



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### A G E N D A

Thursday, May 01, 2025  
5:00 PM

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

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

#### **CONSENT AGENDA:**

- [1.](#) Regular Meeting Minutes- April 3, 2025

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

#### **MEMBER COMMENTS:**

Referrals to the Planning Commission & Planning Liaison Comments, Councilmember Jeff Voit

Bowling Green Economic Partnership (BGEPP) Community Vitality Grant Application Support, Vice Mayor Coyle

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

- [2.](#) Bowling Green Police Department, Justin Cecil, Chief of Police
- [3.](#) Town Manager Report, India Adams-Jacobs, Town Manager
- [4.](#) Public Works Report, Shawn Fortune, Public Works Foreman
- [5.](#) Community Development Report, J.C. LaRiviere, Director of Community Development & Partnerships
- [6.](#) Utilities Report & WWTP Drying Beds Briefing, Inboden Environmental Services

#### **UNFINISHED BUSINESS:**

#### **NEW BUSINESS:**

- [7.](#) Town Code Update, India Adams-Jacobs, Town Manager & Jeff Gore, Town Attorney
- [8.](#) Request for Approval of Financial Consulting Services, India Adams-Jacobs
- [9.](#) FY26 Proposed Budget Presentation, Rate Setting and Public Hearing Request, India Adams-Jacobs, Town Manager

#### **INFORMATIONAL ITEMS:**

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

#### **MEMBER COMMENTS:**

**CLOSED SESSION:**

10. 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.

**RECONVENE IN OPEN SESSION:**

**ADJOURNMENT:**



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### M I N U T E S

Thursday, April 3, 2025  
5:00 PM

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

- Mayor Gambill called the Council Meeting to order at 5:00 PM, acknowledging Councilmember Storke's absence. Following unanimous approval, 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 Randy Hageman

#### *Council Members Absent:*

Councilmember David Storke

#### *Staff Members Present:*

India Adams-Jacobs, Town Manager/Clerk; Danielle Powell, Town Attorney; J.C. LaRiviere, Director of Community Development & Partnerships; Jamie Silveus, Inboden Environmental Services (IES) Operator; Justin Cecil, Chief of Police; Shawn Fortune, Public Works Foreman; Jeffrey Smith, Intern

#### **CONSENT AGENDA:**

1. Minutes- March 6, 2025
  2. Work Session Meeting Minutes- January 2, 2025
  3. Regular Meeting Minutes- January 2, 2025
- Councilmember Hageman motioned to approve the consent agenda, seconded by Vice-Mayor Valarie Coyle. The consent agenda was approved unanimously.

#### **INFORMATIONAL ITEMS:**

4. 10-Year Service Award- Mr. Shawn Fortune, Department of Public Works & Utilities
  - Mayor Gambill and Town Manager Adams-Jacobs recognized Shawn Fortune, Public Works Foreman, for his 10 years of dedicated service, particularly his exemplary efforts during the absence of a Town Public Works Director.
5. Rappahannock Regional Criminal Justice Academy (RRCJA) Graduation Recognition of Officer T. Ervin-Police Department
  - Officer Ervin was introduced as the newest member of the Bowling Green Police Department. Officer Ervin graduated from the RRCJA academy on March 13 and is currently in field training.

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

- Jessica Beale, a Town resident and President of Bowling Green Economic Partnership, requested support from the Council for a \$5,000 town contribution to pursue a community vitality grant through the Virginia Main Street program and consider a Designated Outdoor Refreshment Area (DORA) permit to enhance local events and tourism.

**MEMBER COMMENTS:**

- Councilmember Hageman thanked Mr. Fortune for his 10 years of service and welcomed Officer Ervin to the Bowling Green Police Department.
- Vice-Mayor Coyle expressed gratitude for Mr. Fortune and his service to the town.
- Councilmember Davis thanked Mr. Fortune.

Referrals to the Planning Commission & Planning Liaison Comments

- Councilmember Voit provided planning commission updates regarding tiny homes and the comprehensive plan.

**STAFF REPORTS & PRESENTATIONS:**

6. **Utility Report- February 2025**

- Jamie Silveus, IES Operator, reported ongoing elevated gross alpha levels, compliance with state testing regulations, managing wastewater operations, and investigations regarding the Main Street sewer line collapse.
- Councilmember Voit asked about compliance with PFAS regulation. India Adams-Jacobs, the Town Manager, indicated that due to previous voluntary testing, the town is currently compliant with this regulation through 2027. .

7. **Police Department Report- March 2025**

- Justin Cecil, Town Chief of Police, expressed appreciation for Officer Ervin's progress in-field training.

8. **Community Development Report- March 2025**

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

9. **Public Works Department Monthly Report- February 2025**

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

10. **Town Manager's Report- February 2025**

- India Adams-Jacobs, Town Manager, Highlighted the FY26 Capital Improvement Plan (CIP) approval by the Planning Commission, ongoing FY26 budget development, launch of the new Town Website, receipt of a \$4,000 internship grant, coordination on Dominion Energy repairs, Main Street sewer line repairs in conjunction with the ongoing USDA project introduction of Deidre Jett, Interim Town Treasurer, development of a revised Corrective Action Plan (CAP), ongoing efforts to transition to Southern Software Financial Management Software by July 1, collaborations with Caroline County's Economic Development & Tourism Department, updates to the FY23 audit, and the reopening of the town's post office.

**UNFINISHED BUSINESS:**

11. **Main Street Sewer Update**

- After discussion with Council, Councilmember Voit motioned to rescind the prior authorization for the STEMMLE contract and to newly authorize the contract award to Rain For Rent, seconded by Councilmember Davis. The motion passed following unanimous approval.

**NEW BUSINESS:**

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

- India Adams-Jacobs, Town Manager, presented the Capital Improvement Plan (CIP) covering projects from 2026 to 2030. Highlighted items included the Town Hall rehabilitation (Phase 2), playground revitalization, replacement of a police patrol vehicle, and major utility improvements such as well replacements, radionuclide treatment modifications, generator replacements, and wastewater treatment plant upgrades. Many of these projects currently lack funding, and the town continues to explore grant opportunities at both the state and federal levels.

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

- None.

**MEMBER COMMENTS:**

- None.

**ADJOURNMENT:**

- Councilmember Hageman motioned to adjourn, seconded by Councilmember Davis. The meeting adjourned at 5:48 PM with unanimous approval.



## 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- April, 2025  
**DATE:** April 23<sup>rd</sup>, 2025

### *Police Activity*

46-Total calls for service

10-Assist other agencies

1-Motor Vehicle Accident

1- Larceny

11-traffic Summons / 25 Warnings given

49-Property checks/ Vacation checks/ Business Checks

1- Town Hall Event

### *Heads Up*

- *Officer Ervin is currently assigned to field training*



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## **MEMORANDUM**

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

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

**DATE:** April 25, 2025

**SUBJECT:** Town Manager's Monthly Report- April

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### **Fiscal and Budget Management**

- Completed FY26 Capital Improvement Plan (CIP) presentation to Town Council
- FY26 Budget Process Status:
  - Updated financial analysis with Davenport
  - Budget presentation scheduled for the May 1<sup>st</sup> Council meeting
    - Public hearing and special meeting requested
  - Preparing for the following utility billing process with the Interim Finance Director and Finance Staff
- Completed VRS administrator duties
- FY23 Audit Process
  - Completed audit items requested for onsite field work- auditors onsite on May 2

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

- Executed Revised Corrective Action Plan with VDH
  - Collaboration with Stantec on radionuclide migration mitigation
- Collaborated with VDOT for the communications facts sheet and webpage for the 301 Smart Scale project

### **Technology and Digital Infrastructure**

- Southern Software transition continues
  - Scheduled go-live date: July 1
- Working with Keystone to gather reports and data needed for system transition

### **Grant and Economic Development**

- Supported BGEP with grant writing assistance for the Community Vitality Grant

### **Infrastructure and Maintenance**

- Main Street Sewer Line repair project management and oversight; coordination of contracts, calls with VDOT, and providing strategic direction to staff for bypass pumps
  - Secured bypass pump vendor and coordinated with the property owner for permission
- Provided information to Moonshot Missions for sludge management analysis
- Provided information to AECOM for PER
- Dominion Energy Light Repair Coordination
- Authorized work to begin packer testing as part of the VDH grant in coordination with Stantec



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- USDA project continues- working with engineers on changes

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

- The staff evaluation process is ongoing
- Office organization initiatives
  - Record purging of administrative items
- Future Maker Intern
  - Interviewing for an intern for the Atlantic Union Bank Future Makers Internship program
- Agenda Creation
  - Special Meeting- 4/24
  - Regular Meeting- 5/1

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

- FOIA and COIA follow-up from the previous Town Council meeting; outstanding training provided to council members

#### **Additional Highlights**

- May 16- Clean Sweep

Respectfully submitted,

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

Town Manager/Clerk







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

**AGENDA ITEM:** Public Works Department Monthly Report-April 2025

**DATE:** April 23, 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 Wastewater Treatment Plant.
  - a. Removed drying bed # 3 on 4/8/2025
  - b. Pumping and hauling will continue at the WWTP out of the digesters.
2. Grass cutting has continued at all sites.
3. We completed the setup for the Council and Planning Commission meetings and also for the Fort Walker meeting on 4/9/2025.
4. All of the HVAC filters were changed on 4/23/2025 in all of the town buildings
5. Daily checks were made on all Public Works vehicles, including fluid levels and tire inspections.
6. All of the generators are started weekly manually, and all fluid levels are checked.
7. Staff marked 46 (811 Miss Utility) tickets for April 2025.
8. Litter pickup was completed on West and East Broadus, Courthouse Lane, Chase St., Travis St., Maury Ave., and North Main St. by Public Works staff.
9. Weekly dumping of the trash cans on Main St. has continued.
10. The lights in the Town Hall restrooms were replaced with LED fixtures on 4/8/2025.
11. Hanging baskets for Main St. will be delivered to G&G on 4/28/2025 to be planted.
12. The dehumidifier in the ballroom has been operating properly to keep the humidity below 50%.

## **Utilities**

1. Bac T samples were collected for April 2025 and all requirements were met.
2. The sewer line from Martin St. to Lee St. has been checked weekly to ensure proper flow.
3. All six pump stations are maintained weekly to prevent grease buildup on the walls.
4. Fire hydrant maintenance has been completed. Seven hydrants are out of service.
5. Daily checks of all the pump stations have continued.
6. Daily check of alarmed water meters has continued, and repairs are made as needed.
7. On 4/8/2025, at 17047 Elm St., the meter yoke bar, cut-off valve, check valve, and meter box had to be replaced. Most of the parts had rusted apart, and they were leaking badly.
8. John Simmons of Inboden inspected the drying beds on 4/9/2025 and discovered that they aren't draining properly. As of 4/9/2025, we are no longer able to use them.
9. On 4/21/2025, the WWTP influent channel was cleaned out with a Vacuum Truck. It had accumulated a lot of stone and grit, which came from the collapsed line on Main St.
10. On 4/21/2025, the WWTP RAS lines were jetted to ensure that nothing was obstructing the flow.
11. On 4/22/2025, the Oakridge Pump Station had to have the low cut-off float replaced because it wasn't working properly.

## **ATTACHMENTS:**

## **HEADS UP ITEMS:**

**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- April 2025  
**DATE:** May 1, 2025

### ***Community Development***

- Conducted site-visit for fence permit application
- Analyzed permit applications and provided recommendations to Town Manager/Zoning Administrator
- Produced minutes for March Planning Commission (PC) meeting, the agenda packet for the April PC meeting, and provided staff support at April PC meeting
- Conducted research for initial discussion of Tiny Homes at PC meeting as part of Comprehensive Plan review

### ***Partnerships & Compliance***

- Assisted Town Manager in USDA project management meetings with VDOT, engineers, and Public Works
- 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 Town Manager, VDOT, Public Works, Inboden Environmental Services, Drainfield Solutions, Langford Excavation, and Stantec on project management of sewer pipe on Main Street
- Conducted field-testing in partnership with Public Works, Drainfield Solutions, and the County's emergency dispatch center to obtain metrics needed to inform installation of the bypass pump
- Assisted Town Manager in communications with business owners regarding installation of bypass pump
- 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
- Met with DEQ and Moonshot Missions on a funding application for a belt press for the Wastewater Treatment Plant
- Drafted special meeting notice and obtained approval from Town Attorney
- Produced special meeting agenda
- Led procurement process for refuse and recycling RFP- established procurement committee, prepared staff recommendation for memo at Special Meeting
- Assisting the Volunteer Fire Department with annual grant reporting and applications
- Produced emergency procurement notice for new bypass pump contractor

# UTILITY REPORT

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**MARCH 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 Health Care	3/19/2025	Absent
060 - VDOT	3/19/2025	Absent

## Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 4.882 MG for an average daily production rate of 0.157 MGD.

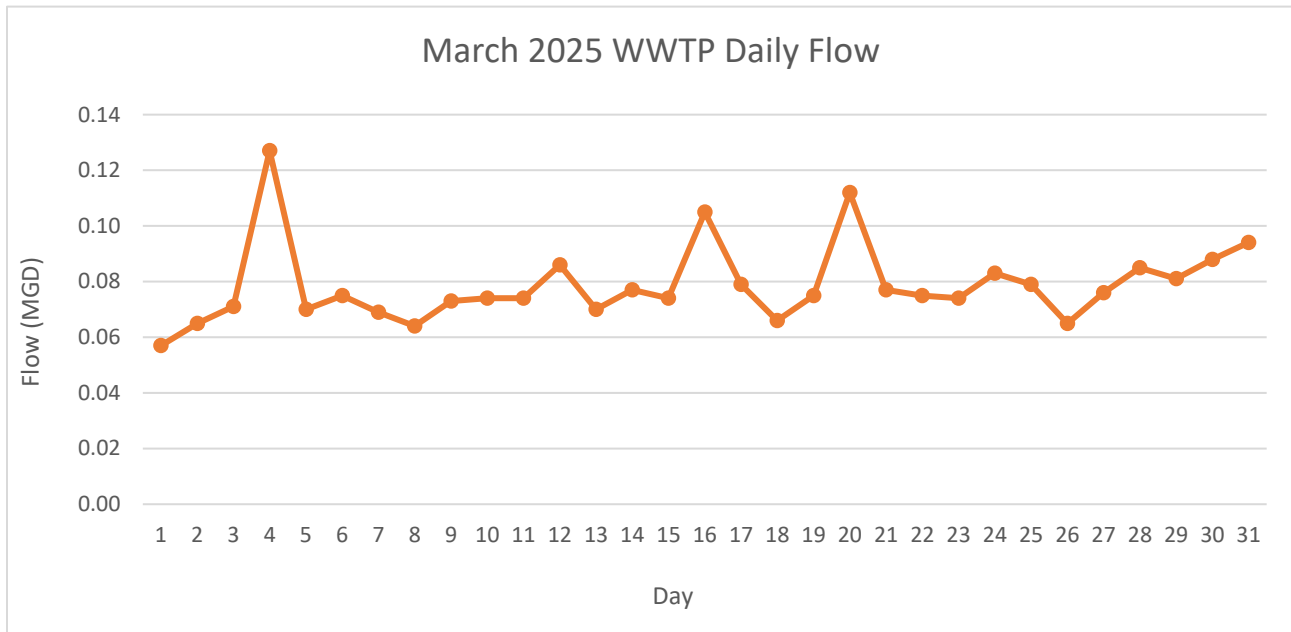
### Operational Notes:

- 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 elevated water storage tanks.
- IES cleaned well vats at all well houses.

# WASTEWATER

## Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.079 MGD for a total monthly effluent discharge of 2.440 MG.

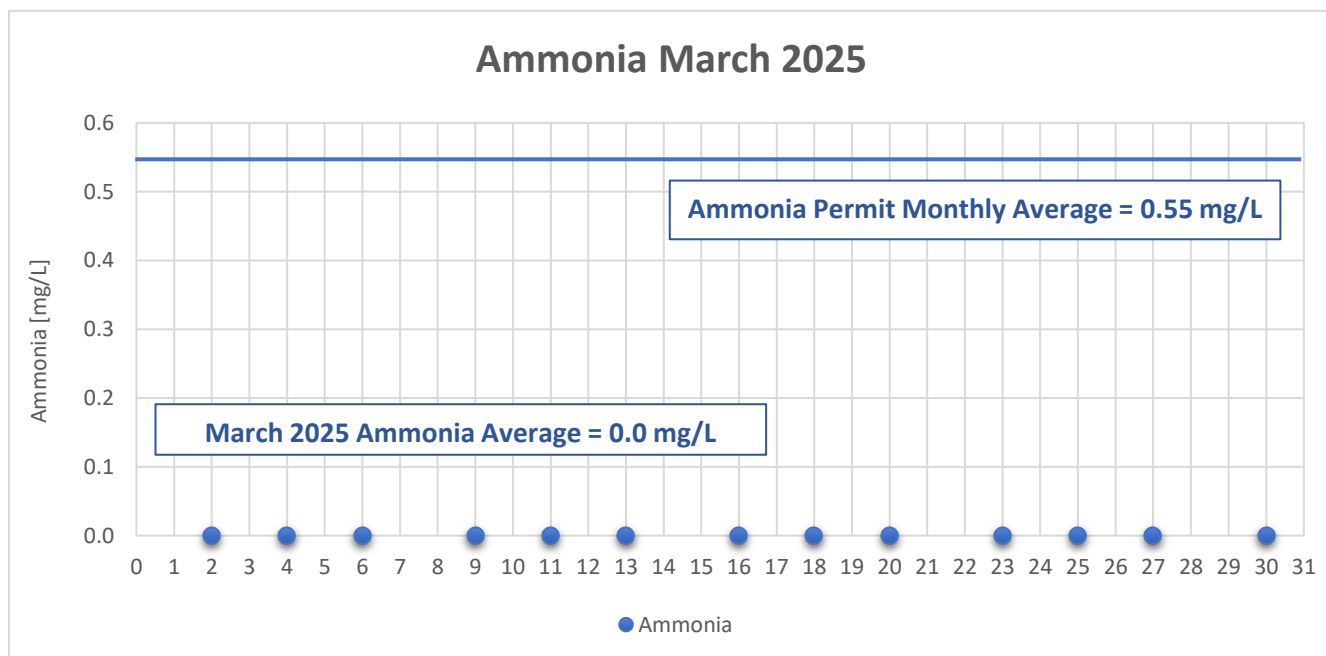
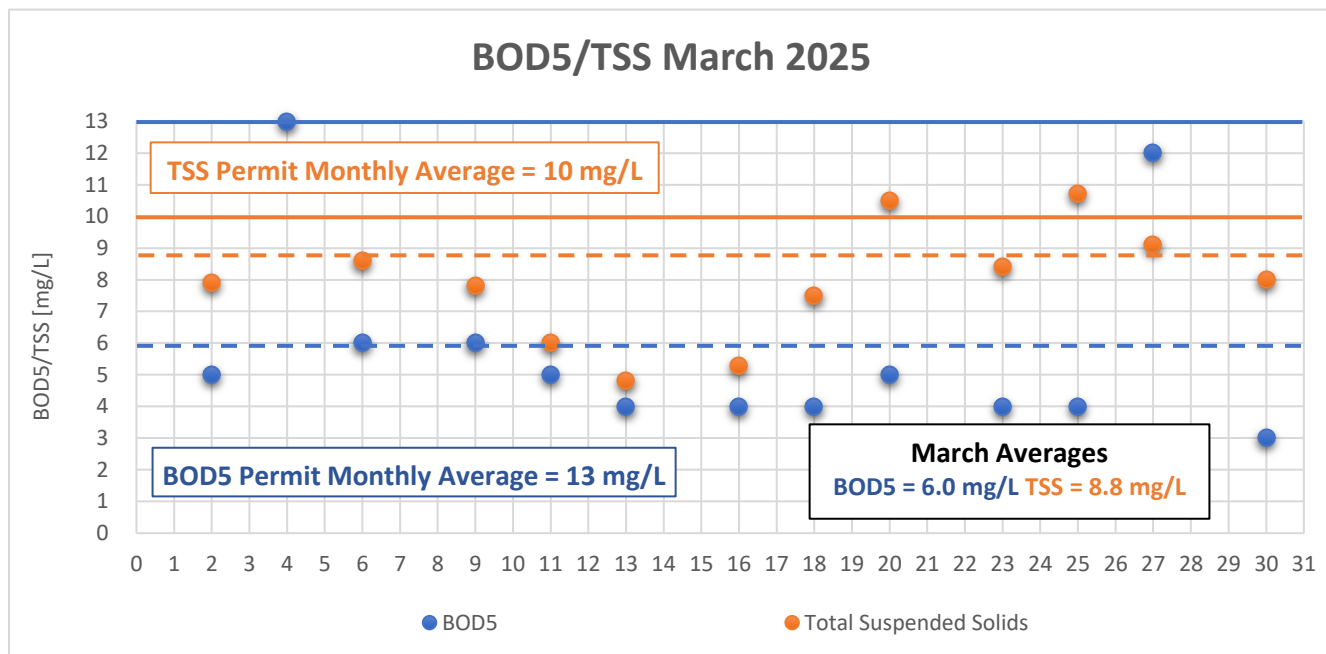


## Operational Notes:

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

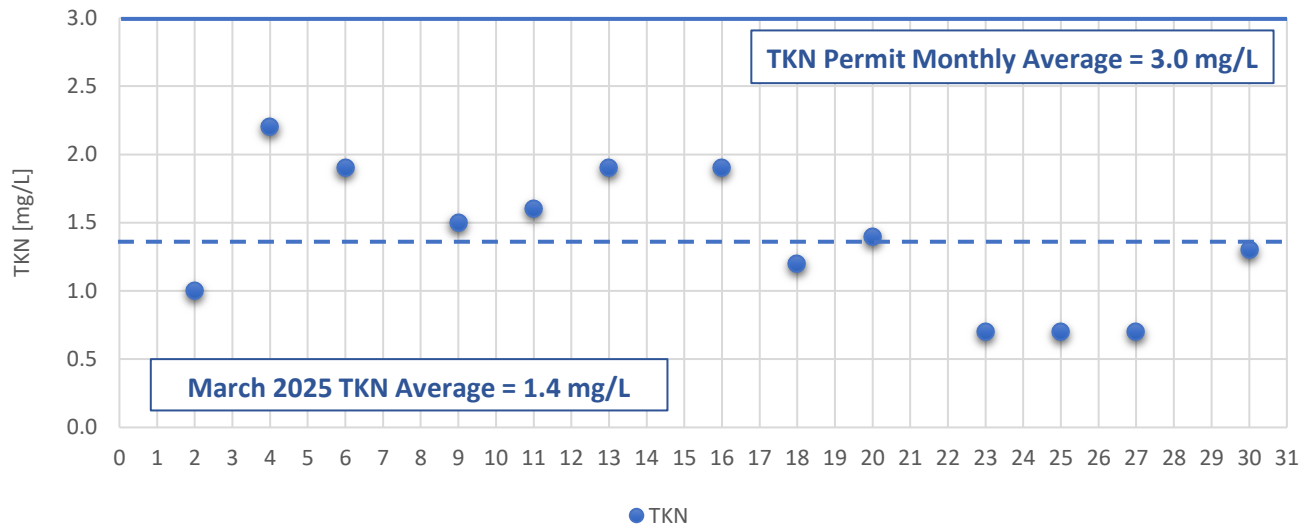
- Tilling the drying bed was not productive. Recommended rehabbing at least one filter to better understand the condition of the media and the underdrain.
- Alternating clarifiers in and out of service to manage sludge blankets.
- Town of Bowling Green's maintenance contractor caulked and resurfaced Clarifier #2.
- Town of Bowling Green contracted a septic service to haul several loads of sewage daily from the collection system to the wastewater plant
- IES performed preventative maintenance on equipment.

## Sample Results:

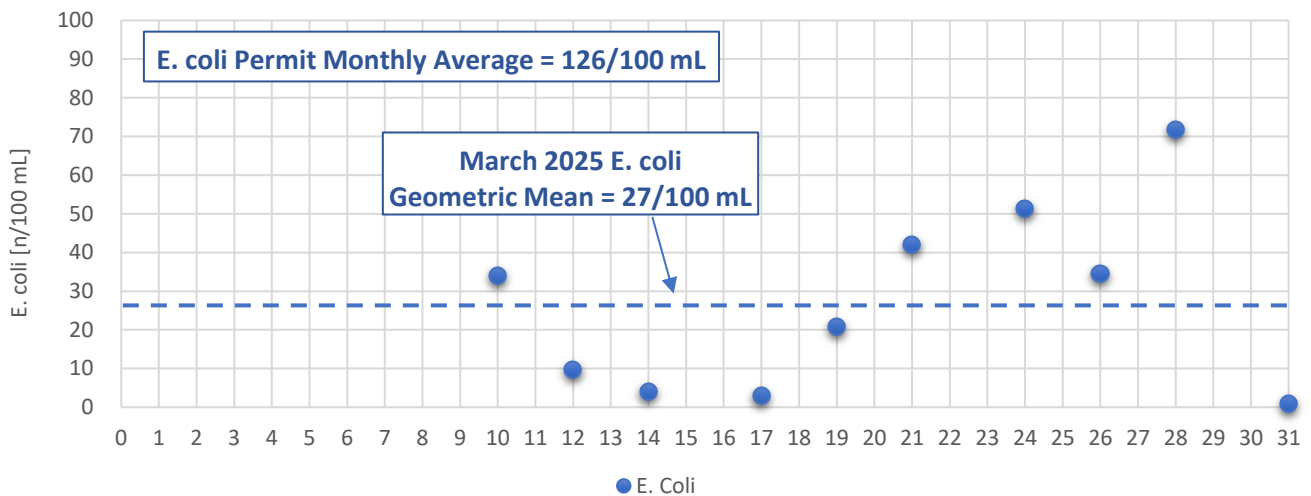




### TKN March 2025



### E. coli March 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
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



## Town Council Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, Town Manager & Clerk; Jeff Gore, Town Attorney  
**SUBJECT:** Town Code Update  
**DATE:** May 1st, 2025

### **SUMMARY:**

This memo seeks Town Council approval to initiate a comprehensive renumbering and reorganization of the Town Code and after which the Town Attorney will begin to review individual code sections following the completion of the renumbering process.

### **BACKGROUND:**

Over time, the Town Code has undergone multiple amendments and additions while using various methods and systems in adding new ordinances and maintaining an accurate code, resulting in inconsistencies in numbering, outdated formatting, and organizational inefficiencies. These issues can create confusion for residents, staff, and officials seeking to navigate or apply the Code.

Renumbering and reorganizing the Town Code will modernize its structure, enhance clarity, and ensure logical grouping of related provisions. This process is administrative in nature and will not alter the substance of any law. Once completed, a substantive legal review by the Town Attorney will help ensure the accuracy, consistency, and legality of each section.

### **FISCAL IMPACT:**

The total estimated cost for the renumbering and reorganization of the Town Code is \$1,800 with Civic Plus. Funding is available in the current fiscal year's administrative budget. The legal review will be conducted as part of the Town Attorney's existing contracted services.

### **STAFF RECOMMENDATION:**

Staff recommends that Council authorize the Town Manager to direct Civic Plus to execute the renumbering and reorganization of the Town Code.

### **DRAFT MOTION:**

I move that the Council authorize the Town Manager to direct Civic Plus to execute the renumbering and reorganization of the Town Code.



## Town Council Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Clerk  
**SUBJECT:** Request for Approval of Financial Consulting Services  
**DATE:** May 1, 2025

### BACKGROUND:

Due to staff turnover and staffing levels dating back to 2021, the Town began to fall behind on financial management, leading to the Town falling four audits behind. Since January 2024, it has been the highest priority of the Town Manager to focus on completing town audits as required by law, but also a requirement for many federal and state grants and other municipal financing matters. In less than 1.5 years, the Town Manager has led the process of completing two audits, more than in the last five years combined. This is possible with the assistance of consultants to assist the town with the significant backlog, working between multiple financial systems and staffing levels, while maintaining daily operations. As such, our finance department still urgently needs specialized financial consulting services to assist with bank reconciliations, audit preparation, and other financial matters.

I am requesting Town Council approval to procure financial consulting services for the following purposes:

1. **Bank Reconciliations:** Professional assistance reconciling all town accounts to ensure accuracy and identify discrepancies.
2. **Audit Preparation:** Expert guidance in preparing financial statements and supporting documentation for our annual audit, which will streamline the process and potentially reduce audit costs.
3. **Additional Financial Services:** As-needed assistance with financial matters, including:
  - o Budget analysis and reporting
  - o Cash flow management
  - o Grant accounting and compliance

### FISCAL IMPACT:

The estimated cost for these services would be approximately \$75,000 for the upcoming fiscal year, with funds to be allocated from the Finance Department budget.

### STAFF RECOMMENDATION:

Staff respectfully request that the Town Council approve the procurement of financial consulting services as outlined above.

### DRAFT MOTIONS:

I motion that the Town Council approve the procurement of financial services for FY26 and authorize the Town Manager to execute an agreement for these services with CYM, LLC.



## Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, ICMA-CM, Town Manager  
**COPY:** Jeff Gore; Town Attorney  
**SUBJECT:** Proposed Budget-Fiscal Year 25/26  
**DATE:** May 1, 2025

### SUMMARY:

The State of Virginia requires that localities present a balanced budget for town council consideration and adoption by June 30.

*§ 15.2-2503. Time for preparation and approval of budget; contents. The governing body shall prepare and approve a budget for informative and fiscal planning purposes only, containing a complete itemized and classified plan of all contemplated expenditures and all estimated revenues and borrowings for the locality for the ensuing fiscal year. The itemized contemplated expenditures shall include any discretionary funds to be designated by individual members of the governing body and the specific uses and funding allocation planned for those funds by the individual member; however, notwithstanding any provision of law to the contrary, general, or special, an amendment to a locality's budget that changes the uses or allocation or both of such discretionary funds may be adopted by the governing body of the locality. The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins. The governing body shall annually publish the approved budget on the locality's website, if any, or shall otherwise make the approved budget available in hard copy as needed to citizens for inspection.*

### BACKGROUND:

The Town Manager will present the proposed operating and capital budgets during the meeting.

### ALTERNATIVES:

Not applicable.

### RECOMMENDATION:

The town staff recommends that the Town Council proceed with the budget process outlined in the attached budget calendar.