

# SMITHFIELD TOWN COUNCIL AGENDA



March 6<sup>th</sup>, 2012 at 7:30 p.m.  
Held at Smithfield Center, 220 N. Church Street

## A. INFORMATIONAL SECTION:

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

## B. UPCOMING MEETINGS AND ACTIVITIES:

- |          |   |  |
|----------|---|--|
| March 6  | - | 7:30 p.m. – Town Council Meeting   |
| March 13 | - | 7:30 p.m. – Planning Commission Meeting  |
| March 14 | - | 10:30 a.m. - Pinewood Heights Team Management Meeting – Town Hall  |
| March 19 | - | 4:00 p.m. – Intergovernmental Relations Committee Meeting held in the County Administrator's Conference Room   |
| March 20 | - | 7:30 p.m. – Board of Historic and Architectural Review   |
| March 26 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Police Committee<br>Water and Sewer Committee<br>Finance Committee                            |
| March 27 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Fire and Rescue Committee<br>Public Works Committee<br>Public Buildings and Welfare Committee |

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. 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. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District
- B. American in Bloom Update by **Ms. Connie Rhodes**
- C. South Church Street Beautification Comments by Connie Rhodes of the Chamber of Commerce
- D. **Nicole Haga and Andrea Yonek – Introduce themselves as Proposed Retail Shop (American Attic) at 315 Main Street**

## 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.

## CONSENT AGENDA ITEMS

- C1. Resolution to Approve Street Closure and/or Traffic Assistance for Mustang Car Show, May 12th, 2012  
Police Committee Chair, Denise N. Tynes **TAB # 1**
- C2. Resolution to Approve Street Closure Request for Olden Days and Grand Re-Opening of Church Street Beautification, June 29<sup>th</sup> and June 30<sup>th</sup> 2012  
Police Committee Chair, Denise N. Tynes **TAB # 2**
- C3. Resolution to Approve Street Closure Request to Close a Portion of Main Street April 23<sup>rd</sup>, 2012 from 2:00 – 5:00 p.m. to Allow Filming by Pickleman Productions  
Police Committee Chair, Denise N. Tynes **Tab # 3**
- C4. Motion to Authorize the Town Manager to Submit a Letter to Virginia Department of Game and Inland Fisheries to Extend Urban Archery Season  
Police Committee Chair, Denise N. Tynes
- C5. Motion to Accept Water Tank Maintenance Contracts with Caldwell Tank, Inc.  
Water and Sewer Committee Chair, Andrew C. Gregory
- C6. Invoices Over \$10,000 Requiring Council's Consideration:  
Finance Committee Chair, John L. Graham
- |   |              |
|---|--------------|
| a. HD Supply                            | \$ 25,520.69 |
| b. Smithfield Volunteer Fire Department | \$ 18,568.00 |
| c. Excel Paving Corporation             | \$178,293.63 |
| d. Draper Aden Associates               | \$ 56,916.45 |
| e. English Construction Company         | \$ 20,000.00 |
- C7. Motion to Renew Mowing Contract with Country Landscaping, Inc. for One Additional Year  
Public Works Committee Chair, Constance Chapman
- C8. Motion to Allow the Smithfield Women's Club to Place 100 Pinwheels and a Sign at the Intersection of South Church Street and Route 10 Bypass During the Month of April in Support of Child Abuse Prevention Month  
Public Works Committee Chair, Constance Chapman
- C9. Motion to Allow Smithfield on the Move to Apply for Virginia Foundation for Healthy Youth Grant and Obici Healthcare Foundation- Round 11 Grant **(Supplemental Information Posted)**  
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C10. Motion to Authorize the Town Treasurer to Renew the Line of Credit with Towne Bank for the Pinewood Heights Relocation Project  
Finance Committee Chair, John L. Graham  
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C11. Motion to Authorize Sublease of 315 Main Street for One Year to American Attic Retail Store  
Town Manager, Peter M. Stephenson  
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

## **ACTION SECTION**

1. **Motion to Approve the Town Council Minutes for the Meeting of February 7<sup>th</sup>, 2012**  
Attorney, Adam Carroll
2. **Old Business:**
3. **New Business:**
  - a. **Motion to Accept Nominating Committees Recommendation to fill the Unexpired Term (1-15-2015) of Planning Commission Member Norma Odom Leonard.**
  - b. **Motion to Confirm the Town Manager's Appointment of a New Chief of Police**
  - c. **Motion to Amend the Town's Pay and Classification Plan to Reclassify the Police Captain Position to Assistant Chief of Police**
4. **Closed Session: Personnel Matters**
5. **Adjournment -**

March 2, 2012

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MONTHLY ACTIVITY REPORT – February 2012**

**TOWN MANAGER'S OFFICE:**

- a. Completed one on one Police Chief Candidate interviews, arranged panel interviews and began background checks.
- b. Attended: SVFD Annual Banquet, IOW ECC Board Meeting, VLGMA – ICMA University Workshop in Charlottesville, Chaired VML Insurance Programs Quarterly Board Meeting in Glen Allen, HRCJTA (police academy) Board Meeting in Newport News.
- c. Assisted Treasurer with Financial Analyst Interviews

**TOWN CLERK'S OFFICE:**

- a. Transcribed and proofed the monthly minutes for Town Council
- b. Attended Windsor Castle Park Foundation Board meeting to take minutes on February 2nd.
- c. Prepared February Town Council Committee Agenda and March Town Council Agenda.
- d. Attended Town Council Committee meetings on February 27<sup>th</sup> and 28<sup>th</sup> and prepared summary reports of the committees.
- e. Attended Pinewood Heights Management Team Meeting, February 28<sup>th</sup>.

**TREASURER'S OFFICE:**

- a. Prepared December 2011 financial statements and January 2012 bank reconciliations.
- b. Completed interviews for AP clerk on February 2. Nicole Williams, part-time tax clerk, was offered this full time position effective February 13, 2012. The opening for the part-time clerk has not yet been addressed.
- c. Completed interviews for financial analyst position on February 13. One candidate was called back for a second interview on February 29. An offer will be made pending satisfactory outcome of background check.
- d. Mailed out delinquent personal property notices through BMS Direct on February 9.
- e. Updated financial status of the Pinewood Heights project through close out of Phase I.

- f. Updated financial status of the South Church Street Streetscape project through February 2012. Revised draw down request #4 and prepared draw down request #5.
- g. Swore in new officer, Ryan Woods, on February 24.
- h. Attended Pinewood Heights Management Team meeting on February 28 to discuss contract preparations for Phase II. Also met with Brian Reagan (CPP) and Elizabeth Boehringer (VDHCD) that same afternoon to review check list of financial accounting responsibilities for the next phase.

#### **PUBLIC WORKS:**

- 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 broken meters and install new ones, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
    - a. 221 Main St. - sewer and water repair completed
    - b. 908 Smithfield Blvd. - sewer back up - unclogged and raised the sewer lateral.
    - c. 209 Washington St. - replaced and repaired sewer line and cleanout.
    - d. 349-355 Main St - replaced and repaired sewer line and cleanout due to sewer back up.
  2. Sewer Pump Station Repairs and Maintenance:
    - a. Weekly and daily checks on all 27 pump stations.
    - b. Began pump downs of pump stations – 95% complete.
    - c. Pulled and cleaned pumps at Riverside and Watson pump stations
    - d. Pulled and cleaned pump number 1 at Lakeside due to pump fail.
    - e. Crescent Dr pump station seal fail - replaced the seals.
    - f. Replaced a bad float at Canteberry pump station that controls the pumps.
    - g. R.E.W working on alarms at pump stations
  3. Water Line Repairs and Maintenance:
    - a. Installed new water service at 217 Main St. Town staff assisted Lewis construction on the tapping of the water main.
    - b. Repaired water leak at 213 Moonefield Dr. Service line had leak under driveway. Driveway was removed and service line was repaired.
    - c. Installed new fire hydrant at the intersection of Grimes St. and Magruder. Hydrant wasn't working properly so a new one was installed along with two new valves to help better isolate distribution system.

- d. Staff Completed pressure testing on final phase of water main installation on South Church St. New 8" water main has been installed, pressure tested and sampled between Cedar St. and Luter Dr. New water main is now online.
- e. Disconnected water and sewer services at 91 and 92 Pagan and 95, 96, 97, and 98 Pinewood Dr.
- f. Worked on annual water quality report.

#### 4. Well Repairs and Maintenance

- a. All wells are off now that plant is running. Upgrades to well houses are being planned to keep wells in operating condition in case of an emergency.
- b. All pump houses have been winterized for the season.
- c. Installed locking hinge on the Cary St. well house. Door wouldn't stay secure so a latch with a Town padlock was installed.
- d. Installed check valve on sump pump in the Wilson Rd. altitude valve vault.
- e. Replaced limit switch on altitude valve at the Wilson Rd. tank. Water in vault caused a short in the switch.

#### 5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Sydnor Hydro. replaced bad parts on well 10 and put back into service. Well was flushed for four hrs before put back online.
- c. REW transferred electrical service of the South Church St water tank to the power from the water plant. This so the water tank will be on same back up power supply as the water treatment plant.
- d. Operators cleaned out the lime mixing tank. Lime tank had buildup of lime deposits and needed to be cleaned to try to help the inconsistent PH adjustments.
- e. Operators worked with ITT in operating altitude valves at Wilson Rd, Battery Park Rd, and South Church St. water tanks. These tanks are now linked to the water treatment plant so they can be operated on site.
- f. Operators conducted a tour of the water treatment plant for the Smithfield Volunteer Fire Dept. This was so the Fire Dept. could see the operations and things operators could do in the event of a fire if more water is needed in certain areas of town.

#### 6. fety

- a. Monthly truck inspections.
- b. All Public Works employees attended Personal Protective Equipment safety training.
- c. Monthly playground inspections.

7. Miscellaneous

- a. Clean off and repaired walking trails at the Windsor Castle Park twice a week by grounds crew or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. Grounds crew began trash pick up to keep the Town clean Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St./258 and Waterworks Rd.
- c. Minor repairs at Town Hall and Town Buildings.
- d. Grounds crew completed work on Jersey Park playground

**PLANNING AND ZONING:**

1. Planning Commission – 02/14/12

- No meeting held.

2. Rezoning Applications under review

- A. None

3. Special Use Permit Applications under review

- B. None

4. Subdivision and Site Plans under review

- A. McDonald's Restaurant

5. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I (95% complete)
- B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
- C. Lakeview Cove Condos (75% complete)
- D. YMCA (85% complete)
- E. Smithfield Foods Test Kitchen (95% complete)
- F. True Value (90% complete)
- G. Main Street Baptist Church (15% complete)
- H. Dollar General (85% complete)

6. Board of Zoning Appeals 02/21/12

- No meeting held.

7. Board of Historic & Architectural Review 02/21/12

- No meeting held.
- A. Proposed Trim Color Change – 310 Institute Street (Fire Dept. side of Town Hall) – Noncontributing - Town of Smithfield, applicant – Approved by phone poll.
- B. Proposed Mural – 221 Main Street (Simpson’s Pharmacy) – Contributing – Joseph Luter, III, Smithfield Foods, Inc. applicants - Approved by phone poll.

**ENGINEERING:**

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. No homes are under construction at this time.
- C. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. No condominiums are under construction at this time.
- C. South Church Street Streetscape Project, Contractor continued installation of Verizon & Charter Cable conduit system from Sta. 105 + 00 to Sta. 107 + 00. Contractor has installed storm water system from Sta. 105 + 00 to Sta. 106 + 25 and accompanying structures 2 -3, 2 – 1 & 2 – 1A. Contractor also installed all connecting and related storm drain pipes. Contractor continued and completed installation of 8” watermain from Cedar Street to Luter Drive Sta. 100 + 00 to Sta. 107 + 00. Contractor continued installation of curb & gutter on the east & west sides of project from Sta. 107 + 00 to St. 115 + 00. Contractor has now installed detour from Cedar St. to Luter Drive.
- D. Blair Bro.’s Contr. started and completed regrading access road ditches to James Street pump station. Contractor also repaired several potholes within the Wellington Estates subdivision.

March 2, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING  
HELD ON MONDAY February 27, 2012

The Police Committee met Monday, February 27<sup>th</sup>, 2012 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; Ms. Constance Chapman and Mr. Andrew C. Gregory. Other Council members present were Mr. T. Carter Williams, Vice Mayor; Dr. Milton Cook, Mr. John L. Graham, and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William T. Hopkins, III, Director of planning Engineering and Public Works; Mr. William H. Riddick, Town Attorney; Mr. Alonzo Howell, Smithfield Interim Police Chief; Mr. Will Councill, FOG Inspector; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, IOW/ Smithfield Tourism Director; Others in Attendance were Mr. Randy Pack, Mr. Wayne Hall, Mr. Charlie Sietz, President of Christian Outreach; and Mr. Phillip Bassett, Caldwell Tanks, Inc. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman, Denise N. Tynes called the meeting to order.

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

1. Street Closure Request for Mustang Car Show May 12<sup>th</sup>, 2012 – This street closure request is for the 100, 200, and 300 blocks of Main Street from Church Street to Underwood Street from 8:00 a.m. to 3:00 p.m. Committee had no concerns with the request and recommended approval.

2. Street Closure Request for Olden Days and Grand Re-Opening of Church Street Beautification, June 29<sup>th</sup> and June 30<sup>th</sup>, 2012 – The street closure request for June 29<sup>th</sup> from 5:00 p.m. to 9:15 p.m. is for the 100 and 200 blocks of Main Street from Mason Street to Institute. The street closure request for June 30<sup>th</sup> from 8:00 a.m. to 5:00 p.m. is for Main Street from Church Street to Underwood Street and North and South Mason from Cedar Street to Grace Street. Committee had no concerns with the request and recommended approval.

3. Street Closure Request to close a Portion of Main Street April 23<sup>rd</sup>, 2012 from 2:00 – 5:00 p.m. to Allow Filming by Pickleman Productions – This street closure request is for a portion of Main Street to be closed between Mason Street and Institute Street. Interim Chief Howell stated that the police had no problems with the request. Committee recommended approval.

4. Urban Archery Season Extensions – Follow Up Discussion – The Town Manager reported that a couple of months ago Game and Inland Fisheries was present to discuss Urban Archery to control deer population. He stated that the reason it was back on the agenda was a letter must be submitted by April 1<sup>st</sup> if the town would like to participate in the Urban Archery Season Extension. The Town Manager stated that he has been looking into what other localities are doing. However unless there are some concerns this would be a good first step. Staff will work on safety guidelines once the letter has been submitted. Committee recommends authorizing the Town Manager to submit letter.

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

1. Operational Updates – Interim Chief Howell reported that on January 25<sup>th</sup> there was a robbery at the BP gas station at approximately 12:15 a.m. The individual entered the store with a bandana and presented what appeared to be a firearm under his clothing and demanded money. The subject got away with approximately eighty dollars in cash. The police department is actively working on the investigation with minimal leads so far. Interim Chief Howell also reported that the department is getting ready to conclude the re-accreditation process next week. The accreditation team will be coming into town Sunday and staff will be going out to dinner with the assessment team on Monday. A formal invitation will be forthcoming. Mrs. Tynes asked if the invitation would include all of Council or just the Police Committee members. Interim Chief Howell stated that the formal invitation would be sent to the Town Manager, however all of Council is invited to come. Interim Chief Howell recognized Ms. Jimmie Minton and Ms. Kristi Jenkins for their work in the re-accreditation process. Interim Chief Howell reported that Sergeant Evans and Sergeant Fox have submitted their letters of resignation effective March 15<sup>th</sup>. They will be leaving the Smithfield Police Department to join the Isle of Wight Sheriff’s Office. Also Officer Epps submitted her letter of resignation and her last day was February 15<sup>th</sup>. She also went to the Isle of Wight Sheriff’s Office. Interim Chief Howell stated that trying to offset these vacancies the department is in a hiring process. Interviews have been scheduled for this Wednesday and Thursday. We are hopeful that we will find some applicants that will pass their background check and be ready to fill these vacancies. Interim Chief Howell handed out a summary of personnel that have departed the Town to seek employment with the Isle of Wight Sheriff’s Office since January 1<sup>st</sup>, 2012. The summary included the number of years each employee was employed by the town, what positions they held and some of the training they had as a

law enforcement officer here with the Town of Smithfield. This is a huge impact to the town and the Smithfield Police Department. Mayor Hare asked how many sworn officer the town has at this time. Interim Chief Howell stated that we had twenty-two officers including the chief and we lost a total of six. Discussion was held on the number of personnel and the reasons that they have chosen to follow Former Chief Marshall to Isle of Wight Sheriff's Office. Mrs. Tynes stated that she had spoken with Sheriff Marshall and he stated that he would not encourage recruitment of any more officers from Smithfield until the town has time to reorganize. Mrs. Tynes also stated that she had talked to a few that had left and they had stated that they had decided to go to Isle of Wight's Sheriff's Office because of better retirement benefits. She mentioned that at some point Council may want to look at our benefits to see if we can enhance our benefits. Committee agreed that they have no control over who Sheriff Marshall chooses to offer employment to. Vice Mayor Williams expressed concern that once we get re-accredited who is here that can keep this process going the next four years until we have to do it again. Interim Chief Howell replied that Ms. Kristi Jenkins has done a remarkable job. He stated that Ms. Minton was the accreditation officer and the Office Manager. In the near future the department will definitely be looking to determine if that position will remain as one position or split between other staff within the organization. Interim Chief Howell stated that he too had spoken to some of the officers that have left and they are leaving for promotional opportunities of advancement. Interim Chief Howell stated that he would like to add that he is very proud to say that the men and women of the Smithfield Police Department have stood shoulder to shoulder to fill the gaps so that the public will not experience any depletion of service by the Police Department.

2. Draft Revisions to Emergency Communications Center MOU - The Town Manager reported that this item was for informational purposes only this month. The Town Manager of Windsor is doing the same thing this month. The current MOU has been in place for approximately ten years. He explained that the new census has prompted myself, Mr. Caskey, and Mr. Stallings to look at it. As it is now we are supposed to look at population, telephone access lines, and calls received from each jurisdictions in terms of how cost is divided. So we have done that based on the new census information and call volume the last five years. The Town of Smithfield's volume went up from 25% to 28%. The Town of Windsor went from 8% to 8.5%. The County's went down from 67% to 63%. Ultimately, the MOU needs to be changed to reflect the new percentages. These percentages are used when there are expenses above and beyond what is budgeted. The Town Manager stated that there is also some language in there that has changed over the last ten years in terms of the surcharge and legislative changes in communication taxes. Also reflected in the revisions is when the budget has to be submitted. Again this is for informational purposes only at this time and will be brought back to Committee for approval once a final has been prepared.

The meeting adjourned at 4:30 p.m.

March 2, 2012

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, February 27<sup>th</sup>, 2012

The Water & Sewer Committee held a meeting on Monday, February 27<sup>th</sup>, 2012 at 4:30 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. John L. Graham, and Mr. T. Carter Williams, Vice Mayor; Other Council members present were Mrs. Denise N. Tynes, Dr. Milton Cook, Ms. Constance Chapman and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; Mr. Will Councill, FOG Inspector; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, IOW/ Smithfield Tourism Director; Others in Attendance were Mr. Randy Pack, Mr. Wayne Hall, Mr. Charlie Sietz, President of Christian Outreach; and Mr. Phillip Bassett, Caldwell Tanks, Inc. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman, Andrew C. Gregory called the meeting to order.

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

1. Caldwell Tank, Inc. Contract for Water Tank Maintenance – The Town Manager reported that Mr. Phillip Bassett from Caldwell Tanks, Inc. was present to answer any questions. The Town Manager explained that preparing the contract has taken some time because the way the town had written the request for proposal (RFP). The requested bid information was originally over an eight year period and we specified for work to be done each year. The problem is the first couple of years we specified more work than the town could afford based on the newly adopted rates. In the Town Treasurer's rate analysis she used a flat \$100,000 each year for tank maintenance. So Caldwell Tanks was asked to go back and spread the cost out over a period of time to work within what the Town Treasurer had budgeted based on the rate analysis. Basically we now have a ten year fee structure to spread it out so the town does not exceed the assumptions we made in terms of the budget. It also has language that we can end the contract if the town decides after four years time not to continue with their services. Caldwell Tanks, Inc. has calculated in what that balance due would be if a certain amount of the work is done they would certainly get paid for that. Mr. Bassett stated that they had responded to Draper Aden Associates Request for Proposal (RFP) and they agree with what Draper Aden

Associates has said needs to be done. This is necessary work looked at by three different companies. The three companies consist of the engineering firm, consulting group, and inspection company. Mr. Gregory asked the Town Attorney if he has had a chance to look over the contract. The Town Attorney stated that he had revised the cancellation provision to make it clearer. The town has the right to cancel at anytime. Mr. Gregory asked if there was a reason the highest cancellation fees spike in the middle of the contract period rather than beginning. Mr. Bassett explained that it was due to the majority of the work is in years 3, 4, and 5. Committee was okay with schedule of work and fees. Mayor Hare stated that there had been some discussion to have the Cary Street Storage tank taken offline. The Town Manager explained that it has been decided that the town does need to keep that tank functional until another storage tank can be placed on that side of town. Committee asked Mr. Bassett if they sub out any of their work. He stated they do not sub any of their work out that is in their maintenance program. He stated that they also inspect their own work; however the town has chosen to use a third party inspection company. Mr. Bassett stated that they encourage the third party inspections on their work.

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

1. FOG Program Update – The Town Manager stated that Mr. Will Council was present to give an update on the FOG Program. Mr. Council stated that his job here at the Town of Smithfield is to manage the Fats, Oils, and Grease Program that was implemented in January 2010. A handout was passed out with a summary of Valley Proteins, Inc. recycling tonnage of fats, oils, and grease in 2009 before the FOG Program was implemented. Valley Protein, Inc. collects about 85% of the businesses in Smithfield that participates in the Fog Program. A second handout was passed out with a summary of Valley Proteins, Inc. recycling tonnage of fats, oils, and grease in 2011. Total weight increased significantly from 156,736 in 2009 to 303,290 in 2011. Mr. Council stated that he is not going to say that this program is causing this much of a difference but it is certainly helping by going out and educating the food service people on what needs to be done to keep the fats, oils, and grease out of the sanitary sewer system. The Town Manager mentioned that these totals from Valley Protein are from the primary vendor in Smithfield; however there are other vendors as well. For an example Mr. Pack at the Smithfield Station uses another vendor other than Valley Protein, Inc. His establishment would produce a large amount of fats, oils, and grease which is not included in the totals handed out. Mr. Council explained the process for collecting the grease. He also explained what the different types of fats included such as mixed F & B included fat and bone usually from grocery stores or butcher shops. Mr. Hopkins stated that there were quite a few churches and businesses that did not know they had a grease trap. Smithfield Foods is not included in this summary. Mr. Graham asked if the growth was from new clients or existing clients are recycling more. Mr. Council stated both. The existing clients are still there but through the town's education of the program also increase

participation. Mr. Council also mentioned that the town needs to go a step further in our ordinance and start including some of the town's apartment complexes. Mr. Hopkins passed out another handout that shows a sewer manhole coming directly off Jersey Park and Woods Edge apartments. It goes directly to the Lakeside pump station. Mr. Council stated that he would like to educate the property managers. It would be hard to put an interceptor in the way of the sewer lines run however the property managers could say this is a benefit to them because with that amount of grease they are sure to have problems inside the apartments with their plumbing. Would like for property managers to get rendering tanks and tell the residents that part of their living there is to bring their grease and put in that tank instead of down the sink. Staff will also be discussing this idea with Hampton Roads Sanitation District (HRSD). Mr. Council thanked the Town Council for being proactive in implementing the FOG Program. He stated that he meets once a month with every locality at HRSD that is under the consent order and the Town of Smithfield is one of the few that has implemented this program. Committee stated they would like to see if each individual location increased their recovery or is the increase more adequately reflected in new participants to the program. Staff is working on that and will provide that information at a later date. Vice Mayor Williams asked Mr. Council if he had many people complain about the program. Mr. Council stated that implementation of the FOG Program has been pretty smooth. He stated that he has also had a lot of help from HRSD and Hampton Roads Planning District Commission (HRPDC) in educating. Mayor Hare asked if staff had noticed fewer problems at our pump stations with less grease going through our Sanitary Sewer System. The Town Manager stated that the use of VAC truck along with the FOG Program has definitely made a difference. The Town Manager stated that next month staff will invite Mr. Council back to give an update on the Backflow Prevention Program.

The meeting adjourned at 4:51 p.m.

March 2, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, FEBRUARY 27<sup>th</sup>, 2012

The Finance Committee held a meeting on Monday, February 27<sup>th</sup>, 2012 at 4:51 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. John L. Graham, Chair; Mr. Andrew C. Gregory, and Dr. Milton Cook. Other Council members present were: Mrs. Denise N. Tynes, Mr. T. Carter Williams, Vice Mayor; Ms. Constance Chapman and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; and Mr. William H. Riddick, Town Attorney; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, IOW/ Smithfield Tourism Director; Others in Attendance were Mr. Randy Pack, Mr. Wayne Hall, Mr. Richard Grice and Mr. Charlie Sietz, President of Christian Outreach. The media was represented by Kelly Barlow of The Smithfield Times.

Councilman John L. Graham called the meeting to order.

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

1. Invoices Over \$10,000 Requiring Council Consideration:

a.	HD Supply	\$ 25,520.69
b.	Smithfield Volunteer Fire Dept	\$ 18,568.00
c.	Excel Paving Corporation	\$178,293.63
d.	Draper Aden Associates	\$ 56,916.45
e.	English Construction Company	\$ 20,000.00

Mr. Graham mentioned the Smithfield Volunteer Fire Department invoice is a pass through from the stated to the fire department. The Town Treasurer verified that the pass through funds go directly to the fire department. Mayor Hare asked if the HD Supply invoice was for the water meters. Staff replied that it was. Vice Mayor Williams expressed concern over invoices from Draper Aden. The Town Treasurer stated that a lot

of the charges are for the tasks associated with the sewer consent order. She explained that at this time the town remains significantly under the original budget. Committee discussed invoice and decided that they have to trust that staff is reviewing these invoices to the best of their ability and these contractors that the town has chosen to do these jobs is truthful that they are doing what they said they were going to do. Committee recommends payment of all invoices.

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

1. December Financial Statements – Mr. Graham reported that the fire department is being handled as discussed at the February Town Council meeting and they are staying within their original budget. This item will be discussed at the next Intergovernmental Relations Committee meeting. Mr. Graham mentioned that the other thing that came up was the Smithfield Center. He stated that his concern is expenses going on credit cards instead of getting invoices and paying by check. Ms. Musick explained that the purchase from KI which is the company that the Smithfield Center purchases all their tables and chairs through requests payment to be made in full before they will deliver. Mr. Graham stated that purchasing asset items with credit cards is a problem with the Town Treasurer and the auditors. Mrs. Tynes asked if Ms. Musick could request KI to submit an invoice prior to shipment and then payment could be made. Ms. Musick stated that she could and was not aware that a charge to the credit card was not recommended. The Town Treasurer stated that it makes it much more difficult to track. She stated this problem is not just at the Smithfield Center but all the town departments. The Town Manager stated that staff will address credit card purchases to all departments. Mr. Graham asked for an update on the Pinewood Heights Project. The Town Treasurer stated that she has recently completed an update on Phase I as far as what the original expectations were for our leverage and what we actually spent on the project. The town actually only exceeded leverage by about \$300,000; however we exceeded what the town expected to spend by over \$400,000. This was due to a combination of things. The town did not have all the resources we thought we had such as Habitat of Humanity. The Section 8 vouchers that were originally budgeted did not equal as much as what we had expected them to equal. A portion of the property that was donated to us from Isle of Wight County for their \$750,000 was not able to be included in the towns leverage because it was not used for the project. The Town Manager stated that the Virginia Department of Housing and Community Development would be here tomorrow to do contract negotiations for Phase II. The Town Treasurer stated that she believes that when we get our final reimbursement from the County we will end Phase I with spending \$400,000 more than what was covered by the 1% that the town had set aside from meals tax. The Town Treasurer stated that the town will need to continue to renew our line of credit with Towne Bank. This will be utilized going forward because we do not have outside sources donating to the project for Phase II. Mayor Hare asked if the town could use the \$400,000 that we over spent with Phase I as leverage moving into Phase II. The Town Treasurer stated that she

would ask the Virginia Department of Housing and Community Development. Dr. Cook asked how long it would take to recovery what we are in the hole using the 1% meals tax. The Town Treasurer stated that the 1% meals tax generates approximately \$198,000 a year so it would take approximately 2 ½ years to 3 years to recover. Staff will give more updates at the Public Buildings & Welfare Committee after the meeting with VDHCD tomorrow morning.

2. January Cash Balances – The Town Treasurer stated there was nothing abnormal or unusual to report. Funds are going out for the large projects. January was a pretty decent month cash flow wise as the town continues to collect taxes. The Town Treasurer stated that the first billings on the new water rates are getting ready to go out. March Cash Balances will reflect that. Maybe able to project some after April. Water = \$333,860.08; Water Debt Service = \$1,314,313.41; Water Capital Escrow Availability Fees = \$287,576.92; Water Development Escrow = \$177,903.42; **Subtotal Water = \$2,113,653.83.** Sewer = \$74,639.25; Sewer Development Escrow = \$316,541.24; Sewer Capital Escrow Availability Fees = \$666,650.86; Sewer Compliance = \$429,205.37; **Subtotal Sewer = \$1,487,036.72.** Highway = **\$436,707.25.** General Fund = \$1,589,101.71; Payroll = \$36,562.05; Money Market General Fund Town Bank = \$124,231.03; Business Super NOW-General Fund = \$32,868.78; Money Market General Fund Farmers Bank = \$285,925.21; General Fund Capital Escrow = \$50,615.76; Certificate of Deposit = \$24,723.34; Certificate of Deposit Police Dept = \$36,159.81; Special Project Account (Pinewood) = \$19,846.47; Pinewood Heights Escrow = \$49,434.40; South Church Street Account = \$568,350.17; **Subtotal General Fund = \$2,817,818.73.** Beautification = \$7,800.77; Money Market Beautification = \$146,596.46; **Subtotal Beautification = \$154,397.23; Rising Star = \$63.49. TOTAL ALL FUNDS = \$7,009,677.25.**

3. Additional Item Discussed: South Church Street – Mr. Graham reported that the good news was we might spend less than first anticipated. The Town Treasurer stated that she was not sure what the original expectations were but there were more funding sources than the town originally anticipated. The town did not know anything about the Federal Formula money that we are eligible for which is \$352,315.00. The Town Manager stated that the original projections were all over the map when we had all of the Dominion Virginia Power lines being buried. The Town Treasurer stated that the good news was that the funding sources that we had available are definitely more than the projected project cost. The Federal Transportation Enhancement Grant in the amount of \$716,954.00 is available. The Federal formula money is available. This will be the next pot of money the town will use once we have the enhancement grant fund completely depleted. Urban Funds are available; however this will be the last pot of money used. The Town Treasurer stated that the town still expects to receive the additional pledges from Mr. Luter, Historic Smithfield, and private fundraising funds from the residents. The

Town Manager stated that town has made a request from Historic Smithfield and it has to go through their Board. He also stated that he will contact Ms. Moore in regards to private funds from residents. Vice Mayor Williams asked if the town has covered the cost of the lines from the poles to the houses. The Town Manager replied yes. Mr. Graham thanked the Town Treasurer for preparing the spreadsheet to show the project costs remaining.

4. Additional Item Discussed: Discussion on Past Budgeted Contributions in the New Budget Cycle - The Town Treasurer stated that it was mentioned last year during the budget cycle to have any organization requesting a contribution to come to Committee to talk about what they were doing and what their financial status was. Committee agreed this would be a good idea during this year's budget cycle. The Town Treasurer stated that it might not be necessary for the Western Tidewater Free Clinic to come because they do a presentation to Town Council once or twice a year already. The Town Treasurer asked for direction from Committee on which organization they would like to come to committee to request contribution. Mr. Graham did not think it was necessary to have the Farmer's Market or Hampton Roads Partnership; however would like to hear from the following organizations: Arts League, Blackwater Regional Library, APVA, Courthouse, Chamber of Commerce, Christian Outreach, Genieve Shelter, TRIAD, YMCA, and CHIP. These organizations will be invited to attend the next couple of committees to give an update of their organization and why they are requesting the towns support.

5. Additional Item Discussed: Christian Outreach Request for Town's Support in the Form of a Contribution - Mr. Graham introduced Mr. Charlie Sietz as president of Christian Outreach. Mr. Sietz stated that he was present to speak on behalf of Isle of Wight Christian Outreach Program. He mentioned that he is in the process of writing a letter to make a formal request for funding this year. Mr. Sietz stated that he would start by thanking the town for past contributions. These contributions have allowed Christian Outreach to do things for those in need in the community. Mr. Sietz gave Committee a sense of the impact the organization has had in the Isle of Wight community for the last two years. In the last two years Christian Outreach has provided somewhere between \$1.1 and \$1.2 million dollars in services, products and volunteer man hours. The letter that he is preparing will include a copy of their annual report which speaks to their ten programs they provide their assistance in. The program consists of food, home repairs, handicap ramps, medical transportation, prescription assistance, etc. Christian Outreach program started back in 1991 with a simple idea of a fundraiser which is now known as Souper Saturday. The proceeds from the Souper Saturday went to Social Services to provide winter fuel assistance. Other programs were created as they realized that there were other things people were struggling with. Mr. Sietz stated that they have recognized that if they are going to continue to sustain themselves to help people in the community they need to always continue to sustain and grow in volunteers and sustain and grow in financial support. Mr. Sietz stated that currently Christian Outreach leases a building out

in the Isle of Wight Industrial Park. They have been there since 2008 and have reach capacity at this location. They are in search of a new building closer to town. They are in the process of getting land and hope to have something in the next four to six months. At that point Christian Outreach will start a capital campaign to construct a new operations facility. Mr. Sietz explained that the current building does not have heating/cooling or indoor plumbing. These would be some nice features to have in their next facility. He feels this will go along way with our volunteer base. They would also like to have some meeting rooms where they can initiate new programs. Mr. Sietz stated that their letter would be requesting consideration for a contribution of \$10,000. They would also like for the town to consider supporting them in their capital campaign when they move forward to that. The hope is to move forward with that this year. Mr. Graham asked if they could include in their summary of activities how much of that is used for the citizens of Smithfield. Mr. Sietz stated that it could be done by districts. He used the Food Program as an example. He explained that last year they provided food to 14,000 people in the County. Most districts are about 20%. Smithfield is 25% of their budget and Carrollton is about 15%. Mr. Sietz explained the Food Program process and stated that the program has grown over 600% since 2008. Ms. Chapman asked if the organization had considered an existing building that is vacant in town. Mr. Sietz stated that they had looked at a lot of them. Discussion was held on possible location of new facility through Hope Presbyterian Church. The new facility would be configured to suit what their mission is. Committee thanked Mr. Sietz for the update and look forward to receiving his formal request.

The meeting adjourned at 5:34 p.m.

March 2, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FIRE AND RESCUE COMMITTEE  
MEETING HELD ON TUESDAY, FEBRUARY 28<sup>th</sup>, 2012

The Fire and Rescue Committee held a meeting on Tuesday, February 28<sup>th</sup>, 2012 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor T. Carter Williams, Chair; Ms. Constance Chapman and Mrs. Denise N. Tynes. Other Council members present were: Mr. John L. Graham, and Dr. Milton Cook Mr. Andrew Gregory and Mr. David M. Hare, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; and Mr. William H. Riddick, III, Town Attorney; and Mr. Wayne Griffin, Town Engineer; Others in attendance were Ms. Amy Henry, Smithfield on the Move; Mr. Richard Hoeflaak, Excel Paving Corporation; and Mr. Richard Grice, Mr. Randy Pack and JoAnne Willis, Smithfield Women's Club. The media were represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman T. Carter Williams called the meeting to order.

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

1. Operational Updates – Vice Mayor Williams stated that neither one of the representatives of these agencies were available to attend today's Committee meeting. Assistant Chief Hackney did ask for Vice Mayor Williams to thank the Town Council and staff for working with them on their budget. They are extremely appreciative.
2. Additional Item Discussed: Vacant Property owned by VDOT next to new Fire Station – Mr. Graham stated that at the last Town Council meeting he brought up the strip of land owned by VDOT next to the new fire department. The lot is 135 feet wide and 375 feet long. Mr. Graham stated that he and the Town Manager had discussed and he had received a copy of the plat. He then sent a copy of that plat to Supervisor Al Casteen. Mr. Graham continued to explain that if the fire and rescue personnel and the county agreed with the idea of a new rescue facility being added on to the new fire station to make it a joint facility we should approach VDOT again about purchasing the property. This could be a significant savings for the county. The Town Manager stated that he has talked to Mr. Dennis Heuer

who is the District Administrator of Hampton Roads. The Town Manager stated the town's position was you are not doing anything with it and it is essentially excess property. The Town Manager read Mr. Heuer's email response to Committee. In summary the property is not excess to VDOT. It was acquired as part of the Route 10 bypass project and will remain VDOT property for future use of expansion of the bypass. He also stated that VDOT has been approached to allow use of the property for over flow parking during special events. This use may be granted by permit if access is limited to the existing facility parking area with no access allowed from Business 10 or Route 10 bypass. Mr. Graham stated the first step is to be sure that the county is on board before moving forward to higher representative at VDOT. This item will be discussed at the upcoming Intergovernmental Relations Committee that has been scheduled for March 19<sup>th</sup> at 4:00 p.m.

The meeting adjourned at 4:10 p.m.

March 2, 2012

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, FEBRUARY 28<sup>th</sup>, 2012

The Public Works Committee held a meeting on Tuesday, February 28<sup>th</sup>, 2012 at 4:10 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Constance Chapman, Chair, Dr. Milton Cook, and Mrs. Denise Tynes. Other Council members present were: Mr. John L. Graham, Mr. Andrew Gregory and Mr. T. Carter Williams, Vice Mayor, and David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley J. Greer, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, IOW/Smithfield Tourism Director. Others in attendance were Mr. Richard Hoeflaak, Excel Paving Corporation; Ms. Amy Henry, Smithfield on the Move; Ms. Gina Ippolito, Windsor Castle Park Foundation Board; Mr. Randy Pack and Ms. JoAnne Willis, Smithfield Women's Club. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chair Constance Chapman called the meeting to order.

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

1. Renewal of Mowing Contract with Country Landscaping, Inc. for One Additional Year – Mr. Hopkins stated that he is pleased to report that the cost of the mowing contract will remain the same as last year. Staff has been satisfied with Country Landscaping, Inc. work and would recommend their contract be renewed for one additional year. Committee agreed to send to Council for consideration.

2. Smithfield's Women's Club to Present a Proposal for Child Abuse Prevention Month – Town Entrance Sign – Ms. Willis of the Women's Club was present to present a proposal for Child Abuse Prevention month. She stated that they are the largest Women's Club in the state of Virginia and this year will be their 85<sup>th</sup> birthday. Ms. Willis stated that they work on a two year system. They have a State President and all the local officers are in their positions for two years. The current State President chose preventing child abuse as our State project which is called

“Take Time to Save a Child”. All of the Women’s Clubs in Virginia are working through Prevent Child Abuse Virginia which is the State organization in Richmond. Ms. Willis mentioned that there were two main programs they were asked to participate in. The first one the Women’s Club has already done which was providing the elementary schools in our area a play called “Hugs and Kisses”. The play was based on good touching and bad touching. The second program was to plant a pinwheel garden. Ms. Willis stated that the Smithfield Women’s Club worked with Social Services last year on providing written materials that they give out to all of their members about what to do if you see child abuse occurring. The purpose of the pinwheel garden is to draw attention to the prevention of child abuse. Ms. Willis stated that the Smithfield Women’s Club is looking for some space to place 100 pinwheels and a sign indicating what it is for. Committee discussed locations and agreed that at the intersection of South Church Street and Route 10 bypass would be a nice place where it would be highly visible. Ms. Willis stated that they would like to do it for the month of April which is National Prevention of Child Abuse Month. Committee recommended approval of request.

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

1. South Church Street Streetscape Project Update by Richard Hoeflaak - Mr. Hoeflaak was present to give an update on the progress of the project. He stated that they are about 60% done with the storm drain on the detour area. He explained that they have run into all kinds of obstacles underground. They have had to shift the entire storm drain on the other side of the road to try to keep the project going. It has been redesigned and they working through the changes. Unfortunately when you open up an old road you never know what you are going to get. Mr. Hoeflaak also stated that they have had a few setbacks with the utility companies. He stated that Charter Communications is the only one that has been cooperative through the entire process. They have been very willing to work with coordinating a schedule. However Verizon on the other had has been an issue. Mr. Hoeflaak explained that Verizon had these junction boxes that they were going to set in the sidewalk that are about 4 ½ feet tall and 3 feet wide. Staff had a meeting yesterday with Verizon and let them know that we are not accepting these large junction boxes in the middle of the sidewalks. Ms. Chapman asked what the alternative would be. Mr. Hoeflaak stated that they are going to take their four inch conduit and reduce it down to a two inch conduit and take the two inch conduit and reduce it to a 1.25 inch conduit to squeeze it into a small junction box that will be set in the grade. Ms. Chapman asked how many there were. Mr. Hoeflaak stated that there were approximately thirty-two junction boxes. Mr. Hoeflaak stated that last Thursday they went and picked one up from Verizon to see what they looked like and the size because there was no details in the plans. These issues are being worked out to get junction boxes that will hopefully be flush with the ground. The sidewalks are right at the property lines and if we push these in the resident’s yards they are not going to be happy. Ms. Chapman asked how this change affects the contract. Mr. Hoeflaak stated that it is a change for Excel Paving to reduce these pipes down and move them outside the sidewalk but not looking at a huge cost. It will be mostly time and material. Mr. Hoeflaak continues to explain that they are doing everything possible to keep project on schedule but they are at the mercy of the utility

companies before they can move forward on some things. Dominion Virginia Power has asked Excel Paving not to put sleeves in the ground for the streetlights but he objected to that. In the original plans Excel Paving was asked to provide a ten inch sleeve with a two inch conduit running from the junction box to the sleeve. They stick up eight inches above finished pavers. A cone can be put over that until Dominion Power can come in and put poles up. This will allow Excel Paving to finish paving around the light poles. Ms. Chapman asked who from the town will stay in contact with Dominion Power to make sure they are on the same page as the town getting this project completed. Mr. Hopkins stated that staff and Excel Paving will be meeting with them every week and a half to get update. Ms. Chapman asked if the project was still on schedule as far as completion end of April. Staff stated it really depends on the utility companies. The Town Manager and Mr. Hopkins are working on providing a better schedule update. There has been a lot of coordinating issues between Dominion Power and Verizon. Mr. Gregory asked if the town had any motivation or incentive that we can hold against Verizon if they do not complete in a timely matter. The Town Attorney stated that there is no alternative so the town is basically at their mercy. Mr. Hoeflaak stated that in most cases utility relocation is done prior to a job being bid. Mr. Hoeflaak stated that other than the issue with the utility companies everything is coming together. The detour should be completed and reopened on schedule at this time. Staff stated the Mr. Hoeflaak will be attending Committee meetings every month with an update until project is complete. Committee thanked Mr. Hoeflaak for coming to give update.

2. Additional Item Discussed: Update on Litter Signs – Mr. Griffin reported the litter signs are up and the town's supplemental sign have been placed under them. Mr. Griffin explained where the signs were placed along the bypass.

3. Additional Item Discussed: John Rolfe Drive Turn Lane – Mr. Griffin stated that the Town Attorney has assisted staff with the deed and plat. Farmer's Bank has signed the agreement. Staff is just waiting to get that back to send to the gas company in Richmond to have recorded. Once it has been recorded the town will move forward with advertising the project.

The meeting adjourned at 4:40 p.m.

March 2, 2012

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, FEBRUARY 28<sup>th</sup>, 2012

The Public Buildings and Welfare Committee held a meeting on Tuesday, February 28<sup>th</sup>, 2012 at 4:40 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Mr. T. Carter Williams, Vice Mayor; and Mr. John L. Graham. Other Council member present was: Mr. Andrew C. Gregory, Ms. Constance Chapman, Mrs. Denise N. Tynes, and Mr. David M. Hare, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Ms. Judy Winslow, IOW/Smithfield Tourism Director. Others in attendance were Ms. Amy Henry, Smithfield on the Move; Ms. Gina Ippolito, Windsor Castle Park Foundation Board; and Mr. Randy Pack. The media was represented by Ms. Kelly Barlow, The Smithfield Times.

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

1. Smithfield on the Move Status Update and FY 2012/2013 – Ms. Amy Henry was present on behalf of Smithfield on the Move to give an update and make a request to Council. Ms. Henry reported that for Fiscal Year 2012/2013 Smithfield on the Move is planning per the town's endorsement to apply for two upcoming grants. The goal is to support Smithfield on the Move through grant initiatives. She explained that pending the results of these or other grants applications there may be gaps in funding so that is the reason for a portion of our request today. Ms. Henry stated that today Smithfield on the Move was requesting two things. The first item is approval to apply for two grants. The second request is for the town to consider in the budget process a minimum of \$10,000 to a maximum of \$12,500 in case it is needed to fund those gaps for the part-time position. Pending the outcome of the grants these funds may or may not need to be expended. At that time Smithfield on the Move would come back to Council with a detailed

justification and request authorization to expend. Ms. Henry gave a status update of the Smithfield on the Move initiative. The community needs assessment is continuing. They are still holding focus groups and submitting surveys. Our goal is to have a preliminary report in April and that data will be used in the process of applying for our upcoming grant opportunities. The biking and walking program is an eight week community challenge ready to be launched in mid- March. The program will be promoted through the YMCA after school programs, town employees, Visitor's Center, Chamber of Commerce, Parks and Recreation, Paul D. Camp, and school programs. The Advisory Group is meeting on a monthly basis and community volunteers are scheduled to be trained. Discussion was held on the two upcoming grants that Smithfield on the Move is looking at apply for are as follows: The Virginia Foundation for Healthy Youth. One of the requirements for this grant is to have five community partners that will work with Smithfield on the Move. This grant is a two year grant with up to \$40,000 each year. The application is due March 27<sup>th</sup> Notification of grant award would be received by the end of May and the funds would then be available July 1<sup>st</sup>, 2012. Obici Healthcare Foundation Round 11 is the second grant Smithfield on the Move is applying for. This grant application will be to continue and expand the efforts of Smithfield on the Move. Concept papers are due May 5<sup>th</sup>, 2012. Notification of concept acceptance would be in late August. Grant development in the fall of 2012 with an award notification in November and funds available in December 2012/January 2013. Ms. Henry stated that both these granting organizations are for communities to collaborate resources with multiple partners within the community. Several partners have been identified with the same goals as Smithfield on the Move to reach out and promote healthy living. Based on recommendations from both Obici and Smithfield on the Move Advisory Team the intent is to make a community application for both of these grants in partnership with several community organizations. Ms. Henry although working at a rapid pace to meet the first granting deadline especially for the Virginia Foundation for Healthy Youth grant hopes to bring back more information at a later date. Mr. Henry stated that at this time she would like to request approval from Town Council to apply for these two grants and seek additional funds that will potentially be needed. Dr. Cook asked if the town was awarded the \$40,000 grant from Virginia Foundation for Healthy Youth could those funds be used to pay for the part-time consultant. Ms. Henry replied that it could be used for a portion of that cost. Town will know if we will be awarded that grant by May so those funds may not be necessary at all. Ms. Henry stated that was correct. Mr. Graham asked if this would be enough money if town is not awarded grant. Dr. Cook replied that it would be enough to sustain the part-time consultant to keep the initiative going. However they will not be able to offer as many programs until more funds are received. Committee agreed to consider request for funds during the town's budget cycle. Committee recommends approval of allowing Smithfield on the Move to apply for the two grants as requested.

3. Additional Item Discussed: Sublease Property at 315 Main Street – The Town Manager stated that as of today he has someone that is interested in renting 315 Main Street for a startup retail business. Staff hopes to have more information on this by the Town Council meeting on March 6<sup>th</sup>. Their goal is to open May 1<sup>st</sup> if possible. Subleasing the building would not affect the use of the parking lot as it is currently being used.

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

1. Pinewood Heights Phase II Contract Negotiations with VDHCD - The Town Manager stated that Mrs. Tynes and Vice Mayor Williams had both attended the Pinewood Heights meeting as well representatives from staff, Isle of Wight County, and Pinewood Heights residents. The Town Manager reported that the bottom line is staff will be looking to provide you at committee next month several documents and the actual contract with the Virginia Department of Housing and Community Development to adopt at your April Town Council meeting. The Pinewood Height's Management Team will be meeting again in two weeks on March 14<sup>th</sup>. He explained that there were a lot of handouts today and we started reviewing some of the things that will need to be adopted. Phase II of the Pinewood Heights Project is a thirty-six month project that will consist of sixteen units and two vacant lots. All activities must be completed over the next three years. The Town Manager mentioned that a Program Income Plan was discussed and will need to be adopted. This plan means that if we start selling some of the lots that the town acquired in Phase I those proceeds will go back into the project to pay off some of the excess expenses that we had in Phase I. At this time all the town has designated to this project is the 1% meals tax. The Town Manager stated that he let VDHCD know that Phase II will be a tougher phase for the town to fund due to our local share is only the 1% meals tax. The Town Manager also explained that Phase II will be broken in two phases multi-year 1 and multi-year 2. Multi-year 1 will receive \$600,000 to do the first ten then once that is accomplished within the 18 month deadline they will release the remaining \$400,000. Mrs. Tynes stated that they wanted to make it clear that the town needs to stay on track. Mrs. Tynes mentioned that she wanted all of Town Council to know that the Town Manager's office and Treasurer's office as well as Community Planning Partners have done everything that was needed to be done to keep this project moving. Mr. Gregory asked if more demolitions were planned for Phase I. The Town Manager replied that the town does still have a few units to demolition to wrap up Phase I. The Town Manager is also working on getting letters from vacant lot property owners in Phase I stating that they do not wish to sell their properties. The town must have on record that the property owners declined an offer to sell. Mr. Gregory asked if it was in the town's best interest to start combing some of the individual lots into larger parcels and market them appropriately. The Town Attorney stated you do not want to combine them yet because you have more flexibility the way they are now. The Town Manager stated that there will be plenty of documents at next month's committee for review. The Town Manager also mentioned the Management Team will need to discuss and prioritize who goes first in Phase II where the town has sixteen willing sellers unlike Phase I when most residents were skeptical of the project. Mrs. Tynes also mentioned there can be no conflict of interest where a Council member or town employee would push anything for their own personal gain. Vice Mayor Williams also commended staff for having all their stuff together. VDHCD was very impressed with what staff had already accomplished.

2. Additional Item Discussed: Community Youth Involvement – Mrs. Tynes stated that she would like for committee to think about ways the town can do more for the youth to get them involved with the community. The hope is if youth get involved in the community at a early age they may feel that Smithfield is a place to come back to as adults.

3. Additional Item Discussed: Windsor Castle Park Playground – Mayor Hare asked what the status was on the playground at Windsor Castle Park. Vice Mayor Williams stated that it continues to be a work in progress. Discussion was held on the cost of the playground. Mr. Gregory stated that the hope is that a part of the proceeds from the upcoming Wine and Brew Festival will go to the Windsor Castle Foundation Board for them to get other organizations to match funds for the playground fund.

Meeting Adjourned at 5:11 p.m.

**SMITHFIELD POLICE DEPARTMENT  
MANAGER'S REPORT  
February 2012**

**Committees and Projects:**

02/01 – 02 Interviews for Clerical Position – Chief Howell and Sgt. Valdez  
02/06 Emergency Communication Center Board meeting – Chief Howell  
02/07 Town Council meeting – Chief Howell  
02/09 Mock Assessment  
02/09 C.H.I.P. Meeting – Chief Howell, Sgt. Rogers, Annette Crocker  
02/12 Lorrie Etheridge started part-time clerical employment  
02/13 Dispatcher meeting  
02/15 Emergency Communications Center Board called meeting – Chief Howell  
02/17 Ribbon Cutting – Smithfield PD – Chief Howell, Sgt. Fox, Sgt. Evans,  
Officer Jones, Lorrie Etheridge and Annette Crocker  
02/21 Crime Line meeting – Chief Howell and Annette Crocker  
02/24 Ryan Woods Swearing In  
02/27 Police Committee – Chief Howell  
Ryan Woods starts employment  
02/29 Interviews for Police Officer – Chief Howell, Sgt. Evans and Sgt. Rogers

**Training**

02/06 STOP Refresher-Secure Techniques for Onsite Preview Refresher –  
Smithfield Center – Officer Epps, Officer Meier (7 hrs)  
02/07 – 08 Basic Cell Phone Investigations (BCPI) – Smithfield Center – Sgt. Valdez,  
Officer Meier (14 hrs)  
02/15 GPSI-GPS Interrogation-Cyber Investigation 210- Smithfield Center –  
Sgt. Valdez, Officer Meier (7 hrs)

**In-House Training:**

02/15 Boat Training – Sgt. Fox, Officer Powell, Officer Meier, Officer Adams (6  
hrs.)  
02/16 Line of Duty Death training – PD – 30 mins  
02/21 Firearms Qualification – Officer Jones, Officer Woods (2 hrs.)

**Community Policing**

2/1/12 Homework Station – Jersey Park - Officer Cook  
2/4/12 Bridges – Sports Banquet – Officer Jones  
2/8/12 Homework Station – Jersey Park – Officer Epps  
2/15/12 Homework Station – Jersey Park – Officer Phillips  
2/19/12 James River Bridge – VFW Escort – Officer Jones  
Main Street Baptist – Men's Day – Chief Howell  
2/22/12 Homework Station – Jersey Park – Officer Phillips

## **Investigations:**

**Case#:** 2011-00165  
**Location:** 13458 Benn's Church Blvd (BP Miller Mart)  
**Offense:** Robbery  
**Disposition:** Pending

On 02/15/2012 officers responded to the BP Miller Mart located at 13458 Benns Church Boulevard in reference to a robbery. Upon arrival officers immediately secured the immediate area and spoke with the clerk, who advised them that at approximately 12:15 am a black male, wearing a white and gray bandana and a hooded jacket, entered the store and demanded money. The clerk stated the suspect had one hand in his pocket acting as though he might have had a weapon. A weapon was never brandished nor did the suspect state he had one. The clerk gave the suspect everything from the drawer, which was a total of \$83.00. The suspect then exited the store walking towards the Smithfield Plaza Shopping Center. The clerk stated she watched the suspect leave and thought there might have been a vehicle in the parking lot adjacent to the Bayport Credit Union, but was unsure, because she stopped watching the suspect and immediately locked the store and called police. While on scene officers took a statement from the clerk and an immediate BOLO (be on the lookout) was sent to the Isle of Wight Sheriff's Office as well as the State Police for any suspicious vehicle in the area. The scene was processed, however due to the suspect not touching anything other than the door handle upon entering, officers were unable to retrieve any evidence of value. Upon request a Deputy with the Isle of Wight Sheriff's Office responded to the scene with a tracking canine unit in an effort to track the direction the suspect may have gone after the robbery. The canine followed a path that led across the street to the parking lot adjacent to the Bayport Credit Union, and then lost the scent. A canvass of the surrounding businesses was conducted the following morning in an effort to locate possible video footage of the suspect and/or the suspect vehicle, however nothing was recovered. This case is under active investigation.

**Case#:** 2012-00185  
**Location:** 900 Block John Rolfe Drive  
**Offense:** Aggravated Assault  
**Disposition:** Warrants Obtained

On 02/18/2012 officers responded to the 900 Block of John Rolfe Drive in reference to an assault. Upon arrival to the apartment, the officers immediately observed a strong odor coming from the open door to the apartment. The odor was later identified as being from nail polish remover. Upon speaking with the victim, she explained that she had been physically assaulted by her ex-boyfriend and that he had thrown something into her face. She stated that her ex-boyfriend had come to the residence and was allowed in by her 18 year old son. The ex-boyfriend stated he needed to retrieve a box of paperwork that he had left when they split up sometime last year. The suspect began walking through the residence looking in the closets for the paperwork. The victim stated while he was walking around the residence he kept saying derogatory things about the residence and her. It was during this time that the victim's son left the residence. The victim attempted to assist the suspect in looking for the box, however he said he didn't need any help and would be done and would leave shortly. The victim then went to the restroom and approximately 2-3 minutes later, as she exited the bathroom, the suspect emerged

from another room and threw the contents of what appeared to be a coffee mug into her face. The victim stated her eyes immediately began to burn and that she recognized the smell as being nail polish remover. At this point the victim stated she reentered the bathroom and turned the water on at the sink in an effort to rinse her eyes out, but while she was doing this, she heard the suspect standing relatively close to her and she made out what sounded like him attempting to light a cigarette lighter. The victim turned to the suspect and immediately tried to push him from the bathroom and out of the residence. It was during this part of the assault that the victim suffered two fractured fingers. The suspect then fled the scene. The victim was transported to OBICI Hospital to be treated for the caustic substance thrown at her face and eyes and her two injured fingers. An immediate BOLO (be on the lookout) was issued for the suspect and his vehicle, as well as two warrants, one for assault with a caustic substance and one for unlawful bodily injury were obtained. The suspect is still at large and the case will remain active until he is arrested.

Reporting Period: 2/1/2012 thru 2/24/2012

Total deposits for February 2012 - \$13,330.90 Smithfield Center and \$425.00 Windsor Castle - Total \$13,755.90

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	2/8/2012	1452			Clark and Turner Reception	Clark and Turner Reception	1469		100.00
Invoice	2/8/2012	1453			Strickland-Harvey Wedding & Reception	Strickland-Harvey Wedding & Reception	1490		0.00
Invoice	2/8/2012	1454			Smithfield Women's Club	Smithfield Women's Club	1632		155.00
Invoice	2/8/2012	1455			Delk Family Banquet	Delk Family Banquet	1707		0.00
Invoice	2/8/2012	1456			MacCorkle and Sweatman Wedding and Reception	MacCorkle and Sweatman Wedding and Reception	1708		178.08
Invoice	2/8/2012	1457			Roach and Mason Reception	Roach and Mason Reception	1747		0.00
Invoice	2/8/2012	1458			Buss-Brock Reception	Buss-Brock Reception	1754		0.00
Invoice	2/8/2012	1459			Willie Mae Ruffin's 70th Birthday	Willie Mae Ruffin's 70th Birthday	1765		0.00
Invoice	2/8/2012	1460			Isle of Wight County	Isle of Wight County Holiday Party	1815		0.00
Invoice	2/8/2012	1461			Isle of Wight Schools	Teacher Writing Workshop	1833		300.00
Invoice	2/17/2012	1462			Janice Butler	Sweetheart Banquet	1271		-50.00
								Total	683.08
Payment	2/13/2012	1391	Check	2094315	Smithfield Packing	Pork University	1589		515.50
Payment	2/13/2012	1393	Check	2094315	Smithfield Packing	Quarterly Update	1601		400.00
Payment	2/13/2012	1394	Check	2094315	Smithfield Packing	1st Quarter Plant Review	1602		515.50
Payment	2/13/2012	1431	Check	2394315	Smithfield Packing	Pork University	1589		515.50
Payment	2/13/2012	1434	Check	2394315	Smithfield Packing	Quarterly Update	1739		400.00
Payment	2/14/2012	1452	Master Card	Master Card	Clark and Turner Reception	Clark and Turner Reception	1469		100.00
Payment	2/16/2012	1377	Check	2094812	Smithfield Packing	Boneless Ham Cutting Meeting	1749		200.00
Payment	2/16/2012	1421	Master Card	Master Card	Poarch and Wheeler Wedding and Reception	Poarch and Wheeler Wedding and Reception	1746		105.00
Payment	2/16/2012	1454	Check	7754	Smithfield Women's Club	Smithfield Women's Club	1632		155.00
Payment	2/16/2012	1461	Check	322113	Isle of Wight Schools	Teacher Writing Workshop	1833		300.00
Payment	2/17/2012	1462	Check	Refund	Janice Butler	Sweetheart Banquet	1271		-50.00
								Total	3,156.50
Deposit	2/3/2012		Master Card	Master Card	Ducks Unlimited	Ducks Unlimited	1269		880.00
Deposit	2/3/2012		Visa	Visa	Tynes Sisters Retirement	Tynes Sisters Retirement	1852		500.00
Deposit	2/3/2012		Master Card	MC	Lear and Parker Wedding and Reception	Lear and Parker Wedding and Reception	1851		600.00

5454 4800 1755 8523 exp 7 2014  
2 Delmont Court Hampton 23666

Reporting Period: 2/1/2012 thru 2/24/2012

Total deposits for February 2012 - \$13,330.90 Smithfield Center and \$425.00 Windsor Castle - Total  
\$13,755.90

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	2/6/2012		Visa	Visa	Ord and Herbert Wedding and Reception	Ord and Herbert Wedding and Reception	1854		700.00
Deposit	2/7/2012		Master Card	MC	Relay for Life Womanless Pageant	Relay for Life Womanless Pageant	1603		50.00
Deposit	2/8/2012		Visa	Visa	Conrad and Ballard Wedding and Reception	Conrad and Ballard Wedding and Reception	1855		500.00
Deposit	2/9/2012		Visa	Visa	Howard-Vanpeeren Wedding & Reception	Howard-Vanpeeren Wedding & Reception	1825		600.00
Deposit	2/9/2012		Visa	Visa	Berdick and Rhoads Reception	Berdick and Rhoads Reception	1860		600.00
Deposit	2/10/2012		Check	1921	Paschal and Council Wedding and Reception	Paschal and Council Wedding and Reception	1568		500.00
Deposit	2/10/2012	1462	Master Card	Master Card	Janice Butler	Sweetheart Banquet	1271		100.80
Deposit	2/13/2012		Visa	Visa	Moy and Ivey Wedding and Reception	Moy and Ivey Wedding and Reception	1865		600.00
Deposit	2/13/2012		Visa	Visa	Moody and Jaffeux Reception	Moody and Jaffeux Reception	1866		500.00
Deposit	2/13/2012		Master Card	Master Card	Moody and Jaffeux Reception	Moody and Jaffeux Reception	1866		100.00
Deposit	2/17/2012		Master Card	Master Card	Travis and Roberts	Travis and Roberts Wedding and Reception	1869		700.00
Deposit	2/17/2012		Check	416	Coppage-Carleton Wedding & Reception	Coppage-Carleton Wedding & Reception	1871		425.00
Deposit	2/17/2012		Money Order	9464087600	Hunter and Fraser Vow Renewal and Reception	Hunter and Fraser Vow Renewal and Reception	1778		600.00
Deposit	2/22/2012		American Express	American Express	Norton and Debord Reception	Norton and Debord Reception	1875		500.00
Deposit	2/22/2012		Check	4715	Hoult-Walker Wedding & Reception	Hoult-Walker Wedding & Reception	1557		943.60
Deposit	2/22/2012		Check	4716	Hoult-Walker Wedding & Reception	Hoult-Walker Wedding & Reception	1557		50.00
Deposit	2/23/2012		Money Order	Money Order	Hunter and Fraser Vow Renewal and Reception	Hunter and Fraser Vow Renewal and Reception	1778		100.00
								Total	9,549.40
								Grand Total	-12,022.82

## February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Ducks Unlimited Setup MH plus Suites 150	Ducks Unlimited MH plus Suites 240	Smithfield Fire Department Banquet MH 150	
5	6	7	8	9	10	11
Computer Investigations Training C&D 30	Computer Investigations Training C&D 19	Computer Investigations Training C&D 19 Kitchen Inventory Kitchen 2 Town Council A&B 20	Computer Investigations Training C&D 19 Staff Meeting A&B 12	Computer Investigations Training C&D 19 Public Works Meetings A&B 20	Helen Off Fire Equipment Inspections Safety Committee A&B 10	Helen Off German Club MH 125 SPD Testing Suites 50
12	13	14	15	16	17	18
Sweetheart Banquet MH plus Suites 300		Valentine's Day	Quarterly Update MH 225	Smithfield Women's Club A&B 20 Smithfield Women's Club C&D 80	10 AM-Ribbon Cutting	Melissa Off
19	20	21	22	23	24	25
Melissa Off	President's Day-Saturday Rate	Phone Coverage 9-5 Crime Line Meeting C&D 15 Schoolhouse Committee C&D 15	Staff Meeting C&D 12 Town Hall Meeting with Port Authority MH plus Suites 100		Amy Off Hunter and Fraser Vow Renewal and Reception Suites 20	Courtney Off Melissa Off Hunter and Fraser Vow Renewal and Reception MH plus Suites 200
26	27	28	29			
Courtney Off Melissa Off Black History Month Program MH 100	Courtney Off Committee Meetings C&D 20	Courtney Off Phone Coverage 9 A-1 P Committee Meetings C&D 20 Pinewood Heights Team Management Meeting C&D 15	Courtney Off			

Smithfield Center Discounts - February 2012

Booking Date	Event Name	Room Code	Discount Percent
2/1/2012	Ducks Unlimited Setup	MH plus Suites	0.00%
2/2/2012	Ducks Unlimited	MH plus Suites	20.00%
2/3/2012	Smithfield Fire Department Banquet	MH	100.00%
2/5/2012	Computer Investigations Training	C&D	100.00%
2/6/2012	Computer Investigations Training	C&D	100.00%
2/7/2012	Town Council	A&B	100.00%
2/7/2012	Computer Investigations Training	C&D	100.00%
2/8/2012	Staff Meeting	A&B	100.00%
2/8/2012	Computer Investigations Training	C&D	100.00%
2/9/2012	Public Works Meetings	A&B	100.00%
2/9/2012	Computer Investigations Training	C&D	100.00%
2/10/2012	Safety Committee	A&B	100.00%
2/11/2012	German Club	MH	0.00%
2/11/2012	SPD Testing	Suites	100.00%
2/12/2012	Sweetheart Banquet	MH plus Suites	0.00%
2/15/2012	Quarterly Update	MH	0.00%
2/16/2012	Smithfield Women's Club	A&B	50.00%
2/16/2012	Smithfield Women's Club	C&D	50.00%
2/21/2012	Schoolhouse Committee	C&D	100.00%
2/21/2012	Crime Line Meeting	C&D	100.00%
2/22/2012	Staff Meeting	C&D	100.00%
2/22/2012	Town Hall Meeting with Port Authority	MH plus Suites	0.00%
2/24/2012	Hunter and Fraser Vow Renewal and Reception	Suites	0.00%
2/25/2012	Hunter and Fraser Vow Renewal and Reception	MH plus Suites	0.00%
2/26/2012	Black History Month Program	MH	100.00%
2/27/2012	Committee Meetings	C&D	100.00%
2/28/2012	Committee Meetings	C&D	100.00%
2/28/2012	Pinewood Heights Team Management Meeting	C&D	100.00%
2/29/2012	Panel Interview for Chief of Police	D	100.00%
	Discounted 100%		19
	Discounted 50%		1
	Discounted 20%		1

## **Smithfield/Isle of Wight Tourism Activity Report – February 2012**

- Director attended Isle of Wight Board of Supervisors Meeting 2/16/12.
- Director attended Smithfield Town Council Meeting 2/7/12.
- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 2/6, 2/13, 2/27 . Meeting will be held each Monday morning to allow citizens and merchants to make public comments and to discuss communicating the project issues to all concerned-residents, merchants and visitors.
- Smithfield 2020 Meeting 2/1/12. Façade improvement project, demolition by neglect and porcine statuary initiatives moving forward. Porcine Statuary has arrived and will be painted throughout the next several months. The “herd” will be unveiled during the Grand Re-Opening of the Historic District in June 2012. Project team meeting held 1/9/12. For more info and minutes of Smithfield 2020 meeting, please visit [www.smithfield2020.org](http://www.smithfield2020.org)
- Attended Smithfield Wine & Brew Fest meeting 2/1/12, 2/15/12, 2/29/12. The event is progressing on schedule and should be a wonderful occasion April 14<sup>th</sup> 2012! Tourism is advising on advertising and logistics. Met with Smithfield Times regarding winefest advertising 2/1/12. Met with Jim Abicht regarding booking entertainment 2/8/12.
- Met with Landmarks Publications 2/2/12. Co-op advertising for local stakeholders.
- Phone interview 2/2/12 with “Today in America-Discovering America: Hidden Gems” segment for possible inclusion of Smithfield on the show.
- Planning sessions for new Tourism video project held 2/2/12, 2/7/12 and 2/28/12.
- Street signage meeting held with Bill Hopkins, Wayne Griffin, Judy Winslow and Lois Chapman regarding additional A-frame directional signage to help retailers with the S. Church Street detour 2/2/12 and 2/14/12. 3 additional signs added.
- Met with IOW Economic Development staff to assist with planning their upcoming strategic planning sessions 2/3/12.
- VHTA legislative conference calls held 2/3/12.

- 2012 Aikenfest Music Festival planning meeting held 2/7/12.
- Smithfield 2020 “Smithfield Grand Re-Opening” event meeting held 2/8/12. Event scheduled for the Friday night of Olden Days weekend. S. Church Street grand opening/ribbon cutting, porcine statuary unveiling, “Taste of Smithfield” Ham Shop & Café grand opening, Wharf Hill construction project completion, Old Fire Station Shops completion.
- Director attended Saint Luke’s Board meeting 2/8/12.
- Attended SHDBA meeting 2/9/12.
- Attended America in Bloom-Smithfield meeting 2/9/12. Chamber is heading this project up.
- Attended Coastal Virginia Tourism Alliance Value of Tourism committee meeting 2/10/12 and the Coastal Virginia Tourism Alliance full meeting on 2/15/12. This organization has received its 501c6. Director is the current Secretary of the organization which encompasses Coastal Virginia CVB’s from the Eastern Shore to Williamsburg.
- Director spoke before the Tourism Caucus of the General Assembly in Richmond 2/10/12.
- Chocolate Lovers Event held 2/10/12 in conjunction with SHDBA.
- Worked Smithfield Station booth at the Virginia Beach Mid-Atlantic Boat Show 2/11-12/12.
- Met with County Attorney and Smithfield Farmer’s Market Manager about the Farmer’s Market becoming a 501c3 2/14/12.
- Met with the IOW County Fair Marketing Committee 2/14/12 regarding upcoming advertising and promotion for 2012 Fair.
- Attended *Smithfield on the Move* planning meeting 2/14/12. Smithfield on the Move is a project initiated by an Obici Grant for healthy choices and living alternatives.
- Attended Red Cross blood drive 2/15/12.
- PA Bus marketplace meeting with staff 2/16/12 to plan upcoming booth and tradeshow.
- VACVB Conference Call 2/16/12 for board meeting to discuss VA-1. VACVB Board meeting conference call 2/23/12. Meeting part of Winter quarterly meeting

that the Director was unable to attend due to IOW Board of Supervisors Board Retreat 2/24/12.

- Attended Retail Seminar put on by Chamber and Economic Development 2/17/12 at Smithfield Station. Excellent presentation and attendance.
- Held Joint Tourism Committee meeting 2/17/12. Discussed 2011 Annual Report and FY2013 budget.
- Worked the VOW Bridal Show at Virginia Beach Convention Center 2/19/12. Excellent show with good attendance and interest in Smithfield/IOW as a destination wedding location.
- Schoolhouse Museum Board Meeting 2/21/12.
- Attended Virginia Tourism Corporation State Tourism Plan meeting in Hampton 2/21/12.
- Attended Chamber Business After Hours 2/22/12.
- Attended Town Hall Meeting featuring Jerry Bridges from the VA Ports 2/22/12.
- Staff attended VACVB Winter Quarterly Meeting in Lynchburg 2/23-24/12.
- Attended and presented at the IOW County Board of Supervisors Board/Staff retreat 2/24/12.
- Attended United Way Cabinet training 2/29/12.
- Filmed *The County Beat* cable TV show 2/29/12.
- Attended Council Committee Meetings 2/27-28/12.
- Attended Smithfield Staff Meeting 2/8/12 and 2/22/12.
- Staff attended IOW Staff Meeting 2/21/12.
- 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.visitsmithfieldisleofwight.com](http://www.visitsmithfieldisleofwight.com) for more details!



