

SMITHFIELD TOWN COUNCIL AGENDA
December 6th, 2016 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report
 - a. November Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

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| December 6 | - | 7:30 p.m. – Town Council Meeting |
| December 9 | - | 11:00 a.m. to 1:00 p.m. Town Offices Closed |
| December 13 | - | 6:30 p.m. – Smithfield Planning Commission Meeting |
| December 19 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| December 20 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
Public Buildings and Welfare Committee |
| December 20 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| December 20 | - | 7:30 p.m. – Board of Zoning Appeals |
| December 23 & 26 | - | Town Administrative Offices Closed in Observance of the Christmas Holiday |
| January 2 | - | Town Administrative Offices Closed in Observance of the New Year's Day |

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet and include your preferred method of contact. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- A. Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District

D. Council Comments

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

E. Summary of Consent Agenda Items

- a. Police Committee Chair, Mrs. Denise N. Tynes
- b. Water and Sewer Committee Chair, Vice Mayor Andrew Gregory
- c. Finance Committee Chair, Mr. Randy Pack
- d. Parks and Recreation Committee Chair, Ms. Connie Chapman
- e. Public Works Committee Chair, Mr. Michael Smith
- f. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

C1. Motion to Authorize the Purchase of Budgeted Police Vehicle

Police Committee Chair, Mrs. Denise N. Tynes

C2. Resolution to Approve Traffic Assistance for 8K and Jericho Road One Way Traffic for Bob Festival, Saturday, January 14th, 2017 **TAB # 1**

Police Committee Chair, Mrs. Denise N. Tynes

C3. Motion to Reject Water Tank Maintenance Contract Bid

Water and Sewer Committee Chair, Vice Mayor Andrew C. Gregory

C4. Invoices Over \$10,000 Requiring Council Authorization **TAB # 2**

Finance Committee Chair, Randy Pack

a.	Kimley Horn Associates (Sports Complex)	\$18,388.95
b.	CAS Severn (IBM Server)	\$15,543.00
c.	Sydnor Hydro (Wellington Pump Replacement)	\$19,875.00
d.	Hall Automotive (2 Budgeted Dodge Chargers)	\$49,950.00
e.	Natural Playground Company	\$43,635.31
f.	Lewis Construction of Virginia	\$39,825.00
g.	IOW County General Obligation Bond	\$15,281.92
h.	HD Supply (budgeted water meters)	\$19,960.00
i.	Blair Brothers, Inc. (Jefferson Drive Paving)	\$84,815.00
j.	Joy P. and James P. Massie, Jr. Irrevocable Trust (Nutrient Credits)	\$24,377.50

C5. Motion to Approve Deed and Plat for Conservation Easement @ Joseph W. Luter, Jr. Sports Complex **(forthcoming)**

Parks and Recreation Committee Chair, Ms. Connie Chapman

C6. Motion to Reject Architectural Bids for the Joseph W. Luter, Jr. Sports Complex

Parks and Recreation Committee Chair, Ms. Connie Chapman

C7. Motion to Authorize Direct Purchase from Musco Lighting for the Joseph W. Luter, Jr. Sports Complex

Parks and Recreation Committee Chair, Ms. Connie Chapman

C8. **Motion to Reject All Bids for Landscaping Services Contract**
Public Works Committee Chair, Mr. Michael G. Smith

C9. **Motion to Approve 2017 Meeting Schedule**
T. Carter Williams, Mayor

TAB # 3

ACTION SECTION

1. **PUBLIC HEARING: Special Use Permit – 327 Main Street**

- a. Staff Presentation by Mr. William G. Saunders, IV, Planning and Zoning Administrator
- b. Public Hearing Open
- c. Public Hearing Closed
- d. Consideration by Public Buildings and Welfare Committee Chair, Dr. Milton Cook

2. **Motion to Appoint a Nominating Committee to Fill the Expiring Term (1-31-2017) of Ronny Prevatte of the Board of Historic and Architectural Review**

T. Carter Williams, Mayor

3. **Motion to Approve the Town Council Meeting Minutes of November 1st, 2016**
Mr. William H. Riddick, III, Town Attorney

4. **New Business:**

- a. **Accept Deed for 34 Jamestown Avenue as Part of the Pinewood Heights Relocation Project**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

5. **Old Business:**

6. **Closed Session:** Matters Requiring Advice of Legal Counsel

7. **Adjournment**

December 2, 2016

TO: SMITHFIELD TOWN COUNCIL

**FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER**

SUBJECT: MONTHLY ACTIVITY REPORT – NOVEMBER 2016

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings and events: Smithfield 2020, Hampton Roads Chief Administrative Officers in Portsmouth, Smithfield VA Events check presentations, Smithfield Kiwanis Club board of directors, Pinewood Heights Management Team, Smithfield High School Key Club, VML Insurance Programs Audit Committee, HRCJTA (police academy) Executive Committee in Newport News, and Client Appreciation Night at the center.

HUMAN RESOURCE DIRECTOR

- a. Participated in Defensive Driving Training on 11/4
- b. Conducted Audit of Personnel Manual and Began Policy Revisions
- c. Began Compensation Study
- d. Conducted Review of Hiring Practices
- e. Initiated participation in the E-verify program

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review.
- b. Attended Pinewood Heights Management Team meeting on November 8 at the Smithfield Center.
- c. Participated in Defensive Driving Training on November 16th.
- d. Prepared November Town Council Committee Agenda and December Town Council Agenda.
- e. Attended Town Council Committee meetings on November 28th and 29th and prepared summary reports from committees.

TREASURER'S OFFICE:

- a. Attended defensive driving class taught by Josiah Jendry and Wayne Griffin at Town Hall on November 4.
- b. Attended Pinewood Heights Management Team meeting on November 8 at the Smithfield Center.
- c. Attended the Farmers Bank Economic Update Presentation with Peter Stephenson on November 9.
- d. Participated in onsite MUNIS training from November 15 through November 17 with Robin Hewett, financial analyst. The training addressed system setup and security
- e. Participated in 3 hours of remote dashboard training for MUNIS on November 17.
- f. Prepared October financial statements and cash balances for November finance committee meeting.
- g. Started review of draft audit report. The required submittal was sent to the Auditor of Public Accounts on November 30.
- h. Attended ICMA Hybrid presentation for the town's employees participating in the VRS hybrid plan on November 29.

PUBLIC WORKS:

- A. Staff performs the following duties on a monthly basis:
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 9 water samples and have them tested, flush water lines, repair water leaks, repair radio reads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
 - A. Located and repaired sewer line laterals in various locations.
 - B. Lewis Construction repaired sewer manhole at 54 Carver Ave.
2. Sewer Pump Station Repairs and Maintenance:
 - A. Weekly and daily checks on all 27 pump stations.
 - B. Performed the following scheduled maintenance at all pump station
 - Cleaning of wet-wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair
 - Generator checks / Godwin pump checks

- Control Panel / Flow monitor checks
- Fence and Grounds inspections
- Inspected Structure
- Inspect and clean pumps
- Level system check
- Test limit switches
- Bar screen cleaning
- Rain gauge cleaning
- C. Installed new pump at Cresent and Morris Creek pump stations.
- D. Installed new pump at Canteberry

3. Water line Repairs and Maintenance

- A. Repaired water leaks at 420 Smithfield Blvd., 211 Barcroft Dr., 700 Smithfield Blvd., 200 Villa Dr., 223 Washington St. and 400 Virginia Ave.
- B. Lewis Const. of Va. completed Pagan Rd. project.

4. Well Repairs and Maintenance

- A. All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.

5. Water Treatment Plant

- A. Daily lab analysis, monthly sampling and reports for VDH, HRSD, DEQ and RO contractors.
- B. Performed monthly routine tasks including but not limited to:
 - 1. Daily Inspection of RO Plant and grounds.
 - 2. Monthly Tank inspections.
 - 3. Inspect and exercise plant generator monthly.
 - 4. Fill antiscalant day tank.
 - 5. Truck Inspections.
 - 6. Routine service of lime system.
 - 7. Service online fluoride and chlorine analyzers.
 - 8. Calibrate online turbidimeter and pH meter.
 - 9. Check and replace air filters
 - 10. Test Alarms.
- C. District Engineer Ernie Johnson with the Virginia Department of Health inspected RO Plant, tanks, and emergency wells and found all within compliance.
- D. Plant staff winterized all emergency wells and tanks.
- E. REW electrician replaced faulty breaker within concentrate pump station panel.
- F. All RO Plant staff attended Defensive Driving training.

6. Safety

- A. Monthly truck inspections
- B. All Public Works employees received annual snow plow removal training and defensive driver training.

7. Miscellaneous

- A. Grounds crews cut grass at town-owned property and rights-of-way weekly and empty trash cans on Monday and Friday
- B. Minor repairs at Town Hall and town buildings.
- C. Grounds crews started right of way clearing on water and sewer lines.
- D. Sonja Eubank attended Virginia Institute of Procurement annual forum.

PLANNING AND ZONING:

1. Planning Commission – November 8, 2016

- A. *Public Hearing* - Special Use Permit - Commercial Use in a Residential Structure – 327 Main St. – Cheryl Ketcham, applicant – Recommended for approval to Town Council.

2. Rezoning Applications under review

- None

3. Special Use Permit Applications under review

- A. Expansion of Commercial Use in a Residential Structure - 327 Main Street (Formerly Olde Worlde Tea Co.) – Cheryl Ketcham, applicant.

