

- (forthcoming)** 2. Draft June Financial Statements and Graphs
TAB # 3 3. July Cash Balances / VML Investment Pool Update
TAB # 4 4. Invoices Over \$10,000 Requiring Council Authorization:
- | | |
|--|-------------|
| a. Kimley-Horn Associates (Sports Complex) | \$48,980.37 |
| b. Western Tidewater Free Clinic (Budgeted Contribution) | \$38,000.00 |
| c. Tri-State Utilities | \$51,307.60 |

TUESDAY, AUGUST 23RD, 2016

4:00 p.m. Parks and Recreation Members: Chapman (CH), Pack, Tynes

- TAB # 5** 1. Public Comment
 2. Operational Update – Parks and Recreation Committee Report

Immediately following the conclusion of the above meeting:

Public Works Members: Smith (CH), Cook, Tynes

- TAB # 6** 1. Public Comment
 2. Renewal of HVAC Contract
 3. Street Maintenance Updates

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare Members: Cook (CH), Chapman, Smith

- TAB # 7** 1. Public Comment
TAB # 8 2. Pinewood Heights Relocation Project – Phase III Update
 3. 502 Grace Street Pierceville Manor House – Historic District
 Maintenance Violation - Appeal

***** Additional Item Not Listed on Committee but will be on Council’s July 5th, Agenda*****

- Approval of August 2nd, Town Council Meeting Minutes
 - Accept Deed for 21 Jamestown Avenue as part of the Pinewood Heights Relocation Project.
-

**POLICE
COMMITTEE**

Contract Line Item #	Vehicle Configurator		Option / Order Code	UNIT PRICE				
	DPS Contract # E194-75096 Effective 03-07-16 through 03-06-17 eVA Commodity: Full Size Police Vehicle - DODGE CHARGER PPV eVA Vendor: HALL Automotive NIGP Commodity Code: 07105 <small>This form is NOT intended for ordering purposes. Please use this spreadsheet as a reference. a separate spreadsheet for more models with different configurations/options. Be sure to enter your order through the eVA PUNCHOUT CATALOG. Complete the yellow blocks only.</small>							

THIS SPREADSHEET IS SOLEY FOR REFERENCE/INTERNAL PURPOSES. PLEASE ENTER THE ORDER THROUGH THE eVA PUNCH OUT CATALOG

1	LDDE48/27A: 2016, Dodge Charger Police Pursuit Vehicle (PPV), RWD, Flex Fuel, 3.6L V6 Base Vehicle	LDDE48 / 27A / XKN	\$ 22,998.00		\$ -		
2	LDDE48/29A: 2016, Dodge Charger Police Pursuit Vehicle (PPV), RWD, 5.7L V8 HEMI Base Vehicle	LDDE48 /29A	\$ 23,995.00			2	\$ 47,990.00
4	Additional Delivery Charges -(Note: 50 Miles are included in the base price of each vehicle.) Only enter miles in excess of 50. The spreadsheet will auto calculate the mileage by the qty of vehicles ordered.	N/A	\$ 1.80		\$ -		\$ -
A1	3.07 Rear Axle Ratio - 27A only (No Charge)	DMM	\$ -		\$ -		\$ -
A2	Base Police Package(Must select Full Spare Tire relocation bracket or Spare Tire Delete)	AYE	\$ 2,000.00		\$ -		\$ -
A3	245/55R18 BSW Performance Tires	TYL	\$ 180.00		\$ -		\$ -
A4	Full Spare Tire Relocation Bracket	TBH	\$ 145.00		\$ -	2	\$ 290.00
A5	Spare Tire Delete *credit*	TBF	\$ (75.00)		\$ -		\$ -
A6	Full Size Spare Tire (included w/AYE) Standard on all vehicles, Donut no longer available	TBW			\$ -		\$ -
A7	Street Appearance Group	AEB	\$ 375.00		\$ -	2	\$ 750.00
A8	Carpet Flooring- 1st & second row. (included w/AEB)	CKD	\$ 125.00		\$ -		\$ -
A9	All weather floor mats	MATS	\$ 75.00		\$ -		\$ -
A10	Power Heated Mirrors with manual fold away	GUK	\$ 60.00		\$ -		\$ -
A11	HD Cloth Bucket Front with Vinyl Rear Seating	X5X9	\$ 120.00		\$ -		\$ -
A12	Intrusion Plates	CBT	\$ 135.00		\$ -		\$ -
A13	18" Full Size Wheel Covers (n/a w/ AEB)	W8A	\$ 40.00		\$ -		\$ -
A14	Connectivity Group Standard on all vehicles	AAJ	STD				
A15	Map Lighting White LED (included with AEB)	LGB	\$ 75.00		\$ -		\$ -
A16	Trunk Tray with cooling fan *COMES WITH AYE PACKAGE*	8221-3002			\$ -		\$ -
A17	Trunk Lamp & manual control switch	CLS	\$ 130.00		\$ -		\$ -
A18	Black Left Spot Lamp	LNF	\$ 210.00		\$ -	2	\$ 420.00
A19	Matching Right (Passenger) Side Spot Lamp	LNA	\$ 210.00		\$ -		\$ -
A20	Driver Side LED Spot Lamps (must order LNF)	LNK	\$ 150.00		\$ -	2	\$ 300.00
A21	Driver and Passenger Side LED Spot Lamps (must order LNF and LNA)	LNK (w/ LNA)	\$ 720.00		\$ -		\$ -
A22	Deactivate Rear Doors/Window	CW6	\$ 75.00		\$ -	2	\$ 150.00
A23	Siren Speaker and Bracket *COMES STD WITH AYE PACKAGE*	FSA5124			\$ -		\$ -
A24	Tremco Anti-Theft System	TREMCO	\$ 197.00		\$ -		\$ -
A25	Entire Fleet Keyed Alike – (Freq. 1)	GFX	\$ 140.00		\$ -		\$ -
A26	Entire Fleet Keyed Alike – (Freq. 2)	GXA	\$ 140.00		\$ -		\$ -
A27	Entire Fleet Keyed Alike – (Freq. 3)	GXE	\$ 140.00		\$ -		\$ -
A28	Entire Fleet Keyed Alike – (Freq. 4)	GXG	\$ 140.00		\$ -		\$ -
A29	Additional Non-Key Alike Fobs (Four (4) additional Key Fobs).	GXQ	\$ 100.00		\$ -	2	\$ 200.00
A30	Equipment Mounting Bracket (XFX) (No Charge) (N/A w/ CUG) (if ordering w/ AEB then you must order CM8 too)	XFX	\$ -		\$ -	2	\$ -
A31	Replace full console with Mini Console (No Charge) (must have AEB) (required if ordering XFX)	CM8	\$ -		\$ -	2	\$ -
A32	ParkSense Rear Park Assist System	AMV	\$ 350.00		\$ -		\$ -
A33	Std. Paint Color Option: Billet Silver Metallic Clear Coat	PSC	\$ -		\$ -		\$ -
A34	Std. Paint Color Option: Bright White Clear Coat	PW7	\$ -		\$ -	2	\$ -
A35	Std. Paint Color Option: Bright Silver Metallic Clear Coat	PS2	\$ -		\$ -		\$ -
A36	Std. Paint Color Option: Granite Crystal Metallic Clear Coat	PAU	\$ -		\$ -		\$ -
A37	Std. Paint Color Option: Jazz Blue Pearl Coat	PBX	\$ -		\$ -		\$ -
A38	Std. Paint Color Option: Pitch Black	PX8	\$ -		\$ -		\$ -
A39	Non-Production Paint Color Option: Electric Blue Pearl Coat	PB5	\$ 500.00		\$ -		\$ -
A40	Non-Production Paint Color Option: Low Vol. Midnight Blue Pearl Coat	PB8	\$ 500.00		\$ -		\$ -
A41	Non-Production Paint Color Option: Sheriff's Tan	P76	\$ 500.00		\$ -		\$ -
A42	Non-Production Paint Color Option: White Gold Clear Coat	PWL	\$ 500.00		\$ -		\$ -
A43	12.1" Integrated Screen, GPS antenna input, integrated display package, integrated voice command q/Bluetooth, nav-capable, uconnect	27B	\$ 2,336.00		\$ -		\$ -
D2	Delete SERVICE MANUAL	N/A	\$ (75.00)		\$ -	2	\$ (150.00)

Total Cost for each Base Vehicle plus Mileage & Options				1 ea	#DIV/0!	1 ea	\$ 24,975.00
Column Totals for All Base Vehicle Plus Options				0	\$ -	2	\$ 49,950.00

Grand Total of all vehicles ordered on this spreadsheet: \$ 49,950.00

<p>Enter Other Information or Instructions in Yellow Block to the Right</p>	<p>Note: Entities may <u>not</u> order anything other than what's stated above.</p>
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Use this spread sheet to configure your vehicle(s). You will need to use a separate column for each model type you are ordering. Use a separate spreadsheet for each model type ordered if it has different options. Only complete the Yellow cells in the spreadsheet with the Quantity for the base vehicle and each option you want to order. When you are done the actual order needs to be entered through the eVA PUNCHOUT Catalog. CLICK BELOW FOR PUNCH OUT ORDERING GUIDE

**WATER AND SEWER
COMMITTEE**

From: Derek McCown

Sent: Wednesday, January 27, 2016 3:31 PM

To: 'Jeff Smith' <jsmith@smithfieldva.gov>

Cc: Brant Verdery <brant.verdery@sydnorhydro.com>; John Davis <john.davis@sydnorhydro.com>; 'Harvey Harris' <h.harris@charter.net>

Subject: Town of Smithfield, Va. / Wellington P.S.

Jeff:

Regarding the Wellington Pump Station for the Town of Smithfield, Va., *budget pricing* for a replacement pump for Fairbanks Morse serial #328539, a 4" D5434WD dry-pit submersible pump, 25HP, 1200RPM, with 40' of power & control cable, dynamically balanced impeller, and Tnemec N140 coating, is \$19,875.00.

The pricing is net, freight allowed to the jobsite. Delivery is 10-12 weeks ARO.

Please call if you have any questions, or need a formalized quotation.

Sincerely,



Derek R. McCown

Equipment Sales

Sydnor Hydro, Inc.
2111 Magnolia Street
Richmond VA 23223

P.O. Box 27186
Richmond VA 23261

(804) 644-2292
(800) 552-7714 x256 Toll Free
(804) 644-2297 Fax
<http://www.sydnorhydro.com>

**FINANCE
COMMITTEE**

CASH BALANCES AS OF JUL 2016					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,141,718.82	(838,794.15)	-	302,924.67
Water-Debt Service	Farmers Bank	633,838.28	75,113.34	-	708,951.62
Water Capital Escrow (availability fees)	TowneBank	448,099.76	24,480.00	-	472,579.76
Water Treatment Plant Escrow	TowneBank	112,181.99	-	-	112,181.99
Water Deposit Account	TowneBank	105,796.93	-	-	105,796.93
Water Development Escrow	TowneBank	100,777.92	2,400.00	-	103,177.92
Subtotal Water		2,542,413.70	(736,800.81)	-	1,805,612.89
			-		
Sewer	Farmers Bank	365,573.02	(91,053.49)	(327,071.65)	(52,552.12)
Sewer Development Escrow	TowneBank	358,613.93	2,400.00	-	361,013.93
Sewer Capital Escrow (availability fees)	TowneBank	848,144.33	27,610.00	-	875,754.33
Sewer Compliance	Farmers Bank	1,377,208.74	180,896.64	-	1,558,105.38
Subtotal Sewer		2,949,540.02	119,853.15	(327,071.65)	2,742,321.52
Highway	Farmers Bank	777.86	156,317.72	-	157,095.58
General Fund	Farmers Bank	1,533,598.76	496,870.20	327,071.65	2,357,540.61
Payroll	Farmers Bank	268,399.62			268,399.62
Money Market-General Fund	TowneBank	2,196.27			2,196.27
Business Super Now-General Fund	Farmers Bank	33,282.92			33,282.92
Money Market-General Fund	Farmers Bank	290,937.05			290,937.05
General Fund Capital Escrow Account	TowneBank	215,644.14			215,644.14
Certificate of Deposit	Farmers Bank	526,432.40			526,432.40
Certificate of Deposit-Police Dept	Farmers Bank	36,840.51			36,840.51
Special Project Account	Farmers Bank	2,547,433.46			2,547,433.46
Pinewood Heights Escrow	Farmers Bank	44,818.66			44,818.66
SNAP Account	Farmers Bank	2,269.75			2,269.75
Museum Account	Farmers Bank	133,933.57			133,933.57
Windsor Castle Acct	TowneBank	50,500.00			50,500.00
S. Church Street Account	TowneBank	36,240.26	(36,240.26)	-	-
Subtotal General Fund		5,722,527.37	460,629.94	327,071.65	6,510,228.96
TOTAL ALL FUNDS		11,215,258.95	-	-	11,215,258.95

REGIONS BANK
1900 5TH AVE N - 25TH FL
BIRMINGHAM AL 35203

ADMINISTRATOR:	AMANDA WESLEY 205-264-5394
INVESTMENT OFFICER	
RELATIONSHIP MANAGER	
ACCOUNT NUMBER	9246002035

TOWN OF SMITHFIELD, VA
ATTN: ELLEN D. MINGA, TREASURER
310 INSTITUTE STREET
PO BOX 246
SMITHFIELD VA 23431

IF YOU HAVE QUESTIONS CONCERNING THIS STATEMENT, PLEASE CONTACT
YOUR ACCOUNT ADMINISTRATOR.

REGIONS BANK
VACO/VML VIRGINIA INVESTMENT
POOL, TOWN OF SMITHFIELD,
VIRGINIA PARTICIPANT
ACCOUNT

ACCOUNT STATEMENT

Statement Period 07/01/2016 through 07/31/2016
Account Number 9246002035

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ACCOUNT STATEMENT

Statement Period
Account Number

07/01/2016 through 07/31/2016
9246002035

Balance Sheet

	AS OF 07/01/2016		AS OF 07/31/2016	
	COST VALUE	MARKET VALUE	COST VALUE	MARKET VALUE
A S S E T S				
CASH	0.00	0.00	0.00	0.00
TOTAL CASH & RECEIVABLES	0.00	0.00	0.00	0.00
CIF/CTF FUNDS-BALANCED				
CIF/CTF FUNDS-BALANCED	504,784.46	511,670.07	505,162.01	511,494.49
TOTAL CIF/CTF FUNDS-BALANCED	504,784.46	511,670.07	505,162.01	511,494.49
TOTAL HOLDINGS	504,784.46	511,670.07	505,162.01	511,494.49
TOTAL ASSETS	504,784.46	511,670.07	505,162.01	511,494.49
L I A B I L I T I E S				
TOTAL LIABILITIES	0.00	0.00	0.00	0.00
TOTAL NET ASSET VALUE	504,784.46	511,670.07	505,162.01	511,494.49
TOTAL LIABILITIES AND EQUITY	504,784.46	511,670.07	505,162.01	511,494.49

REGIONS BANK
VACO/VML VIRGINIA INVESTMENT
POOL, TOWN OF SMITHFIELD,
VIRGINIA PARTICIPANT
ACCOUNT

ACCOUNT STATEMENT

Page 2

Statement Period 07/01/2016 through 07/31/2016
Account Number 9246002035

Summary Of Fund

MARKET VALUE AS OF 07/01/2016		511,670.07
CTF DISTRIBUTIONS	419.35	
REALIZED GAIN OR LOSS	0.00	
UNREALIZED GAIN OR LOSS	553.13-	
ADMINISTRATIVE EXPENSES	41.80-	
TOTAL MARKET VALUE AS OF 07/31/2016		511,494.49

ACCOUNT STATEMENT

Statement Period 07/01/2016 through 07/31/2016
Account Number 9246002035

Asset Summary As Of 07/31/2016

DESCRIPTION	MARKET VALUE	COST	% OF PORT
CIF/CTF FUNDS-BALANCED	511,494.49	505,162.01	100
TOTAL INVESTMENTS	511,494.49	505,162.01	
CASH	0.00		
DUE FROM BROKER	0.00		
DUE TO BROKER	0.00		
TOTAL MARKET VALUE	511,494.49		

REGIONS BANK
VACO/VML VIRGINIA INVESTMENT
POOL, TOWN OF SMITHFIELD,
VIRGINIA PARTICIPANT
ACCOUNT

ACCOUNT STATEMENT

Page 4

Statement Period
Account Number

07/01/2016 through 07/31/2016
9246002035

Asset Detail As Of 07/31/2016

UNITS/BOOK VALUE	DESCRIPTION	MARKET VALUE	COST	% OF PORT
	CIF/CTF FUNDS-BALANCED			
50,473.348	CUSIP # CF5400035 VIRGINIA INVESTMENT POOL	511,494.49	505,162.01	100
		511,494.49	505,162.01	100
	TOTAL INVESTMENTS	511,494.49		
	CASH	0.00		
	DUE FROM BROKER	0.00		
	DUE TO BROKER	0.00		
	NET ASSETS	511,494.49		
	TOTAL MARKET VALUE	511,494.49		

ACCOUNT STATEMENT

Statement Period
Account Number

07/01/2016 through 07/31/2016
9246002035

Summary Of Earnings

INCOME EARNED

CTF DISTRIBUTIONS

419.35

TOTAL INCOME EARNED

419.35

TOTAL INCREASES IN FUND VALUE

419.35

FEES AND OTHER EXPENSES

ADMINISTRATIVE EXPENSES

41.80

TOTAL FEES AND OTHER EXPENSES

41.80

UNREALIZED LOSS IN THE PERIOD

553.13

TOTAL DECREASES IN FUND VALUE

594.93

NET CHANGE IN NET ASSET VALUE

175.58 -

ACCOUNT STATEMENT

Statement Period
Account Number

07/01/2016 through 07/31/2016
9246002035

Chronological Schedule Of Transactions

DATE	DESCRIPTION	CASH	COST
07/01/2016	BEGINNING BALANCE	0.00	504,784.46
07/01/2016	DISTRIBUTION FROM 50,436.1 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 06/30/2016 CUSIP # CF5400035	211.00	0.00
07/01/2016	PURCHASED 211 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 07/01/2016 AT 1.00 CUSIP # 61747C723	211.00-	211.00
07/05/2016	PURCHASED 20,799 UNITS VIRGINIA INVESTMENT POOL ON 07/05/2016 AT 10.1449 INCOME REINVESTMENT CUSIP # CF5400035	211.00-	211.00
07/05/2016	SOLD 211 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 07/05/2016 AT 1.00 CUSIP # 61747C723	211.00	211.00-
07/18/2016	FEE TO VML/VACO PARTICIPANT FEE FOR MONTH ENDING 06/30/2016	41.80-	0.00
07/18/2016	DISTRIBUTION FROM 50,456.9 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 07/15/2016 CUSIP # CF5400035	208.35	0.00
07/18/2016	PURCHASED 166.55 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 07/18/2016 AT 1.00 CUSIP # 61747C723	166.55-	166.55
07/19/2016	PURCHASED 16,452 UNITS VIRGINIA INVESTMENT POOL ON 07/19/2016 AT 10.1232 INCOME REINVESTMENT CUSIP # CF5400035	166.55-	166.55
07/19/2016	SOLD 166.55 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 07/19/2016 AT 1.00 CUSIP # 61747C723	166.55	166.55-
07/31/2016	ENDING BALANCE	0.00	505,162.01

REGIONS BANK
VACO/VML VIRGINIA INVESTMENT
POOL, TOWN OF SMITHFIELD,
VIRGINIA PARTICIPANT
ACCOUNT

ACCOUNT STATEMENT

Statement Period
Account Number

07/01/2016 through 07/31/2016
9246002035

IMPORTANT INFORMATION FOR REGIONS CORPORATE TRUST CUSTOMERS:

INVESTMENT, INSURANCE AND ANNUITY PRODUCTS: ARE NOT FDIC INSURED, ARE NOT A DEPOSIT, ARE NOT BANK GUARANTEED, ARE NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY, MAY GO DOWN IN VALUE, AND ARE NOT A CONDITION OF ANY BANKING ACTIVITY.

FOR MORE DETAILED INFORMATION REGARDING FEES, PLEASE CONSULT THE FUND PROSPECTUS OR CONTACT YOUR ADMINISTRATOR.

IMPORTANT DISCLOSURE INFORMATION FOR ALL FLORIDA ACCOUNTS:

AN ACTION FOR BREACH OF TRUST BASED ON MATTERS DISCLOSED IN A TRUST ACCOUNTING OR OTHER WRITTEN REPORT OF THE TRUSTEE MAY BE SUBJECT TO A SIX MONTH STATUTE OF LIMITATIONS FROM THE RECEIPT OF THE TRUST ACCOUNTING OR OTHER WRITTEN REPORT. IF YOU HAVE QUESTIONS, PLEASE CONSULT YOUR ATTORNEY.

REGIONS PRIVATE WEALTH MANAGEMENT TRADES

REGIONS PRIVATE WEALTH MANAGEMENT PERFORMS TRADE REQUESTS AS AN ACCOMODATION ONLY. REGIONS PRIVATE WEALTH MANAGEMENT ALLOWS THE USE OF ELECTRONIC COMMUNICATION(I.E., FAX, EMAIL, INSTANT MESSAGE, TEXT, ETC.) OR VOICEMAIL BY ANY CUSTOMER TO REQUEST, AUTHORIZE OR EFFECT THE PURCHASE OR SALE OF SECURITIES. WE DO NOT GUARANTEE THAT ANY SUCH REQUEST WILL BE TIMELY PROCESSED. ACCOUNT ORDERS REQUESTED VIA E-COMMUNICATION OR VOICEMAIL WILL NOT BE HONORED UNTIL VERBAL CONFIRMATION OF THE REQUEST HAS BEEN COMPLETED VIA CALL BACK FROM A PRIVATE WEALTH MANAGEMENT ASSOCIATE TO THE PRIVATE WEALTH MANAGEMENT CLIENT WHO SENT THE INITIAL COMMUNICATION.

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



TOWN OF SMITHFIELD
ATTN: LESLEY KING
310 INSTITUTE STREET
SMITHFIELD, VA 23430

Invoice No: 8192879
Invoice Date: Jul 31, 2016
Invoice Amount: \$48,980.37
Project No: 116499011.3
Project Name: JOE LUTER SPORTS COMPLEX
Project Manager: WEIST, JAMIE

Please send payments to:
KIMLEY-HORN AND ASSOCIATES, INC.
P.O. BOX 75557
BALTIMORE, MD 21275-5557

Client Reference:

For Services Rendered through Jul 31, 2016

Federal Tax Id: 56-0885615

COST PLUS MAX

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
ARCHITECTURAL DESIGN	24,465.55	24,465.55	1,209.80	23,255.75
EXPENSES	0.00	191.06	66.44	124.62
JOINT PERMIT APPLICATION	6,500.00	440.00	340.00	100.00
LIGHTING PLAN	1,500.00	225.00	0.00	225.00
MEETINGS AND COORDINATION	6,000.00	5,262.50	3,350.00	1,912.50
ON-SITE WELL/SEWER DESIGN	8,500.00	7,690.00	0.00	7,690.00
PRELIM 35% SITE PLAN	13,500.00	13,397.50	13,397.50	0.00
SITE PLANS	105,000.00	20,367.50	8,420.00	11,947.50
SW MANAGEMENT DESIGN	12,000.00	6,315.00	3,850.00	2,465.00
TRIP GEN/TURN WARRANT	12,500.00	1,685.00	425.00	1,260.00
Subtotal	189,965.55	80,039.11	31,058.74	48,980.37
Total COST PLUS MAX				48,980.37

Total Invoice: \$48,980.37

Vendor # _____

Account # _____

Dept. Head _____

Town Manager PLS

TOWN OF SMITHFIELD
 ATTN: LESLEY KING
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 8192879
 Invoice Date: Jul 31, 2016
 Project No: 116499011.3
 Project Name: JOE LUTER SPORTS
 COMPLEX
 Project Manager: WEIST, JAMIE

