

# SMITHFIELD TOWN COUNCIL AGENDA

March 1<sup>st</sup>, 2016 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



## A. INFORMATIONAL SECTION:

### 1. Manager's Report

- a. February Activity Report

## B. UPCOMING MEETINGS AND ACTIVITIES:

- March 1 - 7:30 p.m. – Town Council Meeting
- March 8 - 4:00 p.m. – Pinewood Heights Management Team
- March 8 - 6:30 p.m. – Smithfield Planning Commission Meeting
- March 15 - 6:30 p.m. – Board of Historic and Architectural Review
- March 15 - 7:30 p.m. – Board of Zoning Appeals
- March 28 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
  - Police Committee
  - Water and Sewer Committee
  - Finance Committee
- March 29 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
  - Parks and Recreation Committee
  - Public Works Committee
  - Public Buildings and Welfare Committee

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

## C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet and include your preferred method of contact. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- A. Briefing by Mr. Richard Grice, Isle of Wight County Board of Supervisors, Smithfield District

## D. Council Comments

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

**E. Summary of Consent Agenda Items**

- a. Police Committee Chair, Mrs. Denise Tynes
- b. Water and Sewer Committee Chair, Vice Mayor Andrew Gregory
- c. Finance Committee Chair, Mr. Randy Pack
- d. Parks and Recreation Committee Chair, Connie Chapman
- e. Public Works Committee Chair, Mr. Michael Smith

**CONSENT AGENDA ITEMS**

- C1. Motion to Approve Streetlight at the Entrance of Kendall Haven and Battery Park Road**  
Police Committee Chair, Mrs. Denise Tynes
- C2. Resolution for Street Closure / Traffic Assistance for Sprint Triathlon Race, Saturday, April 2<sup>nd</sup>, 2016 from 10:00 a.m. to 3:00 p.m.** **TAB # 1**  
Police Committee Chair, Mrs. Denise Tynes
- C3. Resolution for Partial Street Closure for 5<sup>th</sup> Annual Wine and Brew Festival, Saturday, April 9<sup>th</sup> 2016** **TAB # 2**  
Police Committee Chair, Mrs. Denise Tynes
- C4. Motion to Authorize the Town Manager to Order New Pump for Crescent Pump Station**  
Water and Sewer Committee Chair, Vice Mayor Andrew Gregory
- C5. Invoices Over \$10,000 Requiring Council Authorization**  
Finance Committee Chair, Mr. Randy Pack
- |                            |   |                |
|----------------------------|---|----------------|
| a.                         | Canada Land Surveying (Proposed Ball Fields)                  | \$15,000.00    |
| b.                         | J & B Hartigan (Police Evidence Storage Project)              | \$62,553.99    |
| c.                         | Draper Aden Associates (Waterworks Dam)                       | \$19,024.87    |
| d.                         | Draper Aden Associates (Progress Billing)                     | \$12,352.51    |
| e.                         | Kimley Horn & Associates (Clontz Boat Ramp)                   | \$11,250.00    |
| f.                         | Isle of Wight County – E911 True-Up                           | \$81,466.10    |
| <b>Additional Invoices</b> |   | <b>TAB # 3</b> |
| g.                         | Robinson Farmer Cox Associates (Audit Services FY 2014/2015)  | \$23,500.00    |
| h.                         | Isle of Wight County – Tourism (1/2 2016 Budget Contribution) | \$99,024.50    |
| i.                         | Isle of Wight County – E911 (1/2 2016 Budget Contribution)    | \$79,879.50    |
- C6. Resolution for Partial Park Closures of Fishing Pier on Wednesday, April 6<sup>th</sup> thru Saturday April 9<sup>th</sup> and Trails Saturday, April 9<sup>th</sup> from 11:00 a.m. to 5:00p.m. for the 5<sup>th</sup> Annual Wine and Brew Festival.** **TAB # 4**  
Parks and Recreation Committee Chair, Connie Chapman
- C7. Resolution to Accept Streets in the Town of Smithfield’s Maintenance System** **TAB # 5**  
Public Works Committee Chair, Mr. Michael Smith
- C8. Motion to Direct Town Manager to Send Notice of Corrective Actions Required to All Virginia Environmental Solutions (AVES).**  
Public Works Committee Chair, Michael Smith
- C9. Motion to Amend the 2016 Meeting Schedule in Regards to September Committee Dates** **TAB # 6**  
T. Carter Williams, Mayor

## **ACTION SECTION**

**1. Motion to Approve Partial Funding Request from the Blackwater Regional Library (Smithfield Branch) for Scanning Equipment**

Finance Committee Chair, Mr. Randy Pack

**2. PUBLIC HEARING: Special Use Permit - Columbarium**

- a. Staff Presentation by Planning and Zoning Administrator, William G. Saunders, IV
- b. Public Hearing Open
- c. Public Hearing Closed
- d. Consideration by Public Buildings and Welfare Committee Dr. Milton Cook

**3. PUBLIC HEARING: Pinewood Heights Condemnation – 52 Carver Avenue**

- e. Presentation by Town Attorney, William H. Riddick, III
- f. Public Hearing Open
- g. Public Hearing Closed
- h. Consideration by Public Buildings and Welfare Committee Dr. Milton Cook

**4. PUBLIC HEARING: Ordinance to Amend Franchise Agreement with Smithfield Landing Company**

**TAB # 7**

- i. Presentation by Town Attorney, William H. Riddick, III
- j. Public Hearing Open
- k. Public Hearing Closed
- l. Consideration by Public Buildings and Welfare Committee Dr. Milton Cook

**5. Motion to Approve the Town Council Meeting Minutes of February 2<sup>nd</sup>, 2016**  
Mr. William H. Riddick, III, Town Attorney

**6. New Business:**

**7. Old Business: Follow up on Speaker at Water and Sewer Committee**

**8. Closed Session:**

**9. Meeting Adjourned:**

February 26, 2016

**TO: SMITHFIELD TOWN COUNCIL**

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

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

**TOWN MANAGER'S OFFICE:**

- a. Attended the following meetings: Smithfield 2020, HRPDC CAO's in Newport News, SVFD Banquet, Pinewood Heights Neighborhood Meeting, VLGMA Winter Conference in Charlottesville, and HRCJTA Executive Committee in Newport News

**TOWN CLERK'S OFFICE:**

- a. Transcribed and proofed the monthly minutes from Town Council and the Board of Historic and Architectural Review for the month of February
- b. Attended Pinewood Neighborhood Meeting at the Smithfield Center on February 9<sup>th</sup>.
- c. Prepared February Town Council Committee Agenda and March Town Council Agenda.
- d. Attended Town Council Committee meetings on February 22<sup>nd</sup> and 23<sup>rd</sup> and prepared summary reports from committees.
- e. Our office with a lot of assistance from Public Works staff moved most of our records to our new location behind our office.
- f. Completed 2015 Annual Statistical Report

**TREASURER'S OFFICE:**

- a. Met with Dave Hare from TowneBank on February 5 at Town Hall to discuss the Town's upcoming capital projects and potential funding needs.
- b. Attended the Pinewood Heights Neighborhood Meeting on Tuesday, February 9, at the Smithfield Center.

- c. Attended Virginia Retirement System training sessions with Tracy James on February 10<sup>th</sup> and 11<sup>th</sup> at the Workforce Training Center in Suffolk.
- d. Met with Peter Stephenson on March 12 to go over 2017 budget concerns and questions. Started working on preliminary numbers for budget discussions in March.
- e. Met with Barbara Hunter, Judy Winslow, and Cheryl Ketchum on February 17 to discuss business licenses for Farmers Market vendors.
- f. Prepared January 2016 financial statements and bank reconciliations.
- g. Submitted annual highway report to the Weldon Cooper Center on February 19.
- h. Met with Sonja Eubank, Jessie Snead, Andy Snyder, and Victor Valenzuela (of Draper Aden) on February 23 to discuss the sewer consent order status and budget needs for 2017.
- i. Met with Peter Stephenson, Jessie Snead, Sonja Eubank, Jeff Smith, and Kathy Bew-Jones on February 24 to discuss the inventory system.
- j. Attended VML-VACO Virginia Investment Pool meeting in Richmond on February 26.

#### **PUBLIC WORKS:**

- Staff performs the following duties on a monthly basis:  
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 9 water samples and have them tested, flush water lines, repair water leaks, repair radio reads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
    - a. Sewer lateral repairs in the area of Morris Creek pump station basin.
    - b. Cleaned sewer lines from Carl Point to Morris Creek pump station.
    - c. Cleaned sewer line from Wilderness Lane to Watson pump station.
    - d. Cleaned Jersey Park pump station basin sewer lines.
    - e. Cleaned Lakeside pump station basin sewer lines.
  2. Sewer Pump Station Repairs and Maintenance:
    - a. Weekly and daily checks on all 27 pump stations.
    - b. Performed the following scheduled maintenance at all pump station
      - Cleaning of wet-wells
      - Alarms testing

- Sump pump cleaning
  - Check Valve cleaning and repair
  - Generator checks / Godwin pump checks
  - Control Panel / Flow monitor checks
  - Fence and Grounds inspections
  - Inspected Structure
  - Inspect and clean pumps
  - Level system check
  - Test limit switches
  - Bar screen cleaning
  - Rain gauge cleaning
- c. Moonfield pump station down to one pump – new pump ordered.
- 3.
- a. Water leak repairs:
    - 302 Smithfield Blvd
    - 212 S. Church St.
    - 921 S. Church St.
    - 121 St. Andrews
  - b. Continuing installation of new water meters in Jersey Park Apartments.
4. Well Repairs and Maintenance
- a. All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed once a month.
5. Water Treatment Plant
- a. Daily lab analysis, monthly sampling and reports for VDH, HRSD, DEQ and RO contractors.
  - b. RO Plant staff gave tour of RO Plant to JCSA staff and management team.
  - c. Operators with the assistance of Avista Technologies Jason Bailey cleaned 2<sup>nd</sup> and 3<sup>rd</sup> stage of RO skid on February 16<sup>th</sup> and 17<sup>th</sup>.
  - d. Plant operator Dale Wall attended VRWA's class on New Revised Total Coliform Rule dealing with changes affecting bacteriological sampling and testing.
6. Safety
- a. Monthly truck inspections
  - b. All Public Works employees attended Lockout/Tagout training

7. Windsor Castle Park

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

8. Fog/Backflow Programs

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

9. Miscellaneous

- a. Grounds crews cut grass at town-owned property and rights-of-way weekly and empty trash cans on Monday and Friday.
- b. Minor repairs at Town Hall and Town Buildings

**PLANNING AND ZONING:**

1. Planning Commission – February 9, 2016

- No meeting held.