4. Subdivision and Site Plans under review

- A. Parking Lot Expansion – 111 North Church St. – Smithfield Co., applicant.
- B. Clontz Park Public Boat Ramp Facility – Clontz Way – Town of Smithfield, applicant.
- C. Recycling Facility – 89 Pagan Road - Bay Disposal, applicant.

5. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I (95% complete)
 - B. Smithfield Manor Townhomes (95% complete)
 - C. Lakeview Cove Condos (75% complete)
6. Board of Historic & Architectural Review – November 15, 2016
- A. Chris Torre elected Vice Chair.
 - B. Demolition / Replacement of Primary Structure – 222 Astrid Street - Non-Contributing – Carl Lewis, NDS Services LLC, applicants – Approved as revised.
 - C. Front Porch Railings – 114 Thomas Street – Contributing – C. Ray and Susan J. Snyder, owners – Approved as presented.
 - D. Back Porch Railings – 206 Drummonds Lane – Contributing – Curtis Harris, applicant – Approved as revised.
7. Board of Zoning Appeals – November 15, 2016
- A. Application for a Special Yard Exception under Article 12 Section D of the Town of Smithfield Zoning Ordinance: 505 Jordan Avenue, Randolph H. Pack, applicant, property owner – Granted as requested.

ENGINEERING

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
- B. Lakeview Cove is now under new ownership. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- C. Blair Brother's Contr. Contractor regraded roadside ditch at 300 Hunter Way. Contractor repaired sinkhole area around drop inlet near entrance to sanitary sewer pump station at end of Canterbury Lane.
- D. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active project: Moody Properties. Also Erosion & Sedimentation control field inspections for single family dwellings were performed at 12 locations throughout the Town and required reports were filed.

- E. Field inspections were held this month involving the Smithfield Lake Dam. Some structural deficiencies were found at the emergency outfall, due to storm damage by Matthew.
- F. Cypress Creek Development; Contractor C. A. Barrs Constr., all work on project has now been completed including the roadway asphalt surface. The project is now under its one year warranty period.
- G. Contractor Spivey Pavement Markings restriped Berryhill Road, North Mason Street and Battery Park Road from South Church Street to the Villas subdivision.

**COMMITTEE
SUMMARY REPORTS**

December 2, 2016

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, NOVEMBER 28TH, 2016

The Police Committee met Monday, November 28th, 2016 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mrs. Denise Tynes, Chair; and Ms. Connie Chapman. Other Council members present were Mr. Michael Smith, Mr. Randy Pack, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Steve Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Chief of Police; Ms. Ashley Rogers, Director of Human Resources; Mr. Jessie Snead, Superintendent of Public Works; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson, Ms. Gina Ippolito, and Mr. Stacy Lewis of Lewis Construction of Virginia. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

Police Committee Chair, Mrs. Denise Tynes called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. Authorization to Purchase Budgeted Vehicle for Police Department – Chief Bowman reported that this vehicle is the last budgeted vehicle for this fiscal year. It will be used by our new Investigative Lieutenant. The purchase has met all procurement laws and is within budget. Committee recommends approval to purchase new 2017 Ford Explorer.

2. Traffic Assistance for 8K and Jericho Road One Way Traffic for Bob Festival, Saturday, January 14th, 2016 - Ms. Musick reported that this is an annual event. The request for traffic assistance and one way road closure on Jericho Road is the same as in past years. Mrs. Tynes asked if there were any concerns for the Bob Fest street closure. Ms. Ippolito explained that the tents would be set up in the area beside the tenant farm

house this year due to the increased size of the party tents. Committee recommends approval of traffic assistance and one way traffic on Jericho Road.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Public Comment – Mrs. Tynes mentioned that Isle of Wight County Commission on Aging is hosting the 2016 Holiday Extravaganza on Wednesday, December 14, 2016 at the Smithfield Center. Mayor Williams will be present to give a welcome speech. Mrs. Tynes asked if any one would like to make a donation to help with door prizes to please give their donation to the Town Clerk.

2. Operational Updates – Chief Bowman reported that they are busy preparing for all the upcoming special holiday events, including the Smithfield Christmas Parade on December 17th. In regards to personnel the Town Manager, Ashley Rogers and he met with Christopher McGough as a potential new police officer. Mr. McGough has since been offered a job with the Smithfield Police Department and accepted. He will be sworn in on December 12th. The department also continues the promotional process to fill the now vacant Sergeant position now that Lt. Araojo has been promoted to Investigations Lieutenant. This process should be completed soon.

The meeting adjourned at 4:06 p.m.

December 2, 2016

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, NOVEMBER 28TH, 2016

The Water & Sewer Committee held a meeting on Monday, November 28th, 2016 at 4:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Andrew Gregory, Vice Mayor; Mr. Michael Smith, and Mrs. Denise Tynes. Other Council members present were Dr. Milton Cook, Mr. Randy Pack, Ms. Connie Chapman, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Ms. Ashley Rogers, Director of Human Resources; Mr. William H. Riddick, III, Town Attorney; Mr. Jessie Snead, Superintendent of Public Works; and Ms. Judy Winslow, Director of Tourism. Also in Attendance were Mr. Rick Bodson, Ms. Gina Ippolito, and Mr. Stacy Lewis of Lewis Construction of Virginia. The media represented by Mr. Ryan Kushner of The Smithfield Times.

Water and Sewer Committee Chair, Vice Mayor Andrew Gregory, called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA

1. RFP – Water Tank Maintenance Contract Recommendation to Reject Bid – The Town Manager stated that due to the town's previous tank maintenance contractor going out of the tank maintenance business the town issued an Invitation for Bid (IFB) for a new tank maintenance contract. The town only received one bid from Utility Services in the amount of \$561,638 for an eight year contract. Town staff met with Mr. Weist of Kimley Horn Associates to discuss alternative options to a long term maintenance contract. In researching other agencies in the Hampton Roads area most localities do not have an annual tank maintenance contract. They perform full tank rehabilitation by competitive bidding one at a time and budget through the Capital Improvement Plan.

Periodic inspections are done through an independent inspection firm or the engineering services contract to determine the schedule for tank rehabilitation. At this time town staff recommends rejecting the bid from Utility Services and look at performing full tank rehabilitations by competitive bidding as needed for each tank. Future rehabilitation work will be scheduled during the town's budget process.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA

1. FYI - New Water Mains in the 100 and 200 Block of Main Street – Mr. Snead was present and reported that this is a budgeted project. He explained that they would like to do this work during the winter months when there are fewer visitors in town. The work will include necessary repairs to sewer laterals, installation of a new water main and service lines in the 100 and 200 block of Main Street. Columbia Gas will also be coming to do some work after us while the street is torn up. Mr. Bodson handed out feedback from the merchants in the 100 and 200 block of Main Street. Mr. Snead stated that he, Mr. Bodson and the Town Manager have met to talk about scheduling the work. Mr. Snead stated that the first thing to do in the project is to locate and mark all the utility lines. The work for businesses that use a lot of water in the day will be scheduled to be done at night. Work will not begin until after January 1st. Vice Mayor Gregory asked what the timeframe is for the completion of the project. Mr. Lewis stated that in a perfect world they can do both blocks in one month. Unfortunately, with the age of the existing pipes there will be things that come up that none of them will know about. Ms. Chapman asked what the difference is as far as doing the work at night rather than during the day. Mr. Lewis stated that artificial lighting and having supplies on hand if needed make a big difference in cost. Mayor Williams asked how the road will be patched. Mr. Snead stated that at this time the road will be patched and then in the spring when all work has been completed the road will be milled and overlaid. Discussion will be held closer to spring to determine what type of road surface will be used when the road is overlaid. Mrs. Tynes asked if one lane would remain open with alternating through traffic. Mr. Lewis stated that due to safety reasons one lane will remain open but only for business owner's access and moving their equipment around. Mr. Bodson asked that the timeline for the project be communicated as sixty days for completion not thirty days. There will also be a pre-construction meeting held prior to the beginning of work so that the merchants along Main Street will be well informed on the project. Committee recommends approval of work.

The meeting adjourned at 4:23 p.m.

December 2, 2016

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, NOVEMBER 28TH, 2016

The Finance Committee held a meeting on Monday, November 28th, 2016 at 4:23 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were Mr. Michael Smith, Ms. Connie Chapman, Mrs. Denise Tynes, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Ms. Ashley Rogers, Director of Human Resources; and Ms. Judy Winslow, Director of Tourism. Also in Attendance were Mr. Rick Bodson, and Ms. Gina Ippolito. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

Committee Chair, Mr. Randy Pack called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL AGENDA

1. Invoices Over \$10,000 Requiring Council Authorization:
 - a. Kimley Horn Associates \$18,388.95
This invoice is progress billing from Kimley-Horn Associates for the Joseph W. Luter, Jr. Sports Complex. Committee recommends approval of invoice.
 - b. CAS Severn \$15,543.00
This invoice is for a refurbished IBM Server for the Treasurer's Office that has now been installed. Mr. Pack asked if the town will sell this refurbished system once the MUNIS conversion is complete. Ms. Minga explained that this system will be used for a while even after the MUNIS conversion is complete to access history data. Committee recommends approval of invoice.

c. Sydnor Hydro \$19,875.00

This invoice from Sydnor Hydro is for the pump that was replaced at Wellington Pump Station. Town Council approved the purchase of the replacement pump at their September 6th, 2016 meeting. Committee recommends approval of invoice.

d. Hall Automotive \$49,950.00

This invoice from Hall Automotive is for the purchase of two (2) new Dodger Chargers for the Police Department. These police vehicles were budgeted for FY 2016/2017 and committee recommends approval of invoice.

e. Natural Playground Company \$43,635.31

This invoice is for the construction of the natural playscape at Windsor Castle Park. Ms. Ippolito stated that there will be a few more small invoices coming to the town for signage and fencing around the toddler play area. All these funds will be reimbursed to the town by the Windsor Castle Foundation Board. Committee recommends approval of invoice.

f. Lewis Construction of Virginia \$39,825.00

This invoice from Lewis Construction of Virginia is for the Pagan Road waterline replacement project. Staff is satisfied with the completed work. Committee recommends approval of invoice.

g. IOW General Obligation Bond \$15,281.92

This is the town's semi-annual General Obligation Bond to Isle of Wight County for the purchase of the Town Manager's Office and the Police Department. Committee recommends approval of the payment.

h. HD Supply \$19,960.00

This invoice is for the purchase of replacement water meters that were budgeted. Committee recommends approval of invoice.

i. The Blair Brothers, Inc. \$84,815.00

This invoice is for the paving of Jefferson Drive that was approved by Town Council at their April 5th, 2016 meeting. Mr. Griffin reported that the paving was completed today and Blair Brothers will be back tomorrow to finish up the tie in's to all the driveways. Committee recommends approval of invoice at their December meeting if received in time.

j. Joy P. Massie & James P. Massie, Jr. Irrevocable Trust \$24,377.50

This is for the purchase of nutrient offset credits for the Joseph W. Luter, Jr. Sports Complex site. Committee recommends approval of purchase.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. October Financial Statements and Graphs – Ms. Minga reported that everything is moving along according to budget at this time. Revenues have not yet caught up with expenses; however we they should catch up during December. Ms. Minga reported that one of the town's lodging establishments that we have had many issues with on collecting Transient Occupancy Taxes from has just transferred ownership. So far the new owners have been very pleasant to work with. Town staff has tried to collect back taxes from the old owner but was only able to get approximately \$1,200 before that account was closed. Ms. Minga reported that the new owners seemed to be on top of what they are doing. Committee asked if the new owner would be willing to help with providing records to assist the town in collecting back Transient Occupancy Tax from the former owner. Ms. Minga stated that she would contact the new owner to ask for their assistance. Other items to note on the October financials include: Expenses are in line with budget at this time. Sewer Fund is running close to what they were last year; however the Water Fund is not the same story. Ms. Minga explained that the smaller meter going to Gatlin Pointe was changed out; however there is still a very significant difference from last year. She continues to investigate to determine the reason the water amount is so different. Ms. Minga also stated that she just received the draft audit and will be reviewing that soon.

2. October Cash Balances Cash balances – Ms. Minga reported that cash balances are still looking strong even though town is down approximately \$200,000.00 from last month. The difference is mostly in the General Fund. She also reported that the town just made our first draw request on the \$5,000,000.00 loan from Farmers Bank. Ms. Minga reported that the market value on the VML/VACo investment Pool dropped this month; however it is still better than if the town had the funds in a regular money market or CD. - Water = \$440,967.27; Water Debt Service = \$761,019.10; Water Capital Escrow Availability Fees = \$483,817.64; Water Treatment Plant Escrow = \$112,268.46; Water Deposit Account = \$100,347.30; Water Development Escrow = \$116,057.58; **Subtotal Water = \$2,014,477.35.** Sewer = \$(47,206.94); Sewer Development Escrow = \$374,092.32; Sewer Capital Escrow Availability Fees = \$803,128.19; Sewer Compliance = \$1,651,167.41; **Subtotal Sewer = \$2,781,180.98.** **Highway = \$263,945.09.** General Fund = \$1,385,174.20; Payroll = \$147,819.72; Money Market General Fund Towne Bank = \$2,197.96; Business Super NOW-General Fund = \$33,322.98; Money Market General Fund Farmers Bank = \$291,157.10; General Fund Capital Escrow = \$215,810.36; Certificate of Deposit = \$526,498.74; Certificate of Deposit Police Dept = \$36,863.72; Special Project Account = \$3,048,939.12; Pinewood Heights Escrow = \$58,462.90; SNAP Program = \$2,294.75; Museum Account = \$141,348.10; Windsor Castle Acct

\$50,500.00; Subtotal General Fund = \$5,940,398.86. TOTAL ALL FUNDS = \$11,000,002.28.

3. Town Code Revisions Regarding HRUBS Utility Billing Collections - Ms. Minga reported that there are two line items in the Town Code that need to be changed in regards to utility billing collections. The first is Section 82-33 (e) It should read that customers will be billed every other month for bi-monthly water service for the gallons used during the prior bi-monthly billing period. As it is now it states that customers are billed on the first day of every other month. Bills are not always sent out on the first day of the month. The second section that needs to be changed is Section 82-33 (g). It should read that all water bills shall be payable, in full, 21 days after the customer is billed. It currently states that payment, in full, is due on the tenth of the month. Ms. Minga stated that she will work with the Town Attorney to draft an ordinance for these necessary changes. The Town Attorney stated that this amendment to the Town Code change would require a public hearing so this item will be on Town Council's January meeting as a public hearing and approval.

4. Personnel Policies Manual Audit and Proposed Updates – The Town Manager introduced Ms. Ashley Rogers as the new Human Resource Director to all of Committee. He explained that since she started a couple of months ago she has been doing a Human Resource (HR) audit. She has met with employees to update all job descriptions. She is in the process of reviewing the town's pay and classification plan and looking at new forms for performance evaluations. Ms. Rogers gave a brief summary of the recommended changes or additions for the personnel policies manual. Equal Employment Opportunity & Anti-Harassment Policy – This policy combines the current Equal Employment Statement and the Unlawful Discrimination and Harassment Policy. Substantial changes include: Updated language to reflect regulatory changes; an expanded definition of harassment; new separate sections that discuss the ADA, ADAAA and religious accommodations; the omission of specific Acts; and the sentence that allows employees to choose not to participate in any investigation to which they are a party of. Social Media – This is a newly created policy to give employees guidelines for appropriate conduct online. Employees may not post or display comments about co-workers, leadership of the Town that are vulgar, obscene, or threatening; employees are personally responsible for what the post online; and employees should refrain from speaking on behalf of the Town when not authorized to do so. Code of Conduct – Ms. Rogers stated that the current policy appeared to have a number of policies rolled up into one. The recommended changes clearly establish the town's basic expectations of conduct including the town's core values; detailed examples of unacceptable conduct; and discuss how to report violations of the Code of Conduct as well as consequences for violations. Attendance and Punctuality – This policy provides employees with a clear guideline of what is and what is not acceptable and provides leaders with guidelines on how/when to deal with attendance problems. Travel and Reimbursement – This policy is fine as written in the current policy manual with only one exception. The current policy

provides detailed dollar amounts allowable per meal. It is recommended that this be replaced with a statement that is consistent with Virginia State GSA Guidelines. Committee thanked Ms. Roger for the updates and asked her to continue bringing updates on any changes to the current personnel policy monthly and then they will readopt the entire manual including all the recommended changes at once.

The meeting adjourned 4:56 p.m.

December 2, 2016

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, NOVEMBER 29TH, 2016

The Parks and Recreation Committee held a meeting on Tuesday, November 29th, 2016 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; and Mr. Randy Pack. Other Council members present were: Dr. Milton Cook, Mr. Michael Smith and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Sonja Eubanks, Office Manager for Public Works; Mr. William G. Saunders, IV, Planning and Zoning Administrator; Ms. Amy Musick, Director of Parks and Recreation; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Jamie Weist of Kimley-Horn Associates; and Mr. Rick Bodson; Ms. Gina Ippolito; Mr. and Mrs. Mark Gay, and Mr. Dennis Arinello. There was one additional citizen present. The media was represented by Ryan Kushner of The Smithfield Times.

Parks and Recreation Committee Chair, Ms. Connie Chapman called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON COUNCIL'S AGENDA

1. Joseph W. Luter, Jr. Sports Complex

a. Conservation Easement – Plat and Deed – The Town Manager stated that the plat that will be attached to the Conservation Deed of Easement was included in the packet. The town Attorney is finalizing the Deed of Easement for approval at Council's December 6th meeting. The Town Attorney asked if the town could wait to have the deed recorded until after the project is completed in case something changes. Mr. Weist stated that the Deed of Easement was a request by Isle of Wight County so he would contact them about recording the deed after the completion of the project. Committee recommends approval of the Conservation Easement.

b. Update on Architectural Package Post Bid Modifications The Town Manager reported that since last month's committee meeting the apparent low bidder has made some modifications to their original bid package in order to reduce of the overall project. Mr. Weist stated that even with the architectural reductions and adding in the Musco lighting the total construction will still be around \$4,000,000.00 for this facility. He explained that options on the concession stand / multiuse building would be to redesign it then rebid it or go forward with what has been design and find additional sources of funding. The largest cost to the facility is the roof and the bricks so in rebidding the package we would ask for alternates for these two items. Mr. Weist stated that it Town Council rejects the current bids at their December 6th meeting he would be able to rebid it by the end of December. Dr. Cook asked if Mr. Weist could find out if the bids that came in were close to the size and type of facility that we are asking for. Committee also suggested reaching out to more local contractors to submit bids. This item will be on Town council's December 6th meeting to reject the current architectural bids.

c. Musco Lighting Purchase Quote Approval – The Town Manager reported that included in your packet was a quote for lighting at the sports complex from Musco Lighting. Committee asked if this was the only quote received. Mr. Weist explained that Musco Lighting would be a direct purchase contract with a twenty-five (25) year warranty. The warranty program eliminates 100% of the town's maintenance cost for twenty-five (25) years, including labor and materials. Musco Lighting also waived the \$3,600 required bonding. Committee recommends approval of purchasing lighting for the sports complex from Musco Lighting.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON COUNCIL'S AGENDA.

1. Operational Update – Parks and Recreation Committee Report – Ms. Musick reported that November was a very busy month downtown. Since last committee meeting large events to take place were Hamoween on Monday, October 31st; Elections of Tuesday, November 8th; Autumn Vintage Market on Saturday, November 12th, and the grand opening of the Windsor Castle Playscape on Saturday, November 19th. The grand opening was amazing with beautiful weather and lots of attendance. There are pictures of the grand opening included in your packet. Ms. Chapman stated that she would like to commend Ms. Musick and Ms. Ivy of the Windsor Castle Foundation Board and all that

participated for an outstanding grand opening of the Windsor Castle Park Playscape. Upcoming events to note include: Client Appreciation Night, Tuesday, November 29th; Antique Show Friday, December 2nd through Sunday, December 4th; Women's Club Tree Lighting, Friday, December 2nd; Santa Breakfast and Christmas Farmers Market Saturday, December 10th; and Smithfield's Genuine Christmas Parade Saturday, December 17th. Ms. Musick mentioned that the Windsor Castle Park Trail Doctors would be invited to the town's Holiday Luncheon next Friday and will be recognized for all of their efforts throughout the year.

2. Joseph W. Luter, Jr. Sports Complex

a. Purchase of Nutrient Credits - Mr. Weist of Kimley Horn Associates explained the cost benefit of purchasing nutrient offset credits verses having so many large stormwater BMP's installed on the sports complex site. Due to the turf that will be used at the sports complex the town is required to account for stormwater management for the entire site. Rather than putting large BMP ponds all over the site the town can make conservation easements to let the stormwater flow naturally. Committee asked how you determine volume of weight of the nutrient credits. Mr. Weist explained that there is a work sheet that has a standard formula for calculating the volume. He also stated that you cannot buy nutrient credits for the entire site.

b. Post-Public Hearing discussion: Franchise agreement / Lease with Smithfield Recreation Association (SRA) - The Town Attorney stated that he the Town Manager, Ms. Musick, Vice Mayor Gregory met with Mr. Kennedy of Smithfield Recreation Association (SRA) to discuss the framework of the agreement between SRA and the town. The hope is to have something drafted to bring to the December committee meeting. It would then be approved at the January Town Council meeting. Discussions included who would be responsible for items such as the maintenance of the gravel parking lot, trash, grass, utilities, security, vandalism, and insurance. This item is for informational purposes only at this time.

The meeting adjourned at 4:23 p.m.

December 2, 2016

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, NOVEMBER 29TH 2016

The Public Works Committee held a meeting on Tuesday, November 29th, 2016 at 4:23 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael Smith, Chair; and Dr. Milton Cook. Other Council members present were: Ms. Connie Chapman, Mr. Randy Pack and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mrs. Sonja Eubank, Office Manager of Public Works; Mr. William G. Saunders, IV, Planning and Zoning Administrator; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Jamie Weist of Kimley-Horn Associates; Mr. Rick Bodson, Ms. Gina Ippolito, Mr. and Mrs. Mark Gay, and Mr. Dennis Arinello. There was one additional citizen present. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

Public Works Committee Chair, Mr. Michael G. Smith, called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. IFB – Landscaping Services Contract Recommendation to Reject all Bids – Ms. Eubanks was present and explained that the town's current landscaping contract and all options to renew expire on March 31st, 2017; therefore we are required to issue a new Invitation for Bid (IFB). The town received three (3) bids in response to the IFB. The lowest bid of \$3,360 per month is \$1,407 more per month than our current contract. Due to the fact that all bids exceed available funds staff recommends rejecting all bids and issuing a new solicitation. Committee asked if we knew why the current contractor did not submit a bid. Ms. Eubank stated that there was some confusion on some changes in the original bid package and he did not come to the mandatory pre-bid meeting for an explanation of these changes. The current contractor has indicated that if the contract is

rebid he would be interested in submitting a bid. Committee agrees that since we have time they would like to have the contract rebid.

2. Additional Items Discussed: Invoices - The Town Manager reported that the paving of Jefferson Drive was completed today before the rain. Blair Brothers will be back tomorrow to deal with some driveway tie ends. If the town receives Blair Brothers invoice by next Tuesday it will be listed on the agenda for approval. The Town Manager also reported that the town received an invoice from HD Supply for the replacement of budgeted water meters. This invoice will be on Council's consent agenda for approval.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Shared use Agreement Between Smithfield Foods and the Town of Smithfield for Parking Lot – Mr. Riddick stated that he has not heard back from Smithfield Foods in regards to the recommended changes by town staff to the shared use agreement of the parking lot. The town was willing to assume maintenance of the underground collection system; however the town is not willing to assume the sole responsibility of the underground utility system if the system was to fail in the next ten years. The Town Attorney stated that he would follow-up with Smithfield Foods to see what the status is on the agreement.

2. Additional Items Discussed Operational Updates: The Town Manager mentioned that he just completed a mid-term summary report for where we are as far as the town's requirements of the Public Works Accreditation. Mayor Williams asked if staff could look into what it would cost to have street lights extended across the Cypress Creek Bridge on South Church Street. The Town Manager stated that he would follow-up with the town's representative at the Virginia Department of Transportation (VDOT).

Meeting adjourned at 4:35 p.m.

December 2, 2016

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, NOVEMBER 29TH, 2016

The Public Buildings and Welfare Committee held a meeting on Tuesday, November 29th, 2016 at 4:35 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Mr. Michael Smith, and Ms. Connie Chapman. Other Council members in attendance were Mr. Randy Pack and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. William G. Saunders, IV, Planning and Zoning Administrator; and Ms. Judy Winslow, Director of Tourism. Also in Attendance were Mr. Rick Bodson, Mr. and Mrs. Mark Gay, Mr. Dennis Arinello, and Ms. Gina Ippolito. There was one additional citizen present. The media was represented by Ryan Kushner of The Smithfield Times.

Public Buildings and Welfare Committee Chair, Dr. Milton Cook called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON COUNCIL'S AGENDA.

1. Pre-Public Hearing Discussion: Special Use Permit – 327 Main Street – Mr. Saunders stated that the applicant is seeking approval to expand the existing commercial use to operate a general store to include the upstairs of the residential structure. Mr. Saunders explained that in previous years when special use permits were issued it was to the applicant rather than running with the land or structure. In more recent years the zoning ordinance was amended so that special use permits would run with the land; however the last special use permit that was issued, for 327 Main Street, in 2005 was to allow for commercial use on the ground floor with the upstairs remaining for residential use. Mr. Saunders stated that town planning staff has reviewed the proposed use and does not have any concerns with expanding the current special use permit to include the

upstairs for commercial use. On November 8th the Planning Commission recommended approval of this Special Use Permit with no conditions. Committee has no concerns with proposed use and recommends approval as well.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON COUNCIL'S AGENDA.

1. Public Comment – Mr. Mark Gay was present and stated that he had submitted a copy of Preserve Smithfield's draft business plan for the Pierceville Farm to the Town Manager's Office. He stated that as of today donations from private donors have not yet materialized in the amounts required to secure substantial matching grants. Nor has the Trust of Public Land offered any of its own funds for the up-front investment needed to secure State Mr. Gay stated that their search for donors continues and they have a major fundraising event in the works for next February. He stated that Preserve Smithfield is confident that their business plan represents the will of Downtown Smithfield residents and business owners by an overwhelming majority. Their goal is to fight the high density development of Pierceville. Mr. Gay stated that he would like to ask two things of Town Council. First, that a constructive dialogue take place between town officials and the Trust of Public land; and secondly that the Town council press forward to mothball the Pierceville home under demolition by neglect proceedings. Mr. Pack asked Mr. Gay what type of dialogue is he expecting to be started with the Trust of Public Land. Mr. Gays stated that the Trust of Public Land needs to be sure that there is local financial support for the project. So the dialogue would be about how to get that upfront money. Mr. Gay expressed concern that the Pierceville house needs to be mothballed to stop further deterioration. Dr. Cook stated that the last time they spoke at committee Preserve Smithfield had indicated that they had a donor for the upfront money. Mr. Gay stated that the donor is not willing to invest in the project at this time. Mr. Gay thanked committee for the opportunity to speak.

2. Post- Public Hearing Discussion: Historic Windsor Castle Restoration, LLC – The Town Attorney stated that this Franchise Agreement has the same framework as the Smithfield Recreation Association (SRA) Agreement and recommends approving the agreement at Council's January 3rd meeting. Dr. Cook explained that Historic Windsor Castle Restoration, LLC has a managing member who is in charge of the LLC, Ms. Sue Ivy. Ms. Ivy has appointed a five (5) member committee to make all the pertinent decisions in regards to the overall project. The representatives for the town are Ms. Amy Musick and Mayor Williams. The representatives for the Windsor Castle Foundation Board are Ms. Martha Russ and Dr. Milton Cook. The representative for Smithfield Foods is Ms. Cynthia Edwards. Phase I of the restoration project includes restoring the existing outbuildings so the interior will be suitable for interpretations, drying out the manor house and dealing with the asbestos, removing the additions that were added to the manor house and finalizing archology work. Dr. Cook stated that some of this work

should start in the next couple of weeks. Dr. Cook also mentioned that there will be some exterior renovations made to the tenant farm house as required by the Virginia Department of Historic Resources.

3. Pinewood Heights Relocation Project Phase III Update – The Town Manager reported that Mr. Dodson of Community Planning Partner’s monthly report was included in the packet for Phase III. At this time the town is working on slowing the project down to give revenues from the designated meals tax time to catch up. The Town Manager stated that the only closing they have scheduled at this time is for 34 Jamestown Avenue. Then the town will be holding off on any additional closing until after the holidays. The next Pinewood Heights Management Team meeting will be held on January 10th.

Meeting adjourned at 4:53 p.m.

ACTIVITY REPORTS

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
November 2016**

Committees and Projects:

10/27 Started Sergeant Promotional Process – PD
10/31 Pinning of Lt. Araojo – PD – Chief Bowman, Deputy Chief Howell, Lt. Araojo, Sgt. Meier, Officer Phillips, Officer Cook, Officer Bancroft, Kristi Jenkins, Stephanie Pack, Annette Crocker
11/01 ECC mtg – IOW ECC room – Chief Bowman
11/01 Town Council mtg – Center – Chief Bowman
11/08 TRIAD mtg – IOW Courthouse – Kurt Beach
11/09 HRCOPS mtg. – Kingsmill – Deputy Chief Howell
11/09 Department Head – Town Hall – Chief Bowman
11/15 Crime Line mtg – Center – Lt. Araojo, Sgt. Meier, Annette Crocker
11/21 Sergeant Promotional Process – testing/writing exercise – Officer Adams, Officer Johnson, Officer Phillips, Officer Powell

Training

10/01 – 12/15 Domestic Terrorism & Hate Groups – Career Development online – Sgt. Miller (5 hrs.)
10/01 – 12/15 Identity Theft – Career Development online – Sgt. Miller (4 hrs.)
10/01 – 12/15 Armstrong v. Village of Pinehurst – legal online – Sgt. Miller (2 hrs.)
10/01 – 12/15 Cultural Diversity online – Sgt. Miller (2 hrs.)
11/08 – 10 Strategic Law Enforcement Interview and Interrogation – Chesapeake – Officer Powell (24 hrs.)
11/14 – 18 Crime Prevention Specialist Recert – Richmond – Kurt Beach (40 hrs.)

In-House Training

11/09 ERT training – ERT – Bayport FCU – Lt. Rogers, Lt. Araojo, Sgt. Jones, Officer Adams, Officer Johnson, Officer Powell, Officer Phillips
11/16 Rubber Meets the Road Driver Training – Town Hall – Chief Bowman, Deputy Chief Howell, Kristi Jenkins, Annette Crocker, Lorrie Porter, Stephanie Pack, Officer Adams, Lt. Araojo, Sgt. Jones, Sgt. Meier, Officer Powell

Motorcycle Utilization

11/19 Grand Illumination Parade – Norfolk – Officer Phillips

Boat Utilization

11/05 Search party – JRB – Sgt. Meier, Officer Adams

Community Relations

11/01 – 30 School Zone – Westside Elementary – Officer Adams, Officer Bancroft, Officer R. Howell, Officer Powell, Officer Gutierrez, Officer Johnson
11/02 Homework Station – Jersey Park/Woods Edge Apts. – Officer Bancroft
11/04 Brothers Retirement from Navy – NOB, Norfolk – Lt. Araojo
11/04 Grandparents Day – Carrollton Elementary School – Chief Bowman
11/05 Fall Festival – Smithfield Christian – Officer Adams
11/06 Wharf Hill 6 – Tn – Lt. Rogers, Lt. Araojo, Sgt. Meier Officer Powell, Officer Wooley, Officer Washington
11/09 Homework Station – Jersey Park/Woods Edge Apts. – Officer Gutierrez
11/10 Veterans Day Program – Smithfield Middle School – Chief Bowman
11/12 Vintage Market – Tn – Officer Phillips
11/15 Photo Op – Smithfield Foods – CEO Kenneth Sullivan, Chief Bowman, Deputy Chief Howell, Sgt. Meier, Sgt. Jones, Officer Phillips
11/16 Homework Station – Jersey Park/Woods Edge Apts. – Officer Phillips
11/16 Neighborhood Watch – Covenant Place – Sgt. Miller
11/16 Super Heroes – Carrollton Elementary – Chief Bowman

Investigations:

Case#: 2016-00897
Location: 300 Block Smithfield Blvd
Offense: Assault
Disposition: Cleared by Arrest

On 11/7/16 Officers responded to the 300 block of Smithfield Blvd for 3 subjects who had weapons and were trying to get inside a home. The 18 year old victim stated that he was having problems with the 17 year old suspect. He stated that the suspect came to his home and started beating on the door. The suspect was armed with a table leg and his accomplice had a pocket knife. The suspect began yelling at the victim and beating on the door with the table leg. When officers arrived on scene the suspects had left. Officers found the three suspects and interviewed them. The juvenile has been charged with Destruction of property.

Case#: Multiple
Location: Willow Wood
Offense: Larceny from a vehicle
Disposition: Pending

On 11/7/16 Officers took a couple reports for larceny from a vehicle. The victims left their vehicles unlocked the previous night. A wallet, misc tools, and a rugby bag were taken from the vehicles. No damage was done to the vehicles. No suspects in these cases.

Smithfield Center - Monthly Report
November 2016

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
11/1/2016	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
11/1/2016	Center	C&D	Smithfield Finance	Smithfield Deferred Compensation Meeting	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$212.72	
11/1/2016	Center	MH	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
11/2/2016	Center	C&D	NASA Langley	Office of Innovation Retreat	Hampton	Word of Mouth	C.) Standard-Weekday	0.00%	\$215.90	
11/3/2016	Center	MHSu	Wynne and Donaldson Wedding and Reception	Wynne and Donaldson Wedding and Reception	Portsmouth	Word of Mouth	C.) Standard-Weekday	0.00%	\$650.00	
11/4/2016	Center	MH	Rushmere Fire Department	Rushmere Fire Department Banquet	Smithfield	Returning Client	g.) Sponsored	100.00%		
11/5/2016	Center	MH	Bishop and Jones Reception	Bishop and Jones Reception	Suffolk	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$1,940.00	
11/6/2016	Town Sites	Town Streets	Wharf Hill	Smithfield 6 Pack 3K	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%		\$360.00
11/8/2016	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
11/8/2016	Center	C&D	Town of Smithfield	Pinewood Heights Meeting	Smithfield	Town Event	h.) Town	100.00%		
11/8/2016	Center	MH	Registrars Office	Election Day		Town Event	h.) Town	100.00%		
11/9/2016	Center	MHSu	Witten and Norton Reception	Witten and Norton Reception	Suffolk	Word of Mouth	C.) Standard-Weekday	10.00%	\$1,306.00	
11/11/2016	Center	Suites	VFW	Veterans Service Rain Site	Smithfield	Recurring Event	g.) Sponsored	100.00%		
11/12/2016	Center	MH	Tillman and Howell Reception	Tillman and Howell Reception	Norfolk	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$1,750.00	
11/12/2016	Town Sites	Main Street	Tourism Isle of Wight - Smithfield	Autumn Vintage Market	Smithfield	Recurring Event	h.) Town	0.00%		\$1,920.00
11/13/2016	Center	MHSu	James-Burke	James-Burke Wedding & Reception	Chesapeake	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$1,800.00	
11/14/2016	Center	C&D	Town of Smithfield	Sports Complex Pre-Con Meeting	Smithfield	Town Event	h.) Town	100.00%		
11/15/2016	Center	A&B	Town of Smithfield	BZA/BHAR	Smithfield	Town Event	h.) Town	100.00%		
11/15/2016	Center	C&D	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
11/15/2016	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
11/16/2016	Center	MHSu	Sentara Obici	Diabetes Symposium	Suffolk	Recurring Event	C.) Standard-Weekday	0.00%	\$600.00	
11/17/2016	Center	MH	Hughes Agency	Healthcare enrollment Informational Meeting	Smithfield	Returning Client	g.) Sponsored	100.00%		
11/17/2016	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Event	Resident -Weekday	50.00%	\$150.00	
11/18/2016	Center	MHSu	Luter Family YMCA	Set Festival of Trees	Smithfield	Returning Client	Resident-Saturday	0.00%		
11/19/2016	Center	MHSu	Luter Family YMCA	Festival of Trees	Smithfield	Returning Client	Resident-Saturday	0.00%	\$2,125.00	\$225.00
11/21/2016	Center	MH	Stevens and Combs Reception	Stevens and Combs Reception	Gloucester	Word of Mouth	C.) Standard-Weekday	0.00%	\$1,004.40	
11/26/2016	Center	MHSu	Taylor and Everette Wedding and Reception	Taylor and Everette Wedding and Reception	Manassas	Word of Mouth	(none)	0.00%	\$1,800.00	
11/28/2016	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
11/29/2016	Center	MH	Town of Smithfield	Client Appreciation Night	Smithfield	Town Event	h.) Town	100.00%		
11/30/2016	Center	MHSu	Historic Smithfield	Antique Show Set	Smithfield	Word of Mouth	Resident-Saturday	0.00%		

\$13,554.02 \$2,505.00

Deposits Totals for December
\$17,596.90 Venue Rentals Deposits
\$562.50 Town Services Deposits

November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Courtney Off Smithfield Deferred Compensation Meeting C&D 48 Town Council A&B 20 WCFB Meeting MH 10	Courtney Off Office of Innovation Retreat C&D 18	Courtney Off Wynne and Donaldson Wedding and Reception MHSu 130	Courtney Off Rushmere Fire Department Banquet MH 150	Courtney Off Bishop and Jones Reception MH 140
6	7	8	9	10	11	12
Courtney Off Amy-VRPS	Amy-VRPS No bookings -Election Prep	Amy-VRPS Pinewood Heights Meeting C&D 20 Planning Commission A&B 20	Amy-VRPS Witten and Norton Reception MHSu 20	Witten and Norton Reception MHSu 126	Veterans Day-Closed Veterans Service Memorial Lawn 100 Veterans Service Rain Site Suites 100	Tillman and Howell Reception MH 168
13	14	15	16	17	18	19
James-Burke Wedding & Reception MHSu 130	Sports Complex Pre-Con Meeting C&D 20	BZA/BHAR A&B 20 Crime Line Meeting C&D 10 Schoolhouse Committee C&D 10	Diabetes Symposium MHSu 200	Healthcare enrollment Informational Meeting MH 40 Smithfield Women's Club Suites 80	Lisa Off	Lisa Off
20	21	22	23	24	25	26
	Stevens and Combs Reception MH 150	Area Rug Cleaned	Close at Noon	Thanksgiving	Thanksgiving Weekend	Thanksgiving Weekend Taylor and Everette Wedding and Reception MHSu 110
27	28	29	30			
Thanksgiving Weekend	Put up Christmas Tree Committee Meetings C&D 20	Client Appreciation Night MH 100 Committee Meetings C&D 20	Courtney Off			

Smithfield/Isle of Wight Tourism Activity Report –NOVEMBER 2016

- Director attended Smithfield Town Council Meeting 11/1/16.
- November featured two specialty Farmer's Markets and the Vintage Market on 11/12.
- 11/2/16 Smithfield 2020 Meeting.
- Attended the State of Tourism luncheon in Virginia Beach 11/2/16.
- Attended Smithfield VA Events Check Presentation Night 11/2/16. Checks presented to volunteer groups, special volunteers and the charity organizations. SVAE has raised over ½ Million dollars to date to give back into the local community.
- Attended Farmer's Market Board Meeting 11/3/16.
- County Agenda Review meeting 11/3/16.
- WHBC Six Pack Run held Sunday 11/6/16. Very successful. Sold out.
- Tourism monthly staff meeting held 11/7/16.
- Christmas in Smithfield Event planning meetings held 11/7/16, 11/21/16, 11/28/16
- SVAE Executive Board meeting 11/8/16 and 11/30/16.
- Coastal Virginia Tourism Alliance Executive Board meeting 11/8/16.
- Vintage Market held 11/12/16. VERY successful! Plan is to keep Fall Vintage Market Downtown in November. After Action meeting held with Public Works and Police Department 11/22/16.
- Attended VA-1 State Tourism Conference 11/13-15/16 in Roanoke. Elected as Chair of the VADMO Spring Conference Professional Development Committee.
- Chamber Student Leadership Institute held 11/17/16. Topic: Public Speaking and Social Media. Tourism Director is co-facilitator of program.

- Attended 40th Anniversary of the Isle of Wight Museum 11/18/16.
- Attended the Windsor Castle Park Playscape Grand Opening 11/19/16.
- Attended Windsor Castle Park *Park Lovers Party* Planning meeting 11/21/16.
- Met with Sheriff's Department about an upcoming filming project 11/22/16.
- CNU Marketing Project judging 11/29/16.
- Christmas Evening Market meeting 11/29/16.
- Historic Saint Luke's Marketing Committee meeting 11/29/16.
- Ribbon Cutting Finley's General Store! 11/30/16.
- Meeting with Christian Outreach 11/30/16.
- County Staff Meeting 11/21/16.
- Attended Council Committees 11/28-29/16.
- Smithfield Staff Meeting 11/9/16.
- Tourism Facebook postings and tweets throughout month. Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.

Upcoming Events: See www.VisitSmithfieldVa.com for more details!



Town of Smithfield
Isle of Wight County Museum



November 2016 Report

J.L. England, Museum Director

Notable/Thank You

- Volunteer hours: 135
- On Nov. 2, the museum was recognized by Smithfield VA Events at their reception for volunteers who assisted with the Bacon, Bourbon & Beach Music Festival held in October. The museum received a check for \$410.



- The museum's 40th anniversary, the event which we focused the bulk of our attention to this year, took place to resounding success on Friday, Nov. 18. We created, designed, fabricated and installed a new exhibit detailing 40 objects from our collection which tell the story of Isle of Wight County's history. Additionally, we wrote and published our first book which is a companion to the exhibit. (This book is for sale in our gift shop. A copy was sent to the Library of Congress in mid-November.) We created a video series featuring each of the objects with Curator Tracey Neikirk as the host of each video and built a website with all our anniversary projects: <http://www.historicisleofwight.com/40th-anniversary.html>.

As a result of these efforts, the museum received a great deal of media attention, appreciation, praise, encouragement and love from the community and beyond.

Many thanks to all our supporters, volunteers and friends in helping us complete all of these huge projects!



- The museum was closed on Thanksgiving.

Museum Stats and Updates

- Visitation: 704
- Special Events
 - Nov. 5. **Battle of Smithfield Walking Tour.** Meet a Union soldier at the museum for a lecture and a walk down Church Street as he details his experiences in this battle. 6 attendees.
 - Nov. 6. **Lawne's Creek Potter Lecture.** Little is known about this potting enterprise except that work produced here has been found on the eastern shore of Virginia as well as other sites. Archaeologist Alain Outlaw of the Wheatland Foundation in Williamsburg, Va., will present his findings on what is known about this potter through his recent archaeological work Historic Resources based on archaeological finds in Isle of Wight County in Lawne's Creek. 16 guests.



- Nov. 17. **Tell Me A Story.** This program, geared for children ages 3 to 5, introduces youngsters to the symbols of Isle of Wight and features books, songs and games. Theme: Thanksgiving. 58 students.



- Nov. 18. **40th Anniversary of the Isle of Wight County Museum.** November 21 marks the 40th anniversary of the museum. Join us for a reception and unveiling of our anniversary exhibit: *Isle of Wight County History in 40 Objects*. The history of Isle of Wight County mirrors the history of the growth and development of the United States. Museum staff members tell this history through artifacts which give an intimate glimpse into the development of our area. Each object has a story to tell, and together they reveal the larger history of this community's development and its place in Hampton Roads and the world. 155 guests.

- Nov. 20. **A Vital Connection: The James River Bridge.** Opened November 17, 1928, the James River Bridge has linked Warwick-Newport News to Isle of Wight County for 88 years. This look-back examines life before the bridge, when colonial ferries and steamers served this purpose. The historical journey continues with dedication of the original crossing and construction of the present one. 26 guests.
- Nov. 22. **Happy Birthday, Benjamin Huger!** Join us for this lecture about the life of Benjamin Huger, the career U.S. Army ordnance officer who fought with distinction during the Mexican-American War and served as a Confederate general during the Civil War. Isle of Wight County's Fort Huger is named for him. 6 guests.
- **Groups/tours**
 - Nov. 1. Western Tidewater Church, Suffolk. 12 guests.
 - Nov. 4. Adventure Team, Suffolk and Western Branch. 30 students and parents.



- Nov. 17. Hampton Baptist Seniors, Hampton. 13 guests.
- **Gift Shop**
 - Our first published book is in the gift shop and priced at \$28.95.



- **Exhibit Update**
 - **Between Two Rivers.** This exhibit will be placed behind the Blackwater exhibit. The boat was delivered on November 13. We will begin planning the exhibit in 2017.
 - **40 Objects.**
 - Our anniversary exhibit, book, website and video series are complete! See above for details.

Windsor Castle

- No updates

Financials

• Gift Shop Sales (including tax):	\$2,551.27
• Donations:	\$656.00
• Program/Lecture Fees:	\$835.00
Total Monthly Deposit:	\$4,042.27

Social Media/Online Presence

- Visit our website at www.historicisleofwight or www.hamcamva.com.
 - **LIVE at 12:05.** Each Tuesday and Thursday, we host Periscope/Meekrat-like broadcasts on our Ham Cam. Our segments highlight events at the museum, announcements or artifacts from our collection. Tune in each Tuesday at 12:05 p.m. to see what we're doing: www.hamcamva.com.
If you missed our broadcasts, they are available for viewing on our Facebook page.
 - **Facebook:** Isle of Wight County Museum & Historic Sites: 1,665 likes. Daily posts.
 - **Facebook:** World's Oldest Ham: 93 likes. Semi-weekly posts.
 - **Twitter.** @WorldsOldestHam. The world's oldest ham has his own account. 45 followers.
 - **Foursquare/Swarm.** We monitor Foursquare for visitor check-ins. 7.3/10 rating.
 - **TripAdvisor Review.** Lisa C. of Windsor on Nov. 14: *Very Neat!! If you have a connection with Isle of Wight county, the museum is full of interesting facts! Really neat little place! The oldest ham!! See it in person! I love the little mini-movie theater that tells the history. And the hands-on sand exhibit for the kids is really fun! You'll love the old-time country store with the pre-recorded voices that tell life as it once was...lots of pictures and memorabilia from history...rich with indian arrowheads and artifacts found locally. And it's FREE OF CHARGE!!! Come visit!!!*
 - **TripAdvisorReview.** A TripAdvisor Member on Nov. 15: *Great info on the county. Interactive museum for the whole family. We have gone several times over the years. It's a free museum and when family comes to visit and such we take them to see "the ham". They shut down briefly for repairs and we couldn't wait to go back. Great adventure for a little day trip in downtown.*
 - **TripAdvisor Review.** Bob52014 of Tyrone, Pennsylvania on Nov. 21: *Wonderful Museum. I knew nothing about the area and by the time we left we got to see the World's oldest peanut and smoked ham. What more could you ask for. Very informative museum. Displays were very well done. Short 11 minute film on the area. Off street parking available. \$2.00 per adult to get in is very well worth it. After you leave the museum walk around the area and look at the historic homes. Wow!!! Overall a great time.*
-

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our walking tours and special events
- November: *Hyperallergic.com*. Blog post from July 2016: From Warhol's Grave to Elvis's Front Door, 10 Museum Webcams to Watch - <http://hyperallergic.com/294735/from-warhols-grave-to-elvis-front-door-10-museum-webcams-to-watch>.
- Nov. 5. *AltDaily.com*. Cutline: Remembering Vietnam (photo of Oct. 8 program).
- Nov. 9. *Smithfield Times*. Article: Museum celebrates 40 years of recording IW history.
- Nov. 9. *Smithfield Times*. Article: Probing mystery of colonial Lawne's Creek Potter.
- Nov. 9. *Smithfield Times*. Article: Museum celebrates 40 years - <http://www.suffolknewsherald.com/2016/11/11/museum-celebrates-40-years>.
- Nov. 11. *Suffolk News-Herald*. Article: Museum celebrates 40 years - <http://www.suffolknewsherald.com/2016/11/11/museum-celebrates-40-years/>
- Nov. 12. *Daily Press*. Article: Isle of Wight Museum: 40th birthday, 40 items for exhibit - <http://www.dailypress.com/features/history/dp-nws-iow-museum-40th-20161112-story.html>
- Nov. 13. *Daily Press*. Brief: County museum celebrates 40 years - <http://www.dailypress.com/news/isle-of-wight-county/dp-nws-iw-notebook-1114-20161109-story.html>.
- Nov. 18. AM-790 WNIS. Interview by Tony Macrini regarding museum anniversary.
- Nov. 30. *Smithfield Times*. Short Rows: The Isle of Wight Museum turns 40.

Outreach Lectures

- Nov. 7. Carrollton Civic League. Topic: Museum Anniversary. 25 guests.
- Nov. 14. Isle of Wight County Citizens' Association. Vietnam program. 20 guests.
- Nov. 16. Warwick County Historical Society. Topic: James River Bridge. 40 guests.



Boykin's Tavern

- No updates.

Meetings

- Nov. 1. Town Council. Presentation regarding the museum's 40th anniversary.
- Nov. 8. Isle of Wight County Museum Foundation.
- Nov. 9. Town of Smithfield Staff Meeting.
- Nov. 10. Smithfield-Isle of Wight County-Windsor Chamber of Commerce Leadership Meeting.

Trainings/Safety

- Nov. 2. Safety Committee.

From Our Website and Social Media



Facebook post from Nov. 7:

UPS delivered our first published book today! Director Jennifer England shows off our efforts.



Facebook post from Nov. 17:

Swinging Seniors from [#HamptonBaptistChurch](#) are here. They even waved at the Ham Cam!
(And one of our friends in Isle of Wight, England, emailed to tell us that she was at home waving back at them.)

Roses and thorns

Each week, the Daily Press Editorial Board offers a list of area citizens or institutions deserving of “roses” or “thorns,” when applicable.

This week’s roses go to:

■ The Isle of Wight County Museum, which marks its 40th anniversary today with a fun and fascinating show titled “The History of Isle of Wight in 40 Objects.”

■ All who displayed courtesy and kindness while waiting in line to vote on Nov. 8. This number includes a Hampton man who was seen leaving his place in line to assist another man who had fallen down while crossing a busy street. Our voters set an example for civility that our candidates ought to follow.

This week’s thorns to go:

■ Any politician whose campaign signs are still up along our roadways. Come on, people. You put ‘em up, you take ‘em down.

Facebook post from Nov. 18:
Roses from the [#DailyPress](#) for our anniversary!



Twitter post from Nov. 24:
Eat, drink and be thankful. [#happythanksgiving](#)

ZONING PERMITS OCTOBER 2016

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6665	RENOVATE EXISTING BLDG.	HISTORIC DISTRICT	119-121 N. CHURCH STREET	WEISS/HUFF ASHETT CONSTRUCTION
6666	INSTALL 3 ANTENNAS AND RADIO BOXES	RISING STAR	12025 GREENBRIAR LANE	AT&T/PINNACLE TOWERS
6667	DECK AND SHED	WELLINGTON	257 GRANDVILLE ARCH	WIGGINTON
6668	FENCE	MOONEFIELD	503 MOONEFIELD DRIVE	KING
6669	SIGN PERMIT	Q'DADDYS	1007 S. CHURCH STREET	WITTEN
6670	ADDITION TO GARAGE	MOONEFIELD	378 PAGAN ROAD	DICK
6671	PIER AND BOATHOUSE	GRIMESLAND	156 TALBOT DRIVE	L AND L MARINE, INC.
6672	ADDITION AND DECK	RED POINT HEIGHTS	134 LUMAR ROAD	MUNFORD
6673	METAL AND BLOCK BUILDINGS	SMITHFIELD FOODS	501 & 601 N. CHURCH STREET	SMITHFIELD FOODS D. H. GRIFFIN COMPANIES
6674	PIER AND BOATHOUSE	GRIMESLAND	1314 MAGRUDER ROAD	FITCHETT L AND L MARINE, INC.
6675	SIGN PERMIT	FINLEY'S GENERAL STORE	327 MAIN STREET	KETCHAM
6676	ADA RAMP	LAKESIDE HEIGHTS	614 QUAIL STREET	HAWKINS

ZONING PERMITS NOVEMBER 2016

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6677	SINGLE FAMILY DWELLING	MOONEFIELD	92 MOONEFIELD DRIVE	HARE SASSER CONSTRUCTION
6678	FENCE	WILLOW CREEK	105 WILLOW WOOD AVENUE	BRIGGS
6679	PIER, FLOATING DOCK, BOAT HOUSE	GRIMESLAND	1602 MAGRUDER ROAD	TERWILLIGER L AND L MARINE, INC.
6680	FENCE	WATERFORD OAKS	104 BUCKINGHAM WAY	LAUDER
6681	FENCE	MOONEFIELD	377 PAGAN ROAD	MITCHELL ROSENBAUM FENCE

FYI ITEMS



Alpha Kappa Alpha Sorority, Incorporated

PHI CHI OMEGA

Mr. Peter Stephenson,
Smithfield Town Manager
October 26, 2016

Dear Mr. Stephenson:

We cannot thank you enough for the guidance that you extended in support of the Alpha Kappa Alpha Sorority, Incorporated® (AKA); Mid Atlantic Region, Tidewater Cluster event held October 1st at the Main Street Baptist Church, Mission Center.

When we reached out to you over almost two years ago for assistance from the Town of Smithfield in planning our sorority's event, you assured us that local support would be available. That assurance proved to go *above and beyond our chapter's imagination*.

On Friday evening, our AKA chapter Phi Chi Omega (which serves the counties of Isle of Wight and Surry) had the marvelous opportunity to bring the local leaders from the two localities together to fellowship at the Community Leaders' Reception on Friday night. We were so pleased to have so many of the leaders of Surry and Isle of Wight share in their visions for partnering with our organization. Then on Saturday morning, October 1, 2016, the Mayor of Smithfield, Mr. T. Carter Williams, extended greetings to the audience (over 400) and read a Proclamation from the Town of Smithfield. Our guests were well taken care of by the Smithfield Police Department in the crossing of Main Street both before and after the event. This was very significant as a local festival was held nearby, and the traffic increased significantly on that day. Our attendees were also very complimentary of the local information provided by the Office of Tourism.

Your support and that of your staff is very much appreciated. If the Phi Chi Omega Chapter of Alpha Kappa Alpha Sorority, Incorporation® can be of assistance to the Smithfield community please let us know.

Best Regards,
Mae K. Mason
Mae K. Mason, President
Phi Chi Omega Chapter
Alpha Kappa Alpha Sorority, Inc.®

Renee S. Carter, Vice-President; Program Co-ordinator

RESOLUTION

CLOSURE OF STREETS FOR "8K CHILLY BOB ROADRACE"

WHEREAS, the Smithfield VA Events Committee has proposed an eight kilometer road race known as the "8K Chilly Bob Roadrace" to be held in connection with the Smithfield BOB Fest; and,

WHEREAS, the organizers have requested that all or portions of Jericho Road, Cedar Street, Joshua Road and Trumpet Court, all as shown on the attached sketch, be closed on Saturday, January 14, 2017 from 9:00 a.m. to 11:30 a.m. to be used as the race course and to permit a safe environment to conduct the race; and,

WHEREAS, Jericho Road will remain limited to one way traffic until the conclusion of the event; and

WHEREAS, these streets will only be closed for the minimum time period necessary for the runners to cover the different sections of the race course; and,

WHEREAS, it appears to the Town Council that this race is being well organized, will benefit the community; that the request is reasonable and that closing the streets specified above for brief periods during the race will not work an unreasonable hardship on the Town's citizens.

NOW, THEREFORE, be it resolved that on Saturday, January 14, 2017, all or portions of Jericho Road, Cedar Street, Joshua Road and Trumpet Court, all as shown on the attached sketch, be closed from 9:00 a.m. to 11:30 a.m. to permit a safe environment for conducting an eight five kilometer road race; and that Jericho Road will be limited to one way traffic through the conclusion of the event. The closure of these streets shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 6th day of December, 2016.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk

**INVOICES - OVER \$10,000.00
REQUIRING COUNCIL
AUTHORIZATION**



DUPLICATE INVOICE

Invoice # G173672
Invoice Date 9/23/16
Account # 095205
Sales Rep MARTINSBURG HOUSE
Phone # 304-263-6986
Branch #514 Martinsburg, WV
Total Amount Due \$19,960.00

1830 Craig Park Court
St. Louis, MO 63146

Backordered from:
9/13/16 G081795

Remit To:
HD SUPPLY WATERWORKS, LTD.
PO BOX 28330
ST LOUIS, MO 63146

TOWN OF SMITHFIELD
PO BOX 246
SMITHFIELD VA 23431-0246

Shipped To:
ATTN: JESSIE
293 Cary Street
PO BOX 246
SMITHFIELD, VA

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered 9/02/16 Date Shipped 9/22/16 Customer PO # VERBAL Job Name Job # Bill of Lading Shipped Via Invoice#
BW 19960.00 G173672

Table with columns: Product Code, Description, Quantity (Ordered, Shipped, B/O), Price, UM, Extended Price. Includes items like T10 5/8X5/8 ED2A31RWG3SG89 NEP METER and NEPTUNE EP4C1R6G8 4 HP PROTECT US FLANGE.

Account #
DEPT HEAD
TOWN MANAGER

Freight Delivery Handling Restock Misc Subtotal: 19,960.00
Other: .00
Tax: .00
Invoice Total: \$19,960.00

Terms: NET 30
Ordered By: JESSIE SNEED

This transaction is governed by and subject to HD Supply Waterworks' standard terms and conditions, which are incorporated by reference and accepted to review these terms and conditions, please visit: http://waterworks.hdsupply.com/TandC



The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		11/30/2016	12755

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Jefferson Dr.

Item	Qty	Description	Rate	Amount
Contract		Provide equipment, labor, and materials to accomplish the following. 1. Mill in front of driveways and at tie-ins. Approximately 4,200 square yards. 2. Install 12 risers to level of new asphalt. 3. Overlay approximately 5,700 square yards with 2" of 1M19.0A 4. Install shoulder stone 1'-1 1/2' wide along edge of new asphalt.	84,815.00	84,815.00
		Vendor # _____		
		Account # _____		
		Dept. Head <u>W.A. Lipp</u>		
		Town Manager <u>PLS</u>		

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$84,815.00

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us in once, as no claim made at maturity will be allowed.



Meeting Dates for 2017

January 2017

New Year's Day, Monday, January 2nd – Town Offices Closed

January 3	Town Council Meeting	7:30 p.m.
January 10	Pinewood Heights Management Team Meeting	4:00 p.m.
January 10	Planning Commission Meeting	6:30 p.m.

Lee/Jackson Holiday, Friday 13th & Martin Luther King, Jr. Day, Monday 16th – Town Offices Closed

January 17	Board of Historic & Architectural Review	6:30 p.m.
January 17	Board of Zoning Appeals	7:30 p.m.
January 23	Town Council Committee Meetings	4:00 p.m.
January 24	Town Council Committee Meetings	4:00 p.m.
January 26	Employee Training Day	

February 2017

February 7	Town Council Meeting	7:30 p.m.
February 14	Planning Commission Meeting	6:30 p.m.

Presidents Day, Monday 20th – Town Offices Closed

February 21	Board of Historic & Architectural Review	6:30 p.m.
February 21	Board of Zoning Appeals Meeting	7:30 p.m.
February 27	Town Council Committee Meetings	4:00 p.m.
February 28	Town Council Committee Meetings	4:00 p.m.

March 2017

March 7	Town Council Meeting	7:30 p.m.
March 14	Pinewood Heights Management Team Meeting	4:00 p.m.
March 14	Planning Commission Meeting	6:30 p.m.
March 21	Board of Historic & Architectural Review	6:30 p.m.
March 21	Board of Zoning Appeals Meeting	7:30 p.m.
March 27	Town Council Committee Meetings	4:00 p.m.
March 28	Town Council Committee Meetings	4:00 p.m.

April 2017

April 4	Town Council Meeting	7:30 p.m.
April 11	Planning Commission Meeting	6:30 p.m.
April 18	Board of Historic & Architectural Review	6:30 p.m.
April 18	Board of Zoning Appeals Meeting	7:30 p.m.
April 24	Town Council Committee Meetings	4:00 p.m.
April 25	Town Council Committee Meetings	4:00 p.m.

May 2017

May 2	Town Council Meeting	7:30 p.m.
May 9	Pinewood Heights Management Team Meeting	4:00 p.m.
May 9	Planning Commission Meeting	6:30 p.m.
May 16	Board of Historic & Architectural Review	6:30 p.m.
May 16	Board of Zoning Appeals Meeting	7:30 p.m.
May 22	Town Council Committee Meetings	4:00 p.m.
May 23	Town Council Committee Meetings	4:00 p.m.

Memorial Day, Monday 29th – Town Offices Closed

June 2017

June 6	Town Council Meeting	7:30 p.m.
June 13	Planning Commission	6:30 p.m.
June 20	Board of Historic & Architectural Review	6:30 p.m.
June 20	Board of Zoning Appeals Meeting	7:30 p.m.
June 26	Town Council Committee Meetings	4:00 p.m.
June 26	Continued Town Council Meeting	6:00 p.m.
June 27	Town Council Continued Meeting	4:00 p.m.

July 2017

Independence Day, Tuesday, July 4th – Town Offices Closed

July 5	Town Council Meeting	7:30 p.m. (MOVED BACK A DAY)
July 11	Pinewood Heights Management Team Meeting	4:00 p.m.
July 11	Planning Commission Meeting	6:30 p.m.
July 18	Board of Historic & Architectural Review	6:30 p.m.
July 18	Board of Zoning Appeals Meeting	7:30 p.m.
July 24	Town Council Committee Meetings	4:00 p.m.
July 25	Town Council Committee Meetings	4:00 p.m.

August 2017

August 1	Town Council Meeting	7:30 p.m.
August 8	Planning Commission Meeting	6:30 p.m.
August 15	Board of Historic & Architectural Review	6:30 p.m.
August 15	Board of Zoning Appeals Meeting	7:30 p.m.
August 28	Town Council Committee Meetings	4:00 p.m.
August 29	Town Council Committee Meetings	4:00 p.m.

September 2017

Labor Day, Monday September 4th – Town Offices Closed

September 5	Town Council Meeting	7:30 p.m.
September 12	Pinewood Heights Management Team Meeting	4:00 p.m.
September 12	Planning Commission Meeting	6:30 p.m.
September 19	Board of Historic & Architectural Review	6:30 p.m.
September 19	Board of Zoning Appeals Meeting	7:30 p.m.
September 25	Town Council Committee Meetings	4:00 p.m.
September 26	Town Council Committee Meetings	4:00 p.m.

October 2017

October 3	Town Council Meeting	7:30 p.m.
Columbus Day, Monday 9 th – Town Offices Closed		
October 10	Planning Commission Meeting	6:30 p.m.
October 17	Board of Historic & Architectural Review	7:30 p.m.
October 17	Board of Zoning Appeals Meeting	7:30 p.m.
October 23	Town Council Committee Meetings	4:00 p.m.
October 24	Town Council Committee Meetings	4:00 p.m.

November 2017

November 7	Town Council Meeting	7:30 p.m.
Veterans Day, Friday 10 th – Town Offices Closed		
November 14	Pinewood Heights Management Team Meeting	4:00 p.m.
November 14	Planning Commission Meeting	6:30 p.m.
November 21	Board of Historic & Architectural Review	6:30 p.m.
November 21	Board of Zoning Appeals Meeting	7:30 p.m.
Thanksgiving, Wednesday 22 nd – Town Offices Close at Noon		
Thanksgiving, Thursday 23 rd and Friday 24 th – Town Offices Closed		
November 27	Town Council Committee Meetings	4:00 p.m.
November 28	Town Council Committee Meetings	4:00 p.m.

December 2017

December 5	Town Council Meeting	7:30 p.m.
December 12	Planning Commission Meeting	6:30 p.m.
December 18	Town Council Committee Meetings	4:00 p.m. (MOVED UP A WEEK)
December 19	Town Council Committee Meetings	4:00 p.m. (MOVED UP A WEEK)
December 19	Board of Historic & Architectural Review	6:30 p.m.
December 19	Board of Zoning Appeals Meeting	7:30 p.m.
Christmas Holiday, Friday 22 nd at noon and Monday 25 th and Tuesday 26 th Town Offices Closed		

NOTE: ALL MEETINGS, INCLUDING STAFF MEETINGS IN 2017 WILL BE HELD AT THE SMITHFIELD CENTER UNLESS OTHERWISE POSTED