COST PLUS MAX

Task	Description	Hrs/Qty	Rate	Current Amount Due
JOINT PERMIT APPLICATION	PROFESSIONAL	0.5	120.00	60.00
	SUPPORT STAFF	0.5	80.00	40.00
TOTAL JOINT PERMIT APPLICATION		1.0		100.00
SITE PLANS	PROFESSIONAL	28.5	130.00	3,705.00
		21.0	145.00	3,045.00
		6.5	180.00	1,170.00
	SENIOR PROFESSIONAL	13.5	225.00	3,037.50
	SENIOR TECHNICAL SUPPORT	6.0	150.00	900.00
	SUPPORT STAFF	1.0	90.00	90.00
TOTAL SITE PLANS		76.5		11,947.50
SW MANAGEMENT DESIGN	PROFESSIONAL	17.0	145.00	2,465.00
TOTAL SW MANAGEMENT DESIGN		17.0		2,465.00
MEETINGS AND COORDINATION	PROFESSIONAL	5.0	180.00	900.00
	SENIOR PROFESSIONAL	4.5	225.00	1,012.50
TOTAL MEETINGS AND COORDINATION		9.5		1,912.50
ON-SITE WELL/SEWER DESIGN	PROFESSIONAL	28.0	130.00	3,640.00
	SENIOR PROFESSIONAL	18.0	225.00	4,050.00
TOTAL ON-SITE WELL/SEWER DESIGN		46.0		7,690.00
ARCHITECTURAL DESIGN	SUBCONSULTANTS			23,255.75
TOTAL ARCHITECTURAL DESIGN				23,255.75
LIGHTING PLAN	SENIOR PROFESSIONAL	1.0	225.00	225.00
TOTAL LIGHTING PLAN		1.0		225.00
TRIP GEN/TURN WARRANT	PROFESSIONAL	2.0	180.00	360.00
	SENIOR PROFESSIONAL	4.0	225.00	900.00
TOTAL TRIP GEN/TURN WARRANT		6.0		1,260.00
EXPENSES	TRAVEL - OTHER			2.88
	BOND PLOTS	12.0	2.00	24.00
	MILEAGE ON PERSONAL VEHICLES	181.0	0.54	97.74

TOWN OF SMITHFIELD
ATTN: LESLEY KING
310 INSTITUTE STREET
SMITHFIELD, VA 23430

Invoice No: 8192879
Invoice Date: Jul 31, 2016
Project No: 116499011.3
Project Name: JOE LUTER SPORTS
COMPLEX
Project Manager: WEIST, JAMIE

Task	Description	Hrs/Qty	Rate	Current Amount Due
TOTAL EXPENSES		193.0		124.62
TOTAL LABOR AND EXPENSE DETAIL				48,980.37

This page is for informational purposes only. Please pay amount shown on cover page.

TOWN OF SMITHFIELD

REQUISITION

201
Gen Fund

SUGGESTED VENDOR <u>Western Kidney Free Clinic</u>			OFFICE USE ONLY		
REQUESTED BY			DATE REQUESTED <u>8-19-16</u>		DATE ORDERED
DATE WANTED			ORDER NO.		
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE	
	<u>2017 annual budget contribution</u>			<u>39000.00</u>	
	<u>4-100-32300-51632</u>				

REQUISITIONER
RETAIN YELLOW COPY

APPROVED

PLS
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

edw

CONTRACTOR'S APPLICATION FOR PAYMENT INVOICE

TO: The Town of Smithfield, VA

FROM: Tri-State Utilities Co.
 2111 Smith Ave., Chesapeake, VA 23320

PROJECT: Sanitary Sewer Rehabilitaiton Contract

PAYMENT REQUEST NO: 1

PERIOD: 06/01/2016 to 07/27/2016

STATEMENT OF CONTRACT ACCOUNT:

1. Original Contract Amount:	\$	<u>\$51,395.15</u>
2. Approved Change Orders No:	\$	<u>\$0.00</u>
3. Adjusted Contract Amount:	\$	<u>\$51,395.15</u>
4. Value of Work Completed to Date: (As per attached APPENDIX -B)	\$	<u>\$51,307.60</u>
5. Value of Completed Change Orders:	\$	<u>\$0.00</u>
6. Total Due to Date:	\$	<u>\$51,307.60</u>
7. Amount Retained @:	\$	<u>\$0.00</u>
8. Total Less Retainagc:	\$	<u>\$51,307.60</u>
9. Total Previously Certified (DEDUCT):	\$	<u>\$0.00</u>
10. VALUE OF WORK COMPLETED THIS MONTH	\$	<u>\$51,307.60</u>
11. Materials Removed from Stock (DEDUCT)	\$	<u>\$0.00</u>
12. TOTAL DUE THIS INVOICE PERIOD	\$	<u>\$51,307.60</u>

CERTIFICATION OF THE CONTRACTOR:

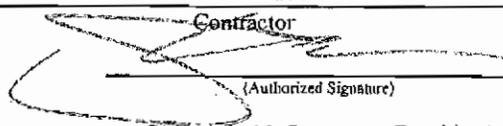
I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of accomplishment under the terms of the Contract (and all authorized changes thereto) between the undersigned and

The Town of Smithfield, VA., relating to the above referenced project.

I also certify that payments, less applicable retention, have been made through the period covered by previous payments received from The Town of Smithfield, VA., to (1) all my subcontractors and (2) for all materials and labor used in or in connection with the performance of this contract. I further certify, I have complied with Federal, State and Local tax laws, including Social Security laws and Unemployment Compensation laws and Workmen's Compensation laws insofar as applicable to the performance of this contract.

Tri-State Utilities Co.

Contractor

By: 
 (Authorized Signature)
 Title: Steven A. McSweeney, President
 Date: 7-28-16

COUNT # _____
 T HEAD _____
 N MANAGER _____ PLS

TO: Town of Smithfield
 PROJECT: Sanitary Sewer Rehabilitation Contrzct
 CCTV Sanitary Sewers
 Moore's Creek and Cypress Basins

CONTRACTOR:
 Tri-State Utilities Co.
 2111 Smith Ave.
 Chesapeake, VA 23320

PAYMENT REQUEST NO.: 1
 PERIOD: 06/01/2016 to 07/31/2016

APPLICATION FOR PAYMENT

A ITEM NO.	B DESCRIPTION OF WORK	C UNIT	D CONTRACT QUANTITY	E UNIT PRICE	F = (D x E) TOTAL SUBCONTRACT VALUE	G, H, I WORK COMPLETED			J VALUE OF WORK THIS APPL	K = (E x I) VALUE OF COMPLETED WORK
						G COMPLETED QUANTITY PREV. APPL.	H COMPLETED QUANTITY THIS APPL.	I COMPLETED QUANTITY TO DATE		
	Cypress Basin									
	Mobilization	LS	0	\$3,600.00	\$0.00	0	0	0	\$0.00	\$0.00
	Clean and TV 8"	LF	5129	\$1.95	\$10,001.55	0	4887	4887	\$9,529.65	\$9,529.65
	Heavy Clean 8"	LF	0	\$0.90	\$0.00	0	0	0	\$0.00	\$0.00
	Clean and TV 10"	LF	5494	\$2.15	\$11,812.10	0	5963	5963	\$12,820.45	\$12,820.45
	Heavy Clean 10"	LF	0	\$0.90	\$0.00	0	0	0	\$0.00	\$0.00
	Moore's Creek Basin									
	Mobilization	LS	0	\$3,600.00	\$0.00	0	0	0	\$0.00	\$0.00
	Clean and TV 8"	LF	15170	\$1.95	\$29,581.50	0	14850	14850	\$28,957.50	\$28,957.50
	Heavy Clean 8"	LF	0	\$0.90	\$0.00	0	0	0	\$0.00	\$0.00
	Clean and TV 10"	LF	0	\$2.15	\$0.00	0	0	0	\$0.00	\$0.00
	Heavy Clean 10"	LF	0	\$0.90	\$0.00	0	0	0	\$0.00	\$0.00
	8" Cured in Place Pipe	LF	0	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
	10" Cured In Place Pipe	LF	0	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
	Cut Hubs	EA	0	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
	Reinstate Laterals	EA	0	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
	Sum of lines 25700									
TOTALS					\$51,395.15		Total Due this Invoice		\$51,307.60	\$51,307.60

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

August 2016

Park Facilities Event Listing			
Day	Date	Event Type	Location
Mon	Jul 25	Committee Meetings	Smithfield Center
Tue	Jul 26	Committee Meetings	Smithfield Center
		Business Meeting	Smithfield Center
Wed	Jul 27	Business Meeting	Smithfield Center
Thu	Jul 28	Business Meeting	Smithfield Center
		Business Meeting	Smithfield Center
Fri	Jul 29	Wedding & Reception	Smithfield Center
Sat	Jul 30	Reception	Smithfield Center
Sun	Jul 31	Wedding & Reception	Smithfield Center
Tue	Aug 2	National Night Out	Smithfield Center
		Town Council	Smithfield Center
Wed	Aug 3	Birthday Party	Smithfield Center
		Staff Meeting	Smithfield Center
Thu	Aug 4	Smithfield Foods Intern Presentation	Smithfield Center
Fri	Aug 5	Reception	Smithfield Center
Sat	Aug 6	Anniversary Party	Smithfield Center
		Reception	Haydens Lane
Sun	Aug 7	Reception	Smithfield Center
Tue	Aug 9	Peanut, Soil and Water Conservation Dinner	Smithfield Center
		Planning Commission	Smithfield Center
Wed	Aug 10	Crimeline Regional Meeting	Smithfield Center
Mon	Aug 15	Farm Bureau Dinner	Smithfield Center
Tue	Aug 16	Schoolhouse Meeting	Smithfield Center
		Crimeline Meeting	Smithfield Center
		BHAR	Smithfield Center
Wed	Aug 17	VDOT Application Workshop	Smithfield Center
Thu	Aug 18	Military Retirement Ceremony	Smithfield Center
		Celebration of Life Service	Smithfield Center
		Edward Jones End of Summer Picnic	WC-Courtyard
Fri	Aug 19	Family Reunion	Smithfield Center
Sat	Aug 20	Wedding & Reception	Smithfield Center
Upcoming Events to Notes			
Fri	Sep 2	Summer Concert Series-The Tams (all tickets gone)	Smithfield Center
Sat	Sep 24	Aiken Fest	Little Theater
Sat	Oct 1	Bacon Fest	WC Riverfront

Smithfield Center

Completed Projects
Pressure washed outside surfaces-front awning and brick.
Upcoming Projects
Start researching flooring options for bathrooms.
Painting-concrete at front entrance, awning supports.
Ordered new seating for the hallway so people attending meetings with breakout sessions will have places to lounge.

Parks and Recreation Operation Update

August 2016

Windsor Castle Park

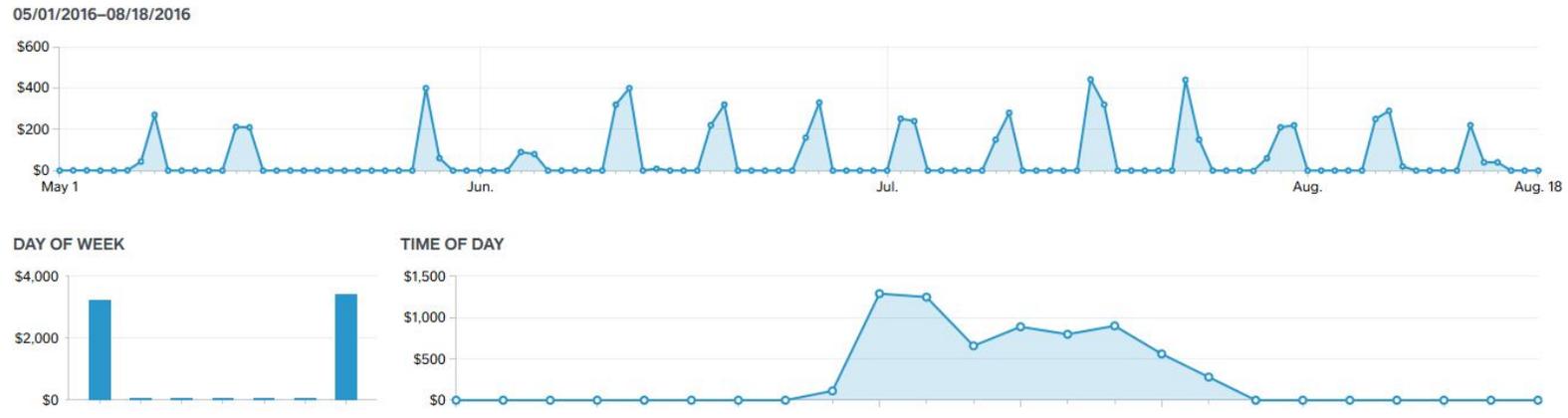
Playground Project

Natural Play Team arrives the week of August 29th to begin work. Playscape should be ready for play by early November.

Manor House Restoration Project

Virginia Department of Historic Resources is reviewing plans for tax credits. The LLC that will manage the project has been formed and includes the Windsor Castle Foundation Board, Smithfield Foods and the Town of Smithfield. An operating agreement is being drafted and will be discussed by all the parties very soon.

Kayak Rentals (as of 8/18/16)			
Net Sales	\$ 6446	Averaging Per Weekend	\$ 429 per weekend
Staffing Hours	\$ 3251		
Net after Staffing Hours	\$ 3195		



Windsor Castle Park Trail Doctors		
Projects	Hours	Doctors on Call
Tree of Heaven Eradication	31.5	Steve Senkovich, Public Works
General Trail Maintenance	5.5	Bob Wolfram, Francois Meunier
Upcoming Projects	Japanese Stilt Grass Eradication	

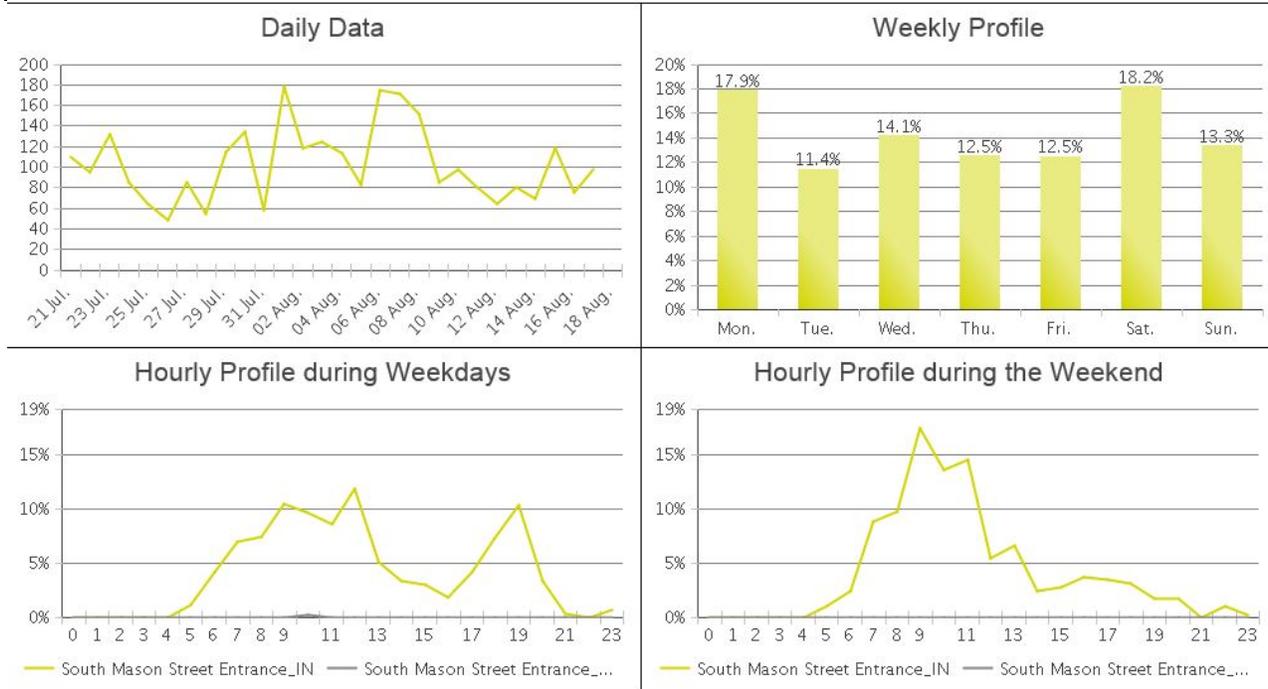


Tree of Heaven Herbicide Application by Public Works Staffer.

Parks and Recreation Operation Update

August 2016

Eco Counter Data for Windsor Castle Park			
Location: Mason Street Entrance		Daily Average - 103	
Busiest Days	Monday August 01 (179)	Saturday August 06 (175)	Sunday August 07 (171)



Clontz Park

Boat Ramp Project
Grant contract with Virginia Marine Resource Commission and the Town of Smithfield was signed the week of August 8 th .
Final plans are being reviewed by staff and will be ready to put out to bid before Labor Day.

Joe Luter Jr Sports Complex

Sports Complex Project
A 90% plan and review meeting was held on Friday, August 19 th . Plans will be finalized and ready to put out to bid before Labor Day.
A MOU with Isle of Wight County is being finalized, and a lease with SRA will soon be drafted.

**PUBLIC WORKS
COMMITTEE**

DATE AUGUST 22, 2016

TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE

FROM SONJA EUBANK
 DEPT OF PLANNING, ENGINEERING AND PUBLIC WORKS

SUBJECT HVAC MAINTENANCE AND REPAIR CONTRACT

Each year the town engages the services for HVAC Maintenance and Repair on town properties including the Water Treatment Plant AAON heating and cooling products. The town has a contract with Atlantic Constructors, Inc for the 2015/2016 fiscal year and the town reserves the right to renew the contract for three additional years. The current contract will expire September 2, 2016.

Staff has been pleased with their work and response time and we are recommending that the contract be renewed for an additional year. There will be no changes to contract terms.

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

Pinewood Heights Relocation Project Updates

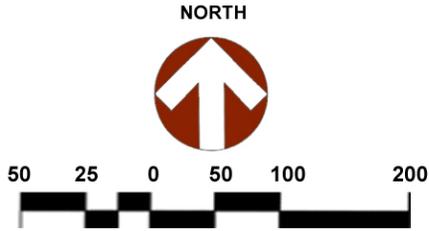
PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

Town of Smithfield, Virginia

LEGEND

-  PHASE III BOUNDARY
- STATUS:**
-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT
-  VACANT STRUCTURE



GRAPHIC SCALE IN FEET

COMMUNITY PLANNING PARTNERS, INC.
COMMUNITY DEVELOPMENT CONSULTANTS
RICHMOND, VIRGINIA

AUGUST 2016

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR AUGUST 2016

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: August 15, 2016

FINANCIALS			
CDBG Contract Amount:	\$ <u>1,000,000</u>	Local Leverage Amount:	\$ <u>1,323,335</u>
CDBG Amount Obligated:	\$ <u>404,000</u>	Local Leverage Amount Obligated:	\$ <u>296,099</u>
CDBG Amount Expended:	\$ <u>387,500</u>	Local Leverage Amount Expended:	\$ <u>275,000</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>9</u> of <u>18</u>	# of homeownership counseling done?	<u>17</u> of <u>18</u>
# of homes acquired?	<u>4</u> of <u>18</u>	# of housing inspections done?	<u>6</u> of <u>18</u>
# of vacant lots acquired?	<u>0</u> of <u>2</u>	# of owner-occupied relocations done?	<u>4</u> of <u>5</u>
# of demolitions done?	<u>0</u> of <u>18</u>	# of market-rate relocations done?	<u>3</u> of <u>9</u>
Clearance completed?	<u>0</u> of <u>18</u>	# of Section 8 relocations done?	<u>1</u> of <u>4</u>

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 30/ 2015

Date of last Management Team meeting: 07/ 12/ 2016

Date annual Project Area Clean-Up Session done: 11/ 28/ 2015

Date annual Fair Housing activity done: 06/ 30/ 2016

TA Site Visit Requested: Yes No

Is project on schedule as shown in timeline? Yes No If no, update will be uploaded by: ____/ ____/ ____

Is the project proceeding within budget? Yes No If no, update will be uploaded by: ____/ ____/ ____

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?
 Notice to Purchase and Relocation First notice letters sent to resident/owners of 21, 23, 24, 26, 27A, 28A, 28B, 31, 32, 33, 34, 35, 36, 37, and 38 Jamestown. Appraisals and RA have been completed for 21, 23, 25, 26, 27A, 27B, 28A, 31, 33, 36, 37, and 38. Applications have been received and being processed for residents at 21, 23, 24, 26, 27A, 28A, 28B, 31, 32, 33, 34, 35, 36, 37, and 38 Jamestown Avenue. Twelve residents have provided, and been qualified for relocation, with 10 providing their income forms. Owners at 21, 23, 36, and 38 Jamestown have sold their homes and relocated. 33 Jamestown are waiting to close and relocate. Three renters have relocated with two becoming homeowners. 27A, 28A, and 28B have also relocated. We are working with five other tenants of their relocation. Offer letters were mailed for the vacant rental units of 27A, 27B and 28A Jamestown Avenue.

Are problems anticipated? None

Other comments: None

Project Specific Products:

Owner-Occupied Acquisition (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Preliminary Acquisition Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Review Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offer to Purchase Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offers Accepted 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Properties Closed On 4

1) 21 Jamestown 2) 23 Jamestown 3) 36 Jamestown 4) 38 Jamestown

Heir (Vacant) Acquisition (Goal=1)

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Tenant-Occupied Acquisition (Goal=12)

Tenant Occupied Homes

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Preliminary Acquisition Letters Sent 8

1) 24 Jamestown 2) 26 Jamestown 3) 27A Jamestown 4) 28A Jamestown 5) 28B Jamestown 7) 31 Jamestown

8) 34 Jamestown 9) 35 Jamestown

Appraisals Completed 5

1) 26 Jamestown 2) 27A Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown

Review Appraisals Completed 5

1) 26 Jamestown 2) 27A Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown

Offer to Purchase Letters Sent 4

1) 27A Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31 Jamestown

Offers Accepted 4

1) 27A Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31 Jamestown

Properties Closed On 0

Owner-Occupied Relocation (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Household Surveys Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Income Verifications Completed 4

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 38 Jamestown

Eligibility of Relocation Letters Sent 4

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 38 Jamestown

Comparable Units Found and Inspected 4

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 38 Jamestown

Households Relocated 4

1) 21 Jamestown 2) 23 Jamestown 3) 36 Jamestown 4) 38 Jamestown

Market-Rate, Renter-Occupied Relocation (Goal=8)

Market-Rate Occupied Homes

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Household Surveys Completed 8

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Income Verified 6

1) 26 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31 Jamestown 5) 34 Jamestown 6) 35 Jamestown

Eligibility of Relocation Letters Sent 6

1) 26 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31 Jamestown 5) 34 Jamestown 6) 35 Jamestown

Comparable Units Found and Inspected 5

1) 26 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 34 Jamestown 5) 35 Jamestown

Households Relocated 1

1) 28A Jamestown 2) 28B Jamestown

Section 8, Renter-Occupied Relocation (Goal=4)

Section 8 Occupied Homes

1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Household Surveys Completed 3

1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Income Verifications Completed 3

1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Eligibility of Relocation Letters Sent 2

1) 27A Jamestown 2) 27B Jamestown

Comparable Units Found and Inspected 2

1) 27A Jamestown 2) 27B Jamestown

Households Relocated 2

1) 27A Jamestown 2) 27B Jamestown

Demolition (Goal=18)

Units to be Demolished

1) 21 Jamestown 2) 22 Jamestown 3) 23 Jamestown 4) 24 Jamestown 5) 25 Jamestown 6) 26 Jamestown

7) 27A Jamestown 8) 27B Jamestown 9) 28A Jamestown 10) 28B Jamestown 11) 31 Jamestown 12) 32 Jamestown

13) 33 Jamestown 14) 34 Jamestown 15) 35 Jamestown 16) 36 Jamestown 17) 37 Jamestown 18) 38 Jamestown

Units that have been Demolished 0

**STAFF REPORT TO
THE TOWN COUNCIL**

September 6, 2016

Owner Name & Address

Mary Delk Crocker
502 Grace Street
Smithfield, VA 23430

Property Location & Description

502 Grace Street, Across from Cofer
Automotive, behind IOW Christian
Outreach

Statistical Data

Property Classification

Landmark

Current Zoning

C-C, Community Conservation

Surrounding Land Uses/Zoning

D, Downtown District;
DN-R, Downtown Neighborhood
Residential

Overview

Given the ongoing poor condition of the property known as Pierceville, town staff has determined the property to be in violation of Section 22.2 of the Town Code (Unsafe Structures) and Article 3.M: HP-O, Historic Preservation Overlay District Ordinance, F: 2: G (Maintenance and Repair Required). Below find the items that were determined to be the cause for action:

- The primary residence is in a state of disrepair, including but not limited to the following:
 - Sections of siding that are missing or have been patched in a manner inconsistent with the Historic District regulations
 - Sections of roofing that are missing which expose structures to the elements and create a hazardous situation
 - Deferred maintenance issues inconsistent with the Historic District regulations that could be considered 'demolition by neglect'
 - Vegetation not consistent with Town Code
- In addition, there are numerous accessory structures (barns) on the property that are in various states of disrepair, including but not limited to the following:
 - Deferred maintenance issues inconsistent with the Historic District regulations that could be considered 'demolition by neglect'
 - Roofing – paint, missing sections, collapsed sections which expose structures to the elements and create a hazardous situation
 - Siding – paint, missing sections, collapsed sections which expose structures to the elements and create a hazardous situation
 - Doors, Windows – paint, missing sections
 - Vegetation not consistent with Town Code

Before the Board of Historic and Architectural Review (BHAR) at their December 15, 2015 meeting was consideration of the conditions at Pierceville in regard to demolition by neglect and/or unsafe or dangerous structures, as per Section F: 2: G (Maintenance and Repair Required) Historic Preservation Overlay District Ordinance; which reads:

Maintenance and Repair Required

All buildings and structures in the HP-O District shall be preserved against decay and deterioration and maintained free from structural defects to the extent that such decay, deterioration or defects may, in the opinion of the Review Board, result in the irreparable deterioration of any exterior appurtenance or architectural feature, or produce a detrimental effect upon the character of the district as a whole or upon the life and character of the structure itself, including but not limited to:

- (1). *The deterioration of exterior walls or other vertical supports;*
- (2). *The deterioration of roofs or other horizontal members;*
- (3). *The deterioration of exterior chimneys;*
- (4). *The deterioration or crumbling of exterior plaster or mortar;*
- (5). *The ineffective waterproofing of exterior walls, roofs and foundations, including broken windows or doors;*
- (6). *The peeling of paint, rotting, holes, and other forms of decay;*
- (7). *The lack of maintenance of surrounding environment e.g., fences, gates, sidewalks, steps, signs, accessory structures and landscaping and*
- (8). *The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.*

After notice by the Review Board by certified or registered mail of specific instances of failure to maintain or repair and of the opportunity to appear before the Review Board, the owner or person in charge of said structure shall have 90 days to remedy such violation. Thereafter, each day during which there exists any violation of this section shall constitute a separate offense and shall be punishable as provided in the Zoning Ordinance. In the alternative, if the owner fails to act, the Review Board may order the Planning and Zoning Administrator, after due notice to the owner, to enter the property and make or cause to be made such repairs as are necessary to preserve the integrity and safety of the structure. The reasonable costs thereof shall be placed as a lien against the property or, in a proper hardship case, paid by the Town from a fund established for such purposes.

The Town of Smithfield BHAR reviewed the deferred maintenance and demolition by neglect case and acted to have planning staff notify the owner of 502 Grace Street of the violations. The applicant has appealed the decision of the BHAR requiring the remedy of the violation to the Town Council. The appeal section of the HP-O ordinance reads:

- A. *Any person aggrieved by any decision of the Review Board may appeal such decision to the Town Council, provided that such appeal is filed within fourteen (14) calendar days from the date of notification of the Review Board decision.*
- B. *The Town Council shall consult with the Review Board in relation to any appeal and may require documentation of any Review Board decision prior to hearing the appeal. The Town Council may affirm, reverse or modify the Review Board decision and shall notify the Planning and Zoning Administrator of its action.*

Recent Events

December 1, 2015 – Smithfield Town Council voted to have the BHAR reconsider the conditions at Pierceville in regard to demolition by neglect and/or unsafe or dangerous structures.

December 15, 2015 – The Town of Smithfield BHAR reviewed the deferred maintenance and demolition by neglect case and acted to have planning staff notify the owner of 502 Grace Street of the violations.

January 21, 2016 – Town planning staff sent a Notice of Violation to the owner of 502 Grace Street regarding deferred maintenance and demolition by neglect. (Find enclosed)

February 19, 2016 – The owner of 502 Grace Street's attorney responded with a letter to appeal the notice of violation (Which was premature, with the BHAR process not complete).

March 11, 2016 – Following communications with the Town Attorney, the owner of 502 Grace Street's attorney responded with another letter requesting an appearance before the BHAR at their April 19, 2016 meeting.

April 19, 2016 – The BHAR, at the request of the owner's representatives, voted to allow for a meeting of representatives of the owner and the town in order to discuss an acceptable scope of work to resolve the maintenance violation status of the property.

May 2, 2016 – Representatives of the owner and the town met to discuss an acceptable scope of work to resolve the maintenance violation status of the property. The owner's

representatives stated that the necessary repairs/remediation of the site may not be affordable and asked if temporary measures, such as wrapping the primary structure in a bubble or tent, were acceptable. Town representatives stated that at the very least, that the roof of the primary structure needed to be a functional system. Numerous items regarding the condition of the structures and grounds, their potential repair and/or demolition were discussed. The owner's representatives discussed the viability of subdividing the property to remove the primary structure and barns from the balance of the acreage; subsequently asking for a week to do market research on how the subdivision would impact the marketability of the property and to respond by letter their offer in regard to the proposed scope of work to satisfy the violation.

May 11, 2016 – A letter was received by town planning staff regarding the proposal, which did not provide a scope of work to answer the required actions to eliminate the ongoing maintenance violations of the property. (Find response letter enclosed)

May 17, 2016 – No further action was taken by the BHAR on this item, which means that the violation status as stated in the correspondence dated January 21st, 2016 still stands and the 90 days to remedy the violation began at the BHAR meeting appearance on April 19th, 2016.

May 31, 2016 – Notice of appeal correspondence was received from the owner's legal representative. (Find appeal letter enclosed)

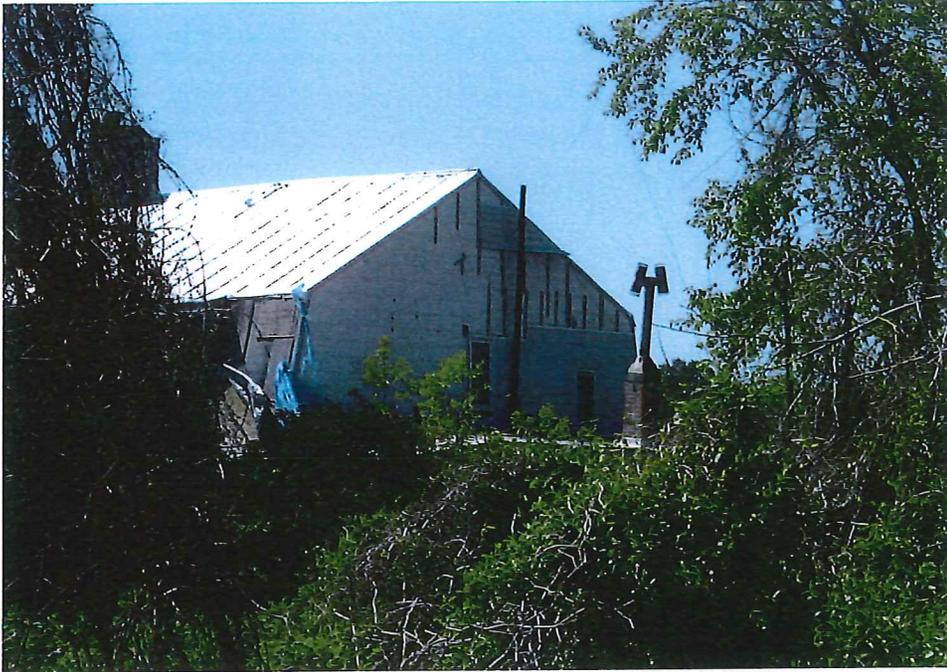
July 17, 2016 – Marks the end of the 90 day period to remedy the violation.

July 26, 2016 – The owner's legal representative appeared before Town Council at their committee meeting in regard to the appeal. Town Council subsequently tabled the item to their September 6, 2016 meeting.

Contact William Saunders at 365-4266 or wsaunders@smithfieldva.gov with any questions.



AUGUST 19, 2010



APRIL 11, 2016



TOWN OF SMITHFIELD

"The Ham Capital of the World"

NOTICE OF VIOLATION

CERTIFIED MAIL

January 21, 2016

Mary Delk Crocker
502 Grace Street
Smithfield, VA 23430

Re: Historic Preservation Overlay District Property Maintenance Violation - 502 Grace St.

Mary Delk Crocker,

Based on our records, you are the owner of the above referenced property.

This correspondence is to notify you that the lack of maintenance of the primary structure, outbuildings and surrounding environment at 502 Grace Street has resulted in a state of disrepair that constitutes demolition by neglect and a detriment to the Historic District. The Town of Smithfield Board of Historic and Architectural Review (BHAR), at their December 15, 2015 meeting, acted to authorize this notification in an effort to reverse this ongoing neglect.

As per Article 3.M: Historic Preservation Overlay District (HP-O), Section F.2.G of the Town of Smithfield Zoning Ordinance: *All buildings and structures in the HP-O District shall be preserved against decay and deterioration and maintained free from structural defects to the extent that such decay, deterioration or defects may, in the opinion of the Review Board, result in the irreparable deterioration of any exterior appurtenance or architectural feature, or produce a detrimental effect upon the character of the district as a whole or upon the life and character of the structure itself, including but not limited to:*

- 1. The deterioration of exterior walls or other vertical supports;*
- 2. The deterioration of roofs or other horizontal members;*
- 3. The deterioration of exterior chimneys;*
- 4. The deterioration or crumbling of exterior plaster or mortar;*
- 5. The ineffective waterproofing of exterior walls, roofs and foundations, including broken windows or doors;*
- 6. The peeling of paint, rotting, holes, and other forms of decay;*
- 7. The lack of maintenance of surrounding environment e.g., fences, gates, sidewalks, steps, signs, accessory structures and landscaping and*
- 8. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.*

Each of these defects can be found on the buildings and grounds at 502 Grace Street and require appropriate repair to shield the structures from the elements and further degradation.

DEPT. OF PLANNING, ENGINEERING, AND PUBLIC WORKS

310 Institute Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 357-9933
www.smithfieldva.gov • Local Cable Channel 6

Mary Delk Crocker
January 21, 2016
Page 2

In June of 2015, representatives of Frazier Associates undertook an inspection of the dwelling house and outbuildings. They made a report to the Town Manager and provided a recommended scope of work which they deemed minimally necessary to “mothball” the house. I am providing a copy of that report letter and the recommended scope of work which might be valuable to you in determining the work necessary to be done to stabilize and protect your property.

Further, the BHAR advises you that you may appear before them in regard to this situation; however, by ordinance you have ninety (90) days from this notification to remedy the violation or further action to correct this situation may be undertaken by the Town of Smithfield.

Find enclosed a copy of the above referenced section of Town Ordinance.

Please contact me at (757) 365-4266, or in writing, at your earliest convenience to discuss a course of action to resolve the violations on your property.

Sincerely,



William G. Saunders, IV, AICP, CZA
Planning and Zoning Administrator

Encl: (2)

CC: Peter M. Stephenson, AICP, ICMA-CM, Town Manager
William H. Riddick, III, Town Attorney
Trey Gwaltney, Chair, Board of Historic and Architectural Review
Archer L. Jones, II, Jones and Jones, P.C.

JONES AND JONES, P.C.
ATTORNEYS AT LAW

ARCHER L. JONES, II
ROBERT W. JONES, JR.

1600 SOUTH CHURCH STREET
SMITHFIELD, VIRGINIA 23430
PHONE: 757-357-2187
FAX: 757-357-0994
Email: joneslaw@jandjpc.com

May 10, 2016

William G. Saunders, IV
Planning and Zoning Administrator
Town of Smithfield
310 Institute Street
P.O. Box 246
Smithfield, Virginia 23431

Re: 502 Grace Street, Smithfield, Virginia 23430

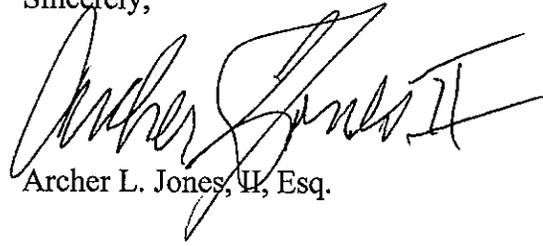
Dear Mr. Saunders:

On behalf of Mary D. Crocker, I offer the following in settlement of the Notice of Violation initiated against her by your letter dated January 21, 2016:

1. Ms. Crocker hereby agrees to give the historic structure, that is the private residence located at 502 Grace Street, Smithfield, Virginia, including one-half acre of ground upon which it sits, to the Town of Smithfield or its assigns, including a 50' non-exclusive right of way for ingress and egress and utility services as determined in the sole discretion of Ms. Crocker.
2. The Town will not require of Ms. Crocker any maintenance to the remaining structures on the property, and Ms. Crocker will have the authority to demolish any structures that she chooses.
3. The cost of surveying the one-half acre of ground will be borne by the Town of Smithfield or its assigns.
4. Ms. Crocker will not be responsible to make any maintenance efforts with respect to the home site.

Please let me know if this is acceptable to the Board of Historic and Architectural Review and to the Town Council for the Town of Smithfield.

Sincerely,

A handwritten signature in black ink, appearing to read "Archer L. Jones, II". The signature is fluid and cursive, with a long horizontal stroke at the end.

Archer L. Jones, II, Esq.

cc: William H. Riddick, III, Esq., Town Attorney
Trey Gwaltney, Chair, Board of Historic and Architectural Review
Mary D. Crocker

JONES AND JONES, P.C.
ATTORNEYS AT LAW

ARCHER L. JONES, II
ROBERT W. JONES, JR.

1600 SOUTH CHURCH STREET
SMITHFIELD, VIRGINIA 23430
PHONE: 757-357-2187
FAX: 757-357-0994
Email: joneslaw@jandjpc.com

May 31, 2016

William G. Saunders
Planning and Zoning Administrator
Town of Smithfield
310 Institute Street, P.O. Box 246
Smithfield, Virginia 23431

Trey Gwaltney
Chair, Board of Historic and Architectural Review
Town of Smithfield
310 Institute Street, P.O. Box 246
Smithfield, Virginia 23431

Re: **Appeal of Notice of Violation**
Property Owner: Mary Delk Crocker
Property Address: 502 Grace Street, Smithfield, Virginia 23430

Dear Messrs. Saunders and Gwaltney:

We represent Mary Delk Crocker, the owner of property located at 502 Grace Street, Smithfield, Virginia 23430 (the "Property"). We have received the "Notice of Violation" written by Mr. Saunders dated January 21, 2016 (the "Notice") and reissued by your letter to Ms. Crocker dated May 23, 2016. On behalf of Ms. Crocker, please accept this letter as an appeal of the Notice. In accordance with the Town requirements, we previously sent to you a check in the amount of \$250.00 made payable to the "Town of Smithfield" which represents the required zoning appeal filing fee. I trust you have those proceeds.

The Notice states that due to a "lack of maintenance" the structures on the Property are "in a state of disrepair that constitutes demolition by neglect and a detriment to the Historic District." As set forth in the Notice, Article 3.M, Section F.2.G of the Town of Smithfield Zoning Ordinance requires that "all buildings and structures in the HP-O District shall be preserved against decay...and maintained free from structural defects..." The Virginia enabling statute, set forth in Section 15.2-2306 of the Virginia Code, as amended, does not authorize imposing a maintenance obligation through a historic preservation ordinance. If the General Assembly had intended to authorize imposing such a maintenance obligation on owners of structures in a historic district, the enabling statute would include such express power and the

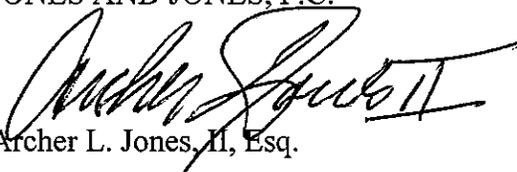
Town's reliance on the concept of "demolition by neglect" is misplaced. Accordingly, the Board of Historic and Architectural Review has no authority to require Ms. Crocker to perform any repair or maintenance of the Property and the structures situated thereon.

In addition, the Town is obligated to enforce its ordinances in a consistent and even-handed fashion. There are other structures in the HP-O District that are not maintained in accordance with the standards of the HP-O District. The Town is not allowed to selectively enforce its ordinance.

Thank you for your attention to this matter and we look forward to a hearing before the Town of Smithfield Council.

Respectfully submitted,

JONES AND JONES, P.C.

A handwritten signature in black ink, appearing to read "Archer L. Jones, II". The signature is written in a cursive, flowing style with a horizontal line at the end.

Archer L. Jones, II, Esq.

ALJ:sfh

cc: Mary Delk Crocker
Peter M. Stephenson, Town Manager
William H. Riddick, III, Esq., Town Attorney