

SMITHFIELD TOWN COUNCIL AGENDA

March 4th, 2014 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:

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| March 4 | - | 7:30 p.m. – Town Council Meeting |
| March 11 | - | 4:00 p.m. – Pinewood Heights Management Team Meeting |
| March 11 | - | 7:30 p.m. – Smithfield Planning Commission Meeting |
| March 18 | - | 7:30 p.m. - Board of Historic and Architectural Review |
| March 24 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| March 25 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
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

D. Council Comments

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

E. Summary of Consent Agenda Items

- a. Police Committee Chair, Denise N. Tynes
- b. Finance Committee Chair, Randy Pack
- c. Parks and Recreation Committee Chair, Ms. Connie Chapman
- d. Public Works Committee Chair, Michael G. Smith
- e. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

- C1. **Resolution for Traffic Control Assistance for the Smithfield Sprint Triathlon, Saturday April 5th 2014**
Police Committee Chair, Denise N. Tynes **TAB # 1**
- C2. **Motion for Partial Street Closure Request for Wine and Brew Festival Saturday April 12th, 2014**
Police Committee Chair, Denise N. Tynes
- C3. **Resolution for Street Closure for Mustang Car Show Saturday, May 17th, 2014 from 9:00 a.m. to 3:00 p.m.** **TAB # 2**
Police Committee Chair, Denise N. Tynes
- C4. **Resolution for Street Closure for Annual Genuine Smithfield Olden Days, Saturday June 28th and 29th 2014** **TAB # 3**
Police Committee Chair, Denise N. Tynes
- C5. **Motion to Support to Budget Funding Request from the Commonwealth's Attorney's Office for Case Management System in the Amount of \$10,500.00**
Finance Committee Chair, Randy Pack
- C6. **Motion to Adopt Investment Policy and Procedures**
Finance Committee Chair, Randy Pack
- C7. **Motion to Authorize the Town Treasurer to Open New Bank Account for Water Deposits**
Finance Committee Chair, Randy Pack
- C8. **Motion for Partial Park Closure of Fishing Pier and Trail at Wine and Brew Festival Saturday April 12th, 2014**
Parks and Recreation Committee Chair, Connie Chapman
- C9. **Motion to Award 2014 Mowing Contract to Southern Shores Lawn and Landscaping, LLC**
Public Works Committee Chair, Michael Smith
- C10. **Motion to Approve Request to have Pinwheels Placed at the Town Entrance Sign for the Month of April in Support of Child Abuse Prevention Month.**
Public Works Committee Chair, Michael Smith
- C11. **Motion to Authorize the Town Manager to Submit Pinewood Heights Phase III Planning Grant Application to the Virginia Department of Housing and Community Development**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Motion to Approve the Town Council Meeting Minutes of February 4th, 2014**
William H. Riddick, III, Town Attorney
2. **New Business:**
3. **Old Business:**
4. **Closed Session:**
5. **Adjournment**

February 28, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – FEBRUARY 2014

TOWN MANAGER'S OFFICE:

- a. Attended the following: Smithfield 2020, Town Safety Committee, Kiwanis fundraiser, SVFD Annual Banquet with my wife Kim, VML/VACo Local Government Legislative Day and VIG Public Finance Seminar in Richmond, VLGMA Winter Conference in Charlottesville, VML Insurance Programs Board meeting in Glen Allen, and Riverview Campus workgroup at the Luter Family YMCA.
- b. Met new Chamber Executive Director, Andy Cripps
- c. Utilized one and a half days of accrued vacation leave.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission, Board of Historic and Architectural Review and Board of Zoning Appeals
- b. Attended Safety Committee meeting on February 5th.
- c. Prepared February Town Council Committee Agenda and March Town Council Agenda
- d. Attended Town Council Committee meetings on February 24th and 25th and prepared summary reports of the committee

TREASURER'S OFFICE:

- a. Met with Gina Ippolito on February 6 to review status of Obici Healthcare Foundation Grant for the Wellness Initiative.
- b. Took vacation day on February 7.
- c. Met with Andrew Gregory and Randy Pack on February 12 to finalize the investment policy.

- d. Prepared January 2014 financial statements and bank reconciliations.
- e. Worked with BMS Direct and Lawson Headley to mail delinquent real estate notices. File conversion problems delayed the mailing of the notices until February 19.
- f. Worked with Southern Payrolls to reconcile reporting issues.
- g. Had lunch with Dave Hare on February 20 at his request to discuss Townebank accounts.
- h. Finalized Virginia Department of Fire Programs Annual Report for FY2013 and submitted disbursement agreement for 2014 funding.

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 and repair broken water meters, 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. Continued work on manhole inspections and air release valves - both 51% complete.
 - b. Grounds crew has started work on clearing brush and tree's along the sewer force main on the Drummonds Lane pump basin.
 - c. Lewis Const. installed a valve and sewer tap and town staff installed valves for force main at 302 A-B Smithfield Blvd.
 - d. Marked and located all sewer air release valves.
 - e. Cleaned sewer lines on the Minton Way pump basin (30%) complete.
 - f. Used sewer machine to clean sewer back ups at the following:
 - 116 Hillcrest
 - 114 Barclay Crescent
 - 230 Cary St
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Performed the following scheduled maintenance at all pump station
 - Cleaning of wet -wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair
 - Generator checks / Godwin pump checks

Control Panel / Flow monitor checks

Fence and Grounds

Inspected Structure

Inspect and clean pumps

Level system check

Test limit switches

Bar screen cleaning

Rain gauge

- c. Replaced broken cutter's on pump#2 at Watson pump station
- d. Replaced bad motor-saver at Smithfield Blvd pump station.
- e. Cleaned out pump #1 at Morris Creek pump station.

3. Water Line Repairs and Maintenance

- a. Repaired water leaks at the following addresses :
 - A. 1507 Wilson Rd.
 - B. 201 Chalmers Row

4. Well Repairs and Maintenance

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

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Sydnor Hydro pulled RO booster pump to perform maintenance and replaced pump with spare booster pump.
- c. Repairs were made to CL17 chlorine analyzer.
- d. Routine maintenance was performed on lime feeder.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Lockout/Tagout Safety Training

7. Windsor Castle Park

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

8. Miscellaneous

- a. Grounds crews picked- up trash along Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St. /258 and Waterworks Rd and other areas.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Grounds crews started repainting the benches on Hayden Lane.

PLANNING AND ZONING:

1. Planning Commission – February 11, 2014

- A. Subdivision Plat Review – Cypress Creek Subdivision, Phase 7A – Mr. Steve Romeo, Cypress Creek Development Co. LLC, applicants. – Approved
- B. Site Plan Revision Review – 19290 Battery Park Road – Harvest Fellowship Baptist Church, applicant – Approved
- C. ECO Exterior Design Review – 19290 Battery Park Road – Harvest Fellowship Baptist Church, applicant - Approved

2. Rezoning Applications under review

- A. None

3. Special Use Permit Applications under review
 - B. None
4. Subdivision and Site Plans under review
 - A. Dollar General, W. Main St. (Smithfield Lumber Co. property)
 - B. Livengood Project, Carver Avenue
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. True Value (99% complete)
6. Board of Zoning Appeals – February 18, 2014
 - A. Special Yard Exception – 1206 Wilson Road – Russell Hill, applicant, Denise Hundley, property owner – Approved.
7. Board of Historic & Architectural Review – February 18, 2014
 - A. Proposed Sign Plan – 207 C Main Street – Non-Contributing - Elizabeth Lee Moretz, First Colony Engraving, applicant –Approved
 - B. Proposed Sign Replacement – 319 Main Street – Non-Contributing – Judy Winslow, IOW/Smithfield Tourism, applicants.– Approved
 - C. Sign and Exterior Trim Color Change – 311 Main Street – Contributing – Victoria H. Brown, applicant – Sign Approved, Trim Change Tabled

ENGINEERING

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction 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. Condominiums are under construction at this time.
- D. Blair Bro.'s Contr. regraded and repaired dirt road section of Cedar Street installing some crushed concrete mix as stabilization in a damaged section of the road. Other maintenance operations have been temporarily suspended due to weather conditions.
- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active projects: Harvest Fellowship Church, Moody Properties & Isle of Wight Christian Outreach Center.
- F. Field inspections were held this month involving the Smithfield Lake Dam. No structural deficiencies were found at this time.

February 28, 2014

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 24TH, 2014

The Police Committee met Monday, February 24th, 2014 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; Mr. Andrew Gregory and Ms. Connie Chapman. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, 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 G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven Bowman, Chief of Police; Ms. Amy Musick, Smithfield Center Director; Mr. William H. Riddick, III, Town Attorney; Ms. Terry Rhinier, Tourism. Also in attendance was Mr. Wayne Farmer of the IOW Commonwealth Attorney's Office. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Request for Traffic Control Assistance for Smithfield Sprint Triathlon Saturday April 5th 2014 –This Sprint Triathlon in conjunction with the YMCA consist of a 300 yard swim in the YMCA pool followed by a 10 mile bike and 3.1 mile run. Traffic assistance for this event is requested between 10:00 a.m. and 2:30 p.m. for portions of Cary Street, James Street, Grace Street, Main Street, Underwood Lane and Cedar Street. The Sprint Triathlon is an annual event and committee recommends approval of the request for traffic control assistance on Saturday, April 5th, 2014.

2. Partial Street Closure Request for Wine and Brew Festival Saturday, April 12th, 2014 – The Smithfield Rotary and Smithfield VA Events Committee request a partial street closure for the 3rd Annual Wine and Brew Festival. Traffic on Jericho Road will be restricted to one way traffic once the Wine and Brew Festival opens. Jericho Road will lead out to South Church Street but you will not be able to turn into Jericho Road from

South Church Street. This is the same route that was used last year. Committee recommends approval of the partial road closure for the Wine and Brew Festival.

3. Street Closure Request for Mustang Car Show Saturday, May 17th 2014 from 9:00 am to 3:00 – Ms. Musick reported that this year’s street closure request includes the closure of North and South Mason Street as well as the 100, 200, and 300 block of Main Street from 9:00 a.m. to 3:00 p.m. Mayor Williams asked that all residents affected by the road closure be notified prior to the event. Committee recommended approval of street closure request.

4. Street Closure Request for Annual Genuine Smithfield Olden Days Saturday June 28th and 29th 2014 – Tourism has requested road closure of Main Street from Church Street to Institute Street on June 28th from 5:00 p.m. to 10:00 p.m. and Main Street from Church Street to Underwood, Mason Street from Cedar Street to Grace Street and Institute Street from 7:30 a.m. to 5:30 p.m. on June 29th. This event is held annually and committee recommends approval of street closure.

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

Operational Updates – Ms. Chapman stated that she wanted to commend the Smithfield Police Department for their professionalism in handling the recent tragedy this past weekend. Mrs. Tynes stated she as well received calls from jurisdictions outside of Isle of Wight County and they were very pleased with the way the Smithfield Police Department worked with other localities during this event. Chief Bowman stated that it was a very difficult day. He gave a few updates on what has occurred since the last media briefing. This morning the accused individual was arraigned. He was ordered to be held without bond and appointed a public defender to represent him. The next scheduled court date will be April 24th. Chief Bowman mentioned that in past years there has been a lot of discussion about cooperation between agencies. In regards to the way the investigation was conducted and the assets that were made available by the Franklin Police Department, Newport News Police Department and the Isle of Wight Sheriff’s Office they worked hand and glove during the entire ordeal with only one thing in mind and that was to bring it to a resolution. They are sorry that it did not come to a more favorable conclusion. Chief Bowman stated that he cannot express how pleased he was with the working relationship between the localities. It was a prime example of it does not matter what color the uniform it is it is the matter of getting the job done. Chief Bowman stated that they have been in continuous contact with the victim’s family providing them updates and assistance in this very difficult time. He also stated that once it became apparent that the Police Department was going to have some legal issues involved in the search Mr. Wayne Farmer of the Commonwealth Attorney’s Office was present at the scene to provide assist with putting together evidence in the appropriate

manner. The command vehicle was also utilized during this event; however it was pulled away from the scene due to the fact that the County experienced total radio failure when the tower was struck out at the courthouse. It was set up as a mobile dispatch center in order to maintain emergency communications throughout the county. Mrs. Tynes asked the Town Manager to prepare a letter to the victim's family asking them to please contact the town if they need assistance with anything. Chief Bowman mentioned that the funeral service for the victim will be Friday, February 28th at 11:00 a.m. at Smithfield Baptist Church.

Chief Bowman reported that Town Council has received a copy of the annual report for 2013. The department is very proud of the contents of the report. It has also been placed on the Smithfield Police Department's website for the public to see. Chief Bowman commended his staff for a job well done.

The meeting adjourned at 4:11 p.m.

February 28, 2014

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 24TH, 2014

The Water & Sewer Committee held a meeting on Monday, February 24th, 2014 at 4:12 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor Andrew Gregory, Chair; Mrs. Denise N. Tynes, and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, 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 G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; and Mr. William H. Riddick, III, Town Attorney. Also in attendance was Mr. Wayne Farmer of the Commonwealth Attorney's Office. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair Andrew Gregory called the meeting to order.

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

1. ADDITIONAL ITEM DISCUSSED: Complaint on Water Deposit – Mayor Williams stated that he has received a complaint from a property owner that has rental property on Wilson Road. The current tenant that is renting the house came to the town to have the water turned on and because she was not able to provide a lease agreement the town was unable to honor her request. The owner of the property has now contacted the town in this regard. Mayor Williams explained that the procedure for the town is that if the water is cut off at a residence then the tenant must to go to town hall and provide staff a copy of the signed lease agreement between the tenant and the landlord before water can be turned on. Mayor Williams stated that the property owner wants the town to handle this like he does with Dominion Virginia Power and Charter Communication where he has the service in his name until the property is rented and at that time the service is transferred to the renter's name. The Town Treasurer stated that it will be Town Council's decision but the main reason these policy and procedures were put in place was because of the increasing problems the town has with leased properties. When the town does not have a valid lease town staff does not know who is authorized to live in

the home. The Town Treasurer gave an example of a property that just went to court because of the number of times the water has been turned off and back on in other people's names due to nonpayment and all the people living in the house were defaulting on their water bill. The Town Treasurer stated that she feels that it is a valid request to have a signed copy of the lease. She explained that she does understand that there are property owners that have multiple rental properties within the town. She explained that this particular property owner does not live within the town limits therefore he does not have water service already in his name. She explained that if a landlord lives within the town and has an established water account in their name and they have good credit then they could have it transferred back and forth in their name for multiple properties without being required to make additional deposits; however this particular property owner does not have an established account so therefore she feels that it is a valid request for him to make a deposit to become established. Mr. Pack stated that the town needs to be consistent and treat everyone the same. The Town Treasurer stated that she does not have a problem if they own multiple properties that have good standings only charging one deposit. She explained, again, that because this property owner does not have an established water account in the town limits then the town needs at least one deposit on file. Vice Mayor Gregory stated that in his opinion deposits should be made on each property owned. The Town Treasurer stated that it really should be that way but she was trying to be generous. She explained that she modeled her policy after Isle of Wight County and it states very firmly that they require deposits for each individual account. She stated that she has not talked with Isle of Wight to see if they have had complaints and if so how they handled them. Mrs. Tynes stated that this is an issue that needs to be worked out by the property owner and the renter. The town has policies and procedures in place to be consistent and fair to everyone. Vice Mayor Gregory stated that unless the town sees a trend of multiple complaints we cannot continue to amend our policy every time we have a complaint.

The meeting adjourned at 4:23 p.m.

February 28, 2014

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 24TH, 2014

The Finance Committee held a meeting on Monday, February 24th, 2014 at 4:23 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, 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 G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; and Mr. William H. Riddick, III, Town Attorney. Also in attendance was Mr. Wayne Farmer of the IOW Commonwealth Attorney's Office. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Funding Request from the IOW Commonwealth Attorney's Office for Case Management System – Wayne Farmer – Mr. Farmer reported that the Commonwealth Attorney's Offices operate like most businesses with a case management system that handles all their day to day operations. Currently, the system that the Isle of Wight Commonwealth Attorney's Office uses is called VCAIS which stands for Virginia Commonwealth Attorney's Information System. The VCAIS was initially developed for the Virginia Beach Commonwealth Attorney's Office. That office agreed to license it and allow other offices in the Commonwealth to utilize the program at a significant cost, but still at a cost less than other privately provided programs. The Virginia Beach Commonwealth Attorney's Office was the driving force behind maintenance cost and updates. Virginia Beach decided two years ago that VCAIS was becoming obsolete and they were in search of newer technology. Isle of Wight County will be unable to piggyback on the new program as we are with the VCAIS system now because it is cost prohibitive. The Commonwealth Attorney's Association started looking at different

companies that would provide a similar software program. Mr. Farmer stated that through all the research it has been determined that it will cost approximately \$50,000 to purchase a new Criminal Case Management System. Isle of Wight has started at looking at ways to fund this purchase with the tight budget that they have. Recently, the county had a significant forfeiture of assets and the Isle of Wight Commonwealth Attorney's Office will be receiving approximately \$20,500.00 as a result of that forfeiture of assets. Additionally, the Attorney General's Office has agreed to share a portion of the very significant Abbott Industries forfeiture that was statewide with the Commonwealth Attorney's Offices. This portion is approximately \$7,500.00. Mr. Farmer also reported that the Victim/Witness Director Coordinator and V-STOP director have advised that both of these programs are able to contribute \$1,000.00 each to the purchase. The remaining balance to purchase the new software is approximately \$21,000.00. Mr. Farmer explained that with this purchase there will be an ongoing update and maintenance cost which they plan to include in their budget request each year. Mr. Farmer stated that he is requesting the support of the Town of Smithfield in the initial purchase of the case management system. He mentioned that when the VCAIS was first purchased the town supported that purchase in approximately \$10,000. Mr. Farmer stated that he is cognizant that everyone in the Town of Smithfield pays county taxes. He explained that the Commonwealth Attorney's Office is primarily funded by the state and the county. Mr. Farmer stated that there are a lot of Commonwealth Attorney's Offices that do not prosecute all DUI's and drug cases, particularly marijuana cases. All these cases are prosecuted through the Isle of Wight Commonwealth Attorney's Office. Drug cases are very document driven and without the case management system it would be impossible to prosecute these cases in a timely manner. The Town of Smithfield has more DUI and drug cases than Isle of Wight due to the fact that the town has the larger population with a very active police force. It is very important that these cases are handled as quickly as possible. Mr. Farmer stated that he is not asking the town to fund the remaining balance of \$21,000.00. He will be going in a budget meeting with Isle of Wight County on Friday to let them know that he has sought funds from forfeiture, and the town and this is the balance left to purchase this new case management system software. The request to Isle of Wight County would be for the remaining balance to purchase software program and the monthly maintenance of approximately \$600.00. Mrs. Tynes stated that she feels the town is the larger population and with the budget cuts already going on at the county the town should consider funding the entire balance to purchase and the county can pick up the monthly maintenance cost. Mayor Williams asked if the Town of Windsor would be involved with this at all. Mr. Farmer stated that he has not been to the Town of Windsor. The last time the Commonwealth Attorney's Office approached the Town of Windsor to request funding for VCAIS they did not receive any. Mayor Williams asked if Isle of Wight County would be approached for funding. Mr. Farmer replied that they would be approaching Isle of Wight County along with budgeting the monthly maintenance fee for this software program. Discussion was held on who receives funds when cases such as DUI's and drug cases are prosecuted. Mr. Farmer explained that at this time the Smithfield Police Department writes speeding

tickets under Town Code so the town would collect the fees associated with those offenses. He continued to explain that he does not think that the Town of Smithfield has a DUI statute. At this point he does not know if the Town of Smithfield is allowed to have a DUI statute. Mr. Farmer stated that if the town is allowed to have a DUI statute then the town should because generally fees and fines are collected on DUI cases and that money would come to the town. At this time DUI fees are collected under state statute and all money goes to the state because it is considered a violation of state code. Mayor Williams asked when the Commonwealth Attorney's Office needs an answer on what the town is willing to support. Mr. Farmer stated that they would not be purchasing the case management system software until the first of the next fiscal year. He was looking to have an idea on the amount of support the town might be considering before he approaches Isle of Wight County to request them to pay the remaining balance. Dr. Cook asked the Town Treasurer if the town was to support this request in some way where would the money come from. The Town Treasurer stated that out of the current fiscal year the funds would come from either excess revenues or operating reserves. She stated that the town does at this time have operating reserves available. Mr. Farmer stated that no one would pay anything until after July 1st 2014. The town would be able to budget as a onetime contribution for FY 2014/2015. Dr. Cook stated that he understands where the Mayor is coming from asking if the town will get anything out of the processing of violations; however that really has nothing to do with the software program that they are in need of purchasing. He explained that if the town can budget the funds as a contribution for next fiscal year then the real question is how much the contribution should be. A lengthy discussion was held on how much the town should contribute. Mr. Farmer stated that he could go to his budget meeting on Friday at Isle of Wight County and say that he has met with the town and they have said that the town is willing to make some kind of financial contribution but not sure on what that amount is at this time. Mr. Pack suggested supporting this funding request by contributing half of the balance needed to purchase the new software program for the Commonwealth Attorney's Office in the amount of \$10,500.00. Committee agreed and recommended approval of request.

2. Investment Policy Review - Mr. Pack reported that included in the packet was a draft copy of policy and procedures for investments. Mr. Pack stated that the purpose of the policy and procedures for investments is to increase return on the town's money while we still keep it liquid enough to get to it if necessary. Mr. Pack asked Ms. Minga to go over the policy. Ms. Minga stated that the town has never had an investment policy. Currently the town follows what the state allows us to invest in. Most of the town's money is in regular sweep accounts, money market accounts and certificates of deposit accounts. Ten years ago the interest in these account were great but it is not that way anymore. Ms. Minga stated that the town is looking at ways that we can preserve the principal as much as possible, maintain liquidity so it is available to us if needed and maximize our return. Ms. Minga asked for council to keep in mind that the way the policy is written there are some areas than can be amended as we go further. Ms. Minga stated that even though the policy includes items that the town can participate in to

diversify our investments the town is not looking at diversifying in that great of amounts in the beginning. Discussion has been held on the possibility of doing some tiered CD's with something coming due at all times. Ms. Minga stated that committee is also looking at investing in the VML VACo Pool. She stated that she could have a representative from VML come to committee to talk to us about their pool because it is a little bit more of a risky investment. There are times with this that the interest could drop and the town would have a little bit of a loss on the principal. Ms. Minga stated that the town wants to avoid this but having a little more return on our money requires a little bit more risk. This would be on a one to three year investment period. Ms. Minga explained the Virginia State Non-Arbitrage Program (SNAP). This program is run by the State Department of Treasury. It is a very liquid type of investment. The town would need a minimum of a thousand dollars to open and the town can get our money the next day. The return is not as good but it is more liquid with a minimal deposit. Ms. Minga stated that committee would like to start looking at investments without having to have an investment manager at this point. Once we build up our reserves and feel more comfortable with what we are doing the town may want to go back to the table and revise our investment policy to have an investment manager involved. Someone that would review the town's investment options and make recommendations on how to better diversify our money. A lot of the larger localities have an investment manager but committee did not feel that we are at that point yet. Delegation of Authority would be the Town Treasurer; however the Town Council would as always have monthly reports on how the money is being invested. Vice Mayor Gregory mentioned that the town is not doing something that has not already been done in other localities. This is something that has been in place in a lot of municipalities for a long time. James City County is who the majority of the investment policy was modeled after and they have a pretty good reputation on how they manage their finances. There is no equity risk in any of the options the town is looking at investing in. He explained that short term bonds carry less risk than long term bonds. In most cases five years or less would be a short term investment. As interest rates improve these short term investments can make a big difference in our returns and budget. Vice Mayor Gregory stated that discussion was also held on what dollar amount the town wants to allocate to investing. Ms. Minga stated that she would like to always have a million dollars in very liquid reserves like money market CD's that are available and are not at any risk. The town could then look at starting out with investing a half a million into some of the investment options. Vice Mayor Gregory thanked Ms. Minga for all her hard work on the draft investment policy and procedures. Mr. Pack asked if the Town Attorney has had a chance to review the policies and procedures. He replied that he has not. Ms. Minga stated that she would e-mail him a copy for review. Committee recommended approval of investment policy and procedures.

3. Approval to Open New Bank Account for Water Deposits – Ms. Minga reported that this is a housekeeping issue. She did not think about it last month when Town Council approved the new policy to collect water deposits. She stated that she would like

to keep all deposits in a separate bank account to better track deposits and refunds of deposit. Authorization by Town Council is required by the auditors to open new bank accounts. Committee recommended approval to open new bank account for water deposits.

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

1. January Financial Statement and Graphs – Ms. Minga stated that she did not have a lot to comment on. Staff is working diligently on collections for Real Estate and Personal Property taxes. She stated that the town has a revised delinquent list for the Town Attorney to review for those accounts that have at least three years of delinquent Real Estate. At this time the General Fund is more manageable because the town does not have a lot going on in capital. The town's capital side is very diminished from prior years because the town does not have public restrooms and South Church Street. The largest item on the capital side of the budget is the police vehicles; however there will be more expenses coming along with the Pinewood Heights Project. Ms. Minga reported that Water and Sewer Funds are maintaining close to what was anticipated as far as budget. Dr. Cook asked if the slight increase in expenses for the reverse osmosis plant was a one month thing. Ms. Minga replied that part of the reason for the increase is there are two HRSD payments in that month. It was timing issue of when they were cutting checks and when the bills came in.

2. January Cash Balances – Ms. Minga reported that cash balances are looking pretty strong. Ms. Minga stated that the town needs to consider investing some of our funds to get higher returns on interest. Water = \$290,076.19; Water Debt Service = \$1,153,347.04; Water Capital Escrow Availability Fees = \$305,963.78; Water Treatment Plant Escrow = \$84,886.66; Water Development Escrow = \$111,346.61; **Subtotal Water = \$1,945,620.28.** Sewer = \$(89,974.60); Sewer Development Escrow = \$337,687.11; Sewer Capital Escrow Availability Fees = \$806,474.61; Sewer Compliance = \$441,835.95; **Subtotal Sewer = \$1,496,023.07.** Highway = **\$80,849.35.** General Fund = \$4,073,450.79 Payroll = \$32,065.92; Money Market General Fund Town Bank = \$2,179.89; Business Super NOW-General Fund = \$33,031.16; Money Market General Fund Farmers Bank = \$288,651.60; General Fund Capital Escrow = \$214,038.27; Certificate of Deposit = \$525,775.17; Certificate of Deposit Police Dept = \$36,560.48; Special Project Account (Pinewood) = \$224,111.28; Pinewood Heights Escrow = \$20,651.06; SNAP Program = \$2,975.75; **Subtotal General Fund = \$5,453,491.37.** Beautification = \$7,832.11; Money Market Beautification = \$47,728.64; **Subtotal Beautification = \$55,560.75; TOTAL ALL FUNDS = \$9,031,544.82.**

3. VRA and VML-VACo Refinancing of Existing Loans – Ms. Minga mentioned that she had received notification from VRA and VML VACo in regards to their spring

pool. To be in their spring pool you must be committed by April. Both have performed an analysis on some of the town's outstanding loan balances and have stated that there are refunding opportunities with them. For example the town's 2005 VML/VACo loan with an original bond value of \$3,570,000 has a remaining bond value currently at \$2,450,000. The interest rate is 4 to 4.5 percent. They have calculated a present value savings of \$63,651.00 which averages to about \$6,298.00 per year. The final maturity date would stay the same at August 1st, 2025. Ms. Minga stated that one thing she was not able to determine was whether the cost of issuance for \$18,750.00 included the town retaining bond council. Ms. Minga also gave the calculations on the VRA loan. Original bond was for \$1,745,000 with a current balance of \$975,000. The bonds original interest rate is 2.8 percent. The present valued discount is approximately \$71,349 for a discounted savings of 9.14 percent. The maturity date would be two months later of the same year 2023. VRA's cost of issuance would be \$27,310. Overall with the two loans together they are estimating the present value savings of \$135,000. The estimated cost of issuance is \$46,000. Ms. Minga stated that she has asked both companies that if the town chooses to refinance these loans could they be lumped together in one loan. Ms. Minga explained that if Town Council does not want to do anything now we could revisit it with the fall pool. At this time this information was for informational purposes only.

The meeting adjourned at 5:26 p.m.

February 28, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, FEBRUARY 25TH, 2014

The Parks and Recreation Committee held a meeting on Tuesday, February 25th, 2014 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mrs. Denise Tynes, and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; Ms. Sonja Eubank, Office Manager for Public Works; and Mr. Josiah Jendry, Fog Inspector; Also in attendance was Ms. Florine Moore. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Connie Chapman called the meeting to order.

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

1. Partial Park Closure of Fishing Pier and Trail at Wine and Brew Festival Saturday April 12th, 2014 – Ms. Musick reported that the fishing pier will need to be closed beginning Wednesday, April 9th thru Saturday, April 12th. The pier is tented for one of the chalets during the event. A portion of the trail would need to be closed Saturday morning from 9:00 a.m. to 5:30 p.m. This is the same request that has been approved for the last two years. Mrs. Tynes asked when signage would be placed at the pier to advertise closure of pier. Ms. Musick stated that signage will be place at the pier a week prior to event as well as advertisement in the paper and on the parks website. Committee recommends approval of partial trail closure and closing of fishing pier.

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

1. Parks and Recreation Committee Report – Ms. Musick reported that there had been a few open to the public events since last committee. The History Mobile was at Isle of Wight Museum and Windsor Castle Park. The Smithfield Center held their first

annual Furball event on February 8th. A Sweetheart banquet was held February 9th. Upcoming open to the public events includes the Isle of Wight Academy Gala on Saturday, March 8th. Ms. Musick reported that staff has purchased two tandem kayaks to give the town a fleet of nine kayaks. A request for quotes has gone out for kayak storage system to be built near the kayak launch so kayaks can easily be secured at night. Ms. Musick also reported that the Eco-counter was not included in the packet; however the Mason Street entrance had a total of ins and outs of 1900 visits between January Committees and last Friday. The Eco-counter has now been moved to the main parking area entrance. Ms. Musick reported that the survey for the park amenities is online and will be there until March 15th. At this time we have received 185 responses to the survey. Mayor Williams asked how many weddings have been booked at Windsor Castle Park this year. Ms. Musick replied approximately nine.

2. Installation of Agility Equipment in Large Dog Park at Windsor Castle Park – Ms. Chapman stated that she had received a call from Ms. Hughes this morning let her know that the boy scouts are not ready to install the agility equipment in the large dog park this weekend as they had first hoped. The Boy Scouts would now like to install the agility equipment on March 16th. Mr. Hopkins has been in contact with Mr. Hughes in regards to the type of equipment that is going to be used. Mr. Hopkins reported that originally the pipe and tunnel were going to be made of concrete; however due to the weight and access to getting it in the park they have decided to use black pipe. They have e-mailed staff a sketch of the pipe and how it is going to be designed. Mr. Snead, Superintendent of Public Works has reviewed it and is satisfied with the maintenance upkeep of the material being used. Ms. Chapman asked if that was the only element that they were planning to do. Mr. Hopkins stated that is the only item that had changed from the original plan that was approved by Town Council. Ms. Chapman stated that the park would need to be closed for 24 hours on Sunday, March 16th. Ms. Tynes asked if it would be possible for the town to request organizations that need closings such as the park or streets to pay a fee to cover the cost of advertising. Staff will look into adding advertisement fee to the special events application process. Staff will notify registered dog park members of upcoming closure.

3. Additional Item Discussed: Signage at Windsor Castle Park - Ms. Chapman stated that she had met Mr. Hopkins, Josiah Jendrey, and Ms. Musick at the park to discuss placement of additional trail signage for the E911 system. A little bit more work needs to be done so this item will come back to committee next month. She explained that they are looking into the cost to have a three or four sided kiosk with information in the park rather than so many individual signs. Staff is also considering if changes need to be made to signage due to additional things being put in the park would it be more cost effective to have all signs redone or just replace maps in each of the kiosks.

4. Additional Item Discussed: Windsor Castle Park - Ms. Chapman stated that she had received a complaint about kids riding their bikes on the hill by the fishing pier. She

stated that there is a bike path on the Mason Street side of the park but there is not one on the Station Bridge side of the park. Mr. Pack stated that no bikes are allowed on either side of the park on the pedestrian trail. Committee discussed that kids will be kids and as long as they are conscious of the pedestrian trail then riding up and down the hill is fine. This is the same hill that kids sled on during the snow events. Dr. Cook stated that he had seen the barriers that were put up to keep cars from driving in the barnyard area. He mentioned that with fishing season coming up soon the town needs to look into making some kind of parking area at the top of the hill. Mr. Hopkins stated that is being looked into but the Virginia Department of Historic Resources must give us permission before the town can put any gravel out there for parking. Mr. Hopkins explained how they have been working on repairing the ground that was damaged due to cars driving down the hill. Dr. Cook suggested that parking be placed outside the barnyard area, possibly behind the office building. Dr. Cook also mentioned the orchards that are at Windsor Castle Park. He asked how many trees in the orchard are alive. Mr. Hopkins stated that there are possible ten still alive. Dr. Cook suggested the town not put too much effort into replacing the orchard trees once they die. Fruit trees are very high maintenance, high replacement and high cost. Mr. Hopkins stated that the town is not planning on replacing those trees. Dr. Cook also asked staff to have a discussion with Mr. Stallings about pulling a portion of the land he farms to allow more green space within the park. Mrs. Tynes stated that she would like to give the individual that is farming it now advance notice of what the town is asking. Mr. Hopkins will follow-up with contacting Mr. Stallings.

The meeting adjourned at 4:33 p.m.

February 28, 2014

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 25TH, 2014

The Public Works Committee held a meeting on Tuesday, February 25th, 2014 at 4:33 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Mrs. Denise Tynes, and Dr. Milton Cook. Other Council members present were: Mr. Randy Pack, Ms. Connie Chapman and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Sonja Eubank, Office Manager of Public Works; and Mr. Josiah Jendrey, Fog Inspector. Also in attendance was Ms. Florine Moore. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Mowing Contract Invitation for Bids – Mr. Smith reported that town staff had reviewed all bids and fees for mowing service and the lowest qualified responsive bidder was Southern Shores Lawn and Landscaping, LLC. Mrs. Tynes asked if they are the same contractor that the town used in 2013. Mr. Smith stated that the old contract was with Browns Lawncare. He stated that Browns Lawncare Service was at \$5900.00 a month and Southern Shores Lawn and Landscaping will cut at a cost of \$5266.55. Mr. Pack asked if language could be included in the contract that would allow mowing to be done at Windsor Castle Park more often than every ten days when necessary. Mr. Hopkins stated absolutely. He has met with Mr. Rudy of Southern Shores to discuss expectations of contract. Mr. Smith stated that they have also talked to them about trash being picked up prior to mowing rather than after and grass in the roadway which was a VDOT issue. Mr. Pack stated that Southern Shores Lawn and Landscaping has been very good to work with on the occasions that he has used them. Dr. Cook asked if they have the mower inventory to take care of the towns mowing needs. Mr. Hopkins stated that he was not as concerned about what type of equipment he has or the size as long as they can get the job done. Mayor Williams asked if Southern Shores has the proper insurance in

place to cover them if an accident should occur. Mr. Hopkins replied that they did. Mr. Smith stated that there were a couple of other bids that came in lower than Southern Shores but they did not have the proper insurance or business license in place. Committee agrees with staff's recommendation to award the seasonal mowing contract to Southern Shores Lawn and Landscaping, LLC with the right to renew for four additional years.

2. Smithfield Woman's Club to Request Pinwheels for the Month of April to be Placed at Town Entrance Sign in Support of Child Abuse Prevention Month – This request from the Smithfield Woman's Club is to place 100 pinwheels at the town entrance sign located in front of Food Lion in support of Child Abuse Prevention Month. Committee stated that there have been no problems in the past two years and would recommend approval of request.

The meeting adjourned at 4:41 p.m.

February 28, 2014

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 28TH, 2014.

The Public Buildings and Welfare Committee held a meeting on Tuesday, January 28th, 2014 at 4:41 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council members present were: Mr. Randy Pack, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; and Ms. Lesley G. King, Town Clerk; The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chairman, Dr. Milton Cook called the meeting to order.

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

1. Pinewood Heights Phase II Update and Phase III Planning Grant Submission – The Town Manager stated that Mr. Dodson from Community Planning Partners monthly report was included in the e-packet. It gives the town an updated status of where we are on the project. The town will be closing on 45 Carver Avenue on Friday. The Town Manager also explained that the non-certified letters have gone through to the property owner at 39 and 40 Carver Avenue. At this time the town is still waiting for his acceptance on 39 Carver Avenue. The Town Manager mentioned that the town did receive an extension to wrap up multi-year 1 of Phase II. He explained that included in the packet was a map in regards to Phase II and another map that includes the entire project area. It shows what has been completed, what the town is currently working on and what the town has left. The Town Manager stated that the town is at the point where we need to start to ask for planning grant money for Phase III that is completely state funded. Planning Grant allows Mr. Dodson to meet with residents in the next phase to complete surveys and update all their confidential information to qualify them to be part of the project. He stated that at this time discussion has been held on Phase III being

done in two multi-year cycles much like Phase II. The south side of Jamestown Avenue would be multi-year 1 of Phase III and the north side of Jamestown Avenue would be multi-year 2 of Phase III. The final phase in the project would be the residents on Pinewood Drive. The Town Manager stated that the only thing that he needs on the Town Council's agenda for next week is authorization to request planning grant money from the state in the amount of \$20,000.00. Again, this money would be completely state funded so that the town can get the wheels in motion for Phase III. Mrs. Tynes expressed concern over extending the project to a Phase IV. The Town Manager stated that due to the funding that is available for each cycle Mr. Dodson is recommending only doing Jamestown Avenue as Phase III. Committee recommended approval to apply for Planning Grant for Phase III. Dr. Cook asked when looking at the bigger picture of the project area why has the town not started moving ahead to combine lots and sell them. The Town Manager stated that staff was going to meet yesterday to discuss and bring more information to committee today however one of the staff members involved was out sick so that meeting has been rescheduled for tomorrow. Discussion will be held on what type of infrastructure needs to be put in before we can combine and sell the lots. Dr. Cook stated that if the town could move forward with this it would help with cash flow for the remainder of the project.

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

1. Additional Item Discussed: Dangerous Building – Mrs. Tynes reported that she has received a couple of complaints from citizens in the Jersey Park neighborhood in regards to a building on West Street that is in need of repair. The structure sits near the neighborhood playground. She expressed concern that the building is vacant and maybe used for illegal activity. Mayor Williams stated that he and town staff would look into what can be done to improve looks of structure and deter illegal activity.

2. Additional Item Discussed: Crocker House - The Town Manager mentioned that the only other item that has come up recently for public buildings and welfare is the hearing that was held at Isle of Wight County on Ms. Crocker's house on Grace Street. This violation has been ongoing for more than three years. Ms. Chapman stated that she had received a couple of phone calls from citizens wanting to know how they could contribute to her fund of \$50,000 needed to have her house brought in compliance. Ms. Chapman continued to explain that when she was in the Leadership Isle of Wight Class in 2007 they were looking for a project. The leadership class was told that she might be able to benefit from some people coming in to help repair the porch and some of the windows. Ms. Crocker refused and stated that she did not want anybody stepping foot on her property. Ms. Chapman stated that she told the person that called her that she would hesitate to contribute to a fund for someone that is going to refuse people on her property to fix it up. Mrs. Tynes stated that she has heard the same thing. Ms. Chapman stated that she hates to see how this is being portrayed as an elderly woman that needs help with fixing up her house and the town is going to kick her out. Dr. Cook stated that this is an Isle of Wight County Buildings Inspections matter. Mayor Williams agreed but because it is a violation of the town's historic district we were mentioned as the one complaining about the condition of the house.

Meeting Adjourned at 5:02 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
FEBRUARY 2014**

Committees and Projects:

02/04 Town Council mtg – Smfd Center – Lt. Rogers
02/05 Safety Committee mtg – Town Hall – Kurt Beach
02/05 Funeral escort for fallen Greensville County Deputy – Sgt. T. Jones, Sgt. B Miller
02/05 Special Events mtg – Town Hall – Lt. Valdez
02/05 Department Head mtg – Town Hall – Lt. Valdez
02/11 TRIAD mtg – IofW Courthouse – Sgt. Miller, Kurt Beach
02/12 Hampton Roads Chiefs of Police mtg – Chesapeake PD – Chief Bowman, Deputy Chief Howell
02/18 Workplace Violence subcommittee mtg – Town Hall – Kurt Beach
02/18 Crime Line mtg – Smfd Center – Chief Bowman, Deputy Chief Howell, Sgt. Meier, Annette Crocker
02/24 Police Committee mtg – Smfd Center – Chief Bowman

Training

02/18 Hostage Barricade Tactical Training – Franklin PD – Lt. Rogers, Sgt. Araojo, Officer D. Adams (5 hrs.)
02/24 Actionable Intelligence Workshop – Fairfax County Criminal Justice Academy – Officer J. Adams – 8 hrs.
02/25 – 27 Shenandoah Valley Multidisciplinary Conference – Harrisonburg, VA – Officer Anderson (16 hrs.)

In-House Training:

02/04 ERT Training – Lt. Rogers, Sgt. Jones, Sgt. Araojo, Office D. Adams, Officer W. Hill, Officer J. Powell, Officer E. Phillips, Officer C. Seamster (8 hrs.)
02/06 - 07 VCIN Training – PD – Chief Bowman (12 hrs)

Community Relations

01/31 Ride Along – Officer Powell
02/01 – 28 School Zone – Sgt. Araojo, Sgt. Miller, Officer Seamster, Officer Wright
02/05 Homework Station – Jersey Park/WoodsEdge Apartments – Officer Phillips
02/06 Reading Awards – Hardy Elementary – Lt. Valdez
02/25 Cub Scout Tour – PD – Officer Bancroft, Officer Phillips

Investigations:

Case#: 2014-00102
Location: 1409 S Church St
Offense: Embezzlement
Disposition: Cleared

Investigators were contacted by True Value in reference to an embezzlement. True value reported that during a four month period a cashier was stealing money from them. The cashier would ring up merchandise and take the customer's money, then cancel the transaction, and pocket the money.

Case#: 2014-00138
Location: 217 James St
Offense: Motor Vehicle Theft/Narcotics Violation
Disposition: Cleared by Arrest

On 02/13/14 Christopher Smith called Officers to report his vehicle stolen. As officers were taking the report for the stolen silver Toyota pickup truck they observed a bag of Marijuana lying on the table. Smith was arrested for possession of Marijuana and released on a summons. The next morning a neighbor called to report a silver pickup that was parked in their driveway. Officers recognized the vehicle as being the same that was reported stolen the prior night. The vehicle had a large amount of beer cans in it. Smith stated that he did not remember parking the vehicle in the neighbor's driveway. The vehicle was released to Smith.

Case#: 2014-00160
Location: 305 Lane Crescent
Offense: Homicide
Disposition: Cleared by Arrest

On 02/20/14 David Ricciardi murdered Naira Davis when she came to his home to visit with his mother. Davis was reported as a missing person on 2/20/14. Her vehicle was located on 2/21/14. Officers then served a search warrant at 305 Lane Crescent and found the body of Davis. Ricciardi was arrested for 1st Degree Murder and Unauthorized Use of a Motor Vehicle. Ricciardi is being held with no bond at Western Tidewater Regional Jail.

Smithfield Center - Monthly Report - February 2014

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venue Totals	Town Services
2/4/2014	Center	A&B	Town of Smithfield	Town Council	Smithfield		h.) Town	100.00%		
2/4/2014	Center	C&D	Tourism Isle of Wight - Smithfield	Farmers Market Vendor Dinner	Smithfield	Town Event	h.) Town	100.00%		
2/4/2014	Center	MH	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
2/5/2014	Center	MHSu	Ducks Unlimited	Ducks Unlimited Set	Smithfield	Word of Mouth	a.) Resident -Weekday	20.00%	\$960.00	
2/6/2014	Center	MHSu	Ducks Unlimited	Ducks Unlimited	Smithfield	Word of Mouth	a.) Resident -Weekday	20.00%		
2/7/2014	Center	MH	Smithfield Fire Department	Smithfield Fire Dept Banquet	Smithfield	Town Event	h.) Town	100.00%		
2/8/2014	Center	MHSu	Gimme Shelter	Furball	Smithfield	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,423.76	
2/9/2014	Center	MHSu	Janice Butler	Sweetheart Banquet	Zuni	Word of Mouth	b.) Resident-Friday/Sunday	0.00%	\$1,275.00	
2/10/2014	Center	C&D	Isle of Wight Citizens Association	Citizens Association Meeting		Returning Client	g.) Sponsored	100.00%		
2/10/2014	Center	MHSu	Smithfield Foods	National Young Farmers Convention	Smithfield	Recurring Client	a.) Resident -Weekday	0.00%	\$600.00	
2/11/2014	Center	A&B	Town of Smithfield	Planning Commission	Smithfield		h.) Town	100.00%		
2/14/2014	Center	MHSu	Kitchen and Castro Wedding and Reception	Kitchen and Castro Wedding and Reception	Smithfield	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,400.00	
2/15/2014	Center	MH	Patricia's 50th Birthday Party	Patricia's 50th Birthday Party	Smithfield	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,025.44	
2/18/2014	Center	A&B	Town of Smithfield	BZA	Smithfield		h.) Town	100.00%		
2/18/2014	Center	A&B	Town of Smithfield	BHA&R	Smithfield		h.) Town	100.00%		
2/18/2014	Center	C&D	Schoolhouse Committee	Schoolhouse Meeting		Town Event	h.) Town	100.00%		
2/18/2014	Center	C&D	Town of Smithfield	Crimeline	Smithfield	Town Event	h.) Town	100.00%		
2/20/2014	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Client	Half Off (50% off)	0.00%	\$206.00	
2/21/2014	Center	MH	Robinson-Lusk Reception	Robinson-Lusk Reception	Suffolk	Word of Mouth	e.) Nonresident-Friday/Sunday	0.00%	\$1,000.00	
2/22/2014	Center	MHSu	Fields and Reid Wedding and Reception	Fields and Reid Wedding and Reception	Hampton	Word of Mouth	f.) Nonresident-Saturday	0.00%	\$1,842.72	
2/23/2014	Center	MH	Blackwater Regional Library	Black History Month Program		Town Event	h.) Town	100.00%		
2/24/2014	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield		h.) Town	100.00%		
2/28/2014	Center	MH	Smithfield JROTC	Smithfield High JROTC	Smithfield	Returning Client	b.) Resident-Friday/Sunday	50.00%	\$400.00	
				Monthly Total					\$10,132.92	
				Total Deposits for February 2014					\$18,588.92	

February 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						8:00 AM - 12:00 AM Main Street 8:00 AM History Mobile
2	3	4	5	6	7	8
		5:00 PM - 6:30 PM MH 5:30 PM WCFB Meeting 5:00 PM - 10:00 PM C&D 6:00 PM Farmers Market Vendor Dinner 7:00 PM - 11:00 PM A&B 7:30 PM Town Council	John Off 6:30 PM - 9:30 PM MHSu 6:30 PM Ducks Unlimited Set	3:00 PM - 11:00 PM MHSu 5:30 PM Ducks Unlimited	3:00 PM - 11:00 PM MH 6:00 PM Smithfield Fire Dept Banquet	10:00 AM - 1:00 AM MHSu 6:00 PM Furball
9	10	11	12	13	14	15
10:00 AM - 8:00 PM MHSu 3:00 PM Sweetheart Banquet	10:00 AM - 3:00 PM MHSu 11:30 AM National Young Farmers Convention 5:00 PM - 8:30 PM C&D 6:30 PM Citizens Association Meeting	7:00 PM - 10:00 PM A&B 7:30 PM Planning Commission		Courtney Off	Valentine's Day Courtney Off Sat Rate 11:00 AM - 11:00 PM MHSu 3:00 PM Kitchen and Castro Wedding and Reception	Courtney Off Shelby Off 4:00 PM - 12:00 AM MH 7:00 PM Patricia's 50th Birthday Party
16	17	18	19	20	21	22
Courtney Off Sat Rate	President's Day-Closed Courtney Off	8:30 AM - 10:30 AM C&D 9:00 AM Schoolhouse Meeting 11:45 AM - 1:30 PM C&D 12:00 PM Crimeline 6:00 PM - 7:30 PM A&B 6:30 PM BZA 7:30 PM - 8:30 PM A&B 7:30 PM BHA&R	Josh- appt at 9 AM	10:00 AM - 3:00 PM Suites 12:00 PM Smithfield Women's Club 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	Melissa Off 4:00 PM - 12:00 AM MH 7:00 PM Robinson-Lusk Reception 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	Melissa Off 10:00 AM - 11:00 PM MHSu 4:30 PM Fields and Reid Wedding and Reception 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event

February 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	
Melissa Off 1:00 PM - 5:30 PM MH 3:00 PM Black History Month Program 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	Herbert Off Josh -appt at 9 AM 3:30 PM - 6:00 PM C&D 4:00 PM Committee Meetings	Herbert Off Shelby Off 3:30 PM - 6:00 PM C&D 4:00 PM Committee Meetings	Herbert Off	Herbert Off Fire Inspections 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	Herbert Off 11:00 AM - 12:00 AM MH 6:00 PM Smithfield High JROTC 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	



Dear Town of Smithfield,
Thank you for
your donation to
Isle of Wight Christian
Outreach Program.

Sincerely,
Sandra
Burbidge
IOWCOP

FYI - Council
3-4-14



*IOW Christian Outreach Program
P.O. Box 253
Smithfield, VA 23431*

17 February, 20

*Town of Smithfield
P.O. Box 246
Smithfield, VA 23431*

Dear Sir or Madam,

On behalf of the Board of Directors and volunteers of Christian Outreach Program, Inc., I want to thank you for your gift of \$14000 during 2013. Your financial support allows us to establish a new home at 402 Grace Street in Smithfield for our services and ensure COP's sustainability for Isle of Wight County (IOWC) citizens in the years ahead.

As you know, our primary purpose is to help the poor, the needy, the unfortunate and the sick in IOWC. A second purpose is to assist and encourage youth to develop life skills and positive values.

As an all-volunteer organization, COP appreciates your investment in our mission and your compassion toward our less fortunate neighbors and citizens.

Together, we will be able to help more people and serve them in their need.

We are honored you have chosen to support COP. Thank You!

Sincerely,

Charlie Seitz
Charlie Seitz

Board Members

Wayne Farmer, Chairman
Bobby Bowser
Richard Mitchell

Susan Saunders, Secretary
John Graham
Teresa Frantz

Charlie Seitz, Ex-Officio
P. Milton Cook
Lucy Robertson

Christian Outreach Program, Inc. is a not-for-profit, tax-exempt 501(c)(3) organization (EIN 54-1638727). Your donation is fully tax deductible as permitted by law as no goods or services were received in exchange for this contribution. Please keep this written acknowledgement of your donation for your personal records.

RESOLUTION
CLOSURE OF STREETS FOR YMCA SPRINT TRIATHLON RACE

WHEREAS, the Luter Family YMCA is organizing a Sprint Triathlon event, a race which includes a 3.1 mile run and a 10 mile bike race; and,

WHEREAS, the Luter Family YMCA has requested that a portion of Cary Street be closed on Saturday, April 5, 2014 from 9:45 a.m. to 1:00 p.m. or until the conclusion of the race, to be used as a race course and to permit a safe environment to conduct the Triathlon, a part of which shall be a 10 mile bike race over a race course, part of which is located within the Town; and,

WHEREAS, the Luter Family YMCA has requested that portions of James Street, Cary Street, Main Street, Underwood Lane and Cedar Street be closed on Saturday, April 5, 2015 from 10:00 a.m. to 2:00 p.m. or until the conclusion of the races, to be used as a race course and to permit a safe environment to conduct the Triathlon, a part of which shall be a 3.1 mile race over a race course within the Town; and,

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

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

NOW, THEREFORE, be it resolved that on Saturday, April 5, 2014, that portions of James Street, Cary Street, Main Street, Underwood Lane and Cedar Street be closed from 9:45 a.m. to 2:00 p.m., or until the conclusion of the races, to permit a safe environment for conducting a 3.1 mile run and a 10 mile bike race and that the closure of these streets shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 4th day of March, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

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 17, 2014 the following portion of Main Street shall be closed from 9:00 a.m. until 5:00 p.m.: Main Street from its intersection with Underwood Lane to its intersection with S. Church Street and Mason Street from its intersection with Grace Street to its intersection with Cedar 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 4th day of March, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

LesleyKing, 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 28, 2014, the following streets or portions of streets shall be closed from 5:00 p.m. until 10:00 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Institute Street; and,

BE IT FURTHER RESOLVED that on Saturday, June 29, 2014 Main Street from its intersection with North and South Church Streets to its intersection with Underwood Lane shall be closed from 7:30 a.m. to 5:30 p.m.; S. Mason Street from its intersection with Main Street to its intersection with Cedar Street shall be closed from 7:30 a.m. until 5:30 p.m.; and N. Mason Street from its intersection with Main Street to its intersection with Grace Street shall be closed from 7:30 a.m. until 5:300 p.m.; and all of Institute Street shall be closed from 7:30 a.m. until 5:300 p.m.,

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 4^h day of March, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk