on Broadus Street and the need to ensure removal of secondary poles. The Town Manager advised that staff had begun compiling a list for follow-up with Dominion's new government affairs representative.
7. Public Works Department Monthly Report, Shawn Fortune, DPW
 - Town Council received the Public Works Department monthly report.
8. Finance Director/Treasurer's Report
 - Town Council received the Finance Director/Treasurer's report.
9. Town Manager's Report
 - India Adams-Jacobs, Town Manager, provided updates regarding the Mindful Miles event and thanked Chief Cecil, Officer Ervin, the Caroline County Sheriff's Office, Sheriff Moser, and event partners for assisting with public safety. She also thanked Town staff during Public Service Recognition Week. The Town Manager reported that the preliminary engineering report required by the Virginia Department of Health had been submitted by the May 1 deadline and noted that the Town had recently received a manhole lining demonstration at Courthouse Lane and Ennis Street

that could extend the useful life of that asset by an additional 10 to 15 years. She also introduced Mr. Perry Hickman, who had begun serving as Interim Finance Director.

10. Town Park Playground Replacement Proposal Presentation, India Adams-Jacobs
 - Town Manager Adams-Jacobs introduced Mr. Ross Goldbrum of Carolina Recreation to present conceptual options for replacement of the Town playground. Mr. Goldbrum reviewed conditions observed during a site visit and outlined proposed removal and replacement of aging and non-compliant equipment in both the 2–5 and 5–12 age areas, while retaining the existing compliant swing set. He also presented options for new engineered wood fiber surfacing, composite border systems, grading and drainage improvements, and ADA-compliant access features. Council discussed concerns related to shade, including possible shade structure costs; the continued use of a sand play area; alternative interactive and sensory play components; accessibility features such as ADA swing seating and transfer stations; inspection and compliance review following installation; playground layout and use zones; potential fencing considerations due to the adjacent parking lot; scheduling and installation timing; and the use of cooperative procurement through HGAC. Pricing options were presented for Council’s future consideration, with Town staff expected to bring the matter back at a later date.

UNFINISHED BUSINESS:

NEW BUSINESS:

11. Code Enforcement Discussion, Mayor & Town Council
 - Mayor Gambill initiated a discussion regarding code enforcement, citing recent fence installations without permits, concerns related to illegal signage, and the Town’s current complaint-driven enforcement process. Council discussed whether staff should engage in more proactive enforcement, the impact of limited staffing resources, public perception of inconsistent enforcement, the need for better communication with new business owners, and the potential usefulness of a complaint form and informational handout. Town Attorney Jeff Gore advised that there is no legal barrier preventing proactive enforcement but noted that complaint-driven enforcement is common among localities and that the issue is primarily one of resource allocation. Council generally expressed support for continuing a complaint-driven approach at this time while improving public information, forms, and guidance for business owners.
 - The Town Manager indicated that staff would prepare a code enforcement compliant form and informational flyer for use at Town Hall and online.
12. FY27 Proposed Budget Presentation, Rate Setting and Public Hearing Request, India Adams-Jacobs, Town Manager
 - India Adams-Jacobs, Town Manager, presented the proposed FY27 budget, including an overview of the Town’s mission, vision, values, operating principles, major fund categories, the annual budget process, and local impacts from federal and state funding conditions. She reviewed proposed revenues, expenditures, and rate information, noting that most FY27 rates would remain the same as FY26, with exceptions including the updated 301 Special Tax District rate and an increase to solid waste collection. The Town Manager also reviewed the budget timeline and advised that, based on Council direction, legal advertisements for the tax rate and public hearing would need to be placed by the following day to meet the required deadline.

- Councilmember Randy Hageman motioned to authorize advertisement of the proposed FY27 budget, including rate setting and the public hearing request for May 28 at 6:00pm, and was seconded by Vice-Mayor Valarie Coyle. Following a roll-call vote, the motion carried unanimously.
13. Appointment of Interim Town Treasurer, India Adams-Jacobs, Town Manager
- India Adams-Jacobs, Town Manager, presented a resolution to appoint Ms. Morgan as Interim Town Treasurer so that she could be added to the Town's systems and financial accounts and carry out the duties of the office on an interim basis.
 - Councilmember Jeff Voit motioned to appoint the Interim Town Treasurer. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.
14. Appointment of Deputy Zoning Administrator, India Adams-Jacobs
- India Adams-Jacobs, Town Manager, presented a resolution appointing Ms. Darla Odom as Deputy Zoning Administrator. The Town Manager explained that the appointment would delegate authority to assist with code enforcement matters, sign plans, and zoning review in the Town Manager's absence.
 - Councilmember Jeff Voit motioned to appoint the Deputy Zoning Administrator. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.
15. IFB-2026-02 — Sewer Main Replacement Bid Award Approval
- Town Council discussed the proposed sewer main replacement contract, including the location and length of the emergency section, anticipated construction duration, possible traffic management on Main Street, and the need for communication with business owners regarding lane impacts and closures. Staff advised that more detailed traffic control information would be available after the protest period and once the contract was executed.
 - Councilmember Jeff Voit motioned to authorize the Town Manager to execute a contract with Langford Excavating & Utilities LLC in the amount of \$590,978.80 and coordinate with the vendor all necessary details regarding Priority Project Site 1 - MH 124 to MH 128 of IFB-2026-02. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.

INFORMATIONAL ITEMS:

None.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

None.

CLOSED SESSION:

16. I move to go in to closed session pursuant to Virginia Code § 2.2-3711(A)(1), for discussion of performance of specific public officers, to complete the performance evaluation of the Town Manager.

- Councilmember Jeff Voit motioned to enter closed session pursuant to Virginia Code § 2.2-3711(A)(1) for discussion of the performance of specific public officers, specifically to complete the performance evaluation of the Town Manager. The motion was seconded by Councilmember Randy Hageman and carried unanimously by right-hand raise.

RECONVENE IN OPEN SESSION:

- Mayor Tina Gambill reconvened Town Council in open session following certification from each Councilmember stating that only public business matters lawfully exempted from open meeting requirements under Virginia Code § 2.2-3711(A)(1) were discussed in closed session, specifically the performance of the Town Manager.

ACTION FOLLOWING CLOSED MEETING:

- Councilmember Storke motioned to approve a 10% merit-based salary increase, a one-time performance incentive of \$25,000 for securing or being awarded more than \$11 million for the Town, and the three additional adjustments and amendments to the compensation package that were discussed in closed session. The motion was seconded by Councilmember Davis, and carried unanimously by roll-call vote.

ADJOURNMENT:

- Councilmember Randy Hageman motioned to adjourn the meeting. The motion was seconded by Councilmember Jean Davis and carried unanimously. The meeting adjourned at 5:55 PM

Attest:

Mayor:
Tina Gambill

Mayor Tina Gambill

Clerk:

India Adams-Jacobs, MPA, ICMA-CM

India Adams-Jacobs



Attachments Referenced During Meeting: