

SMITHFIELD TOWN COUNCIL AGENDA

April 5th, 2016 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report

- a. March Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- April 5 - 3:30 p.m. – Joint Tourism Committee @ Visitor Center
- April 5 - 7:30 p.m. – Town Council Meeting
- April 12 - 6:30 p.m. – Smithfield Planning Commission Meeting
- April 19 - 1:00 p.m. – Intergovernmental Relations Committee
- April 19 - 6:30 p.m. – Board of Historic and Architectural Review
- April 25 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
 - Police Committee
 - Water and Sewer Committee
 - Finance Committee
- April 26 - 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 Authorize the Town Manager to Purchase Replacement Police Vehicle Under State Contract

Police Committee Chair, Mrs. Denise Tynes

C2. Resolution for Street Closure of Luter Drive for NASCAR/FOX Sports Event, Thursday, April 21st from 2 p.m. to 7 p.m. **TAB # 1**

Police Committee Chair, Mrs. Denise Tynes

C3. Motion to Accept Proposal from Tri-State Utilities for Budgeted Sanitary Sewer Rehabilitation Work

Water and Sewer Committee Chair, Vice Mayor Andrew Gregory

C4. Motion to Accept Proposal to Purchase Emergency Bypass Pump for Wellington 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. J & B Hartigan (Police Evidence Storage Project) \$61,593.73
- b. Kimley Horn & Associates \$10,866.83
- c. Sydnor Hydro, Inc (Replacement Pump at Lakeside PS) \$14,965.00

C6. Resolution to Adopt the Virginia Retirement System “Phase-In” for Fiscal year 2016/2017

Finance Committee Chair, Mr. Randy Pack

TAB # 2

C7. Motion to Approve Relay for Life Awareness through Paint the Town Purple Initiative from May 21st to June 11th

Parks and Recreation Committee Chair, Ms. Connie Chapman

C8. Motion to Approve Eagle Scout Bike Path Restoration Project at Windsor Castle Park

Parks and Recreation Committee Chair, Ms. Connie Chapman

C9. Motion to Approve Annual Fireworks Display at Clontz Park, Sunday, July 3rd, 2016

Public Works Committee Chair, Mr. Michael Smith

C10. Motion to Renew Street Maintenance Contract with Blair Brothers for One Additional Year

Public Works Committee Chair, Mr. Michael Smith

C11. Motion to Accept Proposals from Blair Brothers for Upcoming Street Overlays on Red Point Drive, Jefferson Drive, Beale Avenue, and Goose Hill Way

Public Works Committee Chair, Mr. Michael Smith

ACTION SECTION

1. **Motion to Approve Assignment of Contract with All Virginia Environmental Solutions (AVES) to Bay Disposal and Recycling**
Public Works Committee Chair, Mr. Michael Smith
2. **PUBLIC HEARING: Special Use Permit – Waiver of Parking and Loading Requirements at Clontz Park**
 - 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. **Motion to Approve the Town Council Meeting Minutes of March 1st, 2016**
Mr. William H. Riddick, III, Town Attorney
4. **New Business:**
5. **Old Business:**
6. **Closed Session:**
7. **Meeting Adjourned:**

April 1, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – MARCH 2016

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings, activities, and events: Smithfield 2020, HRPDC CAO's in James City County, Smithfield Kiwanis Board of Directors, VML Insurance Programs Board in Glen Allen, Chamber of Commerce Expo, Town Supervisor Training, and Interim IOW County Administrator, Sandy Wanner
- b. Joined Town Treasurer for several meetings or conference calls related to MUNIS conversion.
- c. Utilized a total of six days of accrued vacation leave this month. Traveled to Illinois to spend time with my parents. Spent one day with my son during his school spring break.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and the Board of Historic and Architectural Review for the month of March
- b. Attended Pinewood Management Team Meeting at the Smithfield Center on March 8th.
- c. Participated in eVA procurement training at Town Hall on March 17th.
- d. Prepared March Town Council Committee Agenda and April Town Council Agenda.
- e. Attended Supervisor Training on March 25th at the Smithfield Center
- f. Attended Town Council Committee meetings on March 28th and 29th and prepared summary reports from committees.
- g. Continue to work on organizing town records now that they have been moved to the building behind us.
- h. Utilized four days of accrued vacation leave.

TREASURER'S OFFICE:

- a. Reconciled February cash balances and prepared February financial statements.

- b. Began budget process with projected general fund revenues.
- c. Mailed out 2016 business license applications that are due by April 15.
- d. Attended Pinewood Heights Management Team meeting on March 8 at the Smithfield Center.
- e. Participated in MUNIS conversion preplanning discussion via conference call with Peter Stephenson, Town of Windsor representatives, and Jay Maynard of MUNIS on March 10.
- f. Participated in Fire Extinguisher Training at the Public Works Cary Street location on March 11.
- g. Hosted MUNIS kickoff meeting at Town Hall on March 16. Jay Maynard from MUNIS was onsite to present conversion steps for General Ledger and Accounts Payable for both Windsor and Smithfield.
- h. Participated in eVA procurement training at Town Hall on March 17 led by Jerry Stokes of the Department of General Services.
- i. Attended Supervisor Training at the Smithfield Center on March 25.
- j. Met with Judy Winslow, Cheryl Ketchum, Terry Rhinier, Barbara Hunter, and Barbara Newby on March 30 to discuss business licenses for special events.

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 line cleaning on various pump station basins.
 - b. Lewis construction installed sewer lateral for 310 West St.
 - c. Cleaned and found broken sewer line 300 Moonfield Dr.
 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 installed new pump.
 - d. Lakeside pump station installed new pump.
 - e. Vibration test was done on various pumps at pump stations.
3. Water line Repairs and Maintenance
- a. Repaired water leak at 109 St. Pauls
 - 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. Pilot RO unit was taken offline and returned to Pure Water Inc.
 - c. RO Plant staff conducted interviews for vacant waterworks operator position.
 - d. Revised bacteriological sampling plan and map were completed and submitted to VDH for approval.
6. Safety
- a. Monthly truck inspections
 - b. All Public Works employees attended fire extinguisher training
 - c. Public Works staff attended pesticide recertification class
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

Miscellaneous

- b. Grounds crews cut grass at town-owned property and rights-of-way weekly and empty trash cans on Monday and Friday
- c. Minor repairs at Town Hall and town buildings
- d. Staff worked Downtown Vintage Market and set up recycling informational table at Home and Community Expo
- e. Staff attended eVA training, annual supervisor training and Pubworks mobile application training
- f. Worked on annual insurance renewal with VML
- g. Received and evaluated proposals for Water Tank Maintenance contract

PLANNING AND ZONING:

1. Planning Commission – March 8, 2016

- A. *Public Hearing* Special Use Permit – Waiver of Paved Parking and Curb and Gutter – Clontz Park Public Boat Ramp Facility - Town of Smithfield, applicant – Approval recommended to Town Council, with no conditions.
- B. EC-O Design Review – Exterior Renovations and Sign Plan – 1007 S. Church St. - Norm Whitten, Q-Daddy's BBQ, applicants – Approved.

- C. EC-O Design Review – Exterior Renovations and Sign Plan – 1808 S. Church St. - Tabitha Perkins, Total Image Solutions, applicants – Approved, with recommendation that applicant consider green fascia and canopy.
2. Rezoning Applications under review
- None
3. Special Use Permit Applications under review
- A. Indoor Commercial Recreation Facility – Hope Presbyterian Church – 13490 Bennis Church Boulevard.
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 – March 15, 2016
- A. Proposed Garden Shed – 113 Cary Street – Contributing – Adam and Angie Holland, applicants - Approved.
B. Proposed Wall Sign – 207 Main Street – Non-Contributing – Elizabeth Moretz, First Colony Engraving, applicants - Approved.
C. Proposed Garden Shed – 204 Cary Street – Contributing – Charles Wise, applicant - Approved.
D. Discussion of Historic District Education Outreach – Subcommittee formed to research topic.
7. Board of Zoning Appeals – March 15, 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. re-graded outfall ditch at 108 Barclay Crescent and also repaired pothole adjacent to drop inlet and driveway apron on Turnberry. Contractor started clearing cross drain storm pipe on Great Springs Road and installed rip-rap on inlet end of pipe section. Contractor also cleaned and repaired inside areas of drop inlets at various locations on Goose Hill Way.
- 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**

April 1, 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, MARCH 28TH, 2016

The Police Committee met Monday, March 28th, 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, Mr. Michael Smith, 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. Alonzo Howell, Deputy Police Chief; Mr. William H. Riddick, Town Attorney; Mr. Jeffrey Smith, Senior Maintenance Supervisor of Public Works; and Ms. Judy Winslow, Director of Isle of Wight Tourism. Also in attendance were Mr. Brian Camden of Alpha Corporation; Mr. Rick Bodson, Dr. Lanny Hinson and Mr. Todd Balance representatives for Historic Smithfield, 1750 Old Courthouse. There were also two (2) Boy Scouts in attendance with their mother's working on getting a merit badge. 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. Authorization to Purchase Replacement Vehicles for Smithfield Police Department - Deputy Chief Howell reported that, on March 7th, Lieutenant Matthew Rogers was involved in a rear-end collision resulting in his police vehicle being damaged to the point that the Virginia Municipal League (VML) Insurance Program's Adjuster has declared it a total loss. The department would like to replace this patrol vehicle with a 2016 Chevrolet Tahoe. This replacement is out of the normal budget cycle therefore the department proposes to pay for this vehicle with funds received from the insurance claim and funds currently saved in their operating budget due to fuel cost being down during the 2015-2016 operating budget. Deputy Chief Howell stated that the reason for purchasing a larger, four-wheel drive vehicle is that Lieutenant Rogers is commander of the department's Emergency Response Team. His team utilizes a number of tools and devices that can be stored and rapidly deployed in this type of vehicle. Committee recommended approval of purchasing the replacement vehicle for Lieutenant Rogers.

2. Street Closure Request from Smithfield Foods for NASCAR/FOX Sports Event, Thursday, April 21st from 2 p.m. to 7 p.m. – Deputy Chief Howell stated that Smithfield Foods has requested the closure of Luter Drive on Thursday, April 21st from 2 pm to 7 pm to welcome Fox Sports to conduct a live broadcast of their nationally telecast show, Race Hub. There will be exhibits at the foot of Luter Drive from Richard Petty motorsports, Richmond Raceway, Smithfield Racing, and our Smithfield # 43 Ford Fusion race car. There will also be food trucks to serve attending residents and employees. Committee recommended approval of street closure.

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

1. Operational Updates – Deputy Chief Howell stated that Chief Bowman was out of town with family. He reported that last year there was a burglary at The Cool Wave Car Wash on Main Street and through evidence left at the scene they have identified the suspect. An arrest warrant has been obtained for that individual. Deputy Chief Howell also reported that the department just completed their re-accreditation with no findings to report. He also explained that on March 7th Lieutenant Rogers was involved in a rear-end collision where his vehicle was totaled. Lt. Rogers was not at fault in this accident. Mrs. Tynes congratulated the Smithfield Police Department for their re-accreditation and mentioned that the town is publicized in a positive way through their efforts. She also mentioned the significant structure fire on Mill Swamp Road, last Friday, and thanked Jeff Smith as a representative of the Smithfield Volunteer Fire Department for their services to the town.

2. Police Evidence Storage Building Renovations: Monthly Update – Mr. Camden of Alpha Corporation reported that the project is running very smoothly and it is on schedule. The Isle of Wight County building inspections office has been very accommodating during the entire project to date. The contractor has completed the installation of the new roof and 85% of the interior painting has been completed as well. Mr. Camden stated that one of the major tasks coming up is installation of the roll-up doors for the garage area. The doors are expected to be delivered on Friday, April 1st. If they arrive on time then the contractor should meet the substantial completion date of April 15th. Based on a meeting with the contractor this afternoon there is a slight delay on some of the mechanical equipment but does not anticipate this impacting the completion of the project. Overall, both Mosley Architects and Alpha Corporation have been pleased with the contractor’s performance. Mayor Williams asked if any additional asbestos was found. Mr. Camden stated that the only asbestos found was in the flooring and they only had to address the asbestos that was disturbed during demolition. Vice Mayor Gregory asked what the estimated cost would be for the potential change order to furnish and install magnetic overhead door switches on all roll-up doors as an added security measure to prohibit unauthorized entry. Mr. Camden stated that the estimated cost would be \$1,500.00. Committee thanked Mr. Camden for the update.

The meeting adjourned at 4:14 p.m.

April 1, 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, MARCH 28TH, 2016

The Water & Sewer Committee held a meeting on Monday, March 28th, 2016 at 4:14 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Andrew Gregory, Vice Mayor; Mrs. Denise Tynes, and Mr. Michael Smith. Other Council members present were Mr. Randy Pack, 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. William H. Riddick, III, Town Attorney; Mr. Jeffrey Smith, Senior Maintenance Supervisor of Public Works; and Ms. Judy Winslow, Director of Isle of Wight Tourism. Also in attendance were Mr. Rick Bodson, and Dr. Lanny Hinson and Mr. Todd Balance of Historic Smithfield's 1750 Courthouse. There were two (2) Boy Scouts present along with their moms working on a Merit Badge. 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. Proposal from Tri-State Utilities for Budgeted Sanitary Sewer Rehabilitation Work – Mr. Jeff Smith explained that as part of the town's mandated consent order at least ten percent of the town's sanitary sewer lines must be cleaned and CCTV each year. This work has been budgeted and includes the Morris Creek sewer basin and Cypress Creek sewer basin this year. Committee recommends approval of rehabilitation work.
2. Proposal for Budgeted Skid Mounted Bypass Pump at Wellington Pump Station – Mr. Jeff Smith reported that this is the same type of emergency bypass pump that was purchased for the Main Street Pump Station last year. The purpose of the pump is to prevent sewer overflows. The pump will be located outside the building but within the

fence of the Wellington Pump Station. Committee recommends approval of budgeted bypass pump.

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

1. Operational Updates – Mr. Jeff Smith reported that Public Works staff is currently working on locating all sewer cleanouts at residences in preparation of Tri-State Utilities coming in to CCTV the sewer lines referenced in the above proposals. Staff is also working on putting away snow equipment in hopes that spring is here.

The meeting adjourned at 4:18 p.m.

April 1, 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, MARCH 28TH, 2016

The Finance Committee held a meeting on Monday, March 28th, 2016 at 4:18 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; and Mr. Andrew Gregory, Vice Mayor. Other Council members present were 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. William H. Riddick, III, Town Attorney; and Ms. Judy Winslow, Director of Isle of Wight Tourism. Also in attendance were Mr. Rick Bodson, Ms. Steffy Broadwater, and Dr. Lanny Hinson and Todd Balance of Historic Smithfield 1750 Courthouse. Also in attendance were two (2) Boy Scouts, along with their moms, working on their merit badges. 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. J & B Hartigan \$61,593.73

This is the second invoice for the renovations to the evidence storage building. Staff is satisfied with work that has been completed to date and recommends approval of invoice.

b. Kimley Horn Associates \$10,866.83

These invoices from Kimley Horn Associates are for service provided at the RO water treatment facility and the boat ramp at Clontz Park. Committee recommends approval of invoices.

c. Sydnor Hydro \$14,965.00

This invoice is for purchase of a replacement pump at Lakeside Pump Station. The replacement pump was previously approved at the January 5th Town Council meeting. Committee recommended approval of invoice.

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

1. February Financial Statements and Graphs –

Revenues: Ms. Minga reported that Real Estate for the current year has exceeded budget projections. Personal Property is below budget due to adjustments made by Isle of Wight County after the original budget was adopted, the largest being a decrease in assessment for Machinery and Tools for Smithfield Foods. This resulted in a decrease in billed revenues. There are currently six business accounts outstanding that total \$16,000 collectively, but the remaining balances are for numerous accounts. Delinquent notices were processed at the end of February with collections throughout the month of March. Other miscellaneous revenue received includes \$18,000 from Smithfield VA Events, \$7,000 from BOB Fest, and \$11,000 from BB&B Fest to be set aside for Windsor Castle Park. The town was reimbursed for one half the costs of consulting fees for Pierceville regarding evaluation of the rezoning application and impact on historic district design guidelines as well as historic structures at Pierceville. Town received \$50,000 from Smithfield Foods for the purchase of two police motorcycles and for the \$1,000,000 commitment from Smithfield Foods for the proposed ball field complex. Town also received \$2,000,000 from Mr. Joseph Luter III for the ball field project.

Expenses: Ms. Minga reported that professional fees have been high due to the number of projects going on throughout the town at this time. The repairs to the Waterworks Dam were not expected until next fiscal year. As far as Pinewood Heights Project goes the town plans to be closing on two projects by end of fiscal year as we move toward completing Phase II. Ms. Minga reported that Water and Sewer Funds are holding their own; however consumption is still down some. As far as Highway Funds the Town Engineer continues to spend those funds to maintain town roadways.

2. February Cash Balances – Ms. Minga reported that cash balances still looking very good. The town's investment pool account continues to do well at this time. Water = \$482,496.58; Water Debt Service = \$887,717.93; Water Capital Escrow Availability Fees = \$447,546.14; Water Treatment Plant Escrow = \$112,043.23; Water Deposit Account = \$114,385.57; Water Development Escrow = \$100,653.27; **Subtotal Water = \$2,144,842.72.** Sewer = \$(16,884.69); Sewer Development Escrow = \$358,170.36 Sewer Capital Escrow Availability Fees = \$862,056.19; Sewer Compliance = \$1,383,208.88; **Subtotal Sewer = \$2,586,550.74.** **Highway = \$105,526.26.** General Fund = \$3,812,692.28; Payroll = \$218,973.68; Money Market General Fund Town Bank =

\$2,193.55; Business Super NOW-General Fund = \$33,216.40; Money Market General Fund Farmers Bank = \$290,576.25; General Fund Capital Escrow = \$215,377.40; Certificate of Deposit = \$526,367.51; Certificate of Deposit Police Dept = \$36,817.81; Special Project Account = \$2,520,300.04; Pinewood Heights Escrow = \$31,859.16 SNAP Program = \$2,287.75; Museum Account = \$118,775.35; Windsor Castle Acct \$19,000.00; **Subtotal General Fund = \$7,828,437.18. TOTAL ALL FUNDS = \$12,665,356.90.**

3. Contribution Request for Fiscal Year 2016/2017

a. Western Tidewater Free Clinic – Ms. Steffy Broadwater was present to thank the town for the consistent support it provides to the clinic. She mentioned that this past year has been a challenging year as they went through a software conversion to provide better service to the community. She mentioned that since last year the clinic now offers eye care service for patients. The clinic has a fairly high level of patients with diabetes so eye care service is a welcomed addition to the services that they already offer. Ms. Broadwater stated that their goal this year is to double the patients they are currently serving today. They continue to look at ways to establish partnerships to bring their services to individual localities. Some of these partnerships could include office space a couple of days a week where patients can come to a local office to see if they are eligible for services at the clinic. Ms. Broadwater reported that in 2015 there were 84 patients that live in the Town of Smithfield. The cost per patient a year is around \$1,200.00. Ms. Broadwater stated that the clinic is requesting \$41,500.00 this year based on the average cost per visit. Committee thanked Ms. Broadwater for the update.

b. Historic Smithfield – 1750 Isle of Wight Courthouse - Dr. Lanny Hinson and Mr. Todd Balance, Treasurer of the 1750 Courthouse, stated that they are very appreciative of the town's support in the past and again would like to request support from the town during the upcoming budget process. Dr. Hinson stated that they continue to keep their doors open to visitors with volunteer docents during the week and paid docents on the weekends. Dr. Hinson stated that they participate in local events such as Olden Days, Town & Country Day and the Christmas market and parade. He explained that this past December the Courthouse revived an event from 20 years ago "Christmas in Smithfield" which proved to be the catalyst for thousands of guest across our region. Paid internet advertising was viewed by many and it helped to promote the Christmas Parade, the Christmas tree lighting, downtown markets held from October thru December, and events at Isle of Wight County Museum, Smithfield Center and Arts Center. Historic Smithfield's renovations have helped with the utilities of the old Courthouse. Dr. Hinson stated that with the continued financial support of \$5,000 from the town they intend to expand their efforts to make the Courthouse the focal point of downtown and promote the Historic District to benefit the entire community.

4. FY 2016/2017 Budget Discussion: Revenues - Ms. Minga reported that Real Estate and Personal Property includes a new section this year called Public Service Corporation Tax. The town has always received this tax revenue; however in the past it has been blended in with current year Real Estate and current year Personal Property. Financial audits have gotten a lot more detailed over the years and auditors like to see these items broken out more. Ms. Minga reported that even though the Public Service Corporation Tax came out of the current year Real Estate Tax, it still went up compared to the current adopted budget. Personal Property is below the adopted budget due to the decrease in machinery and tools for Smithfield Foods, the elimination of the boat tax, and the tax from the Personal Property Tax Relief Act has also be moved to a separate line item. Local taxes remain on target. Ms. Minga reported that under law enforcement the 599 funds remain the same. The TRIAD Grant has not been received yet but we are hopeful that the town will receive those funds. At this time we do not have a number for the VDCR Grant for Waterworks Lake Dam. Ms. Minga explained that under Intergovernmental Federal she has listed the full value of Phase III and the remainder of Phase II for the Pinewood Heights project. She explained that the town did get approval to utilize the line of credit for Pinewood Heights if necessary. This has not been used for the last couple of years but with the town starting Phase III they have a lot of residents that are ready to move so it may be necessary to utilize this line of credit. Ms. Minga stated that Kurt Beach has done a great job in revitalizing the CHIP Program. There has been a lot more participation in the program. Smithfield VA Events should pull in \$32,000 for the year. Donations and the gift shop at the Isle of Wight County Museum are doing well. Ms. Minga stated that she is not sure at this time how Isle of Wight County Plans to fund their \$250,000 commitment for the spots complex. Mayor Williams asked when the last time the town increased business license fee was. Ms. Minga stated that it has not been raised since she's been with the town. He asked if staff could survey what other surrounding localities charge for business licenses. Make month committee will discuss the expense side of the budget.

4. Closed Session: Discussion of legal matters requiring legal advice regarding contractual negotiations

In Closed Session @ 4:54 pm

Out of Closed Session @ 5:34 pm

A motion was made by Vice Mayor Gregory to come out of closed session and that only the matter listed above was discussed. Ms. Chapman seconded the motion. All three remaining council members voted Aye.

The meeting adjourned 5:34 p.m.

April 1, 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, MARCH 29TH, 2016

The Parks and Recreation Committee held a meeting on Tuesday, March 29th, 2016 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mr. Randy Pack and Mrs. Denise Tynes. Other Council members present were: Mr. Michael G. Smith, 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. William H. Riddick, III, Town Attorney; Ms. Sonja Eubanks, Office Manager of Public Works; Mr. Wayne Griffin, Town Engineer; and Mr. William G. Saunders, IV, Planning and Zoning Administrator. Also in attendance were Ms. Pam Jordan, Jacob Thomas, Mr. Jeffrey Thomas, Mr. Emmett Moore of Bay Disposal and Recycling; and Mr. Dawson Moody of All Virginia Environmental Solutions (AVES). The media was represented by Matt Leonard of The Smithfield Times.

Parks and Recreation Committee Chair, Ms. Connie Chapman called the meeting to order.

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

1. Paint the Town Purple – Relay for Life Event, June 10th and 11th 2016 – Ms. Pam Jordan was present to ask for the town's permission to paint the town purple as an initiative to create awareness for the upcoming Relay for Life Event. She explained that eight inch bows would be placed on streetlights along Main Street on May 21st. They will also ask businesses to get involved by hanging posters/flyers in store front windows. Ms. Jordan stated that the Relay for Life organization will be responsible for all putting up and taking down all the bows. This year's Relay for Life Event will be held at Isle of Wight Academy. Ms. Chapman asked how long the bows would be up. Ms. Jordan stated that was up to the town, but they hoped it would be for at least a week. Ms.

Chapman suggested that the bows remain up until after the Relay for Life Event on June 10th and 11th. Committee recommends approval of painting the town purple initiative to raise awareness in the community for this year's Relay for Life Event.

2. Windsor Castle Park Project – Bike Path Restoration – Mr. Jacob Thomas from Boy Scout Troop 96 was present to ask the town's permission to complete his Eagle Project within Windsor Castle Park. He explained that the goal of the project is to improve the quality of the bike path by placing natural wooden barriers along the path to help maintain and define the bike path for the future as well as restoring trail markers and adding additional ones to prevent the risk of entering the pedestrian path unintentionally. Jacob stated that if the project is approved it would be completed over the next month. Mayor Williams agreed that in some places it is very easy to get off on the pedestrian trail rather than the bike trail and commends Jacob for tackling this as his Eagle Scout project. This project will have an impact on the community. Ms. Chapman asked if his fellow scout members would be assisting him with this project. Jacob replied that other scouts plus some of his church family would be assisting him with the project. Materials for the project will be supplied by Jacob's family. Ms. Tynes commended Jacob's father for supporting his son on this project. Committee had no concerns and recommends approval of Eagle Scout Project.

3. Request to Use Clontz Park for the Annual Fireworks Display on July 3rd 2016 – Ms. Chapman stated that Isle of Wight County has requested the use of Clontz Park for the annual fireworks display, Sunday, July 3rd. The start time for the fireworks is 9:50 p.m. The County has also contacted Emergency Services Representatives to request their services during the display. Mr. Smith asked if the construction of the new public boat ramp at Clontz Park would be going on at that time. The Town Manager mentioned that a condition of the last letter received from Virginia Marine Resources Commission (VMRC) stated that the final permitting process from Virginia Game and Inland Fisheries would not be lifted until June 30th so no construction will going on at that time. Committee recommends approval of the annual fireworks display at Clontz Park.

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

1. Operational Update – Ms. Chapman stated that Ms. Musick was on vacation; however her operational report was included in the committee agenda posting.

2. Additional Item Discussed: Windsor Castle Park - Mayor Williams stated when he has asked people that are in the park if they know what station they are at no one seems to know. He was recently visiting another park where sections of their park were

color coded and wondered if more people would know where they were along the trails if different sections of the trail were color coded. Mayor Williams also stated that there is a really bad problem in the park with owners not cleaning up behind their dogs. There have also been incidents where dogs are not on leashes. Ms. Chapman stated that there is a leash law so all dogs should be on leashes. Ms. Chapman also asked if the town added more cleanup stations along the trails if this would help with owners cleaning up behind their dogs. Mr. Pack stated that without policing the park every day there is not much we can do. Mrs. Tynes expressed her concern that adding more stations will not do any good because the people that are letting their dogs poop on the trails will continue to do that. Mr. Pack suggested that maybe an article could be placed in the Smithfield Times reminding people to clean up behind their dogs when using the park. Mayor Williams asked for the town to place a sign that says "Slippery when wet" on the park bridge at Mason Street.

The meeting adjourned at 4:20 p.m.

April 1, 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, MARCH 29TH, 2016

The Public Works Committee held a meeting on Tuesday, March 29th, 2016 at 4:20 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; and Mrs. Denise Tynes. Other Council members present were: Mr. Randy Pack, Ms. Connie Chapman, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William G. Saunders, IV, Planning and Zoning Administrator; and Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; and Ms. Sonja Eubanks, Office Manager of Public Works; Also in attendance were Mr. Emmett Moore of Bay Disposal and Recycling, and Mr. Dawson Moody of All Virginia Environmental Solutions (AVES). 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. Renewal of Street Maintenance Contract with Blair Brothers, Inc. for One Additional Year – Mr. Griffin stated that the town has been working with Blair Brothers, Inc. for a long time and have a very good working relationship with them. At this time the town reserves the right to renew their contract three additional years, one year at a time. Staff has been pleased with their work and therefore recommends that the contract be extended. Contract terms will remain the same. Committee recommends approval.
2. Proposals from Blair Brothers, Inc. for Street Maintenance Work – Mr. Griffin reported that the proposals included in the agenda packet are for four streets that he would like to have paved this spring. Mayor Williams asked if Grace Street could be

done before Goose Hill Way. Mr. Griffin stated that Grace Street is maintained by VDOT. Mayor Williams expressed concern that manholes need to have riser rings installed when these street overlays are done. Mr. Griffin stated that the risers are included in the proposals. Committee recommends approval of proposals.

3. Update on Refuse and Recycling Contract with All Virginia Environmental Solutions – The Town Manager stated that at last month's committee meeting council directed him to provide a notice of corrective action to All Virginia Environmental Solutions (AVES). The notice would give AVES thirty days to respond in writing and make corrective actions. Last week both Mr. Dawson Moody of AVES and Mr. Emmett Moore of Bay Disposal and Recycling met with the Town Manager to discuss a plan to merge the two companies. A letter in that regard was included in committee's packet. Mr. Moore explained that the plan is on schedule and Bay Disposal will take over AVES on April 1st, 2016. He stated that two new automated trucks are on order with an expected delivery date by April 15th. Bay Disposal's typical hours are from 7 a.m. to 4 p.m. Mr. Moore stated that Bay Disposal is fully aware of some of the concerns and issues the town has been experiencing with AVES. They will work to correct these issues as quickly as possible. He stated that he expects that the town will see a noticeable service improvement within the first thirty days. The Town Manager mentioned that the town's spring Newsletter is in the process of being done and in the past AVES was contracted to do special pickups for spring cleanup days and wanted to make sure that they are still planning to provide this service to the town residents. Mr. Moore stated that they do plan to do these special cleanup days. Mr. Smith asked if Bay Disposal will be providing monthly reports to the town in a timely manner. Mr. Moore replied that they would. He reported that they will begin rebranding the carts this summer with the Bay Disposal name and at that time they will get an official count of stops. Committee asked if Mr. Moody will continue to be the point of contact for Bay Disposal. Mr. Moore explained that Mr. Moody will be with Bay Disposal for a minimum of one year to help grow the business in this area. Any complaints will go directly to Bay Disposal's office staff to be dispatched out. They will then generate a report that will tell town staff what type of complaints are coming in, how they are resolved, and how long it took to resolve them. Mr. Moore stated that Bay Disposal will continue to service all dumpsters; however port-ta-potties will be turned over to another firm. Mr. Smith mentioned that next year when Mr. Moody's current contract expires the town has the right to put this contract out to bid. Committee expressed concerns over people still not understanding what can be recycled and what cannot be recycled. Mr. Moore stated that they have tags in the city of Newport News that they place on cans to help educate the public and he would like to add this service to the town. Ms. Eubank mentioned that town staff has

been waiting to see where the contract was going before purchasing stickers that can be placed on the recycling cans to remind people what items can and cannot be recycled. The Town Manager stated that Town Council would need to approve the assignment of the contract to Bay Disposal and Recycling at their April 5th Town Council meeting. Committee recommended that this item be listed under the Action Section of the agenda.

The meeting adjourned at 4:42 p.m.

April 1, 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, MARCH 29TH, 2016

The Public Buildings and Welfare Committee held a meeting on Tuesday, March 29th, 2016 at 4:42 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, and Ms. Connie Chapman. Other Council members in attendance were Mr. Randy Pack, Mrs. Denise Tynes, 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. William G. Saunders, IV, Planning and Zoning Administrator; and Mr. William H. Riddick, III, Town Attorney; and Mr. Wayne Griffin, Town Engineer. The media was represented by Matt Leonard of The Smithfield Times.

Public Buildings and Welfare Committee Member, Mr. Michael Smith 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 – Public Boat Ramp at Clontz Park –Mr. Saunders stated that the Town of Smithfield is requesting a special use permit to waive the curb and gutter requirement for the parking area for the public boat ramp at Clontz Park. He explained that the town purposes to use gravel surface for the required off street parking spaces and drives, with no curb and guttering. Areas that loop near the ramp will be concrete and some handicap parking will be concrete. This item went before Planning Commission at their March 8th, 2016 meeting and they recommended approval with no conditions. The adjacent property owners have been notified of the upcoming public hearing on April 5th, 2016. Mr. Saunders stated that he has asked the property owners to send to him any concerns so that he could include that in his packet. The Town Manager explained that the original concept plan for the boat ramp is a little different from the final so the plans may need to go back the VMRC for a second

approval. Mrs. Tynes asked what type of lighting would be installed at the boat ramp. The Town Manager stated that staff is still working on what type lighting will be installed. Mr. Snead, Superintendent of Public Works, has indicated that he would prefer that the lighting not be maintained by town staff. The boat ramp will be accessible twenty-four hours a day. Mr. Pack asked that a kayak launch at this location be considered when constructing the boat ramp. The Town Manager stated that staff is currently getting quotes on how to tie in improvements to the existing fishing pier with the construction of the boat ramp. There is some rip rap maintenance that will need to be done there as well. No wake signs will be addressed after the construction of the boat ramp is complete. This item will be on the April 5th Town Council agenda as a public hearing.

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

1. 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. A management team meeting was held on March 8th to discuss both Phase II and Phase III. The Town is aggressively working to close on the final properties in Phase II. 110 Carver Avenue closed today and 111 Carver Avenue is ready to close. 44 Carver Avenue has finally accepted the town's offer to sell so Mr. Dodson is working with them. 52 Carver Avenue is the one the town started the condemnation process on so we are awaiting a court date, which we hope will be in May. As far as Phase III residents are standing in line waiting to start their relocation process. The Town Manager stated that currently the town uses AVES as the demolition contractor for the acquired houses in Pinewood Heights. Staff is working on preparing an RFP to rebid that contract out since AVES will no longer exist. Ms. Minga has pulled the file and determined that Phase I was officially closed out in August 2012 so the town must wait until at least August 2017 before we can sell any of the acquired properties without having to send money back to the state. Mrs. Tynes expressed concern over new renters moving in the Pinewood Heights Neighborhood to receive benefits from the project. She explained that purpose of the project was to help the long term residents of that neighborhood. Ms. Minga stated that she would follow-up with Mr. Dodson on how long renters must be there to receive benefits from the project. She also mentioned that she has told Mr. Dodson that they need to discuss funding for the rest of the project. Even though residents are ready to move now the town has two years to complete Phase III and we may need to slow down so we will have the meals tax revenue to help fund it.

Meeting adjourned at 5:11 p.m.

ACTIVITY REPORTS

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

Committees and Projects:

03/01 Town Council mtg – Center – Chief Bowman
03/02 Department Head – Deputy Chief Howell
03/03 4-H Camp mtg – Bayport Credit Union – Kurt Beach
03/03 Homework Station donated computer mtg – Bayport Credit Union – Kurt Beach
03/03 TRIAD Grant mtg – Kurt Beach
03/07-08 Re-Accreditation (FourthTime) – PD – PD
03/08 TRIAD mtg – IOW Courthouse – Sgt. Miller, Kurt Beach
03/15 ECC mtg – IOW – Chief Bowman, Deputy Chief Howell
03/15 Crime Line mtg – Center – Chief Bowman, Lt. Valdez, Kurt Beach, Annette Crocker
03/16 Department Head – Center – Chief Bowman, Deputy Chief Howell
03/17 Law Enforcement (security) mtg – Smfd Foods – Chief Bowman, Deputy Chief Howell
03/23 C.H.I.P. mtg – PD – Sgt. Miller, Kurt Beach
03/28 Police Committee – Center – Deputy Chief Howell
03/30 Hampton Roads Crime Prevention Association mtg – VA Beach – Kurt Beach
03/30 Department Head mtg – Center – Deputy Chief Howell

Training

02/23 General Instructor Recert online – Officer Adams (2 hrs.)
02/29 – 03/04 10th Annual Search and Rescue Forum – Hampton – Officer Bancroft (40 hrs.)
03/07-09 Basic Intox School – Richmond – Officer Wooley (16 hrs.)
03/14-18 Patrol Officer/Detective – HRCJTA – Officer Bancroft (40 hrs.)
03/29 Human Performance in Force Encounters – HRCJTA – Lt. Rogers, Sgt. Araojo, Officer Phillips (16 hrs.)
03/30 Employment Law and the Right Way to Evaluate – HRCJTA – Lt. Rogers (8 hrs.)

In-House Training

03/09 Color Guard Training – PD – Sgt. Jones, Officer Johnson, Officer Bancroft, Officer Johnson (2 hrs.)
03/23 Color Guard Training - PD – Sgt. Jones, Officer R. Howell, Officer Johnson, Officer Bancroft, Officer Wright
03/25 Town Supervisor training – Center – Chief Bowman, Deputy Chief Howell, Lt. Rogers, Lt. Valdez, Sgt. Brady, Sgt. Jones, Sgt. Miller, Sgt. Araojo, Kristi Jenkins

Motorcycle Utilization

03/19 St. Patrick's Day Parade – Norfolk – Sgt. Miller, Officer Phillips

Bicycle Utilization

Boat Utilization

Community Relations

0/26 Security – Smfd Skate – Officer Johnson
02/27 Basketball game – Westside Elementary School – Sgt. Araojo, Sgt. Miller, Officer Adams
03/01 – 31 School Zone – Westside Elementary – Chief Bowman, Sgt. Araojo, Sgt. Jones, Sgt. Miller, Sgt. Brady, Officer Adams, Officer Cook, Officer Pittman, Officer Powell, Officer Bancroft, Officer Phillips, Officer Wooley
03/01 Ride Along – Rene Cassady – Chief Bowman
03/01 Neighborhood Watch – mtg with Covenant Place Manager – Sgt. Miller
03/02 Homework Station – Jersey Park/Woods Edge Apts – Officer Pittman
03/04 Security – Smfd Skate – Sgt. Miller
03/07 Ride Along – Assessor Sgt. Kecia Wharton – Officer Cook
03/09 Homework Station – Jersey Park/Woods Edge Apts. – Officer Pittman
03/11 Security – Smfd Skate – Sgt. Jones
03/12 Vintage Market – Smfd – Sgt. Jones, Officer Wooley
03/12 Isle of Wight Academy Educational Foundation Gala – Center – Chief Bowman
03/14 School Zone – Kids Come First – Officer Cook
03/15 Active Shooter – Smfd Baptist Church – Sgt. Araojo
03/15 Neighborhood Watch mtg with Managers and foot patrol – Covenant Place – Sgt. Miller
03/18 School Zone – Kids Come First – Officer Cook
03/18 Security – Smfd Skate – Officer Adams
03/23 Homework Station – Jersey Park/Woods Edge Apts. – Officer Pittman
03/24 Read to 1st graders – Hardy Elementary – Annette Crocker
03/25 Read to 1st graders – Hardy Elementary – Annette Crocker
03/26 Carrying of the Cross – Solomon’s Temple through Town – Sgt. Araojo
03/29 Neighborhood Watch mtg with Managers – Covenant Place – Sgt. Miller

Investigations:

Case#: 2016-00142
Location: RT 10. / Old Stage Hwy
Offense: Attempt Suicide, Felony Elude
Disposition: Cleared By Arrest

On February 28, 2016 officers responded to a call for assistance from the Isle of Wight Sheriff’s office in reference to a subject attempting to hang himself on Old Stage Highway. While in route to the call, officers were advised the suspect had left the area in a white Ford Expedition. Officers located the suspect vehicle as it was heading towards the town on Route 10. Officers moved into a position behind the vehicle to observe it, at which point the suspect vehicle began driving erratically and at a high rate of speed. The suspect vehicle passed several cars on a

double yellow line, while driving extremely erratic. Near the intersection of Route 10 and Burwell's Bay, the suspect vehicle ran off the roadway into the ditch, coming to rest as it hit the ditch bank. The driver was identified as the suicidal subject and he had not suffered any injuries due to the accident. Upon further investigation it became apparent the driver of the suspect vehicle was attempting to strike a telephone pole as it went off the roadway, in an effort to kill himself, but failed to do so. He was subsequently taken into custody for psychological evaluation. Charges pending for felony elude.

Case#: 2016-00127, 00131, 00152.
Location: Smithfield Blvd
Offense: Possession with intent to distribute, LSD, Xanax, Marijuana and psilocybin mushrooms.
Disposition: Cleared by Arrest

Starting in late February 2016 investigators have conducted several purchases of drugs from an underage white male located on Smithfield Blvd. These purchases were made with the use of a confidential informant. During these purchases the confidential informant obtained Xanax pills, LSD, Marijuana and psilocybin mushrooms. An arrest plan along with a search warrant of the dealer's residence was planned and executed, however by the time investigators arrived at the dealers residence, he had fled the area. The dealer, being a juvenile, was reported as a runaway and a BOLO was issued for him. The dealer was later arrested in Williamsburg; while the Smithfield Police Department was investigating another case (follows). Cleared by arrest

Case#: 2016-00187
Location: South Church and Battery Park Road (Royal Farms)
Offense: Possession with intent to distribute, LSD and psilocybin mushrooms.
Disposition: Cleared by Arrest

On March 17, 2016, while on routine patrol, officers observed a gold colored Pontiac with VA tag# VME-4837, which had been identified as part of a runaway/missing juvenile case (listed above) and had a current BOLO issued. Officers stopped the vehicle and identified the driver as the brother of the runaway/missing juvenile and began questioning him as to his brother's whereabouts. During this initial encounter officers observed an odor of marijuana coming from the vehicle and requested a drug dog (K-9). Investigators were aware of the possible drug activity surrounding this vehicle, due to the drug buys that were made with the driver's brother and had a K-9 on standby. The K-9 was walked around the suspect vehicle and it indicated on the right rear door of the vehicle, meaning it detected some type of drug odor. The driver was placed into custody while a search of the vehicle was conducted. In the trunk of the vehicle, within a Tupperware container, 3 ounces of psilocybin mushroom and 50 hits/tabs of LSD were found. Also during the search of the vehicle investigators found a recent rental agreement signed by the driver for an apartment located in Williamsburg. Investigators went to the apartment listed and subsequently located the younger brother, who was then taken into custody. Cleared by arrest

Case#: 2015-00837 (update)
Location: Main Street, Cool Wave Car Wash
Offense: Destruction of Property, Grand Larceny
Disposition: Cleared by Arrest

On March 7, 2016, investigators received a certificate of analysis from the Department of Forensic Science, indicating a positive DNA match in one of our crimes. Five coin operated machines were damaged at The Cool Wave Car Wash on October 7, 2015, by an unknown subject attempting to retrieve money from them. The replacement and repair cost was estimated around \$40,000. During the investigation of the scene, blood was observed on the interior of one of the machines, caused by the breaking of the display glass. A swab was taken and sent to the lab and a positive match was found, identifying Mr. Richard STURR. Warrants were obtained and STURR was taken into custody on March 29, 2016, in Chesapeake by the United States Marshal Service at our request.

Cleared by arrest

Smithfield Center - March 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
3/1/2016	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
3/1/2016	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
3/1/2016	Center	MH	Registrars Office	Election Day		Town Event	g.) Sponsored	100.00%		
3/2/2016	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
3/2/2016	Center	MH	Isle of Wight Schools	Business Round Table Luncheon	Smithfield	Returning Client	Half Off (50% off)	50.00%	\$200.00	
3/4/2016	Town Sites	OTS	Smithfield Skate	Smithfield Skate -Officer Requet	Smithfield	Returning Client	D.) Resident -Weekday	0.00%		
3/5/2016	Center	MHSu	Coburn-Lister Wedding & Reception	Coburn-Lister Wedding & Reception	Suffolk	Web-Center Website	A.) Standard-Fri, Sat, Sun	50.00%	\$900.00	
3/6/2016	Center	MH	Town of Smithfield	Special Occasion Show	Smithfield	Town Event	h.) Town	100.00%		
3/8/2016	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
3/8/2016	Center	C&D	Town of Smithfield	Pinewood Heights Meeting	Smithfield	Town Event	h.) Town	100.00%		
3/8/2016	Center	MH	Peanut, Soil and Water Conservation	Peanut Soil and Water District Meeting	Smithfield	Returning Client	Non Profit	0.00%	\$225.00	
3/9/2016	Center	MH	Town of Smithfield	Pesticide Recertification Class	Smithfield	Town Event	h.) Town	100.00%		
3/10/2016	Center	MHSu	Dominion Virginia Power	Dominion Safety Meeting	Richmond	Returning Client	C.) Standard-Weekday	0.00%	\$600.00	
3/11/2016	Center	MHSu	Isle of Wight Academy	IWA Gala Set	Isle of Wight	Returning Client	Resident-Saturday	20.00%		
3/12/2016	Center	MHSu	Isle of Wight Academy	IOW Academy Gala	Isle of Wight	Returning Client	Resident-Saturday	20.00%	\$1,750.00	
3/12/2016	Town Sites	Main Street	Tourism Isle of Wight - Smithfield	Spring Vintage Market	Smithfield	Returning Client	B.) Resident-Fri, Sat, Sun	0.00%		\$1,391.28
3/15/2016	Center	A&B	Town of Smithfield	BHAR	Smithfield	Town Event	h.) Town	100.00%		
3/15/2016	Center	C&D	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
3/15/2016	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
3/16/2016	Center	MHSu	Isle of Wight Chamber of Commerce	Chamber Trade Show	Smithfield	Returning Client	Resident -Weekday	50.00%	\$300.00	
3/17/2016	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Event	Resident -Weekday	50.00%	\$150.00	
3/18/2016	Center	MHSu	Smithfield Fire Department	Fire Department Company Operations Class	Smithfield	Word of Mouth	Half Off (50% off)	50.00%	\$300.00	
3/19/2016	Center	MH	Smithfield Station	Smithfield Station - Rose of Sharon Group	Smithfield	Returning Client	B.) Resident-Fri, Sat, Sun	0.00%	\$400.00	
3/23/2016	Center	MHSu	Hardy Elementary	Hardy Elementary Student and Parent Dance	Smithfield	Returning Client	Half Off (50% off)	50.00%	\$300.00	
3/24/2016	Center	C&D	CHKD - Children's Cancer and Blood Disorder Center	CHKD Meeting	Norfolk	Word of Mouth	C.) Standard-Weekday	0.00%	\$200.00	
3/25/2016	Center	C&D	Town of Smithfield	Supervisor Training	Smithfield	Town Event	h.) Town	100.00%		
3/25/2016	Center	MH	Smithfield JROTC	JROTC Banquet	Smithfield	Recurring Event	(none)	0.00%	\$400.00	
3/26/2016	Center	MHSu	Custalow and Smith Wedding and Reception	Custalow and Smith Wedding and Reception	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,600.00	
3/27/2016	WCP	Riverfront	Trinity United Church	Sunrise Service	Smithfield	Returning Client	g.) Sponsored	100.00%		
3/28/2016	Center	A&B	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
3/31/2016	Center	Deck	Yeatts-Eckstein Wedding & Reception	Yeatts-Eckstein Rehearsal	Newport News	Web-Center Website	A.) Standard-Fri, Sat, Sun	100.00%		

\$7,325.00 \$1,391.28

Deposit total for March 2016

\$18,195.60 Venue Rental Deposits

\$1,485.94 Town Services Deposits

Smithfield Center - March 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
3/1/2016	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
3/1/2016	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
3/1/2016	Center	MH	Registrars Office	Election Day		Town Event	g.) Sponsored	100.00%		
3/2/2016	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
3/2/2016	Center	MH	Isle of Wight Schools	Business Round Table Luncheon	Smithfield	Returning Client	Half Off (50% off)	50.00%	\$200.00	
3/4/2016	Town Sites	OTS	Smithfield Skate	Smithfield Skate -Officer Requet	Smithfield	Returning Client	D.) Resident -Weekday	0.00%		
3/5/2016	Center	MHSu	Coburn-Lister Wedding & Reception	Coburn-Lister Wedding & Reception	Suffolk	Web-Center Website	A.) Standard-Fri, Sat, Sun	50.00%	\$900.00	
3/6/2016	Center	MH	Town of Smithfield	Special Occasion Show	Smithfield	Town Event	h.) Town	100.00%		
3/8/2016	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
3/8/2016	Center	C&D	Town of Smithfield	Pinewood Heights Meeting	Smithfield	Town Event	h.) Town	100.00%		
3/8/2016	Center	MH	Peanut, Soil and Water Conservation	Peanut Soil and Water District Meeting	Smithfield	Returning Client	Non Profit	0.00%	\$225.00	
3/9/2016	Center	MH	Town of Smithfield	Pesticide Recertification Class	Smithfield	Town Event	h.) Town	100.00%		
3/10/2016	Center	MHSu	Dominion Virginia Power	Dominion Safety Meeting	Richmond	Returning Client	C.) Standard-Weekday	0.00%	\$600.00	
3/11/2016	Center	MHSu	Isle of Wight Academy	IWA Gala Set	Isle of Wight	Returning Client	Resident-Saturday	20.00%		
3/12/2016	Center	MHSu	Isle of Wight Academy	IOW Academy Gala	Isle of Wight	Returning Client	Resident-Saturday	20.00%	\$1,750.00	
3/12/2016	Town Sites	Main Street	Tourism Isle of Wight - Smithfield	Spring Vintage Market	Smithfield	Returning Client	B.) Resident-Fri, Sat, Sun	0.00%		\$1,391.28
3/15/2016	Center	A&B	Town of Smithfield	BHAR	Smithfield	Town Event	h.) Town	100.00%		
3/15/2016	Center	C&D	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
3/15/2016	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
3/16/2016	Center	MHSu	Isle of Wight Chamber of Commerce	Chamber Trade Show	Smithfield	Returning Client	Resident -Weekday	50.00%	\$300.00	
3/17/2016	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Event	Resident -Weekday	50.00%	\$150.00	
3/18/2016	Center	MHSu	Smithfield Fire Department	Fire Department Company Operations Class	Smithfield	Word of Mouth	Half Off (50% off)	50.00%	\$300.00	
3/19/2016	Center	MH	Smithfield Station	Smithfield Station - Rose of Sharon Group	Smithfield	Returning Client	B.) Resident-Fri, Sat, Sun	0.00%	\$400.00	
3/23/2016	Center	MHSu	Hardy Elementary	Hardy Elementary Student and Parent Dance	Smithfield	Returning Client	Half Off (50% off)	50.00%	\$300.00	
3/24/2016	Center	C&D	CHKD - Children's Cancer and Blood Disorder Center	CHKD Meeting	Norfolk	Word of Mouth	C.) Standard-Weekday	0.00%	\$200.00	
3/25/2016	Center	C&D	Town of Smithfield	Supervisor Training	Smithfield	Town Event	h.) Town	100.00%		
3/25/2016	Center	MH	Smithfield JROTC	JROTC Banquet	Smithfield	Recurring Event	(none)	0.00%	\$400.00	
3/26/2016	Center	MHSu	Custalow and Smith Wedding and Reception	Custalow and Smith Wedding and Reception	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,600.00	
3/27/2016	WCP	Riverfront	Trinity United Church	Sunrise Service	Smithfield	Returning Client	g.) Sponsored	100.00%		
3/28/2016	Center	A&B	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
3/31/2016	Center	Deck	Yeatts-Eckstein Wedding & Reception	Yeatts-Eckstein Rehearsal	Newport News	Web-Center Website	A.) Standard-Fri, Sat, Sun	100.00%		

\$7,325.00 \$1,391.28

Deposit total for March 2016

\$18,195.60 Venue Rental Deposits

\$1,485.94 Town Services Deposits

Smithfield/Isle of Wight Tourism Activity Report –March 2016

- Director attended Smithfield Town Council Meeting 3/1/16
- Smithfield 2020 Meeting 2/3/16. Food Truck Meeting 3/24/16.
- 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!
- Burlap Trail Meeting 3/4/16. New Culinary Tourism “Trail” being created with neighboring localities to celebrate ham and peanuts and Country Living! Suffolk, Surry, Southampton, Smithfield/IOW, Franklin.
- Tourism monthly Staff Meeting 3/7/16.
- “Beyond Main” Shop Opening 3/8/16.
- County Lunch & Learn 3/8/16 “Dial Down Stress”
- VACVB Task Force meeting in SOVA 3/10-11/16.
- Smithfield VINTAGE MARKET 3/12/16. Hugely successful event! @ 10,000 attendees. Many bricks and mortar merchants tell us this is their biggest sales days of the year.
- Lunch with the Leader 3/14/16
- Visitor Center Annual Meeting in Roanoke 3/15-17/16.
- Coastal Virginia Tourism Alliance (CVTA) meeting (Jamestown) 3/16/16.
- Smithfield VA Events meeting 3/17/16; 3/22/16 and 3/30/16 (Alcohol Control Training).
- Windsor Castle Park Lovers Party Committee Meeting 3/17/18.
- Hospitality Hero/National Tourism Week event meeting 3/18/16.
- Fort Huger signage replacement meeting 3/18/16.

- Smithfield Farmer's Market Opening Day 3/19/16. Farmer's Markets will be open each Saturday through October from 9 a.m. to noon.
- ISLE JAM Concert Series Meeting 3/21/16.
- County Budget Meeting 3/21/16.
- Tornado Drill 3/22/16.
- Retirement Luncheon for Carolyn Mitchem at Smithfield Station 3/22/16.
- Robert Cox Retirement Celebration at WHBC 3/22/16. Robert will be coming back to work as a Front Desk Docent at the Visitor Center in April.
- Chamber Student Leadership Class 3/23/16. Lockheed Martin Center for Innovation.
- Historic Saint Luke's Board Nomination Committee meeting 3/24/16.
- Attended the Grand Opening of the Surry Visitor Center 3/25/16.
- Attended Jim Ricketts funeral 3/26/16. Jim was the Director of the Virginia Beach CVB and the founder of the Coastal Virginia Tourism Alliance.
- Held meeting with Smithfield Treasurers Office and Treasurer regarding Special Event Vendors and local business license requirements. 3/30/16.
- Historic Smithfield Board Meeting 3/30/16.
- Attended Council Committees 3/28/16.
- Smithfield Staff Meeting 3/2/16 and 3/16/15 and 3/30/16.
- County Staff Meeting 3/3/16; 3/21/16.
- 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 for more details!



Town of Smithfield
Isle of Wight County Museum



March 2016 Report

J.L. England, Museum Director

Notable/Thank You

- Volunteer hours: 65
- The museum was closed for Easter, Sunday, March 27.
- Before our new roofing project was completed, a leak ruined the storage space behind the theatre. Mildew abounded. Isle of Wight County Public Works abated the problem by replacing drywall, sealing the walls and floors and installing new carpeting. Thanks, Chris!



- On March 12, we, along with many museums across the country, participated in Smithsonian Magazine Museum Day Live. This semi-annual event is hosted in the spirit of the Smithsonian Museums, which offer free admission every day, to open museum doors to anyone presenting a Museum Day Live ticket.



museum
day live!
3|12|2016

- Our Macy's-style window was installed last month, but these pix show our mascot pig enjoying his Isle of Wight, England, themed scene.



Museum Stats and Updates

- Visitation: 514
- Special Events
 - March 5. **Defining the Cold War**. This day marks the 70th anniversary of Winston Churchill's Iron Curtain speech which defined the parameters of the Cold War. A day of Cold War history with lectures, artifacts, military vehicles and more. 55 attendees.

- March 13. **Monster Matinee.** Mike Holtzclaw, the *Daily Press'* very own Roger Ebert, will regale us with clips and trivia about classic Cold War-era monster movies...*Attack of the Crab Monsters, Deadly Mantis, It!* and *Plan 9 from Outer Space*...this will be an afternoon of popcorn, levity and adventure as we give a thumbs up or thumbs down to important and scary moments in film history. 15 attendees.
- March 17. **Tell Me a Story.** This program, geared for children ages 3 to 5, introduces youngsters to the symbols of Isle of Wight and features books, songs and games. Theme: Let's celebrate Dr. Seuss' birthday with One Fish Two Fish Red Fish Blue Fish. 55 attendees.
- **Groups/tours**
 - March 18. Lifelong Learning Society from Christopher Newport University. The group enjoyed a tour of the museum as well as a presentation on the history of Smithfield ham. 45 attendees.
- **Gift Shop**
 - New items in the gift shop include pens, signed copies of Doris Gwaltney's new book *Treason's Daughter* and cotton-scented soap from The Daily Scrub.



- **Exhibit Update**
 - Exterior banners and signs were installed. (And they look fantastic.) Now we await the new awnings in April.



- 1750 Courthouse. We are assisting them with the development of a permanent exhibit inside the building. We presented an exhibit outline and design concepts to them on March 25. Their group will now decide how they wish to move forward, and we will assist as needed.
- 40 Objects. We are proceeding with the writing and design of the exhibit as well as the catalog.
- Between Two Rivers. This exhibit will be placed behind the Blackwater exhibit. The focus of this space will be a boat which will arrive at the museum in April. Wall preparations are complete.

Windsor Castle

- On March 18, museum staff assisted with a ghost hunt at Windsor Castle – and its grounds – with the Generic Black Shirt Paranormal Group and RTL Paranormal. This investigation will be aired as part of the Black Shirt Paranormal’s television show **Paranormal After Party** on Cox 11 in the coming year. www.paranormalafterparty.com.



Financials

- Gift Shop Sales (including tax): \$624.71
- Donations: \$863.00
- Program/Lecture Fees: \$0.00
- **Total Monthly Deposit: \$1,487.71**

Social Media/Online Presence

- Our website requires a re-launch. Until that happens, our information may be found at www.historicisleofwight.com.
- **LIVE at 12:05.** Each Tuesday, we host Periscope/Meekrat-like broadcasts on our Ham Cam. Our segments highlight events at the museum, announcements or artifacts from our collection. Tune in each Tuesday at 12:05 p.m. to see what we’re doing. <https://video.nest.com/live/fvrxx4>. This month we highlighted Basse’s Choice, the 1622 Indian Massacre, National Pig Day and upcoming events. Also, if you missed our broadcasts, they are available for viewing on our Facebook page.



- **TripAdvisor Review.** March 21 by dlowery2016 of Smithfield: *County Museum: A real surprise from a small town! I took three of my Grandchildren through and they really enjoyed it! They had a children's section with colonial clothing to try on and fossils hidden in sand they could dig through and expose.*
- **TripAdvisor Review.** March 23 by TriumphT100 of Smithfield: *Well worth the price of admission. It's small and pleasant, just like Smithfield. We are lucky to have some folks who care about local history and artifacts working at the museum! Admission is by donation, usually just a couple of bucks, a lot of people stop back by and drop a couple more on their way out. Only takes about an hour to enjoy, less if you skip the movie but you won't want to. Kid friendly, good time for all.*
- **Facebook:** Isle of Wight County Museum & Historic Sites: 1,411 likes. Daily posts.
- **HamCam:** N/A Tweets, 446 Facebook Likes, 3 Google+ shares.
- **Foursquare/Swarm.** We monitor Foursquare for visitor check-ins. 7.4/10 rating.

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our walking tours and special events
- March 1. Newport News Shipbuilding. Newport News Shipbuilding is airing videos this year to note its 130th anniversary including this message from Museum Director Jennifer England: <http://nns.huntingtongalls.com/130/videos/isleofwight>.
- March 2. *Smithfield Times*. Article: Remembering the Cold War with Soviets (article about upcoming special event on March 5; note the listed schedule of events is incorrect) and In the Short Rows: Growing up with the Cold War - kudos from the paper for the March 5 program.
- March 4. WNIS AM-790. Interview by Tony Macrini regarding March 5 Cold War event.
- March 8. *Suffolk News-Herald*. Article: There goes Tokyo! - <http://www.suffolknewsherald.com/2016/03/08/there-goes-tokyo/>.
- March 9. *Smithfield Times*. Letter to the editor by Ed Mortimer: Kudos to the museum; Cutline: The Iron Curtain Speech - from March 5 Cold War event.
- March 10. *Daily Press*. Article: Ukuleles, classical music and free museum admission Top 10 things to do this weekend - <http://www.dailypress.com/entertainment/thisweekend/dp-feat-ticket-top-10-0311-20160310-story.html> - Mention of Smithsonian Museum Day Live.
- March 16. *Smithfield Times*. Letter to the editor by Albert Burckard referencing March 5 Cold War event.
- March 21. *Daily Press*. Brief: Free walking tours offered at Fort Huger - <http://www.dailypress.com/news/isle-of-wight-county/dp-nws-iw-notebook-0321-20160321-story.html>.
- March 25. NPR/wvtf.org. Series: Pig Farming and Public Health. Museum mentioned in part 4 - <http://wvtf.org/post/pig-farming-and-public-health-part-4-series#stream/0>.
- March 27. *Daily Press*. Brief: Homeschoolers invited to hang out at county museum - <http://www.dailypress.com/news/isle-of-wight-county/dp-nws-iw-notebook-0328-20160328-story.html>.
- March 30. *Smithfield Times*. Article: Scope of ancient cemetery at St. Luke's to be studied.

Outreach Lectures

- March 16. Terrific Kids at Hardy Elementary School. Presentation on colonial America, early settlements, imports/exports and spices with the Smithfield Kiwanis' and the YMCA's Terrific Kids program. 25 participants.

Boykin's Tavern

- Staff has met with the Garden Club of Virginia several times to coordinate and prepare for the April 23 Historic Garden Week event at Boykin's Tavern.

Meetings

- March 2, 16 and 30. Town of Smithfield staff meetings.
- March 16. Isle of Wight County Museum Foundation.
- March 25. Town of Smithfield supervisor training.

Trainings/Safety

- March 11. Fire extinguisher training for Town of Smithfield staff and museum meeting to review our disaster plan, duress codes, etc. Below, Docent Jennifer Jones shows that fire who is boss.



- March 22. Participation in the Virginia Department of Emergency Management's state-wide tornado drill.

From Our Website and Social Media

(Visit our Facebook site for daily posts: Isle of Wight County Museum & Historic Sites)



March 5 was the date of our Cold War program. The event was super-successful, and we couldn't have sardined any more participants into our basement if we tried. (A good problem to have.) The event marked the 70th anniversary of Winston Churchill's Iron Curtain speech which defined the parameters of the Cold War and featured lectures, artifacts, military vehicles and more.



Curator Tracey Neikirk talks to our newest volunteer Lisa Golden about a Basse's Choice artifact.



Happy Easter from all museum's Peeps!



The donation of some photos to our collection documented a 1940 flood in Zuni.

ZONING PERMITS FEBRUARY 2016

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6571	ADDITION	GRIMESLAND	1260 CRESCENT DRIVE	BIRDSONG BUILDERS INC BOWMAN
6572	SHED	LAKESIDE HEIGHTS	631 QUAIL STREET	HOSKINS
6573	SINGLE FAMILY DWELLING	CYPRESS CREEK	201 TURNBERRY	WIRT
6574	SIGN PERMIT	CYPRESS RUN PLAZA	13400 BENNS CHURCH BLVD.	MONUMENT SIGN CYPRESS RUN PLAZA
6575	SIGN PERMIT	HALLWOOD BUSINESS CENTER	405 GRACE STREET	EARNEST WHITE DISPLAYS HALL
6576	SIGN PERMIT	COFER AUTO	407 GRACE STREET	ASKEW
6577	FENCE	MOONEFIELD ESATES	8 DASHIELL DRIVE	GOSLIN
6578	COMMERCIAL ADDITION	SMITHFIELD FARMLAND CORP	601 N. CHURCH STREET	MEB GENERAL CONTRACTORS SMITHFIELD FARMLAND
6579	ADDITION/GARAGE	WATERFORD OAKS	907 CANTEBERRY LANE	WOODWORKS R US ELKHILL
6580	PIER	RED POINT HEIGHTS	508 JORDAN AVENUE	L AND L MARINE INC PACK
6581	FENCE	SCOTS LANDING	87 BARCLAY CRESCENT	NEEL

RESOLUTION
TEMPORARY CLOSURE OF LUTER DRIVE

WHEREAS, Smithfield Foods, Inc. is hosting Fox Sports for a live television broadcast of its nationally telecast show, RACE HUB, from 5:00 to 6:00 p.m. on Thursday, April 21, 2016 at the company's campus adjacent to Luter Drive; and,

WHEREAS, Smithfield Foods, Inc. has requested that all of Luter Drive from its intersection with Commerce Street to its intersection with N. Church Street be closed for a short time prior to and during the broadcast; and,

WHEREAS, the Town Council has evaluated this request and has determined that is fair and reasonable and does not work an undue hardship upon the citizens of the Town of Smithfield and further that it will benefit both the Town and the Company in promoting Smithfield.

NOW, THEREFORE, BE IT RESOLVED that the Town Council deems it to be in the best interest of its citizens and the Town to close all of Luter Drive from its intersection with Commerce Street to its intersection with N. Church Street from 3:30 p.m to 7:00 p.m on April 21, 2016; and,

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

Adopted this 5th day of April, 2016.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk



VIRGINIA RETIREMENT SYSTEM
P.O. Box 2500
Richmond, VA 23218-2500

Member Contributions by Salary Reduction for Counties, Cities,
Towns and Other Political Subdivisions
(In accordance with Chapter 822 of the 2012 Acts of Assembly (SB 497))

Resolution

WHEREAS, the *Code of Virginia* § 51.1-144(F)(3) requires that, effective July 1, 2016, all employees of a political subdivision who are VRS members shall contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis; and

WHEREAS, the *Code of Virginia* § 51.1-144(F)(3) permitted a political subdivision to phase in the mandatory five percent member contribution until all employees paid five percent of creditable compensation effective July 1, 2016; and

WHEREAS, the *Code of Virginia* § 51.1-144(F)(3) permitted a political subdivision to pick up a portion of the member contributions only until the completion of the phase-in period on July 1, 2016; and

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB 497) requires an increase in total creditable compensation, effective July 1, 2016, to each such employee in service on June 30, 2016, to offset the cost of the member contributions, equal to the percentage increase of the member contribution paid by such pursuant to this resolution;

NOW, THEREFORE, BE IT RESOLVED, that the [insert political subdivision name] Town of Smithfield (the "Political Subdivision"), [insert employer code] 55310, does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB 497), codified as *Code of Virginia* § 51.1-144(F)(3), for the fiscal year beginning July 1, 2016, and that Plan 1 and Plan 2 employees shall pay the full five percent member contribution by salary reduction on a pre-tax basis; and

BE IT FURTHER RESOLVED, that no salary increases provided solely to offset the cost of required member contributions to the Virginia Retirement System under the second enactment clause of Chapter 822 of the 2012 Acts of Assembly will be used to certify that any salary increases required by the Appropriation Act have been provided.

NOW, THEREFORE, the officers are hereby authorized and directed in the name of the Political Subdivision to carry out the provisions of this resolution, and said officers are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Political Subdivision for this purpose.

Governing Body Chairman

CERTIFICATE

I, [insert name] Lesley G. King, [insert title]
Town Clerk of the Political Subdivision, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Political Subdivision held at [insert county/city/town] Town of Smithfield Virginia at [insert time] 7:30 p.m. [insert date] April 5th, 2016. Given under my hand and seal of the Political Subdivision this 5th day of April, 2016.

(signature)

**This resolution must be passed on or before July 1, 2016 and
mailed to VRS postmarked no later than July 5, 2016.**