2. Rezoning Applications under review
  - None
3. Special Use Permit Applications under review
  - A. Columbarium Plan – Trinity Methodist Church – 201 Cedar Street.
4. Subdivision and Site Plans under review
  - A. Parking Lot Expansion – 111 North Church St. – Smithfield Co., applicant.
5. Subdivision and Commercial Sites Under Construction and Inspection
  - A. Church Square, Phase I (95% complete)
  - B. Smithfield Manor Townhomes (95% complete)
  - C. Lakeview Cove Condos (75% complete)
6. Board of Historic & Architectural Review – February 16, 2016
  - A. Proposed Cabana – 417 South Church Street (Smithfield Station) – Contributing – Ron Pack, applicant – Approved.
  - B. Porch Post Change (After the Fact) – 362 South Church Street - Contributing – Ray Barlow, applicant – Approved.
  - C. Proposed Detached Sign – 405 Grace Street (Hallwood Enterprises) – Non-Contributing – Mark Hall, applicant – Approved.
  - D. Proposed Detached Sign – 407 Grace Street (Cofer Auto) – Non-Contributing – Thomas Askew, applicant – Approved.
7. Board of Zoning Appeals – February 16, 2016
  - No meeting held.

## **ENGINEERING**

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
- C. Lakeview Cove is now under new ownership. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.

- D. Blair Brother's Contr. performed asphalt pothole and pavement patch repairs on Colonial Ave., Middle Street, Jericho Road and in the cul-de-sac of Denson-Bailey Court. Contractor also regraded ditch and cleared entrance pipe at 12276 Great Springs Road.
- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active project: Moody Properties. Also Erosion & Sedimentation control field inspections for single family dwellings were performed at 9 locations throughout the Town and required reports were filed.
- F. Field inspections were held this month involving the Smithfield Lake Dam. No major structural deficiencies were found at this time.
- G. Cypress Creek Development; Contractor C. A. Barrs Constr., all work on project has now been completed including the roadway asphalt surface. The project is now under its one year warranty period.

**COMMITTEE  
SUMMARY REPORTS**

February 26, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING  
HELD ON MONDAY, FEBRUARY 22<sup>ND</sup>, 2016

The Police Committee met Monday, February 22<sup>nd</sup>, 2016 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mrs. Denise Tynes, Chair; Ms. Connie Chapman and Mr. Andrew Gregory. Other Council members present were Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven G. Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Police Chief; Mr. Matt Rogers, Smithfield Police Lieutenant; Ms. Amy Musick, Smithfield Center Director; Mr. Wayne A. Griffin, Town Engineer; and Mr. Jessie Snead, Superintendent of Public Works. Also in attendance were Mr. Joe Gilbert of Alpha Corporation; Mr. Grice and Mr. McCarty of the Isle of Wight Board of Supervisors; Mr. Rick Bodson, Sheriff Marshall of the Isle of Wight Sheriff's Office; Ms. Judy Winslow, Director of Isle of Wight Tourism; and Mr. Ben Neal and Ms. Jenny Bailey of the Blackwater Regional Library. There were two (2) citizens present. The media was represented by Matt Leonard of The Smithfield Times.

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

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

1. Cost Estimate to Install Streetlight at the Entrance of Kendall Haven and Battery Park Road – The Town Manager explained that currently there are two non-working colonial style lights at the entrance of Kendall Haven that are set a little further back than what is being proposed. The plan is to install two acorn style lights a little closer to the entrance off of Battery Park Road to match the existing lights that are across the street at the entrance to the Villas of Smithfield. The new lights are needed for public safety purposes. Dr. Cook asked what the Tax Effective Recovery Factor (TERF) was that was included in Dominion's calculation of proposed cost. Vice Mayor Gregory stated that

Dominion's definition of TERF was as follows: a contribution in aid of construction made pursuant to service connections and/or electrical line extension and installation. Committee recommends approval of streetlights.

2. Street Closure / Traffic Assistance Request for YMCA Triathlon, Saturday, April 2<sup>nd</sup>, 2016 from 10:00 a.m. to 3:00 p.m. - Mrs. Tynes stated that this is an annual event that will use the same route as in past years. Mrs. Tynes clarified that this is not a YMCA event. It is a Kinetic Endeavors event where the YMCA is hosting the event at this location. Course routes were included in the packet for review. There have been no issues with this event in the past. Committee recommends approval of this event.

3. Partial Street Closure Request for Wine and Brew Festival, Saturday, April 9<sup>th</sup>, 2016 - Ms. Musick stated that the requested street closure is the same as in past years where Jericho Road will be closed to one way traffic on Saturday, April 9th, 2016 for the 5<sup>th</sup> Annual Wine and Brew Festival. This has been a very successful event in past years and committee recommends approval of street closure.

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

1. Operational Updates – Chief Bowman reported that the grant through CVS that was discussed last month for a drug disposal box has been installed. It will be open during regular office hours. On the 1<sup>st</sup> day it was opened they received a large drop off of old medication. He stated that there should be a press release coming out in the Smithfield Times letting people know about the drop box soon. Chief Bowman also reported that the town went through a phase where we were having a lot of petty vandalism crimes but that seems to be down at this time. Chief Bowman also reported on the traffic signal at the intersection of Turner Drive. There are many people, especially in the mornings when schools are letting in where individuals are using the Sherwin-Williams entrance to avoid waiting at the traffic signal to turn left on Turner Drive. It has been videotaped that as many as twenty vehicles are waiting in the entrance to Sherwin-Williams to make a U-turn back out preventing traffic coming from the high school from crossing over the intersection before the light turns to red. Chief Bowman stated that the Town Engineer, VDOT and he have met on site to discuss the timing of the light and are looking at the possibility of extending the left turn lane and adjust the timing of the traffic light to deter people from turning into the entrance of Sherwin-Williams to beat the light. Dr. Cook asked if it was illegal to make a U-turn at that entrance and come back out. Chief stated that what they are doing is not illegal. Chief Bowman stated that one resolution would be to reduce timing on the light and/or put up a “NO U-TURN” sign. These changes could cause a more inconvenience and direct people to use traffic lighting as designed. The Town Manager mentioned that the town's entrance sign has been taken down by staff to be moved back away from the intersection as requested by VDOT due to line of sight issues where it is currently located. Committee thanked Chief Bowman for the update.

2. Police Evidence Storage Building Renovations: Monthly Update – Mr. Joe Gilbert, Construction Manager, of Alpha Corporation was present to give an update on the progress of the Police Evidence Storage project. He stated that he is pleased to report that construction activities have continued to be performed quickly and efficiently. The contractor has completed 95% of all demolition; 65% of the new mechanical ductwork installation; 25% of the new electrical wiring and device connections; 75% of the new CMU masonry block installation; and the contractor has begun trench excavation for the fiber optic run from the water tower to the evidence storage building. Mr. Gilbert stated that there have been no issues with the contractor. Chief Bowman stated that he took a tour of the building and everyone is working very diligently on the project. Committee thanked Mr. Gilbert for the update.

3. County-Wide Public Safety Radio System Report by Sheriff Marshall – Sheriff Marshall of the Isle of Wight County Sheriff's Office was present to give a presentation to committee on the new radio communication system that they are looking at purchasing as their current system is outdated and plagued with interference from other licensed users. The current system is not meeting the operational needs of public safety personnel which is putting citizens, visitors and employees at risk. Sheriff Marshall gave a little bit of background on the current radio communication system. He mentioned that for the last couple of decades the Town of Smithfield and Isle of Wight County have been in an agreement that consolidated their 911 system; however Smithfield did maintain its own radio licenses as well. Sheriff Marshall stated that he knew that Isle of Wight had radio communication problems but was not aware of how bad it was until he was elected Sheriff. The age and life expectancy of the current VHF radio communication system creates interoperability issues and inadequate radio coverage. To date the County's approach to improving communications has been very piecemealed. The new 800MHz system would allow for better radio communication coverage over the entire county. At this time 35 % of the county has radio interference. Radio interference is due to the FCC's narrow banding mandate. In January 2013 the FCC mandated that all users of VHF frequencies narrowband their radio communications. The goal of this mandate was to increase the quality of frequencies available for communications by using technology to reduce the width of the channel. This change however resulted in a reduction of radio system coverage, which had a huge impact on all VHF radio users within Isle of Wight County. The current system is also under built due to the location of the existing towers which makes it very hard to get transmission to all areas of the county. The public safety standard is to have 95% coverage throughout the county. Sheriff Marshall played two audio's requesting service from the existing outdated radio communication system. One call was for a fight in Isle of Wight and the other was a medical call. Communications in regards to the calls were not able to be transmitted clearly to the responding units. Sheriff Marshall then played an audio from York County of an armed robbery that uses the new 800MHz system. The information between dispatch and the responding officers was very clear. Sheriff Marshall explained that Isle of Wight County has currently hired Engineering Associates, LLC to analyze coverage options, analyze existing tower site locations, new tower locations, and look at frequency allocation opportunities. They are researching if there are any opportunities for partnerships from other localities to help with cost of the new system. Sheriff stated that currently Isle of Wight County has a FCC License of 700-800MHz that was granted in March 2015. This license will expire after 1 year unless the County can show they are making progress to purchase a new system. The FCC defines progress as breaking ground or buying equipment within the

one year. FCC will not allow a locality to hold licenses if you cannot purchase within the 1 year timeframe. Sheriff Marshall explained that he has met with the Board of Supervisors and at this time they are working to try and get an extension with the FCC due to the number of changes in County staff. The question was asked why they should do a regional partnership. Sheriff Marshall explained that a regional partnership would provide better coverage and reduce cost. He stated that there are still a lot of moving parts to this project. The Town and the County would need to revisit the Emergency Communication Center's Memorandum of Understanding (MOU) as it is out dated. In the original MOU the town's share of the operation cost were based off of landline telephone and calls for service. The cost for the new 800MHz system would be approximately \$11 million. It is possible that they will be able to reduce that amount if they are able to get partnership opportunities. The new system would no longer be piecemealed together and would provide reliable communication. He stated that the County would also be looking at funding from grants if possible. It would be the County's responsibility to build out the new system; however what has typically happened in other localities the town would have the opportunity to become a subscriber of the new system and pay a user fee that will help with some of the continued maintenance of the system. The quality of the service benefits the safety of the public. In other localities the user fee has been around \$35 per member per month. Discussion was held on how many members the Town of Smithfield has. Chief Bowman stated that there are approximately sixty members. Based on sixty members, if the user fee was set at \$35 the cost would be approximately \$25,000. The Town Manager stated that the town would be required to purchase new radios on the new system; however that cost is already included in the \$11 million. Committee asked if the town has the ability to stay with the system that the town has now. Sheriff Marshall stated that is possible however the town would not have the ability to speak to fire and rescue during an event. There was continued discussion on the pros and cons of the town coming on to the County's proposed new radio communication system. Chief Bowman stated that the town's system works pretty well until you get into buildings such as the high school. He mentioned that even if the town does not go to the County's new system we would still need to do something with the radios near the Isle of Wight Rescue Squad facility because of the lack of radio communication in that area. At some point, Town Council will need to make the decision if they want to pay a user fee and be a member of the County's new radio communication system. Committee expressed concern over the County spending \$11 million and something better coming available in a few years. Sheriff Marshall stated that if it is built out the way it should be it will be state of the art and should be good for twenty plus years. Dr. Cook asked if the Virginia State Police used this new system. Sheriff Marshall stated that they do not because for them it was cost prohibited. Communication to the Virginia State Police would be relayed through dispatch. Chief Bowman stated that Town Hall could still be used as a backup dispatch site and it would be upgraded to the new 800MHz as well. This item was for information purposes only at this time. As Sheriff Marshall continues to have dialogs with the consultant he will keep us up to date so we will know where they are and if it will be cost effective for us to become part of their new system. Chief Bowman and the Town Manager will bring back to committee when they have more information.

