

# SMITHFIELD TOWN COUNCIL AGENDA

May 3<sup>rd</sup>, 2016 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



## A. INFORMATIONAL SECTION:

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

## B. UPCOMING MEETINGS AND ACTIVITIES:

- |        |   |   |
|--------|---|---|
| May 3  | - | <b>6:00 a.m. to 7:00 p.m. Local Town Elections (Come out and vote)</b>  |
| May 3  | - | 7:30 p.m. – Town Council Meeting  |
| May 10 | - | 4:00 p.m. – Special Finance Committee (Budget)  |
| May 10 | - | 6:30 p.m. – Smithfield Planning Commission Meeting  |
| May 17 | - | 2:00 p.m. – Pinewood Heights Management Team Meeting  |
| May 17 | - | 6:30 p.m. – Board of Historic and Architectural Review  |
| May 17 | - | 7:30 P.M. – Board of Zoning Appeals   |
| May 23 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Police Committee<br>Water and Sewer Committee<br>Finance Committee                                 |
| May 24 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Parks and Recreation Committee<br>Public Works Committee<br>Public Buildings and Welfare Committee |
| May 30 | - | Town Administrative Offices Closed in Observance of Memorial 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. Richard 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 Tynes
- b. Water and Sewer Committee Chair, Vice Mayor Andrew Gregory
- c. Finance Committee Chair, Mr. Randy Pack

**CONSENT AGENDA ITEMS**

- C1. Resolution for Street Closures for Olden Days Festivities, June 24<sup>th</sup> and 25<sup>th</sup>, 2016**  
Police Committee Chair, Mrs. Denise Tynes **TAB # 1**
- C2. Motion to Renew Sanitary Sewer Rehabilitation Contract with Tri-State Utilities for FY 2016/2017.**  
Water and Sewer Committee Chair, Vice Mayor Andrew Gregory
- C3. Motion to Renew Underground Utilities Contract with Lewis Construction for FY 2016/2017.**  
Water and Sewer Committee Chair, Vice Mayor Andrew Gregory
- C4. Motion to Approve Funding Request from Budgeted Funds to the Friends of the Smithfield Library in the amount of \$4,000 to Construct a Storage Shed and an amount not to Exceed \$1,600 to Install a Pathway and Handicap Ramp.**  
Finance Committee Chair, Mr. Randy Pack
- C5. Invoices Over \$10,000 Requiring Council Authorization**  
Finance Committee Chair, Mr. Randy Pack
- |    |  |              |
|----|--|--------------|
| a. | Atlantic Communications (In-car Cameras)         | \$ 31,476.00 |
| b. | J & B Hartigan (Police Evidence Storage Project) | \$203,741.61 |

**ACTION SECTION**

- 1. PUBLIC HEARING: Future Land Use Designation Change – Howard Little Farm**
- a. Staff Presentation by Planning and Zoning Administrator, William G. Saunders, IV
  - b. Public Hearing Open
  - c. Public Hearing Closed
  - d. Consideration by Public Buildings and Welfare Committee Dr. Milton Cook
- 2. PUBLIC HEARING: Special Use Permit – Indoor Commercial Recreation Facility – 13490 Benns Church Boulevard**
- a. Staff Presentation by Planning and Zoning Administrator, William G. Saunders, IV
  - b. Public Hearing Open
  - c. Public Hearing Closed
  - d. Consideration by Public Buildings and Welfare Committee Dr. Milton Cook

3. **Motion to Approve Park Project Application to put a Edible Garden in Windsor Castle Park**  
Parks and Recreation Committee Chair, Ms. Connie Chapman
4. **Motion to Accept the Proposal for Phase I of the Joe Luter Jr. Sports Complex**  
Parks and Recreation Committee Chair, Ms. Connie Chapman **(FORTHCOMING)**
5. **Motion to Approve Water and Sewer Services Agreement with Isle of Wight County**  
Water and Sewer Committee Chair, Vice Mayor Gregory **(FORTHCOMING)**
6. **Motion to Approve the Town Council Meeting Minutes of April 5<sup>th</sup>, 2016**  
Mr. William H. Riddick, III, Town Attorney
7. **New Business:**
  - a. **Appoint a Nominating Committee for the Expiring Term of Catherine Bowden (6-30-2016) for the Board of Zoning Appeals**
8. **Old Business:**
  - a. **Authorize Purchase and Acceptance of Deed for 52 Carver Avenue in Pinewood Heights**
9. **Closed Session:**
10. **Meeting Adjourned:**

April 29, 2016

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MONTHLY ACTIVITY REPORT – APRIL 2016**

**TOWN MANAGER'S OFFICE:**

- a. Attended/participated in the following meetings/activities: Chamber of Commerce post legislative breakfast, Joint Tourism Committee, TFA Benefits, HRPDC CAO meeting in Chesapeake, Kiwanis Division Council meeting in Newport News, water tank maintenance contractor interviews, Special Events Committee, Intergovernmental Committee, HRSD awards luncheon in Hampton with Jack Reed, Chamber student leadership program graduation, VML insurance Programs presentation to staff in Glen Allen, Virginia Board of Historic Resources special meeting in Richmond with Mayor Williams, NASCAR event at Smithfield Foods, and new town website demonstration.
- b. Submitted professional development annual report to maintain ICMA Credentialed Manager designation.

**TOWN CLERK'S OFFICE:**

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and the Board of Historic and Architectural Review for the month of April
- b. Attended Intergovernmental Relations Committee on April 19<sup>th</sup>.
- c. Prepared April Town Council Committee Agenda and May Town Council Agenda.
- d. Attended Town Council Committee meetings on April 25<sup>th</sup> and 26<sup>th</sup> and prepared summary reports from committees.
- e. Attended new town website demonstration, April 29<sup>th</sup>.
- f. Continue to work on organizing town records now that they have been moved to the building behind us.

## **TREASURER'S OFFICE:**

- a. Met with representatives of TFA Benefits and the Hughes Agency on April 5 to discuss health and dental renewals for 2016/2017.
- b. Met with Dave Hare and Anne Connor of TowneBank on April 11 to discuss possible financing for upcoming capital projects.
- c. Attended Intergovernmental Meeting between Isle of Wight County and the Town of Smithfield on April 19.
- d. Prepared March 2016 financial statements and cash balances for finance committee meeting on April 25.
- e. Participated in conference call with Peter Stephenson, Lawson Headley, and Diana Matney (Tyler Technologies) on April 27 to discuss MUNIS contract concerns regarding the tax and utility modules.
- f. Worked closely with the Town Manager on budget throughout the month.

## **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. Sewer line cleaning on various pump station basins.
  - b. Locating and repairing sewer cleanouts in Redpoint area.
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. Moonfield pump station installed new pump.
- d. Jersey Park pump station installed new pump.
- e. Vibration test was done on various pumps at pump stations.

3. Water line Repairs and Maintenance

- a. Repaired water leak at 106 and 108 North St.

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 once a month.

5. Water Treatment Plant

- a. Daily lab analysis, monthly sampling and reports for VDH, HRSD, DEQ and RO contractors.
- b. Plant Manager Jack Reed attended American Public Works Institute Leadership and Management training in VA Beach.
- c. New Waterworks Operator Tim Perkins began employment and training at RO Plant.
- d. Town Manager Peter Stephenson and Jack Reed attended HRSD awards luncheon to receive Gold Award for our “outstanding environmental compliance record”.
- e. The 2015 Consumer Confidence Report (Water Quality Report) was submitted to VDH for approval.

6. Safety

- a. Monthly truck inspections
- b. All Public Works employees attended fire extinguisher training
- c. Public Works staff attended pesticide recertification class

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. A general inspection of the park is conducted weekly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.

- c. Repairs made to trails after being identified during routine inspections.
- d. Install some of the missing signage. Ordered more signs.

8. Fog/Backflow Programs

- A. Fog inspections on FSE and monitoring of grease disposal is ongoing with a good level of compliance and cooperation from local businesses.
- B. The following locations had FOG inspections conducted this month
  - 1. Taco Bell
  - 2. Wendy's
  - 3. Hardee's
  - 4. Smithfield Ice Cream Parlor
  - 5. Food Lion
  - 6. Dominoes
  - 7. Farm fresh
  - 8. Subway
- C. Backflow test reports are being submitted by residents and business with a good level of cooperation from the public. Plan review and inspections are conducted on all new commercial structures to ensure they meet town requirements

9. 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. Staff worked Downtown Vintage Market and set up recycling informational table at Home and Community Expo
- d. Staff attended eVA training, annual supervisor training and Pubworks mobile application training
- e. Worked on annual insurance renewal with VML
- f. Received and evaluated proposals for Water Tank Maintenance contract
- g. Repaired storm drain at Taste of Smithfield.
- h. Public works worked the wine fest event.

