



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### A G E N D A

Thursday, April 03, 2025  
5:00 PM

#### **PLEDGE OF ALLEGIANCE:**

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

#### **CONSENT AGENDA:**

- [1.](#) Minutes- March 6, 2025
- [2.](#) Work Session Meeting Minutes- January 2, 2025
- [3.](#) Regular Meeting Minutes- January 2, 2025

#### **INFORMATIONAL ITEMS:**

4. 10-Year Service Award- Mr. Shawn Fortune, Department of Public Works & Utilities
5. RRCJA Graduation Recognition of Officer T. Ervin- Police Department

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

#### **MEMBER COMMENTS:**

Referrals to the Planning Commission & Planning Liaison Comments

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

- [6.](#) Utility Report -February 2025
- [7.](#) Police Department Report- March 2025
- [8.](#) Community Development Report- March 2025
- [9.](#) Public Works Department Monthly Report-February 2025
- [10.](#) Town Manager's Report- February 2025

#### **UNFINISHED BUSINESS:**

- [11.](#) Main Street Sewer Update

#### **NEW BUSINESS:**

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

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

#### **MEMBER COMMENTS:**

**CLOSED SESSION:**

**RECONVENE IN OPEN SESSION:**

**ADJOURNMENT:**



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### M I N U T E S

Thursday, March 6, 2025  
5:00 PM

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

- Mayor Gambill called the Council Meeting to order at 5:00 PM, establishing a quorum following unanimous approval.

#### *Council Members Present:*

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

*Council Members Absent:* Councilmember John Chinault

#### *Staff Members Present:*

India Adams-Jacobs, Town Manager/Clerk; Jeff Gore, Town Attorney; J.C. LaRiviere, Director of Community Development & Partnerships; Jamie Silveus, Inboden Environmental Services Operator

#### **CONSENT AGENDA:**

1. Town Council Strategic Planning Retreat Minutes- January 17, 2025
  2. Town Council Meeting Minutes- February 6, 2025
  3. Planning Commission Annual Workplan for 2025
- Councilmember Voit motioned to accept the consent agenda with an amendment to include tiny homes in the Planning Commission Annual Work Plan, seconded by Councilmember Hageman, approved unanimously.

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

- None

#### **MEMBER COMMENTS:**

- Councilmember Hageman shared a resident's concern that the new 5:00 PM meeting time is more difficult for some constituents to attend.
- Councilmember Voit updated the Council on Planning Commission activities.
- Mayor Gambill reminded the Council to raise their hands to be addressed to avoid talking over each

other.

## **STAFF REPORTS & PRESENTATIONS:**

### **4. Community Development Report- February 2025**

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

### **5. Police Department Report- February 2025**

- The report was included in the meeting packet; no discussion took place.

### **6. Public Works Department Monthly Report- February 2025**

- Jamie Silveus, IES Operator, provided updates on January's operations, noting blower installations at lift stations, increased biological activity in wastewater treatment, exploration of polymer use, and equipment enhancements for sludge drying, as well as regular preventive maintenance and meetings addressing sludge disposal improvements.
- Councilmembers discussed the cost implications of grease buildup, details of fire hydrant repair, improvements to filamentous bacteria control, and UV system training.

### **7. Town Manager Report- February 2025**

- India Adams-Jacobs, Town Manager/Clerk, discussed a successful Virginia Risk Sharing Association (VRSA) insurance claim for fence repair, completion of FY22 audit, upcoming FY23 audit engagement, streetlight repairs, discussions with VDH on grant projects, USDA project optimizations, updates on winter storm preparations, DEQ water supply meetings, ongoing efforts to recruit of a Finance Director, FY26 budget preparations, and updates regarding efforts to expedite post office repairs and website launch.
- Councilmember Voit motioned to authorize the Town Manager to transmit a letter of reconsideration to Caroline County Administrator for the disposal of Town sludge, seconded by Councilmember Hageman. Mayor Gambill initiated a vote, which carried unanimously.
- Councilmember Storke motioned to re-engage Robinson, Farmer, Cox Associates (RFCA) and authorize \$30,000 for the FY23 audit, seconded by Councilmember Hageman. Mayor Gambill initiated a vote, which carried unanimously.

### **8. Utility Report- January 2025**

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

### **9. Main Street Sewer Line Investigation Update and Repair Recommendation, IES**

- John Simmons, IES COO, and Town Manager India Adams-Jacobs detailed the critical condition of a collapsed sewer line on Main Street, causing costly emergency pump-and-haul operations. Town staff recommended the immediate installation of a temporary bypass pump and sought authorization for procurement to replace approximately 520 feet of the damaged sewer line fully. The Council discussed financing, engineering considerations, and potential impacts on infrastructure.
- Councilmember Voit motioned to award the contract to Stemmler Plumbing on an emergency basis for

the bypass pump operations, seconded by Councilmember Davis. Mayor Gambill initiated a vote, which carried unanimously.

- Councilmember Voit motioned to authorize the invitation for bid as presented and to authorize staff to award the contract to the selected bidder, seconded by Councilmember Hageman. Mayor Gambill initiated a vote, which carried unanimously.

### **UNFINISHED BUSINESS:**

### **NEW BUSINESS:**

10. Ordinance to Amend BZA Membership, J.C. LaRiviere, Director of Community Development & Partnerships

- Councilmember Storke motioned to adopt Resolution 25-01 to reduce the required number of BZA members to three, with the amendment to subsection b to be made as per the suggestion of Town Attorney Jeff Gore to the Town Code, seconded by Councilmember Voit. Mayor Gambill initiated a vote, which carried unanimously.

### **INFORMATIONAL ITEMS:**

11. Budget Process Discussion, India Adams-Jacobs, Town Manager

- Town Manager India Adams-Jacobs outlined adjustments to the budget calendar due to recent staffing changes within the finance department. Capital requests have been reviewed, and the operating budget process is underway. The CIP budget will be presented at the April meeting. A detailed calendar and proposed budget, which may necessitate a special meeting, are anticipated in May, with budget adoption targeted for June.

12. Financial Analysis Presentation- R.T. Taylor, Davenport & Company

- R.T. Taylor, Davenport Vice President, presented a streamlined financial analysis to assist with upcoming budget decisions, highlighting that audited financial data is only current through FY22, which limits precision for future financial planning. Taylor emphasized three critical infrastructure projects: sewer system repairs, water consent orders, and delayed USDA-approved water pump projects, with projected costs totaling about \$15 million and annual debt service of around \$975,000. Davenport recommends incremental rate increases, setting reserve targets, and improving budget stability. Future steps include obtaining financial data, evaluating debt affordability, and developing strategic funding approaches.

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

- None.

### **MEMBER COMMENTS:**

- None.

### **CLOSED SESSION:**

13. Councilmember Voit motioned to go into closed session under § 2.2-3711(A)(1) for discussion of the performance of specific public officers to complete the performance evaluation of the Town Manager,

seconded by Councilmember Hageman. Mayor Gambill initiated a vote, which carried unanimously.

**RECONVENE IN OPEN SESSION:**

- Councilmember Webb motioned to certify that the only items discussed were those identified in the closed session motion, seconded by Councilmember Storke. Mayor Gambill initiated a roll call, and all council members certified it. The motion passed unanimously.

**ADJOURNMENT:**

- Councilmember Davis motioned to adjourn the meeting, seconded by Councilmember Voit. Mayor Gambill initiated a vote, which carried unanimously.



## TOWN OF BOWLING GREEN TOWN COUNCIL WORK SESSION

### M I N U T E S

Thursday, January 02, 2025  
6:00 PM

#### **CALL TO ORDER AND QUORUM ESTABLISHED:**

- Mayor Gambill called the Work Session to order at 6:02 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; J.C. LaRiviere, Director of Community Development & Partnerships; Jeffrey Smith, Intern

#### **BUSINESS:**

##### **1. Swearing-in of Mayor & Council, Susan Minarchi, Clerk of Court for Caroline County**

- Mayor Gambill, Councilmember Chinault, Councilmember Coyle, and Councilmember Storke were officially sworn in by Susan Minarchi, Caroline County Clerk of Court.

##### **2. Town Council 2025 Meeting Schedule, Town Council**

- The Town Council discussed the 2025 meeting schedule. After deliberation, Council agreed to start regular meetings at 5:00 PM, with work sessions to follow only when necessary. Members also discussed flexibility in scheduling the July meeting around the Fourth of July holiday to accommodate potential quorum issues. Mayor Gambill motioned to approve, seconded by Councilmember Hageman. The item was approved unanimously.

#### **INFORMATIONAL:**

- Councilmember Hageman commented on the numerous streetlight outages, Town Manager Adams-Jacobs updated Council that Town staff has brought this to Dominion's attention. Mayor Gambill asked if the Town's rates could be adjusted until the outages are ameliorated, Town Manger will inquire further.

#### **ADJOURNMENT:**

- Councilmember Hageman motioned to adjourn, seconded by Councilmember Voit. With unanimous approval, the Work Session adjourned at 6:22 PM.



## 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.

# UTILITY REPORT

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**FEBRUARY 2025**

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**Town of Bowling Green, VA**

**Authored by:**

**Inboden Environmental Services, Inc.**

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# WATER

## Water Quality

The treatment facilities and distribution system maintained compliance with all required sampling.

### Bacteriological Analysis:

Location	Date	Result
050 – Dr. Hylton’s Office	2/18/2025	Absent
020 – Pizza Hut	2/18/2025	Absent

## Water Treatment

The water treatment plant met the Town’s water demand with a total monthly well yield of 4.697 MG for an average daily production rate of 0.167 MGD.

### Operational Notes:

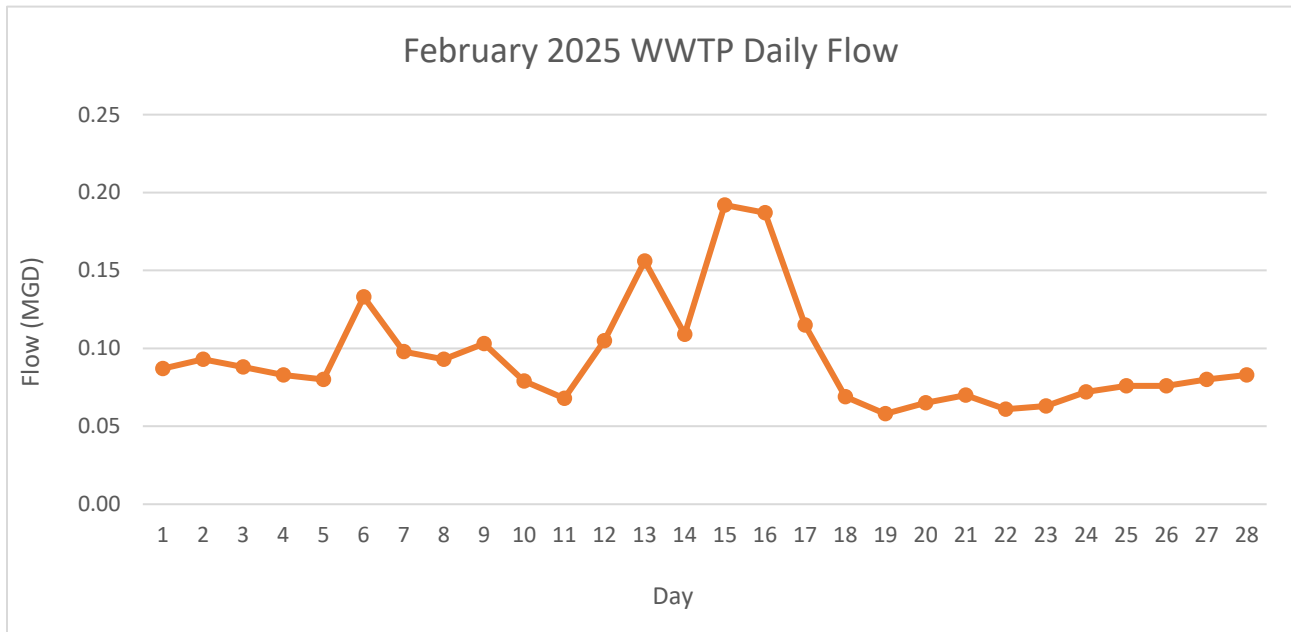
Treatment plants were visited, and an analysis of water quality was performed every day.

- Effectively dosing sodium hypochlorite for proper disinfection for drinking water.
- All P/A samples collected and passed.
- Monthly report sent to VDH successfully.
- VDH inspected all three wells and the elevated tower by the VDOT compound location.
- A quote for transducers to monitor the water level within the wells has been requested.

# WASTEWATER

## Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.094 MGD for a total monthly effluent discharge of 2.642 MG.

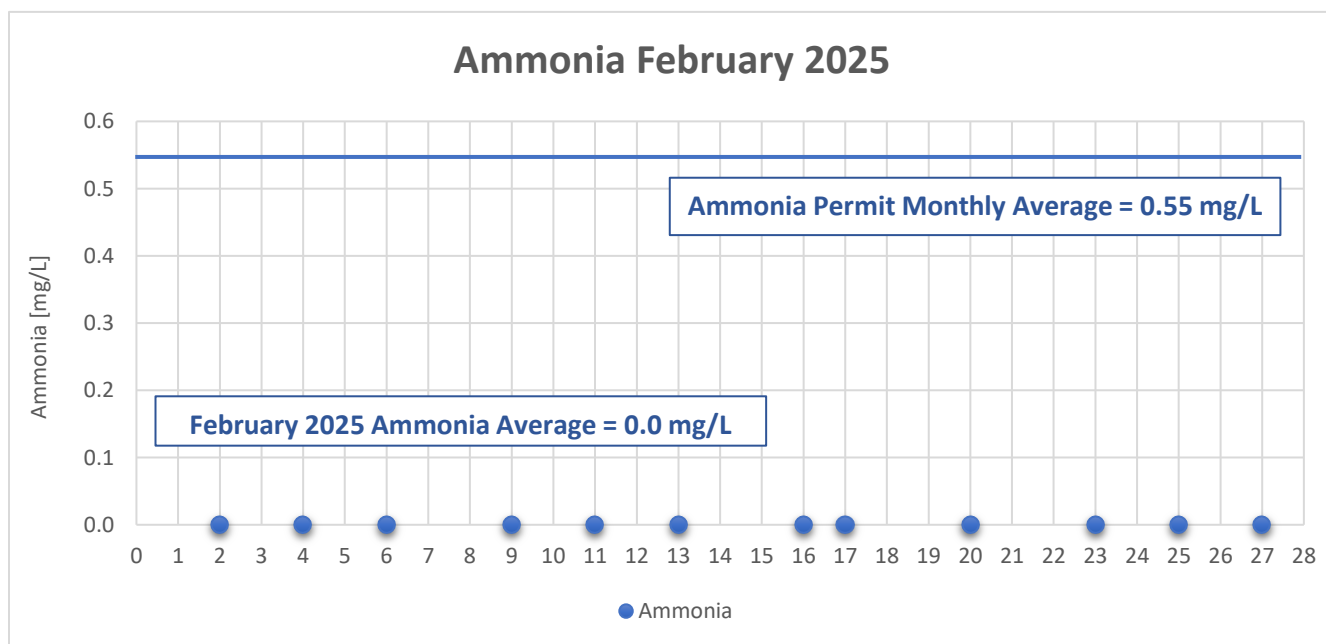
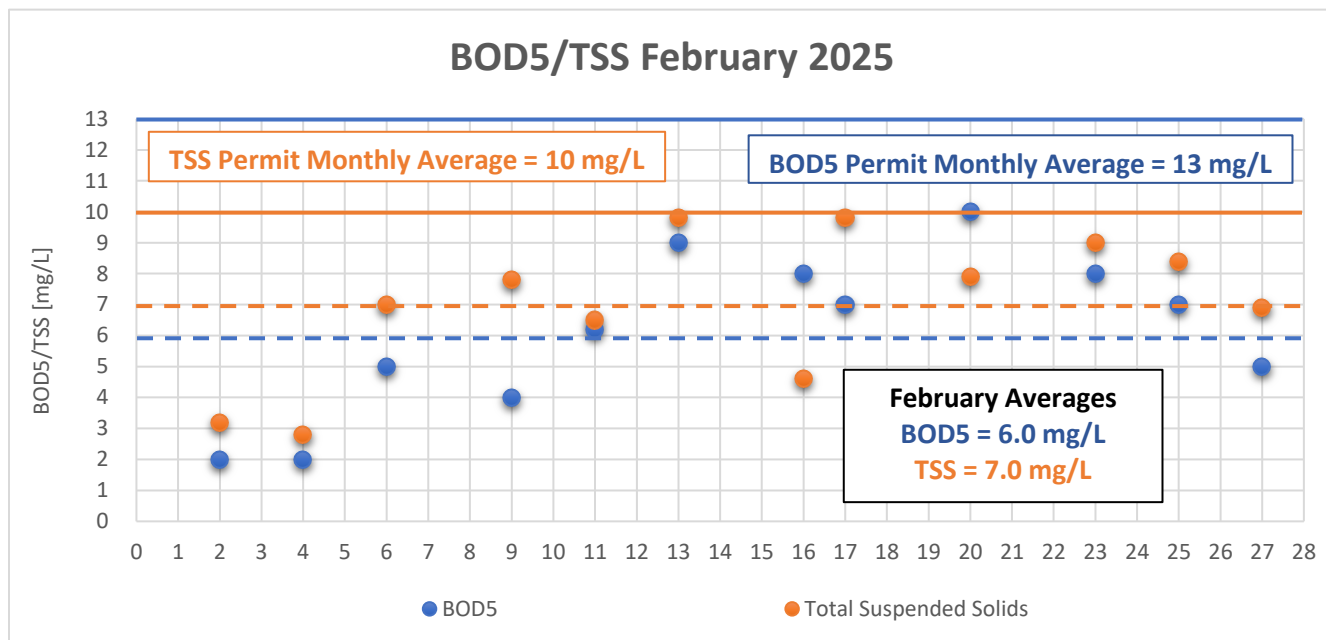


## Operational Notes:

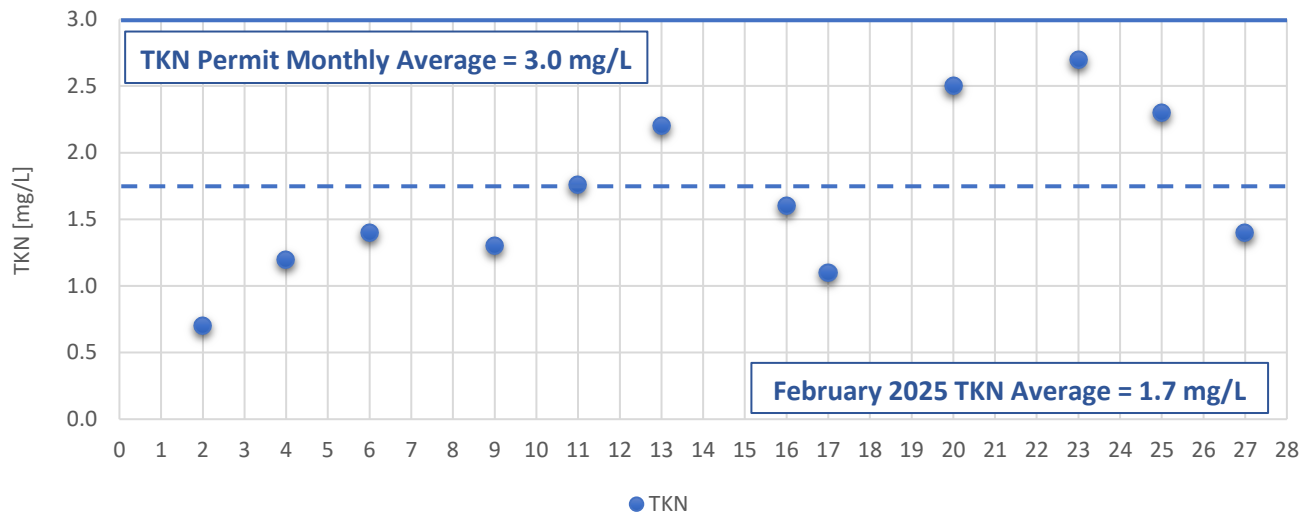
BOD, TSS, Ammonia, TKN, and E. Coli samples were collected in compliance with the WWTP permit.

- Effectively managing solids inventory.
- There were water quality changes noticed in the supernatant. Possible causes are being investigated.
- Recommended the use of a tiller to help aerate and “fluff” the sand to potentially allow for more effective and efficient dewatering capabilities.
- Sand filter air gauge began leaking. Maintenance contractor repaired it.
- Continuing to haul liquid sludge as effectively and efficiently as possible.
- IES provided services to investigate and assess the condition of the sewer pipe on Main Street from the Guns and Ammo store to Chase Street. The final assessment was found that the sewer line is indeed collapsed and the full length to Chase street needs to be repaired.

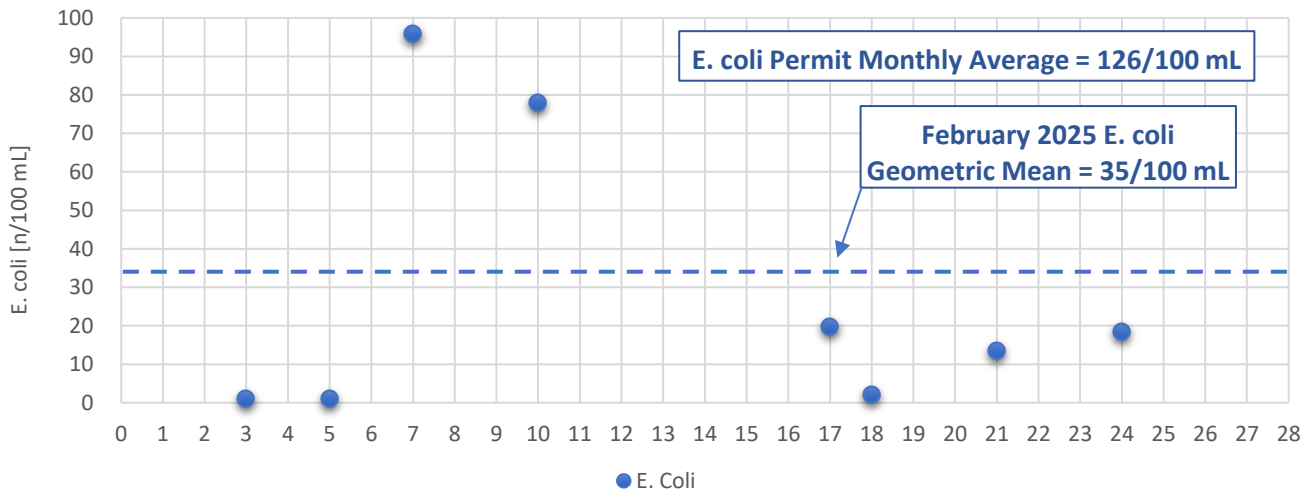
## Sample Results:



### TKN February 2025



### E. coli February 2025



# Glossary

Bacteria	E.coli and/or Total Coliform
BOD5	5-day Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
cfu	colony forming unit
CIP	Capital Improvement Plan or Cast/cleaned-in-place
Cl	Chloride Ion
Cl2	Chlorine
CMF	Continuous Membrane Filtration?
D.O.	Dissolved Oxygen
F/M ratio	Food to Microorganism ratio
FOG	Fats, Oil and Grease
GST	Ground Storage Tank
HWTP	Harmony Water Treatment Plant
I&I	Infiltration and Inflow
Inorganic Nitrogen	Nitrate + Nitrite
LS	Lift Station
mg/L	Milligrams per Liter
MGD	Million Gallons Per Day
mL	Milliliters
MLSS	Mixed Liquor Suspended Solids
MLVSS	Mixed Liquor Volatile Suspended Solids
MPN	Most Probable Number -bacteriological well sample
MW	Monitoring Well
N/N	Nitrate/Nitrite
Organic Nitrogen	TKN
P/A	Presence/Absence- bacteriological samples for drinking water
PFAS	polyfluoroalkyl substances
PLC	Programmable Logic Controller
POE	Point of Entry
RAS	Return Activated Sludge
SCADA	Supervisory Control and Data Acquisition
STEP	Septic Tank Effluent Pump
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TR-6	Copper sequestering chemical for wastewater
TSS	Total Suspended Solids
UV	Ultraviolet Light
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant





## Town Council Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** Chief J.O.Cecil Bowling Green Police Dept.  
**COPY:** India Adams-Jacobs, Town Manager  
**SUBJECT:** Police Department Monthly Report- March, 2025  
**DATE:** March 25<sup>th</sup>, 2025

### *Police Activity*

44-Total calls for service

9-Assist other agencies

15-Traffic Summons / Warnings given - 8

40 -Property checks/ Vacation checks/ Business Checks

1- Larceny

### *Heads Up*

- *Part-Time Police Officer Taquan Ervin successfully graduated from RRCJA. Ervin is currently assigned to field training.*



## Town Council Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** J.C. LaRiviere, Director of Community Development & Partnerships  
**COPY:** India Adams-Jacobs, Town Manager  
**SUBJECT:** Community Development Report- March 2025  
**DATE:** April 3<sup>rd</sup>, 2025

### *Community Development*

- Responded to inquiries from applicants on zoning regulations
- Analyzed permit applications and provided recommendations to Town Manager/Zoning Administrator
- Produced minutes for February Planning Commission (PC) meeting, the agenda packet for the March PC meeting, and provided staff support at March PC meeting
- PC annual workplan approved by Council with addition of tiny homes, adopted by PC at March meeting
- Reviewed Comprehensive Plan in preparation for update required in 2025

### *Partnerships & Compliance*

- Received formal approval letter from the Virginia Department of Health (VDH) stating that the procurement for the VDH-funded Hydrogeologic Source Evaluation was executed in compliance with the Virginia Public Procurement Act and VDH grant requirements. VDH grant funds can now be expended to execute the project
- Collaborating with the Department of Environmental Quality (DEQ) on the Town's Compliance Review of the local Chesapeake Bay Preservation Act (CBPA) Compliance Program
- Collaborating with Hanover-Caroline Soil and Water Conservation District to obtain information needed for CBPA audit with DEQ
- Submitted Annual Chesapeake Bay Act report to DEQ
- Prepared Invitation for Bid (IFB) document for the first procurement under the Intergovernmental Support Agreement (IGSA) with Fort Walker. Met with Fort Walker personnel to finalize operational aspects of IFB. Obtained legal approval from Town Attorney. Published IFB on Virginia's electronic procurement system
- Collaborating with Town Manager, VDOT, Public Works, Inboden Environmental Services, and Stantec on project management of sewer pipe on Main Street
- Added latest test results to the VDH-required notice included with the Town's water bills. Mailed hard copy of notice and notice verification form to VDH per regulations



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MONTHLY REPORT / PROJECT UPDATE**

**AGENDA ITEM:** Public Works Department Monthly Report for February 2025

**DATE:** March 25, 2025

**PREPARED BY:** Shawn Fortune, Public Works Foreman

**MONTHLY REPORT / PROJECT UPDATE:**

**Public Works**

1. Drying Bed shoveling and loads of waste were hauled from the Waste Water Treatment Plant.
  - a. Removed drying bed # 5 on 3/13//2025
  - b. Tilled and rake drying bed #5 on 3/18/2025
  - c. Added sand to drying bed #5 on 3/19/2025.
  - d. Pump and hauling has continued at the WWTP out of the digesters.
2. Applied mulch to mulch beds at all town building and trees on 3/18/2025.
  - a. All mulch beds were edged using a mulch bed edger.
  - b. Weed and Feed was applied at Town Hall, Police Department and the Town Manager's office.
  - c. Applied grass seed to bare spots at Town Hall.
3. Set up was completed for Council and Planning Commission meetings.
4. Daily checks were made on all Public Works vehicles that included fluid levels and tire inspections.
5. Equipment Repair:
  - a. Brakes and new rotors were installed on truck #2 on 3/25/2025
  - b. A new set of tires were installed on 2021 F-150 and a oil change was done on 3/19/2025.
6. Equipment Purchased:

- a. The town purchased a roto tiller to till the drying beds on 3/14/2025.
7. All of the generators are started weekly manually and all fluid levels are checked.
8. Staff marked a total of fifty-two 811(Miss Utility) tickets for March 2025.
9. Emailed Recycling Data Report for 2024 to Caroline County on 3/17/2025.
10. Weekly dumping of the trash cans on Main St. has continued.

## Utilities

1. Bac T samples were collected for March 2025 and all requirements were met.
2. All the HVAC filters were changed in all of the buildings on 2/20//2025.
3. At the Bowling Green Meadows pump station the reed valves had to be replaced in vacuum pump #2 on 3/17/2025.
4. Sewer line from Martin St. to Lee St. has been checked weekly to make sure it is flowing properly.
5. All six pump stations are maintenance weekly to prevent grease build up on the walls.
6. Fire hydrant maintenance started on 3/10/2025 it is still in progress. This includes flushing, greasing and exercising the valves. Also we are compiling a list of hydrants that need repairs or need to be replaced.
7. Daily check of all the Pump Stations has continued.
8. Daily check of alarmed water meters has continued and repairs are made as needed.
9. Water main break on Maury Ave. on 2/21/2025 at 146 Maury Ave. a repair band was installed to fix the leak.
10. Pump and haul will continue at the manhole in front of DK Firearm because of the collapsed sewer line on Main St.

11. The VDOT water tower was painted the week of 3/17/2025.

12. Caulked and resurfaced the concrete on clarifier #2 on 3/22/2025.

**ATTACHMENTS:**

**HEADS UP ITEMS:**

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## **MEMORANDUM**

**TO:** The Honorable Mayor & Town Council

**FROM:** India Adams-Jacobs, Town Manager

**DATE:** March 27, 2025

**SUBJECT:** Town Manager's Monthly Report to Council

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### **Fiscal and Budget Management**

- Completed FY26 Capital Improvement Plan (CIP) presentation to Planning Commission
  - Received a favorable recommendation with no proposed changes
- FY26 Budget Process Status:
  - Awaiting critical financial information from County and VRSA
  - Budget presentation scheduled for the May 3rd Council meeting
  - Public hearing and special meeting requested
- Completed utility billing process with Interim Finance Director and Finance Staff

### **Utility Compliance and Regulatory Affairs**

- Developed Revised Corrective Action Plan with VDH
  - Collaboration with Stantec on radionuclide migration mitigation
- Issued compliance letter to utility customers
  - Addressed VDH Notification of Violation regarding radionuclide (gross alpha)

### **Technology and Digital Infrastructure**

- Launched new Town Website
  - Implemented communication improvements
  - Secured Domain Access
- Southern Software transition progressing
  - Scheduled go-live date: July 1<sup>st</sup>

### **Grant and Economic Development**

- Secured \$4,000 Future Impact Internship Grant from Atlantic Union Bank
  - Internship application to be posted April 1<sup>st</sup>; open to Juniors and Seniors undergraduate studies
  - Promotion through Town Website and Social Media Accounts
- Coordinated with the Caroline Economic Development & Tourism Department
  - Ongoing town events and marketing strategy development

### **Infrastructure and Maintenance**

- Dominion Energy Light Repair Coordination
  - Two lights are currently being repaired
  - Resident reporting recommended for additional repairs
- Main Street Sewer Line Request for investigation



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- Fire Hydrants assessment in progress with public works staff
  - USDA Easement Acquisition letter prepared, signed off, and sent to customers

#### **Human Resources and Administrative Operations**

- Recruitment initiated for Finance Director/Treasurer position
- Staff evaluation process ongoing
- Office organization initiatives
  - Record purging of administrative items
- Tax Delinquency Investigation
  - Delinquency error letters drafted
  - Scheduled for distribution by March 31<sup>st</sup>

#### **Compliance and Intergovernmental Affairs**

- FY23 Audit Process
  - Audit engagement letter signed by the Mayor and Town Manager
- FOIA and COIA follow-up from the previous Town Council meeting; outstanding training provided to council members
- Responded to Congressman Vindman's office regarding Post Office matters

#### **Additional Highlights**

- Post Office Reopening Coordination with American Postal Infrastructure reopened on March 19
- Attended Officer Ervin's Police Academy Graduation at UMW
- Initiated Council Calendar drafting- Town Council retreat request
- Provided insurance renewal information to VRSA representative

Respectfully submitted,

*India Adams-Jacobs, MPA, ICMA-CM*

Town Manager/Clerk



## Town Council Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, Town Manager; J.C. LaRiviere, Director of Community Development & Partnerships  
**SUBJECT:** Main Street Gravity Sewer Line Update  
**DATE:** April 3rd, 2025

### **SUMMARY:**

At their March 6<sup>th</sup> meeting, the Town Council authorized staff to award the contract for the bypass pump to Stemmle plumbing on an emergency basis and to award a contract for replacement of the full section of pipe after the completion of an invitation for bid process. Staff will provide an update on the project.

### **BACKGROUND:**

The direction from Council at their March meeting was two-fold:

- First, Council authorized the Town Manager to award a contract to Stemmle Plumbing Services for installation of the bypass pump
- Second, Council authorized Town Staff to initiate a procurement for the replacement and authorized the Town Manager to award the contract to the selected bidder.

### **Fiscal Impact:**

As to the first directive, Staff provided council the cost for a bypass pump given to staff by Stemmle Plumbing at the March meeting. After the March meeting, Stemmle submitted a new quote where installation costs were tripled and weekly rental fees had doubled. The total cost for one month using Stemmle based on the revised proposal would be 88,000 dollars. Staff immediately contacted companies to seek additional quotes.

Due to the substantially increased quote from Stemmle, staff are requesting that Council move to undo their prior authorization to award the contract to Stemmle. Staff is also requesting that Council authorize the award of that contract on an emergency basis to Rain for Rent. The total cost of one month using Rain for Rent for bypass pump installation would be 28,000 dollars.

Staff will also provide an update on the permanent solution.

### **Staff Recommendation:**

Staff recommends that Council reverse their previous approval to award the bypass pump contract to Stemmle Plumbing Services and authorize staff to execute transaction documents with Rain for Rent.