The meeting adjourned at 5:12 p.m.

February 26, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE  
MEETING HELD ON MONDAY, FEBRUARY 22<sup>ND</sup>, 2016

The Water & Sewer Committee held a meeting on Monday, February 22<sup>nd</sup>, 2016 at 5:12 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Andrew Gregory, Vice Mayor; and Mrs. Denise Tynes. Other Council members present were Mr. Randy Pack, Dr. Milton Cook, Ms. Connie Chapman and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven G. Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Police Chief; Mr. Matt Rogers, Smithfield Police Lieutenant; Mr. Wayne A. Griffin, Town Engineer; Mr. Jessie Snead, Superintendent of Public Works; and Ms. Judy Winslow, Director of Isle of Wight Tourism. Also in attendance were Mr. Grice and Mr. McCarty of the Isle of Wight Board of Supervisors; Mr. Rick Bodson, a Mr. Ben Neal and Ms. Jenny Bailey of the Blackwater Regional Library. There were two (2) citizens present. The media was represented by Matt Leonard of The Smithfield Times.

Water and Sewer Committee Chair, Andrew C. Gregory called the meeting to order.

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

1. Public Comment – Ms. Twanda Robinson of 16052 Benns Church Boulevard was present to ask committee to consider a reduction in her past due water bill of \$1,500.00 so that she may get her business license at her new location. Ms. Robinson stated that there were issues with the water bills from the time she moved into the building. Her first bill was approximately \$740.00 and it continued to increase from there. Town staff came out and check the meter and it was determined that it was not on the town's side and the owner was responsible. The owner was then notified but he did nothing to figure out why the bills were so high. She also found out that she was not only paying for water for the building she was in but the building next door was also on the same meter and she was paying for their water as well. She explained that she paid the bill as best as she could until she was able to get out of the lease for the building. The Town Manager

offered to make an adjustment to the account but she wanted to come before the Water Committee for further consideration. Vice Mayor Gregory explained that he was the Chair of the Water and Sewer Committee and he would schedule a meeting with the Town Treasurer and the Town Manager to discuss the delinquent water bill. They will determine what they can do and bring back to the March Town Council meeting with possible adjustment for consideration.

2. Additional Item Discussed: Purchase New Pump for Crescent Pump Station – Mr. Jessie Snead was present and stated that he needs to purchase a new pump for Crescent Pump Station. The existing pump is twenty years old and has been rebuilt twice. The manufacturer does not recommend having it rebuilt again. It will take four to six months to get new pump once it has been ordered. A bypass pump will be put at Crescent Pump Station until the new pump comes in. Committee recommends approval of ordering new pump.

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

1. Operational Updates – Mayor Williams expressed concern over the condition of Main Street and asked for an update on the water and sewer lines along Main Street to be brought back to committee next month. The Town Manager stated that he and the Town Engineer have talked about temporarily repairing the worst dips to make them smoother until the road is ready to be paved. Committee asked if work along Main Street could be scheduled at night rather than during the day so that it will not disrupt businesses. Mr. Snead stated that it takes longer to do a job at night than if done in the daytime. When you are working with old lines you never know what you might run into.

The meeting adjourned at 5:25 p.m.

February 26, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, FEBRUARY 22<sup>ND</sup>, 2016

The Finance Committee held a meeting on Monday, February 22<sup>nd</sup>, 2016 at 5:25 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor and Dr. Milton Cook. Other Council members present were Mrs. Denise Tynes, Ms. Connie Chapman and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven G. Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Police Chief; Mr. Matt Rogers, Smithfield Police Lieutenant; Mr. Wayne A. Griffin, Town Engineer; and Ms. Judy Winslow, Director of Isle of Wight Tourism. Also in attendance were Mr. Grice and Mr. McCarty of the Isle of Wight Board of Supervisors; Mr. Rick Bodson, a Mr. Ben Neal and Ms. Jenny Bailey of the Blackwater Regional Library. The media was represented by Matt Leonard of The Smithfield Times.

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

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

1. Invoices Over \$10,000 Requiring Council's Authorization:

- a. Canada Land Surveying \$15,000.00  
This Invoice is for the survey that was done on the property where the proposed ball fields are planned. The Town Manager stated that the survey will be completed tomorrow. Committee recommends approval of invoice.
- b. J & B Hartigan (Evidence Storage Building) \$62,553.99  
This invoice is for the Evidence Storage project. Work is being done according to contract and committee recommends approval of invoice.
- c. Draper Aden Associates (Waterworks Dam) \$19,024.87  
Mr. Griffin explained that the first invoice in the amount of \$4,756.87 was from November when Draper Aden performed routine maintenance on the

Waterworks Dam. The second invoice in the amount of \$14,268.00 was for the repairs to the primary spillway that was approved at the December 1<sup>st</sup> Town Council meeting. Ms. Minga stated that this expense will require a budget amendment this year because this work was not expected to be done this year. Committee recommends approval of invoices.

d. Draper Aden Associates (Progress Billing) \$12,352.51

This invoice is for progress billing on various projects in town. Committee recommends approval of invoice.

e. Kimley Horn & Associates (Clontz Boat Ramp) \$11,250.00

Mr. Pack stated that once this project has been completed these funds will be reimbursed to the town. Mr. Pack asked what the timeframe was for the completion of the ramp. The Town Manager stated that the joint permit application has to be approved before the state and town can sign the contract. He also stated that the town will need to get a special use permit. A public hearing on the special use permit will be at Planning Commission level in March and a public hearing will be held by Town Council in April. The Town Manager stated that he will be meeting with Mr. Weist of Kimley-Horne Associates tomorrow to discuss plans. Committee recommends approval of invoice.

f. Isle of Wight County- E911 True –Up \$81,466.10

Ms. Minga explained this is the town's portion that is owed to the county for the E911-True-Up for June 2015 based on her calculations. Ms. Minga explained to committee what numbers she used to come up with this amount. Committee recommends approval of E911 True-Up payment.

2. Request from Black Water Regional Library for Funding for Scanning Equipment – Mr. Ben Neal, Smithfield Branch Manager, and Jenny Bailey, Regional Manager, were present to request funding for new scanning equipment at the Smithfield Library. He stated that sometimes equipment outlives its existence and that is the case for the old equipment at the library now. He explained that they are the only source of complete records in the area and their machine no longer communicates with more modern systems. They have done a great deal of research and found something that they feel is state of the art and affordable that can be used for the next fifteen years or so. Franklin and many other libraries in surrounding localities already have this system. Mayor Williams asked if they have any records at the Library of Virginia. Ms. Jenny Bailey stated that they have talked with Richmond about digitalization; however it is very costly. Digitizing also requires servers to be able to find these records once they have been put into the system. Mr. Pack stated that the town has budgeted funds in the amount of \$6,900 earmarked for the Friends of the Library so the funds would be used to benefit the Smithfield Library. Committee asked if they had considered purchasing used or refurbished scanning equipment. Ms. Bailey replied that they had but there was not a significant difference in cost and a new one would come with a warranty. Mr. Pack mentioned that he was okay with the request as long as the Friends of the Smithfield Library were in favor of the new scanning equipment; however the funding request is for \$8,305.00 and the town only has \$6,900 remaining in the budget for this year. He asked if the town

funded the \$6,900 would the Library be able to pay the difference. Ms. Bailey stated that they would not be able to move forward with purchasing the equipment unless they have the full amount. Mr. Pack suggested making a motion at the March 1<sup>st</sup> Town Council meeting to support the request for funding with \$6,900 at this time and Mr. Neal and Ms. Jenny Bailey could come back in July for the remaining amount to fund the project.

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

1. January Financial Statements and Graphs – Ms. Minga reported that January Financial Statements still look good. The biggest impact to the financials was the purchase of the ball field property. At this time it has been paid for from the town's reserves. Real Estate collections are good. She stated that there was one business that was delinquent on their Transient Occupancy Tax; however that was paid today. Ms. Minga stated that the town received a \$50,000 contribution from Smithfield Foods for the purchase of two police motorcycles and the town also received \$500,000 from Smithfield Foods for the proposed ball field complex. At this time professional services are running a bit higher due to all the projects that we have going on right now. The Smithfield Volunteer Fire Department has reimbursed the town \$25,000 for the crash truck that was purchased off of GovDeals from the City of Bellevue, WA. Ms. Minga reported that Water and Sewer revenues are about where they were expected to be and Highway Fund is working off highway grant funds.

2. January Cash Balances – Ms. Minga reported that the town's Water Fund went down where other balances went up. Water Funds are in good shape and Sewer is looking a little bit better. The VML/VACo Investment Pool is up this month. Mr. Pack stated that Windsor Castle Fund does not reflect the most recent donation. Ms. Minga stated that was just received and would be reflected in the February cash balances. Water = \$362,354.15; Water Debt Service = \$867,474.02; Water Capital Escrow Availability Fees = \$444,724.60; Water Treatment Plant Escrow = \$112,014.76; Water Deposit Account = \$110,089.70; Water Development Escrow = \$100,628.92; **Subtotal Water = \$1,997,286.15.** Sewer = \$(37,335.77); Sewer Development Escrow = \$358,080.58 Sewer Capital Escrow Availability Fees = \$857,735.53; Sewer Compliance = \$1,330,532.57; **Subtotal Sewer = \$2,509,012.91.** Highway = **\$158,063.33.** General Fund = \$3,917,759.22; Payroll = \$210,209.12; Money Market General Fund Town Bank = \$2,192.99; Business Super NOW-General Fund = \$33,203.80; Money Market General Fund Farmers Bank = \$290,502.23; General Fund Capital Escrow = \$215,322.68; Certificate of Deposit = \$526,301.18; Certificate of Deposit Police Dept = \$36,794.63; Special Project Account = \$520,226.38; Pinewood Heights Escrow = \$33,208.66; SNAP Program = \$2,287.75; Museum Account = \$118,051.77; Windsor Castle Acct \$19,000.00; **Subtotal General Fund = \$5,925,060.41. TOTAL ALL FUNDS = \$10,589,422.80.**

3. Comparative Analysis of Salaries Report by Lt. Rogers – Lt. Rogers was present to discuss comparative analysis of salaries that was included in the packet. He explained that Isle of Wight County completed a survey back in 2015 and raised the bar for salaries. He stated that the Town of Smithfield has not implemented a merit based raise since 2009 other than the increases each year to offset VRS. He explained that some of the pay grade levels have been left blank for new positions in the future. Lt. Rogers stated that there are several ways that the plan could be implemented and he has included some example in the packet for the Police Department. The Town Manager stated that any proposed salary increases would be across the board for all town employees. Ms. Minga has started crunching numbers for budget purposes but does not have any numbers at this time on how it would impact the budget. The Town Manager stated that he has done a quick comparison of salaries and came up with approximately \$90,000 to bring employees up to the minimum salary of the proposed new pay ranges, which does not include overtime and part time staff. Mrs. Tynes mentioned that the town puts a lot of money into Police Officers when they are hired. Expenses include training, equipment and uniforms. She explained that if the town does not stay competitive with other surrounding localities then the cost we have put into them will be lost when they go to another Police Department that pays a higher salary. Chief Bowman stated that when officers leave they take a great deal of knowledge with them and it takes a while to bring a new officer up to speed. Chief Bowman stated that it is obvious in the lower racks that we are lagging behind when it comes to salaries. He stated that he will not be participating in the proposed pay changes and that any actions taken should be town-wide to include all departments. The Town Manager stated that this request will need to be looked at during the budget process. Dr. Cook stated that we knew that salaries were going to come up when the salary increases occurred at county level. Dr. Cook expressed his concern that the town needs to keep in mind while reviewing the proposed salary increases that there will always be people leaving trying to chase an extra dollar. The Town Manager stated that this item was for informational purposes only and would be reviewed more as we move into budget discussions for FY 2016/2017.

The meeting adjourned 6:15 p.m.

February 26, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION  
COMMITTEE MEETING HELD ON TUESDAY, FEBRUARY 23<sup>RD</sup>, 2016

The Parks and Recreation Committee held a meeting on Tuesday, February 23<sup>rd</sup>, 2016 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack and Mrs. Denise Tynes. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; and Mr. William H. Riddick, III, Town Attorney; Ms. Sonja Eubanks, Office Manager of Public Works; Mr. Jessie Snead, Superintendent of Public Works; Mr. Wayne Griffin, Town Engineer; and Mr. William G. Saunders, IV, Planning and Zoning Administrator. Also in attendance were Mr. Rick Bodson, Mr. Dick Grice of the Isle of Wight Board of Supervisors; Mr. Sandy Wanner, Interim Isle of Wight County Administrator; and Mr. John Napolitano of Napolitano Homes. The media was represented by Matt Leonard of The Smithfield Times.

Parks and Recreation Committee Member, Mr. Randy Pack called the meeting to order.

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

1. Partial Park Closures of Fishing Pier on Wednesday April 6<sup>th</sup> thru Saturday, April 9<sup>th</sup> and Trails Saturday, April 9<sup>th</sup> from 11:00 a.m. to 5:00 p.m. for the 5<sup>th</sup> Annual Wine and Brew Festival – Committee reported that the above park closures for the 5<sup>th</sup> Annual Wine and Brew Festival are the same as in years past. Committee recommends approval of closures.

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

1. Operational Update – Ms. Musick reported that February was not quite as busy as January. On February 6<sup>th</sup> Joyner Field was damaged when it was used as the site for the Mardi Gras Run 4 Beads Festival. She is working with the Chamber of Commerce to have those repairs made. Ms. Musick stated the following, open to the public, events were coming up. Black History Program will be on Sunday, February 28<sup>th</sup>, Smithfield Center’s Special Occasion Show will be on Sunday, March 6<sup>th</sup>. Isle of Wight Academy Gala and the Spring Vintage Market will be on Saturday, March 12<sup>th</sup>. The Chamber Home Show will be on Wednesday, March 16<sup>th</sup>. Ms. Musick stated that the Trail Doctors have put in a lot of volunteer hours this past month with continued English Ivy removal and helping with trail maintenance in preparation of the Mardi Gras Run 4 Beads event. Ms. Musick asked committee to save the date of Saturday, May 21<sup>st</sup> from 8:00 a.m. to noon to come out and volunteer at the Windsor Castle Community Day in conjunction with Clean the Bay Day. Hot Dogs will be served by the Smithfield Kiwanis at noon. She also asked them to save the date of Friday, May 13<sup>th</sup> for the Windsor Castle Park Lovers party. Dr. Cook asked Ms. Musick about the damage that was done to Joyner Field. She explained that the one of the vendors pulled up the posts and chains when they returned to pick up items from the site. Due to the wet ground when picking up these items the site now has lots of ruts in it. Dr. Cook expressed concern that he does not think that the town should have to pay staff to fix repairs. The organization in charge of the event should be responsible for seeing that the site is left the same way it was before the event. Mr. Snead stated that the Chamber of Commerce was told that no vehicles were allowed on the property. He stated that he would provide Ms. Musick with a cost for staff putting the posts back into the ground. Mr. Pack asked if there was language in the application process that the site must be reclaimed as it was prior to the event. Ms. Tynes asked if staff could keep a credit card on file to take care of damages that may occur. Ms. Musick explained that she does not currently hold a credit card on file because the town does not have an existing rental agreement for Joyner Field. Committee asked if all the repairs have been made to Joyner Field. Ms. Musick stated that the ruts have not been leveled out yet. Mr. Snead stated at this time the ground is too wet and if they tried to repair it would probably cause additional damage to the property. Committee thanked Ms. Musick for the update.

2. Future Special Event Application Processing – Ms. Musick stated that in the committee packet was a list of events that currently take place in the town. The first column indicates whether a street closure is required for the event. Also included in the packet is a statement created by the Special Events Committee that reads “The Town of Smithfield’s Special Event Committee has determined that the Smithfield Historic District has reached its saturation point with events that require the closure of Main Street and the dedicated use of Town Services such as police and public works. The addition of any new event with these parameters would only be considered and allowed if a current event has ceased to operate”. Dr. Cook asked how strict would this policy be if for some

reason the town had the opportunity to have a once in a life time event happen here in the Town of Smithfield? Ms. Musick stated that this policy would be used mostly for events that wanted to become an annual event rather than onetime event. Mr. Pack stated that he understands protecting our existing annual events however he has concerns of not allowing other organizations the opportunity of having an event in Smithfield. Ms. Musick explained that this statement would not prevent people from having runs at the park or events that do not require the closure of Main Street or town services. She also explained that currently she encourages new events to look at what other existing events might be going in the same time frame so that all events can be successful. The consensus from committee was not to approve the statement as a policy but staff could use it as a guide when scheduling events.

The meeting adjourned at 4:23 p.m.

February 26, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE  
MEETING HELD ON TUESDAY, FEBRUARY 23<sup>RD</sup>, 2016

The Public Works Committee held a meeting on Tuesday, February 23<sup>rd</sup>, 2016 at 4:23 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Mrs. Denise Tynes and Dr. Milton Cook. Other Council members present were: Mr. Randy Pack, Mr. Andrew Gregory, Vice Mayor; and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William G. Saunders, IV, Planning and Zoning Administrator; and Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Mr. Jessie Snead, Superintendent of Public Works, Ms. Sonja Eubanks, Office Manager of Public Works; and Ms. Judy Winslow, Director of Tourism. Also in attendance were: Mr. John Napolitano of Napolitano Homes; Mr. Rick Bodson, Mr. Dick Grice and Mr. William McCarty, Isle of Wight Board of Supervisors; and Mr. Sandy Wanner, Interim Isle of Wight County Administrator. The media was represented by Matt Leonard of The Smithfield Times.

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

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

1. Request to Accept Streets in the Town's Maintenance System – The Town Engineer handed out a resolution prepared by the Town Attorney to request that Cypress Creek Parkway, Saint Andrews, Moore Avenue, Nairn, and Berkley Street be added to the town's maintenance system. The Town Engineer explained that on page two (2) Cypress Creek Parkway and Moore Drive are also listed as deletions however they are not being deleted from the town's maintenance system. VDOT has requested a resolution to clean up their state inventory list. To do this Cypress Creek Parkway and Moore Drive need to be deleted and added back with the correct distance. The distance of the streets changed due to buildout along Cypress Creek Parkway and the extension of Moore

Avenue. The Town Engineer explained that some subdivisions take a number of years before they are built out so the town will bring portions of streets in to start receiving funding to maintain the roadways. Dr. Cook asked if there a down side of bringing roads in the town's maintenance system. Discussion was held on not wanting to bring Villas of Smithfield roads into the town's system. Mr. Snead stated that the Villas sewer system is under their roadway and if the town takes the roadway into the our system the town would have private individuals coming in and tearing up our roads if they have any sewer issues. Committee recommends approval of adding the above street to the town's maintenance system.

2. Performance Review of Refuse and Recycling Contract with All Virginia Environmental Solutions (AVES) – The Town Manager reported that Town Council voted on April 7<sup>th</sup> to extend the contract with AVES for one additional term of two years with a performance review after one year that could lead to termination. Included in the packet was a long list of complaints from the last year with the latest call being today from the Isle of Wight Health Department that their trash was not picked up. Ms. Eubank listed the concerns as follows: 1) Continual complaints from residents over oil spills, debris left on roads, poor customer service and being non-responsive; 2)Continually behind in reports and having to send multiple reminders. As of today we have not received all requested reports; 3) Carts are not being tagged as per contract when not placed properly or unsafe handling; and 4) Does not keep accurate or up to date pick up records therefore very difficult to verify number of stops for payment. Mr. Smith stated that it has also been brought to his attention that the trash trucks have expired inspection stickers and to him this become a safety issue as well. Mr. Smith stated that in his opinion the town cannot continue to ignore this poor service. There was a lengthy discussion as committee reviewed the list of complaints from the past year. Mrs. Tynes stated that in the contractors defense some complaints of trash/recycling not being picked up could be from residents that fail to put their cans out by 6:30 a.m. The Town Manager explained that the contract reads that either party may give notice of termination if there is a breach of contract. At this time the town is working from a month to month contract because staff has been unable to get verification from the contractor the actual number of stops he serves. The Town Manager explained that if Town Council directed staff to put this contract out to bid we could do that immediately. All bids received would come back to May committees to be voted on at the June Town Council meeting. If nothing is done at this time the town would be required to put this contract out to bid next spring. Vice Mayor Gregory asked who owns the trash cans. Ms. Eubank replied that the cans are owned by AVES. Mrs. Tynes agrees that we need to look out for the residents of the town and if our current contractor is no longer able to provide good service to the citizens we may need to look at other businesses. Committee asked that if the town puts this contract out to bid do we have the ability to continue with AVES until a new contract is awarded. Since the contract is on a month to month basis now that is possible. The Town Attorney stated that if the town puts this contract out to bid we need to be prepare for an increase in pricing if the town wants to keep the same level of service. The Town

Attorney suggested directing the Town Manager to send notice of deficiencies and corrective actions required within a specific timeline to AVES before putting this item out to bid. Committee agreed to recommend providing a thirty (30) day time period to cure deficiencies.

The meeting adjourned at 5:00 p.m.

February 26, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE  
COMMITTEE MEETING HELD ON TUESDAY, FEBRUARY 23<sup>RD</sup>, 2016

The Public Buildings and Welfare Committee held a meeting on Tuesday, February 23<sup>rd</sup>, 2016 at 5:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; and Mr. Michael G. Smith. Other Council members in attendance were Mr. Randy Pack, Mr. Andrew Gregory, Vice Mayor; and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William G. Saunders, IV, Planning and Zoning Administrator; and Mr. William H. Riddick, III, Town Attorney; and Ms. Judy Winslow, Director of Tourism. Also in attendance were: Mr. John Napolitano of Napolitano Homes; Mr. Rick Bodson, Mr. Dick Grice and Mr. William McCarty, Isle of Wight Board of Supervisors; and Mr. Sandy Wanner, Interim Isle of Wight County Administrator. The media was represented by Matt Leonard of The Smithfield Times.

Public Buildings and Welfare Committee Chair, Dr. Milton Cook called the meeting to order.

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

1. Pre-Public Hearing Discussion: Special Use Permit – Columbarium – Mr. Saunders reported that the applicant is seeking Special Use Permit approval of a columbarium. The proposed columbarium would be on the east side of the Trinity United Methodist Church, near South Mason Street. The columbarium would hold a maximum of 200 urns under this permit. Mr. Saunders stated that the brick wall around the columbarium will be what you see from the street. There will also be a small memorial garden within the walls. It will be gated and available to access from dawn to dusk. Mr. Saunders stated that this item went to Planning Commission and was recommended for approval with no conditions at their January 12<sup>th</sup> meeting. It has also been before the Board of Historic and Architectural Review. Committee recommends moving this item to Town Council's March Town Council agenda as a Public Hearing.

2. Pre Public Hearing Discussion: Pinewood Heights Relocation Project – 52 Carver Avenue – The Town Attorney explained that this is property within the Pinewood Heights relocation project that the town has not been able to acquire because the owner is deceased and the daughter has no records that the liens on the title have been cleared. The Town Attorney stated that at this time no mortgage payments are being paid and it is not being foreclosed on so in his opinion it would mean that the liens have been paid. He stated that he and the town have done everything that we can to find information on this property. The Town Attorney stated that an uncontested condemnation with the owners consent will clear the title so that the town can then acquire the property. The first step to the condemnation process is hold a public hearing at the March 1<sup>st</sup> Town Council meeting and then he can file the condemnation with the courts. Committee recommends placing this item on the Town Council agenda as a public hearing.

1. Pre-Public Hearing Discussion: Ordinance to Amend Franchise Agreement with Smithfield Landing Company – The Town Attorney explained that the town owns the right-of-way of the old bridge that is located in front of the Smithfield Station. Currently Smithfield Landing Company has exclusive rights and privileges to lease this property; however they have expressed a desire to extend their franchise agreement back to a full forty years. The town has advertised an invitation to bid and scheduled a public hearing for the March 1<sup>st</sup> Town Council meeting. All bids must be submitted to the town by Monday, February 29<sup>th</sup> and will be opened by the Town Manager at noon. This item will be on the March 1<sup>st</sup> Town Council agenda as a public hearing.

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

1. Boundary Line Adjustment Request by John Napolitano – Mr. John Napolitano of Napolitano Homes was present to formally request the boundary line adjustment at the Scott Farm be placed back on the table for consideration. Originally, it was delayed because of the Great Springs Road ball fields project and then it was all revoked when that project did not work out. He explained that this project would be a natural addition to the Town of Smithfield. Mr. Napolitano explained that the former County Administrator had called a meeting to discuss the proposed boundary line adjustment and stated that the Scott Farm was the key to constructing a new waterline to those residents of county and asked that the property remain in the county. Mr. Napolitano stated that two days later he called the former County Administrator to request that the Boundary Line Adjustment be made so that his development would be located within the town limits. He stated that he had no further contact with the former County Administrator. Mr. Napolitano stated that he has met with the current Isle of Wight Board of Supervisors and they have expressed an interest in revisiting the Boundary Line Adjustment. Committee stated that the Town Council has always been in favor of the Boundary Line Adjustment and would like to schedule an Intergovernmental meeting to discuss. The town would also like to discuss

the current water and sewer agreements. Committee asked the Board of Supervisors that were in attendance if they had anything to say. Mr. Grice asked that if the town wants to bring the boundary line adjustment back to the table to make sure it come in a complete packet. Some of the stipulations would need to include no further annexation or boundary line adjustment for “x” number of years. They would also need to talk about proffers. Mr. Wanner stated that he and the Town Manager will work to schedule an Intergovernmental meeting. Supervisor McCarty asked committee what the major disconnect was between the town and the county for the boundary line to be rescinded. Committee explained that the town found out about the rescinding of the boundary line adjustment in the paper the next day. The reason the county rescinded the proposed boundary line adjustment was because the Scott Farm was the first piece of property in the county to justify the new waterline

2. Pinewood Heights Relocation Project Update – Phase II and Phase III – The Town Manager reported that Mr. Dodson of Community Planning Partner’s monthly report was included in the packet for both Phase II and III. For Phase II the town continues to work towards closing on 110 and 111 Carver Avenue. The owners at 44 Carver have accepted their offer to sale and we are working on relocation action. In regards to demolitions 53 and 54 Carver Avenue are ready for demolition. For Phase III the town held a neighborhood meeting on Tuesday, February 9<sup>th</sup>. Approximately twenty-five residents were in attendance. As of today Mr. Dodson has starting scheduling appraisals for Phase III residents. Vice Mayor Gregory asked when the town could move forward with selling lots that have been acquired. The Town Manager explained that now that the town has clarification from HUD in regards to whether any repayment will be required we can move forward five years after final closeout of each phase. At this time Phase I should be close to meeting the 5 year time line. Committee thanks the Town Manager for the update.

2. Closed Session: Mr. Pack requested a brief closed session in regards to the acquisition/disposition of real property. A motion was made and properly seconded.

*Close Session In: 5:27 p.m.*

*Closed Session Out: 5:52 p.m.*

Committee came back into open session and closed the Public Buildings and Welfare Committee.

Meeting adjourned at 5:53 p.m.

# ACTIVITY REPORTS

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

**Committees and Projects:**

02/01 Meeting with Commonwealth's Attorney – IOW Courthouse – Deputy Chief Howell, Lt. Rogers  
02/02 Training Coordinator's meeting – HRCJTA – Annette Crocker  
02/02 Town Council mtg – Center – Chief Bowman  
02/03 Special Event mtg – Center – Chief Bowman, Deputy Chief Howell, Lt. Rogers  
02/03 Department Head mtg – Town Hall – Chief Bowman, Deputy Chief Howell, Lt. Rogers  
02/04 Mock Assessment – PD - PD  
02/09 ECC mtg – IOW Courthouse – Chief Bowman, Deputy Chief Howell  
02/09 TRIAD mtg – IOW Courthouse – Sgt. Miller, Kurt Beach  
02/09 Training mtg with HRCJTA Director, Vince Ferrara – PD – Chief Bowman, Deputy Chief Howell, Lt. Rogers, Annette Crocker  
02/10 HRCOPS mtg – NASA/Langley-Eustis – Chief Bowman, Deputy Chief Howell  
02/11 Ruritan mtg – Smfd Station – Kurt Beach  
02/16 Crime Line mtg – Center – Lt. Valdez, Sgt. Meier, Annette Crocker  
02/19 Isle of Wight Bar Association mtg – Smfd Station – Chief Bowman  
02/22 Police Committee mtg - Chief Bowman, Deputy Chief Howell, Lt. Rogers  
02/22 Water and Sewer mtg – Chief Bowman, Deputy Chief Howell, Lt. Rogers  
02/22 Finance Committee mtg – Chief Bowman, Deputy Chief Howell, Lt. Rogers

**Training**

02/05 General Instructor Recert – online – Officer Powell  
02/22 – 04/22 Virginia Forensic Science Academy, 89<sup>th</sup> Session – Richmond, VA – Sgt. Meier (400 hrs. or more)  
02/22 Cultural Diversity Online v4 – Sgt. Araojo (2 hrs.)  
02/29 – 03/04 10<sup>th</sup> Annual Search and Rescue Forum – Hampton, VA – Officer Bancroft (40 hrs. or more)

**In-House Training**

01/27 Color Guard Training – PD – Sgt. Meier, Sgt. Jones, Officer R. Howell, Officer Bancroft, Officer Johnson (2 hrs.)  
02/10 Tactical Combat Casualty Care Training – IOW Rescue Squad - Sgt. Miller, Sgt. Brady, Officer Adams, Officer Phillips, Officer Cook, Officer Powell, Officer Johnson (4 hrs.)  
02/17 Tactical Combat Casualty Care Training – IOW Rescue Squad - Sgt. Araojo, Officer Bancroft, Officer Pittman, Officer Fordham, Officer Seamster, Officer Wright (4 hrs.)

02/18 Boat Training – trailering and boat maintenance – Sgt. Meier, Sgt. Miller, Officer Powell, Officer Phillips, Officer Bancroft (4 hrs.)

### **Motorcycle Utilization**

### **Bicycle Utilization**

### **Community Relations**

01/29 Security – Smfd Skate – Officer Adams  
02/01 – 29 School Zone – Westside Elementary – Sgt. Miller, Sgt. Araojo, Officer Powell, Officer Bancroft, Officer Adams, Officer Johnson, Officer Fordham, Officer Phillips  
02/01 Security Assessment Follow-up – Smithfield Library – Kurt Beach  
02/03 Homework Station – Officer Bancroft  
02/05 Volunteer Fire Department Banquet – Center – Lt. Rogers  
02/05 Security – Smfd Skate – Officer Adams  
02/06 Mardi Gras Run – Windsor Castle – Sgt. Jones, Sgt. Meier, Officer Phillips  
02/08 Manager’s Loss Prevention mtg – Dollar General – Kurt Beach  
02/08 TRIAD Conference mtg – Center – Kurt Beach  
02/08 TRIAD/Security Cameras – Farmers Bank – Kurt Beach  
02/08 Mtg regarding training for business – Smithfield Baptist Church – Sgt. Araojo  
02/08 Mtg regarding training for business – YMCA – Sgt. Araojo  
02/09 Neighborhood Watch mtg with Property Manager – Covenant Place – Sgt. Miller  
02/09 Security Assessment – Smithfield Foods – Kurt Beach  
02/10 Smfd VA Events mtg – Smfd Station – Kurt Beach  
02/10 Homework Station – Jersey Park/Woods Edge Apts. – Officer Phillips, Kurt Beach  
02/11 Completed Survey – Smithfield Baptist – Officer Seamster  
02/17 Homework Station – Jersey Park/Woods Edge Apts. – Officer Adams  
02/17 Follow-up Neighborhood Watch mtg with Property Manager – Sgt. Miller  
02/18 Meeting regarding C.H.I.P. – Smithfield Library – Kurt Beach  
02/18 Meeting with Apartment Manager regarding C.H.I.P. – Jersey Park Apts. – Kurt Beach

### **Investigations:**

**Case#:** 2016-00108  
**Location:** 100 Block Muirfield  
**Offense:** Grand Larceny  
**Disposition:** Pending

On 02/15/2016 officers responded to a residence located in the 100 block of Muirfield in reference to a theft of jewelry from the residence. Upon arrival officers spoke with the homeowner, who stated her 19 year old son had several friends over for a party and she believes one of them stole jewelry from her room. The victim states she has a security system that allows

her to monitor who enters and exits her house. The same system allows her to monitor some of the activity in the residence as well, however after her son enters the residence the other interior cameras were turned off. Sometime during the party an unidentified subject entered the room of the victim and removed several pieces of jewelry from a jewelry box on the dresser. Investigators have identified one of the suspects involved; however the victim's son is not cooperating with investigators and is withholding names of the other suspects. This case is currently under active investigation.

**Case#:** 2016-00115  
**Location:** Wrenn Road  
**Offense:** Driving While Revoked/Poss. Of Cocaine  
**Disposition:** Cleared by Arrest

On 02/16/2016 officers observed a vehicle driving on West Main Street with no tail lights activated. Officers initiated a stop with the vehicle as it entered into the Jersey Park/Woods Edge Apartment complex. Upon identifying the driver the investigating officers were notified that the driver was in a suspended driver's status, DUI related. The driver was aware of her driving status and appeared to be intoxicated. Officers conducted the Standard Field Sobriety Tests and the driver was taken into custody for possible DUI. During an inventory search of the vehicle the investigating officers located a smoking device between the driver's seat and center console. The device was tested on scene for the presence of cocaine and the results came back positive. This case is cleared by arrest.

**Case#:** 2016-00120  
**Location:** 1282 Benn's Church Blvd  
**Offense:** Fugitive from Justice  
**Disposition:** Cleared by Arrest

On 02/17/2016 officers had developed intelligence on a wanted subject from Spotsylvania County. The subject was wanted on a failing to appear in court charge for a felony crime. The intelligence gathered by the police department identified the subject as being possibly armed and a heavy drug user. Reports had been made that the subject had served time in prison and was a representative of the Aryan Nation Brotherhood and prone to violence, making comments to others stating "he was not going to go back to prison" and that "police will have to shoot me". The subject was also identified as being a heavy drug user. While patrolling the Smithfield Plaza Chief Bowman observed a male subject that matched the description of the wanted suspect, he approached the suspect carefully and after identifying him, took him into custody without incident. The suspect was taken to the Western Tidewater Regional Jail, where he will be transported back to Spotsylvania County for sentencing. This case is cleared by arrest.

Smithfield Center - February 2016 - Monthly Report

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
2/2/2016	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
2/2/2016	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
2/3/2016	Center	MHSu	Ducks Unlimited	Ducks Setup Set	Smithfield	Returning Client	Resident -Weekday	20.00%		
2/4/2016	Center	MHSu	Ducks Unlimited	Ducks Unlimited	Smithfield	Returning Client	Resident -Weekday	20.00%	\$960.00	
2/5/2016	Center	MH	Smithfield Fire Department	Fire Department Banquet	Smithfield	Returning Client	h.) Town	100.00%		
2/5/2016	Town Sites	OTS	Smithfield Skate	Smithfield Skate -Officer Requet	Smithfield	Returning Client	D.) Resident -Weekday	0.00%		\$180.00
2/6/2016	Center	MH	Andrea Andreson	Andrea's Birthday Party	Carrollton	Word of Mouth	(none)	0.00%	\$1,454.40	
2/6/2016	Town Sites	Joyner Field	Isle of Wight Chamber of Commerce	Mardi Gras Run 4 Beads	Smithfield	Recurring Event	B.) Resident-Fri, Sat, Sun	0.00%		\$737.94
2/9/2016	Center	C&D	Town of Smithfield	Pinewood Heights Neighborhood Meeting	Smithfield	Town Event	h.) Town	100.00%		
2/10/2016	Center	C&D	Town of Smithfield	Center Staff Meeting-Policy Review	Smithfield	Town Event	h.) Town	100.00%		
2/14/2016	Center	MHSu	Janice Butler	Sweetheart Banquet	Zuni	Returning Client	B.) Resident-Fri, Sat, Sun	0.00%	\$1,625.00	
2/16/2016	Center	A&B	Town of Smithfield	BHAR	Smithfield	Town Event	h.) Town	100.00%		
2/16/2016	Center	A&B	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
2/16/2016	Center	A&B	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
2/16/2016	Center	MH	Smithfield Foods Executive Office a	Smithfield Agri-STATS Meeting	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$295.40	
2/17/2016	Center	A	Smithfield Women's Club	Women's Club Art Show Set-Up	Smithfield	Returning Client	C.) Standard-Weekday	100.00%		
2/18/2016	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Event	Resident -Weekday	50.00%	\$150.00	
2/20/2016	Center	MHSu	Smith and Ward Wedding and Reception	Smith and Ward Wedding and Reception	Newport News	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$1,800.00	
2/22/2016	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
2/23/2016	Center	MH	Smithfield Foods Corporate a	Women's Connect Meeting	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
2/27/2016	Center	MHSu	Tate-Murchison	Tate-Murchison Wedding & Reception	Chesapeake	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,000.00	
2/28/2016	Center	MH	Blackwater Regional Library	Black History Month Program		Town Event	g.) Sponsored	100.00%		
2/29/2016	Center	MHSu	Smithfield Foods Corporate a	One SAP	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$727.20	

\$9,412.00 \$917.94

Deposit total for February 2016  
 \$12,734.40 Venue Rental Deposits  
 \$742.00 Town Services Deposits

## February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
9:00 AM - 5:00 PM C&D 10:00 AM Sharon Elizabeth Photography Class	Herbert Off	5:30 PM - 6:30 PM C&D 5:30 PM WCFB Meeting 6:00 PM - 7:00 PM Kitchen 6:00 PM Kitchen Inventory 7:00 PM - 9:30 PM A&B 7:00 PM Town Council	1:30 PM - 9:30 PM MHSu 1:30 PM Ducks Setup Set	3:00 PM - 11:00 PM MHSu 5:30 PM Ducks Unlimited	2:00 PM - 11:00 PM MH 6:00 PM Fire Department Banquet 7:00 PM - 11:00 PM OTS 7:00 PM Smithfield Skate -Officer Requet	6:00 AM - 4:00 PM Joyner Field 9:00 AM Mardi Gras Run 4 Beads 5:00 PM - 1:00 AM MH 7:00 PM Andrea's Birthday Party
7	8	9	10	11	12	13
		Hood and Sprinkler Inspection 6:00 PM - 7:30 PM C&D 6:30 PM Pinewood Heights Neighborhood Meeting	4:30 PM - 5:30 PM C&D 4:30 PM Center Staff Meeting-Policy Review		7:00 PM - 11:00 PM OTS 7:00 PM Smithfield Skate -Officer Requet	
14	15	16	17	18	19	20
Valentine's Day 10:00 AM - 8:00 PM MHSu 3:00 PM Sweetheart Banquet	President's Day-Closed	6:00 AM - 5:00 PM MH 6:00 AM Smithfield Agri-STATS Meeting 8:30 AM - 10:00 AM A&B 9:00 AM Schoolhouse Committee 11:30 AM - 1:00 PM A&B 12:00 PM Crime Line Meeting 7:00 PM - 8:30 PM A&B 7:30 PM BHAR	9:00 AM - 5:00 PM A 9:00 AM Women's Club Art Show Set-Up	8:30 AM - 2:00 PM MH 10:00 AM Beaches to Bluegrass Trails Meeting 9:00 AM - 3:00 PM Suites 12:00 PM Smithfield Women's Club	Melissa Off 7:00 PM - 11:00 PM OTS 7:00 PM Smithfield Skate -Officer Requet	Melissa Off 10:00 AM - 8:00 PM MHSu 2:00 PM Smith and Ward Wedding and Reception
21	22	23	24	25	26	27
Melissa Off	Melissa Off 3:30 PM - 6:30 PM C&D 4:00 PM Committee Meetings	Melissa Off 7:00 AM - 11:30 AM MH 9:00 AM Women's Connect Meeting 3:30 PM - 6:30 PM C&D 4:00 PM Committee Meetings			Alarm System Inspection 7:00 PM - 11:00 PM OTS 7:00 PM Smithfield Skate -Officer Requet	11:00 AM - 11:00 PM MHSu 5:00 PM Tate-Murchison Wedding & Reception

## February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	1	2	3	4	5
1:00 PM - 5:00 PM MH 3:00 PM Black History Month Program	10:00 AM - 6:00 PM MHSu 1:00 PM One SAP	5:00 AM - 8:00 PM MH 6:00 AM Election Day 5:00 PM - 6:30 PM C&D 5:30 PM WCFB Meeting 7:00 PM - 9:30 PM A&B 7:30 PM Town Council	11:00 AM - 4:30 PM MH 12:30 PM Business Round Table Luncheon 1:30 PM - 4:00 PM C&D 2:00 PM Staff Meeting		2:00 PM - 3:00 PM Suites 2:00 PM Coburn-Lister Wedding & Reception 7:00 PM - 11:00 PM OTS 7:00 PM Smithfield Skate -Officer Requet	Lisa Work 1st Shift 12:00 PM - 10:00 PM MHSu 4:00 PM Coburn-Lister Wedding & Reception

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

- Director attended BOS meeting 2/18/16 and 2/4/16.
- Director attended Smithfield Town Council Meeting 2/2/16
- Meet & Greet with new Interim County Administrator 2/1/16.
- Direct Report meeting with Sandy Wanner, new Interim C.A. 2/1/16.
- Smithfield 2020 Meeting 2/3/16. 2-D Project (new Mural) meetings 2/1/16, 2/16/16, 2/23/16. Food Truck Meeting 2/11/16.
- Work with Jeff Frizzell regarding IOW movie locations for a feature film 1/28 – 2/3.
- Smithfield VA Events Meetings 2/2/16, 2/4/16, 2/24/16. Met with COVA Magazine 2/8/16. BOB FEST check presentation event 2/10/16.
- Smithfield Special Events Committee 2/3/16.
- IOW County VOICES meeting 2/3/16, 2/25/16.
- New Isle Jam Concert Series meeting 2/4/16, 2/12/16, 2/25/16. Concert announcement 2/22/16. Created FB page and webpage for event.
- Chamber RUN FOR THE BEADS meeting 2/4/16-Bag Stuffing with Chamber Student Leadership Class.
- Held “live” HAM CAM tourism minute on the web. Museum will be broadcasting a Museum Minute on every Tuesday at 12:05 p.m. and Tourism will be broadcasting a Tourism Minute on every Thursday at 12:05 p.m. to highlight something special going on! Highlighted Restaurant Week and New Winery opening.
- Tourism monthly Staff Meeting 2/8/16. Staff photo taken prior.
- Attended Chamber Student Leadership Class Day at the General Assembly 2/9/16.

- Reed Hellman, Travel Writer 2/10-12/16. Contracted for 2 articles. One re: Ham and one re: Smithfield. Recreation News and Eastern Home and Travel Mags.
- New Tour Guide interviews 2/9/16. Hired Dru Stowe. Starts 3/1/16.
- Roger Brooks Webinar “Get the Funding You Need” 2/10/16.
- Historic Saint Luke’s Board Meeting 2/10/16. Development Committee meeting 2/23/16.
- 2/15/16 PRESIDENT’S DAY HOLIDAY
- Wellness Lunch & Learn 2/16/16. (Managing Personal Finances)
- CVTA (Coastal Virginia Tourism Alliance) meeting 2/17/16.
- Farmer’s Market meeting with Town Treasurer and staff 2/17/16.
- Held Beaches to Bluegrass Trail meeting 2/18/16 at Smithfield Center.
- Attended Civil War Trails meeting 2/19/16.
- 2015 Annual Report Completed 2/19/16.
- Attended Council Committees 2/22/16 and 2/23/16.
- IOW County Wellness Committee 2/25/16.
- Park Lovers Party meeting 2/25/16.
- Hog Jog meeting 2/26/16.
- Richmond Bridal Show 2/14/16. VOW Bridal Show 2/28/16.
- Smithfield Staff Meeting 2/3/16 and 1/20/15.
- County Staff Meeting 2/5/16; 2/22/16.
- Tourism Facebook postings and tweets throughout month. Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer’s Market information.
- Weekly individual meetings with staff to address concerns and review projects.

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

## ZONING PERMITS JANUARY 2016

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6566	DEMOLISH DUPLEX	PINEWOOD HEIGHTS	52 & 53 CARVER AVENUE	A.V.E.S. TOWN OF SMITHFIELD
6567	FLOATING DOCK AND RAMP	MOONEFIELD	119 MOONE DRIVE	L AND L MARINE INC. AUSTIN
6568	PIER AND BOAT LIFT	PAGAN POINT	500 PAGAN ROAD	L AND L MARINE INC. BUNCH
6569	INSTALL COMMERCIAL ROOF	SMITHFIELD SQUARE	1941 S. CHURCH STREET	ROOF SERVICES CORP. FOOD LION
6570	SIGN PERMIT	CYPRESS CREEK VETERINARY HOSPITAL	1500 S. CHURCH STREET	TALLEY ANCHOR SIGN CO.

RESOLUTION  
CLOSURE OF STREETS FOR SPRINT TRIATHLON RACE

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

WHEREAS, the organizer has requested that a portion of Cary Street be closed on Saturday, April 2, 2016 from 10:00 a.m. to 3:00 p.m. or until the conclusion of the race, to be used as a race course and to permit a safe environment to conduct the Triathlon, a part of which shall be a 10 mile bike race over a race course, part of which is located within the Town; and,

WHEREAS, the organizer has requested that portions of James Street, Cary Street, Main Street, Underwood Lane and Cedar Street be closed on Saturday, April 2, 2016 from 10:00 a.m. to 3:00 p.m. or until the conclusion of the races, to be used as a race course and to permit a safe environment to conduct the Triathlon, a part of which shall be a 3.1 mile race over a race course within the Town; and,

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

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

NOW, THEREFORE, be it resolved that on Saturday, April 2, 2016, that portions of James Street, Cary Street, Main Street, Underwood Lane and Cedar Street be closed from 10:00 a.m. to 3:00 p.m., or until the conclusion of the races, to permit a safe environment for conducting a 3.1 mile run and a 10 mile bike race and that the closure of these streets shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 1st day of March, 2016.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

RESOLUTION FOR THE CLOSURE OF PORTIONS OF CERTAIN STREETS FOR  
SMITHFIELD WINE & BREW FEST

WHEREAS, the Smithfield Rotary Club and the Smithfield VA Events committee, is holding the 5<sup>th</sup> annual Smithfield Wine & Brew Fest on Saturday, April 9 2016 at Windsor Castle Park; and,

WHEREAS, it is anticipated and hoped that large numbers of the Town's citizens and visitors will attend and participate; and,

WHEREAS, the Town Council deems it to be important and in the best interest of the Town to provide a safe environment for the event; and,

WHEREAS, the organizers have asked that a portion of Jericho Road from the Windsor Castle manor house to its intersection with S. Church Street be restricted to one way traffic exiting onto S. Church Street and that no right or left turn from S. Church Street onto Jericho Road shall be permitted from 9:00 a.m. to 1:00 p.m.; and,

WHEREAS, it appears to the Town Council that such street closures will not work an unreasonable hardship on the Town's citizens.

NOW, THEREFORE, be it resolved that on April 9, 2016, a portion of a portion of Jericho Road from the Windsor Castle manor house to its intersection with S. Church Street be restricted to one way traffic exiting onto S. Church Street and that no right or left turn from S. Church Street onto Jericho Road shall be permitted from 9:00 a.m. to 1:00, subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 1<sup>st</sup> day of March, 2016.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

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

# Robinson Farmer Cox Associates PLLC

CERTIFIED PUBLIC ACCOUNTANTS A PROFESSIONAL LIMITED LIABILITY COMPANY

PO Box 6580  
Charlottesville VA 22906  
434-973-8314

Town of Smithfield, VA  
c/o Ellen Minga, Treasurer  
P.O. Box 246  
310 Institute Street  
Smithfield, VA 23431

ENDORSE # 3423  
ACCOUNT # 4-100-12410-3120  
DEPT HEAD [Signature]  
TOWN MANAGER PLS

Invoice No. 51299  
Date 02/23/2016  
Client No. 051900

**For Professional Services Rendered as Follows:**

Audit of the financial statements for year ended June 30, 2015.

Current Invoice Amount \$ 23,500.00

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
23,500.00	0.00	0.00	0.00	0.00	23,500.00

*If paying by check, please include your Client Number.  
For your convenience, we also accept all major credit cards in amounts up to \$20,000.00.  
Please call Accounting @ 434-973-8314 if you would like to pay by a credit or debit card.*

**Finance charges will be assessed after thirty days.**

You may provide an email address if you prefer paperless invoicing.

TOWN OF SMITHFIELD

REQUISITION

Col  
Gen Fund

SUGGESTED VENDOR		Isle of Wight County			OFFICE USE ONLY	
REQUESTED BY		DATE REQUESTED	DATE WANTED	ORDER NO.		
		2-24-16				
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE		
	1/2 2016 budget contribution Tourism			99024.50		
	4-100-32300-5607					

REQUISITIONER  
RETAIN YELLOW COPY

APPROVED

*PLS*

TOWN MANAGER

SIGNATURE DEPARTMENT HEAD

*[Signature]*

TOWN OF SMITHFIELD

REQUISITION

CO1  
Gen Fund

SUGGESTED VENDOR		Isle of Wight County			OFFICE USE ONLY	
REQUESTED BY		DATE REQUESTED	DATE WANTED	ORDER NO.		
		2.24.16				
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE		
	1/2 2016 budget contribution - E911			79,879.50		
	4-100-32300-5614					

REQUISITIONER  
RETAIN YELLOW COPY

APPROVED

*PMS*

TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

*[Signature]*

RESOLUTION FOR THE CLOSURE OF PORTIONS OF WALKING TRAILS AND THE FISHING PIER IN WINDSOR CASTLE PARK FOR SMITHFIELD WINE & BREW FEST

WHEREAS, the Smithfield Rotary Club and the Smithfield VA Events committee, is holding the 5<sup>th</sup> annual Smithfield Wine & Brew Fest on Saturday, April 9, 2016 at Windsor Castle Park; and,

WHEREAS, it is anticipated and hoped that large numbers of the Town's citizens and visitors will attend and participate; and,

WHEREAS, the Town Council deems it to be important and in the best interest of the Town to provide a safe environment for the event; and,

WHEREAS, the organizers have asked that a portion of the walking trails and the fishing pier in Windsor Castle park be closed during the event; and,

WHEREAS, it appears to the Town Council that such closures will not work an unreasonable hardship on the Town's citizens.

NOW, THEREFORE, be it resolved that on April 9, 2016, a portion of the walking trails in Windsor Castle park, as shown on a map attached hereto as Exhibit A, shall be closed to the public from 11:00 a.m. to 5:00 p.m. and further that the fishing pier shall be closed from April 6, 2016 at 12:00 p.m. to 6:00 p.m. on April 9, 2016 and that such closures shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 1st day of March, 2016.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

RESOLUTION  
MAINTENANCE FUNDING FOR STREETS

WHEREAS, certain streets within the Town have been constructed, inspected and accepted by the Town of Smithfield which streets are identified on a Request For Street Additions Or Deletions For Municipal Assistance Payments, a copy of which is attached hereto as Exhibit "A"; and,

WHEREAS, these streets have not been accepted by the Virginia Department of Transportation for qualification in its Municipal Assistance Payment program; and,

WHEREAS, the Town Council deems it to be in the best interest of the Town and its citizens to enroll all qualifying streets in the Municipal Assistance Payment program so that the Town may receive additional funding for the maintenance of these streets.

NOW, THEREFORE, BE IT RESOLVED that the Town Council directs the Town Manager to make application to the Virginia Department of Transportation to enroll all qualifying streets, as identified on Schedule "A" attached hereto, in the Municipal Assistance Payment program so that the Town may receive additional funding for the maintenance of these streets and to delete those portions of streets as identified on Schedule "A" attached.

Adopted this 1<sup>st</sup> day of March, 2016.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

\_\_\_\_\_  
Clerk

# Meeting Dates for 2016

## January 2016

New Year's Day, Thursday December 31 and January 1<sup>st</sup> – Town Offices Closed

January 5 Town Council Meeting 7:30 p.m.

January 12 Planning Commission Meeting 6:30 p.m.

Lee/Jackson Holiday, Friday 15<sup>th</sup> & Martin Luther King, Jr. Day, Monday 18<sup>th</sup> – Town Offices Closed

January 19 Board of Historic & Architectural Review 6:30 p.m.

January 19 Board of Zoning Appeals 7:30 p.m.

January 25 Town Council Committee Meetings 4:00 p.m.

January 26 Town Council Committee Meetings 4:00 p.m.

## February 2016

February 2 Town Council Meeting 7:30 p.m.

February 9 Planning Commission Meeting 6:30 p.m.

Presidents Day, Monday 15<sup>th</sup> – Town Offices Closed

February 16 Board of Historic & Architectural Review 6:30 p.m.

February 16 Board of Zoning Appeals Meeting 7:30 p.m.

February 22 Town Council Committee Meetings 4:00 p.m.

February 23 Town Council Committee Meetings 4:00 p.m.

## March 2016

March 1 Town Council Meeting 7:30 p.m.

March 8 Pinewood Heights Management Team Meeting 4:00 p.m.

March 8 Planning Commission Meeting 6:30 p.m.

March 15 Board of Historic & Architectural Review 6:30 p.m.

March 15 Board of Zoning Appeals Meeting 7:30 p.m.

March 28 Town Council Committee Meetings 4:00 p.m.

March 29 Town Council Committee Meetings 4:00 p.m.

## April 2016

April 5 Town Council Meeting 7:30 p.m.

April 12 Planning Commission Meeting 6:30 p.m.

April 19 Board of Historic & Architectural Review 6:30 p.m.

April 19 Board of Zoning Appeals Meeting 7:30 p.m.

April 25 Town Council Committee Meetings 4:00 p.m.

April 26 Town Council Committee Meetings 4:00 p.m.

## May 2016

May 3 Town Council Meeting 7:30 p.m.

May 10 Pinewood Heights Management Team Meeting 4:00 p.m.

May 10 Planning Commission Meeting 6:30 p.m.

May 17 Board of Historic & Architectural Review 6:30 p.m.

May 17 Board of Zoning Appeals Meeting 7:30 p.m.

May 23 Town Council Committee Meetings 4:00 p.m.

May 24 Town Council Committee Meetings 4:00 p.m.

Memorial Day, Monday 30<sup>th</sup> – Town Offices Closed

## June 2016

June 7 Town Council Meeting 7:30 p.m.

June 14 Planning Commission 6:30 p.m.

June 21 Board of Historic & Architectural Review 6:30 p.m.

June 21	Board of Zoning Appeals Meeting	7:30 p.m.
June 27	Town Council Committee Meetings	4:00 p.m.
June 28	Town Council Continued Meeting	4:00 p.m.

### **July 2016**

**Independence Day, Monday, July 4<sup>th</sup> – Town Offices Closed**

July 5	Town Council Meeting	7:30 p.m.
July 12	Pinewood Heights Management Team Meeting	4:00 p.m.
July 12	Planning Commission Meeting	6:30 p.m.
July 19	Board of Historic & Architectural Review	6:30 p.m.
July 19	Board of Zoning Appeals Meeting	7:30 p.m.
July 25	Town Council Committee Meetings	4:00 p.m.
July 26	Town Council Committee Meetings	4:00 p.m.

### **August 2016**

August 2	Town Council Meeting	7:30 p.m.
August 9	Planning Commission Meeting	6:30 p.m.
August 16	Board of Historic & Architectural Review	6:30 p.m.
August 16	Board of Zoning Appeals Meeting	7:30 p.m.
August 22	Town Council Committee Meetings	4:00 p.m.
August 23	Town Council Committee Meetings	4:00 p.m.

### **September 2016**

**Labor Day, Monday September 5<sup>th</sup> – Town Offices Closed**

September 6	Town Council Meeting	7:30 p.m.
September 13	Pinewood Heights Management Team Meeting	4:00 p.m.
September 13	Planning Commission Meeting	6:30 p.m.
September 20	Board of Historic & Architectural Review	6:30 p.m.
September 20	Board of Zoning Appeals Meeting	7:30 p.m.
September 19	Town Council Committee Meetings	4:00 p.m.
September 20	Town Council Committee Meetings	4:00 p.m.

### **October 2016**

October 4	Town Council Meeting	7:30 p.m.
<b>Columbus Day, Monday 10<sup>th</sup> – Town Offices Closed</b>		
October 11	Planning Commission Meeting	6:30 p.m.
<b>October 13 Employee Training Day – Town Offices Closed</b>		
October 18	Board of Historic & Architectural Review	7:30 p.m.
October 18	Board of Zoning Appeals Meeting	7:30 p.m.
October 24	Town Council Committee Meetings	4:00 p.m.
October 25	Town Council Committee Meetings	4:00 p.m.

### **November 2016**

November 1	Town Council Meeting	7:30 p.m.
November 8	Pinewood Heights Management Team Meeting	4:00 p.m.
November 8	Planning Commission Meeting	6:30 p.m.
<b>Veterans Day, Friday 11<sup>th</sup> – Town Offices Closed</b>		
November 15	Board of Historic & Architectural Review	6:30 p.m.
November 15	Board of Zoning Appeals Meeting	7:30 p.m.
<b>Thanksgiving, Wednesday 23<sup>rd</sup> - Town Offices Close at Noon</b>		
<b>Thanksgiving, Thursday 24<sup>th</sup> and Friday 25<sup>th</sup> – Town Offices Closed</b>		
November 28	Town Council Committee Meetings	4:00 p.m.
November 29	Town Council Committee Meetings	4:00 p.m.

### **December 2016**

December 6	Town Council Meeting	7:30 p.m.
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December 13	Planning Commission Meeting	6:30 p.m.
December 19	Town Council Committee Meetings	4:00 p.m. (MOVED UP A WEEK)
December 20	Town Council Committee Meetings	4:00 p.m. (MOVED UP A WEEK)
December 20	Board of Historic & Architectural Review	6:30 p.m.
December 20	Board of Zoning Appeals Meeting	7:30 p.m.
Christmas Holiday, Friday 23 <sup>rd</sup> and Monday 26 <sup>th</sup> – Town Offices Closed		

**NOTE: ALL MEETINGS, INCLUDING STAFF MEETINGS IN 2016 WILL BE HELD AT THE SMITHFIELD CENTER UNLESS OTHERWISE POSTED**

AN ORDINANCE TO AMEND THE FRANCHISE AGREEMENT WITH  
\_\_\_\_\_ GRANTING THE EXCLUSIVE RIGHT AND PRIVILEGE  
TO LEASE CERTAIN PROPERTY OWNED BY THE TOWN OF SMITHFIELD AND  
PRESCRIBING THE TERMS AND CONDITIONS AND RESTRICTION PERTAINING TO  
SUCH GRANT.

WHEREAS, the Town Council of the Town of Smithfield has caused public notice to be published once a week for two successive weeks in the Smithfield Times giving notice of a public hearing on a proposed amendment to an existing franchise agreement with Smithfield Landing Company for the exclusive right and privilege to lease certain property owned by the Town of Smithfield and inviting the public to submit bids; and,

WHEREAS, a public hearing was held on March 1, 2016 at a regular meeting of the Town Council at which time public comment was received and after which the bids were received by the Town Council; and,

WHEREAS, the Town Council, after consideration of the bids, has determined that \_\_\_\_\_ is the most responsible bidder and should be granted for the exclusive right and privilege to lease certain property owned by the Town of Smithfield,

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of Smithfield, Virginia:

Section 1. Grant of Franchise

The right and privilege is granted to \_\_\_\_\_, hereinafter called "Grantee," to lease and rent from the Town of Smithfield, hereinafter called "Town," the land described below, hereinafter called "Property," to manage the Property, and to construct thereon such improvements as Grantee deems necessary, subject to approval of Town Council, in order to accomplish the purposes of this franchise, which are the maintenance, development and enhancement of the existing economic uses of adjacent lands. Developmental Management of the land by the Grantee shall include the maintenance and beautification of the property and maintenance and repair of all the improvements constructed thereon.

Section 2. Property subject to grant and agreement

The property the subject of this agreement is described as follows:

Being all that land outlined in RED as shown on Sheets 3 and 4 of the plans for Route 258, State Highway Project 0258-046-107, RW-201, and lying north of and adjacent to the north revised proposed right-of-way line (10-6-87) of Route 258, which plan sheets

are hereto attached as a part of this conveyance and recorded in State Highway Plat Book 5, page 204.

Being the same real estate conveyed to the Town of Smithfield by the Commonwealth of Virginia, by deed of correction dated July 18, 1990, and recorded in the Clerk's Office of the Circuit Court for Isle of Wight County, Virginia in Deed Book 371, page 841.

### Section 3. Access to property/parking

It is agreed that access to the property shall be the responsibility of the Grantee and shall be controlled by the Grantee..

### Section 4. Consideration for agreement

The Town agrees to let the property to the Grantee for the sum of Five Hundred Dollars (\$500.00) per year, payable annually on the 1<sup>st</sup> day of December of each year, except that the rent for the initial year shall be prorated and paid at such time as the lease agreement is executed.

### Section 5. Term of Agreement

The term of this agreement shall be for a period of 40 years, beginning on April 1, 2016 and ending on March 31, 2056, unless sooner terminated as provided herein. Upon the expiration or other termination of this agreement, the Grantee's right to use the property, improvements, facilities, rights and privileges herein let or as may be constructed shall cease, and the Grantee shall forthwith upon such expiration or termination surrender the same.

### Section 6. Management Authority

The Grantee shall have the full and exclusive right and authority to develop, manage and use the property, provided that such development, management and use complies with all applicable laws and regulations.

### Section 7. Maintenance of Buildings

The Grantee agrees to maintain the interior and exterior of any buildings and improvements constructed on the property and to provide for the maintenance and beautification of the same, including the lot on which the building is constructed. The Grantee further agrees to keep all mechanical equipment associated with any buildings and improvements in good repair. The Grantee agrees to supply all furnishings and fixtures, and to furnish all utilities as appropriate.

### Section 8. Insurance

The Grantee shall maintain in force at all times during its franchise, at its expense, fire and extended coverage insurance, in an amount equal to the replacement value of any buildings and improvements constructed on the property. In the event that any such buildings or improvements are destroyed by some act covered by said insurance, it is agreed that the proceeds from the insurance shall be utilized to replace the building or improvement. The Grantee agrees to maintain in force, at its own expense, appropriate coverage for the building contents.

Section 9. Indemnification of the Town

The Grantee agrees to obtain, at its own expense, liability insurance with limits of at least \$1,000,000 naming the Town of Smithfield as co-insured. The Town Council shall have the discretion and authority to adjust this liability insurance limit as the passage of time or circumstances dictate.

Section 10. Subletting of Premises

Grantee agrees that it will not sublet the property or assign the lease without the written consent of Town Council, which shall not unreasonably be withheld.

Section 11. Severability

If any section, sentence, clause or phrase of this ordinance or any part thereof is for any reason found to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this agreement or any part thereof.

Section 12. Termination

If the Grantee shall at any time during the term of this franchise agreement fail to comply with any of the provisions of the franchise agreement, unless the said Grantee within ten (10) days of notice in writing specifying the particulars complained of, use diligence in effecting such remedy such failure shall be just cause for the Town’s re-entry termination of the rights of the Grantee hereunder.

Section 13. Agreement

Upon award of this franchise, the Town shall enter into a franchise agreement with the Grantee which shall set forth the requirements of this ordinance.

This ordinance shall be immediately in effect upon its adoption and the franchise term shall commence upon acceptance by the Grantee.

Adopted this 1st day of March, 2016.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk