



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### A G E N D A

Thursday, August 07, 2025  
6:00 PM

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

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

#### **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

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

#### **MEMBER COMMENTS:**

Planning Commission Liaison Report, Jeff Voit

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

4. Wastewater Treatment Facility Sludge Management PER Overview, AAECOM
5. Hydrogeological Source Evaluation Report & Water Quality Updates -Stantec
- [6.](#) Town Manager Report-June & July
- [7.](#) Finance Director/Treasurer Report, Hope Toliver
- [8.](#) Utility Reports- May & June, IES
- [9.](#) Bowling Green Police Department Monthly Report-June & July

#### **UNFINISHED BUSINESS:**

10. Town Code Update & Adoption, India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney

#### **NEW BUSINESS:**

- [11.](#) Surplus Vehicle Approval- India Adams-Jacobs, Town Manager
- [12.](#) Recommendations for Appointments to the Board of Zoning Appeals, India Adams-Jacobs, Town Manager /Clerk
- [13.](#) Recommendations for Appointments for Economic Development Authority (EDA), India Adams-Jacobs, Town Manager /Clerk

**INFORMATIONAL ITEMS:**

14. MOU for GIS Services- SERCAP
15. SEID Grant Application, India Adams-Jacobs, Town Manager

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

**MEMBER COMMENTS:**

**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:**

**ADJOURNMENT:**



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
M I N U T E S**

**Thursday, May 22, 2025  
4:00 PM**

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

- Mayor Gambill called the Public Hearing for the Notice of Proposed Real Property Tax Increase to order at 4:04 PM, initiating roll call.

*Council Members Present:*

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

*Staff Members Present:*

India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney

**CONSENT AGENDA:**

- None.

**STAFF REPORTS & PRESENTATIONS:**

- Town Manager India Adams-Jacobs stated there was no additional information to present before opening the hearing for public comment.

**NEW BUSINESS:**

**1. Public Hearing — Notice of Proposed Real Property Tax Increase**

- The public hearing was opened to the public at 4:05 PM. Mayor Gambill began by reviewing public comment procedures and rules of decorum. Citizens were instructed to address the Chair, limit comments to three minutes, sign in, and maintain respectful language.
- A written letter from Cindy and John Plachinski of 107 South Main Street and 100 South Main Street, Bowling Green was read into the record by Mayor Gambill. The letter stated:  
“We have lived in Bowling Green for more than 35 years, having run businesses here and currently owning and renting the building on 100 South Main Street. We are very concerned that financial decisions will be made that negatively impact our ability to enjoy life in this town. Too much tax is not a good idea, especially as we recover from the last four years of an incompetent federal government. Please consider carefully any increase in tax burden for the citizens of this town. Tax increases should be minimal and used for specific benefit to all. Keep taxes low. Thank you for listening.”

- Mayor Gambill requested that the letter be added to the official public record.

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

- **Cindy and John Plachinski (written comment)** — Expressed strong opposition to any tax increase. Urged council to keep taxes minimal and only raise them when the benefit to all citizens is clearly defined.
- **Jeff Sili** — Explained that reassessment is not the same as a tax increase. Opposed the proposed 20¢ rate, recommending the equalized rate of 6.5¢. Cited examples of how previous reassessments resulted in stable or lower rates.
- **Rick Hanley** — Opposed the magnitude of the proposed increase. Asked whether alternatives such as trimming administrative costs were considered. Called for creative financial planning.
- **Pat Cropper** — Opposed increases to real estate taxes, meals taxes, and utility rates. Warned these changes would harm local businesses already struggling.
- **Glenn McDearmon** — Objected to the 20¢ rate, estimating it would generate \$265,000 in additional revenue. Urged the council to address the lack of audited financials and explore engineering studies for water/sewer projects before raising taxes.
- **Arthur Wholey** — Expressed concern about prior financial decisions, such as replacing financial systems. Questioned the town’s strategic direction and transparency. Urged partnerships like VA WARN and better financial forecasting.
- **Peggy Wholey** — Opposed tax increases and expressed disappointment in council actions. Urged members to vote with integrity and community focus.
- **Scott Pace** — Strongly opposed the tax, meals, and utility rate increases. Criticized the plan as a strategy to build reserves instead of funding needed services, calling it a waste of funds.
- **Lynda Keath** — Business owner who opposed the proposed increases. Criticized town leadership for poor transparency, lack of communication, and unresponsiveness to citizen concerns.
- **Brian Gambill** — Called attention to confusing budget documentation and contractor usage. Questioned long-term use of the tax increase and urged council to postpone a vote until clear planning is presented.
- **Kathy Self** — Elderly resident on fixed income. Voiced concern that increased taxes could force senior citizens to sell their homes.
- **Pam Weldon** — Business owner, who opposed the increase. Feared that higher taxes and utilities would force many small businesses to close, reversing recent growth on Main Street.
- **Peter Haase** — Requested a clear explanation from the council on how the town ended up in a financial crisis and how future issues will be prevented. Thanked the council for their service.
- **Rachel Phillips** — Opposed the proposed increase due to the effect on elderly and low-income citizens. Advocated for gradual adjustments rather than drastic hikes.
- **Heather Lewis** — Single mother and renter. Warned that rent and utility hikes would drive working families out of town. Urged the council to reconsider.
- **Jessica Beale** — Business owner who supported a moderate increase. Blamed poor planning in previous years for the financial shortfall. Acknowledging the increase is difficult but necessary to prevent infrastructure failure.
- **Scott Seigmund** — Opposed the increase. Cited steep increases in commercial property assessments and emphasized the risk of businesses leaving town due to unfavorable tax climate.
- **Ashley Adams** — Opposed full increase but was open to gradual adjustments. Suggested cutting town-funded events like the Harvest Festival and Christmas Parade to save funds.
- **Katie Gibson** — Business owner who supported the tax increase. Emphasized the need to invest in infrastructure and restore basic services. Called the increase a long-overdue reset.
- **Ed Bonham** — Opposed the 20¢ proposal. Asked what the town had done to cut costs or explore grants before turning to taxpayers. Urged better financial planning.

**MEMBER COMMENTS:**

- **Councilmember Davis:** No comments
- **Councilmember Voit:** Thanked residents and noted Clean Sweep event success; deferred tax discussion to regular meeting
- **Councilmember Webb:** Deferred comments until budget discussion
- **Councilmember Chinault:** No comments
- **Vice-Mayor Coyle:** Thanked the public for their attendance and participation
- **Councilmember Storke:** Clarified that the 20¢ rate is a legal ceiling, not a confirmed figure; emphasized Council's shared financial responsibility and intent to act with fairness
- **Councilmember Hageman:** Urged residents to attend future meetings consistently and voiced appreciation for their input
- **Mayor Gambill:** Stressed the importance of public involvement and asked residents to remain engaged year-round, not only during financial emergencies

**UNFINISHED BUSINESS:**

- None

**INFORMATIONAL ITEMS:**

- Citizen feedback, written correspondence, and member comments summarized above.

**ADJOURNMENT:**

- At 4:55 PM, Councilmember Randy Hageman motioned to adjourn the meeting. The motion was seconded by Vice-Mayor Coyle and approved unanimously. The meeting adjourned at 4:55 PM.



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### MINUTES

Thursday, May 22, 2025  
5:00 PM

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

- Mayor Gambill called the Council Meeting to order at 5:08 PM

#### *Council Members Present:*

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

#### *Staff Members Present:*

India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney; Ted Cole, Davenport & Company, Financial Advisor

#### NEW BUSINESS:

1. PUBLIC HEARING (5:00 pm)- FY26 Proposed Budget

#### PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Mayor Gambill welcomed the public and opened public comment at 5:11 PM.
- **Katherine Burchell**  
Ms. Burchell expressed appreciation for the Council's hard work and dedication and acknowledged confusion among residents regarding tax billing, particularly the difference between county and town taxes, and noted that misinformation may stem from a lack of attention or non-resident commentary. Ms. Burchell shared her experience of living through a lengthy sewer project near her home and emphasized the importance of continued investment in infrastructure.
- **Arthur Wholey**  
Mr. Wholey commended the town's newest police officer and supported continued investment in public safety. He raised concerns about significant budget increases in the proposed FY2026 budget compared to FY2025, specifically pointing to notable rises in the finance, public works, water, and sewer departments. He questioned the status of prior infrastructure evaluations and reports from Caroline County and expressed disappointment over the perceived decline in intergovernmental cooperation. Mr. Wholey also criticized the scheduling of public meetings during working hours and noted the lack of visible meeting minutes on the town website, referring to the January 2 meeting as an example of incomplete follow-up regarding the Smart Scale project.
- **Glenn McDearmon**  
Mr. McDearmon acknowledged the difficulty of the Council's role and stressed the importance of fiscal responsibility. He inquired about an \$8.5 million grant and requested transparency regarding the use of new tax revenue. While recognizing the need for infrastructure investment, he cautioned against excessive tax

increases that could disproportionately affect residents on fixed incomes and discourage economic development.

- **Ann Giles**

Ms. Giles voiced concern over rising taxes amid declining municipal services, specifically noting Town Hall's limited three-day operating schedule. She objected to the requirement to make appointments to speak with the Town Manager and expressed dissatisfaction with the current level of accessibility and customer service provided by the town.

- **Peter Haase**

Mr. Haase compared Bowling Green's proposed tax rate to averages across Virginia, stating that while the rate may appear high in percentage terms, it remains within or below state and national averages. He acknowledged the need for tax increases but emphasized the importance of understanding the broader context.

- **Bonnie Cannon**

Ms. Cannon expressed deep concern over the cumulative financial burden placed on residents through tax increases, inflation, and higher living costs. She urged the Council to be mindful of the hardships faced by residents, particularly those on fixed incomes, and stressed that such increases are unprecedented in her lifetime living in the area.

- **Pam Weldon**

Ms. Weldon discussed the impact of increased property assessments and the compounding effect of rising taxes. She warned that escalating costs could drive long-term residents and small businesses out of town, negatively affecting community life and economic stability. She encouraged Council to preserve Bowling Green's small-town appeal and affordability.

- **Pat Cropper**

Ms. Cropper raised concerns about the budget being based on unaudited financial data, noting that audits for FY2020 through FY2024 remain incomplete. She expressed a lack of confidence in basing fiscal decisions on estimates and stressed the importance of verified financials for public trust.

- **Krista Manns**

Ms. Manns acknowledged the fiscal challenges facing the town and proposed long-term solutions such as expanding the residential tax base through new housing development. She suggested that increasing the number of households contributing could help address recurring budget deficits.

- Following citizen remarks, the Council briefly discussed the potential of continuing the public hearing at a later meeting to allow more residents to participate. A motion was made by Councilmember Voit to continue the hearing, but it did not receive a second. Public comment was officially closed at 5:32 PM.

### **MEMBER COMMENTS:**

- Councilmember Hageman expressed appreciation to all attendees who remained for the full meeting.
- Mayor Gambill thanked all members of the public for their attendance and participation.

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

2. FY26 Proposed Budget Overview, India Adams-Jacobs, Town Manager

- Town Manager Adams-Jacobs reviewed highlights of the FY26 budget reflecting the Council's decision to lower the proposed advertised real estate tax rate from 20¢ to 13¢. Highlights included:
  - Realigned departmental spending priorities
  - Preserved essential services while deferring some capital projects
  - Maintained critical utility infrastructure investment through the use of reserves and grants
  - Adjusted employee compensation to remain competitive within budget limits
  - Avoided further burdening citizens by minimizing additional fee increases

3. Town's Financial Outlook & Rate Setting Briefing, Ted Cole, Davenport & Co

- Ted Cole, the Town’s financial advisor, presented fiscal context and projections. Key takeaways:
  - Compared Bowling Green’s tax and utility rates with regional peers, noting the Town remains competitive even with the 3¢ rate
  - Described long-term funding needs for water/sewer infrastructure and the need to build reserves.
  - Recommended rate-setting policies to reduce reliance on emergency rate changes
  - Confirmed FY26 debt levels were sustainable; no new borrowing would be necessary
  - Reinforced that budget flexibility would be critical in FY27 and beyond to manage inflation and infrastructure demands

**UNFINISHED BUSINESS:**

4. Rate Setting- Action Item

- Councilmember Davis motioned to set the real estate tax at the 0.15 level and all other taxes as advertised, seconded by Councilmember Storke. Mayor Gambill initiated a roll call, the motion failed with only five members in support, opposed by Councilmember Voit and Councilmember Chinault
- Councilmember Storke motioned to set the real estate tax at the 0.13 level and all other taxes as advertised, seconded by Councilmember Chinault. Mayor Gambill initiated a roll call, the motion passed with six members in support, one opposed (Councilmember Voit).

**INFORMATIONAL ITEMS:**

None.

**CLOSED SESSION:**

None.

**RECONVENE IN OPEN SESSION:**

None.

**ADJOURNMENT:**

A motion to adjourn was made by Councilmember Hageman at 7:27 PM, seconded by Vice-Mayor Coyle. The meeting adjourned at 7:27 PM.



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### MINUTES

Thursday, June 05, 2025  
5:00 PM

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

- Mayor Gambill called the Council Meeting to order at 5:02 PM, initiating a roll call.
- Following the virtual attendance of Councilmember Hageman, Councilmember Voit motioned to adopt Town Council Policy Governing Remote (Electronic) Meeting Participation and Meetings Held Solely Through Electronic Means, seconded by Councilmember Storke. Mayor Gambill initiated a roll call, with all members physically present certifying, the motion passes to adopt the policy unanimously.
- Following the adoption of the Remote Meeting Participation Policy, Councilmember Voit motioned to allow Councilmember Hageman to remotely participate in the June 5 Council Meeting remotely, seconded Councilmember Storke. The motion passed unanimously.
- Following all members present, a quorum was established.

#### *Council Members Present:*

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

#### *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, Intern

#### **CONSENT AGENDA:**

1. Minutes- May 2025
  2. Out-of-Town Utility Connection Requests
  3. Event Coordinator Approval- 35th Harvest Festival & Christmas Parade
- Councilmember Voit motioned to amend the agenda to include items referring to electronic meeting policy, reimbursement resolution, personnel item, and the July council meeting time discussion, seconded by Councilmember Storke. The motion passed unanimously.
  - Councilmember Voit motioned to approve Consent Agenda Items 1 and 3, seconded by Councilmember Hageman. Items 1 and 3 of the consent agenda were approved unanimously, approving the May council meeting minutes, and the approval of the appointment of Lisa Stevens as event coordinator for the Harvest Festival and Christmas Parade for \$5,000.

- Councilman Voit briefly pulled the Out-of-Town Utility Connection Requests for clarification and discussion. After discussion of the item, Councilmember Voit motioned to approve the item, seconded by Vice-Mayor Coyle, and was passed following unanimous approval.
- Councilmember Hageman motioned to change the regular monthly council meeting start time to 6:00 PM from the previously established 5:00 PM start time, seconded by Councilmember Voit. Mayor Gambill initiated a roll call, and the motion passed with unanimous council approval.
- Councilmember Storke motioned to cancel the July regular council meeting, seconded by Councilmember Hageman. The motion passed unanimously.

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

None.

4. Public Hearing (5:00 pm)- Proposed Increases in Water and Sewer Rates and Fees

- Mayor Gambill opened the public hearing with no comments received and was subsequently closed. Councilmember Chinault motioned to approve the water and sewer rate increases as presented, seconded by Vice-Mayor Coyle. Mayor Gambill initiated a roll call, with the motion passing with six members in support, one opposed (Councilmember Voit).

**MEMBER COMMENTS:**

- Vice Mayor Coyle clarified the status of town sewer services in response to public confusion from the previous meeting.
- Dr. Chenault raised concerns regarding a derelict building at 106 Milford Street.

Referrals to the Planning Commission & Planning Liaison Comments

- Councilmember Voit referred food truck regulations to the Planning Commission at the request of the Town Manager.

**STAFF REPORTS & PRESENTATIONS:**

5. Town Manager Report

- India Adams-Jacobs, Town Manager, provided updates on a technical assistance grant secured by the Town's Main Street group, BGVA Main Street, formerly BGEP, and outlined ongoing infrastructure and software projects, ongoing audit process, and updates to the Town's first Intergovernmental Support Agreement project.

6. Bowling Green Police Department

- The Bowling Green Police Department report was provided to the council. Justin Cecil, Chief of Police, provided brief comments to the council and was thanked for assistance with the Main Street project coordination.

7. Public Works Report

- The Public Works Report was provided to the council. India Adams-Jacobs, Town Manager, updated Council on pending repairs of damaged fire hydrants.

8. Community Development Report

- The Community Development Report was provided to the Council with no additional discussion.

9. Utilities Report, IES

- Jamie Silveus, IES Operator, provided updates to the wastewater treatment plant operations.
- Mark Inboden, IES CEO, provided a presentation to the Council regarding sludge drying beds, operational challenges, and immediate recommended improvements.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

- Councilmember Storke motioned to approve the reimbursement resolution of official intent, seconded by Councilmember Hageman. Mayor Gambill initiated a roll call, following unanimous approval from the council, the resolution was passed.

10. FY26 Water & Sewer Rates and Budget Adoption & Appropriation, India Adams-Jacobs, Town Manager/Clerk

- Vice-Mayor Coyle motioned to approve the FY26 Water & Sewer Rates and Budget Adoption & Appropriation, seconded by Councilmember Davis. Mayor Gambill initiated a roll call, with the motion passing with six members in support, one opposed.

11. Appointment of Town Treasurer, India Adams-Jacobs, Town Manager/Clerk

- Councilmember Hageman motioned to appoint Ms. Hope Toliver to the position of Town Treasurer, seconded by Councilmember Voit, and the motion passed with unanimous support from the Council.

12. FY24 Audit Engagement Letter

- Councilmember Storke motioned to execute an agreement with RFCA for an estimated cost of \$33,000 for the FY24 audit and to begin work immediately upon completion of the FY23 audit, seconded by Councilmember Voit. Mayor Gambill initiated a roll call, with the motion passing following unanimous approval.

**INFORMATIONAL ITEMS:**

13. FY-25 Fire Programs Fund Disbursement Agreement

- Council acknowledged the FY-25 Fire Programs Fund Disbursement Agreement.

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

None.

**MEMBER COMMENTS:**

- Councilman Hageman clarified the event coordinator approval for the 35th Annual Harvest Festival and Christmas Parade.

- India Adams-Jacobs, Town Manager, notified Council of an additional resolution for VRS Hazardous Pay for law enforcement officers. Councilmember Hageman motioned to approve the resolution, seconded by Vice-Mayor Coyle, the motion passed unanimously.

**CLOSED SESSION:**

- Councilmember Storke motioned to go in to closed session pursuant to Virginia Code § 2.2-3711(A)(1), for discussion of the Town Manager's contract, seconded by Councilmember Voit. Upon unanimous approval, Council moved into closed session.

**RECONVENE IN OPEN SESSION:**

- Mayor Gambill reconvened the council meeting in open session, with all members of Council certifying the discussion in closed session only pertained to the discussion of the Town Manager's contract.
- Vice-Mayor Coyle motioned to enact the first amended employment agreement for the Town Manager, seconded by Councilmember Hageman. Mayor Gambill initiated a roll call, the motion passed following unanimous approval.
- Councilmember Hageman motioned to approve retroactive pay increase of 4% for the Town Manager to extend back to January 2025, seconded by Vice-Mayor Coyle. Mayor Gambill initiated a roll call, the motion passed following unanimous approval.

**ADJOURNMENT:**

- Councilmember Voit motioned to adjourn the meeting, seconded by Councilmember Hageman, the Town Council meeting was adjourned at 6:36 PM.



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**MEMORANDUM**

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

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

**CC:** Jeff Gore, Town Attorney

**DATE:** August 1, 2025

**SUBJECT:** Town Manager's Monthly Report- June & July

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**Fiscal and Budget Management**

- FY26 Proposed Operating and Capital Improvement Plan (CIP) adopted by Town Council in June

**FY23 Audit Process**

- Draft audit is slated for mid-August, with final audit in September

**FY24 Audit Process**

- FY24 audit to begin immediately thereafter

**Technology and Digital Infrastructure**

- Southern Software Financial Management System transition completed for Phase I and Phase II
  - Over 500+ hours of staff time for this effort during June and July
  - New online billing provider-PSN
  - New credit card terminal in town for processing
  - New account numbers for customers
  - New internal portals for efficiencies and effectiveness of operations

**Grants and Economic Development**

- Submitted the final application in collaboration with the GWRC for the SEID grant \$300k to investigate the town's system and repair with CCIP where possible
- Completed grant close-out for VFD Fire Grant
- Completed grant close-out process for annual DEQ Litter Grant
- Completed grant application for annual DEQ Litter Grant

**Infrastructure and Maintenance**

- Main Street construction completed in June, nearly two weeks ahead of schedule
- Completed PER for WWTF in collaboration with AAECOM, Moonshot Missions & IES for grant submittal to the state; this is a culmination of over six months of work with these partners and internal staff. Presentation to Town Council during August 7<sup>th</sup> meeting.
- Coordination of VDH grant project- Hydrological Source Evaluation with Stantec. Presentation to Town Council during the August 7<sup>th</sup> meeting.
- The USDA project management continued, holding two meetings for easement acquisition for the 2018 USDA Waterline project on July 8th, requesting easements from property owners by August. The team obtained roughly four easements towards this project, with approximately 20 more needed to move forward based on current USDA deadlines and requirements.

**Resources and Administrative Operations**

- Posted Boards and Commissions applications for recruitment
  - Compiled applicants for Town Council consideration



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- Worked with Town Attorney and CivicPlus on the Town Code revisions
  - Office organization initiatives
    - Record purging of administrative items during Clean Sweep
  - Atlantic Union Bank-Future Maker Intern
    - Completed grant requirements for AUB intern (Tanner Beale); Mr. Beale's internship ended on 7/31
  - Agenda Creation
    - Meeting- 6/30 special meeting
    - Regular Meeting- 6/5

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

##### Ft. A.P. Hill IGSA Support

- First project completed in June
- Two additional projects are set to go out to bid in August

##### Virginia Department of Health Public Notification Requirements

- Posted and shared the required public notifications pertaining to radionuclides

#### **Events**

- Harvest Festival event planning is underway. We have held various planning meetings with the event coordinator and stakeholder meetings with BGVA and BGEP members, as well as the Mayor and Vice Mayor.
- Reviewed application for 5k & Youth 1 Miler Race in May 2026; will prepare item for council consideration at the September meeting

Respectfully submitted,

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



**TO:** Town Council  
**FROM:** Hope Toliver, Finance Director / Town Treasurer  
**SUBJECT:** August 2025 Treasurer's Report  
**DATE:** August 7, 2025

**SUMMARY:**

During the month of July, the finance department worked on the following items:

***Status of Town Audits***

- FY23 audit – currently being reviewed and finalized by RFCA.
  - RFCA requested roughly 60 items in relation to FY23; the majority of these items have been completed to the best of the town's ability.
  - The Town has been waiting for an update regarding a completed draft for this since May 30<sup>th</sup> – we have now received a deadline of two weeks (Aug 8<sup>th</sup>) from RFCA of when we will have these numbers.
  - Any additional items they have since requested for the audit have been completed and provided to them.
- FY24 Audit will begin after FY23 is completed.
  - RFCA has scheduled the date of Sept 15<sup>th</sup> for when they will be onsite to begin this audit.

***Software Conversion Status***

- All active utility accounts from Keystone were successfully transferred to Southern Software (FMS) with minimal errors to the best of the Town's ability.
  - This required extensive data entry from all the finance staff members, as well as significant overtime hours to complete within our necessary timeframe.
- Staff received a week of on-site training from our Reps at Southern to go over every module in our new system.
  - Staff also have been in constant communication with Southern Reps to continue real-time training and any other further assistance needed during the first few weeks of operating in the new system.
- All work has been completed between The Town, Southern Software FMS, and all other necessary third parties to set up all integrations on the back end for project completion.
  - This includes Enco, our bill-mailing service, as well as PSN, our new online payment tracking system.
- Staff is currently working on assisting customers with the new PSN payment portal and any questions regarding the rate increases on their bills.



***Finance Department Front Desk and Customer Service Operations  
(AP, Utility Billing, Payments, Events, Trash Requests, Business License Processing,***

***Deposits, Mail, Zoning and all other Miscellaneous Requests***

- Approximately 60 front desk customers signed in and/or served at the window.
- Continuing with ongoing efforts on the days the Town Office is open to the public to answer utility billing and usage questions, concerns, complaints and requests for assistance.
- Monthly AP processing – 3 check runs completed
- 1 Town Hall rental events.
- New utility account assistance with questions and payment portal account setup.
- Staff have been successfully assisting any customer requests/questions regarding their RE or PP Tax.
- Finance Intern has been integral in records cleanup, retention, and proper organization of important documents, Harvest Festival, and other various finance needs.

TOWN OF BOWLING GREEN

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-07-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 100-GENERAL FUND</b>							
<b>0000-100-Revs</b>							
011010-0001 CURRENT YEAR TAXES	\$250,000.00	\$250,000.00	\$0.00	\$0.00	\$0.00	(\$250,000.00)	0
011010-0002 DELINQUENT TAXES	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	(\$1,500.00)	0
011011-0001 CURRENT YEAR TAXES	\$31,000.00	\$31,000.00	\$0.00	\$0.00	\$0.00	(\$31,000.00)	0
011020-0001 CURRENT YEAR	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)	0
011030-0001 CURRENT YEAR TAXES	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$0.00	(\$55,000.00)	0
011030-0002 DELINQUENT TAXES	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	(\$1,500.00)	0
011060-0001 PENALTY	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
011060-0002 INTEREST	\$1,600.00	\$1,600.00	\$0.00	\$0.00	\$0.00	(\$1,600.00)	0
012010-0001 SALES TAX	\$52,050.00	\$52,050.00	\$0.00	\$0.00	\$0.00	(\$52,050.00)	0
012020-0001 CONSUMER UTILITY TAX	\$39,500.00	\$39,500.00	\$0.00	\$240.11	\$240.11	(\$39,259.89)	1
012030-0001 BUSINESS LICENSE	\$95,000.00	\$95,000.00	\$0.00	\$1,942.77	\$1,942.77	(\$93,057.23)	2
012040-0001 CABLE FRANCHISE FEES	\$0.00	\$0.00	\$0.00	\$7,684.91	\$7,684.91	\$7,684.91	0
012050-0001 VEHICLE LICENSE FEES	\$0.00	\$0.00	\$0.00	\$18.00	\$18.00	\$18.00	0
012050-0005 VEHICLE REGISTRATION	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	(\$15,000.00)	0
012060-0001 BANK STOCK TAX	\$428,400.00	\$428,400.00	\$0.00	\$0.00	\$0.00	(\$428,400.00)	0
012070-0001 CIGARETTE TAX	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	(\$35,000.00)	0
012100-0001 TRANSIENT OCCUPANCY	\$3,000.00	\$3,000.00	\$0.00	\$460.98	\$460.98	(\$2,539.02)	15
012110-0001 MEALS TAX	\$375,000.00	\$375,000.00	\$0.00	\$35,190.95	\$35,190.95	(\$339,809.05)	9
013030-0001 ZONING PERMITS/FEES	\$3,175.00	\$3,175.00	\$0.00	\$0.00	\$0.00	(\$3,175.00)	0
013030-0002 HOME OCCUPATION PERM	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
014010-0001 POLICE/COURT FINES	\$20,000.00	\$20,000.00	\$0.00	\$865.13	\$865.13	(\$19,134.87)	4
014010-0002 RETURNED CHECK FEE	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
014010-0003 E SUMMONS FEES **RES	\$1,300.00	\$1,300.00	\$0.00	\$0.00	\$0.00	(\$1,300.00)	0
015010-0001 INTEREST EARNED	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	(\$25,000.00)	0
015020-0001 CABLE PROPERTY RENTA	\$14,000.00	\$14,000.00	\$0.00	\$0.00	\$0.00	(\$14,000.00)	0
015020-0002 TOWN HALL RENTALS	\$18,000.00	\$18,000.00	\$0.00	\$575.00	\$575.00	(\$17,425.00)	3
015020-0005 TOWN HALL ACTIVITY F	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
016010-0001 INTERGOV SERVICE AGR	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
016099-0003 TRASH REVENUE	\$110,000.00	\$110,000.00	\$0.00	\$0.00	\$0.00	(\$110,000.00)	0
018900-0900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$2,846.62	\$2,846.62	\$2,846.62	0
020101-0001 SALES TAX	\$0.00	\$0.00	\$0.00	\$6,145.07	\$6,145.07	\$6,145.07	0
020109-0001 VA 599 POLICE FUNDIN	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$0.00	(\$16,000.00)	0
020110-0001 PPTRA REIMBURSEMENT-	\$21,908.00	\$21,908.00	\$0.00	\$0.00	\$0.00	(\$21,908.00)	0
020111-0001 COMMUNICATIONS TAX	\$28,900.00	\$28,900.00	\$0.00	\$0.00	\$0.00	(\$28,900.00)	0
040407-0001 LITTER GRANT	\$1,596.00	\$1,596.00	\$0.00	\$0.00	\$0.00	(\$1,596.00)	0
040407-0100 GF GRANT PROCEEDS	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00	0
040412-0001 VIRGINIA FIRE PROGRA	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	(\$15,000.00)	0
<b>0000-100-Revs</b>	<b>\$1,714,129.00</b>	<b>\$1,714,129.00</b>	<b>\$0.00</b>	<b>\$59,969.54</b>	<b>\$59,969.54</b>	<b>(\$1,654,159.46)</b>	<b>3</b>
<b>012110-100-COUNCIL AND TOWN ADMINISTRATION</b>							
012110-1101 SALARIES	\$91,928.00	\$91,928.00	\$0.00	\$6,479.87	\$6,479.87	\$85,448.13	7
012110-1150 PT Salaries and Wage	\$27,687.00	\$27,687.00	\$0.00	\$1,400.00	\$1,400.00	\$26,287.00	5
012110-1201 BONUSES/CONTINGENCY	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	(\$250.00)	0
012110-2100 FICA	\$9,151.00	\$9,151.00	\$0.00	\$495.71	\$495.71	\$8,655.29	5
012110-2210 VRS	\$12,879.00	\$12,879.00	\$0.00	\$0.00	\$0.00	\$12,879.00	0
012110-2400 GROUP LIFE	\$1,232.00	\$1,232.00	\$0.00	\$0.00	\$0.00	\$1,232.00	0
012110-2500 DISABILITY INSURANCE	\$380.00	\$380.00	\$0.00	\$0.00	\$0.00	\$380.00	0
012110-3000 TOWN MANAGER EXPENSE	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
012110-3050 MAYOR EXPENSES	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
012110-3100 CONTINGENCY	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0
012110-3140 CONTRACTED SERVICES/	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0

TOWN OF BOWLING GREEN

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-07-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
012110-3150 PROFESSIONAL SERVICE	\$55,000.00	\$55,000.00	\$0.00	\$3,500.00	\$3,500.00	\$51,500.00	6
012110-3152 WEB BASED SERVICES	\$15,000.00	\$15,000.00	\$0.00	\$12,323.00	\$12,323.00	\$2,677.00	82
012110-3600 ADVERTISING	\$3,000.00	\$3,000.00	\$0.00	\$13.50	\$13.50	\$2,986.50	0
012110-5250 TELECOMMUNICATIONS	\$3,000.00	\$3,000.00	\$0.00	\$220.19	\$220.19	\$2,779.81	7
012110-5300 TOWN INSURANCE-GENER	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0
012110-5545 CONFRENCE EXPENSES/T	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0
012110-5810 MEMBERSHIP DUES	\$1,500.00	\$1,500.00	\$0.00	\$901.00	\$901.00	\$599.00	60
012110-5840 MISCELLANEOUS	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
012110-6001 OFFICE/MEETING SUPPL	\$3,500.00	\$3,500.00	\$0.00	\$276.02	\$276.02	\$3,223.98	8
012110-6023 PUBLIC RELATIONS	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
012110-6024 INFORMATION & TECHNO	\$25,000.00	\$25,000.00	\$0.00	\$17,104.66	\$17,104.66	\$7,895.34	68
012110-100-COUNCIL AND TOWN ADMIN	\$331,357.00	\$331,357.00	\$0.00	\$42,963.95	\$42,963.95	\$288,393.05	13
012410-100-TREASURER							
012410-1101 SALARIES/WAGES	\$147,409.00	\$147,409.00	\$0.00	\$6,263.49	\$6,263.49	\$141,145.51	4
012410-1200 PT SALARY AND WAGES	\$32,372.00	\$32,372.00	\$0.00	\$0.00	\$0.00	\$32,372.00	0
012410-2100 FICA	\$13,753.00	\$13,753.00	\$0.00	\$473.11	\$473.11	\$13,279.89	3
012410-2210 VRS	\$20,652.00	\$20,652.00	\$0.00	\$0.00	\$0.00	\$20,652.00	0
012410-2300 HEALTH PLAN	\$26,257.00	\$26,257.00	\$0.00	\$0.00	\$0.00	\$26,257.00	0
012410-2400 GROUP LIFE	\$1,975.00	\$1,975.00	\$0.00	\$0.00	\$0.00	\$1,975.00	0
012410-2500 HYBRID DISBILITY INS	\$870.00	\$870.00	\$0.00	\$0.00	\$0.00	\$870.00	0
012410-3120 AUDIT	\$71,700.00	\$71,700.00	\$0.00	\$29,500.00	\$29,500.00	\$42,200.00	41
012410-3130 CREDIT CARD AND BANK	\$5,000.00	\$5,000.00	\$0.00	\$0.90	\$0.90	\$4,999.10	0
012410-3150 PROFESSIONAL SERVICE	\$75,000.00	\$75,000.00	\$0.00	\$10,178.68	\$10,178.68	\$64,821.32	14
012410-3310 OFFICE EQUIPMENT	\$1,500.00	\$1,500.00	\$0.00	\$246.44	\$246.44	\$1,253.56	16
012410-3320 COMPUTER LICENSES/SU	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0
012410-3600 LATE FEES & PENALTIE	\$0.00	\$0.00	\$0.00	\$3,011.50	\$3,011.50	(\$3,011.50)	0
012410-5210 POSTAGE	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
012410-5230 TELECOMMUNICATIONS	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
012410-5540 EDUCATION/TRAINING	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
012410-5810 MEMBERSHIP DUES	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0
012410-5840 MISCELLANEOUS	\$3,000.00	\$3,000.00	\$0.00	\$21.05	\$21.05	\$2,978.95	1
012410-6001 OFFICE SUPPLIES & PR	\$6,000.00	\$6,000.00	\$0.00	\$174.94	\$174.94	\$5,825.06	3
012410-100-TREASURER	\$487,188.00	\$487,188.00	\$0.00	\$49,870.11	\$49,870.11	\$437,317.89	10
031100-100-POLICE DEPARTMENT							
031100-1101 SALARIES/WAGES	\$115,489.00	\$115,489.00	\$0.00	\$4,435.16	\$4,435.16	\$111,053.84	4
031100-1150 PART-TIME SALARY AND	\$6,120.00	\$6,120.00	\$0.00	\$75.00	\$75.00	\$6,045.00	1
031100-2100 FICA	\$9,303.00	\$9,303.00	\$0.00	\$343.34	\$343.34	\$8,959.66	4
031100-2210 VRS	\$16,180.00	\$16,180.00	\$0.00	\$0.00	\$0.00	\$16,180.00	0
031100-2300 HEALTH PLAN	\$10,341.00	\$10,341.00	\$0.00	\$0.00	\$0.00	\$10,341.00	0
031100-2400 GROUP LIFE	\$1,548.00	\$1,548.00	\$0.00	\$0.00	\$0.00	\$1,548.00	0
031100-2500 HYBRID DISABILITY IN	\$275.00	\$275.00	\$0.00	\$0.00	\$0.00	\$275.00	0
031100-2720 BUILDING REPAIRS/MAI	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
031100-3310 VEHICLE MAINTENANCE	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
031100-3312 EQUIPMENT REPAIR	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
031100-3320 PROFESSIONAL SERVICE	\$2,350.00	\$2,350.00	\$0.00	\$0.00	\$0.00	\$2,350.00	0
031100-5110 ELECTRICITY	\$10,500.00	\$10,500.00	\$0.00	\$973.82	\$973.82	\$9,526.18	9
031100-5230 TELECOMMUNICATIONS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
031100-5540 EDUCATION/TRAINING	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
031100-5810 MEMBERSHIP DUES/SUBS	\$2,500.00	\$2,500.00	\$0.00	\$17.84	\$17.84	\$2,482.16	1
031100-6001 OFFICE SUPPLIES & PR	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
031100-6008 VEHICLE FUEL/OIL	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
031100-6010 EQUIPMENT/SUPPLIES	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0

TOWN OF BOWLING GREEN

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-07-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
031100-6011 UNIFORMS	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
031100-100-POLICE DEPARTMENT	\$202,306.00	\$202,306.00	\$0.00	\$5,845.16	\$5,845.16	\$196,460.84	3
031200-100-POLICE DEPT RESTRICTED							
-							
031200-0003 USE OF E-SUMMONS FEE	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
031200-100-POLICE DEPT RESTRICTED	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
Reporting Fund: 100-GENERAL FUND							
FundRevTot	\$1,714,129.00	\$1,714,129.00	\$0.00	\$59,969.54	\$59,969.54	(\$1,654,159.46)	3
FundExpTot	\$1,025,351.00	\$1,025,351.00	\$0.00	\$98,679.22	\$98,679.22	\$926,671.78	10

TOWN OF BOWLING GREEN

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-07-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 300-CAPITAL PROJECTS</b>							
<b>0000-300-Revs</b>							
-							
041050-0100 TRANSFER FR GEN FUND	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
<b>0000-300-Revs</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$50,000.00)</b>	<b>0</b>
<b>Reporting Fund: 300-CAPITAL PROJECTS</b>							
FundRevTot	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
FundExpTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
							0

TOWN OF BOWLING GREEN

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-07-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 400-EVENTS AND ACTIVITIES</b>							
<b>0000-400-Revs</b>							
-							
019050-0100 HARVEST FESTIVAL	\$19,000.00	\$19,000.00	\$0.00	\$3,100.00	\$3,100.00	(\$15,900.00)	16
019050-0300 TOWN HALL ACTIVITIES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
041050-0100 TRANSFER FROM GF TO	\$14,500.00	\$14,500.00	\$0.00	\$0.00	\$0.00	(\$14,500.00)	0
<b>0000-400-Revs</b>	<b>\$34,500.00</b>	<b>\$34,500.00</b>	<b>\$0.00</b>	<b>\$3,100.00</b>	<b>\$3,100.00</b>	<b>(\$31,400.00)</b>	<b>9</b>
<b>Reporting Fund: 400-EVENTS AND ACTIVITIES</b>							
FundRevTot	\$34,500.00	\$34,500.00	\$0.00	\$3,100.00	\$3,100.00	(\$31,400.00)	9
FundExpTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
							0

TOWN OF BOWLING GREEN

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-07-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 500-WATER</b>							
<b>0000-500-Revs</b>							
016099-0001 WATER SALES	\$612,000.00	\$612,000.00	\$0.00	\$0.00	\$0.00	(\$612,000.00)	0
016099-0003 ACCOUNT SETUP FEES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
016099-0004 WATER RECONNECT FEES	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
016099-0005 CONNECTIONS FEES-WAT	\$1,500.00	\$1,500.00	\$0.00	\$250.00	\$250.00	(\$1,250.00)	17
016099-0006 PENALTY FEES	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	(\$2,500.00)	0
016099-0010 WATER AVAILABILITY F	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	(\$18,000.00)	0
016099-0015 IRRIGATION SYSTEM AP	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
016099-0016 CAPITAL PROJECTS INF	\$32,063.00	\$32,063.00	\$0.00	\$0.00	\$0.00	(\$32,063.00)	0
<b>0000-500-Revs</b>	<b>\$667,263.00</b>	<b>\$667,263.00</b>	<b>\$0.00</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>(\$667,013.00)</b>	<b>0</b>
<b>Reporting Fund: 500-WATER</b>							
FundRevTot	\$667,263.00	\$667,263.00	\$0.00	\$250.00	\$250.00	(\$667,013.00)	0
FundExpTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
							0

TOWN OF BOWLING GREEN

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-07-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 520-SEWER</b>							
<b>0000-520-Revs</b>							
016099-0002 SEWER SALES	\$612,000.00	\$612,000.00	\$0.00	\$0.00	\$0.00	(\$612,000.00)	0
016099-0007 CONNECTION FEES- SEW	\$2,250.00	\$2,250.00	\$0.00	\$750.00	\$750.00	(\$1,500.00)	33
016099-0011 SEWER AVAILABILITY F	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	(\$18,000.00)	0
016099-0016 CAPITAL PROJECTS INF	\$96,187.00	\$96,187.00	\$0.00	\$0.00	\$0.00	(\$96,187.00)	0
041050-0100 TRANSFER IN	\$240,650.00	\$240,650.00	\$0.00	\$0.00	\$0.00	(\$240,650.00)	0
041050-0500 TRANSFER IN FROM WAT	\$71,013.00	\$71,013.00	\$0.00	\$0.00	\$0.00	(\$71,013.00)	0
<b>0000-520-Revs</b>	<b>\$1,040,100.00</b>	<b>\$1,040,100.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$750.00</b>	<b>(\$1,039,350.00)</b>	<b>0</b>
<b>Reporting Fund: 520-SEWER</b>							
FundRevTot	\$1,040,100.00	\$1,040,100.00	\$0.00	\$750.00	\$750.00	(\$1,039,350.00)	0
FundExpTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Totals:</b>							
TotalRev	\$3,505,992.00	\$3,505,992.00	\$0.00	\$64,069.54	\$64,069.54	(\$3,441,922.46)	2
TotalExp	\$1,025,351.00	\$1,025,351.00	\$0.00	\$98,679.22	\$98,679.22	\$926,671.78	10

# UTILITY REPORT

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**MAY 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	5/22/2025	Absent
020 – Pizza Hut	5/22/2025	Absent

## Water Treatment

The water treatment plant met the Town’s water demand with a total monthly well yield of 5.029 MG for an average daily production rate of 0.162 MGD.

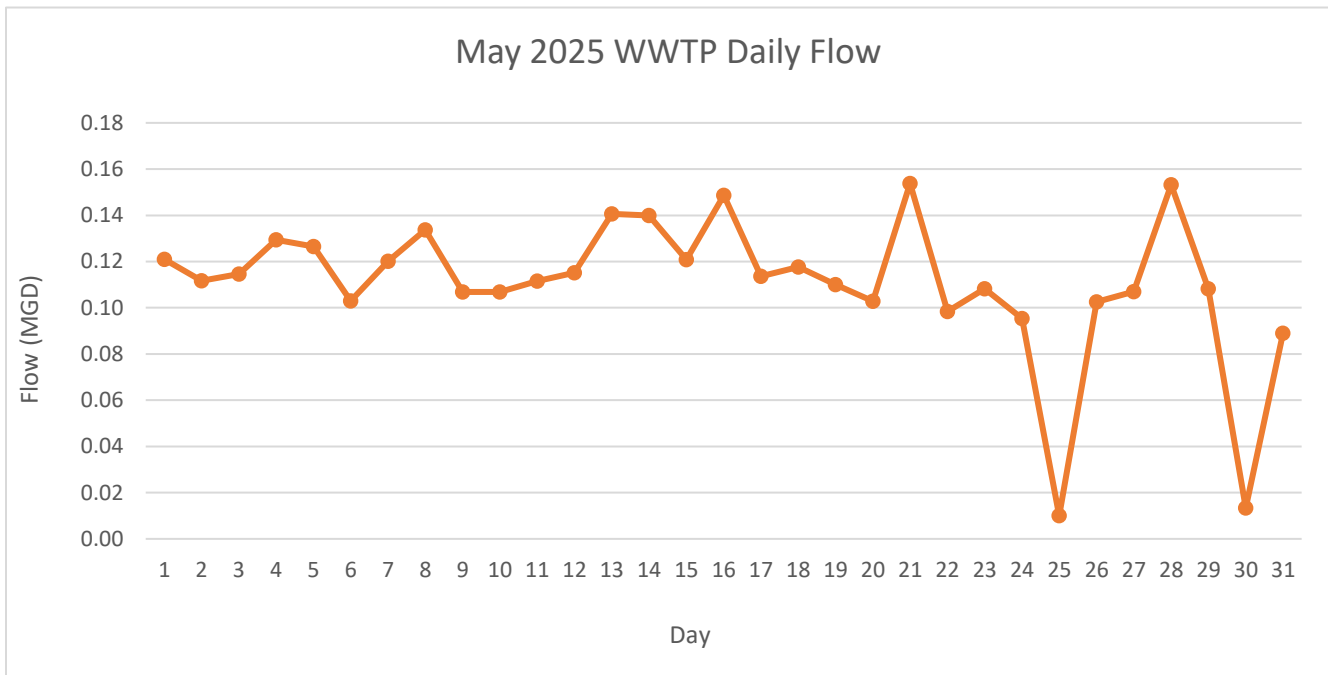
### Operational Notes:

- All bacteriological samples collected and passed.
- Well 4 was taken offline from 5/19 – 5/29 to perform packer test for StanTec’s information.
- Continuing to dose sodium hypochlorite for adequate disinfection.

# WASTEWATER

## Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.111 MGD for a total monthly effluent discharge of 3.434 MG.

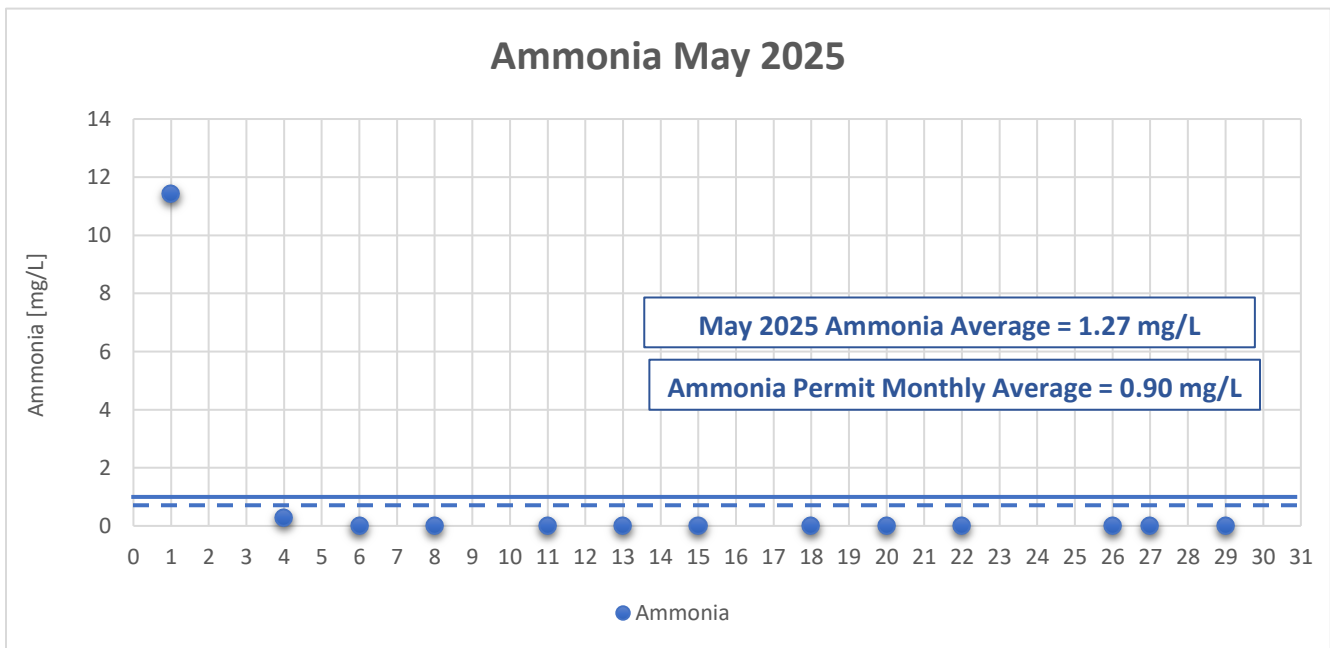
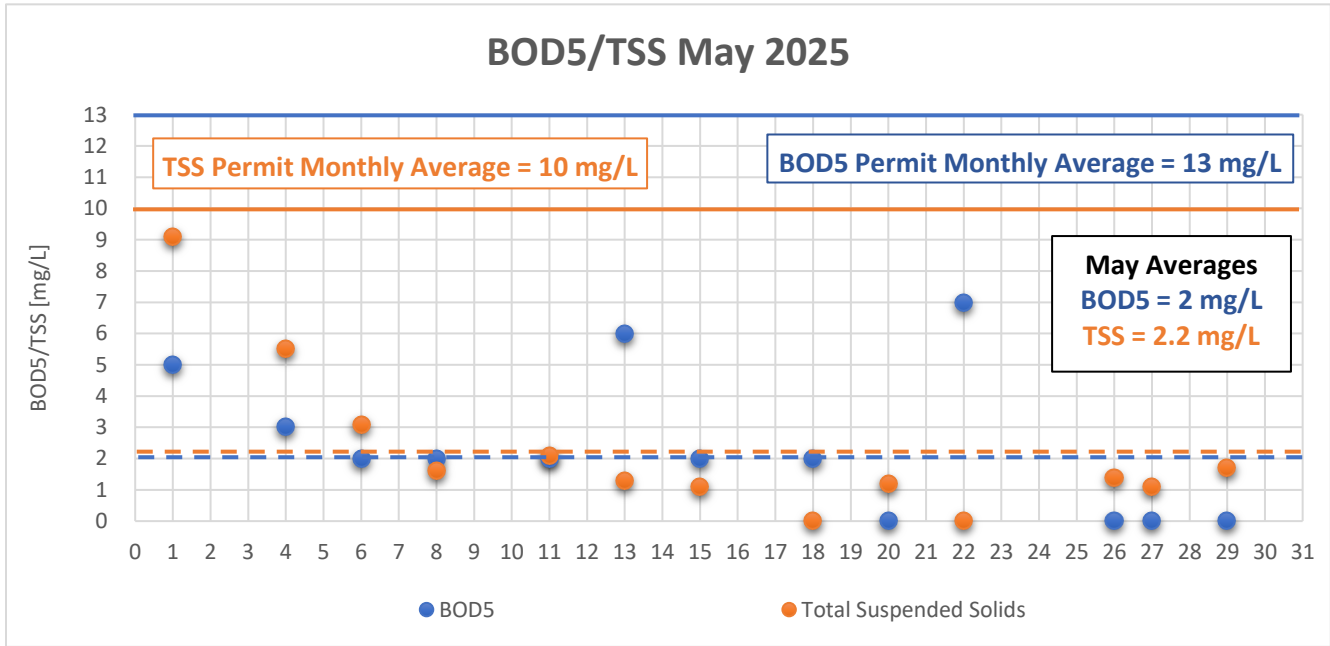


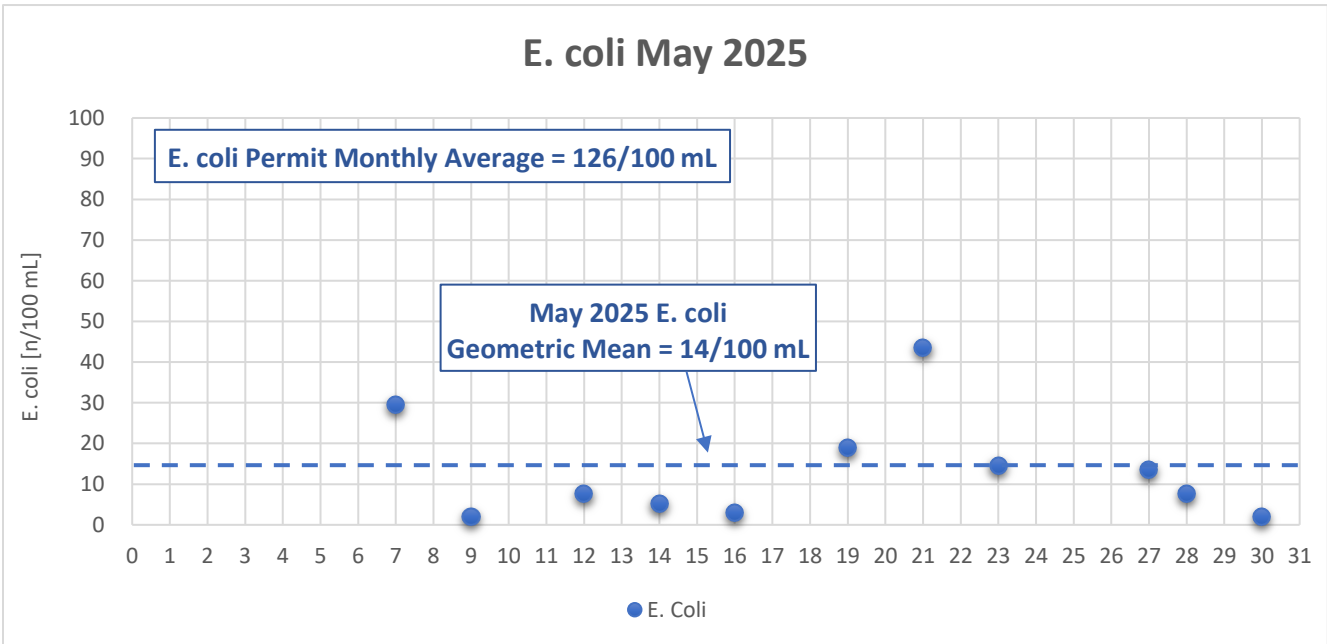
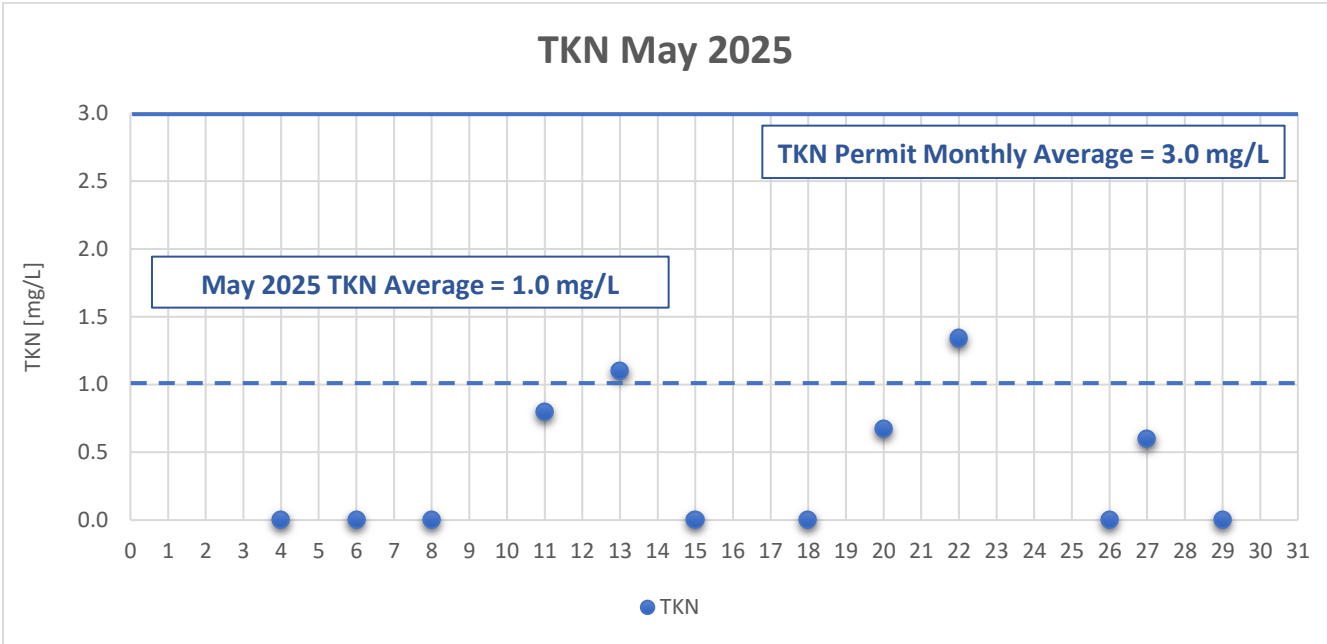
## Operational Notes:

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

- Performed regularly scheduled maintenance on the UV system.
- Contractor pulled and inspected RAS pumps. IES recommended to investigate impeller wear and order replacements if necessary.
- Continuing to alternate clarifiers in operations every two weeks.
- All compliance sampling completed.
- Town contractor replaced the rubber components of the flights in the clarifiers to provide more efficient and effective sludge blanket management.

## Sample Results:





# 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
Cl <sub>2</sub>	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

# UTILITY REPORT

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**JUNE 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
030 - Bowling Green Healthcare	6/18/2025	Absent
060 - VDOT Tower	6/18/2025	Absent

## Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 4.613 MG for an average daily production rate of 0.153 MGD.

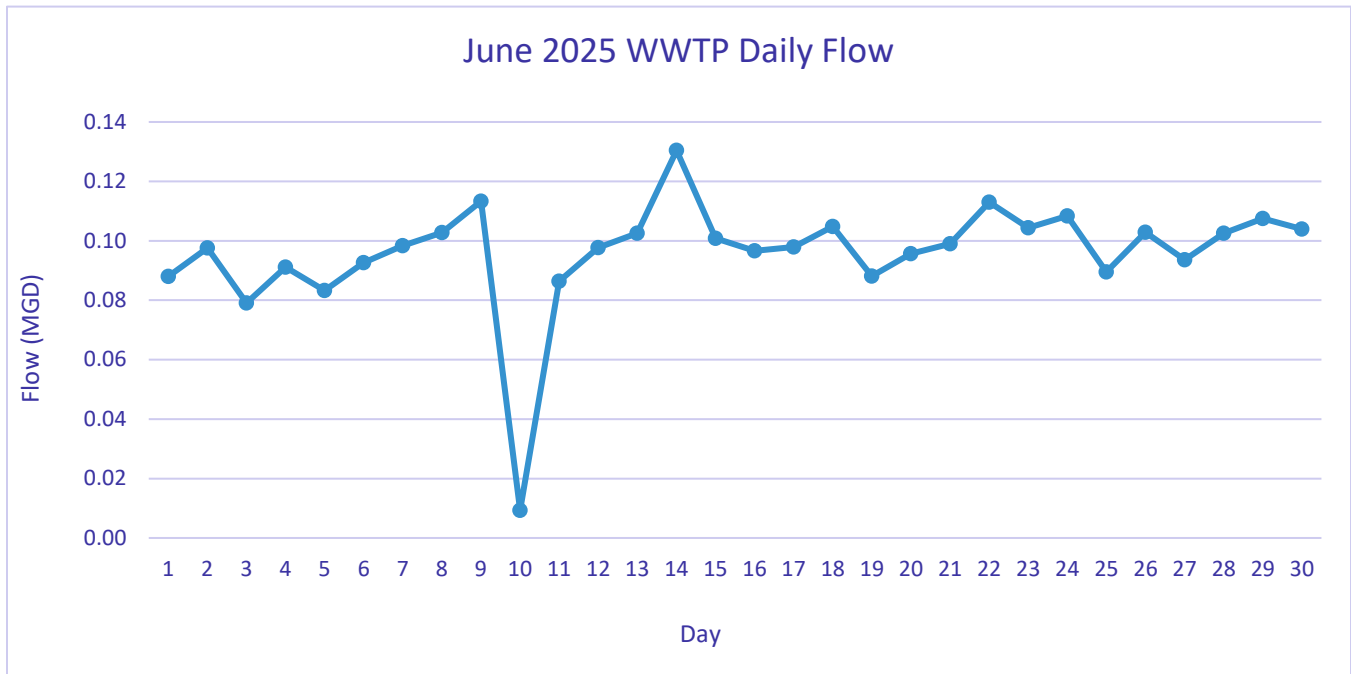
### Operational Notes:

- All bacteriological samples collected and passed.
- Well 5 had electrical issues, which were repaired quickly.
- Continuing to dose sodium hypochlorite for adequate disinfection.

# WASTEWATER

## Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.096 MGD for a total monthly effluent discharge of 2.881 MG.



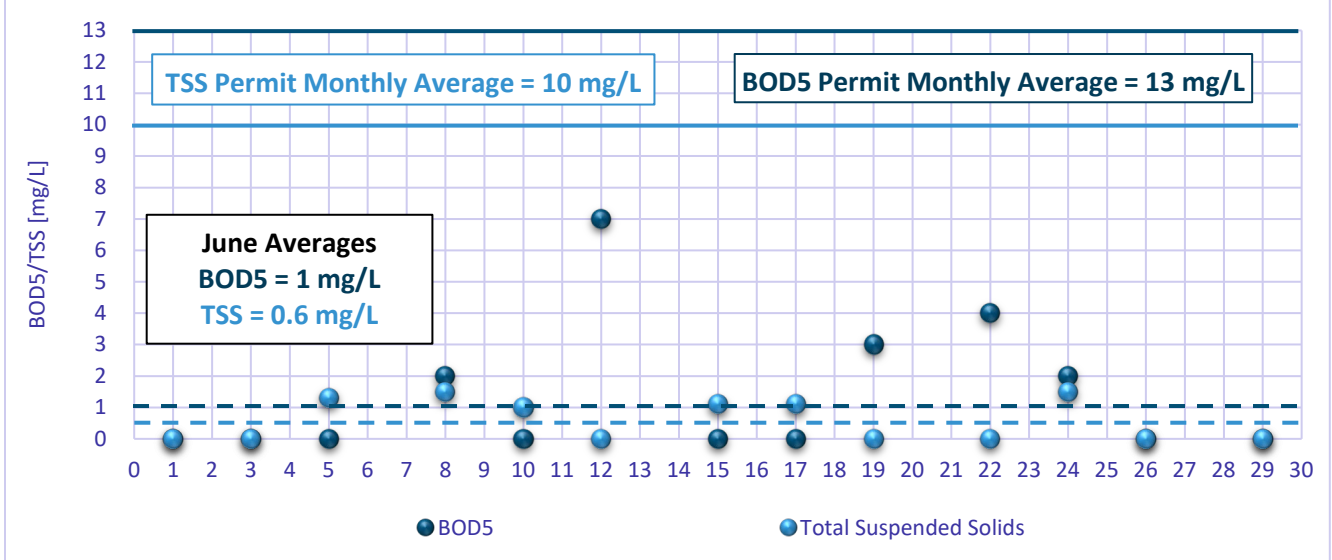
## Operational Notes:

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

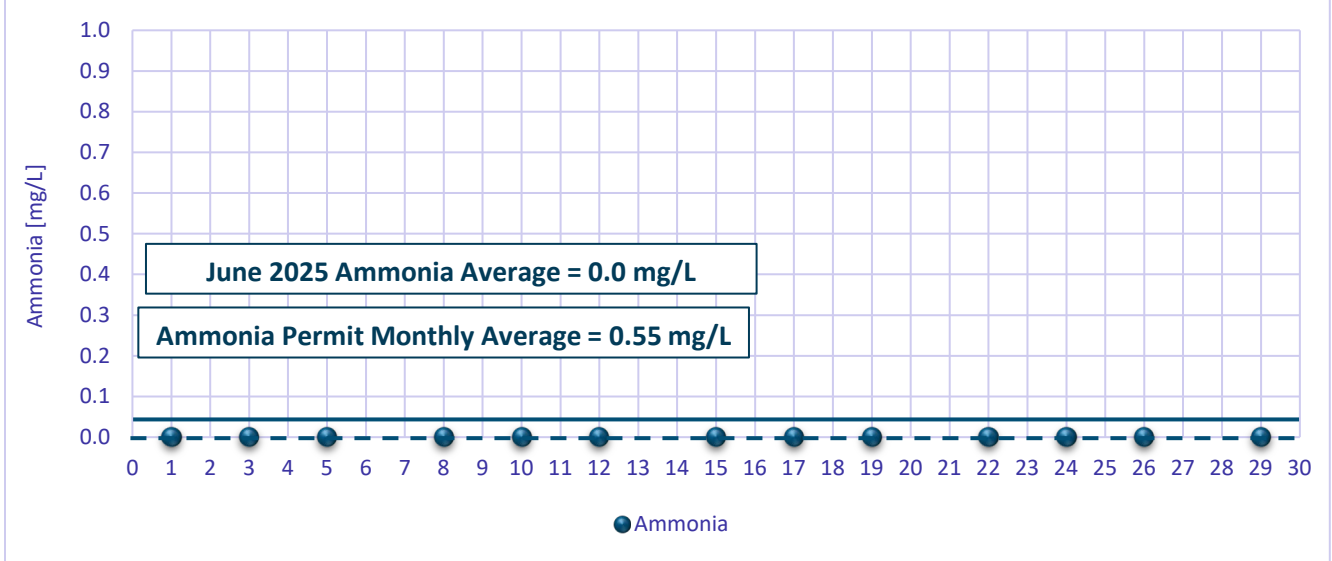
- Performed regularly scheduled maintenance on the UV system.
- De-ragged the weir gate in the oxidation ditch.
- Continuing to alternate clarifiers in operations every two weeks.
- All compliance sampling completed.
- Removed dried sludge from the sand drying bed.

**Sample Results:**

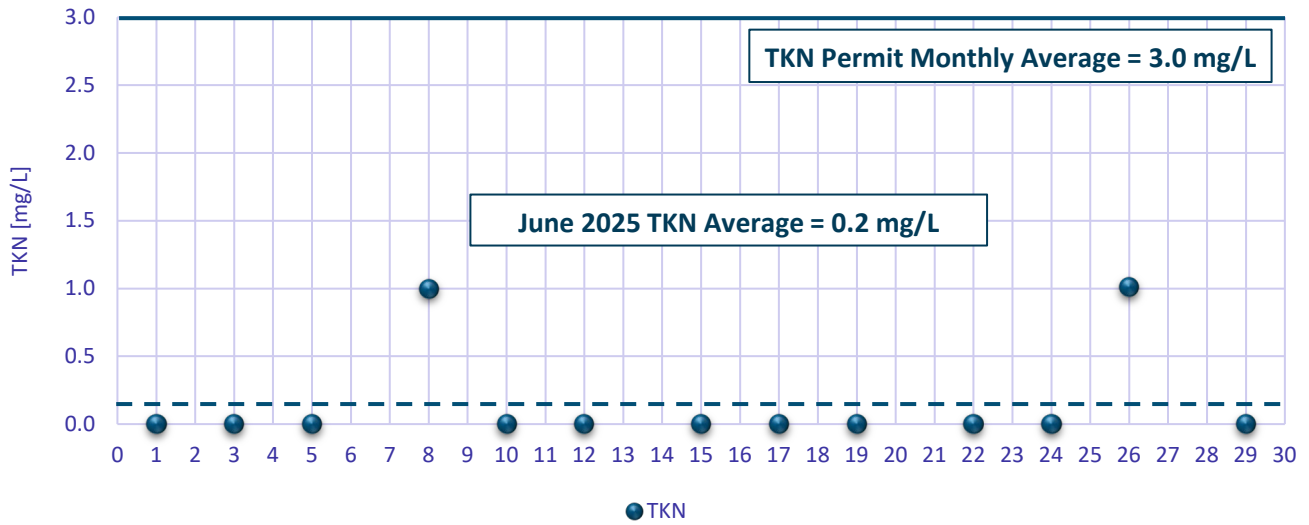
**BOD5/TSS June 2025**



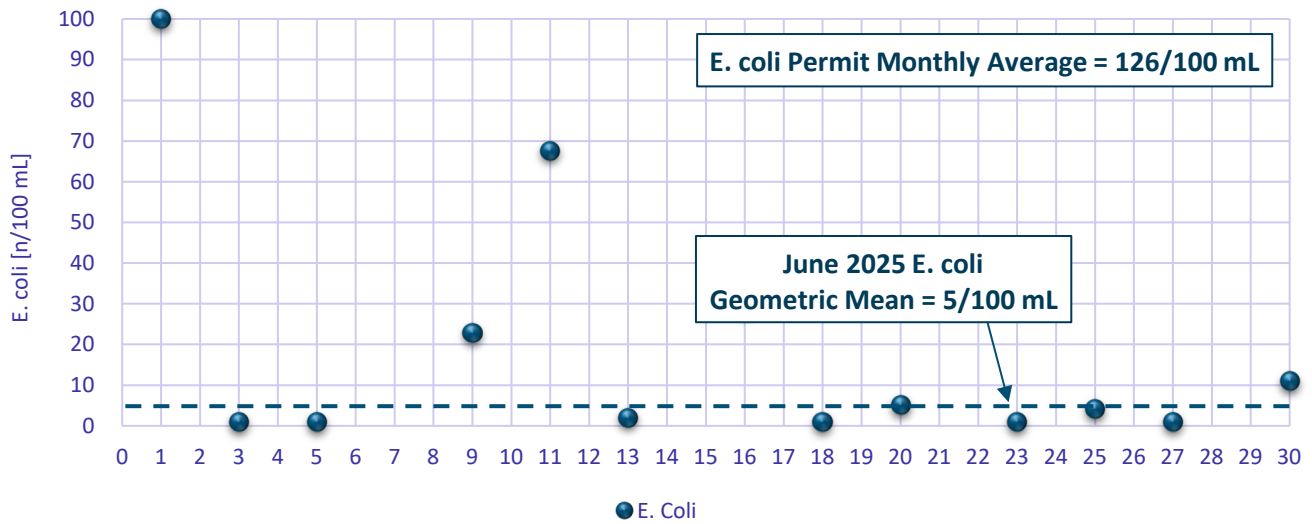
**Ammonia June 2025**



### TKN June 2025



### E. coli June 2025



# Glossary

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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- June, 2025 / July,25  
**DATE:** July 31<sup>st</sup>, 2025

### *Police Activity*

76-Total calls for service

31-Assist other agencies

8-Motor Vehicle Accident

2-Arrests

8-Warrants

1-Larceny

2-Assaults

106-Traffic Summons / 102- Warnings given

137-Property checks/ Vacation checks/ Business Checks

1-Arrest

18-Traffic control

2-Town Hall events

### *Heads Up*

- *National Night Out Aug 5<sup>th</sup>, 2025 at BGPD*



## Town Council Memorandum

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

**AGENDA ITEM:** Town Manager's Office & Public Works Department  
**DATE:** July 31, 2025  
**PREPARED BY:** Percy Ashcraft & Shawn Fortune, Public Works

### **RE: Surplus Property**

#### **Background and Assessment**

Through systematic inventory review and assessment procedures, municipal staff has identified surplus property requiring disposal through established public bidding processes. The surplus determination aligns with standard asset management protocols and represents opportunity for revenue recovery for municipal operations.

#### **Surplus Property Inventory**

The following items have been assessed and designated for disposal:

- **2014 Dodge Charger** - Assessed value: \$4,000
  - Vehicle no longer meets operational requirements
  - Maintenance costs exceed operational benefit threshold

#### **Staff Recommendation**

Municipal staff requests Town Council consideration and affirmative vote to authorize the following actions:

- Approve placement of surplus items for competitive public bidding process
- Authorize staff to proceed with legal disposal procedures in accordance with municipal procurement regulations
- Direct proceeds from surplus property sales to general fund budget

#### **Next Steps**

Upon Council authorization, staff will initiate public bidding procedures, prepare necessary legal documentation, and coordinate disposal timeline to ensure compliance with municipal property disposition requirements.

**Draft Motion**

I move to authorize the Town Manager to proceed with surplus property sale for the aforementioned items.

**ATTACHMENTS:**



**HEADS UP ITEMS:**



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**MEMORANDUM**

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

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

**DATE:** July 31, 2025

**SUBJECT: Recommendations for Appointments to the Board of Zoning Appeals**

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**SUMMARY:**

After discussion of applications in closed session, should it be the wish of the Council, the Council should vote to recommend applicants to the Circuit Court of Caroline County for appointment to the Board of Zoning Appeals (BZA).

**BACKGROUND:**

BZAs serve a critical function in land-use regulation. BZAs are the public body that hears appeals on zoning applications filed with the Town. There are currently no active terms on the Town's BZA, which was the impetus for seeking applicants. BZA terms are five years in length.

**DRAFT MOTION:**

I move that the Council vote to provide a recommendation to the Circuit Court of Caroline County to appoint (selected applicants) to the Board of Zoning Appeals.



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**MEMORANDUM**

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

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

**DATE:** July 31, 2025

**SUBJECT: Recommendations for Appointments to the Economic Development Authority**

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**SUMMARY:**

After discussion of applications in closed session, should it be the wish of the Council, the Council should vote to recommend applicants to the Economic Development Authority (EDA).

**BACKGROUND:**

See attachment for Town Code section pertaining to the EDA. All EDA terms have expired and should the Town Council desire an EDA, appointments of new members are required.

**DRAFT MOTION:**

I move that the Council vote to appoint (selected applicants) to the Economic Development Authority.