

SMITHFIELD TOWN COUNCIL AGENDA

April 7, 2015 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. Introduce Smithfield Police Department's newest Officer Rendall Howell

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|----------|---|---|
| April 7 | - | 7:30 p.m. – Town Council Meeting |
| April 14 | - | 6:30 p.m. – Smithfield Planning Commission Meeting |
| April 21 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| April 27 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| April 28 | - | 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. Proclamation – National Public Safety Telecommunications Week, April 12-18, 2015

TAB # 1

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. Finance Committee Chair, Randy Pack
- b. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

C1. Invoices Over \$10,000 Requiring Council Authorization

Finance Committee Chair, Randy Pack

- a. Robinson Farmer Cox Associates \$23,000.00

C2. Resolution to Accept the Proposal from Farmers Bank for Financing of the Old Rescue Squad and Land for the Proposed Ball Field Complex **TAB # 2**

Finance Committee Chair, Randy Pack

C3. Motion to Accept Deed for 54 Carver Avenue for the Pinewood Heights Relocation Project

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. PUBLIC HEARING: Amend Ordinance for No Through Truck Traffic **TAB # 3**

- a. Staff Presentation by Town Attorney, William H. Riddick, III
- b. Open Public Hearing
- c. Close Public Hearing
- d. Consideration by Police Committee Chair, Ms. Denise N. Tynes

2. Additional Invoices Requiring Council Authorization:

Town Treasurer, Ms. Ellen Minga

TAB # 4

- a. C.A. Barrs Contractor, Inc. \$10,462.44
- b. Sydnor Hydro \$14,530.00
(Lakeside PS Replacement Pump Approved by TC 8-5-2014)
- c. Virginia Resources Authority (VRA) \$12,140.60

3. Motion to Authorize the Town Manager to Issue a Request for Proposals for Refuse and Recycling Collection **TAB # 5**

Committee Chair, Michael G. Smith

4. **Motion to Approve the Town Council Meeting Minutes of March 3rd, 2015**
Mr. William H. Riddick, III, Town Attorney
5. **New Business:**
6. **Old Business:**
7. **Closed Session:** Acquisition of Real Property and Matters Requiring Advice of Legal Counsel
8. **Adjournment**

April 3, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – MARCH 2015

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings / activities: Smithfield 2020, VML Insurance Programs (via conference call), multiple staff meetings, CPR/AED/First Aid training, Pinewood Heights Management Team, Leadership Isle of Wight planning and monthly session, Chamber Expo, IOW Museum Foundation Board, HRPDC Executive Committee in Chesapeake, Joint Tourism Committee with Vice Mayor Gregory, ribbon cutting for Hughes Agency and Pagan River Architects, and Columbia Gas regarding expired Franchise agreement.
- b. Engaged APLPHA Corporation for under state contract for on call as needed project management services to begin assessment and cost estimating for renovation of old rescue squad and SPD storage buildings.
- c. Conducted training for all town staff supervisors on performance coaching and evaluations, as well as difficult conversations and corrective actions. Was assisted by Ms. Teri Zurfluh from the PDCCC Work Force Development Center.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review.
- b. Participated in Swearing in of Officer Rendall Howell for the Smithfield Police Department
- c. Attended Pinewood Heights Management Team Meeting March 10th at the Smithfield Center.
- d. Participated in CPR/First Aid training at the Smithfield Center on March 12.

- e. Prepared March Town Council Committee Agenda and April Town Council Agenda
- f. Attended Leadership Isle of Wight Class, March 20th at the Smithfield Center.
- g. Attended Town Council Committee meetings on March 23rd and 24th and prepared summary reports of the committee.
- h. Prepared Spring Newsletter to go to John Henry Printing for printing.
- i. Attended Supervisor Training at the Smithfield Center, March 31st.

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 2015 business license applications that are due by April 15.
- d. Attended Pinewood Heights Management Team meeting on March 10 at the Smithfield Center.
- e. Completed all closing documents for water/sewer loan refinancing on March 11.
- f. Participated in CPR/First Aid training at the Smithfield Center on March 12.
- g. Went to court on March 18 regarding delinquent meals taxes for 2 businesses that are now closed. One account was paid in full and the second account was scheduled for monthly payments. Follow up on that account with the court will be in June.
- h. Prepared and submitted the Annual Highway Maintenance Report to the Weldon Cooper Center on March 19.
- i. Took a personal day on March 27.
- j. Attended supervisor training on March 31 at the Smithfield Center.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
 - a. Cleaned and camera 200 block of Main St. sewer main line for repairs.
 - b. Lewis Construction is installing sewer lateral on Carver Ave.
 - c. Camera sewer lines at various locations for repairs on sewer laterals that we have had problems with.
 - d. Sewer back up at 212 Moonfield Dr. - problem was on Town side and repairs will be performed on sewer lateral.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.

- b. Performed the following scheduled maintenance at all pump station
 - Cleaning of wet -wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair
 - Generator checks / Godwin pump checks
 - Control Panel / Flow monitor checks
 - Fence and Grounds
 - Inspected Structure
 - Inspect and clean pumps
 - Level system check
 - Test limit switches
 - Bar screen cleaning
 - Rain gauge
- c. Rebuilt number 2 check valve at Lakeside pump station and number 1 check valve at Golf Course pump station.
- d. Repaired sump pump at Moonefield pump station.
- e. Jersey Park pump station - had to rewire float system and need to get wet well alarm wired up correctly.
- f. Riverside pump station - changed out start and run compositors and cleaned out pump. Pump is back in service.

3. Water Line Repairs and Maintenance

- a. 307 Canteberry reset blow off box.
- b. 1100 Wilson Rd reset valve boxes.
- c. Installed line setter and water meter at 301A West St.
- d. Disconnected water and sewer lines at 39, 40, 51 and 52 Caver Ave.
- e. Replace broken meter box at 1933 S. Church St.

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 and reports for VDH, HRSD, DEQ and ITT.
- b. Plant staff attended CPR and First Aid training.
- c. Operators pulled Nitrification samples for HRSD
- d. HRSD inspected RO Plant and found everything to be in order.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works field employees received First Aid/CPR/AED/Bloodborne Pathogens Certification and 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. Efforts are being made to find a means of treating all wooden bridges and walkways that will be environmentally friendly and comply with EPA regulations; this will hopefully increase the longevity of these structures and reduce maintenance issues.

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. Backflow test reports are being submitted by residents and business with a good level of cooperation from the public.

9. Miscellaneous

- a. Grounds crews picked- up trash along Great Springs Rd., Battery Park Rd., Rte. 10 Bypass, John Rolfe Dr. Main St. /258 and Waterworks Rd and other areas.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Grounds crew removing brush along sewer force main in town limits.
- d. Staff worked IOW Expo – provided public education on recycling and refuse.
- e. Supervisors attended annual Supervisor Training.

PLANNING AND ZONING:

- Joseph Reish attended the DEQ Basic Erosion & Sediment Control training course in Virginia Beach, VA.

- William Saunders passed the certification exam to become a DEQ Erosion & Sediment Control Combined Administrator.

1. Planning Commission – March 10, 2015

- A. Public Hearing Comprehensive Plan Amendment – Future Land Use and Growth Area Map Review – Town of Smithfield, applicant – Tabled until April meeting.
- B. Approval of the February 10, 2014 meeting minutes – Approved.

2. Rezoning Applications under review

- A. Cary & Main (Pierceville) Subdivision

3. Special Use Permit Applications under review

- A. None

4. Subdivision and Site Plans under review

- A. O'Reilly Auto Parts
- B. Cypress Creek, Phase 7 B&C

5. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I (95% complete)
- B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
- C. Lakeview Cove Condos (75% complete)

6. Board of Zoning Appeals – March 17, 2015

- No meeting held.

7. Board of Historic & Architectural Review – March 17, 2015

- 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 Contractors repaired shoulder area right and left of centerline of Jericho Road at cross drain pipe location. On one side the area was damaged by a fallen tree and the guardrail was not stable. On the other side erosion had taken place which was also repaired.
- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active projects: Harvest Fellowship Church, Moody Properties, Dollar General (Main St.) & Cypress Creek Parkway extension. Also Erosion & Sedimentation control field inspections for single family dwellings were performed at 13 locations throughout the Town and required reports were filed.
- F. Field inspections were held this month involving the Smithfield Lake Dam. No structural deficiencies were found at this time.
- G. Cypress Creek Development; Contractor C. A. Barrs Constr., all work on project has now been completed except installation of roadway asphalt surface. Contractor anticipates the installation of the asphalt surface early Spring 2015.

April 3, 2015

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 23RD, 2015

The Police Committee met Monday, March 23rd, 2015 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was Mr. Andrew Gregory, Vice Mayor. Other Council members present were Mr. Randy Pack, Dr. Milton Cook, Mr. Michael G. Smith, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steve Bowman, Smithfield Police Chief; Lt. Matt Rogers, Mr. Jessie Snead, Superintendent of Public Works; Mr. Wayne Griffin, Town Engineer; Ms. Amy Musick, Smithfield Center Director; Mr. William Riddick, Town Attorney; and Ms. Terry Rhinier, Events Coordinator for Isle of Wight Tourism. Also in attendance were Ms. Steffy Broadwater and Ms. Ashley Green of the Western Tidewater Free Clinic; Ms. Mary Davis of The Genieve Shelter; Mr. Rick Bodson of Isle of Wight's Art League and Historic Smithfield; and Mr. John Graham. The media was represented by Ms. Abby Proch of The Smithfield Times.

Mayor Williams called the meeting to order.

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

1. Pre-Public Hearing Discussion – No Through Truck Traffic – The Town Attorney explained that there was an article dated back to 1989 in the Smithfield Times where the town asked the Virginia Department of Transportation (VDOT) to approve no through trucks in town. VDOT declined to approve the town's request because they did not think there was a problem. The General Assembly since that time has given localities the authority to restrict truck traffic throughout their jurisdiction provided the locality follow certain requirements. The last time the ordinance for no through trucks was adopted in 2007 the town did not complete all the necessary steps required by VDOT to notify GPS companies of the areas in the town that are restricted to no through trucks. The Town Attorney stated that he has been working with Chief Bowman and Mr. Griffin to determine what is needed to complete the process. The next step for the town to take is hold a public hearing at the April 7th Town Council meeting to restrict certain streets within the town as no through truck traffic. The notice will need to specifically state

what the restricted routes are and what the alternative route will be. Once the public hearing has been held Town Council may readopt the ordinance to include South Church Street, North Church Street, Grace Street and Main Street as a restricted truck route. The Town Attorney stated that the town's ordinance has not been invalid; however it does not show up on trucker's GPS to alter their route around the downtown area. Once the requirements have been completed then VDOT will contact GPS companies to remove these restricted areas from the preferred GPS routes. If this does not work then a sign can be installed notifying truckers that GPS information is incorrect. This item will be listed on Town Council's April 7th agenda as a public hearing.

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

1. Operational Updates – Chief Bowman mentioned that Deputy Chief Howell was not present because he was attending a FBI Leadership Training Course in Richmond this week. Chief Bowman stated that he recently attended national hurricane training at the National Hurricane Center in Miami, Florida. Next week he will be attending National Hurricane Conference in Austin, Texas as requested by the Town Manager. Chief Bowman stated that he received an e-mail today from Lt. James Pope of the Isle of Wight Sheriff's Office in regards to some ongoing training at the sandpits located in the county. The US Navy and a private entity called Tripwire will be conducting the training there this Wednesday through Friday from 8:00 a.m. to 6:00 p.m. There may be some loud explosions in the area around the high school from the training. Chief Bowman reported that the department's newest officer Rendall Howell has started work and at this time is doing his field training. He will be attending the April Town Council meeting to be introduced to Town Council.

2. Street Closure Request for Olden Days June 26th and 27th, 2015 – Ms. Rhinier stated that Tourism is requesting that the 100 and 200 block of Main Street be closed from 5:00 p.m. to 10:00 p.m. on June 26th and 6:00 a.m. to 5:00 p.m. on June 27th. Tourism is also requesting that the 300 block of Main Street be closed beginning at 4:00 p.m. on June 26th, overnight, and all day June 27th until 5:00 p.m. The overnight closure is for the Vintage Market to set up. The Town Attorney asked if the whole 300 block will be closed overnight. Ms. Rhinier stated that the Vintage Market was on Mason Street last year and they want to expand this year so the only place they can expand to is the 300 block of Main Street. The Town Attorney stated this is the hardest block to close where the most residents would be affected. Discussion was held and Ms. Musick apologized for bringing this item to committee prematurely. She would take this request to the Special Events Committee on April 1st to hash out the details and bring back to the April Police Committee. Mr. Pack asked for then to also bring back information on how fire and rescue personnel will respond should an incident occur in this area while the streets are closed.

3. Update on Budgeted In Car Cameras - Chief Bowman reported that when the department did their budget last year certain items were approved to equip the police cars with in car cameras. The cameras that are in the vehicles now are obsolete and most are not functioning. The department was hoping that the body cams that all of the officers currently wear would be able to be used in lieu of the in car cameras; however the body cameras do not provide the same visual aspects. They do very well for close up recordings but they do not get the overall view on what is going on in situations such as DUI's, pursuits, etc. The new camera system that they are looking to purchase does a couple of things and the average cost of the cameras is almost \$5,000 a unit. This amount includes a promotional discount. The good news is that technology has come around to where the town can buy a docking station that would sit in the Police Department that through telemetry when a patrol vehicle pulls up in the parking lot the data can be downloaded into the computer. It is stored with no opportunity to be tampered with. The other good thing from administrative perspective is if the Chief gets a complaint about an officer that is on vacation or on the mid-night shift he would not have to bring that officer in to get a Sergeant to retrieve the footage out of their car. This system will automatically store the data for a specified amount of time and then it is dumped after that time. This equipment really eliminates the need for manual operations and manipulation of the data. Chief Bowman stated that the four cameras and the docking station can be purchased out of their existing budget. They have saved money on new police vehicles that have come in \$8,200 under budget. The mobile docking stations came in approximately \$12,000 under bid as well and they have had some saving in gas consumption due to the price of gas coming down. Chief Bowman stated that the reason that they bring this item to committee is because the town will have an invoice to one specific company in excess of \$10,000 that would require Council's authorization. Ms. Minga stated that there may be some reallocation of existing funds between Capital and operational; however it will not affect the overall budget. Chief Bowman stated that they only have one or two of the existing obsolete cameras that still work properly and would ask for Council's permission to proceed with equipping the patrol units with in car cameras and the docking station which will store the data. Mr. Pack asked why they were only purchasing four. Chief Bowman stated that because of the cost and as new vehicles are purchased the hope is to have this equipment included in the overall outfitting of the vehicles. He also stated that this is also new technology and although he has seen how a vendor demonstrates how they work he would like to see how they work for them before continuing down this path. The Town Manager stated that at this time this item is for informational purposes only and will come back to committee in the form of an invoice over \$10,000 requiring Council authorization.

The meeting adjourned at 4:22 p.m.

April 3, 2015

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 23rd, 2015

The Water & Sewer Committee held a meeting on Monday, March 23rd, 2015 at 4:22 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew Gregory, Vice Mayor and Mr. Michael G. Smith. Other Council members present were Mr. Randy Pack, Dr. Milton Cook and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Jessie Snead, Superintendent of Public Works; Mr. Wayne Griffin, Town Engineer; and Mr. William Riddick, Town Attorney. Also in attendance were Ms. Steffy Broadwater and Ms. Ashley Green of the Western Tidewater Free Clinic; Ms. Mary Davis of The Genieve Shelter; Mr. Rick Bodson of Isle of Wight's Art League and Historic Smithfield; and Mr. John Graham. The media was represented by Ms. Abby Proch of The Smithfield Times.

Water and Sewer Committee Chair, Vice Mayor Gregory called the meeting to order.

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

1. Operational Updates – Mr. Snead reported that this past Thursday Tri-State Utilities came out to clean and tv the rest of the sewer line on Main Street that has not been lined. Tri-State found another section about 30 feet long that has a sag in it and will need to be replaced. The reason that Tri-State did not find this last time is because they thought the area that was fixed before was holding the water back. Mr. Snead stated that this is for informational purposes at this time as staff works to determine what needs to be done to repair the line. Mayor Williams asked if this would take care of everything in this portion of Main Street. Mr. Snead stated that these repairs will take care of what Tri-State proposes to do from Institute to Mason Street. Tri-State has already completed work from Mason Street to Church Street. Mayor Williams asked if the next phase was to

continue down Main Street from Institute Street towards Underwood Lane. Mr. Snead stated that at this time that line is okay but it will need to be cleaned and tv'ed to see if it needs to be lined. Mayor Williams asked about the street paving of Main Street. The Town Manager stated that the cost of paving Main Street will be discussed during the budget process. Committee thanked Mr. Snead for the update.

The meeting adjourned at 4:26 p.m.

April 3, 2015

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 23RD, 2015

The Finance Committee held a meeting on Monday, March 23rd, 2015 at 4:26 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was: Mr. Randy Pack, Chair; Dr. Milton Cook, and Mr. Andrew Gregory, Vice Mayor. Other Council members present were Mr. Michael G. Smith, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Wayne Griffin, Town Engineer; and Mr. William Riddick, Town Attorney. Also in attendance were Ms. Steffy Broadwater and Ms. Ashley Green of the Western Tidewater Free Clinic; Ms. Mary Davis of The Genieve Shelter; Mr. Rick Bodson of Isle of Wight's Art League and Historic Smithfield; and Mr. John Graham. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

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

a. Robinson Farmer Cox Associates (Audit) \$23,000.00

Mr. Pack stated that the town was happy to report that this invoice from the town's new audit firm came in for less than half the cost of the town's previous audit firm. This has been a huge savings for the town. Ms. Minga stated that she has been very pleased with the new firm's services.

2. Financing Options for the Purchase of the Old Isle of Wight Volunteer Rescue Squad Building – Ms. Minga reported that she contacted Farmers Bank and TowneBank in regards to financing options for the old rescue squad building and the land for the proposed ball park complex. Both banking institutions gave the town really good rates. Ms. Minga stated that in her opinion Farmers Bank rates were a little better. Farmers Bank gave the town rates for both relationship standard and relationship qualified. In

order to be bank qualified the town would have to use a certificate in respect to qualified tax exempt obligations. TowneBank did not request that; however they did request all three appraisals from the old rescue squad building. The Town Attorney has reviewed the documents and is comfortable with the language on the certificate. Ms. Minga explained that the pricing for bank qualified would be 1% fee at 3.3 % for ten years or no fee at 3.4% for ten years or 1% fee at 3.05 % for eight years or no fee at 3.2% for eight years. TowneBank gave the town quotes of .25% at 3.9% for 10 years and he was willing to take the ten year fixed down to 3.89% if the town put more deposits in the bank to equal the amount of the actual loan. Ms. Minga stated that she had run amortization schedules and looking at eight years the town would definitely save money; however there is a bigger amount per year. Discussion was held on which bank and loan to go with to finance the proposed ball fields and the old rescue squad building. There was about a \$10,000 difference annually between financing for eight years or ten years through Farmers Bank which calculates to a \$20,000 savings. Dr. Cook asked where the funding was coming from to renovate the building. The Town Manager stated that there is \$150,000 in the budget for this year but since it has not been bid out we do not know if the \$150,000 will cover the renovations to that building. Ms. Minga stated that this was all preliminary and we could get more numbers together before we proceed if necessary. The town has already cut a check to the County for the old rescue squad building from the town's General Fund Reserves. Committee agreed that this is probably the cheapest that we will be able to borrow money and for the Town Treasurer to move forward with the loan for \$430,000 at 3.50% for eight years with Farmers Bank. This will be on Town Council's agenda for approval.

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

1. Contribution Request for Fiscal Year 2015/2016

a. Western Tidewater Free Clinic – Ms. Steffy Broadwater was present along with Ms. Ashley Green who is the Director of Development at the Western Tidewater Free Clinic. Ms. Broadwater thanked the town for the consistent support it provides to the clinic. The Town of Smithfield on a percentage basis out shadows everyone in terms of municipalities in what others provide the clinic out of their operating budget. She explained that in regards to the \$34,000 that they are requesting this year it will be used in the same way that it has been used in previous years. It helps the clinic cover medical and dental visits and supplies that go along with patient visits. The \$34,000 based on their average cost per visit would allow the clinic 382 visits from patients. Ms. Broadwater reported that the clinic saw 62 patients that live in the Town of Smithfield. Those 62 patients generated 940 visits. It cost the clinic annually approximately \$980.00 to take care of a single patient. The per visit average is \$88.00. She explained that for every dollar that the clinic receives they turn it into about seven dollars worth of services back to patients. They do this by leveraging their resources and partnerships that they

develop throughout the community. They have a volunteer base of approximately 200 people that help to support the clinic. Ms. Broadwater also reported that the clinic is in the process of expanding their dental program. The dental program will be expanded to include people in the community that may have medical insurance but no access to dental insurance. The need for dental care is huge. The Western Tidewater Free clinic Board is going through a strategic planning process right now to look at what they want to accomplish in the next three to four years and from that will come a business plan to expand. They are making good progress in moving eligibility out into communities. They have partnered up with another non-profit group that had space that they could use. The clinics staff would go to the different communities to have eligibility forms completed rather than have everyone come to the clinic. The next step would be to duplicate this service here in the Smithfield community. This is a process that takes a little while because they have to find the space and the partners. She explained that they want to continue to utilize the building that they have but where they have the resources to do it they want to start moving services closer to where the patients actually are. Transportation continues to be a challenge for this population. Committee thanked Ms. Broadwater and Ms. Green for the update.

b. The Genieve Shelter – Ms. Mary Davis, Executive Director, of The Genieve Shelter was present to give an update on their organization and the need for the town's annual funding support. She explained that since last year they have expanded because unfortunately domestic violence has not decreased. Their overall goal is to decrease domestic violence. They are in the process of renovating a building for additional shelter space which should be ready by the end of this month. The new shelter will serve a max of eight individuals in this shelter. The shelter will provide services for ninety days so during the fiscal year there will be approximately seventy individuals that can be served at the shelter. The organization is working on their strategic and development plans as well. Their main focus is how they can increase services in the Smithfield area as well as their other localities. They are the only domestic violence agency in Western Tidewater that serves the rural areas. The rural areas have very limited resources for domestic violence victims. Over the past year the town's contribution helped them serve 95 individuals from the Smithfield area that were victims of domestic violence. The town's contribution also helped overall with 668 hotline calls for crisis support, 4,129 nights of shelter and assistance for 538 individuals annually. Their strategic plan is to work on how to decrease the number of domestic violence victims by reaching out to the areas that they serve. Mr. Pack asked Ms. Davis how much The Genieve Shelter was requesting this year. Ms. Davis replied that they were requesting the same as last year \$9,000. Committee thanked Ms. Davis for her update.

c. Isle of Wight Arts League – Mr. Rick Bodson was present to speak on behalf of the Isle of Wight Arts League for the request of funds from the upcoming budget cycle. Historically, the town has generously funded the Isle of Wight Arts League \$5,000 a year and the request is the same for next fiscal year. This money is allocated to the operations

of the arts league located at 319 Main Street. None of the money is used for the three music programs that the arts league brought on in co-sponsorship with the Smithfield Times for the Summer Concert Series, Smithfield Music, and Sundays at Four. These groups are self-sufficient financially. The funding goes to operating the Isle of Wight Arts League's art center. The Arts League receives a \$5,000 matching grant that is given to them under the Virginia Commission for the Arts (VCA) Challenge Grant Program dependent on the \$5,000 contribution from the town. He continued to explain that the VCA has been under some fairly significant budget constraints as every other state agency for the last several years. The one program that VCA has not cut is the Local Government Challenge Grant. It is their incentive or message to communities to support the arts in the commonwealth and we will match you dollar for dollar. The funds would be appreciated for the operations of the art center but at the same time it also communicates to the Virginia Commission for the Arts the seriousness this community holds for the arts.

d. Historic Smithfield- 1750 Isle of Wight Courthouse – Mr. Rick Bodson was present on behalf of Historic Smithfield to address the request of a \$5,000 contribution for the 1750 Courthouse. The 1750 Courthouse is now locally owned and a program of Historic Smithfield. It is currently going through a \$250,000 remediation project after decades of neglect by Preservation Virginia (APVA). It leaked from the roof and it leaked upward from the ground. They are currently about a third of the way through the remediation process and should reopen sometime in May. The \$250,000 was raised entirely through private donations and with the Capital Funds that came over from Preservation Virginia with the transfer of the property to Historic Smithfield. Historic Smithfield will also dip into its Capital Funds if necessary to complete the repairs. The \$5,000 request from the town is not related to the remediation project. In the past \$5,000 has been given to the Courthouse in support of the building. The amount of fundraising that goes on to support this building is relatively limited. They have a limited budget and this \$5,000 fund request closes the gap to essentially keep the lights burning, keep the environment in the courthouse as controlled as possible and pay weekend docents to keep the courthouse open eleven months out of the year. With the local ownership Historic Smithfield is looking to task 1750 Courthouse team, what used to be the APVA local branch, with doing some fundraising in the future so that they are not dependent on the town; however this year the funds are both needed and appreciated. Committee thanked Mr. Bodson for the update.

2. January Financial Statements and Graphs – Ms. Minga reported that she realized as she was working on the financials and budget that there was an internal posting error on the museum's revenues. Museum staff has been bringing the town a spreadsheet with the deposits on it every week and staff in the Treasurer's Office misunderstood how it was supposed to be posted. On the current report Council will see heavy revenues for the gift shop; however some of this needs to be distributed between donations and programs. Most of it will be donations because there has been very little in programs. Ms. Minga

explained that in November there was a notable increase in water consumption and staff has determined that it was from a vacant house on Battery Park Road. It has had no usage for several years and then in November the meter that sits on that house went bad and it recorded 7,674,630 gallons. It was a \$40,000 bill. She stated that in February the adjustment was made and the meter was replaced. No water was loss because it was just the meter that was broken.

3. January Cash Balances — Ms. Minga reported that all the balances remain strong with the exception of the Sewer Fund. - Water = \$393,047.37; Water Debt Service = \$1,025,666.47; Water Capital Escrow Availability Fees = \$387,552.17; Water Treatment Plant Escrow = \$111,705.93; Water Deposit Account = \$102,246.97; Water Development Escrow = \$95,564.70; **Subtotal Water = \$2,115,783.61.** Sewer = \$(106,169.47); Sewer Development Escrow = \$352,306.53; Sewer Capital Escrow Availability Fees = \$870,542.73; Sewer Compliance = \$930,474.54; **Subtotal Sewer = \$2,047,154.33.** Highway = **\$208,914.46.** General Fund = \$3,503,238.09; Payroll = \$116,675.85; Money Market General Fund Town Bank = \$2,186.93; Business Super NOW-General Fund = \$33,118.80; Money Market General Fund Farmers Bank = \$289,701.95; General Fund Capital Escrow = \$214,729.00; Certificate of Deposit = \$526,104.40; Certificate of Deposit Police Dept = \$36,725.91; Special Project Account (Pinewood) = \$19,970.62; Pinewood Heights Escrow = \$46,396.66; SNAP Program = \$2,306.75; Museum Account = \$98,874.79; **Subtotal General Fund = \$4,890,029.75.** **TOTAL ALL FUNDS = \$9,261,882.15.**

4. FY 2015\2016 Budget Discussion: Revenues –
Revenues:

- Real Estate – Ms. Minga stated that she just received an e-mail from the Commissioner of Revenue and the values for the town are pretty flat. He is expecting an increase of approximately .2% for this reassessment year. That will be approximately \$3,191. This number is a little bit harder to peg down for budget purposes. However the auditors have changed the town's strategy with this. The town use to budget based on what was collected but now the town does an accrual based on what the billing is on what is coming in. So at the end of the year when we get a billing for the end of 2015 six months' worth of that will accrue as last year's revenue and then the town backs out the previous year's six month. So far collections for real estate are at 99%. Delinquent notices have gone out so they have processed a lot of those and some still to go through. Staff continues to work with the Town Attorney on a couple of delinquent business accounts. Ms. Minga reported that the town has collected approximately \$30,000 already \$10,000 more than they had anticipated. This has been a really strong year for the town. They continue to work with the Town Attorney on any accounts with a delinquency of more than three years.

- Personal Property – The town has not collected as much in Personal Property as Real Estate at this time. Staff is currently working on Supplements and DMV Stops. Ms.

Minga stated that she feels that the town will meet budget and possibly exceed what the town originally budgeted for personal property based on collections.

- Franchise Tax – Ms. Minga stated that the town has received feedback from all of the banking institutions in town on what their Schedule C's will be based on. The town should collect \$149,777.33 for FY 2014/2015 which is what the town uses to budget for FY 2015/2016. Then subtract the two refunds totaling \$26,579.75 to Bank of America and BB&T for over payment. Ms. Minga stated that for this year she is estimating that the town's revenue from franchise taxes will be lower so she lowered that amount to \$123,197.58.

- Cigarette Tax - Ms. Minga stated that she does not know if people are trying to be healthier or if there has a reduction in cigarette purchases in town because the town raised the cigarette tax rate. She reported that cigarette tax has definitely gone down. An estimated amount of activity for the rest of FY 2014/2015 would put the town at \$128,000. She explained that this number all depends on the wholesalers because they buy in bulk so the town could have a good month between now and the end of the fiscal year. Revenues for FY 2013/2014 were \$167,913 which was the town's best year ever. Ms. Minga stated that the County has appealed several times to the General Assembly to be able to charge cigarette tax and so far they have not been allowed to do it. If they ever did allow it then it would probably level things out a bit where people would not stop out in the county to purchase cigarettes because they are cheaper in the county. This does make a difference with the town's budget because the revenues from the increase cigarette tax are supposed to be used to help fund the additional expenses from adding the museum to the town. At this time donations made to the museum will help to offset the loss of cigarette tax revenues.

- Transient Occupancy – Ms. Minga stated that the town continues to struggle with one of the town's establishments with a delinquent account. They are working close with the Town Attorney to get these funds. If these funds come in the town will exceed what was budgeted for FY 2014/2015.

- Meals Tax – Meals tax is still looking very strong. Ms. Minga explained the reason she shows next year's budget lower than this year is because the town had to take a couple of establishments to court and one of them did pay in full this past week. The other establishment is on a payment schedule per the courts.

- Communications Tax – Ms. Minga stated that this is just an estimate based on current year and prior year activity. Communication Tax is very hard to pin point because it comes directly from the state. They send it to the town monthly and it is always two months behind. These funds normally vary depending on what use the state has on them. At this time it looks like the town will be a little under what was projected for FY 2014/2015.

- Rolling Stock and Rental Tax - Ms. Minga explained that this is a really small amount that the town gets each year from the state. Rental Tax has actually gone up this year and consists of things such as U-Haul rentals.

- Sales Tax – This is a tax that comes in from the county and it is normally a two month delay. Currently we have \$161,004 compared to \$146,395 for the same period last year. Sales Tax has been steadily increasing.

- Consumption Tax and Utility Tax – Consumption Tax has not changed much over the year. Ms. Minga stated that she has called and talked to Dominion Power in regards November, December and January because November was virtually nonexistent. She stated that she has never seen it that low before. Dominion Virginia Power explained that it was how their cycle fell during November for the Thanksgiving holiday. She stated that it does pick up some in December but when she does the average between the three months it still looks extremely low compared to prior years. The sheets that are sent in with the bills are normally broken down into commercial, industrial, and residential and she does not see industrial listed for November. Dominion Power is still doing some research on their side.

- Business Licenses – Ms. Minga reported that the town is on budget for this item and may possibly come in a little higher. Part of this is for new startup businesses and the other portion is where staff has been really working the delinquent accounts.

- Permits and Licenses – This year the town is way above budget. The town has \$17,000 and only \$11,000 was budgeted. This is a result of the rezoning permit for the property that is across from Goose Hill Way.

- Inspection Fees – Ms. Minga stated that this year inspection fees will be estimated because the town had no inspection fees for Y 2013/2014.

- Dog Park Registrations – Dog park registrations are pretty consistent and the town should have around \$2,400 at end of FY 2014/2015 and the same amount will be placed in the FY 2014/2015 budget.

- Consultant Review Fees – These are the review fees that you would generally see on the expense side. The town pays the review fees and this is the reimbursement that the town gets back on the review fees.

- Fines and Cost – Looks like the town will be on target with budget.

- General Fund Interest - this item will come in a little more than budget now that the VML /VACo investment has started identifying some interest that we are accumulating on our savings.

- Smithfield Center Rentals – Rentals at the Center have been remaining very strong. They could be as high as \$165,000 this year but Ms. Minga stated that she went conservative and based next year's budget on \$156,000 as budgeted this year. She stated that with the Center it is not always when the event takes place rather when the payment is made.

- Vendor Programs – This item is a little higher this year than prior year's.

- Kayak Rentals – Ms. Minga stated that kayak rentals have actually dropped off some this past year. The Town Manager stated that the town did not have as many kayaks on site to be rented due to not having a secure place to store them. Some people that were renting the kayaks may have decided to buy their own as well.

- Special Events – Ms. Minga stated that staff will be meeting and talking about this next week. This line item is billed based on the personnel that are used for special events, mainly the Police Department and Public Works staff. Ms. Minga stated that the town needs to also include janitorial help during events. Currently this amount is based on the individual's overtime rate. She explained that she has bumped these fees up a little bit to recover the town's cost. These fees were implemented two fiscal years ago and since that time staff has had salary increases. In the Police Department they have cases where their overtime rate exceeds the amount that the town is charging for their services. The town will not be able to completely recover 100% of our cost unless we raise the rate.

- Finger Printing Fees – This item is a fee that the Police Department implemented. They have collected \$1,200 which exceeds the budget for FY 2014/2015.

- Museum Gift Shop - Ms. Minga explained that originally she had listed \$12,888.11 for the current year and it should have been \$5,769.16. A little bit of the \$12,888 belonged in programs; however the bulk of it was from donations from visitors to the museum.

- Sale of Equipment – This amount comes from the town's surplus items that are placed on GovDeals for sale. This year's amount includes a couple of purchases of old police vehicles. There are no more cars expected to be placed on GovDeals this fiscal year. Ms. Minga stated that unless they have a large item such as a car then the revenue for this will remain fairly low. For FY 2015/2016 she is projecting \$1,000.

- Lease of Land – Ms. Minga stated that the town has two land leases that we receive funds on each year.

- Reserves – Ms. Minga explained that until she works on the expense side she will not know what this line item will be. The Pinewood Heights reserve is where the town has to pay out the forty-two month rent for someone that is relocating. That money had to be placed in a special escrow and the town pulls it out each year. The town has changed how we handle these transactions. It will still come out of escrow but it will not go through as an expense. We will expense the whole amount this year and the money will come out of escrow and sit out there as a liability instead of doing it out of the financials this year. That is why it shows no reserves for next year.

- Beautification Fund - These funds were given to Historic Smithfield to fund a portion of the renovations to the 1750 Courthouse building.

- Law Enforcement – Ms. Minga stated that she could not find anything where the 599 Funds have been reduced or increased. So they are currently at level spending from what the state gives us.

- Litter Control Grant - This one is also based on what the state actually gives us.

- Police Block Grant – There are no state grants available.

- TRIAD Grant – This is money that will come from the State and then the town will pass it along for the TRIAD Conference.

- Fire Programs – Ms. Minga stated that she has increased this one from \$19,461 to \$24,294. This amount is based on last year's amount.

- VCA Grant – This is a matching grant. The town will get \$5,000 from the state and the town will pay \$5,000. There will be \$10,000 on the expense side.
- DCA Grant – Ms. Minga stated that she needs to discuss this item with the Town Manager to see where we are with this project.
- SNAP Program – This is or the money that the town gets through the Obici Grant at the Farmers Market. She stated that she does not know if that program will continue next year. Ms. Ketchum has indicated that she might like to use those funds elsewhere.
- Fuel Refund – Now that the town uses the Voyager gas cards the town does not get money from state or federal level. The Voyager cards already include this discount.
- Pinewood Heights CDBG Relocation Planning Grant – These funds will be expended this year and will not be carried forward to next year.
- Pinewood Height CDBG Relocation – Phase II – Ms. Minga stated that she is estimating what the town will be able to draw down from the grant this year. A small retainage portion will be put in the budget for next year. Currently the town has an issue where the CDBG funds are all in owner occupied acquisition and relocation. The town has not done any owner occupied yet. The one owner occupied that the town had passed away and her son now qualifies as a renter and cannot longer be considered an owner occupied unit.
- Line of Credit Proceeds – Ms. Minga stated that the town has not utilized any of these funds this year for Pinewood Heights Relocation Project.
- General Obligation Bond – Ms. Minga stated that this amount was put in the budget when the town was looking at possibly borrowing \$175,000 for the ball fields and \$255,000 for the old rescue squad building.

5. Closed Session: Acquisition of Real Property – Town Attorney stated that the committee needs a motion to go into closed session for the purpose of discussing acquisition of real property for public purposes and the disposition of real property held by the public. Vice Mayor Gregory made a motion to go into closed session and Dr. Cook seconded the motion. Motion passed.

In Closed Session @ 4:47 p.m.

Out of Closed Session @ 5:10 p.m.

A motion was made and seconded to come back into open session.

The meeting adjourned at 6:12 p.m.

April 3, 2015

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 24TH, 2015

The Parks and Recreation Committee held a meeting on Tuesday, March 24th, 2015 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. 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 G. King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; and Ms. Sonja Eubank, Office Manager of Public Works; and Mr. William H. Riddick, III, Town Attorney. Also in attendance was Mr. Dawson Moody of All Virginia Environmental Solutions (AVES). The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Connie Chapman called the meeting to order.

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

1. Operational Update – Ms. Musick reported that the Smithfield Center has been very busy since last committee. The only event cancelled due to the winter weather was the Women's Club. There were no events held at Windsor Castle Park, but the town does have some coming up. The Wine and Brew Festival will be on Saturday, April 11th. The Smithfield Triathlon will be on Saturday, April 18th. The Triathlon uses town streets for the bike and running portion. On April 21st here at the Smithfield Center there will be Bridging the Gap-Discussion on Race Relations in Isle of Wight. On April 25th there will be a Beacons of Hope Bike Race that stages at the Veterans Memorial and the biker's race throughout the county and back. Kayak rentals will open up on May 2nd. Ms. Musick stated that she will be advertising to fill the two staffing positions beginning next week. Their rate will be \$10 an hour. Each will work an average of ten hours a week through the last weekend of September. Hiring two will allow them to schedule vacation and time off when necessary. The Eco Counter data was included in the packet for review. Ms. Musick also noted that coming up in May the Windsor Castle Foundation Board will have several events to celebrate the 5th anniversary of the park. It will start on

Friday, May 1st with a Gala here at the Smithfield Center. Invitations to Town Council will be sent out soon to all the events connected to the anniversary celebration. Dr. Cook asked if the 5k Dog Jog was scheduled to be held at the park. Ms. Musick stated that both the 5k Dog Jog and the Optimist 5k Race will be restricted to the trails at the park. No town streets will be affected. Ms. Chapman stated that she was aware that some signs at the park had been vandalized. The Town Manager stated that was correct; however staff has taken care of those signs. She also mentioned that she had noticed that many of the boards on the bridges would need to be replaced soon. She asked if the Trail Doctors were still meeting on a regular basis. Ms. Musick replied that they are and as part of the Windsor Castle events, on May 16th there will be a Community Day where projects like this will be worked on by different groups in our community. Mayor Williams asked about the recent fire at the pole barn in Windsor Castle Park. The Town Manager stated that it was possible that it was spontaneous combustion but it is doubtful. Some of the items stored in that pole barn belong to the Smithfield Winery and their trailer was damaged due to the fire. The Weiss's were having their trailer assessed for damage at Trailer World in Virginia Beach. Ms. Chapman asked if the town was responsible since the trailer was on town property. The Town Manager stated that once he gets a figure from the assessment he would be running it through the town's insurance to see if it is covered.

The meeting adjourned at 4:07 p.m.

April 3, 2015

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 24TH, 2015

The Public Works Committee held a meeting on Tuesday, March 24th, 2015 at 4:07 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; and Dr. Milton Cook. Other Council members present were: Ms. Connie Chapman, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Ms. Sonja Eubank, Office Manager for Public Works. Also in attendance was Mr. Dawson Moody of All Virginia Environmental Solutions (AVES). The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Continued Discussion on Refuse and Recycling Contract with All Virginia Environmental Solutions (AVES) – Mr. Smith stated that he had met with town staff earlier today to discuss the length of this contract. The existing contract has been in place since 2006. He explained that this is one of the town's oldest contracts. Most service contract run on a five year limit before the contracts are put out there for the town to receive new bids. Mr. Smith asked for Ms. Eubank to explain the difference between Request for Proposals (RFP) and a Request for Quotes (RFQ). Ms. Eubank explained that according the Virginia Public Procurement Act RFQ is a quote for informal bids. A RFP is based on qualifications as well as cost. A RFP is most likely the way the town would want to go because this contract is awarded based on qualifications as well as cost. For Invitation for Bid the town must take the lowest bidder unless they are not responsive. Dr. Cook stated that he thought the town was required to do a RFP every other renewal cycle. Ms. Eubank stated that this contract automatically renews every two years. There is nothing in the contract about it needing to rebid out or when it expired. All other town service contracts with the exception of the water tank maintenance contract which is 8 years are rebid every five years. Dr. Cook stated that he understand the need to rebid contracts so the town keeps the best service for the best price. Is there a

state code that requires the town to rebid this contract? Ms. Eubank stated that there is no state code that requires this contract to be rebid. She had spoken to the town's representative at eVA and they feel the town needs to be consistent with all contracts including refuse and recycling. Mr. Moody stated that his last contract with the town was for twenty years. Dr. Cook stated that Mr. Moody might raise his current prices during the RFP process. Ms. Sonja Eubank stated that there is a competitive negotiation process with a RFP. The Town Manager stated that it would then be up to the town on whether to accept a proposal or not. Mr. Moody stated that there was one thing that the town needs to consider and that is that he dumps well over a million dollars back into the town because he is locally owned. If another business is awarded the service contract because they come in cheaper the town needs to keep in mind that they will take their money back to their locality such as Newport News or Norfolk. Committee stated this has been discussed and they are aware that the town could lose revenue if the contract was awarded to a non-locally owned business. Dr. Cook stated that committee is not saying that the town is going to take the contract away from AVES we are just looking at being more consistent and fair across all contracts. The Town Manager stated that there is always language that can be included in the RFP that states that the town reserves the right to reject proposals. The Town Attorney stated that if Mr. Moody bids and he is the only bidder and raises his price higher than his current contract it would not be good faith for the town not to accept his new bid because it is higher. Committee does not feel that he would be the only bidder for the refuse and recycling contract. The Town Manager stated that if the majority of Town Council does not direct staff to rebid the contract by the end of April then the contract will automatically renew for two more years. Ms. Chapman asked if the town does not decide to do an RFP does it put the town at risk as far as procurement goes. The Town Attorney stated that it would not because the town has a current contract with AVES. He mentioned that the town has a history of long term trash collection contracts. Dr. Cook stated that three Town Council members are absent today so this item should be moved to the Action Section of the Town Council agenda for further discussion and vote. Dr. Cook asked if anyone knows anything about Recycling Perks. Ms. Eubanks stated that she had received an email as well and was not sure how it works but would be glad to get more information on the program. Mr. Moody explained that Recycling Perks goes around and gets businesses to give coupons to their business as rewards for people that recycle. Mr. Moody stated that bar codes are put on residents trash cans so that they can keep track of who is recycling enough to receive these coupons. Mr. Moody stated that he is not sure if the town pays for the program or if it is funded through sponsors of the program. Staff will follow up with getting more information on the program.

2. Additional Item Discussed: Battery Park Road Street Paving – The Town Manager stated that the paving of Battery Park Road that was authorized by Town Council at the November 4th Town Council Meeting will be done soon. The Town Engineer is currently working with Blair Brothers to schedule this work and staff will let

Council know the dates when it has been scheduled. Mr. Smith stated that a temporary patch has been made at the foot of the Cypress Creek Bridge in front of the Smithfield Station.

3. Additional Item Discussed: Additional Parking in the Historic District - The Town Manager stated that staff has worked out a solution to some of the Wharf Hill on street parking issues. As you go down the street in front of the brewery and cleaners the town will be placing time limit parking signs; however on Luter Drive where there has been no parking Smithfield Foods has agreed to allow on street parking up the hill on Luter Drive. Smithfield Foods employees will be able to park closer to their buildings. This on street parking will open up approximately twelve to fifteen spaces. Committee asked about the status of the two potential parking lots that are planned behind the Veterans Memorial and the old mini mart lot. The Town Manager stated that staff talked to Smithfield Foods Engineers last week and at this time they are trying to get administrative plan approval before it can move forward. At this time there is not a timeframe for construction to begin on this project.

The meeting adjourned at 4:24 p.m.

April 3, 2015

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 24TH, 2015

The Public Buildings and Welfare Committee held a meeting on Tuesday, March 24th, 2015 at 4:24 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council member in attendance was Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Ms. Sonja Eubank, Office Manager for Public Works. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Update on Old Isle of Rescue Squad Building - The Town Manager reported that before Police Committee yesterday a tour was conducted of the old rescue squad building on South Church Street for any Council members wishing to see the layout of the building. Lt. Rogers has done a very nice diagram of how they want to do their evidence storage at that location. The building will be used by the Police Department since we will be moving other items that need to be stored such as town records to the building located behind the existing Police Department. Some of the Smithfield Center and Tourism storage items that are currently being stored in the back portion of the VFW building would also move to the existing building behind the Police Department. The police evidence that is beneath Town Hall and the stuff that is currently in the building behind the Police Department would all move to the old rescue squad building. The Town Manager's office and the Police Department currently have storage units at the Public Works facility that will be opened up for additional public works space once we have moved our storage items out of there. The Town Manager stated that at Finance Committee discussion was held on whether the \$150,000 that is in this year's budget will be enough for the needed renovations. He mentioned that he had met last month with

Brian Camden who when the Smithfield Center was built was with Powell Management and is with Alpha Corporation now to discuss renovations to the old rescue squad building. Alpha Corporation currently has a state contract through the Department of General Services to do on call as needed construction work. Mr. Camden and an estimator will meet tomorrow with me and Lt. Rogers to discuss getting a firm cost estimate on the necessary repairs. The town knows what needs to be replaced from the inspection that was done last year. The hope is to get these numbers quickly to include in budget discussions. Dr. Cook asked if the \$150,000 was what was budgeted to do the renovations for the evidence to be stored in the building behind the Police Department. The Town Manager stated that it was combination of both those funds and additional funds that was placed in the budget as a place holder not knowing what was going to happen with the old rescue squad building. The Town Manager mentioned that some minor repairs such as lighting upgrades and sealing an area where water leaks will need to be made to the building behind the Police Department for records storage. Dr. Cook asked if the records will need to be climate controlled. The Town Clerk stated that records stored offsite now are not in a climate control environment. The Town Manager explained that the barn building next to the old rescue squad building could be used for Isle of Wight Museum storage; however that building would need to be climate controlled. This area would save the museum \$6,000 a year in storage cost. The Town Attorney is working with the County Attorney to complete the purchase of the County's half of the old rescue squad facility.

2. Pinewood Heights Relocation Project Update on Phase II and Phase III Application Submittal - The Town Manager mentioned that the most important thing to report is that staff has hit the submit button to send the electronic application for the next round of grant funding for Phase III. The deadline for the application to be submitted is tomorrow, March 25th. The Governor usually makes the announcement of awards for Community Development Block Grant funding in July. The Town Manager stated that the monthly report from Mr. Dodson of Community Planning Partners was included in the committee packet for Phase II and he really did not have anything to add. The Deed for 54 Carver Avenue will be on the Town Council Agenda on April 7th for acceptance. Staff continues to work on having utilities disconnected on acquired properties in preparation of having them demolished. The Smithfield Police Department is scheduled to do some training in 39 and 40 Carver Avenue before they are demolished. The next Management Team meeting will be May 12th.

3. Additional Item Discussed: Old Tastee Freeze Building – Mr. Smith asked about the status on the old Tastee Freeze Building. Dr. Cook asked if there is anything the town could do because it is open to the elements. The Town Manager stated that town staff has talked to the Isle of Wight Building Inspections Department and currently that location has an active open building permit. Dr. Cook expressed concern that nothing has been done to the building in six months and there should be some signs of progression if it was still active. Town staff will continue to work with the County to see if anything can be done.

Meeting adjourned at 4:38 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
March 2015**

Committees and Projects:

03/03 Town Council – Center – Chief Bowman
03/04 Presentation to Leadership Instructors in appreciation for their service on behalf of Town Manager – HRCJTA – Chief Bowman
03/04 Department Head – Town Hall – Deputy Chief Howell
03/09 Swearing in of Rendall Howell – PD – PD attended
03/10 ECC Board meeting – IoW Courthouse – Chief Bowman
03/12 Sexual Assault Response Team mtg – IoW Courthouse – Officer Anderson
03/17 Crime Line meeting – Center – Chief Bowman, Sgt. Meier, Kurt Beach, Annette Crocker
03/18 TRIAD Grant meeting – PD – Kurt Beach
03/18 Department Head mtg – Tn Hall – Chief Bowman, Deputy Chief Howell
03/20 Isle of Wight Bar Association mtg – Smithfield Station – Chief Bowman
03/23 Police Committee mtg – Center – Chief Bowman, Lt. Rogers

Training

03/23 – 25 State TRIAD Conference – Williamsburg – Sgt. Miller, Kurt Beach
03/23 – 27 Virginia Law Enforcement Executive Development Seminar (VALEEDS) – Glen Allen, VA – Deputy Chief Howell (40 hrs.)
03/25 – 27 Crime Analysis Applications Training – Virginia Beach – Sgt. Meier (40 hrs.)
03/28 – 04/03 Hurricane Conference – Austin, Texas – Chief Bowman (40 hrs.)
03/30 Intox Recert – Virginia Beach – Officer Anderson (4 hrs.)
03/31 Intox Recert – Virginia Beach – Officer Fordham (4 hrs.)

In-House Training

03/18 Honor Guard Training – PD – Sgt. Jones, Sgt. Meier, Officer Bancroft, Officer Wright, Officer Johnson, Officer Fordham (2 hrs.)
03/31 Town Supervisor Training – Center – Deputy Chief Howell, Lt. Rogers, Lt. Valdez, Sgt. Meier, Sgt. Araujo, Sgt. Miller, Kristi Jenkins (3 hrs.)

Community Relations

03/05 School Zone – Westside Elementary – Officer Johnson, Officer Wright, Lt. Rogers, Officer Seamster, Officer Anderson, Officer Fordham, Officer R. Howell, Sgt. Brady
03/05 Faith Based Crime Prevention – Good Shepherd Catholic Church – Kurt Beach
03/12 Lunch with Children – Hardy Elementary – Lt. Valdez
03/13 Lunch with Children – Hardy Elementary – Lt. Valdez
03/14 Norfolk St. Patrick's Day Parade – Sgt. Miller, Officer Phillips

03/14 Fundraiser Gala for Isle of Wight Academy – Center – Chief Bowman
03/18 Homework Station – Jersey Park Apts/Woods Edge – Officer Seamster
03/22 4-H meeting – Southampton County 4-H Office, Courtland - Sgt. Miller
03/23 Assisting Virginia State Police with meet and greet for annual fundraiser –
YMCA – Sgt. Araojo, Officer Johnson
03/25 Homework Station – Jersey Park Apts/Woods Edge – Officer Seamster
03/31 Hanging with kids/handing out goodies – Lane Crescent - Officer Powell

Investigations:

Case#: 2015-00154
Location: 603 W Main St (7-Eleven)
Offense: Embezzlement
Disposition: Cleared by arrest

On 3/4/15, officers responded to 7-Eleven for a report of embezzlement. An employee reached around to the front of the counter and grabbed a green dot card and loaded it for \$500 without putting any money into the cash drawer. He then grabbed another card and loaded it with another \$125 without paying. When he was questioned about his drawer being short he told the manager that he accidentally loaded a customer's card with \$500 instead of \$50. The manager watched the video feed and observed him stealing the cards. Subject was arrested and charged with embezzlement.

Case#: 2015-00189
Location: 775 Wrenn Rd (Jersey Park Apts)
Offense: Reckless Handling of a Firearm
Disposition: Pending

On 3/17/15, officers responded to 775 Wrenn Rd for several calls of shots fired. The complainant stated that he was arguing with his ex-girlfriend about some money he owed her. The ex-girlfriend is pregnant and needed gas money. When the complainant would not give her the money she called her brother who came out to Jersey Park Apts to assist her. Her brother and his friends got into a fight with the complainant. As the brother and his friends were leaving they fired a couple of shots into the air. Nobody was hurt during the incident. Case is pending.

Case#: 2015-00225
Location: 125 Lenora Cove
Offense: Stolen Vehicle
Disposition: Pending

On 3/29/15 Officers responded to 125 Lenora Cove for a stolen vehicle call. The victim stated that he left one of his vehicles unlocked and had the spare set to the other vehicle inside. He noticed the vehicle was missing and found it legally parked a couple blocks away with no damage and nothing missing. There was a mask in the center console and a set of "Chargers" fuzzy dice that were not originally in the vehicle. Case is pending.

Smithfield Center - March 2015 Report

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Service
3/1/2015	Center	MH	The Smithfield Center	Spring Special Occasion Show	Smithfield	Town Event	h.) Town	100.00%		
3/2/2015	Center	A&B	Town of Smithfield	Hampton Roads Hazard Mitigation Update	Smithfield	Town Event	h.) Town	100.00%		
3/3/2015	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
3/3/2015	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
3/4/2015	Center	MHSu	Dominion Virginia Power	Dominion Power Safety Meeting	Richmond	Returning Client	C.) Standard-Weekday	0.00%	\$600.00	
3/5/2015	Center	MH	Isle of Wight Chamber of Commerce	Post Legislative Breakfast	Smithfield	Returning Client	C.) Standard-Weekday	0.00%	\$400.00	
3/6/2015	Town Sites	OTS	Smithfield Skate	Officer Request-at Smithfield Skate	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%		\$697.00
3/7/2015	Center	B	Smithfield Station	Smithfield Station - Rose of Sharon Group	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$300.00	
3/10/2015	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
3/10/2015	Center	A&B	Town of Smithfield	Pinewood Heights Meeting	Smithfield	Town Event	h.) Town	100.00%		
3/10/2015	Center	C&D	Town of Smithfield	Town Staff CPR/First Aid Training	Smithfield	Town Event	h.) Town	100.00%		
3/10/2015	Center	MH	HRPDC	HRPDC Meeting		Town Event	g.) Sponsored	100.00%		
3/13/2015	Center	MHSu	Isle of Wight Academy	IWA Gala Set	Isle of Wight	Returning Client	Resident-Saturday	20.00%		
3/14/2015	Center	MHSu	Isle of Wight Academy	Isle of Wight Academy Gala	Isle of Wight	Returning Client	Resident-Saturday	20.00%	\$2,486.64	
3/16/2015	Center	MHSu	Little Zion Church	Little Zion Pastors Conference	Smithfield	Returning Client	D.) Resident -Weekday	20.00%	\$1,270.00	
3/17/2015	Center	A&B	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
3/17/2015	Center	A&B	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
3/18/2015	Center	MHSu	Isle of Wight Chamber of Commerce	Chamber Day Trade Show	Smithfield	Recurring Event	Resident -Weekday	0.00%	\$600.00	
3/19/2015	Center	MH	Isle of Wight Arts League	Isle of Wight Arts League Teacher Meet and Greet	Smithfield	Returning Client	Half Off (50% off)	50.00%	\$200.00	
3/19/2015	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Returning Client	Non Profit	0.00%	\$156.00	
3/20/2015	Center	D	Isle of Wight Chamber of Commerce	IOW Chamber Leadership Program	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$100.00	
3/21/2015	Center	MHSu	Ripley and Gateau Reception	Ripley and Gateau Reception	Chesapeake	Word of Mouth	Resident-Saturday	0.00%	\$1,250.00	
3/23/2015	Center	A&B	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
3/24/2015	Center	C&D	Smithfield Foods Executive Office a	Smithfield Foods Safety Meeting	Smithfield	Returning Client	D.) Resident -Weekday	100.00%	\$200.00	
3/26/2015	Center	C&D	Town of Smithfield	VRWA Meeting	Smithfield	Town Event	h.) Town	100.00%		
3/26/2015	Center	MH	Justin and Mary	The Lighting Intensive	New Haven	Word of Mouth	C.) Standard-Weekday	0.00%	\$400.00	
3/26/2015	Center	Suites	Lassiter-Bracey Wedding & Reception	Lassiter-Bracey Rehearsal	Hampton	Word of Mouth	Nonresident-Saturday	0.00%		
3/27/2015	Center	MH	Smithfield JROTC	JROTC Banquet	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
3/28/2015	Center	MHSu	Lassiter-Bracey Wedding & Reception	Lassiter-Bracey Wedding & Reception	Hampton	Word of Mouth	Nonresident-Saturday	0.00%	\$1,568.72	
3/29/2015	Center	MH	Clark 80th Birthday	Clark 80th Birthday	Smithfield	Word of Mouth	Half Off (50% off)	50.00%	\$600.00	
3/31/2015	Center	A	Town of Smithfield	Town Supervisor Training	Smithfield	Town Event	h.) Town	100.00%		

\$10,531.36 \$697.00

Deposit totals for March 2015
 \$20,995.22 Smithfield Center
 \$1,767.50 Town Services

March 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Spring Special Occasion Show MH 200	Hampton Roads Hazard Mitigation Update A&B 50	Town Council A&B 20 WCFB Meeting C&D 10	Dominion Power Safety Meeting MHSu 250	Post Legislative Breakfast MH 100		Smithfield Station - Rose of Sharon Group B 20 Smithfield Station - Rose of Sharon Group C&D 30
8	9	10	11	12	13	14
		HRPDC Meeting MH 20 Pinewood Heights Meeting A&B 20 Planning Commission A&B 20 Town Staff CPR/First Aid Training C&D 30	Town Staff CPR/First Aid Training C&D 30	Town Staff CPR/First Aid Training C&D 30		Isle of Wight Academy Gala MHSu 336
15	16	17	18	19	20	21
	Little Zion Pastors Conference MHSu 300	Crime Line Meeting A&B 10 Little Zion Pastors Conference C&D 70 Little Zion Pastors Conference MH 100 Little Zion Pastors Conference MH 300 Schoolhouse Committee A&B 10	Chamber Day Trade Show MHSu 400	Isle of Wight Arts League Teacher Meet and Greet MH 100 Smithfield Women's Club Suites 80	IOW Chamber Leadership Program D 15	Amy Off Ripley and Gateau Reception MHSu 158
22	23	24	25	26	27	28
Amy Off	Duct Detector Work-Need Lift Charged Committee Meetings A&B 20	Committee Meetings A&B 20 Smithfield Foods Safety Meeting C&D 15		Lassiter-Bracey Rehearsal Suites 25 The Lighting Intensive MH 16 VRWA Meeting C&D 25	Amy Off JROTC Banquet MH 100	Amy Off Lassiter-Bracey Wedding & Reception MHSu 165

March 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31				
Amy Off Lori Porter -PD 438-6550 Clark 80th Birthday MH 120	Herbert Off	Herbert Off Town Supervisor Training A 15				

Smithfield/Isle of Wight Tourism Activity Report – March 2015

- Director attended BOS meeting 3/19/15
- Director attended Smithfield Town Council Meeting 3/3/15.
- Worked on Windsor Castle Park 5th Anniversary Gala throughout the month.
- Met with RockEagle Productions 3/2/15 for future video projects.
- Attended monthly one-on-one meeting with County Administrator 3/2/15.
- Monthly Tourism staff meeting held 3/3/15.
- Attended Smithfield 2020 Meeting 3/4/15.
- Attended County Parks & Rec Committee meeting at the Blackwater River property 3/4/15.
- Attended Smithfield Special Event Committee 3/4/15.
- Held IOW County Marketing Committee meeting 3/4/15 and 3/24/15.
- Post legislative breakfast 3/5/15.
- County Wellness Committee 3/5/15 and 3/26/15.
- Met with MAX Media 3/5/15.
- Met with County Rural Economic Development Director and Planning & Zoning Director on new Agri-Tourism signage plan for the County 3/5/15.
- County Agenda Review meeting 3/6/15.
- Exhibited at VOW Bridal Show in Hampton 3/8/15.
- Met with Historic Saint Luke's Director 3/9/15.
- Met with Chesapeake Bay Magazine 3/10/15.
- P-Card Training session 3/10/15. P-Cards issued to department.

- Attended CVTA (Coastal Virginia Tourism Alliance) meeting 3/11/15 and 3/18/15.
- SVAE meeting 3/11/15 and 3/26/15 to prep for Smithfield Wine & Brew Fest.
- Attended Historic Smithfield Board meeting 3/11/15.
- Attended Christmas House Tour and Antiques Show meetings 3/13/15, 3/20/15 and 3/27/15.
- Tornado Drill training 3/17/15.
- Sesquicentennial Meeting IOW Museum 3/17/15.
- Coordinated Chamber Student Leadership Class on Ethics 3/18/15. Visited Obici Hospital, the Western Tidewater Free Clinic and Isle of Wight County for the Isle 2040 presentation.
- Exhibited with SVAE at the Chamber Isle Show 3/18/15.
- Held Joint Tourism Committee meeting 3/20/15. Reviewed Annual Report for 2014 and upcoming FY 15/16 Tourism budget.
- Attended ribbon cutting for The Hughes Agency and Pagan River Architects 3/23/15
- Attended County Lunch & Learn on Healthy Foods to Go 3/24/15.
- Filmed THE COUNTY BEAT cable TV Show 3/26/15. Tourism is featured on every show to talk about upcoming events and initiatives.
- Kick of first Farmer's Market of the Year on Saturday 3/28/15!!!!
- Meet with Suffolk Wine Fest 3/30/15.
- Smithfield Supervisor Training 3/31/15.
- Staff Attended County Staff Meeting 3/2/15, 3/6/15 and 3/23/15.
- Attended Smithfield Staff Meeting 3/4/15 and 3/18/15..
- Tourism Facebook postings 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.visitsmithfieldisleofwight.com for more details!



Town of Smithfield
Isle of Wight County Museum



March 2015 Report

J.L. England, Museum Director

Notable/Thank You

- Volunteer hours: 86
- On March 25, staff joined a group invited to private property to look for what might be Fort Bee, a Civil War winter quarters in Isle of Wight County. Fort Bee was named to honor Brig. Gen. Barnard Elliot Bee Jr., CSA, who was killed in the first battle of the Civil War. About a thousand Confederate troops from the 14th North Carolina Regiment built a winter camp in this location. The camp was ten-acres square and built of local pine and bricks. The site is a short march from Burwell's Bay where soldiers provided picket posts for the James River. The 14th NC was also ferried across the James River at Stone House Wharf (The Rocks) to Warwick County to join Maj. Gen. John Bankhead Magruder in the Peninsula Campaign. After the war, soldiers stationed at Camp Bee remember their experiences here as the best of the war.



Museum Stats and Updates

- Visitation: 388
- Special Events
 - **March 7. Battle of Smithfield Walking Tour.** Meet a Union soldier at the museum for a lecture and a walk down Church Street as he details his experiences in this battle. 10 attendees.
 - **March 14. Ghost Hunt.** Join RTL Paranormal for a fun-filled evening of paranormal investigation at the Isle of Wight County Museum. Learn to find and document paranormal activity, understand the nature of energy patterns and how to conduct a successful investigation. \$20 per person. 30 attendees.
 - **March 19. 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. Children must be accompanied by an adult. Theme: Kites. 66 attendees.



- **March 22. Civil War Lecture in Isle of Wight County.** Isle of Wight County has a rich Civil War history. The Isle of Wight County Museum, in conjunction with the Virginia Sesquicentennial initiative, has dug deeper into the Civil War's impact on the area. Join Curator Tracey Neikirk as she reveals how a torpedo boat in the Pagan almost sank the flagship of the Union fleet and the importance of Fort Boykin's telegraph to the commanders in Richmond. 15 attendees.
- Groups/tours
 - March 13 and 26. Familiarization tours from Smithfield/Isle of Wight Tourism.
- Gift Shop
 - No updates
- Exhibit Update
 - Duck and Cover. We await installation.
 - Outdoor Sign. We await installation.

Windsor Castle

- Christopher Newport University Professor Dr. Alain Outlaw is hosting his annual field school at Windsor Castle this semester. Staff from the museum open and close the manor house to allow access. Their schedule, dependent on weather, includes Jan. 23, Feb. 6, Feb. 13, March 13, March 27 and April 3.
- Smithfield VA Events' annual wine festival will take place on April 11. Staff worked with Smithfield Public Works and archaeologist Alain Outlaw to ready the site for the event. The museum will staff a tent on April 11 to share information about the site work and interact with guests.
- In the latter portion of March, a colonial drain was revealed. More work will determine the significance of this site.



Financials

- Gross Gift Shop Sales (including tax): \$423.53
- Donations: \$492.00
- Program/Lecture Fees: \$0
- Special Events: \$320.00
- **Total Monthly Deposit: \$1,235.53**

Social Media/Online Presence

- Our website requires a re-launch. Until that happens, our information may be found at www.historicisleofwight.com.
- **Facebook:** Isle of Wight County Museum & Historic Sites: 1,070 likes. Daily posts.
- **Foursquare/Swarm.** We are monitoring Foursquare for visitor check-ins.
 - Total Visitors and Total Visits: 46 and 77

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our walking tours and special events
- March. Paranormal After Party with the Generic Blackshirt Paranormal Group aired their shows on youtube featuring the Isle of Wight County Museum:
 - Paranormal AfterParty Season 4, Episode 4 Virginia Begins - Part 1: <https://www.youtube.com/watch?feature=share&v=wQKhd9SHjek&app=desktop>
 - Paranormal AfterParty Season 4 Episode 6, Old Hams - <https://www.youtube.com/watch?v=CyXoQJWVM2g>
 - Paranormal AfterParty Season 4 Episode 7, Ham Powered - https://www.youtube.com/watch?v=0EKWUf_gFel&sns=fb
- March 2. **Daily Press.** Article: Museum to host walking tours of historic battlefield
- March 19. **WNIS 790 AM.** Curator Tracey Neikirk was interviewed on-air with Tony Macrini WNIS 790AM. She discussed the Civil War in Isle of Wight County.
- March 23. **Daily Press.** Brief: Museum to host home-schoolers
- March 25. **Daily Press.** Brief: Isle of Wight museum to host day for homeschool students - <http://www.dailypress.com/news/isle-of-wight-county/inside-isle-of-wight-county-blog/dp-isle-of-wight-museum-to-host-day-for-homeschool-students-20150325-post.html>
- March 26. **Daily Press.** Brief: Take a walk, see a home show, get free tips - Highlighting our walking tour of the Battle of Smithfield with large photo
- March 29. **Virginian-Pilot.** Article: The Many Faces of Carrollton's Albert Burckard: <http://hamptonroads.com/2015/03/many-faces-carrolltons-albert-burckard>

Outreach Lectures

- March 10. Portsmouth Libraries. Lecture about women in the Civil War. 30 attendees.

- March 27. Curator Tracey Neirkirk visited Historic St. Luke's Church to train the staff on their curatorial software PastPerfect.
- March 31. Westside Elementary School fifth grade. Presentations about Virginia Indians. 230 students.

Boykin's Tavern

- In preparation for an Isle of Wight County event on April 2, staff removed furniture and objects from several rooms in the tavern on March 31. After the event, items were replaced.

Meetings

- March 4 and 18. Staff meetings.
- March 17. Isle of Wight County Sesquicentennial Committee.
- March 18. Isle of Wight County Museum Foundation.

Trainings/Safety

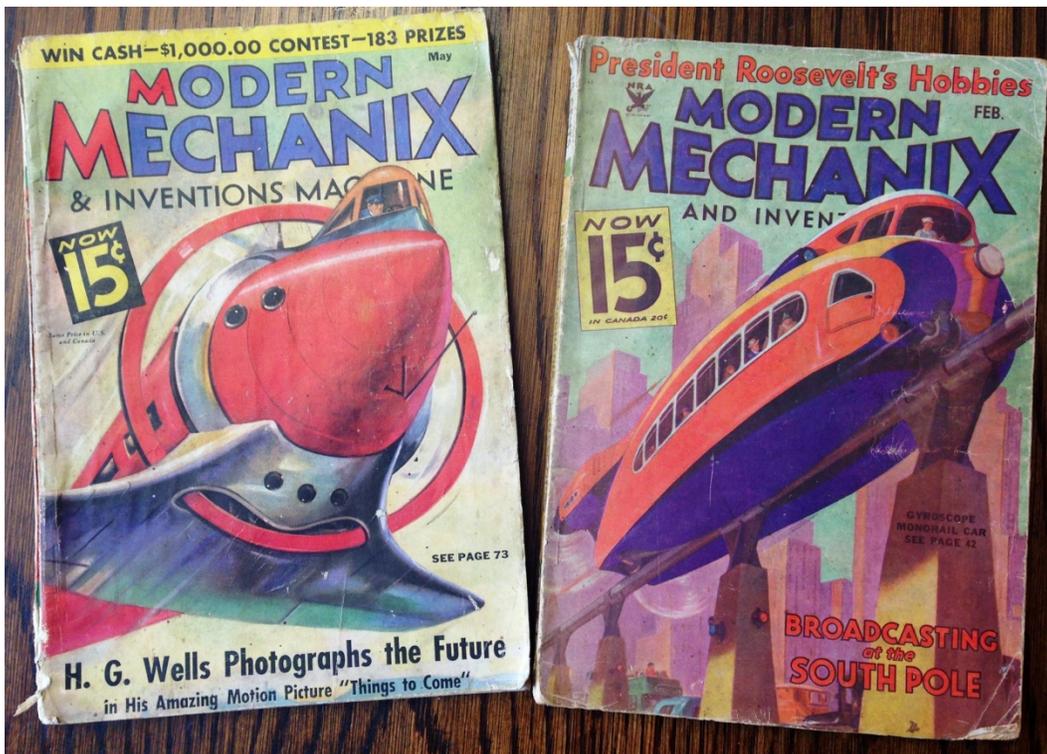
- March 12. Tracey Neirkirk attended CPR and First Aid training.
- March 17. Participation in the statewide tornado drill.
- March 31. Performance Coaching and Evaluation. Training by Paul D. Camp Community College.

From Our Website and Social Media –

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



A paint color named for our 1902 ham! Courtesy of **The New Yorker**.



Recent additions to our collection include a few 1930s issues of Modern Mechanix.



RTL Paranormal hosted a seminar on Saturday at the museum. 30 enthusiasts joined us.

ZONING PERMITS FEBRUARY 2015

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6454	SINGLE FAMILY DWELLING	CYPRESS CREEK	110 GLENEAGLES	CHESAPEAKE HOMES CYPRESS CREEK DEV. CO.
6455	PRIVACY FENCE	GRIMESLAND	1207 WILSON ROAD	JEREMIE GIBBS
6456	REPLACE ROOF		601 N. CHURCH STREET	CFE, Inc. SMITHFIELD/FARMLAND
6457	PIER	SCOTTS LANDING	911 SMITHFIELD BLVD.	DUCK BUILT CONSTRUCTION JOHN LAMB
6458	SIGN PERMIT	SHOPS	113 N. CHURCH STREET	MARK HALL SMITHFIELD FIREHOUSE 1939
6459	SIGN PERMIT	RIVERVIEW PARK	236 WASHINGTON STREET	MARK FURLO ISLE OF WIGHT COUNTY

**PROCLAMATION TO PROCLAIM
THE WEEK OF APRIL 12-18, 2015 AS
PUBLIC SAFETY TELECOMMUNICATORS WEEK**

WHEREAS, dedicated Public Safety Telecommunicators daily serve the citizens of the Town of Smithfield by answering their calls for law enforcement, fire and emergency medical services and by dispatching the appropriate assistance as quickly as possible; and

WHEREAS, professional Telecommunicators work to improve the emergency response capabilities of communications system through their dedication, hard work, and participation in ongoing training and other programs; and

WHEREAS, professional Telecommunicators are critical to our town's emergency response and homeland security services, dispatching law enforcement, firefighters, emergency medical services, and other emergency responders 24 hours a day, seven days a week; and

WHEREAS, professional Telecommunicators are not visible as the men and women who arrive on the scene of emergencies, but provide the vital link to public safety services as part of the first responder team; and

WHEREAS, these professionals need and deserve the informed support of our community to continually maintain and improve the quality of Public Safety dispatching services.

NOW, THEREFORE, BE IT RESOLVED that the Smithfield Town Council does hereby proclaim the week of April 12 – 18, 2015 as **Public Safety Telecommunicators Week** in the Town of Smithfield in honor and recognition of our Telecommunicators and the vital contributions they make to the safety and well-being of our citizens.

BE IT FURTHER PROCLAIMED, that the Smithfield Town Council urges all citizens to take note of this special week and give due honor to our Public Safety Telecommunicators.

T. Carter Williams, Mayor
Town of Smithfield

RESOLUTION

WHEREAS, the Town has issued requests for proposals for banking relationships and as a result thereof has established banking relationships with both TowneBank and Farmers Bank; and,

WHEREAS, the Town Council finds it necessary to finance the purchase of the old Rescue Squad building located at 1802A South Church Street and other vacant land for recreation purposes; and,

WHEREAS, the Town's Treasurer has received proposals from both TowneBank and Farmers Bank; and,

WHEREAS, the proposal from Farmers Bank to finance \$434,300.00 at 3.05% to be amortized for eight (8) years was the most competitive proposal; and,

WHEREAS, the Town's Treasurer has recommended that the Town financing from Farmers Bank in the amount of \$434,300.00 at 3.05% to be amortized for eight (8) years.

NOW THEREFORE BE IT RESOLVED that the Town's mayor, Town's Treasurer, Town Manager and Town Attorney are authorized and directed to execute such documents as may be necessary to obtain and secure a loan with Farmers Bank, Windsor, Virginia in an amount not to exceed \$434,300.00 at 3.05% to be amortized for eight (8) years for the purpose of purchasing the old Rescue Squad building located at 1802A South Church Street and other vacant land for recreation purposes.

Adopted this 7th day of April, 2015.

TOWN COUNCIL OF THE TOWN OF SMITHFIELD

By: _____
T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk

AN ORDINANCE TO AMEND AND READOPT AN ORDINANCE PROHIBITING THROUGH TRUCK TRAFFIC ON CERTAIN DESIGNATED STREETS WITHIN THE CORPORATE LIMITS

WHEREAS, the Town Council of the Town of Smithfield finds it to be in the best interest of the public health, safety and welfare of the citizens of the Town to prohibit through truck traffic on certain designated streets within the corporate limits of the Town; and,

WHEREAS, the Town Council, deems it in the best interest of the citizen of the Town of Smithfield to amend and readopt Chapter 78, Article 1, Section 78-15 of the Code of the Town of Smithfield, Virginia; and,

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA:

1. That Chapter 78, Article 1, Section 78-15 of the Code of the Town of Smithfield, Virginia is repealed and readopted as follows:

Chapter 78

TRAFFIC AND VEHICLES

ARTICLE I. IN GENERAL

Sec. 78-15. Prohibition of through truck traffic on certain designated streets within the corporate limits

(a.) For the purposes of this section, the term "truck" shall be deemed to include trucks and tractor trucks, as defined in Section 46.2-100 of the Code of Virginia, (1950), as amended, to wit:

"Tractor truck" means every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the load and weight of the vehicle attached thereto.

"Truck" means every motor vehicle designed to transport property on its own structure independent of any other vehicle and having a registered gross weight in excess of 7,500 pounds.

(b.) Pursuant to the authority set forth in Section 46.2-1304 of the Code of Virginia, (1950), as amended, the use of trucks, except for the purposes of receiving loads or making

deliveries, shall be prohibited on the following streets or portions of streets located within the corporate limits of the town:

1. Main Street
2. North and South Church Street
3. Thomas Street
4. Grace Street
5. Cedar Street
6. North and South Mason Street
7. Institute Street
8. Jericho Road
9. Cary Street
10. James Street
11. Commerce Street
12. Cocke's Lane
13. Drummond's Lane
14. Underwood Lane
15. Sykes' Court
16. Hill Street
17. Washington Street
18. First Street
19. Clay Street
20. Chalmers Row
21. Astrid Street
22. Riverview Avenue

2. The Town will use all of its good office for enforcement of these restrictions by the Town of Smithfield's police department and all other appropriate law enforcement agencies.

3. This ordinance shall take effect upon adoption.

Adopted this 7th day of April, 2015.

TOWN OF SMITHFIELD

By: _____
T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk

TOWN OF SMITHFIELD

REQUISITION

001

SUGGESTED VENDOR <u>C. A. Hanna Contractor Inc</u> <u>PO Box 1489</u> <u>Yorktown, VA 23692</u>		OFFICE USE ONLY		
REQUESTED BY <u>[Signature]</u>		DATE REQUESTED <u>3-31-15</u>	DATE WANTED	ORDER NO.
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	<u>Refund LDP 14.03 (E+S Bond)</u>			<u>10462.44</u>
	<u>Cypress Creek</u>			
	<u>0-100-507-0103</u>			

REQUISITIONER
RETAIN YELLOW COPY

APPROVED

[Signature]
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

TOWNE BANK
The Best Banker. Hometown Banking

VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID

BAY TO THE ORDER OF Treasurer, Town of Smithfield

Ten Thousand Four Hundred Sixty Two Dollars AND 44 Cents

TOWNE BANK 10,462.44 CTS

CASHIER'S CHECK

MEMO E/S Bond
0407/JPEENIC

VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID

VOID 90 DAYS AFTER

⑆18856 ⑆ ⑆0511089⑆ 0216000183⑆

SYDNOR

HYDRO...INC.

P.O. BOX 27186
PHONE 804-643-2725

RICHMOND, VIRGINIA 23261
FAX 804-788-9058

www.sydnorhydro.com
sydnor@sydnorhydro.com

31752

Please PAY BY INVOICE

SHIPPING ADDRESS
★ 2111 MAGNOLIA STREET, RICHMOND, VA 23223

INVOICE TO

69569
TOWN OF SMITHFIELD
PO BOX 246
SMITHFIELD VA 23431

SHIPPED TO

TOWN OF SMITHFIELD
310 INSTITUTE STREET
SMITHFIELD VA 23431

INVOICE DATE	YOUR ORDER NUMBER	OUR JOB NUMBER	TERRITORY	TAX EXEMPTION CERTIFICATION NUMBER
1/30/15		88322-8	11	
DATE SHIPPED OR COMPLETED	F.O.B.	VIA	TERMS	
			NET 30	
QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TOTAL AMOUNT
	LAKESIDE PUMP STATION FAIRBANKS MORSE SERIAL #416711 1 - FAIRBANKS MORSE 4" D5433K DRY-PIT SUBMERSIBLE, 30HP/1800RPM, 230V/3PH/60HZ, WITH DYNAMICALLY BALANCED IMPELLER		\$14,530.00	
TOTAL BILLING				\$14,530.00

ACCOUNTS NOT PAID IN FULL IN **30 DAYS** ARE SUBJECT TO A **FINANCE CHARGE** OF 1 1/2% OF THE **UNPAID BALANCE** AT THE END OF THE **MONTH** WHICH IS AN **ANNUAL RATE** OF 18% PER YEAR.

VENDOR # _____

ACCOUNT # _____

DEPT HEAD _____

TOWN MANAGER PLS

Municipality: Peter Stephenson
Town of Smithfield
P.O. Box 246
Smithfield, VA 23431

Invoice #:	9983
Invoice Date:	4/1/2015
Due Date:	5/1/2015

Project ID	Interest Rate		Outstanding Balance	Principal Due	Interest Due		Payment Due
	Loan Rate	Admin Rate			Loan Interest	Admin Fee Interest	
C-515141-01	5.000%	0.000%	23,400.09	11,555.60	585.00		12,140.60
Subtotals:			23,400.09	11,555.60	585.00		12,140.60
Grand Total Amount Due:							\$12,140.60

Note: If payment in full is not received within 10 days of the due date, an additional late payment penalty will be assessed in an amount equal to 5% of the payment due.

PLEASE NOTE OUR NEW PAYMENT INFORMATION BELOW

Payment should be made payable to Virginia Resources Authority on or before the due date as follows:

WIRE/ACH INSTRUCTIONS:

Bank: Wells Fargo
ABA # 121000248
Acct: 4942977794
Ref: VRA Water Facilities Account

MAILING INSTRUCTIONS:

Virginia Resources Authority
PO Box 7623
Merrifield, VA 22116-7623

Please call Jon McCubbin at (804) 616-3451 should you have any questions about your payment.

VENDOR # 423
ACCOUNT # 0-004-500-1151-2
DEPT HEAD eh
TOWN MANAGER PLS

Town of Smithfield

Request for Proposals

Municipal Recycling and Refuse Collection

PURPOSE: The Town of Smithfield, Department of Public Works is requesting proposals from qualified contractors for municipal curbside recycling and refuse collection. The town would prefer to secure an individual contractor to provide both recycling and refuse collection, transfer and disposal; the town is nonetheless receptive to retaining individual vendors that would otherwise result in complementary services.

SCOPE OF WORK: The successful contractor shall demonstrate the necessary qualifications, facilities, equipment, staffing and financial resources to provide curbside recycling and refuse collection services without interruption of existing services to town residents. The following services are to be provided in accordance with the agreement and applicable law:

- A. Proposal **shall include** the cost per stop/unit per month (**on attached proposal form**) for the following:
- B. Curbside Recycling Collection and Disposal Operations (once per week): Furnish all labor, maintenance, materials, services, supplies and equipment needed to provide weekly curbside collection of single stream recyclables from approximately **3039** single family residential units, businesses and municipal locations. Recyclables shall be transported to an approved materials recycling facility (MRF).
- C. Curbside Refuse Collection and Disposal Operations (once per week): Furnish all labor, maintenance, materials, services, supplies and equipment needed to provide weekly curbside collection of refuse/waste from approximately **3039** single family residential units, businesses and municipal locations. Waste shall be transported to the existing Isle of Wight Transfer Station located at 13191 Foursquare Road, Smithfield VA 23430 for subsequent transfer and disposal; or directly to an approved disposal facility.). Isle of Wight County will be responsible for any tipping fees for refuse delivered to the Transfer Station.
- D. Curbside Debris Collection and Disposal Operations (*cost for this service shall be included with the cost per stop/unit for refuse collection and disposal*).Furnish all labor, maintenance, materials, services, supplies and equipment needed to provide weekly curbside collection of yard debris (*on a call in basis to contractor*).
- E. One special collection will be held each spring to include larger household items such as furniture and appliances, but shall not include any non-eligible hazardous material items.
- F. Special Christmas Collection: An additional special pick up at the Christmas holiday may be authorized pursuant to the same terms and conditions.
- G. New or relocating residents in the Town will be authorized a bulk pick-up of up to fifteen (15) moving boxes.

- H. Collection will be from residences, businesses and government properties in the town where the amount of refuse closely approximates the volume of refuse generated from a typical residential unit. High volume commercial refuse generators, including residential apartment complexes are not included in this scope of services.
- I. Refuse must be collected in enclosed trucks or vehicles that must be maintained in good working order and meet all applicable health department regulations.
- J. Contractor shall maintain an office at which a responsible person can be reached during regular working hours of 9:00 A.M. to 5:00 P.M. to answer questions about collection services with personnel sufficient to receive and handle complaints and to receive communication from the Town Manager or designee. Contractor shall supply an emergency telephone number for use in the event of after hour emergencies. One designated contact person must be assigned to the town to oversee this collection operation.
- K. Contractor shall maintain a complaint log form with corrective actions taken and submit to the town on a monthly basis. Contractor shall also submit monthly recycling reports to include collection date and breakdown in pounds of material collected and monthly refuse reports (or provide landfill tickets) of total waste disposed of.
- L. The Town Manager or designee shall be notified **immediately** in the event the scheduled collection cannot be met due to mechanical or other unforeseen delays.
- M. Contractor recognizes that its prompt and complete performance of this agreement is critical to the public health, safety and welfare of the Town of Smithfield. Contractor therefore agrees that in event of equipment breakdown, strike or any other occurrence which would delay or prevent timely performance of its obligations hereunder, that it shall forthwith take all actions reasonably necessary, including but not limited to, replacement of equipment and personnel in order to assure restoration of normal service within six (6) hours from the time of occurrence.
- N. Provide list of equipment/resources and personnel available to provide the required services.
- O. Observation of Holidays will be subject to negotiation.

CONTRACT TERM: The start date for services under this agreement will be July 1, 2015 for an initial 4 year term. The Town of Smithfield will have the right to extend the contract with the successful contractor for up to 4 years for a maximum of 8 years. *Contract awards may be made to more than one offeror/contractor if in its sole discretion is deemed to be in the best interest of the Town.*

PROPOSAL SUBMISSION: All proposals MUST be submitted according to the attached Proposal Response Format. ***Failure to sign and return application (including exception page) will result in proposal being deemed non-responsive.***

QUALIFICATIONS OF OFFERER/CONTRACTOR: The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Town further reserves the right to reject any bid/proposal, if as the evidence submitted by, or investigations of, such offeror fails to satisfy the Town that such offeror is properly qualified to carry out obligations of this contract and to provide the services and/or furnish the good contemplated therein.

SUBCONTRACTORS: The Contractor's attention is called to the requirement that not more than fifty percent (50%) of the work shall be subcontracted and the amount of any subcontractors proposed by the contractor in excess of ten percent (10%) of the proposal price shall be identified.

INVOICES: Detailed invoices shall be submitted to Town of Smithfield per the contract agreement – net 30 days.

PROPOSAL CONFERENCE: There will be a *mandatory* pre proposal conference at Department of Planning, Engineering and Public Works located at 310 Institute St., Smithfield, Virginia on **Tuesday, April 21st, 2015 at 1:00 p.m.** to answer any questions or concerns the contractor may have.

DELIVERY INSTRUCTIONS: Sealed proposals subject to the conditions and instructions contained herein must be received by **12:00 Noon on Monday, May 11th, 2015** at 310 Institute Street, Department of Planning, Engineering and Public Works. Attn: Sonja Eubank.

Please direct all questions concerning this proposal via email by **12:00 Noon on Friday, May 8th 2015,** to Sonja Eubank at [**seubank@smithfieldva.gov**](mailto:seubank@smithfieldva.gov).

** Interviews with select firms will be scheduled*

TOWN OF SMITHFIELD
PROPOSAL RESPONSE FORMAT and EVALUATION CRITERIA

Contractors are to make written proposals, which present qualifications and understanding of the work to be performed. Contractors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be thorough and detailed as possible so that the Town may properly evaluate your capabilities to provide the required good/services. Your proposal should provide all the information considered pertinent to your qualifications for this project.

***Submit 3 copies of your proposal**

Contractor shall include in their proposal the following:

1. Table of Contents
2. Introduction – Cover letter on company letterhead, signed by the person with the corporate authority to enter into contracts in the amount of proposal.
3. Response to Scope of Services (including list of equipment/resources and personnel available to provide the required services.)
4. Company Profile that shows the ability and skill of contractor, their staff and their employees to perform the services required within the specified time frame.
5. References – provide a minimum of three references, who could attest to the Contractors past performance to provide services similar to those required for contract.
6. Cost of services (use attached form)
7. Signature Sheet (attached)

Selection of the successful contractor(s) will be based upon submission of proposals meeting the evaluation/selection criteria. *Contract awards may be made to more than one contractor if in its sole discretion is deemed to be in the best interest of the Town.* After short listing, contractors/offerors based on the most favorable proposals to the town in accordance with the criteria established in the RFP will be selected for negotiation. The minimum evaluation/selection criteria will include:

1. Special experience, technical capabilities, professional competence and qualifications of contractor *and* of proposed personnel assigned to provide services in accordance with Scope of Services.
2. Contractor demonstrated it has the assets, capacity, and resources to ensure financial stability and ability to perform the proposed service offerings.
3. Clearly demonstrated understanding of the work to be performed.
4. Completeness and reasonableness of proposing organization's plan for accomplishing tasks.
5. References
6. Cost of services
7. The proposal contains all submittals required in this RFP.

PROPOSAL FORM

**SERVICE FEES
RESIDENTIAL RECYCLING AND REFUSE COLLECTION
TOWN OF SMITHFIELD**

_____ per unit per month for curbside recycling collection.*

_____ per unit per month for curbside refuse and debris
collection. *

_____ for special collections as specified per year.

* The number of units advertised will be used for purposes of this proposal.
However, the actual number of units to be serviced will be verified and shall serve as
actual basis for payment.

Date: _____

Contractor: _____

By (Printed): _____

By (Signed): _____

Title: _____