## ZONING PERMITS NOVEMBER 2011

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6006	SIGN PERMIT - TOWN OF SMITHFIELD		911 SOUTH CHURCH STREET	SCOTTY SIGNS
6007	SIGN PERMIT - TOWN OF SMITHFIELD		913 SOUTH CHURCH STREET	SCOTTY SIGNS
6008	A FRAME SIGN/ENCROACHMENT PERMIT		112 MAIN STREET	SMITHFIELD FOODS
6009 AMEND	POOL AND FENCE	GRIMESLAND	1210 CRESCENT DRIVE	MILTON COOK
6010	FENCE		105 HARRISON DRIVE	TAMMY STIDHAM
6011	REBUILD PORCHES AND STAIRS		390 SOUTH CHURCH STREET	T.V. ADAMS / W.L. DUNCAN
6012	DEMOLISH DUPLEX STRUCTURE	PINEWOOD HEIGHTS	63 & 64 CARVER AVENUE	TOWN OF SMITHFIELD WILLJAM SAUNDERS
6013	ADDITION	MOONEFIELD	54 RIVRESIDE DRIVE	JEFF CHAPMAN HOHMANN BUILDERS RUSS HOHMANN
6014	ADDITION	GRIMESLAND	1202 MAGRUDER ROAD	CHARLES JACKSON JR.
6015	STORAGE SHED	WATERFORD OAKS	101 MANCHESTER COURT	JUSTIN GILMORE
6016	SHED	WELLINGTON	637 WESTMINSTER REACH	DANA COVINGTON
6017	SIGN PERMIT- FIRST VIRGINIA		1207 BENNS CHURCH BOULEVARD	SCOTTY SIGNS
6018	SHEDS	GRIMESLAND	106 WILLIAMS STREET	GAIL BRITT





RESOLUTION

STREET CLOSURE FOR SPRING MUSTANG CAR SHOW

WHEREAS, organizers have proposed to hold a mustang car show in the Town; and,  
WHEREAS, the event will provide entertainment and recreation to visitors and to the citizens of the Town without working undue hardship on the residents; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the proposed car show by closing off certain of the Town's streets in order to allow a safe and convenient environment for the proposed car show.

NOW, THEREFORE, be it resolved that on Saturday, May 12, 2012 the following portion of Main Street shall be closed from 8:00 a.m. until 3:00 p.m.: Main Street from its intersection with Underwood Lane to its intersection with North and South Church Street.

BE IT FURTHER RESOLVED, that said street closure shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 6<sup>th</sup> day of March, 2012.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
David M. Hare, Mayor

ATTEST:

\_\_\_\_\_  
Lesley Greer, Clerk

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 29, 2012, the following streets or portions of streets shall be closed from 5:00 p.m. until 9:15 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 30, 2012 Main Street from its intersection with North and South Church Streets to its intersection with Underwood Lane shall be closed from 8:00 a.m. to 5:00 p.m.; S. Mason Street from its intersection with Main Street to its intersection with Cedar Street shall be closed from 8:00 a.m. until 5:00 p.m.; and N. Mason Street from its intersection with Main Street to its intersection with Grace Street shall be closed from 8:00 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 6<sup>th</sup> day of March, 2012.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
David M. Hare, Mayor

ATTEST:

\_\_\_\_\_  
Clerk

RESOLUTION

STREET CLOSURE FOR FILM 101 CLASS

WHEREAS, the 4H program acting by and through Pickelman Productions is offering a film class entitled Film 101; and,

WHEREAS, they have requested that a portion of Main Street from Institute to Mason Street be closed on Monday, April 23, 2012 from 2:00 p.m. to 5:00 p.m. to permit filming of a motion picture; and,

WHEREAS, the filming will enhance the class activities without working undue hardship on the residents; and,

WHEREAS, the Town Council desires to cooperate with the teacher of this class and the 4H program in order to allow a safe and convenient environment for the proposed filming activities.

NOW, THEREFORE, be it resolved that on Monday, April 23, 2012 the following portion of Main Street shall be closed from 2:00 p.m. until 5:00 p.m.: Main Street from Institute Street to Mason Street.

BE IT FURTHER RESOLVED, that said street closure shall be temporary and for only such time as may be necessary for the film class to complete its work. Street closure shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 6<sup>th</sup> day of April, 2012.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
David M. Hare, Mayor

ATTEST:

\_\_\_\_\_  
Lesley Greer, Clerk

ADDITIONAL  
INFORMATION  
ITEMS

February 28, 2012

The Honorable David M Hare  
Mayor, Town of Smithfield  
1613 South Church St  
Smithfield, Va. 23430

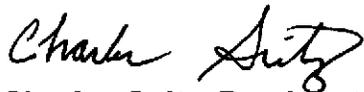
Dear Mayor Hare:

I am most thankful to you for allowing me the time to speak to you and the other members of the Smithfield Town Council on Monday afternoon. I do appreciate the time to present information regarding the types and level of support that IOW Christian Outreach Program (COP) provides to the most vulnerable people in our community. The attached annual report provides an overview of all the COP programs and highlights the level of support provided by each. I have also attached, for your information, a copy of the COP 2012 budget worksheet which was approved at our January meeting.

COP finds itself at a critical time as we recognize that our largest program (food) has been at capacity for some time now and that we need to move forward with building the new operations facility. We see this new facility as the key component to our long term sustainability. It will support growing our volunteer base, expand current programs and provide space for developing new programs.

As I mentioned on Monday, I respectfully request the Town Council consider supporting COP's programs this year with a gift of \$10,000. I also request budget consideration for the COP's new operations facility with a similar gift later this year once the land has been secured.

Sincerely,



Charles Seitz, President IOWCOP

CC: Council Members  
T. Carter Williams, Vice Mayor  
Andrew C Gregory  
Denise N Tynes  
Milton Cook  
Connie Chapman  
John L Graham

Town Manager  
Peter M Stephenson

Town Attorney  
William H Riddick III

# **ISLE OF WIGHT CHRISTIAN OUTREACH PROGRAM, Inc.**

P. O. BOX 253  
SMITHFIELD, VIRGINIA 23431  
**ANNUAL REPORT**

January 25, 2012

Dear Isle of Wight Christian Outreach, Inc. Donor,

On behalf of Charlie Seitz, our President, and the staff of IOW Christian Outreach Program, Inc., we all want to express our very sincere gratitude for your support of the Isle of Wight Christian Outreach Program (COP) in 2011. Your compassion and offerings have reached the doorsteps and hearts of many homes and families in our county. Families facing problems in multiple areas of need and stress have received help, hope and an uplifting spirit from your hands. I would like to share with you a summary of the missions made possible by your caring and your generosity.

## **FOOD**

Approximately 5,994 food deliveries were provided to the needy from our Food Pantry and over 14,672 people were served; some families understandably needing recurrent help. Our Food Pantry is constantly being replenished by the caring people of Isle of Wight County. In addition to monetary donations, thousands of pounds of food have come to us for distribution from the food drives and donations of local churches, schools, markets and businesses. The total value of our food distribution for the year was \$245,649.50.

## **HOUSING REPAIRS**

We assisted 47 people in 25 families with repairs, which included the roofing, painting, plumbing, flooring, wheelchair ramps and various carpentry requirements. The value for these projects which includes materials and labor amounted to \$27,905.15.

## **SHELTER AND HOME FOR THE HOMELESS**

Due to the increase in the upkeep and maintenance of the trailer home owned by COP, it was decided to sell the trailer and use the proceeds from the sale to assist people when they are without housing for a short period of time. The funds from the trailer sales are separated in our bank account and will be drawn down as needed.

## **DENTAL**

COP provided dental care (X-rays, cleaning tooth extractions, and dentures) for 51 people unable to afford needed treatment. The value of all the work performed amounted to \$19,404.60. We are grateful to Dr. Harold Demsko, Ivor Dental Clinic, and Affordable Dentures who provided services.

## **ANGEL TREE**

The Christmas Angel Tree provided gifts for 211 needy seniors and children. The total value of this assistance was \$6,090.00.

## **EMERGENCY ASSISTANCE**

COP provided various types of assistance (rent, gas, oil, utility payments, furniture, appliances, and other household needs) for 425 people. Souper Saturday, the annual COP community fund-raiser provided \$11,500 of funding for emergency winter heating assistance. This event brings together our faith community as no other event does. The funds are disbursed through the Isle of Wight Social Service Department. COP made an additional \$5,000.00 donation because of the harshness of the winter season and the high number of requests. As a result of requests that came directly to COP, we gave \$4,530.36 in direct support for special needs. The total for assistance provided was \$21,030.36.

## **PRESCRIPTION ASSISTANCE**

We were able to assist in providing 36 people with needed medicines valued at more than \$1,362.00.

## **CARS**

COP donated 5 cars to families in need of personal transportation to enable them to get to their jobs. Prior to giving these cars to families, COP made extensive efforts to ensure their reliable operating condition, inspection and registration. In addition, we helped several individuals get repairs on their own vehicles. The repairs, registration, and values of the cars amounted to \$6,600.00.

## **MEDICAL TRANSPORTATION**

In 2011, COP had a team of volunteer drivers to help needy people get to medical appointments. Our volunteers provided transportation for 5 elderly people who could not afford to hire transportation to medical, dental, and physical rehabilitation appointments. Over 2,500 miles were driven at a value of \$1,387.57.

## **COURT APPOINTED SPECIAL ADVOCATE PROGRAM (CASA)**

COP supported CASA by providing basic personal needs to 2 children who had been abused or neglected and, having become wards of the court, are assigned the help and mentorship of a CASA Representative. We continue to partner in this program that can make a real difference in the lives of children caught up in the harshest of domestic environments and situations.

## **STUDENT ASSISTANCE**

In 2011, COP provided student assistance to all 9 public schools in Isle of Wight County and 1 school in Suffolk with Special Education students from Isle of Wight County. We donated a total of \$4,800.00. This money is used to allow needy students to attend field trips or purchase lunches at the school.

All of the aforementioned projects require many people. It is estimated that during the year almost 10,000 volunteer hours were given which translated into a value of \$213,600.00.

When you total all the hours and material values, you can see that COP provides nearly \$600,000.00 in assistance throughout the year.

Thanks to your generous offerings and love we were able to care for many of the people and families that call Isle of Wight County their home. As a result of the assistance given by COP

Christian Outreach work was greatly supported and enabled by our collaborative relationship with Isle of Wight Social Services who find, screen, and work alongside us to help our citizens enduring hard times. In 2011, in addition to individual gifts, we have been blessed with funding from the Isle of Wight County Board of Supervisors, the Town of Smithfield, the sponsors of Hog Jog, grants from United Way of South Hampton Roads, and The Obici Health Care Foundation, Wal-Mart of Suffolk, R. Franklin and Arbee R. Edwards Memorial Fund, and your United Way and Dominion Va. Power designated gifts.

It is our hope that we will be able to have our own building within the next few years. We are currently working with people who have an interest in this project. Please be alert to news articles in the coming year about this special project.

With God's Spirit as the guiding light in our mission, we will continue a growing ministry to the critical basic needs of our brothers and sisters in Isle of Wight. For the blessings of your gracious giving to our fellow citizens in need, we are deeply thankful and feel sincerely responsible to use your gifts in the most efficient way possible.

We cannot thank you enough for your donations and partnership in this ministry in 2011. We are always in need of new volunteers. This upcoming year we are looking for people who would like to work with any of the areas mentioned above. If you would like to help in any of these areas or if you are affiliated with any group or organization that would like for a member of COP to present a program at any time during the year, please contact Charlie Seitz, 757-238-9506.

Sincerely,



Theresa W. Johnson  
Secretary