**PLANNING AND ZONING:**

1. Planning Commission – April 12, 2016

- A. \*Public Hearing\* Special Use Permit – Indoor Commercial Recreation Facility – 13490 Bennis Church Boulevard – Rev. George Boomer, Robert W. Neal for Hope Presbyterian Church, applicants – Approval recommended to Town Council, with

condition that commercial recreational activities not be held concurrently with Church activities.

- B. \*Public Hearing\* Future Land Use Designation Change - Comprehensive Plan Future Land Use Map – Little Farm, North of Intersection of Waterworks Road & Courthouse Highway - Town of Smithfield, applicant – Approval recommended to Town Council, with no conditions.

2. Rezoning Applications under review

- None

3. Special Use Permit Applications under review

- A. Indoor Commercial Recreation Facility – Hope Presbyterian Church – 13490 Bennis Church Boulevard.

4. Subdivision and Site Plans under review

- A. Parking Lot Expansion – 111 North Church St. – Smithfield Co., applicant.
- B. Clontz Park Boat Ramp – Clontz Way – Town of Smithfield, 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 – April 19, 2016

- A. Proposed Exterior Renovation – 203 Riverview Avenue – Non-Contributing – Russell Hill, applicant – Approved.
- B. Maintenance Violation - Demolition by Neglect – 502 Grace Street – Landmark – Mary Delk Crocker, owner – Board approved the formation of a subcommittee to meet with the owner to identify an appropriate scope of work to resolve the violation.

7. Board of Zoning Appeals – April 19, 2016

- No meeting held.

## **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.
- C. 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.
- D. Blair Brother's Contr. repaired damaged concrete island at intersection of Ransdell Lane and South Church Street. Contractor started and completed clearing cross drain storm pipe on Great Springs Road and installed an additional 5 feet of storm drain pipe and rip-rap on outlet end of pipe section. Contractor also removed and replaced damaged curb sections at various locations on Goose Hill Way.
- E. 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 10 locations throughout the Town and required reports were filed.
- F. Field inspections were held this month involving the Smithfield Lake Dam. No major structural deficiencies were found at this time.
- G. 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.

**COMMITTEE  
SUMMARY REPORTS**

April 29, 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, APRIL 25<sup>TH</sup>, 2016

The Police Committee met Monday, April 25<sup>th</sup>, 2016 at 5:36 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, Dr. Milton Cook and Mr. 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. Alonzo Howell, Deputy Police Chief; Mr. William H. Riddick, Town Attorney; and Ms. Amy Musick, Smithfield Center Director. The media was represented by Matt Leonard 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. Street Closure Request for Olden Days, June 24<sup>th</sup> and 25<sup>th</sup> 2016 - Mrs. Tynes stated that the dates and times for the requested closures are the same as in past years. The 100 and 200 block of Main Street from Church Street to Institute Street and South Mason Street from Main Street to Cedar Street will be closed Friday, June 24<sup>th</sup> from 5 p.m. to 9 p.m. South Mason Street has been requested to be closed Friday, June 24<sup>th</sup> at 8 p.m. through Saturday, June 25<sup>th</sup> at 5 p.m. Also the 100, 200, and 300 blocks of Main Street from Church Street to Underwood Lane and North Mason from Thomas Street to Main Street will be closed Saturday, June 25<sup>th</sup> from 7 am through 5 pm. Committee recommended approval of street closures for Olden Days festivities.

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

1. Operational Updates – Deputy Chief Howell reported that Detective Sergeant Chris Meier's just graduated from the Virginia State Forensics Academy last Friday and

they welcome him back with knowledge that will help fight crime. He also reported on a couple of major incidents that have occurred in town since last month. The first one being the robbery at the 7-11 on South Church Street. Two masked men entered the store and robbed the cashier at gun point. They left the scene with an undisclosed amount of money. Deputy Chief Howell mentioned that this incident is very similar to other robberies that have occurred in surrounding localities. The Smithfield Police Department continues to work with these other jurisdictions to help solve these crimes. The second incident was shots fired in the parking lot at the BP gas station on Benns Church Boulevard. It appears that the victims knew each other but they have not made a positive identification in this case. There were no reported injuries. Deputy Chief Howell also reported that a young man was arrested at Windsor Castle Park for displaying himself in the nude. The Police Department has not yet determined if this is the same person that was seen previously in the park pleasuring himself. The young man that was arrested was charged with one count of indecent exposure.

2. Police Evidence Storage Building Renovations: Monthly Update – This item was discussed during Finance Committee while recommending approval of payment invoice # 3 from the contractor J and B Hartigan.

The meeting adjourned at 5:41 p.m.

April 29, 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, APRIL 25<sup>TH</sup>, 2016

The Water & Sewer Committee held a meeting on Monday, April 25<sup>th</sup>, 2016 at 5:41 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mrs. Denise Tynes, and Mr. Michael Smith. Other Council members present were Dr. Milton Cook, 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; Mr. William H. Riddick, III, Town Attorney. The media was represented by Matt Leonard of The Smithfield Times.

Water and Sewer Committee Member, Mr. Michael Smith called the meeting to order.

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

**1. Contract Renewal for Sanitary Sewer Rehabilitation Services and Contract Renewal for Underground Utility Services** – The Town Manager stated that staff has been pleased with both firms and would recommend renewing the Sanitary Sewer Rehabilitation contract with Tri-State Utilities and the Underground Utility contract with Lewis Construction for fiscal year 2016/2017. The sanitary sewer rehabilitation contract includes providing labor and equipment to clean and TV sanitary sewer lines prior to lining and installing CIPP or Ultra Liner. The work shall include traffic control and bypassing. The underground utility contract includes providing labor and equipment for scheduled and emergency repairs/replacement to the sanitary sewer and water systems, provide repairs for utilities ranging from 6ft – 25ft in depth, and must be able to respond within an hour of emergencies. Committee recommended approval to renew both contracts.

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

1. Operational Updates and Report from Intergovernmental Committee Meeting on Expired Utility Agreements – The Town Attorney reported that he has drafted a new combined agreement for utilities between the town and county for a term of two years. He explained that he and the Town Manager will review and bring to the May 3<sup>rd</sup> Town Council meeting for approval. Mr. Smith asked if there was a timeline for the task force to begin discussions on long term planning for water and sewer utility services to all current and future customers of the three localities. The Town Attorney stated that if the new agreement is approved by both the town and the county then staff will meet as soon as budget season is over to start working on a plan. Mr. Smith stated that having water gives us the opportunity to work together through this task force to determine what is good for everyone in the future. This item will come back to committee with an update once staff from all three localities meets to discuss.

The meeting adjourned at 5:51 p.m.

April 29, 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, APRIL 25<sup>TH</sup>, 2016

The Finance Committee held a meeting on Monday, April 25<sup>th</sup>, 2016 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; and Dr. Milton Cook. Other Council members present were Ms. Connie Chapman, Mrs. Denise Tynes, Mr. Michael Smith 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. Amy Musick, Smithfield Center Director; and Mr. Alonzo Howell, Deputy Chief of Smithfield. Also in attendance were Ms. Terry Rhinier., Special Events Coordinator for Tourism; Mr. Brian Camden of Alpha Corporation; Mr. Jim Phillips of Friends of the Smithfield Library; Ms. Kathy Peterson of the Luter Family YMCA; Ms. Barbara Stafford of the Isle of Wight Christian Outreach; and Ms. Marleisa Montgomery of the Genieve Shelter. The media was represented by Matt Leonard 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's Authorization:
  - a. Atlantic Communications \$ 31,476.00  
This invoice is for the in-car cameras for the new police vehicles. Committee recommends payment of invoice.
  - b. J & B Hartigan \$203,741.61  
Mr. Pack asked that Mr. Brian Camden of Alpha Corporation to give committee an update on the renovations to the police evidence storage facility. Mr. Camden reported that the project continues to be manned very well. The contractor J and B Hartigan has submitted a three week no-cost time extension which they have evaluated and recommend the Committee reject the extension. He explained that the required date for

substantial completion was April 15<sup>th</sup> and for final completion on May 1<sup>st</sup>. The contract listed that the reason for the extension was due to burglar bars being added in the roof of the apparatus bay, and light fixtures that were received damaged. Mr. Camden stated that these causes are unwarranted and the real reason for the extension is for mechanical issues. The time extension has been discussed with Lt. Rogers and he has no issues with the project being slightly delayed. The original contract time of 90 days was established by Alpha Corporation with input from the town and the design team. The 90 days had no to direct correlation with any specific Police activity or deadline. Mr. Camden stated that although the contractor is running slightly behind schedule they have done a great job. The contractor has also made some improvements that were not included in the original project at no cost to the town. Mr. Camden stated that the final inspection will be done by contractor first. The contractor will make a list of deficiencies that need to be addressed. Once the deficiencies have been corrected the architect will be notified to perform a final inspection. Mr. Camden stated that the final inspection should be completed by mid-May at the very latest. Committee thanked Mr. Camden for the update and recommend approval of invoice # 3.

2. Request from Friends of the Smithfield Library – Mr. Jim Phillips of Friends of the Smithfield Library was present to request funding to construct a 12 x 16 storage unit behind the Smithfield Library. Currently, the Friends of the Smithfield Library shares storage space with town departments in the rear of the VFW building located at the corner of James and Washington Street. The town has now relocated storage for these departments so that the VFW will have more room. Other locations that the town has offered are not accommodating for what they need. Mr. Phillips stated that he has spoken to town staff about building a storage shed that would be suitable and meet the requirements of the Historic District. Mr. Phillips stated that the cost to construct a shed to meet the requirements of the historic district would be \$4,000. The storage shed will be moveable but anchored down on cinderblocks. Mr. Pack asked what was remaining in the budget for Friends of the Smithfield Library. The Town Treasurer stated that they have \$6,948.40 remaining in the budget for FY 2015/2016. Mayor Williams asked what color the shed will be. Mr. Phillips stated that he was looking at slate grey with another neutral color for the trim and door. Mr. Pack stated that BHAR will address the color of the shed when it goes before their board on May 17<sup>th</sup>. Mr. Phillips stated that they will need a pathway leading to the shed in the future, but at this time he does not have hard numbers on that estimated cost. Mr. Pack asked what the soft estimates were that he had for the pathway and ramp. Mr. Phillips stated that it will be approximately \$1,600. Committee recommends approval of funding the storage shed for the Friends of the Smithfield Library in an amount of \$4,000 and funding to install a pathway and ramp in an amount not to exceed \$1,600. Mr. Phillips thanked committee for their support.

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

1. March Financial Statements and Graphs - Ms. Minga explained that the financial statements do not have updated notes for this month; however she did update the graphs. She continued to explain how complicated the MUNIS Conversion has been to date. She

stated that she has pulled the plug on the conversion at this time due to time restraints to get the budget done. It was never mentioned during conversion discussions that they would be unable to take our current information and dump it into the new program. Everything has to be entered individually. She does not know how the Town of Windsor is able to do it but they are going live with the new system July 1<sup>st</sup>; however they do have a consultant that is working full time to put all the information in the system. Mayor Williams suggested that the town look into hiring a consultant here in Smithfield to help with the conversion. Ms. Minga stated that she would talk more with the Town of Windsor to see who they are using and get some cost estimates. Committee suggested bring this information to the May 3<sup>rd</sup> Town Council meeting and they will bring it up for discussion under New Business.

2. March Cash Balances – Ms. Minga reported that cash balances remain very strong. The Investment Pool with VML/VACo is doing well also. The town has made approximately \$9,000 since the investment pool account was opened a year ago. Water = \$183,617.92; Water Debt Service = \$901,661.50; Water Capital Escrow Availability Fees = \$455,819.23; Water Treatment Plant Escrow = \$112,071.70; Water Deposit Account = \$119,685.15; Water Development Escrow = \$100,678.85; **Subtotal Water = \$1,873,534.35.** Sewer = \$(18,020.27); Sewer Development Escrow = \$358,261.38 Sewer Capital Escrow Availability Fees = \$874,634.28; Sewer Compliance = \$1,415,368.60; **Subtotal Sewer = \$2,630,243.99.** **Highway = \$315,527.04.** General Fund = \$3,501,579.63; Payroll = \$233,076.34; Money Market General Fund Town Bank = \$2,194.11; Business Super NOW-General Fund = \$33,229.86; Money Market General Fund Farmers Bank = \$290,645.51; General Fund Capital Escrow = \$215,432.13; Certificate of Deposit = \$526,367.51; Certificate of Deposit Police Dept = \$36,817.81; Special Project Account = \$2,545,731.06; Pinewood Heights Escrow = \$52,864.58 SNAP Program = \$2,264.75; Museum Account = \$120,210.69; Windsor Castle Acct \$37,000.00; **Subtotal General Fund = \$7,597,413.98. TOTAL ALL FUNDS = \$12,416,719.36.**

3. Contribution Request for Fiscal Year 2016/2017

a. The Genieve Shelter – Ms. Marleisa Montgomery, Executive Director for The Genieve Shelter was present to give an overview of why they are requesting support from the Town of Smithfield in the amount of \$10,000 this year. She explained that over the past year they have had an opportunity to grow their program from 20 beds to 28 beds which allows them to serve more survivors fleeing from domestic violence. Due to this expansion they are in need of additional funding. State and federal funds cannot be used to grow your program. Ms. Montgomery also stated that they have recently found out that FEMA funding will not be available this year. This coming year one of their goals is to relocate the Administrative Office. The shelter has been on high alert on several occasions over the past year due to the current location of the office. She also stated that the safe house in Smithfield is also in need of some maintenance work. In the past year The Geneive Shelter assisted 676 individuals through various

services, such as court advocacy/accompaniment, crisis counseling, bi-weekly adult and children support group therapy, legal consultations, mentoring, and case management services and another 2,184 participants were reached during community outreach events. Ms. Montgomery stated that their guidelines changed in 2015 and they now assist men as well as women. They are housed in separate facilities. Ms. Chapman asked what the average stay is at The Genieve Shelter. Ms. Montgomery stated that the average stay is 60 days; however some cases that are severe could be there for 90 days for assistance. Ms. Montgomery mentioned that their mission is to provide emergency shelter and transitional housing through their programs for victims of domestic violence and their children. They also provide information, education, and training services which focuses on ending domestic violence. Committee thanked Ms. Montgomery for the update.

b. Luter Family YMCA – Ms. Kathy Peterson of the Luter Family YMCA was present to give some statistics from 2015. She reported that currently there are 4,766 members that belong to the Luter Family YMCA. There were a total of 95,569 visits made to the YMCA in 2015. 182 second graders received free swim lessons through the Y's free Learn to Swim program. A total of 2,205 members received financial assistance through the Membership for All program. The Y's Guardian Scholarship program proceeds of \$148,777 directly benefited people in our community. Our community is stronger when everyone can belong, regardless of their income. There were a total of 164 pairs of used athletic shoes that were collected to benefit citizens in Ghana, Africa. A total of twenty (20) adult cancer survivors participated in the free 12 week Live**Strong** at the Y program to help them reclaim their total health. At the Y's family volunteer Day 46 Thanksgiving food packages were filled. Through the Y's Bright Beginnings program 70 local children received new school clothes and supplies. From the Y's Scholarship Guardian program 249 neighbors benefited to help them lead healthier lives. Ms. Peterson stated that a new program that they are working on is that every 7<sup>th</sup> grader in Isle of Wight will get a free membership to the YMCA. They continue to reach out to the community with education in regards to their Diabetes program. Ms. Peterson shared a testimonial from a member where she was able to reclaim her life through the 12 week Live**Strong** program. She also explained that their healthy eating initiative is taught in all their programs. Two Smithfield high School students received a \$5,000 scholarship each through the Nicole White Memorial Scholarship program. A free to the public Healthy Kids Day and Easter Egg Hunt are held every year. There are many volunteer opportunities at the YMCA as well. Ms. Peterson played a slide show with faces from the many events and programs that the YMCA offers. Dr. Cook asked if the YMCA envisions more capital growth in the future. Ms. Peterson stated that they continue to look at what is trending in the community. As a Board the have yet to

determine what the next phase or enhancement to the facility will be. Committee thanked Ms. Peterson for the update.

c. IOW Christian Outreach – Ms. Barbara Stafford of the IOW Christian Outreach program (COP) was present to give committee and update of the organization. She explained that IOW Christian Outreach works very closely with IOW Social Services. They have approximately 200 volunteers that work in various areas of the organization. They have eight (8) very active programs and two (2) new ones that are getting ready to get start. At this time COP assists three to four hundred families with food every month. A lot of the food that COP receives comes from food rescue programs and they are a member of the food bank in Southeast Virginia. COP continues to grow as new people come looking for assistance. IOW Social Services have a lot of federal and state programs; however they are not set up to assist the people that fall through the crack because they make too much money to be in a program but not enough to completely provide for their families. COP is working to close that gap for people that are temporarily unemployed, or for people who are only able to buy groceries or medication but not both. Ms. Stafford mentioned that they do get a grant from the Obici Healthcare Foundation to provide healthy foods to eat. COP will be expanding this program to include recipes and cooking classes to encourage healthy eating habits. Ms. Stafford stated that they are called daily to assist with home repairs for people that cannot afford to fix their homes. COP is working with the Western Tidewater Free clinic to provide dental assistance for seniors 55 and older at reduced rates. The budget this year for the Dental Assistance program is \$28,000. People also come to COP when they are in need of furniture. Ms. Stafford stated that COP does not assist with providing clothes for individuals in need. Ms. Stafford stated that recently they have partnered with diaper banks because diapers cannot be bought with food stamps so they are providing diapers to those in need. Their “Food for Thought” program is for preschoolers and early education to get kids reading early. Kids that are part of the program get one brand new book a month. They also send money to the schools every year to help pay for kids that cannot afford to pay for school field trips. Mr. Pack asked what was being requested for FY 2016/2017. Ms. Stafford stated that they were requesting the \$8,000 for the capital campaign and \$6,000 for operating expenses for a total of \$14,000. Committee thanked Ms. Stafford for the update.

d. Providential Credit Care Management, Inc. – The Town Manager stated that Ms. Wiggins request was included in the packet; however she was out of town and could not be here today.

#### 4. FY 2016/2017 Budget Discussion:

### Expenses:

**Salaries:** Ms. Minga reported that since she put MUNIS aside she has spent most of her time working with labor and benefits. She started with What Lt. Rogers had proposed back in December and then did more detailed calculations on every individual employee based their title and tenure with the town. Discrepancies between the town and county pay scales were mostly due to town employees job titles were not in the same pay grade as the county. She stated that out of seventy-five employees fifty-nine are below the midpoint and sixteen are at or above the mid-point. Some employees when moved to the same pay grade as the county would actually get a decrease in pay. Whereas some employees that may make more than there supervisors once you add in their overtime. Ms. Minga was not sure that the proposed pay scale prepared by Lt. Rogers would be the best fit for the town. The increase in salaries for town employees would be over \$400,000.00. Ms. Minga stated that she then looked at what it would cost the town to give a 4% COLA increase and a 1% VRS increase for the last year of the VRS phase-in. The increase to the town's budget for salaries would be \$147,000.00. After a lengthy discussion on salaries a work session was scheduled for May 10<sup>th</sup> @ 4:00 p.m.

**Health Insurance:** Ms. Minga pointed out that health insurance for town employees increased this year 14.5%. After some discussion staff was able to get the increase down to 11%. Ms. Minga stated that she has been looking at different options where the town would continue to pay 100% of employees insurance; however dependent coverage would be reduced to absorb some of the overall additional cost. If the town keeps health insurance the same as in past years and absorbs the cost it will be a \$53,100.00 increase to the budget. If dependent coverage is reduced to 40% the budget would be increased by \$41,000. Some of the committee voiced their concerns that the days of any percentage of dependent insurance being paid for by the employer are over and the town should no longer absorb these cost. Ms. Chapman asked if the town has looked at shared services with the county for better insurance rates. Ms. Minga stated that we looked at that a couple of years ago; however at that time the cost for coverage was higher. That may not be the case today as the county does not use the same insurance company.

**IOW County E911 and Tourism Shared Services:** Ms. Chapman expressed her concerns about the shared services cost with Isle of Wight County for E911 and Tourism increased \$114,000 this year and the reason for the increase was due to the salary increases at county level. She stated that we are struggling to pay our own town employees yet we have to absorb raises for county staff that we did not have a say in.

### Revenues:

Ms. Minga stated that she looked in the cost for a business license as requested at the last Finance Committee. She mentioned that any change would require an ordinance. Ms. Minga stated that the counties are pretty similar; however they are tired a little differently. As far as vehicle tags the town currently has one flat fee of \$20.00 whereas the county has different costs depending on what type of vehicle it is. More information

on this will be brought to the upcoming budget work session. Dr. Cook mentioned that as the town starts looking for more revenues we need to encourage restaurant growth.

The meeting adjourned 5:36 p.m.

April 29, 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, APRIL 26<sup>TH</sup>, 2016

The Parks and Recreation Committee held a meeting on Tuesday, April 26<sup>th</sup>, 2016 at 4:02 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mr. Randy Pack and Mrs. Denise Tynes. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook 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. Amy Musick, Smithfield Center Director; and Mr. William G. Saunders, IV, Planning and Zoning Administrator. Also in attendance were Mr. Jamie Weist of Kimley-Horn and Associates; Mr. Fred Eng, Principal of Smithfield Middle, Ms. Jennifer Smith, Teacher at Smithfield Middle; Ms. Taylor Hallinan and Ms. Tori Shearn, students of Smithfield Middle School. Ms. Ashlyn Newberry, Girl Scout Troop 622. There were approximately six (6) additional citizens present. The media was represented by Matt Leonard 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 THE COUNCIL'S AGENDA.**

1. Park Project Application – Edible Garden – Smithfield Middle schools students, Taylor Hallinan and Tori Shearn were present to request approval to put an edible garden in Windsor Castle Park as their school community project. They will be doing fundraisers and accepting donations to raise money for the project. Ms. Musick suggested that the location of the edible garden should be near the kayak shed so that they can share space for tool storage. The garden would have fresh strawberries, tomatoes, carrots, watermelon, potatoes carrots, etc. The girls showed committee what the compost pile from local restaurants to fertilize the plants will look like. Committee asked about watering the plants. The idea is to have a rain barrel that will be used to keep the garden

watered. They hope to get two rain barrels so that one would be to water the plants and the second for people to wash the vegetable off. Committee thought that one rain barrel would be enough because the vegetables can be taken home to be rinsed and cleaned. There will be a fence placed around the garden. Committee liked the look of the fence but did not feel that the fence selected would keep out deer and other wildlife that would enjoy eating the vegetable plants. Dr. Cook suggested that an electric fence could be used to keep out wildlife; however it would need to be posted that the fence is electrified. Mrs. Tynes asked if this would be a year round or seasonal project. The girls stated that it would be a seasonal project that they would like to start this season. Each season there would be different individuals that will plant and take care of the edible garden. Committee and staff expressed their concerns that the garden should be to observe only and not open to the public. Ms. Musick asked that if committee has any additional questions between now and the Town Council meeting to send them to her and she would forward them to the Tori and Taylor to be answered prior to Town Council's consideration of this project. This item will be on the Action Section of the agenda for further discussion. Committee thanked Tori and Taylor for their interest in doing a community project.

2. Joe Luter Jr. Sports Complex – Phase 1 Proposal from Kimley-Horn and Associates – Mr. Jamie Weist stated that the proposal before you today is to begin the design work of Phase I. If approved at the May 3<sup>rd</sup> Town Council meeting the design work could begin as early as May 4<sup>th</sup>. He stated that the goal is to get the project out to bid in July with the contract being awarded in August so that construction could begin this fall. Mr. Weist stated that included in the design there will be approximately 400 parking spaces, a challenger field, and room for additional growth in the future. Mrs. Tynes asked about the old farm house that is located on the project site. Mayor Williams stated that most of the out buildings with the exception of two will be torn down. The old farm house is not in the area where the sports complex will be constructed so nothing is planned for that yet. Dr. Cook expressed concern that the design of the indoor facility is not included in this proposal. Mr. Weist stated that they are not going to design the indoor facility until after the ballfields are done so they can see where they stand with money before moving forward. The amount of money remaining will determine the size and design of the indoor facility. Committee expressed concern over the cost associated with the proposal and using three million dollars just to build baseball fields. The Town Attorney mentioned that there are definitely some items in the proposal in regards to cost that need to be discussed. The Town Manager stated that he, Brian Camden of Alpha Corporation, Jamie Weist, and the Town Attorney need to negotiate some of the areas of the proposal. This item will be placed on Town Council's agenda for further discussion after the proposal has been reviewed further.

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

1. Operational Update – Ms. Musick reported that the town started the month of April off with the YMCA Triathlon. It went very smooth and the residents were notified prior to the event. She mentioned that Tourism is getting ready to send out car hang tags before Olden Days for residents in the Historic District that are effected by the many street closures that occur throughout the year. The Wine and Brew Fest on April 9<sup>th</sup> was a success even though the weather was not the best. Ms. Musick mentioned the following, open to the public, events were coming up. The Optimist 5K will be held on Saturday, May 7<sup>th</sup>, the Windsor Castle Park Lovers Party will be Friday, May 13<sup>th</sup>, and a Memorial Day Service will be held on Monday, May 30<sup>th</sup>. Ms. Musick reported that Kayak rentals open Saturday, May 7<sup>th</sup>. The two staffers that have been hired for the 2016 season are Dillion Puglisi and Cole Chapman. Ms. Musick stated that the Trail Doctors have put in nineteen volunteer hours this past month. They continue to work on English Ivy Removal, Tree of Heaven location and removal, cleaning pedestrian bridges, and trail repairs in preparation of the Isle of Wight Academy Color Run. Ms. Musick stated that the Windsor Castle Community Day is Saturday, May 21<sup>st</sup> and encourages everyone to come out and volunteer. Community Day will be from 8:00 a.m. to noon. Hot Dogs will be served by the Smithfield Kiwanis at noon. Ms. Chapman stated that she will be working to beautify the grave site area in the park and encouraged others to volunteer either with her or somewhere else in the park that day. Mrs. Tynes encouraged everyone to come out and vote in next Tuesday's local election at the Smithfield Center. Ms. Musick showed committee what the park project signs would look like that will be displayed near each park project to give a more unified look. They will also recognize individuals or groups for their hard work.

2. Park Project Update - Wood Duck Boxes - Ms. Ashlyn Newberry was present to give committee an update on the Wood Duck boxes at Windsor Castle Park. She reminded committee that she built the Wood Duck Boxes as her Girl Scout Gold Award project. Committee asked if all the Wood Duck boxes have been installed. Ashlyn replied that all 10 boxes have been installed. Predator guards have recently been placed around the post as well. Committee asked what type of ongoing maintenance will be necessary. Ashlyn explained that the Virginia Naturalist have agreed to do the ongoing maintenance after each nesting. Committee asked how long it took to build the boxes. Ashlyn stated that overall the project has taken approximately 70 hours. She and her dad precut wood for the boxes then held a work day at the park with members of the Virginia Naturalist to help assembly the boxes. Mrs. Tynes thanked Ashlyn's father for assisting his daughter in completing her Girl Scout project. Committee commended Ashlyn on her Girl Scout Gold Award project and thanked her for the update.

The meeting adjourned at 4:54 p.m.

April 29, 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, APRIL 26<sup>TH</sup>, 2016

The Public Works Committee held a meeting on Tuesday, April 26<sup>th</sup>, 2016 at 4:54 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Dr. Milton Cook and Mrs. Denise Tynes. Other Council members present were: Mr. Randy Pack, Ms. Connie Chapman, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William G. Saunders, IV, Planning and Zoning Administrator; and Mr. William H. Riddick, III, Town Attorney. The media was represented by Matt Leonard of The Smithfield Times.

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

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

1. Refuse and Recycling Collection Service Update – Mr. Smith stated that he asked town staff to provide an update on the town's recycling and refuse collection service since April 1<sup>st</sup> when Bay Disposal and Recycling merged with AVES/Moody's and began recycling and refuse collection for the town. In the memo, included in the packet, staff mentions that the only complaints they have received are a few missed pickups from residents. All of the missed pickups were a result of Bay employees not being familiar with the town routes. They were all addressed immediately. Communication with Bay Disposal has been excellent and staff is extremely pleased with the level of service so far. Mr. Smith and Mr. Pack agreed that they have heard nothing but positive comments since the switch to Bay Disposal.

The meeting adjourned at 4:55 p.m.

April 29, 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, APRIL 26<sup>TH</sup>, 2016

The Public Buildings and Welfare Committee held a meeting on Tuesday, April 25<sup>th</sup>, 2016 at 4:55 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Dr. Milton Cook and Ms. Connie Chapman. Other Council members in attendance were Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William G. Saunders, IV, Planning and Zoning Administrator; and Mr. William H. Riddick, III, Town Attorney. The media was represented by Matt Leonard 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 THE COUNCIL'S AGENDA.**

1. Pre-Public Hearing Discussion: Future Land Use Designation Change – Howard Little Farm - Mr. Saunders mentioned the exhibits in the packet show the proposed map changes. He stated that the Town is proposing to amend the Comprehensive Plan's Future Land Use Map. The amendment would change the designation of the property known as the Little farm from mix of Low Density Residential and Retail Commercial to a mix of Parks and Recreation and Retail Commercial. This proposed action would allow for the future development of a youth sports complex and increase the commercial corridors on West Main Street and Waterworks Road. All of this property belongs to the Town of Smithfield with the exception of one property owner on Waterworks Road. The owner of that property spoke at Planning Commission and had no issues with the proposed change. Mr. Pack asked why the town would not want to make the entire property Parks and Recreation. The Town Manager stated that corner lots have always been good for commercial use so this would leave the towns options open for the entrance corridor. Dr. Cook stated that it can be changed later to Parks and Recreation if

necessary; however if the town made it Parks and Recreation now it would require a separate process to go back to Retail Commercial. No rezoning is required at this time because the current zoning allows public use. Mr. Saunders reported that Planning Commission at their April 12<sup>th</sup> meeting recommended approval to Town Council with no conditions. A public hearing will be held on this item at Town Council's May 3<sup>rd</sup>, meeting.

2. Pre-Public Hearing Discussion: Special Use Permit – Indoor Commercial Recreation Facility – 13490 Benns Church Boulevard – Mr. Saunders stated that the applicant is seeking a Special Use Permit to expand the use of their facility beyond its by-right use as a Church facility. The proposed expansion of use is to allow an indoor Commercial Recreation Facility; specifically, to partner with Hampton Roads Pro AM youth basketball league in providing a basketball complex. The applicant proposes to lease out 33,270 sq. ft. of their facility for this use. Special Use Permit is required in the Highway Retail Commercial zoning district. Planning Commission at their April 12<sup>th</sup> meeting recommended approval with staffs recommended condition. This condition is that recreation activities are not to be held concurrently with Church activities because the two uses exceed the limited parking available on site if used concurrently. The Town Attorney stated that this unique building that has a warehouse on the back side that will accommodate three basketball courts. The owners have been approached by the AAU to use the warehouse portion of the building as a Commercial Recreational Facility where they could potentially hold tournaments. This would also give youths in the community a place for sport activities. Committee recommends approval with staffs recommended condition. A public hearing will be held on this item at Town Council May 3<sup>rd</sup> meeting.

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

1. Pinewood Heights Relocation Project Update – Phase II and Phase III – The Town Manager reported that Mr. Dodson of Community Planning Partner's monthly report was included in the packet for both Phase II and III. The Town Attorney stated that he had some good news. There is a good chance that condemnation on the property located at 52 Carver Avenue will not be necessary. After receiving some recent information from the property owner about the house being foreclosed on one title issue has been released and he continues to work to clear the second title issue. Dr. Cook stated that at the Intergovernmental meeting on April 19<sup>th</sup> the Town explained to the County where we are in regards to their lots from Phase I of the Pinewood Heights project. At this time the soonest the Town will be able to sell lots from Phase I is August 2017. Committee directed staff to start looking at hiring an engineer to start doing some plans so they will be ready to sell lots by August 2017.

2. Closed Session: Disposition of Real Property – Dr. Cook made a motion to go into closed session for the purpose of discussing disposition of real property.

*In Closed Session 5:16 p.m.*

*Out Closed Session 5:25 p.m.*

Dr. Cook made a motion that during closed session there was only discussion on the disposition of real property. Ms. Chapman seconded the motion. Motion passed. The Town Attorney stated that Vice Mayor Gregory is working with Mr. Kennedy of Smithfield Recreation Association (SRA) to work out terms in regards to usage of the ballfields. The idea is that Smithfield Recreation will have priority use of the fields during baseball season. There has also been some concern over other organizations using the fields and then leaving the maintenance of the complex to SRA. A suggestion was made that a bond could be used to insure the field is maintained properly. Once these concerns have been worked out the terms will be included in the Memorandum of Understanding (MOU).

3. Additional Item Discussed: Windsor Castle Easement Amendment – Dr. Cook asked that the Town Manager give an update on what happened at the meeting today with the Virginia Department of Historic Resources. The Town Manager explained that after some lingering concerns on Friday afternoon he and Mayor Williams met with Historic Resource's staff prior to the Board meeting to hammer out some details that Mr. Frazier and I were not satisfied with. At the Virginia Board of Historic Resources meeting the Board approved the new easement document for Windsor Castle. The Town Manager state that the restriction placed on the property for no commercial use has been lifted. Tents will be allowed with a limit of 160 days per year, but no more than sixteen days consecutively. The old tenant farm house must stay where it is currently located; however rather than the town being required to repair the interior and exterior the Historic Board has agreed that as long as the exterior is done the interior does not need to be done at this time. In the past the Historic Board has been adamant that the town could not do any new construction before the all the repairs are complete to the Manor House. At this time the Board has agreed that the two new reconstructed storage buildings can be done as long as the town has addressed any moisture problems at the Manor House. Committee asked what kind of timeframe before we can start moving forward with construction. The Town Manager stated that the town still has some title research to do so it will most likely be a couple of months. Mr. Outlaw is working with Mr. Frazier to get a final report on the archeological work that was done on the property. Committee thanked the Town Manager for the update.

Meeting adjourned at 5:43 p.m.

# ACTIVITY REPORTS

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

**Committees and Projects:**

04/05 Post Legislative Breakfast – Center – Chief Bowman, Deputy Chief Howell  
04/05 Town Council – Center – Chief Bowman  
04/12 TRIAD mtg – IOW – Sgt. Miller, Kurt Beach  
04/13 HRCOPS – Newport News PD – Chief Bowman, Deputy Chief Howell  
04/13 Special Events mtg – Center – Lt. Rogers  
04/13 Department Head mtg – Chief Bowman, Deputy Chief Howell, Lt. Rogers  
04/19 Crime Line mtg – Center – Kurt Beach  
04/20 C.H.I.P. mtg – PD – Sgt. Miller, Kurt Beach  
04/25 Police Committee – Center - Deputy Chief Howell  
04/25 Finance Committee – Center – Deputy Chief Howell  
04/26 Interagency Code Enforcement Teach mtg – Town Hall – Kurt Beach  
04/27 Department Head – Deputy Chief Howell

**Training**

03/28 – 04/22 VA Forensic Science Academy – Richmond – Sgt. Meier ( 160 hrs.)  
04/06 Use of Unmanned Aircraft – VA Beach – Lt. Rogers, Lt. Valdez (8 hrs.)  
04/12 VCIN Instructor Recert – Chesapeake Sheriff's Office – Kristi Jenkins (4 hrs.)  
04/20 Teaching Traffic Accident Practical – HRCJTA – Sgt. Miller (8 hrs.)  
04/22 Sgt. Meier - VA Forensic Science Academy Graduation – Richmond – Chief Bowman, Deputy Chief Howell, Lt. Valdez

**In-House Training**

04/07 Recert VCIN – PD – Lt. Valdez, Officer Bancroft, Lorrie Porter (4 hrs.)  
04/20 Motorcycle Training – 501 N. Church Street/Formation Ride to NN and back – Sgt. Miller Officer Phillips

**Motorcycle Utilization**

03/30 Direct Patrol – Windsor Castle Park/Smithfield – Officer Phillips  
04/05 Funeral for VSP – Hampton/Gloucester, VA – Sgt. Jones, Officer Phillips  
04/23 NATO Parade – Norfolk – Sgt. Miller, Officer Phillips

**Bicycle Utilization**

03/31 Bike Patrol – Windsor Castle Park – Officer Powell  
04/01 Bike Patrol – Windsor Castle Park – Officer Powell  
04/03 Bike Patrol – Jericho Road – Officer Powell

**Boat Utilization**

04/07 Rescue of SHS students – Pagan River – Officer Powell, Officer Bancroft  
04/21 Boat Patrol – Smithfield Foods Headquarters – Officer Powell, Officer Bancroft

## Community Relations

- 03/26 Cary/Main Street Neighborhood Watch mtg - PD - Sgt. Meier, Officer R. Howell, Kurt Beach
- 04/01 – 04/27 School Zone – Westside Elementary – Sgt. Araojo, Officer Wright, Officer Adams, Officer Powell, Officer R. Howell, Officer Cook, Officer Fordham, Sgt. Jones, Officer Pittman, Officer Phillips, Officer Johnson, Officer Wooley,
- 04/01 C.H.I.P. Citizen Award Ceremony – Westside Elementary- Officer Jones, Kurt Beach
- 04/02 YMCA Triathlon – Smfd – Sgt. Araojo, Officer R. Howell, Officer Pittman, Officer Wooley
- 04/03 Playing basketball with kids - Greenbrier Lane – Officer Powell
- 04/05 Neighborhood Watch mtg – Covenant Place – Sgt. Miller
- 04/06 Senior Fraud Presentation – Living Hope Community Church – Kurt Beach
- 04/09 Winefest – Windsor Castle Park – Sgt. Araojo, Sgt. Miller, Sgt. Jones, Sgt. Brady, Officer Bancroft, Officer R. Howell, Officer Phillips, Officer Pittman
- 04/11 Pack 36 – tour of PD – Sgt. Miller, Officer R. Howell
- 04/13 Homework Station – Jersey Park/Woods Edge Apts. – Officer Phillips
- 04/18 Showing kids police car – Wrenn Road – Officer R. Howell
- 04/21 Car seat installation – PD – Officer Seamster
- 04/24 IOW 4-H Junior Summer Camp program training – Courtland – Sgt. Miller
- 04/24 Giving out slurpee coupons – 500 block Main Street – Officer Cook
- 04/25 Ride Along – Tanner Ewell – Officer R. Howell
- 04/27 Homework Station – Jersey Park/Woods Edge Apts. – Officer Fordham

## Investigations:

**Case#:** 2016-00217, 2016-00291  
**Location:** Windsor Castle Park  
**Offense:** Indecent Exposure  
**Disposition:** Cleared By Arrest

On April 18, 2016, officers were dispatched to the area of Cedar Street and Jericho Road in reference to a male subject exposing himself to passersby's. The victim states she was walking along the trail when she came upon the suspect standing in close proximity to the trail with his pants down and appearing to be masturbating. The victim states the suspect was looking at something on his phone during the incident. A description of the suspect was given to the officers and they began canvassing the area. A white male was located walking across the wood bridge that connects the park and the Smithfield Station parking lot that matched the description given. The suspect was detained by officers and the victim was transported by another officer to his location for a "show up", which is a form of an identification line-up. The victim positively identified the suspect as the offender and he was subsequently arrested. Investigators are looking at a previous indecent exposure case within the park with a very similar M.O. in an effort to charge the suspect in that incident as well. Cleared by arrest

**Case#:** 2016-00278  
**Location:** 1005 S. Church Street (7-11)  
**Offense:** Robbery  
**Disposition:** Pending

On April 4, 2016, at approximately 8:39 pm, officers responded to the 7-11 on South Church Street in reference to an armed robbery. Upon arrival officers met with the store clerk who stated two black male suspects, armed with handguns (one a silver finish, one a black finish), entered and robbed the clerk. The suspects were dressed in hoodies, with bandannas or similar face covering and wore gloves. Both suspects are approximately 5'10" to 6' feet tall and were in the store less than two minutes. They placed the clerk on the floor at gunpoint and emptied both registers. There were no injuries to the clerk involved. This incident appears to be connected to at least two other robberies in surrounding jurisdictions. Case is currently under investigation

**Case#:** 2016-00314  
**Location:** South Church and Battery Park Road (Royal Farms)  
**Offense:** DUI, PWID Mary Jane  
**Disposition:** Cleared by Arrest

On April 24, 2016, officers responded to the area of Battery Park Road and South Church Street in reference to a call of a reckless driver/possible drunk driver. Upon arrival officers identified the suspect vehicle as it turned into the parking lot of the Royal Farms Store. The suspect driver exited the vehicle and entered the store. The responding officers followed the driver into the store and observed him stumble and appear unsteady on his feet. As the suspect driver exited the store officers struck up a conversation with him and immediately observed a strong odor of alcohol on his person. Officers advised the suspect of their suspicion of him operating a motor vehicle while impaired and asked him if he would complete the SFST's. The suspect agreed to the tests, however was unable to complete them and was subsequently placed under arrest for suspected DUI. During a "wingspan" search of the vehicle, officers observed a Crown Royal cloth bag on the center console. The bag contained .80 grams of marijuana and several plastic baggies, consistent with the distribution of narcotics. The suspect was charged with DUI and PWID Marijuana. Cleared by Arrest.

**Case#:** 2015-00635 (update)  
**Location:** 603 West Main, 7-11 Store  
**Offense:** Robbery  
**Disposition:** Warrants Obtained

On August 9, 2015, the 7-11 store was robbed at gunpoint. The suspect entered the store brandishing a firearm and demanded money from the clerk. As the suspect exited the store he fired a round into the ceiling. A witness to the crime has come forward and identified Mr. DeShawn Lyons as the suspect. Based off this information, warrants have been obtained on LYONS for the robbery.

Smithfield Center - Monthly Report - April 2016

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount	Venues	Town Services
4/1/2016	Center	MHSu	Daniels-Anderson Wedding & Reception	Daniels-Anderson Wedding & Reception	Newport News	Web-Center Website	A.) Standard-Fri, Sat, Sun	0.00%	\$ 2,046.00	
4/2/2016	Center	MHSu	Yeatts-Eckstein Wedding & Reception	Yeatts-Eckstein Wedding & Reception	Newport News	Web-Center Website	A.) Standard-Fri, Sat, Sun	0.00%	\$ 2,269.80	
4/2/2016	Town Sites	Town Streets	Virginia-Maryland Triathlon Series	YMCA Triathlon	Durham	Returning Client	(none)	0.00%		\$ 900.00
4/5/2016	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
4/5/2016	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
4/5/2016	Center	MH	Isle of Wight Chamber of Commerce	Post Legislative Breakfast	Smithfield	Recurring Event	D.) Resident -Weekday	100.00%		
4/7/2016	Center	MHSu	National Wild Turkey Federation	National Wild Turkey Federation	Richmond	Returning Client	Resident -Weekday	0.00%	\$ 900.00	
4/8/2016	Center	MHSu	Delta Sigma Theta Sorority	Delta Ball Set	Smithfield	Returning Client	Resident-Saturday	0.00%		
4/9/2016	Center	MHSu	Delta Sigma Theta Sorority	Delta Ball	Smithfield	Returning Client	Resident-Saturday	0.00%	\$ 2,436.60	
4/9/2016	Town Sites	OTS	Smithfield Station	Smithfield Station Parking Assist	Smithfield	Recurring Event	B.) Resident-Fri, Sat, Sun	0.00%		\$ 360.00
4/9/2016	WCP	Riverfront	Smithfield VA Events	Wine & Brew Festival		Returning Client	Resident-Saturday	0.00%	\$ 375.00	\$ 3,100.00
4/12/2016	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
4/12/2016	Center	MHSu	Smithfield Foods Executive Offices	Smithfield Town Hall Set	Smithfield	Recurring Event	D.) Resident -Weekday	0.00%		
4/13/2016	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
4/13/2016	Center	MHSu	Smithfield Foods Executive Offices	Smithfield Town Hall Meeting	Smithfield	Recurring Event	D.) Resident -Weekday	0.00%	\$ 1,000.00	
4/14/2016	Center	MH	Smithfield Youth Wrestling Club	Smithfield Youth Wrestling Banquet	Carrollton	Returning Client	C.) Standard-Weekday	50.00%	\$ 200.00	
4/15/2016	Center	MHSu	Windsor Longhorns Little League	Windsor Longhorns Little League World Series Fundraiser	Windsor	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$ 1,400.00	
4/16/2016	Center	MHSu	Cook and Davis Wedding and Reception	Cook and Davis Wedding and Reception	Dendron	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$ 1,684.80	
4/19/2016	Center	A&B	Town of Smithfield	BHAR	Smithfield	Town Event	h.) Town	100.00%		
4/19/2016	Center	A&B	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
4/19/2016	Center	A&B	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
4/19/2016	Center	C&D	Town of Smithfield	Intergovernmental Meeting	Smithfield	Town Event	h.) Town	100.00%		
4/20/2016	Center	MH	Isle of Wight Chamber of Commerce	Leadership Graduation	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$ 400.00	
4/21/2016	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Event	Resident -Weekday	50.00%	\$ 150.00	
4/22/2016	Center	MHSu	Voices for Kids CASA Program	CASA Set	Smithfield	Recurring Event	Non Profit	0.00%		
4/23/2016	Center	MHSu	Voices for Kids CASA Program	CASA Fundraiser	Smithfield	Recurring Event	Non Profit	0.00%	\$ 2,370.00	\$ 225.00
4/23/2016	WCP	Courtyard	Isle of Wight Academy	IWA Color Run	Isle of Wight	Returning Client	B.) Resident-Fri, Sat, Sun	0.00%		
4/25/2016	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
4/25/2016	Center	MH	Smithfield Foods Corporate a	One SAP	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$ 1,278.00	
4/27/2016	Center	MHSu	Western Tidewater Hokie Club	Hokie Banquet	Smithfield	Recurring Event	D.) Resident -Weekday	0.00%	\$ 600.00	
4/29/2016	Center	MHSu	Windsor High School	Windsor Prom Set	Windsor	Returning Client	Resident-Saturday	50.00%		
4/30/2016	Center	MHSu	Windsor High School	Windsor Prom	Windsor	Returning Client	Resident-Saturday	50.00%	\$ 775.00	
4/30/2016	WCP	Riverfront	Stockman and Burke Wedding	Stockman and Burke Wedding Manor House Yard	Smithfield	Mag-Hampton Roads Wedding Guide	B.) Resident-Fri, Sat, Sun	0.00%	\$ 300.00	

Deposit totals for April 2016

\$16,444.30 Venue Rental Deposits

\$5,271.25 Town Services Deposits

\$18,185.20 \$ 4,585.00

April 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Herbert Off 12:00 PM - 11:00 PM MHSu 4:00 PM Daniels-Anderson Wedding & Reception	Herbert Off 6:00 AM - 2:00 PM Town Streets 6:00 AM YMCA Triathlon 10:00 AM - 11:00 PM MHSu 3:30 PM Yeatts-Eckstein Wedding & Reception
3	4	5	6	7	8	9
Herbert Off		6:00 AM - 11:00 AM MH 8:00 AM Post Legislative Breakfast 5:00 PM - 6:30 PM C&D 5:30 PM WCFB Meeting 6:00 PM - 7:00 PM Kitchen 6:00 PM Kitchen Inventory 7:00 PM - 9:30 PM A&B 7:30 PM Town Council		10:00 AM - 12:00 AM MHSu 6:00 PM National Wild Turkey Federation	3:00 PM - 11:00 PM MHSu 3:00 PM Delta Ball Set	6:00 AM - 8:00 PM Riverfront 7:00 AM Wine & Brew Festival 9:00 AM - 5:00 PM OTS 9:00 AM Smithfield Station Parking Assist 3:30 PM - 11:30 PM MHSu 6:00 PM Delta Ball
10	11	12	13	14	15	16
		Herbert Off 10:00 AM - 5:00 PM MHSu 10:00 AM Smithfield Town Hall Set 6:00 PM - 8:00 PM A&B 6:30 PM Planning Commission	7:00 AM - 1:00 PM MHSu 10:00 AM Smithfield Town Hall Meeting 1:00 PM - 4:00 PM C&D 1:30 PM Staff Meeting	3:00 PM - 11:00 PM MH 6:00 PM Smithfield Youth Wrestling Banquet	Lisa Off 12:00 PM - 1:00 PM Deck 12:00 PM Cook and Davis Rehearsal 3:00 PM - 1:00 AM MHSu 8:00 PM Windsor Longhorns Little League World Series Fundraiser	Melissa Off 11:00 AM - 12:00 AM MHSu 5:30 PM Cook and Davis Wedding and Reception

April 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18	19	20	21	22	23
Melissa Off		8:30 AM - 10:00 AM A&B 9:00 AM Schoolhouse Committee 11:30 AM - 1:00 PM A&B 12:00 PM Crime Line Meeting 12:30 PM - 5:00 PM C&D 1:00 PM Intergovernmental Meeting 7:00 PM - 8:30 PM A&B 7:30 PM BHAR	3:00 PM - 11:00 PM MH 6:00 PM Leadership Graduation	9:00 AM - 3:00 PM Suites 12:00 PM Smithfield Women's Club 2:00 PM - 9:00 PM MH 2:00 PM Rain Plan-NASCAR Event	10:00 AM - 6:00 PM MHSu 10:00 AM CASA Set	Lisa Off 6:00 AM - 12:00 PM Courtyard 8:00 AM IWA Color Run 12:00 PM - 12:00 AM MHSu 7:00 PM CASA Fundraiser
24	25	26	27	28	29	30
	Courtney Off 7:30 AM - 5:00 PM MH 8:00 AM One SAP 3:30 PM - 6:30 PM C&D 4:00 PM Committee Meetings	7:30 AM - 5:00 PM MH 8:00 AM One SAP 3:30 PM - 6:30 PM C&D 4:00 PM Committee Meetings	3:00 PM - 11:00 PM MHSu 5:30 PM Hokie Banquet	7:30 AM - 5:00 PM MH 8:00 AM One SAP	2:00 PM - 5:00 PM MHSu 2:00 PM Windsor Prom Set	9:00 AM - 12:00 PM MHSu 9:00 AM Windsor Prom Set 11:00 AM - 5:30 PM Riverfront 4:00 PM Stockman and Burke Wedding Manor House Yard 7:00 PM - 1:00 AM MHSu 8:00 PM Windsor Prom

## **Smithfield/Isle of Wight Tourism Activity Report –April 2016**

- Director attended Smithfield Town Council Meeting 4/5/16
- Beaches to Bluegrass Trail meeting 4/1/16.
- Smithfield Farmer's Markets 4/2,9,16,23,30/16. Farmer's Markets will be open each Saturday through October from 9 a.m. to noon.
- Direct Report meeting with Interim County Administrator 4/4/16.
- Met with Smithfield Foods about NASCAR Race Hub live broadcast and event 4/4/16. Event held 4/21/16. Very successful! Lots of planning time for short-lead time event! Assisted Smithfield Foods with marketing and logistics.
- Christmas in Smithfield event meeting 4/4/16.
- Chamber Legislative Breakfast 4/5/16.
- Joint Tourism Committee meeting 4/5/16. Reviewed annual report and FY17 budget.
- Smithfield 2020 Meeting 4/6/16.
- Chamber Student Leadership Institute class 4/6/16. Chamber Student Leadership Institute Class graduation 4/20/16.
- Smithfield Wine & Brew Fest Set-Up 4/6, 4/7, 4/8. Smithfield Wine & Brew Fest held 4/9. Cold and windy day but sell out event with excellent return. SWBF Clean Up 4/9, 4/10, 4/11.
- Held "live" HAM CAM tourism minute on the web. Museum will be broadcasting a Museum Minute on every Tuesday at 12:05 p.m. and Tourism will be broadcasting a Tourism Minute on every Thursday at 12:05 p.m. to highlight something special going on!
- Tourism Monthly Staff Meeting 4/11/16.
- Historic St. Luke's Church Marketing Committee meeting 4/11/16.
- Historic St. Luke's Church Board meeting 4/13/16.

- Attended Grand Opening event for Hampton Roads Winery in Surry 4/16/16.
- Chamber State of the County event meeting 4/18/16, 4/21/16, and 4/28/16.
- Town/County Intergovernmental Meeting 4/19/16.
- Parade of Homes Planning meeting 4/19/16.
- CVTA (Coastal Virginia Tourism Alliance) meeting at Brock Environmental Center in VA Beach 4/20/16.
- Windsor Castle Park Lover Party Committee meeting 4/20/16.
- Met with Leisure Publishing/VTC Travel Guide 4/22/16.
- Historic Garden Week Tour 4/23/16. Very successful event! Assisted with all of the marketing, graphic design, logistics and day of tours.
- Event organizer for County Lunch & Learn: Hampton University Proton Therapy Institute 4/25/16.
- Burlap Trail Meeting 4/26/16. New Culinary Tourism “Trail” being created with neighboring localities to celebrate ham and peanuts and Country Living! Suffolk, Surry, Southampton, Smithfield/IOW, Franklin.
- County Emergency Response Training 4/26/16.
- County Budget Meeting 4/27/16.
- Smithfield VA Events Board meeting 4/27/16.
- County Wellness Committee meeting 4/28/16.
- New Town Website review 4/29/16.
- Attended Council Committees 4/25/16. Olden Days street closure approved.
- Smithfield Staff Meeting 4/13/16 and 4/27/16.
- County Staff Meeting 4/25/16.
- 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.

- Weekly individual meetings with staff to address concerns and review projects.

Upcoming Events: See [www.VisitSmithfieldVa.com](http://www.VisitSmithfieldVa.com) for more details!

## ZONING PERMITS MARCH 2016

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6582	FENCE	MOONEFIELD	208 SMITH DRIVE	SMITH LOWES
6583	SINGLE FAMILY DWELLING	CYPRESS CREEK	1109 CYPRESS CREEK PKWY.	COLLINS SASSER CONSTRUCTION
6584	DETACHED GARAGE	RTE. 10 BEHIND FARM FRESH	18064 CYPRESS CROSSING	COX EPPS BUILDING, INC.
6585	SAIL SHADE STRUCTURE	HISTORIC DISTRICT	259 JAMES STREET	IOW BOARD OF SUPERVISORS BENJAMIN LOCKWOOD
6586	SIGN PERMIT	DOTSON AUTO CENTER	1412 SOUTH CHURCH STREET	DOTSON
6587	FENCE	MOONE PLANTATION	133 LANE CRESCENT	COOK
6588	BOATHOUSE/FLOATING DOCK/PIER	PAGAN POINT	506 PAGAN ROAD	JONES L AND L MARINE INC.
6589	FENCE	WATERFORD OAKS	203 NOTTINGHAM PLACE	TURNER
6590	POOL SIDE CABANA	SMITHFIELD STATION	415 SOUTH CHURCH STREET	PACK SMITHFIELD STATION
6591	DETACHED GARAGE	MOONEFIELD	302 MOONEFIELD DRIVE	HUNDLEY COLLINS BUILDING CO. INC.
6592	SIGN PERMIT	FIRST COLONY ENGRAVING	207 C MAIN STREET	MORETZ
6593	SHED	HISTORIC DISTRICT	113 CARY STREET	HOLLAND
6594	SIGN PERMIT	MANRY RAWLS INSURANCE	1809 SOUTH CHURCH STREET	DRESSLER MANRY RAWLS INSURANCE
6595	SIGN PERMIT	BP GAS STATION	1808 SOUTH CHURCH STREET	PERKINS TOTAL IMAGE SOLUTIONS
6596	DEMOLISH TRAILER AND ADDITION	JERSEY PARK WEST	209 WEST STREET	PARKER J AND J CLEARING AND DEMOLITION, INC.
6597	FENCE	WELLINGTON ESTATES	629 WESTMINSTER REACH	MAJOR
6598	SINGLE FAMILY DWELLING	RED POINT HEIGHTS	214 SALTER COURT	O'CONNELL EXTREME BUILDERS
6599	DECK	MOONE PLANTATION	117 LENORA COVE	ADAMS SKYBUILT CUSTOM HOMES
6600	REROOF COMMERCIAL BUILDING	HISTORIC DISTRICT	259 JAMES STREET	IOW BOARD OF SUPERVISORS NEHER GROUP INC.
6601	SIGN PERMIT	HOPE PRESBYTERIAN CHURCH	13490 BENNS CHURCH BLVD.	ATKINSON HILL SIGNS
6602	SINGLE FAMILY DWELLING	GOOSE HILL CREEK	138 GOOSE HILL WAY	SCHOPNER E. R. LENZ CONTRACTING, INC.

RESOLUTION

STREET CLOSURE FOR OLDEN DAYS

WHEREAS, the Town of Smithfield has, in years past, supported the Olden Days Festival organized by the citizens of the Town of Smithfield; and,

WHEREAS, the Olden Days Festival has become an event that is eagerly anticipated and enjoyed by the citizens of the town and visitors to the town; and,

WHEREAS, the Olden Days steering committee has requested that certain streets within the Town be closed during the festival; and,

WHEREAS, the Town Council desires to support and cooperate with the Olden Days Steering Committee, organizers of the Olden Days Festival by closing off certain of the town's streets in order to allow a safe and convenient environment for the Olden Days Festival.

NOW, THEREFORE, BE IT RESOLVED that on Friday, June 24, 2016, the following streets or portions of streets shall be closed from 5:00 p.m. until 9:00 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Institute Street and,

BE IT FURTHER RESOLVED that on Saturday, June 25, 2016 Main Street from its intersection with North and South Church Streets to its intersection with Underwood Lane, N. Mason Street from its intersection with Main Street to its intersection with Grace Street, and S. Mason Street from its intersection with Cedar Street to its intersection with Main Street shall be closed from 7:00 a.m. until 5:00 p.m.; and,

BE IT FURTHER RESOLVED, that said street closures shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police. Adopted this 3<sup>rd</sup> day of May, 20165.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Clerk