



SMITHFIELD TOWN COUNCIL AGENDA
March 1, 2011 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street

A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|----------|---|--|
| March 1 | - | 7:30 p.m. – Town Council Meeting |
| March 8 | - | 7:30 p.m. – Planning Commission Meeting |
| March 15 | - | 4:00 p.m. – Pinewood Heights Management Team Meeting |
| March 15 | - | 6:30 p.m. – Board of Zoning Appeals |
| March 15 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| March 28 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee
And Council Public Hearing – Pinewood Heights Phase 2 |
| March 29 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue 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 Supervisor, Smithfield District

D. Council Comments

- A. Proclamation in Support of Brian Awareness Week, March 14th – 20th, 2011

TAB # 1

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

TAB # 2

- C1. Resolution for Street Closure Request for Spring Mustang Car Show
Police Committee Chair, Denise N. Tynes
- C2. Motion to Authorize Isle of Wight County to Accept the FY 2010 Port Security Grant Awards on the Town of Smithfield's Behalf
Police Committee Chair, Denise N. Tynes
- C3. Motion to Authorize the Town Manager to Formally reject the 2010 Water Tank Maintenance Bids and Begin the Process to Issue a New RFP
Water and Sewer Committee Chair, Andrew C. Gregory
- C4. Motion to Accept McCallum Testing Service Fee Increase for the Water Treatment Plant
Water and Sewer Committee Chair, Andrew C. Gregory
- C5. Motion to Accept Proposal from Draper Aden Associates for Water System Modeling
Water and Sewer Committee Chair, Andrew C. Gregory
- C6. Invoices Over \$10,000 Requiring Council's Consideration:
Finance Committee Chair, John L. Graham
- | | |
|--|--------------|
| a. Krueger International, Inc. (KI) | \$ 39,213.30 |
| b. English Construction Company | \$113,174.49 |
| c. Draper Aden Associates | \$ 24,871.20 |
| d. Excel Paving Corporation (Waterline Replacement) | \$ 28,876.63 |
| e. Excel Paving Corporation (Streetscape - Phase V) | \$ 62,377.71 |
| f. Smfd Volunteer Fire Department (Fuel Reimbursement) | \$ 12,978.00 |
- C7. Motion to Renew Street Maintenance Contract with Blair Brothers, Inc for One Additional Year
Public Works Committee Chair, Constance Chapman
- C8. Motion to Renew Street Mowing Contract with Country Landscaping, Inc. for One Additional Year
Public Works Committee Chair, Constance Chapman
- C9. Motion to Amend Smithfield Center's Policies and Procedures for Open to the Public Events
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C10. Motion to Amend Winsor Castle Manor Riverfront and General Park Use Policies and Procedures
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C11. Motion to Amend Rental Price Structure for Windsor Castle Park
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C12. Motion to Grant Waiver Request of the Smithfield Center for Redistricting Forum to be held April 19th, 2011
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C13. Motion to Authorize the Town Manager to Submit the Obici Healthcare Foundation Grant and Authorize the RFP for Program Consultant
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

C14. **Motion to Authorize the Town Manager to Advertise a Formal Public Hearing for the Acquisition of Real Property for Public Use and Issue an RFP for General Contractor Services for the Sentara Property Renovations.**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

C15. **Motion to Authorize the Town Manager to Negotiate with Hallwood Properties for Redevelopment of 113 North Church Street**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Motion to Approve the Town Council Minutes for the Meetings of February 1st, 2011.** **TAB # 3**
Town Attorney, William H. Riddick

2. **Old Business:**

a. **Disposition of Derelict Structure at 71 Carver Avenue in Pinewood Heights** **TAB # 4**

b. **Motion to Amend the Refuse and Recycling Contracts with A.V.E.S. (FORTHCOMING/PENDING)**

Public Works Committee Chair, Constance Chapman

3. **New Business:**

4. **Closed Session: (if Necessary)**

5. **Adjournment** - Meeting will need to be continued or special meeting called to allow for a required public hearing to be held Monday, March 28th following committee meetings. This public hearing and the adoption of a resolution is needed for the submittal of the Pinewood Heights Phase 2 grant application, due March 31st.



TOWN OF SMITHFIELD

"The Ham Capital of the World"

February 25, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – FEBRUARY 2011

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings: Kiwanis Conference Planning Meeting, Smithfield 2020, VML/VACo Legislative Day, Pinewood Heights Management Team Meeting, Pinewood Heights 1st Public Hearing - Phase 2, Leadership IOW General Assembly Day, Safety Committee Meeting, VLGMA Winter Conference, HRCJTA Executive committee meeting.
- b. Conducted Exit Interview with former employee Danielle Lawrence
- c. Reviewed with staff REW Scada/Flow Meter Proposal
- d. Utilized one sick day
- e. Met with Dan Cargnel of Buchart Horn
- f. Hazard Mitigation Plan Conference Call
- g. Met on site of 71 Carver Avenue to do Site Report and meet with property owners to answer questions. None of the property owners were present
- h. Met with staff to review Water Tank Maintenance Document
- i. Met with Bill Riddick and Bill Hopkins to discuss town issues
- j. Met with Staff and Dawson Moody to discuss Refuse and Recycling Contracts
- k. Attended meeting with Mr. Brian Reagan, Ms. Ellen Minga, and State staff to discuss Pinewood Heights Phase II application
- l. Had Interview with Robert Hatfield along with Chief Marshall

TOWN CLERK'S OFFICE:

- a. Staff Attended Windsor Castle Park Foundation Board meeting, February 7th.
- b. February 8th attended Pinewood Heights Management Team Meeting and Pinewood Heights Phase II- 1st Public Hearing
- c. Staff Attended Safety Committee Meeting on February 10th.
- d. Transcribed and proofed the monthly minutes for Town Council, Planning Commission, and BHAR
- e. Prepared February Town Council Committee Agenda and March Town Council Agenda.

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- f. Attended Town Council Committee meetings on February 22nd and 23rd and prepared summary reports of the committees.
- g. Attended Pinewood Heights 1st Neighborhood Meeting – Phase II

TREASURER'S OFFICE:

- a. Prepared 2010 Highway Finance Survey for submission to the Weldon Cooper Center. This report is used to verify the Town's use of VDOT road funds in FY2010.
- b. Met with Gerald Gwaltney, IOW Commissioner of the Revenue, on February 2 to discuss shared responsibilities between the Town Treasurer's office and the Commissioner's office. Will schedule a meeting at a later date to include the Town Manager and the Treasurer's Office Manager to discuss possible ways to streamline activities that affect both localities.
- c. Attended Pinewood Heights Management Team meeting on February 8 at the Smithfield Center.
- d. Attended a status meeting in the offices of DHCD in Richmond on February 16 with Brian Reagan and Peggy Morrison of Community Planning Partners and Peter Stephenson.
- e. Met with Angie Gank, Master Deputy Commissioner, at the IOW COR office on Friday, February 18 to secure reports needed for completion of a town meals tax audit.
- f. Worked with VML/VACO and local banking institutions for possible financing options for the RO plant, waterline replacement, and property acquisition.
- g. Prepared financial statements for December 2010.
- h. Worked with BMS Direct to mail out RE and PP delinquent notices.
- i. Worked with Brian Reagan to complete closeout documentation for Phase I MY1 of the Pinewood Heights Project.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility, 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 and Police Department building.
1. Sewer Line Repairs and Maintenance:
 - a. TV sewer lateral at 218 Jordan Dr., found roots to be the problem of the back ups have scheduled for repair .

- b. Installed a new sewer clean out box at 120 Cockes Ln. Did a follow up on all the past work done to sewer line and found everything is working properly, no complaints from homeowner .
- c. 327 Main St., clogged sewer line, cleaned line with sewer machine and TV the line, found a break or pipe problem, will fix upon completion of Miss Utilitie's marking.
- d. 1613 S. Church St., sewer clean out repaired installed new clean out tee and reset clean out box.
- e. 938 S. Church St., replaced a broken sewer clean out box.
- f. We have begun to use the vactor truck to clean out sewer main lines. Cleaned 300 ft of pipe in Pinewood Heights on 2-7-11. Smithfield Plaza Shopping Center, cleaned 150 ft of pipe from manhole to pump station on 2-14-11. 150 ft of sewer lines from Lakeside housing area to Jersey Park Apartments were cleaned, this area is a known trouble area for grease .

2. Sewer Pump Station Repairs and Maintenance:

- a. Did weekly checks on all 27 pump stations.
- b. Moonefield pump station, we had to have a pump rebuilt, we installed the pump and station is now back running on pumps and not back up pump.
- c. Cresent pump station replaced front head on pump #1 a small hole was found in the side of the front head of pump #1 station was running only off of 1 pump for 5 days, both pumps now are working.
- d. Plaza pump station, pump #2 stopped working, pump station working off of 1 pump while the other pump is getting repaired.
- e. Pulled pump# 2 at Plaza pump station and unclogged and put back into service.
- f. Serviced generators at the Smithfield Center ,Town Hall , PD and at Golf Course and Lakeside pump station.
- g. Used vactor truck to clean grease out of 7 pump station this month which used to be done by others.

3. Water Line Repairs and Maintenance:

- a. Raised meter box at 209 Winchester place. Meter box was below grade and was raised to access water meter.
- b. New water main was installed by Excel Paving on south church St. Phase 1 of new main begins at Smithfield Station and ends at Jericho Rd. Line is being tested, Disinfected and flushed at the end of February. Town staff has been monitoring construction of water main to insure all Town of Smithfield design standards are followed.

4. Well Repairs and Maintenance

- a. Continued to monitor chlorine levels and complete daily well readings at all well houses.

5. Water Treatment Plant

- a. Poured pipe trench walls.
- b. Backfill site to grade and completed compaction test.
- c. Plumbing and electrical slab rough in for plant has been completed.
- d. 75% of ground pipe has been installed. Line taps and testing is scheduled in March.
- e. Clearwell slab has been poured.
- f. Town staff has been on site to observe construction of plant to insure the Towns design Standard is met and to be familiarized with construction of plant for future operational and maintenance work.

6. Safety

- a. Monthly truck inspections.
- b. All Public Works employees attended Safety Meeting on Hazards.
- c. Monthly playground inspections.

7. Miscellaneous

- a. Serviced Vactor Truck.
- b. Repaired burned out lights on Main Street.
- c. Cleaned off walking trails at the Windsor Castle Park once 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.
- d. Grounds crew remove trash from bypass rte10 north and south, Great Springs Rd, Battery Park Rd. Water Works Rd, Barclay Cresent, Smithfield Blvd, Tallwood Circle, Hunter Way, Evergreen Way, Magruder Rd, N Mason St, Stafford Lane, and Cedar St. to Windsor Castle Park
- e. Grounds crew fixed potholes on Battery Park Rd, Moon field Dr,
- f. Repaired or replace lights on Hayden Lane.
- g. Continued doing Backflow education with Town businesses.

PLANNING AND ZONING:

- William Saunders received a Graduate Certificate in GIS from VCU.

1. Planning Commission – 02/08/11

- A. Entrance Corridor Overlay District Design Review for Tractor Supply, Co. — A 3.65 Acre Portion of Parcel #32-01-005 Benns Church Boulevard – Beth Livingston, TKCCXXXIX, LLC, applicants - Approved.
- B. Preliminary Site Plan Review with Waiver Request for Tractor Supply, Co. — A 3.65 Acre Portion of Parcel #32-01-005 Benns Church Boulevard – Beth Livingston, TKCCXXXIX, LLC, applicants - Approved.

2. Rezoning Applications under review

- A. None

3. Special Use Permit Applications under review

- 223 Washington Street – Application for Private Club or Lodge

4. Subdivision and Site Plans under review

- A. Lakeview Cove Subdivision revision
- B. Tractor Supply Company
- C. Luter Family YMCA Expansion

5. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I (95% complete)
- B. Smithfield Manor Townhomes (Formerly Halstead Landing (85% complete)
- C. Lakeview Cove Condos (95% complete)
- D. Fire Station Building – 1802 South Church Street

6. Board of Zoning Appeals 02/15/11

- 1. No meeting held.

7. Board of Historic & Architectural Review 02/15/11

- A. Proposed Expansion – 259 James Street – Contributing – Danny Carroll, Luter Family YMCA, applicants – Approved.
- B. Proposed Demolition – 215 Main Street – Noncontributing – Maynard Gwaltney, Smithfield Foods, applicants – Withdrawn by applicants.
- C. Proposed Commercial New Construction – 215, 217 Main Street – No Designation – Maynard Gwaltney, Smithfield Foods, applicants – Withdrawn by applicants.
- D. Proposed Sign – 302 Main Street – Noncontributing – Sherry Ross, Fine Arts Christian Music, applicants - Approved.

ENGINEERING:

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans.
- C. Smithfield Manor, contractor has installed E & S controls as required by the Town and the approved site plans. Builder continues construction of town homes within project. Project is now under the one-year warranty period.
- D. 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.
- D. R. O. Plant, contractor English Const. has installed all E. & S. controls as per the approved site plans and required by the Town. Contractor has poured concrete for trench and clearwell slabs. Contractor continues forming, installing re-bar, installing electrical conduit system in floor slabs and pouring concrete for building foundation area.
- E. Fire Station S. Church St., contractor A. R. Chesson, has erected and is maintaining all E. & S. controls as per the approved site plans and required by the Town. Contractor continues ruff-in of plumbing and electrical facilities within building. Contractor has also started pulling electrical cable and communications cable. Contractor continues ruff-in of building ventilation system. Contractor continues installation of brick facade on East side of exterior of building. Contractor continues installation of gypsum wallboard in living area, mudding joints and sanding same. Contractor has begun installation of ceramic tile walls and floors. Contractor has installed overhead door system.
- F. South Church Street Streetscape Project has begun. Contractor Excel Contracting has mobilized on project. Contractor has focused this month on the installation of the new water main beginning at to Sta. 112+50 to Sta. 124+00.



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February 25, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON TUESDAY, FEBRUARY 22ND, 2011

The Police Committee held a meeting on Tuesday, February 22nd, 2011 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Denise N. Tynes, Chair; Ms. Constance Chapman and Mr. Andrew C. Gregory. Other Council members present were Mr. T. Carter Williams, Vice Mayor; Mr. John L. Graham, Dr. Milton Cook, and Mr. David 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 Greer, Town Clerk; Mr. Mark A. Marshall, Smithfield Police Chief; Mr. Alonzo Howell, Smithfield Police Captain; Ms. Ellen D. Minga, Town Treasurer; Mr. Wayne A. Griffin, Town Engineer; Ms. Judy Winslow, Smithfield/ Isle of Wight Tourism Director; Mr. Jon Flores, IT Network Administrator; Mr. Jessie Snead, Superintendent of Public Works. Also in Attendance was Mr. Andy Snyder and Scott Schiller of Draper Aden Associates; and Mr. Rick Bodson of Smithfield 2020. The media was represented by Mr. Scott King of The Times.

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

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

1. Street Closure Request Spring Mustang Show - Ms. Tynes stated that Smithfield and Isle of Wight Tourism would like to solicit committee's permission to close portions of Main Street, for the Mustang Show on Saturday, May 14th in conjunction with the Windsor Castle Park anniversary celebration. Committee asked if they had considered having the car show at Windsor Castle Park. Ms. Rhinier stated they are concerned about having it at the park because they want to park the cars on pavement. Ms. Tynes expressed concerned about the amount of space being requested to be blocked off on Main street. She asked if they had considered using the bank parking lot for the show. Ms. Rhinier stated that the Farmers Market is going on that day so the bank parking lot cannot be used to park cars. Discussion was held on how much of Main Street should be blocked off. Mr. Graham stated that he got the impression from the last car show it was great and did not hurt business. Committee wants to have these shows here but with

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construction does not want them to effect traffic. Ms. Tynes stated if you want to leave it as is make sure you get some signage out to direct traffic to businesses such as Simpson's Pharmacy and the Post Office. Mustangs asked for all three blocks but because they are new we limited them to only two blocks because staff does not know if they can fill three blocks. Committee recommended approval of street closure request.

2. FY 2010 Port Security Grant Awards - Chief Marshall stated there are two requests here to accept Maritime Grant funding. He introduced Sergeant Fox as the grant writer and stated that he has been very successful in procuring a number of these grants. Chief Marshall stated that there were a couple of different grants that we made application for and it obviously including the vessel that we currently have. Sergeant Fox stated that he made an application early 2010 for FY 2010 Port Security Grants. It is a federal grant administered through FEMA. It is the same grant that we were awarded the \$37,500 last year with the town contributing a 25% match of \$12,500 to procure the boat. This grant is a little different on the cash match. We applied for \$195,000 to purchase a mobile command vehicle. A photo of a similar vehicle was included in the committee packet. It will give us the ability to manage a crime or crisis situations on scene. This \$195,000 grant was approved by FEMA. The other was a \$5,000 grant to increase our quantity of personal protective equipment for our marine patrol unit. This would include more life jackets, survival equipment and cold weather anti exposure gear. Both of these grants have different cash match from the boat as they are fully funded grants. They are funding us \$200,000 to purchase both of these items. Mr. Gregory asked if they were essentially asking for permission to accept the \$200,000 grant. Chief Marshall replied yes. Mayor Hare asked if we know that this vehicle will not exceed \$195,000. Chief Marshall replied yes. Vice Mayor Williams asked why Mr. Caskey's name was on all the paperwork. Chief Marshall explained that like the boat grant Cities and Counties must apply for grant funding, however it will be a Smithfield Police Department asset. John Graham expressed concern over there not being a need for this vehicle. Chief Marshall stated this is not something that would not be used every day but was important to the region as well as the town. It will get a fair amount of usage. Mr. Gregory asked if it would allow us to process a crime scene quicker. Mayor Hare asked Sergeant to be looking for a grant to renovate a police station. Committee recommended approval to accept grants.

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

1. Operational Updates – Chief Marshall reported that in terms of an operational update I have two items. The first item is an update on the department's personnel. As you know we have had a number of people in the department that have announced they are seeking employment elsewhere. This will potentially leave us with several vacancies. The department has one vacancy now do to the most recent resignation of an officer. He stated that he is pleased to report that we did do some testing and we had well over a hundred applicants test through us. The department has done the panel interviews and we are just finishing up the background on an individual. He was interviewed today with

Mr. Stephenson and myself. This individual comes from the City of Norfolk as a retired Norfolk Police Officer and resides nearby. He made application with the town and I anticipate the current vacancy will be filled. In addition we have several others that are in the queue and as vacancies come about we will bring on individuals that are already certified. A number of experienced individuals from other localities made application with us. The other operational update is on vehicles. The three vehicles that we were supposed to be able to take delivery on in February we still do not have. He stated that from what he understands it may be as late as May or June before we are able to take delivery of them. When we had a dealership here in town they helped in getting vehicles on a more timely schedule. Unfortunately, we do not have that option available to us anymore. The department will continue to make do as they are now until vehicles are delivered.

2. Update on Request Made to VDOT for Route 258 Speed Study and Bypass Intersection Turn lane Extension – Ms. Tynes stated that the Virginia Department of Transportation (VDOT) has denied the town's request to reduce the speed limit on Route 258. Chief Marshall stated this item was for two separate requests. The first request was to reduce the speed limit on West Main Street in front of Westside Elementary. The request was to reduce the speed from 45 mph to 35 mph. VDOT did a survey of this area and they did not feel that it met the warrants. VDOT stated it is an enforcement issue during the time when the school zone is activated. We have directed patrol and for the remainder of the school year you can expect that to be well enforced around the school zone for public safety. The second request was on Route 10 Bypass. They gave a number of recommendations such as installing crosswalks, ADA compliant ramps and pedestrian signals, installing intersection safety lighting, installing actuated beacons on the Route 10 northbound approach, and most importantly extend the northbound left turn lane 400' x 200' and extend northbound right turn lane 250' x 200'. Vice Mayor Williams asked if it mentioned increasing that light signal time as it is now it only stays green for 20 seconds. Mr. Griffin mentioned the signal timing to his contact at VDOT and they have stated that if signal timing needs to be increased it can be done. Staff will check if it can be increased during the evening only. Ms. Tynes asked if any action is required at this time. The Town Manager stated that this is for information only at this time as the finalized report has been sent to VDOT's Central Office and is awaiting approval for funding and is expected to be approved and funded by FY 2012.

3. Resolution of Support for Street Closure for Veterans parade November 2011 – No representatives were present on behalf of this item so it was tabled until a representative could be present at the next committee meeting.

4. Golf Cart Usage – Ms. Tynes stated that she had reviewed the information that was included in the packet and was very happy with the report. Chief added that we have made contact with a number of different localities that have adopted ordinances to allow the usage of golf carts on certain streets. Chief stated that they do have information on sample ordinances that was not included in the committee packet if committee thinks this is a good idea. Should committee choose to support this effort the department would work with the Town Attorney to draft up an ordinance that would be acceptable to

Council. Chief Marshall reported on a couple of things that really came out through the surveys. Operation must be on streets with a posted speed of 25 miles or less. Most localities required a licensed driver, insurance, operation only from sunrise to sunset provision, require the slow moving emblem, safety inspection and can only be driven on designated streets or neighborhoods. Any regular traffic violation would be enforceable to golf cart users if you are not following the law. Chief Marshall stated that this was a brief summary of their survey and now council needs to decide two things. The first question is does the council want to allow golf carts and two what neighborhoods would it be permitted in? Mr. Gregory stated that he does not have a problem with the rules that are outlined. Originally we were gearing this to the historic district. Is this still the case or do we want to include neighborhoods outside the historic district? Discussion was held on what parts of the town should be included in permitting golf cart usage. Mayor Hare questioned where the demand is for permitting golf carts. This is a Smithfield 2020 initiative in an effort to go green. Mr. Pack stated that he had spoken to approximately six hundred people on this topic recently at boat shows and everyone thought it was a great idea. Many tourists are coming from places like New York City and Washington and believe this is a completely unique initiative. From a tourism aspect they are in favor of this initiative. Mr. Bodson stated that Smithfield 2020 would be happy to provide some support to show there is high level of interest in allowing golf cart usage on public streets. Ms. Tynes stated that due to the construction on South Church Street this item should be deferred at this time. Mr. Pack opposed that if it was being tabled because of construction. Smithfield 2020 will do a survey to get input from downtown citizens. Mr. Bodson stated that he would be glad to validate the demand. Discussion was held on a single policy be developed that may be designed to include neighborhoods. These neighborhoods must meet criteria. Committee agreed that this item should be tabled and in the meantime Mr. Rick Bodson will work with the Town Manager and Police Chief and will bring back a fully executed plan.

The meeting adjourned at 4:54 p.m.



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"The Ham Capital of the World"

February 25, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON TUESDAY, FEBRUARY 22ND, 2011

The Water & Sewer Committee held a meeting on Tuesday, February 22nd, 2011 at 4:54 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. T. Carter Williams, Vice Mayor; and Mr. John L. Graham. Other Council members present were Ms. Denise N. Tynes, Dr. Milton Cook, and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins III, Director of Planning, Engineering, and Public Works; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; Mr. Wayne A. Griffin, Town Engineer; Mr. Jessie Snead, Superintendent of Public Works; Ms. Sonja Pruitt, Office Manager of Public Works; Ms. Judy Winslow, Smithfield/ Isle of Wight Tourism Director; Mr. Jon Flores, IT Network Administrator; . Also in attendance were Mr. Andy Snyder and Scott Schiller of Draper Aden Associates; and Mr. Pete Keane of McCallum Testing Laboratories, Inc. The media was represented by Mr. Scott King of The 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. 2010 Water Tank Maintenance Bids – Authorization to Reject all Bids – The Town Manager reported that we had issued a request for proposals (RFP) last year. The town did receive bids at that time and the town hired a third party inspector to inspect the existing conditions of all three tanks. We had hoped to try to work something out with the low bidder but were not able to do so. Staff recommends at this time to go ahead and officially reject those bids for audit purposes. The town auditors do look to see if we request an RFP that some kind of action is taken on it. Staff would then recommend that a new RFP be issued that clearly describes the work to be done on each tank. Staff is requesting authorization for a new bid process. At least with the third party inspector's report the town has a better idea of what needs to be done inside and outside the tanks. Mr. Gregory stated that the report had brought some things to light and the current contractor we had invested money for some larger repair items. The Town Manager

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stated that was at least part of their argument in hoping to keep them as our contractor. Town did discuss what the report included and they came back with a proposal three times higher than their original proposal which made them the highest bidder. The Town Attorney and staff discussed the proposal with the company's representatives and it was not acceptable in any way. Committee recommends authorization to formally reject the water tank maintenance bids from 2010 and beginning the process to issue a new RFP.

2. Water Treatment Plant – McCallum Testing Service Fee Increase – The Town Manager stated that Mr. Pete Keane of McCallum Testing Laboratories, Inc. did a nice job summarizing the requested budget increase and was present today to answer any questions that you may have. The Town Manager reported that with the exception of this matter the Reverse Osmosis Water Treatment Plant is on schedule and within budget. There have been no change order issues with English Construction Company. Construction inspections are being done by CTI Consultants, Inc. The Town Manager stated that if you look at the Feb 7th letter to myself from Mr. Keane and the Chief Engineer for this project where it says their original proposal was an estimate not a not to exceed amount. The detailed schedule of inspections was not prepared until several months later. Mr. Gregory stated it was very well outlined to what was not anticipated and why the cost was higher. However his question is if they had the actual schedule of inspections in August 2010 why are we just now hearing that they under estimated. The Town Manager stated that maybe Mr. Keane could shed some light on that. Mr. Keane stated that they do not control the project schedule. The Town Manager stated that in terms of the delay this was probably something that Mr. Cargnel of Buchart Horn, Inc. could have caught earlier. Once it was red flagged they immediately made contact with the Town Treasurer to discuss. Mr. Gregory stated that as long as everyone was acting in good faith because obviously this is not the first time we have had something like this happen. The delay in finding out is just frustrating. Mayor Hare asked if because of the difference does the town need to rebid it out? Vice Mayor Williams explained that the work has already been done so we cannot rebid out at this time. Vice Mayor Williams also mentioned that \$15,000 is reasonable price for what they have to do. They have a lot of paperwork that has to be filled out between the building official and the County and State. Committee does not want to delay the project so they are recommending approval of budget increase for special inspections.

3. Water System Modeling Proposal from Draper Aden Associates - Mr. Gregory stated that this item was deferred at last month's committee meeting because it was felt that it was not really needed at that time. Mr. Gregory explained that since then he has talked to Mr. Snyder and staff about the potential impact the RO Plant operations will have on the town's water system. He asked if "x" fails how do we address "x y z". How do we educate staff? How does the town react to issues that may come up? Staff feels that updates to the town water model would help us deal with these issues. Mr. Snyder agreed that being prepared with information will be good and would help with the consent order process as well. He explained that this proposal only deals with the water modeling

portion of the Utilities Master Plan so that we can get our arms around any potential impact of the RO Plant operations. Committee recommended approval of proposal.

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

1. Sewer Infiltration and Inflow Program Update & Sewer Smoke Testing/ SSES Field Services Update – The Manager stated that item number two and three kind of flow together. He stated that in terms of the smoke testing it has not been done since he has been here and when it was done prior to that it was not done on this kind of extensive scale. Public notification is very important for this type of system testing. Mr. Scott Schiller stated that he had some pictures of smoke testing and asked if they could be put on the projector screen for everyone to see. Mr. Andy Snyder explained that he and Mr. Schiller are here to go over the smoke testing procedures that we need to perform for the consent order. He stated that Mr. Schiller would update committee on how we got here. Mr. Schiller explained what the main three current tasks are that the town is working on. The first task staff is working on implementing is the Maintenance Operations Manual (MOM) program. The other two tasks are the regional model development and the smoke testing/ SSES field service. Mr. Schiller stated that as you know we are involved in a consent order that has required some flow monitoring. That flow monitoring has provided information on various wastewater conditions. Based upon that consent order there is a regional technical standard that communicates if you exceed certain wastewater generates in certain areas that categorizes what we call a SSES base. This means that we need to do additional investigations to determine where that additional wastewater is coming from. In addition to flow exceedance there are some issues with pump run times at the towns pump stations and they are excessive. Also included in this SSES Field Survey are unresolved sewer overflows. As part of SSES plan six basins have been identified for the smoke testing. There are fifteen overall SSES basins, but only six basins are involved in the smoke testing procedures. Mr. Schiller explained what smoke testing is. Smoke pellets are put in the in the sewer with a blower that sits on top of the manhole to push the smoke through the sanitary sewer system. This process will identify locations where areas that smoke exits where rain water or ground water can enter the sewer system. Sometimes you may see smoke coming through cracks in the ground which means there is a leak in the pipe. Notifications are required to be sent out to all residents that could be affected by this testing procedure. Mr. Hopkins stated that all localities in the area are doing these procedures. People do not have to be home during this process. A letter has been put together to go to the residents. Testing will begin on March 7th and will take two to four weeks to complete process. Mayor Hare asked if this was part of the overall consent order. Mr. Snyder replied yes. Mr. Snyder stated that a lot of people tie their roof drains in their lateral lines and smoke testing can make that very known. This is a huge contributor to causing overflows in the sewer system. The Fire Department will be notified when testing is being done and in what areas. If any

problems are found Draper Aden will have their staff to come out to inspect. This item was informational only at this time.

2. Update on Meeting with DEQ on Water Conservation Plan – Mr. Gregory stated that he, Mr. Hopkins and Mr. Snyder of Draper Aden met with DEQ in regards our water conservation policy when it comes to granting irrigation credits. Mr. Gregory stated they met with a representative out of their Norfolk office that deals directly with the permitting process for withdrawal permits here in the community. He stated that he was able to ask the questions that he wanted to ask. The first question was that if we make a change to our water conservation policy will that affect our pending withdrawal permit? The answer was anything that we do that is not conservation neutral could jeopardize the approval of our groundwater permit. If the town wants to make a change, which we have every right to do so, they would want to see something that we are doing to offset this water usage in our conservation plan evenly. This might mean adjustments to the town's water rates and going to a tiered structure or some other method. At the end of the day we are trying to accomplish the same goal which is water conservation. Mr. Gregory stated that he also said that the town will not get their permit approved or denied until International Paper makes the decision on what they are going to do and that will be at least June or July. Suggestions were mentioned that there are some systems out there in the private market that you can add to your irrigation system that tests the ground moisture. The system will regulate how often you need to irrigate your lawn. Mayor Hare asked if the renewal of the withdrawal permit included a request to withdrawal more water. The Town Manager stated that it did. Our Water Treatment Plant will get us below that fluoride level but not without the extra water usage. Mr. Gregory stated that if we truly want to go to granting irrigation credit we need to go ahead and while we are doing a sewer rate study lets combine it and do a water rate study as well to get it back to a tiered system that penalizes overuse of water. This fee would actually be tied to water as opposed to penalizing somebody with a rate that has nothing to do with the service that is actually being provided. This item was for information only at this time.

The meeting adjourned at 5:46 p.m.



TOWN OF SMITHFIELD

"The Ham Capital of the World"

February 25, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY, FEBRUARY 22ND, 2011

The Finance Committee held a meeting on Tuesday, February 22nd, 2011 at 5:47 p.m. at the Smithfield Center located at 220 North church Street, Smithfield Virginia. Committee members attending were: Mr. John L. Graham, Chairman; Mr. Andrew C. Gregory, and Dr. Milton Cook. Other Council members present were: Ms. Denise N. Tynes, Mr. T. Carter Williams, Vice Mayor, and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Ellen Minga, Town Treasurer; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley Greer, Town Clerk; and Mr. William H. Riddick, Town Attorney; There was no media present.

Chairman 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. Krueger International, Inc. (KI) \$ 39,213.30

This invoice is for the new chairs that were purchased for the Smithfield Center. Committee recommended approval of invoice.

b. English Construction Company \$113,174.49

This invoice is for the construction of the Reverse Osmosis Water Treatment Plant. Committee recommended approval of invoice.

c. Draper Aden Associates \$ 24,871.20

This invoice is for items related to the mandated sewer consent order. Committee recommended approval of invoice.

d. Excel Paving Corp. – Waterline Replacement \$ 28,876.63

This invoice from Excel Paving for waterline replacement is in addition to the original streetscape work that was originally contracted. Committee recommends approval of invoice.

e. Excel Paving – Streetscape – Phase V \$ 62,377.71

This invoice is for payment on original contracted amount of the streetscape – Phase V of the project. Committee recommended approval of payment.

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f. Smfd Volunteer Fire Dept (Fuel) \$ 12,978.00

This annual invoice is for fuel reimbursement to the Smithfield Volunteer Firefighters as an incentive to responding to calls. Committee recommended payment of invoice.

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

1. December Financial Statements – Mr. Graham thanked Ms. Minga as always for the great job in preparing the financial statements. He asked if anyone had any questions or comments. At this time we remain in budget for Windsor Castle Park operations and maintenance. Ms. Minga stated she had paid off the line of credit and used funds from the Sewer Bond Escrow to pay down the sewer debt fund. Vice Mayor Williams asked if the town would continue to pay a fuel reimbursement to the Fire Department once they are relocated to the new facility. Ms. Minga stated that she was fairly sure that they would continue because the town has always done this to reward the volunteers that respond to calls.
2. Cash Balances bond escrow has been paid off and we paid off the line of credit. not a lot of activity – Water = \$528,491.29; Water Debt Service = \$1,006,353.97; Water Capital Escrow Availability Fees = \$1,136,767.45; Water Development Escrow = \$223,457.06; Water General Obligation Funds = \$2,238,745.13; **Subtotal Water = \$5,133,814.90.** Sewer = \$5,076.05; Sewer Bond Escrow = \$175,937.68; Sewer Development Escrow = \$314,962.86; Sewer Capital Escrow Availability Fees = \$643,127.57; Sewer Compliance = \$482,907.88; **Subtotal Sewer = \$1,622,012.04.** **Highway = \$201,471.98.** General Fund = \$2,430,827.55; Payroll = \$29,086.67; Money Market General Fund Town Bank = \$223,230.12; Money Market General Fund Farmers Bank = \$32,787.99; General Fund Capital Escrow = \$50,363.37; Certificate of Deposit = \$652,901.93; Certificate of Deposit Police Dept = \$35,445.57; Special Project Account (Pinewood) = \$29,545.63; Pinewood Heights Escrow = \$26,389.36; South Church Street Account = \$1,124,631.31; **Subtotal General Fund = \$4,635,209.50.** Beautification = \$7,785.22; Money Market Beautification = \$298,162.92; **Subtotal Beautification = \$305,948.14; Rising Star = \$357,405.49. TOTAL ALL FUNDS = \$12,255,862.05.**
3. Loan Financing Option – Ms. Minga summarized amount of funding needed to finish off water treatment plant and the purchase & renovation of the Sentara property for public use. The Town Attorney summarized the status of Sentara negotiations. Mr. Graham stated that we just received some of the information on financing options and at this time we are not ready to take action. This item will be deferred until next month's committee meeting for more information.
4. Additional Item: Closed Session – A motion was made by Vice Mayor Williams and seconded by Dr. Cook to go into closed session at 5:57 p.m. for discussion of legal matters requiring legal advice in particularly meals tax audit. Committee went back in open session at 6:05 p.m.

The meeting adjourned at 6:14 p.m.



TOWN OF SMITHFIELD

"The Ham Capital of the World"

February 25, 2011

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 WEDNESDAY, FEBRUARY 23RD, 2011

The Fire and Rescue Committee held a meeting on Wednesday, February 23rd, 2011 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. Denise N. Tynes, and Ms. Constance Chapman. Other Council members present were: Mr. John L. Graham, Dr. Milton Cook, Mr. Andrew Gregory, and Mr. David M. Hare, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Mr. William H. Riddick, III, Town Attorney; Mr. Jessie Snead, Superintendent of Public Works; Ms. Sonja Pruitt, Office Manager of Public Works; Mr. Wayne A. Griffin, Town Engineer; Mr. Jon Flores, IT Network Administrator; Ms. Amy Musick, Smithfield Center Director and Ms. Judy Winslow of Isle of Wight Tourism Director; Others in Attendance were Mr. Jason Stallings, Smithfield Volunteer Fire Department Chief, Mr. Gerry Hackney, SVFD; and Mr. Brian Carroll, Isle of Wight Rescue Squad President; Mr. Rick Bodson, Smithfield 2020; Mr. Herb DeGroft, Mr. Joseph Slabinski of Country Landscaping, Inc. The media was represented by Mr. Scott King of The Times and Ms. Allison Williams of The Daily Press.

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: Chief Stallings apologized for not being at the committee meeting last month. There was a miscommunication in the location of the meeting. He stated that there was not much to report this month. The department recently had one significant structure fire in Smithfield Heights out in the county. Chief Stallings gave an update on the rescue truck. He handed out some photos of the truck that were taken when a group went out to Wisconsin to do an inspection of the body and the chassis before they were mounted together. Another group is scheduled to go out March 7th to do the final inspection on the truck. The truck is scheduled once completed to go to Indianapolis to be shown at a Fire Department Instructors Conference. It is expected to be delivered here around the first of April. It will then be put in service in early to mid May. The Windsor Fire Department will get one of the town's existing trucks. Mr. Graham asked why rescue trucks could not be purchased around here. Chief Stallings explained that the trucks are

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designed for your response district and what the needs are for that area. The truck that we are giving the Town of Windsor at one time met our needs but that is not the case now. The Town of Smithfield has outgrown that size truck. Chief Stallings explained what the Fuel Reimbursement Program is. The Fire Department has always had this reimbursement program to give incentives to fire fighters that run calls and meet the 300 point system. The members that do not meet the 300 point active member status are denied this incentive because they have not met the run requirement. Vice Mayor Williams stated that he, the Town Manager, Ms. Chapman, and Ms. Tynes all attended the Fire Fighters Banquet and it was a very nice affair. Chief Stallings stated that when they have the dedication ceremony for the new fire station they would like Council to be a part of that. Mr. Gregory asked if there was an update on the new fire facility. Chief Stallings reported that they are ahead of schedule. He feels confident they will move in around June. All of the windows and doors are in. They are now working on the flooring. The ceiling tiles are ready to go in once they finish hanging the HVAC system in the attic area. Mr. Gregory stated at the Board of Supervisors meeting they talk about cost overruns on the project. Chief Stallings stated that to his knowledge the only overrun was in the amount of \$10,000 to \$15,000. Other than that they have not seen any significant overruns.

Mr. Brian Carroll of the Isle of Wight Rescue Squad reported that operations are running smoothly. He stated that they were actually down on calls for the end of the year. Response time is excellent and call volumes remain consistent. The new ambulance will be here in about 45 days. He explained that they are about eight weeks in their EMT classes with twenty-seven students. Mr. Carroll stated that he did meet with two of the Board members last week. He stated that after a second cost analysis was done on the renovation to the rescue squad building it has been determined that it is not going to be feasible or cost effective to renovate the building. It appears at this point they are looking to build a new facility somewhere else. Vice Mayor Williams stated that from what I am hearing there is a possibility the rescue squad is going to be moving from that location to a new location. Mr. Carroll stated that he feels that is the only possibility at this time. The Town Manager explained that the town owns the land and the town jointly owns the building with the county. Mr. Carroll stated that with all the construction that is going on there this is a better option. The county is actively pursuing a new location. Vice Mayor Williams thanked Chief Stallings, Mr. Hackney, and Mr. Carroll for coming and bring the committee up to date.

The meeting adjourned at 4:18 p.m.



TOWN OF SMITHFIELD

"The Ham Capital of the World"

February 25, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON WEDNESDAY, FEBRUARY 23RD, 2011

The Public Works Committee held a meeting on Wednesday, February 23rd, 2011 at 4:18 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 Ms. Denise N. Tynes. Other Council members present were: Mr. John L. Graham, Mr. Andrew C. Gregory, Mr. T. Carter Williams, Vice Mayor; 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; Mr. William H. Riddick, III, Town Attorney; Ms. Lesley Greer, Town Clerk; Ms. Sonja Pruitt, Office Manager of Public Works; Mr. Jessie Snead, Superintendent of Public Works; Mr. Wayne A. Griffin, Town Engineer; Ms. Judy Winslow, Isle of Wight Tourism Director; Ms. Amy Musick, Smithfield Center Director; Others in Attendance were Ms. Gina Ippolito, Windsor Castle Park Foundation Board; Mr. Herb DeGroft, Isle of Wight Business Association; Mr. Slabinski of Country Landscaping, Inc.; and Mr. Rick Bodson of Smithfield 2020. The media was represented by Mr. Scott King of The Smithfield Times and Ms. Allison Williams of The Daily Press.

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 Street Maintenance Contract with Blair Brothers for One Additional Year - Mr. Hopkins reported that the town has had a contract with Blair Brothers for many years. He stated that staff has been very pleased with their work. Mr. Hopkins also stated that he is proud to say that the town has an employee that has worked for Blair Brothers and he is very familiar with the type of equipment they use. Mr. Snead is certified to running dozers, backhoe, and excavations so town may be able to do small task in house with his experience. Staff at this time would like to recommend approval of contract for one additional year. Committee recommended approval.

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2. Review of Grass Cutting Operations and Contract; and Renewal of Mowing Contract with Country Landscaping, Inc. for One Additional Year – The Town Manager stated that he had staff layout who does what now and what are the general costs. Mr. Hopkins stated there were a couple of concerns last month so Mr. Slabinski of Country Landscaping was present to answer any questions. The first concern is if the contractor would be willing to not charge for times when he is not cutting grass. Mr. Slabinski was agreeable to this change in the contract. The second concern was the \$60.00 per cut increase. Mr. Hopkins stated that the contractor was willing to cut increase by \$30.00. Mr. Hopkins stated that for the record that is the cheapest we have had it in five years. Last year when this service was bid out this contractor came in the lowest at \$1,540.00. The second lowest was \$1,800.00. Staff has been very pleased with his performance and would recommend contract be renewed with minor amendment to contract. Committee agreed that what he cuts does look good. Mr. Gregory stated that this has never been an issue on quality of work. Concern was raised when increase was requested and town not being able to compensate its own employees with pay increases. Contractor stated that he does not see this as a raise it is a cost increase to do business. Committee agreed to the one year renewal with \$30.00 increase per cut with no guarantee of two cuts per month. The Town Manager stated that staff will come back next month to discuss Windsor Castle Park mowing needs.

3. Recycling and Recycling Contract Update – Ms. Chapman summarized same of what was discussed in closed session earlier in the afternoon. The Council was presented with three different refuse and recycling contract options beginning in 2012. Committee elected to go with once a week trash pickup and twice a month recycling beginning January 2012. She stated that the Council would like to have the Town Attorney extend our refuse contract which expires in June to go to the end of this year to add an extra recycling pickup a month at no extra charge through the rest of this year (as was approved earlier this month) beginning in May. Ms. Chapman reported that the savings to the town beginning next January 2012 by going down to one trash pickup a week and two recycling a month would be approximately \$25,000.00 a year based on current combined costs. Committee recommends approval of amended contract.

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

1. FYI – Staff Efficiency Initiative – Ms. Pruitt reported that the Public Works Department purchased software for a work order system about a year ago. This was mainly consent order driven because of the need to track anything that we do at the towns pump stations. The system helps track hours, parts used, scheduling what jobs need to be done to make the department more efficient. It helps track water samples, helps with our consumer confidence report, cross connection control, emergency environmental compliance, asset management, inventory management, and equipment maintenance. The Town Manager stated that now that we have a much better handle on inventory we are going to have to book some assets that at the beginning of the year we didn't have listed. This system helps us keep track of the cost to do business. The system is called SEMS. This was for information only.

The meeting adjourned at 4:36 p.m.



TOWN OF SMITHFIELD

"The Ham Capital of the World"

February 25, 2011

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 WEDNESDAY, FEBRUARY 23RD, 2011

The Public Buildings and Welfare Committee held a meeting on Wednesday, February 23rd, 2011 at 4:36 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chairman; Mr. T. Carter Williams, Vice Mayor; and Mr. John L. Graham. Other Council members present were: Ms. Denise N. Tynes, Ms. Constance Chapman; Mr. Andrew C. Gregory and Mr. David M. Hare, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Mr. William H. Riddick, Town Attorney; Mr. Ms. Amy Musick, Smithfield Center Director; Mr. Wayne A. Griffin, Town Engineer; Also in attendance were Ms. Gina Ippolito, Windsor Castle Foundation Board, and Mr. Rick Bodson, Smithfield 2020. The media was represented by Mr. Scott King of The Smithfield Times and Ms. Allison Williams of the Daily Press.

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

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

1. Smithfield Center – Revised Policies and Procedures – Ms. Musick reported that committee has seen these items before. She explained that she has gone back and worked on the sections that talk about events that are opened to the public. This is in an effort to protect the building and renovations that we just did. Ms. Musick stated that she has met with the Town Manager, Police Department, and the Town Attorney to iron out what policies need to be added when addressing open to the public events. Items # 34, 35, and 36 of the Smithfield Center Policies and Procedures under events open to the public are all new. Mr. Graham asked Ms. Musick to explain a little bit more on these additions are necessary. Ms. Musick stated that they have had a lot of parties lately that are open to the public and tickets are sold. The event is advertised that anyone can attend. They are much like a club environment with music and dance performances throughout the night. These policies will protect the people that attend with security and insurance requirement. The Town Attorney has reviewed. Committee recommends approval of revised Policy and Procedures.

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2. Windsor Castle Manor Riverfront Policies and Procedures – Ms. Musick stated the events open to the public policy was also added to the Manor Riverfront. So the town will be covered at both sites. This item will also be taken to the Windsor Castle Park Foundation Board for review. Committee recommends approval.

3. Rental Price Structure – This item will need to go before the Windsor Castle Park Foundation Board for discussion. It is broken down to a standard rate and a resident rate. So it is consistent with what we do at the Smithfield Center. Ms. Tynes asked if town could offer town employees only a discounted rate of these areas. It was discussed in length how to offer this without employees taking advantage of discount by renting area for non-employee. Committee agreed to let staff research this suggestion. If it is determined that discounted rentals to employees is possible it will come back to committee at that time. Ms. Musick stated that the bottom part talks about General Park use. This would be a park impact fee for any type of event for the necessary cleanup.

4. Waiver – Redistricting Forum by the Isle of Wight Citizens Association – Ms. Musick stated that we do these forums every year when voting season comes around. This one is a little different as it covers redistricting which is important to voting. There is no charge, it is open to the public and it is to educate the citizens on what redistricting means. It is normally done at no cost. Mr. DeGroft was present and stated that cover letter gives background on this. He stated that if town approves this the panel will be made up of five or six people which will include a member of the Town Council. Mr. DeGroft stated that this is a good opportunity to educate the citizens of what redistricting means every ten years. Committee recommended approval of waiver.

5. Obici Grant Update – The Town Manager stated that Council had adopted a strategic goal of coming up with a community wellness initiative and Ms. Ippolito jumped right on it. Ms. Ippolito is on the Windsor Castle Park Foundation Board. Ms. Ippolito came before Council previously before the holidays and at that time you authorized her to put together a concept paper. That concept paper met the favor of the Obici Healthcare Foundation Board. The Town Manager stated that things are moving rapidly on this initiative. Committee asked Ms. Ippolito to summarize the grant process. She stated the concept paper was the beginning development of a wellness program. Ms. Ippolito stated that she worked with Obici to develop their full grant application. She stated there are four major components to the grant process. It would require hiring a consultant part time (1,000 hours per year). Their year starts June 1st through May 30th. This consultant would work to identify about fifteen individuals that would become the wellness advisory group for the town. The group of fifteen would be made up of physicians, School Board members, principal, citizens, and town staff. The consultant would work with the group of fifteen to develop a strategic wellness plan between June and next May. Ms. Ippolito explained for the town to be ready to go June 1st the town would need to go ahead and issue the RFP for a consultant. The town will find out May 5th if we get the grant. So after RFP has been advertised and proposals received the town would not interview for position until after the town has received notification that we have a grant award. The grant will fully pay for this position. The other thing that would happen through the Windsor Castle Park Foundation Board we would go ahead and get commitments out of these fifteen individuals and meet to talk about where we are headed. Ms. Ippolito stated that Obici has given us great reviews back. Grant award is very promising. Ms. Ippolito explained the other three components involved in grant. The

group will need to decide on a name for the program and then a branding and an image of this name. Once you get your wellness tool kit of information. Grant would also fund the printing of these items such as water bottles and pedometers. The other two programs are the physical walking programs. One is step trackers. Goal is to distribute 750 wellness tool kits and enroll 300 participants in walking program with a 60% retention rate for ongoing physical activity. The fourth program would not happen until next spring. It is a children's walking program. It would last eight to ten weeks. It would be timed with ending at the 2nd anniversary of the park opening. Ms. Ippolito summarized the budget information. Total cost of the program is \$123,061.00. The town is asking for \$45,500.00 from Obici. The \$77,000.00 on the town's side is not a hard cost. She stated that she and the Town Manager went through the staffing that would be involved in helping to develop the program. It was estimated at 25 hours. She stated that we also get to count all the volunteer hours. Obici allows this to be based on \$18.00 an hour. Ms. Ippolito stated that of the \$77,000.00 for the Town of Smithfield \$60,000.00 is the maintenance of Windsor Castle Park. Town would also supply a small office space with a phone line for the consultant. A value was also placed on holding meetings at the Smithfield Center. All of these things are the things the town brings to the program. Graphic work is the only other item on the town's side. She stated that they will be using the tourism office to do this graphic work. Mayor Hare stated that you show all of these cost but we are not actually cutting a check for any of these cost. Ms. Ippolito replied yes. This item will be on the consent agenda to authorize the grant submittal and authorization of the RFP.

6. Advertise for General Contractor for Sentara Property Renovations – The Town Manager stated that the town asked the county to approve an early possession agreement at their meeting on February 17th. This will allow us access to the building to start making plans for renovations. He stated that there are two possible ways to proceed, however we need to move quickly because our lease at 1613 South Church Street will expire by the end of the year. One thought is the renovations are going to be so complex that we need to hire an architect. If that is the case we could use Clark Nexsen who is already under contract with the town. Mr. Hopkins had a conversation with Art Berkley with the Isle of Wight Building Inspections Office and he is familiar with property. So we asked him what he will be looking for when he inspects if we add a wall here and there. What does the town need to submit? Will a license general contractor submitting plans suffice? The indication was that a general contractor could do pretty much anything we would need for submittals to the county. Staff feels the most cost effective and time saving thing to do is go ahead and submit a RFP for general contractors that are interested in helping us with this task. Do interviews and select individual or firm so they could get started as soon as possible once we close with the County. Staff would like to request Council to authorize an RFP for a general contractor so we can get that going. Committee agreed.

7. Ranking of Proposals for Redevelopment of 113 North Church Street – The town had received three proposals for this vacant property. A request for additional information was made by council. One of the proposals was withdrawn. In evaluating the other two proposals further the committee clearly felt one was most responsive to the RFP. The proposal from Hallwood for mixed use redevelopment of the site was favored based on their detailed proposal and proven experience.

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

1. Waiver Request – Relay for Life – Ms. Musick stated that relay for life would like to use Windsor Castle Manor Riverfront area for an event. Ms. Musick asked Ms. Chapman if she could speak on this item since Ms. Nancy Cowan was not present. Ms. Chapman stated that Nancy Cowan is Chairman for the Isle of Wight County Relay for Life. Ms. Chapman stated that she met with Ms. Cowan and a few others and they would like to offer a community awareness day at Windsor Castle. All of the Relay for Life teams would be invited, support groups, and different organizations related to anything about cancer. It would be open to the community to educate people. It would also be a prelude to the Relay for Life in June. The event would be held Saturday, May 7th from 12:00 to 4:00 p.m. Vice Mayor Williams asked what are they looking for from Council. Ms. Musick stated they are requesting a waiver of fees. Ms. Musick explained the process for waivers at the Smithfield Center. She said she is able to offer a 50% discount if it meets the criteria of being open to the public, it is a not for profit group and it will be free admission. Ms. Musick asked Ms. Chapman if a 50% discount would suffice for this group. Ms. Chapman stated she did not know for sure but felt they were looking for a full waiver because they have limited funds. Discussion was held and it was decided that the town must remain consistent and if event was held in main parking lot area at the park no fee is required however if done at Manor River Front side only a 50% discount would be given. Ms. Musick stated that she would take this information back to Ms. Cowan and offer her a 50% discount for the Manor River Front site and a full waiver for the main parking lot where we have done other charitable events.

2. Additional Item – William and Mary Update - The Town Manager stated a survey has been prepared. The first wave of targeted e-mails went out today. So we have targeted e-mails going out with survey and we will have it on our website, and the park website by Friday. It will be open through the March 14th so the public will be able to respond to the survey. Once William and Mary gets back from Spring Break they will start tabulating results. They plan on attending April 26th Committee meeting to present their findings.

3. FYI – Birthday Celebration – Ms. Ippolito wanted to bring to everyone's attention that on May 14th from 10:00 – 12:00 there will be a first anniversary celebration for Windsor Castle Park. It will be pretty low key. You will be able to meet Mr. and Mrs. Smith at the house and tour the kitchen and 1st floor. There will be cake on the lawn. There will be activities going on at the dog park. The Pagan River Outfitters will be out there with canoes for rent. The Windsor Castle Park will be set up with a collage of things that have taken place over the last year.

4. Closed Session – A motion was made and seconded to go into closed session at 5:28 p.m. for discussion on acquisition and disposition of real property and matters requiring advice of legal counsel. Close Session ended at 6:13 p.m.

Meeting Adjourned at 6:25 p.m.

ZONING PERMITS JANUARY 2011

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
5864	SINGLE FAMILY DWELLING	SCOTTS LANDING	87 BARCLAY CRESCENT	JAMES NEEL MICHELE JONES DAVID JONES CONTRACTORS
5865	FENCE	DOWNTOWN	204 CEDAR STREET	FULTON JONES LINDA EDWARDS V. R. EDWARDS SHEET METAL
5866	DEMOLISH DUPLEX STRUCTURE	PINEWOOD HEIGHTS	65 & 66 CARVER AVENUE	TOWN OF SMITHFIELD
5867	DEMOLISH DUPLEX STRUCTURE	PINEWOOD HEIGHTS	67 & 68 CARVER AVENUE	TOWN OF SMITHFIELD
5868	DEMOLISH DUPLEX STRUCTURE	PINEWOOD HEIGHTS	85 & 86 PAGAN AVENUE	TOWN OF SMITHFIELD
5869	DEMOLISH SINGLE FAMILY HOME	PINEWOOD HEIGHTS	77 PAGAN AVENUE	TOWN OF SMITHFIELD
5870	DEMOLISH SINGLE FAMILY HOME	PINEWOOD HEIGHTS	78 PAGAN AVENUE	TOWN OF SMITHFIELD
5871	SIGN PERMIT		13400 BENNS CHURCH BLVD.	WELLS FARGO
5872	SINGLE FAMILY DWELLING	CYPRESS CREEK	1412 CYPRESS CREEK PARKWAY	SCOTT KUGLIN WAYNE DREWRY WAYNE DREWRY CUSTOM HOMES
5873	FENCE		217 JEFFERSON DRIVE	DONALD WATKINS
5874	SIGN PERMIT		809 SOUTH CHURCH STREET	GWALTNEY PROPERTIES
5875	ADDITION	RED POINT HEIGHTS	202 BARCROFT DRIVE	JAMES COX
5876	CHURCH FACILITY EXPANSION		515 & 517 MAIN STREET	MAIN STREET BAPTIST CHURCH GARY RICHARDSON R. D. LAMBERT & SON, INC
5877	ADDITION	MOONEFIELD PARK	30 FAYE DRIVE	SUSAN HIRST
5878	SINGLE FAMILY RESIDENCE	WELLINGTON ESTATES	420 SOUTHAMPTON COURT	ROBERT JOHNSON RESIDENTIAL CONCEPTS LTD
5879	SINGLE FAMILY RESIDENCE	WELLINGTON ESTATES	509 KING COURT	ROBERT JOHNSON RESIDENTIAL CONCEPTS LTD

Smithfield Police Department Activity Report

January 2011

	This Month January 2011	Last Month December 2010	YTD 2011	January 2010	YTD 2010	YTD % Change
Incidents Reported						
Calls for Police Service	1,109	1,414	1,109	864	864	28.36%
Traffic						
Traffic Stops	234	185	234	447	447	-47.65%
Traffic Summons	94	89	94	210	210	-55.24%
Accidents	13	37	13	15	15	-13.33%
Criminal Process						
Misdemeanor Arrests	18	18	18	16	16	12.50%
Felony Arrests	11	9	11	4	4	175.00%
Court Cases						
Juvenile Court	21	34	21	16	16	31.25%
General District Court	88	92	88	227	227	-61.23%
Circuit Court	3	0	3	0	0	NC
Fines Collected	\$3,849.52	\$5,816.16	\$3,849.52	\$3,213.43	\$3,213.43	19.79%
Property Report						
Stolen Property Reported	\$33,398.00	\$5,255.00	\$33,398.00	\$208,257.00	\$208,257.00	-83.96%
Stolen Property Recovered	\$21,591.00	\$31.00	\$21,591.00	\$202,536.00	\$202,536.00	-89.34%
Property Damage Reported	\$5,300.00	\$3,370.00	\$5,300.00	\$900.00	\$900.00	488.89%
Other						
Total Mileage Police Units	24,253	25,827	24,253			
False Alarms-Police	10	16	10	28	28	-64.29%
Police Escorts	10	4	10	4	4	150.00%

NOTES:

Property totals are rounded to the nearest whole dollar.

Totals may vary between reporting periods due to ongoing investigations, case updates, and late reporting.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
February 2011**

Committees and Projects:

02/01	Town Council meeting – Captain Howell
02/07	Emergency Communications Center meeting – Captain Howell
02/08	TRIAD – Isle of Wight Courthouse – Lt. Clarke
02/07 – 10	D Block on the Hill – Chief Marshall
02/09	Hampton Roads Chiefs Association meeting – Captain Howell
02/11	Department Head meeting – Captain Howell
02/11	Meeting with Dave Hare, Stan Clarke, Tom Wright and County Attorney – Chief Marshall
02/12	Regional Oratorical Contest – Chief Marshall
02/15	Crime Line meeting – Sgt. Valdez and Annette Crocker
02/15 – 16	Panel Interviews – Chief Marshall, Captain Howell, Lt. Beach, Lt. Clarke and Sgt. Fox
02/17	Hearing before the Judicial Committee – Chief Marshall
02/22	Police Committee meeting – Chief Marshall and Sgt. Fox
02/23	Law Enforcement Executive Forum meeting – Chief Marshall
02/23	Department Head meeting – Captain Howell
02/26 – 03/04	California Association of Chiefs of Police – Chief Marshall

Training

02/14 – 17	OSSI Conference – Greensboro, NC – Sgt. Evans, Sgt. Bryan and Kristi Jenkins (24 hrs.)
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In-House Training:

02/11	Radar Recertification – PD – Sgt. Bryan, Sgt. Rogers, Officers Epps, Miller and Araojo (4 hrs.)
02/16	ERT Training – 86 Pagan Ave. – Sgt. Rogers, Officers Seams, Finelli, Powell, Jones, Araojo, Davenport, Vance and Adams (4 hrs).
02/27	Pursuit Liability – PD – Captain Howell and Lt. Clarke (1 hr.)

Community Policing

02/02	Homework Station – Jersey Park Apts. – Officer Araojo
02/09	Homework Station – Jersey Park Apts. – Officer Cook
02/11	Fire Department Banquet – Smithfield Center – Captain Howell
02/16	Homework Station – Jersey Park Apts. – Officer Epps

Investigations:

Case#: 2010-00088
Location: 100 Block Acacia Circle
Offense: Breaking and Entering
Disposition: Cleared by arrest (Petitions)

On 01/29/11 officers responded to a possible breaking and entering call in the 100 block of Acacia Circle. While en-route officers were advised by an eyewitness to three young black males running from the neighborhood towards the Church Manor Apartment complex. Officers responded to the Church Manor Apartments and located two young males, matching the description given by the eyewitness, exiting from bldg E. The suspects were identified and questioned as to their possible involvement at Acacia Circle. Both subjects denied any involvement, however the officers noticed them to both be out of breath as well as wearing the clothing described by the eyewitness. During this interview one of the suspects removed a power cord belonging to a Play station 3 gaming system. Also during the interview a BB gun was taken from the waistband of one of the suspects. When the questioning commenced the suspects were turned over to the custody of their parents. The residence at Acacia Circle was searched by officers and several items were noted as stolen by the homeowner. A play station 3 was among those items taken. The following day one of the suspects was brought to the police department by his parents for further questioning. During this interview the suspect confessed and identified all parties involved and the items taken. Petitions were obtained on the suspects. This case is cleared by arrest.

Case#: 2011-00101
Location: Jersey Park Apartments
Offense: Breaking and Entering
Disposition: Active Investigation

On 02/02/2011 officers responded to the Jersey Park apartments in reference to a breaking and entering that had occurred. Upon arrival officers met with the victim who stated that while she was sleeping, she was awoken to noise within the bedroom at which point she noticed a black male rummaging through the dresser drawers at the foot of the bed. The victim stated that when she asked what the suspect was doing, he ran and jumped out the rear window of the apartment. Officers secured the area and attempted to gather physical evidence at the scene. While on scene the responding officers were made aware of another incident within the apartment complex. The second incident occurred within the same time frame as the first however no breaking and entering occurred. The complainant stated she observed a black male at the rear window of the apartment "peeking" through the blinds and fled when she went to open them. Due to the nature and timing of both incidents, we believe them both to have been committed by the same suspect. This case is under current investigation and evidence recovered from the scene will be sent to the state lab for analysis. Case is pending.

Case#: 2011-00121
Location: 1804 S. Church Street
Offense: Grand Larceny
Disposition: Active Investigation

On 02/07/2011 officers responded to the construction site located at 1804 S. Church Street in reference to a theft of tools. Upon arrival officers made contact with the construction manager who stated that sometime over the weekend several items had been stolen to include, 2 hammer drills, and several rolls of copper wire. The construction manager stated the tools were in a locked chest and that when he came in he noticed the lock that is used to secure the chest was missing. Once he realized the tools were missing he conducted an inventory and identified the copper wire as being missing as well. During the initial interview he mentioned an ex-employee, who he thought may be a possible suspect. The suspect was found by one of the construction foreman to be stripping copper wire while working on the site. The employee was subsequently released, but was aware of where the stolen items were stored. We obtained the information on this suspect from the manager and are currently attempting to locate. Case is pending.

Case #: 2011-00148
Location: Pinewood Heights
Offense: Breaking and Entering
Disposition: Current Investigation

On 02/16/2011 officers responded to Carver Avenue within the Pinewood Heights neighborhood in reference to a breaking and entering. Upon arrival officers made contact with the residence owner who stated that she had left the residence for just a short period of time for a hair appointment and that while she was at the beauty shop she received a phone call from her son stating someone had broken into the residence and taken an XBOX gaming system belonging to the son. The victim immediately returned home and found the rear door of the residence ajar. Officers cleared the residence and no suspects were on scene. An investigator made contact with the son of the victim and inquired how he was aware of the breaking and entering, even though he was in school at the time of the incident. The son stated that he was contacted by a cousin, who was contacted by someone unknown to him with the information. Investigations are currently attempting to identify these parties involved. Case is pending.

Smithfield Center

Transaction Report

Reporting Period: 2/1/2011 thru 2/28/2011

Total Deposits for February 2011 - \$18,086.65

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	2/15/2011	1272			Lovern and Nelson Wedding and Reception	Lovern and Nelson Wedding and Reception	1337		-250.00
Invoice	2/22/2011	1274			Smith and Forgacs Wedding and Reception	Smith and Forgacs Wedding and Reception	1193		-280.00
								Total	-530.00
Payment	2/4/2011	1256	Check	7576	Smithfield Women's Club	Smithfield Women's Club	1248		155.00
Payment	2/4/2011	1262	Check	7576	Smithfield Women's Club	Smithfield Women's Club Gala	1382		379.40
Payment	2/4/2011	1271	Check	2006021	Smithfield Foods Executive Offices	Smithfield Foods Meeting	1411		1400.00
Payment	2/9/2011	1253	Check	112306	Smart Beginnings Western Tidewater	Smart Beginnings Western Tidewater Meeting	1128		426.25
Payment	2/9/2011	1260	Visa	Visa	VDOT	VDOT Service Awards	1374		400.00
Payment	2/9/2011	1265	Check	318573	Hardy Elementary School	Hardy Elementary School Meeting	1396		200.00
Payment	2/15/2011	1272	Check	Refund	Lovern and Nelson Wedding and Reception	Lovern and Nelson Wedding and Reception	1337		-250.00
Payment	2/22/2011	1274	Check	Refund	Smith and Forgacs Wedding and Reception	Smith and Forgacs Wedding and Reception	1193		-280.00
								Total	2430.65
Deposit	2/1/2011		Check	3192	Janice Butler	Sweetheart Banquet	940		200.00
Deposit	2/1/2011		Master Card	Mastercard	Janice Butler	Sweetheart Banquet	940		700.00
Deposit	2/2/2011		Master Card	Master Card	Clark and Turner Reception	Clark and Turner Reception	1469		500.00
Deposit	2/2/2011		Master Card	Master Card	Relay for Life Womanless Pageant	Relay for Life Womanless Pageant	1470		150.00
Deposit	2/3/2011		Check	606	Ducks Unlimited	Ducks Unlimited	939		880.00
Deposit	2/4/2011		Visa	Visa	Vaughan and Fulgham Wedding and Reception	Vaughan and Fulgham Wedding and Reception	1146		360.50
Deposit	2/4/2011		Check	1078	Blizzard and Jones Reception	Blizzard and Jones Wedding and Reception	1466		500.00
Deposit	2/4/2011		Visa	Visa	Thomas and Wethington Wedding and Reception	Thomas and Waters Wedding and Reception	1474		500.00
Deposit	2/7/2011		Money Order	10365868360	Dwayne Wilson	Birthday Bash	1475		300.00
Deposit	2/7/2011		Visa	Visa	Shipton and Vaughan Wedding and Reception	Shipton and Vaughan Wedding and Reception	1476		600.00
Deposit	2/7/2011		Master Card	Master Card	McGovern and Anderson Wedding and Reception	McGovern and Anderson Wedding and Reception	1477		600.00
Deposit	2/8/2011		Check	237	Dye and Kearney Wedding and	Dye and Kearney Wedding and	1482		600.00

Card from Cindy Hodge - Mother of the Groom -
CA 5490 9916 1997 3734 exp. 03/11

Reporting Period: 2/1/2011 thru 2/28/2011

Total Deposits for February 2011 - \$18,086.65

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	2/8/2011		Check	5917	Reception Thomas and Johnson Wedding and Reception	Reception Thomas and Johnson Wedding and Reception	1394		935.50
Deposit	2/8/2011		Master Card	Master Card	Thomas and Johnson Wedding and Reception	Thomas and Johnson Wedding and Reception	1394		50.00
Deposit	2/9/2011		Visa	Visa	William Wells	William & Theda Wells 50th Anniversary Party (Surprise)	1378		400.00
Deposit	2/10/2011		Visa	Visa	Bobby Cypress	Cypress Party	1467		300.00
Deposit	2/11/2011		Check	1486	Jackie Clark	Sweet Sixteen Birthday Party	1448		300.00
Deposit	2/11/2011		Master Card	MC	Strickland-Harvey Wedding & Reception	Strickland-Harvey Wedding & Reception	1490		600.00
Deposit	2/14/2011		Visa	Visa	Tuck and Delia Wedding and Reception	Tuck and Delia Wedding and Reception	1493		720.00
		4361 6500 0288 0083 exp 08/11 card from Mike Tuck							
Deposit	2/14/2011		Money Order	1036586842 72	Dwayne Wilson	Birthday Bash	1475		300.00
Deposit	2/14/2011		Visa	Visa	Lola Rountree	Anniversary for Bishop Mason	1494		500.00
Deposit	2/15/2011		Visa	Visa	McCarthy-Reel Reception	McCarthy-Reel Reception	1496		500.00
Deposit	2/16/2011		Visa	Visa	Armstrong-Hall Wedding and Reception	Armstrong-Hall Wedding and Reception	1163		300.00
		4238 2700 2505 9093 exp09/11 new address: Jaeda Armstrong 2170 Alice Ave, Apt. 204 Oxon Hill, MD 20745							
Deposit	2/16/2011		Check	5055	Chris Holloman	Anniversary Celebration	1497		300.00
Deposit	2/18/2011		Check	232	Harris-Barnett Wedding & Reception	Harris-Barnett Wedding & Reception	1500		600.00
Deposit	2/22/2011		Visa	vISA	Vineyard-Easter Reception	Vineyard-Easter Reception	1501		400.00
		4071 1000 2494 8212 exp 7/2012							
Deposit	2/22/2011		Master Card	Master Card	Drew and Parker Wedding and Reception	Drew and Parker Wedding and Reception	1502		400.00
		5576 2164 0033 0937 exp. 05/14 Name of Camille Drew							
Deposit	2/22/2011		Check	Check	Jones and Savage Reception	Jones and Savage Reception	1247		750.00
Deposit	2/23/2011		Visa	Visa	Pont and Thomas Wedding and Reception	Pont and Thomas Wedding and Reception	1507		400.00
								Total	13646.00
								Grand Total	-16606.65

Reporting Period: 2/1/2011 thru 2/28/2011

Total Deposits for February 2011 - \$18,086.65

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
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Smithfield Center - Discount Percentages - February 2011

Booking Date (54)	Event Name	Room Code	Discount Percent
2/1/2011 Tue	Town Council	A&B	100%
2/1/2011 Tue	Ducks Unlimited Setup	MH	0%
2/2/2011 Wed	Ducks Unlimited	MH plus Suites	20%
2/4/2011 Fri	Smithfield Fire Department Banquet	MH	100%
2/5/2011 Sat	Surprise Birthday Party	MH	0%
2/8/2011 Tue	Planning Commission	A&B	100%
2/8/2011 Tue	Smithfield Finance Meeting	C&D	0%
2/8/2011 Tue	Smithfield Packing - Samantha Jones - Kitchen	Kitchen	0%
2/8/2011 Tue	Pinewood Heights Management Team Meeting	MH	100%
2/9/2011 Wed	Pork 101	C&D	0%
2/10/2011 Thu	Pork 101	C&D	0%
2/10/2011 Thu	Safety Committee Meeting	MH	100%
2/10/2011 Thu	Public Works Meeting	MH	100%
2/11/2011 Fri	Staff Meeting	MH	100%
2/13/2011 Sun	Sweetheart Banquet	MH plus Suites	0%
2/15/2011 Tue	BHA&R	A&B	100%
2/15/2011 Tue	Board of Director's Schoolhouse Committee	C&D	100%
2/15/2011 Tue	Fire Department Meeting	C&D	100%
2/15/2011 Tue	Crime Line Meeting	C&D	100%
2/16/2011 Wed	Set up for Woman's Club Art Show	A	50%
2/17/2011 Thu	Smithfield Women's Club	A&B	50%
2/17/2011 Thu	Smithfield Women's Club	C&D	50%
2/19/2011 Sat	Heard-Frohman Reception	MH	0%
2/19/2011 Sat	William & Theda Wells 50th Anniversary Party (Surprise)	MH	0%
2/20/2011 Sun	Thomas and Johnson Wedding and Reception	MH plus Suites	0%
2/22/2011 Tue	Committee Meetings	A&B	100%
2/22/2011 Tue	Pinewood Heights Management Team Meeting	A&B	100%
2/23/2011 Wed	Committee Meetings	A&B	100%
2/23/2011 Wed	Staff Meeting	A&B	100%
2/23/2011 Wed	Closed Session with AAVES	A&B	100%
2/23/2011 Wed	3rd Quarter Plant Review	C&D	0%
2/24/2011 Thu	3rd Quarter Plant Review	C&D	0%
2/25/2011 Fri	Birthday Bash	MH	0%
2/26/2011 Sat	Smithfield Rotary Club	MH plus Suites	0%
2/27/2011 Sun	Black History Program	MH	100%

February 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		3:00 PM Ducks Unlimited Setup 7:30 PM Town Council	3:00 PM Ducks Unlimited	Projectors Installation in Suites, New Cable Runs	Scissor Lift Pickup 3:00 PM Smithfield Fire Department Banquet	6:00 PM Surprise Birthday Party
6	7	8	9	10	11	12
		3:00 PM Smithfield Finance Meeting 4:00 PM Pinewood Heights Management Team Meeting 7:00 PM Planning Commission	Art Gallery-hanging b&w photos 7:30 AM Pork 101	10:00 AM Pork 101 10:00 AM Safety Committee Meeting 11:30 AM Public Works Meeting	Painting Baseboards 10:00 AM Staff Meeting	Calvin Off Courtney Off
13	14	15	16	17	18	19
Melissa Off 3:00 PM Sweetheart Banquet	Valentine's Day Melissa Off Russ Off	Russ Off New Cable Run 9:00 AM Board of Director's Schoolhouse Committee 11:45 AM Crime Line Meeting 6:30 PM Fire Department Meeting 7:30 PM BHA&R	8:00 AM Sonja - Van 10:00 AM Set up for Woman's Club Art Show	Painting Baseboards 11:00 AM Smithfield Women's Club 1:00 PM Wayne-Planning	8:00 PM Sweet Sixteen Birthday Party	Marian Off 1:00 PM William & Theda Wells 50th Anniversary Party (Surprise)
20	21	22	23	24	25	26
Marian Off 3:00 PM Thomas and Johnson Wedding and Reception	President's Day Painting Baseboards 3:30 PM Girl Scout Cookie Sales	3:30 PM Girl Scout Cookie Sales 4:00 PM Committee Meetings 6:00 PM Pinewood Heights Management Team Meeting	7:00 AM 3rd Quarter Plant Review 10:00 AM Staff Meeting 3:00 PM Closed Session with AAVES 3:30 PM Girl Scout Cookie Sales 4:00 PM Committee Meetings	9:00 AM 3rd Quarter Plant Review 3:30 PM Girl Scout Cookie Sales	Melissa Off Painting Baseboards 8:00 PM Birthday Bash	6:00 PM Smithfield Rotary Club

February 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28					
3:00 PM Black History Program	3:30 PM Girl Scout Cookie Sales					

Smithfield/Isle of Wight Tourism Activity Report – February 2011

- Director attended Isle of Wight Board of Supervisors Meeting 2/17/11.
- Director attended Smithfield Town Council Meeting 2/01/11.
- Attended Virginia Tourism Film Meeting at General Assembly 2/1/11.
- Smithfield 2020 Meeting 2/2/11. The project's initiatives range from attracting new businesses to developing activities that celebrate Smithfield's cultural heritage. Check out the website at www.smithfield2020.org . All 2010 initiatives and accomplishments have been listed on the website. Director of Tourism took for action-promoting a Smithfield license plate and public porcine statuary.
- Filmed the COUNTY BEAT to promote upcoming events 2/2/11.
- Met with Ken Wright from WGBS Channel 7 regarding promotional opportunities on fledgling station 2/2/11.
- Director and VC Manager attended Time Sheet Training given by Budget & Finance 2/2/11.
- Put together project plan and timeline for public pig art for Smithfield 2020 Committee. Will present at March Smithfield 2020 meeting. 2/3/11.
- Attended CVTA Value of Tourism Committee meeting 2/4/11.
- Met with Tour Guides to create new tour route during S. Church Street construction project 2/4/11.
- Met with HR Director about selected personnel issues 2/4/11.
- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 2/7/11, 2/14/11, 2/28/11. 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.
- Met with staff about upcoming Virginia Tourism NYC media blitz 2/7/11.
- Worked with Tourism & Historic Resources Staff about potential exhibits for new YLCB 2/7/11 and 2/15/11.

- Attended launch party for VOW Magazine Winter 2011 issue featuring Smithfield & IOW Encore Bride initiative and fashion photo shoot featuring Smithfield in magazine 2/7/11.
- Staff attended Bike & Ped Committee meeting 2/8/11.
- Attended Obici Foundation Grant Training workshop 2/9/11.
- Attended SHDBA Meeting 2/10/11.
- Entire staff attended VTC Help Desk in Hampton 2/10/11.
- Held Conference call with Marketing Group from Mary Washington College about Smithfield & IOW Marketing program 2/11/11.
- smARTs for Sweethearts (Chocolate Lovers Event) held 2/11/11. Strong SHDBA participation!
- Worked Virginia Beach Boat Show in conjunction with Smithfield Station 2/12/11 and 2/13/11.
- Attended Schoolhouse Museum Board meeting 2/15/11.
- Attended CVTA Regional Meeting at Chesapeake Bay Bridge Tunnel 2/16/11.
- Met with Studio Center regarding new video project 2/16/11.
- Held VACVB VA Tourism Summit planning meeting with planning committee 2/16/11 and .
- Public Pig Art Committee Meeting held 2/17/11. Plan to be solidified by committee and then vetted by entire Smithfield2020 prior to taking public. Parking Lot survey conducted on 2/18/11.
- Guest Speaker at Smithfield Kiwanis Club Meeting 2/17/11.
- Met with Landmark Books Ad Rep 2/18/11 for FY 2012.
- Met with Studio Center re: conversion of website to mobile and site optimization 2/18/11.
- Attended Donor Party at the Art Center @319 2/18/11.

- Printed materials exhibited at Richmond Boat Show in conjunction with Smithfield Station 2/18/11-2/20/11.
- Exhibited at VOW Bridal Show in Virginia Beach 2/20/11. 2000 attendees.
- 2/21/11 HOLIDAY
- Held Smithfield Music's Aiken & Friends Music Festival meeting 2/22/11. Kick off to 2011 event!
- Attended Council Committee meetings 2/22/11 and 2/23/11.
- Attended NACO Webinar 2/23/11.
- VACVB VA Tourism Summit Conference Call held 2/25/11. Confirmed Lt. Governor Bill Bolling's attendance at Summit in Chesapeake in April.
- Staff attended IOW Fair Committee Meeting 2/23/11.
- Attended Antique Show Meeting on site at WCP 2/24/11.
- Met with Channel 13 regarding TV/Web opportunities for upcoming marketing plan 2/24/11.
- Attended Smithfield Wine & Swine 2012 event meeting 2/24/11.
- Met with HR Magazine about upcoming marketing plan 2/25/11.
- Unable to attend IOW Staff Meeting 2/22/11.
- Attended Smithfield Staff Meeting 2/11/11 and 2/23/11.
- 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 for more details!

PROCLAMATION

BRAIN AWARENESS WEEK
MARCH 14th – 20th, 2011

WHEREAS, Each year thousands of Virginians are diagnosed with devastating disorders of the brain, including Alzheimer's disease, schizophrenia, autism and communication disorders, all of which cause considerable pain and suffering; and

WHEREAS, we are reaching a new era of discovery based on the rapid progress that is being made in the study of the brain and the powerful new tools that have become available to neuroscientists; and

WHEREAS, these technical advances have already greatly benefited people who are incapacitated by spinal cord injuries, depressive disorders, epileptic seizures, Parkinson's disease, Huntington's disease, muscular dystrophy cystic fibroses and other life threatening disorders; and

WHEREAS, new insights from neuroscience research will give us a more concise understanding of how people become addicted to drugs and thereby provide more effective treatments for individuals with chemical dependencies, thus, impacting significantly on crime as well as the cost of treating those with chemical additions; and

WHEREAS, hundreds of scientists at Virginia's premiere universities, private colleges and research institutes are at the forefront of many of the most promising efforts to understand the complexities of the brain, to alleviate the pain and suffering associated with brain disorders and reduce the cost of treating neurological diseases.

NOW, THEREFORE BE IT PROCLAIMED, that in special recognition of the importance of researching the brain and neurological disorders, the Town Council of the Town of Smithfield does hereby proclaim March 14th – 20th, 2011, as BRAIN AWARENESS WEEK in the Town and encourages all citizens to recognize the dedicated efforts of all our neuroscientists.

Adopted this 1st day of March 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

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 14, 2011 the following portion of Main Street shall be closed from 8:00 a.m. until 3:30 p.m.: Main Street from its intersection with Institute Street to its intersection with S. 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 1st day of March, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Lesley Greer, Clerk



TOWN OF SMITHFIELD

"The Ham Capital of the World"

February 24, 2011

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT OLD BUSINESS ITEM – DISPOSITION OF DERELICT STRUCTURE
LOCATED AT 71 CARVER AVENUE IN PINWOOD HEIGHTS

Please find attached correspondence related to the above item reflecting the actions and communication that has transpired since Town Council declared this vacant residential structure to be a public hazard and menace in November, 2010. Staff has received some limited telephone communication from the heirs to this property however no changes have taken place to place it in safe condition from a physical and health standpoint.

Thus it is recommended that the town proceed to demolish the structure and place a lien on the property for the costs incurred. For this to happen, council must authorize me to provide a final notice to the owners of record and to place an advertisement of the town's intentions in the local newspaper. Accordingly I have placed this item under Old Business on your March 1st council agenda for action. Thank you.

TOWN MANAGER'S OFFICE

315 Main Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 6



TOWN OF SMITHFIELD

"The Ham Capital of the World"

February 3, 2011

VIA Certified Mail Returned Receipt Requested

COPY

Roberta H. Dark
P.O. Box 471244
Brooklyn, NY 11247

Alexander J. Hall
Lewis A. Hall
Paul D. Hall
13246 Bethany Church Road
Smithfield, VA 23430

Azrena M. Hall
John W. Hall c/o Azrena M. Hall
Sarah C. Hall
13429 Martha Circle
Smithfield, VA 23430

RE Lot 55 Pinewood Heights, 71 Carver Avenue, Smithfield, Virginia

Dear Sirs and Madams,

This letter serves as official notice from the Town of Smithfield that the above referenced abandoned property remains a public hazard and nuisance. Previous 60 day notice given to you by Town Attorney Bill Riddick stated this derelict structure must be demolished or placed in safe condition both from a physical and health standpoint by January 17, 2011. For the record no action has been taken and the town has not been contacted by any of you as heirs regarding the first notice.

This second notice informs you that the town has engaged a disinterested third party to make an examination of the property and to prepare a report, which I will share along with my recommendations to the Smithfield Town Council later this month. You are hereby notified that you will have the opportunity to review this written report with me on site at 71 Carver Avenue at 9:00 a.m. on Monday, February 14, 2011. I am also required to provide you with a copy of my written report to the council so that will be the next written communication that you receive from me.

Should no action be taken on your part, it is anticipated that this will be an action agenda item at the March 1, 2011 Smithfield Town Council meeting. If so a final written notice will be provided to you and the town will place a public notice in the local

TOWN MANAGER'S OFFICE

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newspaper that it intends to demolish this structure in mid-April and place a lien on the property for demolition and debris removal costs incurred as a result.

Do not hesitate to call my office at #757-365-9505 should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter M. Stephenson". The signature is fluid and cursive, with a prominent initial "P" and a long horizontal stroke at the end.

Peter M. Stephenson, AICP, ICMA-CM
Town Manager

cc: William H. Riddick, III, Town Attorney
William Saunders, Town Planner



COUNTY of ISLE OF WIGHT

THE COURTHOUSE

January 25, 2011

Mr. William T. Hopkins, III
Director of Planning and Utilities
Town of Smithfield
PO Box 246
Smithfield, VA 23431

RE: 71 Carver Avenue

Dear Mr. Hopkins,

On this date, I inspected the property located at the address referenced above. This inspection revealed numerous violations of the Virginia Maintenance Code, 2006 Edition rendering it a "nuisance" and a threat to public health, safety and welfare. Additionally, the structure is vacant and lacking required utilities and has been deemed "unfit for human habitation" in accordance with Chapter 1, Section 105.1 of the above referenced code.

I trust this will assist the Town Council in having this nuisance removed. However, should you have any questions or require any further assistance, please do not hesitate to contact me.

Sincerely,

Arthur E. Berkley, CBO, CZA
Director of Inspections



RIDDICK BABINEAU, PC

ATTORNEYS AND COUNSELORS AT LAW

Jon M. Babineau
William K. Barlow
Adam M. Carroll
William H. Riddick, III

William H. Riddick, III
wriddick@riddickbabineau.com

Windley Hoffer Walden
Deborah C. Waters*
Shelly F. Wood

*PROCTOR IN ADMIRALTY

November 17, 2010

Roberta H. Dark
P.O. Box 471244
Brooklyn, NY 11247

Alexander J. Hall
13246 Bethany Church Road
Smithfield, VA 23430

Azrena M. Hall
13429 Martha Circle
Smithfield, VA 23430

John W. Hall c/o Azrena M. Hall
13429 Martha Circle
Smithfield, VA 23430

Sarah C. Hall
13429 Martha Circle
Smithfield, VA 23430

Lewis A. Hall
13246 Bethany Church Road
Smithfield, VA 23430

Paul D. Hall
13246 Bethany Church Road
Smithfield, VA 23430

By Certified Mail Return Receipt Requested

RE Lot 55 Pinewood Heights, 71 Carver Avenue, Smithfield, Virginia

Dear Ladies and Gentlemen:

I am the attorney for the Town of Smithfield. This letter serves as official notice that the Smithfield Town Council at its meeting held on November 2, 2010 has designated the above referenced property located in the Town of Smithfield as a public hazard and a menace in accordance with Section 22-2 of the Smithfield Town Code. Within 60 days, or by January 17, 2011, this derelict structure must be demolished or placed in a safe condition both from a physical and health standpoint.

Should no action be taken within the next 60 days, the town may issue one final notice to have the property inspected then proceed to remove this official public hazard at the cost of the

XX-XXXX

SMITHFIELD
353 MAIN STREET, SMITHFIELD, VA 23430 / TEL: (757) 357-4314 / FAX: (757) 357-9358

NORFOLK
TOWNE BANK BUILDING, 109 EAST MAIN STREET, SUITE 413, NORFOLK, VA 23510 / TEL: (757) 622-8631 / FAX: (757) 226-0621

property owners. A lien would be placed on the property equal to the town's cost incurred to remove this hazard.

Do not hesitate to contact Peter Stephenson, the Town Manager at 757-365-9505 should you have any questions.

Yours very truly,

William H. Riddick, III
Town Attorney

cc: Smithfield Town Council
Peter M. Stephenson, Town Manager

