

# SMITHFIELD TOWN COUNCIL AGENDA

May 5, 2015 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



## A. INFORMATIONAL SECTION:

### 1. Manager's Report

- a. April Activity Report

## B. UPCOMING MEETINGS AND ACTIVITIES:

- May 5 - 7:30 p.m. – Town Council Meeting
- May 12 - 4:00 p.m. – Pinewood Heights Management Team Meeting
- May 12 - 6:30 p.m. – Smithfield Planning Commission Meeting
- May 18 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
  - Police Committee
  - Water and Sewer Committee
  - Finance Committee
- May 19 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
  - Parks and Recreation Committee
  - Public Works Committee
  - Public Buildings and Welfare Committee
- May 19 - 6:30 p.m. – Board of Historic and Architectural Review
- May 25 - Town Administrative Offices will be closed in Observance of Memorial Day

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.

## 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. Water and Sewer Committee Chair, Vice Mayor Gregory
- b. Finance Committee Chair, Mr. Randy Pack
- c. Parks and Recreation Committee Chair, Ms. Connie Chapman
- d. Public Works Committee Chair, Mr. Michael G. Smith
- e. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

**CONSENT AGENDA ITEMS**

**C1. Motion to Accept Proposal from Lewis Construction to Fix Sewer Line and Storm Drain on Main Street in the Amount not to Exceed \$30,061.12**

Water and Sewer Committee Chair, Vice Mayor Gregory

**C2. Invoices Over \$10,000 Requiring Council Authorization**

Finance Committee Chair, Randy Pack

- a. Lewis Construction of Virginia, Inc. \$22,000.00
- b. Caldwell Tanks (quarterly pymt) \$26,181.44

**C3. Resolution to Adopt the Virginia Retirement System “Phase-In” for Fiscal Year 2015/2016**

Finance Committee Chair, Randy Pack

**TAB # 1**

**C4. Motion to Approve Grading of Old Orchard Field at Windsor Castle Park by SVAE**

Parks and Recreation Committee Chair, Ms. Connie Chapman

**C5. Motion to Approve Renewal of Street Maintenance Contract with Blair Brothers, Inc. for One Additional Year**

Public Works Committee Chair, Mr. Michael G. Smith

**C6. Motion to Authorize the Town Manager to Issue an Architectural Services RFP for the Renovations of the Proposed Smithfield Police Evidence/ Storage Building at 1802 South Church Street**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

**ACTION SECTION**

**1. Resolution Street Closure Request for Olden Days, June 26<sup>th</sup> and 27<sup>th</sup>, 2015 **TAB # 2****

Police Committee Chair, Mrs. Denise Tynes

**2. Motion to Approve the Town Council Meeting Minutes of April 7<sup>th</sup>, 2015**

Mr. William H. Riddick, III, Town Attorney

**3. New Business:**

**4. Old Business:**

**5. Closed Session:**

**6. Adjournment**

May 1, 2015

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MONTHLY ACTIVITY REPORT – APRIL 2015**

**TOWN MANAGER'S OFFICE:**

- a. Attended the following meetings: Smithfield 2020, Special Events Committee, Kiwanis, Staff fire extinguisher training, Leadership IOW regional program, TFA Benefits, and VMLIP Investment Committee conference call.
- b. Attended APA National Planning Conference in Seattle. Earned required AICP credits.
- c. Submitted annual counting education CM report to ICMA
- d. Met PDCCC Interim President, Bill Aiken
- e. Worked on FY 16 Budget with Town Treasurer

**TOWN CLERK'S OFFICE:**

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review.
- b. Met with Treasurer staff to go over DocStar system
- c. Prepared and mailed out Spring Newsletter to town residents.
- d. Participated in fire extinguisher training, April 10<sup>th</sup>.
- e. Prepared April Town Council Committee Agenda and May Town Council Agenda
- f. Attended Leadership Isle of Wight Regional Day, April 24<sup>th</sup>.
- g. Attended Town Council Committee meetings on April 27<sup>th</sup> and 28<sup>th</sup> and prepared summary reports of the committee.

## **TREASURER'S OFFICE:**

- a. Attended eVA User Training on April 2 at Town Hall.
- b. Met with Peter Stephenson and Andrew Cripps at the Chamber office on April 10 to discuss a new Chamber initiative requiring assistance from the Treasurer's office.
- c. Participated in conference call on April 13 with Peter Stephenson and Phil Sharp of Tyler Technologies to talk about the MUNIS quote.
- d. Met with Peter Stephenson, Tracy James, and Stacy Viles of TFA Benefits on April 21 to discuss health and dental renewals for 2015/2016.
- e. Prepared March 2015 financial statements and cash balances for finance committee meeting on April 27.
- f. Worked closely with the Town Manager on budget throughout the month.
- g. Participated in payroll/human resources webex with Tyler Technologies on April 27 to evaluate the possibility of utilizing the MUNIS module instead of outsourcing payroll as we do now.

## **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. 30 Faye Dr. - checked sewer line for breaks – found no issues. Restored work area back to normal.
    - b. 39 Faye Dr. - raised sewer clean out.
    - c. 504 and 506 Cranford Rd. -raised sewer clean outs to ground level.
    - d. 212 and 214 Moonefield Dr. - repaired sewer clean outs and laterals.
  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 check valves at Lakeside pump station.
- d. Repaired leak at Raising Star pump station - small leak on force main valve.
- e. Changed oil and fuel filters on generators at pump stations.
- f. Completed pump inspections for pump stations.
- g. Installed check valves at Main St. pump station.

### Water Line Repairs and Maintenance

- h. Repaired water leak at 908 Magruder Rd.
- i. Repaired water leak at 154 Riverview Ave.
- j. Repaired leaking valve at 128 Grandville Arch.
- k. Repaired water meter leak at 213 South Church St.

### 3. 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.

### 4. Water Treatment Plant

- a. Daily lab analysis and reports for VDH, HRSD, DEQ and ITT.
- b. Plant staff changed the oil in all well pumps and high service pumps.
- c. Operators pulled Nitrification samples for HRSD
- d. Plant staff attended HRSD awards lunch where they received their 3<sup>rd</sup> consecutive gold award for perfect compliance.

### 5. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections. Cunningham Recreation has been contacted to provide a quote for recoating the play structure at Jersey Park. A work order has been created for replacing mulch at both playgrounds.
- c. All Public Works field employees attended fire extinguisher safety training.

### 6. 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.

#### 7. 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.

#### 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. Sonja Eubank, Jessie Snead, Jeff Smith and Dale Wall attended annual Virginia Rural Water Conference in Roanoke, Va.
- e. Ground crew has begun grass cutting throughout the Town.
- f. Staff worked Wine and Brew Fest. (83.5 hours worked for event preparation)

### **PLANNING AND ZONING:**

#### 1. Planning Commission – April 14, 2015

- A. Preliminary & Final Site Plan Review – O’Reilly Auto Parts – Parcel #22J-01-017A Bennis Church Boulevard – Stephen Bent, Buddy Webb & Co., Applicants – Approved.

- B. Entrance Corridor Overlay Design Review – Signs, Exterior - O’Reilly Auto Parts – Parcel #22J-01-017A Bennis Church Boulevard – Stephen Bent, Buddy Webb & Co., Applicants - Approved.
  - C. Comprehensive Plan Amendment – Future Land Use and Growth Area Map Review – Town of Smithfield, applicant – Hold Public Hearing on Revised Map at May 12, 2015 Planning Commission meeting.
  - D. Approval of the March 10, 2014 meeting minutes – Approved as Revised.
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. 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 – April 21, 2015
- No meeting held.
7. Board of Historic & Architectural Review – April 21, 2015
- A. Proposed Off Site Signs – Main Street – Rick Bodson, Smithfield 2020, applicants - Approved as presented.
  - B. Proposed Projecting Sign – 401B Grace Street – Non-Contributing – Cheryle Elliott, Stellar Services, applicants - Approved as presented.
  - C. Exterior Color Change – 25 Main Street – Contributing – Wayne Lee Duncan, applicant - Approved as presented.
  - D. Proposed Residential Addition– 132 Sykes Court – Non-Contributing – Gene Ritter, applicant - Approved as presented.
  - E. Proposed Fence – 214 Drummonds Lane – No Designation - Renee Brown, applicant - Approved.
  - F. Approval of the January 20, 2015 meeting minutes – Approved as presented.

## **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 pothole areas on New Castle Way, Redpoint Drive, Beale Ave., Hill Street, Battery Park Road and Waterworks Road. Contractor also installed new gravel public parking lot near Main Street pump station at intersection of Main and Commerce Streets.
- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active projects: Harvest Fellowship Church, Moody Properties, & Cypress Creek Parkway extension. Also Erosion & Sedimentation control field inspections for single family dwellings were performed at 15 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 in the Spring of this year.

May 1, 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, APRIL 27<sup>TH</sup>, 2015

The Police Committee met Monday, April 27<sup>th</sup>, 2015 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was Mrs. Denise Tynes, Chair; Ms. Connie Chapman, and 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. Alonzo Howell, Deputy Chief of Smithfield; Mr. Jessie Snead, Superintendent of Public Works; Mr. Jack Reed, RO Plant Manager; Ms. Amy Musick, Smithfield Center Director; and Mr. William Riddick, Town Attorney. Also in attendance were Mr. Rick Bodson of Smithfield 2020; Ms. Barbara Stafford and Mr. Sykes of Isle of Wight Christian Outreach; and Ms. Kathy Peterson of the Luter Family YMCA. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Street Closure Request for Olden Days, June 26<sup>th</sup> and 27<sup>th</sup>, 2015 – Mrs. Tynes reported the dates and times of the closures. The 100 and 200 block of Main Street from Church Street to Institute Street and South Mason Street from Main Street to Cedar Street will be closed Friday, June 26<sup>th</sup> from 4 p.m. to 8 p.m. South Mason Street has been requested to be closed Friday, June 26<sup>th</sup> at 8 p.m. through Saturday, June 27 at 5 p.m. Also the 100, 200, and 300 blocks of Main Street from Church Street to Underwood Lane and North Mason from Thomas Street to Main Street will be closed Saturday, June 27<sup>th</sup> from 7 am through 5 pm. Mr. Pack reminded committee that the original request at last month's committee meeting Main Street was requested to be closed all night. Ms. Musick stated that the specials events committee reviewed the request and chose to select South Mason Street for the Vintage Market so Main Street will remain open overnight prior to the event on Saturday. Mr. Pack asked if the residents on South Mason Street have been notified to see how they feel about the closure. Ms. Musick stated that they have not been notified yet however the tourism office is great about communicating with the

businesses and residents on events in this area. Committee requested that the residents along South Mason Street be contacted for their input on the closure and bring this information to the May 5<sup>th</sup> Town Council meeting for their consideration. This item will be placed on the Action Section of the agenda for review of resident's comments and further discussion. Mayor Williams asked for staff to look at reserving some parking spaces during the event for their convenience near their residences as well.

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

1. Operational Updates – Deputy Chief Howell reported that an arrest has been made in the string of car thefts beginning the first part of April. Their investigation revealed that the suspect had broken into a few homes as well. The 21 year old from Isle of Wight County has been charged with several counts of vehicle theft as well as one count of pursuit throughout the town causing thousands of dollars of property damage. Mr. Pack stated that on Friday there was a cupcake food truck parked outside of Smithfield Foods. He stated that he called dispatch to ask that the truck be checked to see if the owner had a peddler's license with the town. Deputy Chief Howell had not heard about the request and would follow-up on the status.

2. Main Street Closures for Special Events – Results from IOW Chamber Survey - Ms. Musick reported that a survey was sent out in regards to the last event along Main Street; however they did not get much response. There was one business that stated the event was great and they got a lot of customers from the event. The second business stated that they had zero customers from the event and did not have any customers until the 100 block was reopened later that day. Mrs. Tynes stated that because only two businesses responded then the other businesses must not have any major concerns over the street closures. Ms. Musick explained that recently traffic assistance was needed for the Triathlon that came through town and businesses/residents were not notified because it was not an actual street closure. Residents were not happy about the traffic delays. Discussion was also held on notifying residents of all events that effect traffic in the town whether it requires a street closure or just traffic assistance. Ms. Musick stated that applications are completed for events through the Smithfield Center so she would make sure that the organizations are aware that residents and businesses must be notified prior to the event. This item was for informational purposes only.

The meeting adjourned at 4:15 p.m.

May 1, 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, APRIL 27<sup>TH</sup>, 2015

The Water & Sewer Committee held a meeting on Monday, April 27<sup>th</sup>, 2015 at 4:15 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew Gregory, Vice Mayor; Mrs. Denise Tynes, and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, 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. Jack Reed, RO Plant Operator; Mr. William Saunders, Planning and Zoning Administrator; and Mr. William Riddick, Town Attorney. Also in attendance were Mr. Rick Bodson of Smithfield 2020; Ms. Barbara Stafford and Mr. Sykes of Isle of Wight Christian Outreach; and Ms. Kathy Peterson of the Luter Family YMCA. 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 BE ON THE COUNCIL'S AGENDA**

1. Proposal from Lewis Construction to Fix Sewer Line on Main Street – Mr. Snead reported that the proposed work includes two pipes. One pipe is a sewer line and the second is a storm drain pipe. The proposed cost of the 42 foot sewer line is \$17,753.00. The proposed cost of the storm drain located in front of the post office is \$13,061.12. Mr. Snead explained that Lewis Construction will schedule the work to be done in two nights. The first night they will dig down and take out and repair the sewer line. The second night they will take the storm drain out from one side of the street to the other and replace it. Once this work has been completed the town will have Tri-State Utilities come back and finish lining the pipes to institute Street. Mayor Williams asked if the town would receive a separate proposal for that amount. The Town Manager explained that the proposal from Tri-State Utilities had been previously approved by Town Council; however the work had to stop until these repairs were made. Vice Mayor Gregory asked

what Tri-State has viewed past Institute Street. Mr. Snead stated that institute street is as far as the town has asked Tri-State Utilities to go. Staff will let Town Council know when the date for the repairs has been scheduled. Vice Mayor Gregory asked when the regionalized plan would start paying for some of these find and fix repairs. The Town Manager explained that the town would still have our local find and fix every year. It is part of the town's sewer compliance fee. The regionalized plan will be more regional for the larger projects in the larger cities. It will be awhile before the town sees any funds for those find and fix items. Ms. Minga mentioned that Mr. Snyder from Draper Aden stated that our town is in pretty good shape compared to a lot of the other places that are part of the regionalized plan.

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

1. Update on RO Plant Operations and Recovery Rate – Mr. Reed reported that the town remains at an eighty percent recovery rate because of the third stage. Staff is looking at the possibility of removing the third stage. With the removal of the third stage the town would get a ten or twenty percent reduction in discharge. Conservatively the town would go to an eighty-two percent recovery rate. The removal of the third stage would reduce cleaning, cleaning chemicals and labor. Vice Mayor Gregory asked what removing the third stage entails. Mr. Reed stated that there are no real regulations and it is up to the town. All of the town's regulations have to do with our finished water. Removal of the third stage would improve the quality of the finished water and reduce how much concentrate water we have. Mr. Snead stated that the removal of the third stage would require some reprogramming of the system. Vice Mayor Gregory asked how much of this could be done by staff and what would require the help of outside parties. Mr. Reed stated that it would be mostly outside parties. Mr. Reed stated that the town has received a quote for \$15,000; however staff feels it could come in much less than that. The programming alone is around \$5,000. Mr. Reed explained the current process for cleaning the system and how labor intense it is. The changes would hard pipe approximately ninety-five percent of the process and then only short hoses would need to be connected for cleaning along with just turning valves. This process will make everything safer and more efficient. Dr. Cook asked if the town disconnects our third stage would the town's concentrate discharge be less concentrated. Mr. Reed stated that it would be more concentrated but less volume. Vice Mayor Gregory asked how this fits in with the town trying to get a permit to discharge concentrate in Cypress Creek. Mr. Reed stated there is a potential that it could affect the discharge. Committee recommended that staff contact Mr. Weist to discuss the effects to the testing if the town chooses to move forward with removal of the third stage. Mr. Reed stated that the town can remove the third stage and leave the recovery where it is at. It would still save the town from a cleaning standpoint. He stated that currently the town cleans between quarterly and every ten months. If the town removes the third stage the town will get at least a year if not two years before it needs to be cleaned. To remove the third stage the

town does not have to up the recovery; however the town would have the option to do that if they decide to. Vice Mayor Gregory asked what the expected recovery rate was before starting the RO Plant. The Town Manager stated that according to Buchart Horn the recovery rate was expected to be at eighty-five percent, based on water samples taken before the plant was designed.

2. Additional Item Discussed: Federal Guidelines on Fluoride - Vice Mayor Gregory mentioned that he read in the paper some changes to fluoride guidelines to .7 percent per million and asked where the town was. Mr. Reed stated that the town is right at one percent and the new guideline is .7 percent. Mr. Reed explained that the RO plant takes the fluoride level down to almost nothing and then the town blends pure untouched well water to bring it back up. Vice Mayor Gregory asked if this was costing the town anything. Mr. Reed explained that the town would be making water at a slower rate so there would be longer run times creating more discharge. Dr. Cook stated that this is just a federal advisory and it is not required at this time to meet these guidelines.

The meeting adjourned at 4:30 p.m.

May 1, 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, APRIL 27<sup>TH</sup>, 2015

The Finance Committee held a meeting on Monday, April 27<sup>th</sup>, 2015 at 4:30 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, Ms. Connie Chapman, Mrs. Denise Tynes, 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. William Riddick, Town Attorney; and Mr. William Saunders, Planning and Zoning Administrator. Also in attendance were Mr. Rick Bodson of Smithfield 2020; Ms. Barbara Stafford and Mr. Sykes of Isle of Wight Christian Outreach; and Ms. Kathy Peterson of the Luter Family YMCA. 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. Lewis Construction of Virginia, Inc. \$22,000.00

This invoice is for the sewer extension in the Pinewood Heights neighborhood. The Town Manager explained that this is the town's portion of the cost sharing agreement that Town Council had authorized approximately a year and a half ago with Mr. Livengood. The agreement was to modify the sewer lines because all the sewer lines were located in the back of the lots and now the lines are in the street. Committee asked if the cost share was half and half. The Town Manager stated that the town's portion was higher. Mr. Saunders explained that there was a calculation process to determine what portion the town would pay and what portion Mr. Livengood would pay. The manhole at the end of the street will be used to serve two additional properties across the street once the property is redeveloped. Mr. Livengood was prorated one third of that cost and the

other two thirds will be reimbursed to the town when the town packages and sells the lots to connect other folks. Committee recommended payment of invoice.

b. Caldwell Tanks \$26,181.44

This is the town's quarterly invoice for maintenance on the town's water tanks. Committee recommended approval of invoice.

2. Resolution for the Virginia Retirement System "Phase In" for Fiscal Year 2015/2016 – Ms. Minga reported that this is the fourth year of the five year phase-in. Employees pay four percent of their salary towards their retirement and the town's percent will drop a percentage for all Plan 1 employees. Committee recommends approval of continued VRS phase-in.

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

1. Contribution Request for Fiscal Year 2015/2016

a. Christian Outreach – Ms. Barbara Stafford of the IOW Christian Outreach reported that they are in their new building. The new building has brought them a wide-open variety of clients. They have been able to increase all of their food programs. They help approximately three hundred to four hundred families a month which is estimated to be about \$30,000 worth of products. Some of these items are donated and some are purchased. They work very closely with Isle of Wight County Social Services. Isle of Wight Social Services have a lot of clientele and a lot of federal and state programs; however they are not set up to assist the people that fall through the cracks. Christian Outreach is working to close the gap for people that are temporarily unemployed or for people who are only able to buy groceries or medications but not both. Mr. Pack asked if their request was the same as last year where the town made a contribution to their capital campaign in the amount of \$8,000 and an operations contribution in the amount of \$6,000 for a total contribution of \$14,000. Mr. Sykes stated that was correct. He also stated that during 2014 Christian Outreach had some significant changes with the move. The new building allowed them to open a central location in September and accept walk-in clients. This is something they were not able to do in the past. Being open in a physical presence has also allowed them to get many new volunteers. They are open Monday, Wednesday and Friday's. Clients may come in to make an application for food and leave with food that day. Applications for other assistance can also be made there. When Christian Outreach started the program several years ago their vision was to help more clients and have sustainability through their volunteers. They have been successful in both of these things and that speaks highly of a community wanting to get involved. Ms. Chapman thanked Mr. Sykes for his hard work during his leadership role at Christian Outreach. Ms. Stafford stated that they are delighted that the people in the community support Christian Outreach whole heartedly. Committee thanked Ms. Stafford and Mr. Sykes for coming.

b. YMCA – Ms. Kathy Peterson of the Luter Family YMCA was present to give some statistics from 2014. She reported that 2014 was an awesome year for the YMCA. There were a total of 99,238 visits made to the YMCA in 2014. The goal for

2015 is to break the 100,000 mark. 512 community members received scholarship assistance for programs or membership through the Y Guardian program. There are 4,763 members at the Luter Family YMCA. As of their membership report from this past month they are now over 5,000. There was \$153,022.00 in proceeds that directly benefited people in our community through the YMCA guardian scholarship program. This is for individuals that make less than \$30,000. 27.3% of the members received financial assistance, giving them the opportunity to strengthen their spirit, mind, and body at the YMCA. As Ms. Stafford said with IOW Christian Outreach some people just need someone to talk to and the YMCA is that place for a lot of seniors. 30% of families with children in the YMCA school-age child care program received financial assistance. Ms. Peterson stated that they have tremendous growth in the before and after school care. They continue to look at and evaluate what they are offering at the before and after school programs to follow trends that are being made aware to them by the national YMCA's. 66 Thanksgiving food packages were filed at the YMCA's Family Volunteer Day. The YMCA partners with Social Services to identify families and local churches for this event. 114 Second graders received free swim lessons through the YMCA's free Learn to Swim program. Ms. Peterson mentioned that their goal is to double this number in 2015. Any child that attends the YMCA's summer program is automatically enrolled in these free swimming lessons. At this time they are approaching the school system to see if they can get help with transportation to get the children to the YMCA. 99 local children received new school clothes and supplies through the YMCA's Bright Beginnings program in 2014. 106 local senior citizens were "adopted" from the YMCA Christian Outreach angel tree for Christmas. 22 adult cancer survivors in 2014 participated in a free 12 twelve week Live**Strong** at the YMCA program to help them reclaim their total health. The Live**Strong** program must be applied for and the Luter Family YMCA was chosen out of the State of Virginia to be one of the very few YMCA's that run this program. Ms. Peterson explained that the statics are nice; however she also brought with her today some testimonials that they collect from their members. She stated that the YMCA could not do the things they do without the support of the town, other partnerships and the community. They also look at what they need to improve at the YMCA to serve the community. One of the things that they can do is youth development, healthy living and social responsibility. In youth development we needed a place for the young people to be active. A little over a year ago they wrote a grant to the Obici Healthcare Foundation to create and interactive workout zone for kids. This workout zone is giving them a tool to work with the young kids in the community. Ms. Peterson thanked the Town Council for their support. Ms. Chapman stated that Ms. Peterson has been a leader with the Luter Family YMCA for about a year and a half now and she has been an asset to the YMCA.

2. March Financial Statements and Graphs – Ms. Minga stated that she would not go in great detail because it would be discussed more when we get to the budget discussion. Cigarette Tax has recovered a little bit this month. Transient Occupancy Tax remains low due to the continued large delinquency from one of our lodging facilities. The Town Attorney has filed for a warrant in debt for the transient occupancy tax and also one for the real estate and personal property tax associated with that account as well. Ms. Minga stated that this warrant will only cover the December quarter because we are only

allowed to do one quarter at a time. Ms. Minga explained that it is going to look low because of the way the town handles transient occupancy. What is collected in July is actually for the April, May and June quarter of the previous fiscal year. That amount will need to be reversed out for this year. The town will not know what this year is until July. Business Licenses will be a little bit above what was anticipated. For expenses legal fees are elevated because the town has had some third party legal advice involved with different things that have been going on. There will be a slight modification to the budget because the town had a workers compensation audit and they did bump us up \$4,000 on that. This has not been paid yet because she is waiting for the backup documentation. Water and Sewer are looking pretty good. The town is exceeding budget in availability fees. This means that there is some growth going on. Ms. Chapman asked about the credit card processing fee. Ms. Minga stated that credit card processing fees will show up in four departments. These are credit card fees that the town does have to eat. Ms. Minga stated that on the tax side the town is allowed to have the taxpayer absorb most of that through a convenience fee; however there is still a nominal fee that the town must pay to operate the machine. The museum and the Smithfield Center do not have the convenience fee to help offset the credit card processing fee.

3. March Cash Balances — Cash balances are looking very strong. Ms. Minga stated that if the town needs to make sewer repairs there is money in the Sewer Capital Escrow and Sewer Compliance Escrow. The balances in the escrow accounts are definitely higher on the sewer side than the water side; however there is money on the water side as well. The VML Investment Pool is doing well at this time. - Water = \$339,763.87; Water Debt Service = \$1,040,846.69; Water Capital Escrow Availability Fees = \$387,652.68; Water Treatment Plant Escrow = \$111,735.31; Water Deposit Account = \$108,165.19; Water Development Escrow = \$95,589.84; **Subtotal Water = \$2,083,753.58.** Sewer = \$(56,752.07); Sewer Development Escrow = \$352,399.20; Sewer Capital Escrow Availability Fees = \$870,769.56; Sewer Compliance = \$966,589.34; **Subtotal Sewer = \$2,133,006.03.** **Highway = \$405,105.40.** General Fund = \$3,354,748.02; Payroll = \$123,353.59; Money Market General Fund Town Bank = \$2,187.51; Business Super NOW-General Fund = \$33,125.72; Money Market General Fund Farmers Bank = \$289,766.62; General Fund Capital Escrow = \$214,785.48; Certificate of Deposit = \$526,104.40; Certificate of Deposit Police Dept = \$36,725.91; Special Project Account (Pinewood) = \$19,974.05; Pinewood Heights Escrow = \$45,352.83; SNAP Program = \$2,306.75; Museum Account = \$100,102.18; **Subtotal General Fund = \$4,748,542.55.** **TOTAL ALL FUNDS = \$9,370,407.56.**

4. Budget Amendments for FY 2014/2015 – Ms. Minga stated that she would start with amendments for this year’s budget. Most of the changes came from larger capital projects.

Revenue Amendments for FY 2014\2015:

- Pinewood Heights Relocation Project – Ms. Minga explained that the \$224,220 from reserves that was bumped up is what was carried forward from last year. This is the amount that was left over after what we took in meals tax, what the

town received in CDBG funds, and what the town actually spent on the project. Ms. Minga stated that this amount will inflate the expense side of the budget because obviously we will not complete the project by the end of June and funds will need to be rolled over to next fiscal year. Ms. Minga reported that originally town had budgeted \$375,280 for the Pinewood Heights CDBG Relocation Grant – Phase II reflecting what the town thought we would get for the remainder of last fiscal year. The \$125,800 that the town has received so far is the remainder of multi-year 1 of Phase II. At this time the town has not received anything for multi-year 2. Staff will consider modifying the budget to move some of this money to the rental side. Ms. Minga stated that she is not anticipating having to use the Line of Credit for the Pinewood Heights Project; however she did not want to completely eliminate it because we still have a lot to do in multi-year 2 of Phase II. She stated that she did not eliminate it but she did reduce it from \$450,000 to \$250,000. FY 2015/2016 it will be moved back to the \$450,000.

- Asset Financing - Ms. Minga also mentioned that the \$430,000 that the town just got from Farmers Bank for the purchase of the old rescue squad facility and proposed ball field complex has been included in the as a revenue and the budget will be amended to include.

#### Operating Expenses amended for FY 2014/2015:

- Legal Fees - Ms. Minga stated she will be bumping up the legal fees because the town has had some third party legal fees that they are still getting some follow-up on. Legal fees are running higher than normal.
- Professional Services are running higher than anticipated and will need to be bumped a little bit. The town has had to do some extra survey work. Kimley Horn Associates has also done some work for the town in the Pinewood Heights neighborhood.
- Ms. Minga reported that gas under the Police Department was originally budgeted at \$85,000 and it is really running low. She stated that she has amended the \$85,000 to \$55,000 for this year. FY 2015/2016 will be budgeted at \$75,000.
- The budget for Clontz Park was bumped up because of the fire on the pier. Even though it was covered by insurance proceeds on the expense side was increased for the repairs that were done.
- Originally the town had budgeted the remainder of multi-year 1 of the Pinewood Heights Project but now what you are seeing reflects the remainder of what was spent for this year and multi-year 2. She mentioned that she has not shown anything for Phase III yet because that will not be signed until the beginning of the fiscal year. Most likely there will be a roll over for multi-year 2 as well for next year.
- Debt Service – Ms. Minga explained that she had to add in the principal and interest payments for the \$430,000 loan that the town just took out from Farmers Bank. The town will only be paying May and June for this fiscal year.

#### Amended Capital Expenses for FY 2014/2015:

- The town has the remainder of the acquisitions for multi-year 2 and multi-year 1 of the Pinewood Heights Relocation Project. This amount was bumped up from \$96,000 to \$156,000.
- Ms. Minga reported that the only change made to the police vehicles was reallocating what was going to be used for the MDT's and the in car cameras. The Police Department's overall budget did not change with this reallocation of funds.
- The purchase of the land at Commerce Street for \$50,843 was not originally budgeted so that had to be added to the budget.
- Ms. Minga Explained that for the evidence/storage improvements the original \$150,000 that was budgeted was broken down into two components with \$104,000 to get started on the building this year and the other \$46,000 to use for the renovations of the cinderblock building behind the Police Department. Also the purchase of the old rescue squad building was added because it was not originally into this year's budget.

Ms. Minga stated that the above mentioned items were the major amendments to the FY 2014/2015 budget. These amendments does put the town in the hole; however the reason the town is in the hole is because the town must show the full value of the Pinewood Heights Relocation Project which realistically will not be completed this year. Ms. Minga did mention that as far as Highway Funds go the town spends what we get. The Town Manager stated that Mr. Brian Camden of Alpha Corporation who generated the cost estimates for the renovations of the evidence/storage facility and the cinderblock building behind the police department would be at tomorrow's Public Buildings and Welfare Committee to go over them.

5. FY 2015\2016 Budget Discussion: Expenses - Ms. Minga stated that she would now go over the proposed budget for FY 2015/2016. She explained that where she is right now with no modification the town is \$83,751.38 in the hole. This figure is based on a misunderstanding with the Deputy Chief Howell. The Police Department would like an additional \$33,000 so this amount should be approximately \$120,000. The biggest changes for next year are cost of living increase, continued VRS Phase-In, and Capital Projects. There are quite a few big capital projects including the upgrade with MUNIS, continued upgrades in the police vehicles such as in-car cameras, and the Great Springs Road sidewalk. The sidewalk project would be paid initially out of the General Fund and once it is brought into the town's maintenance system it could be maintained through Highway Funds.

#### Labor and Benefits:

- Salaries - Ms. Minga stated just to summarize things on salaries, VRS and health insurance she included a spreadsheet that shows the amounts by department. This year the town included a 2% COLA and a 1% VRS. The only change made in personnel was the fact that we have not filled Mr. Hopkins spot at this time. There are actually some decreases in some of the departments that Mr. Hopkins was spread across. Added to the salaries are two maintenance helpers that will be

split 50/50 between water and sewer. The current secretary/receptionist will move upstairs to do more work on the work order system and accreditation and a third individual will be hired to fill that vacancy. The new secretary/receptionist will work directly under Ms. Minga. These three positions would still be in the realm of what the town was paying Mr. Hopkins. There is one salary reclassification proposed for the Smithfield Center. Ms. Minga reported that FY 2015/2016 General Fund would increase approximately \$43,000. Most of the increase comes from the additional employee falling under the Treasurer's Office rather than the Water and Sewer Funds.

- VRS - Ms. Minga reported that with VRS there is really no big change. The town has not received any feedback on the contribution rate from VRS so based on no feedback the town used the same rate that was used for FY 2014/2015. All of the town employees that are Plan 1 the town's contribution went down. For all the town employees that are Plan 2 or Hybrids the town's contribution did not change because they are already paying in at 5%. The budget will go down \$27,465.00 for FY 2015/2016 on what the town has to contribute to VRS.
- Health Plans - Ms. Minga reported that as for health insurance the new rates came in and we utilized them for the current plan. The town is now at 5.25% for medical and 1.4% decrease in dental. The dental was a decrease because the town raised the deductible a little higher. Ms. Minga also explained that the town had numerous employees this year that made changes and either they or their spouses had to be added to the town's health plan. Mr. Pack stated that this is something that the town may continue to see a lot of with the changes in overall health care coverage. Mrs. Tynes asked if the town has open season on when employees can make changes to their plans. Ms. Minga stated that open enrollment starts in May and ends around the first part of June. Ms. Minga stated to make any changes to a plan during the rest of the year it must be a qualifying event. Ms. Minga explained what percentage of the insurance the town pays for. The Town Treasurer explained that the town offers two HMO plans, product 25 and a product 25/30. The employee's single coverage is paid at 100% for the lower plan, product 25/30. If an employee chooses the higher plan then the employee must pay the difference of the single coverage. Coverage for family members is paid at 50%. Ms. Minga explained that the town's great benefit package is what we use when comparing ourselves to other localities that offer higher levels of income. The town has always made it very clear to the employees how much the town actually gives on their behalf to have good medical and dental benefits. Mrs. Tynes asked if part-time staff is given the option to be on the town's plan even if they have to pay 100% of their coverage. Ms. Minga stated that the town does have a few permanent part time employees and the town will pay for the employee's coverage; however the town does not pay any portion of the family coverage. The town also has some part time employees that have the option to be on the town's insurance and at time choose not to be.

### Operational Expenses:

- Ms. Minga reported that there was a big increase in service contracts for the Treasurer's Office. This \$30,000 increase would be an annual cost for the MUNIS system. She explained that for at least the next year her office would need to run parallel to the Bright System so that is why the Bright Systems maintenance contract would not be eliminated right away. The hope is that if everything gets approved to sign a contract in July and start the process slowly by putting in history data in the new system. The taxes would probably not be done on the system until next year.

### Capital Expenses:

- Treasurer's Office - Ms. Minga reported that the MUNIS conversion has been added to FY 2015/2016 budget based on the preliminary quote of \$157,525.00. There may be some modification to this because there are some modules that the County uses and the town may not necessarily need; however there are some modules that the town may need that they do not have. Ms. Minga stated the MUNIS conversion needs to take place if her office ever wants to improve and be more efficient. The \$157,525.00 includes set up and training. The annual cost of \$30,000 is for what they call the annual net maintenance fee. Ms. Minga is hopeful that the MUNIS system will make the budget process much easier. Ms. Minga explained that the two things that MUNIS must do for the conversion to be worth doing is the process for supplements/abatements and utilities. It must be compatible with the way the town interfaces with HRSD.
- Public Safety - Ms. Minga stated that there was a portion of the budget for FY 2015/2016 that she had misunderstood. She explained that for FY 2014/2015 the Police Department had budgeted for four police vehicles and those four vehicles were outfitted with the tough books, in-car cameras, and the docking stations. Deputy Chief Howell had requested three vehicles to be placed in the budget for FY 2015/2016 but leave the price the same as last year for the four vehicles. Ms. Minga stated that she had reduced their budget by one car to \$95,520.00. What they were actually asking for was the three vehicles be budgeted at the price of four vehicles in the amount of \$135,600 so they would have money to outfit five additional patrol units with the in-car cameras. Ms. Minga stated that she would be adding that amount back to the FY 2015/2016 budget if Town Council was okay with that. The consensus from committee was the in-car cameras help protect our officers. Ms. Minga mentioned that the Police Department has not made a formal request to add a K-9 unit to the budget; however they do continue to work on researching the cost of adding it to the budget in the future. At this time the startup cost of a K-9 unit would be approximately \$15,000 to \$20,000.
- Public Works – Ms. Minga reported that \$100,000 was included in the FY 2015/2016 budget for the sidewalk extension on Great Springs Road from

Main Street to Quail Street at the entrance of Lakeside Heights. Dr. Cook asked if this item had been discussed at a previous meeting. Ms. Minga explained that Isle of Wight County is doing the bulk of this project. Dr. Cook asked about it costing more than \$100,000. The Town Manager explained that the county has left over money from doing a sidewalk project in Windsor and would like to use those funds here. He explained that the area also includes installing a sidewalk in front of Powerhouse Equipment to the sidewalk that ends at the old schoolhouse museum. This would be a county administered project with a town contribution of \$100,000 towards the project. The Town Manager stated that this project was originally part of the Safe Routes to School Grant. Mr. Pack stated that he does not doubt that the sidewalk is needed; however he thinks the cost is extremely high. The Town Manager stated that he would bring more information back to tomorrow's Public Buildings and Welfare Committee for further discussion.

- Public Buildings – Mayor Williams asked if it was necessary to replace the windows at town at this time. Ms. Minga stated that she could remove the windows from the budget for now.

Ms. Minga stated that committee may want to consider financing options of some of these larger items. The town also has some money in Capital Escrow that could be used for these larger projects. Ms. Minga suggested taking the budget and add in financing for the building renovations at the old rescue squad facility and MUNIS then bring it back to committee next month.

6. Closed Session: Acquisition of Real Property for Public Purposes and matters Requiring Advice of Legal Counsel – Town Attorney stated that the committee needs a motion to go into closed session for the purpose of consultation with legal counsel concerning legal matters requiring legal advice pursuant to Section 2.2-3711.A.7 of the Code of Virginia. Mr. Pack made a motion to go into closed session and Vice Mayor Gregory seconded the motion. Motion passed.

*In Closed Session @ 6:13 p.m.*

*Out of Closed Session @ 6:48 p.m.*

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

The meeting adjourned 6:49 p.m.

May 1, 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, APRIL 28<sup>TH</sup>, 2015

The Parks and Recreation Committee held a meeting on Tuesday, April 28<sup>th</sup>, 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; Mr. Randy Pack, and Mrs. Denise Tynes. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; Mr. Wayne Griffin, Town Engineer; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Matt Rogers, Smithfield Police Lieutenant; Mr. Alonzo Howell, Deputy Police Chief; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Brian Camden of Alpha Corporation.

Committee Chair, Connie Chapman called the meeting to order.

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

1. Grading of Old Orchard Field at Windsor Castle Park by SVAE - Ms. Winslow stated that SVAE is interested in doing the same type of grading and improvement project that was done for the brew village across the field in the land where the orchard was planted. Because of the changes in the future we want to make sure that we have enough property to have as large of an event in the future as we do now. They would like to make these changes to have as a festival site. The cost of the project is three to five thousand dollars and SVAE would pay for this improvement in its entirety. Ms. Winslow stated that they would like to do this grading in the fall by Kevin Rudy of Southern Shores Lawn and Landscaping. The grading will make it a much more usable site for all types of events.

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

1. Operational Update – Ms. Musick reported that they have been very busy at the Smithfield Center since last committee meeting. The Wine and Brew Fest was also held at Windsor Castle Park on April 11<sup>th</sup>. The Wine and Brew Fest was very successful again this year with the most money raised to date. On April 21<sup>st</sup> the Smithfield Center held a Bridging the Gap-Race Relations Forum that was open to the public and well attended. They are hoping to do more forums like that in the future. They also thanked the town for being a sponsor of the forum. Ms. Musick mentioned the upcoming events. On Wednesday, April 29<sup>th</sup> the Taste of Smithfield by the Isle of Wight Chamber will have a host of local restaurants exhibiting their foods. On Friday, May 1<sup>st</sup> the Windsor Castle Foundation Get Away Gala will take place here at the Smithfield Center and tickets are still available. The next day, Saturday, May 2<sup>nd</sup> the festivities of Windsor Castle Park continue with the Optimist 5K and Saturday, May 9<sup>th</sup> Dog Days. The Windsor Castle Park festivities wrap up on Saturday, May 16<sup>th</sup> with a Windsor Castle Community Day. Volunteers will hit the park and do some sprucing things up a bit. At the end of the day there will be a dedication to Bill Hopkins by planting one or two of his Japanese Maple trees near the kayak shed. There will also be hot dogs and cake. Ms. Musick reported that kayak rentals open this Saturday, May 2<sup>nd</sup>. The hours will be 9 to 5 each Saturday and Sunday through September 27<sup>th</sup>. The two kayak clerk positions have been filled. The Trail Doctors made some improvements to the kayak shed on Saturday, April 18<sup>th</sup> by placing wire fencing around the bottom edge of the building along the exterior to prevent animals from burrowing underneath. They also put down a solid floor covering over the decking boards inside to prevent insects and other pest from coming up through the boards. Eye hooks were installed for storage of the kayaks inside the shed. Ms. Musick explained that the YMCA has requested to use the town's kayak fleet for their summer camp this year. The YMCA would like to do some water instruction and they would like to use the whole fleet two days this summer. Ms. Musick stated that her suggestion is to not charge the YMCA for the fleet since it is on a Friday when the town's kayak rentals are closed anyways and have them do some instruction classes or water tour in exchange for the use of the kayak fleet. Committee thought Ms. Musick's suggestion was a great idea. Ms. Musick stated that Fortified Fitness is back offering boot camp style classes each Saturday morning at 8 a.m. Ms. Musick stated that as she receives the monthly attendance report she will include that in her Parks and Rec report. Ms. Musick reported that April 11<sup>th</sup> was the highest day reported on the eco counter. This was the same day as the Wine and Brew Fest. At this time the eco counter is still located at the station bridge. She stated that she plans to move it this month to the South Mason Street Bridge. Overall Sunday seems to be the highest level of use.

2. \$5 SVAE Ticket Donation to Windsor Castle Foundation Board and MOU – Ms. Musick stated that she was hoping to have someone from SVAE here to speak on behalf of this matter. The \$5 ticket donation started this past January with the BOB Fest. The

SVAE would like to donate the \$5 to another 501c3 such as the Windsor Castle Foundation Board. The funds would remain in the Windsor Castle Foundation Board's account until the town requests the money to be used for improvements to the historic easement. Dr. Cook stated that he thought the whole idea of adding the \$5 to tickets was for the money to come to the town to help with the cost of maintenance on the Manor House and the historic easement grounds. Mr. Pack stated that he had spoken to Ms. Ippolito a little bit about this and he feels it is important that the funds come to the town so that when the town is seeking donations we can show that we are receiving donations from other sources. Ms. Minga stated that Town Council has given her authorization to open a new account for the purpose of holding funds donated to the town for the maintenance of the historic easement. At this time that fund has not been open because the town has not received any funds from the BOB Fest. Dr. Cook asked what the benefit was to give the donation to a 501c3 organization. Ms. Minga stated that if she remembers correctly they feel that tax wise it would look better on their part if the money is given to a tax exempt organization; however the town is tax exempt as well. Dr. Cook asked if they gave a reason why they would rather give to a 501c3 organization. Ms. Minga stated that they thought people would rather feel like they were giving to a nonprofit organization than to a governmental organization. Mrs. Tynes asked for an explanation on where the \$5 a ticket comes from. Mr. Pack explained that tickets are \$30; however they are sold for \$35 a ticket and that \$5 is given to the town as a donation to the preservation and maintenance of the historic easement at Windsor Castle Park. Discussion was held on why the donations are not being paid directly to the Town of Smithfield and where the money will sit until such time the funds are needed for the preservation of the Manor House and/or grounds. Mayor Williams asked if there had been any complaints from people purchasing the tickets about the additional \$5. Ms. Winslow replied there no one had complained about the extra \$5 and explained how the ticket is presented to the public when it is sold. Wine and Brew Fest tickets are \$35 and 5 dollars of that ticket price goes to Windsor Castle Park. The Town Attorney stated that as long as SVAE does not say that the \$5 goes to the Windsor Castle Foundation there is no reason why it cannot go to the Windsor Castle Park Account with the Town of Smithfield. Mr. Pack stated that he would talk to Ms. Ippolito on the reasons stated above that the funds need to come to the town.

The meeting adjourned at 4:21 p.m.

May 1, 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, APRIL 28<sup>TH</sup>, 2015

The Public Works Committee held a meeting on Tuesday, April 28<sup>th</sup>, 2015 at 4:21 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Mrs. Denise Tynes, and Dr. Milton Cook. Other Council members present were: Ms. Connie Chapman, Mr. Randy Pack, 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; Mr. Wayne Griffin, Town Engineer; Ms. Ellen Minga, Town Treasurer; Mr. Matt Rogers, Smithfield Police Lieutenant; Mr. Alonzo Howell, Deputy Police Chief; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Brian Camden of Alfa Corporation. 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. Street Maintenance Contract Renewal – Mr. Griffin stated that Blair Brothers has been working with the town for many years. They give the town quality work and on most occasions work their schedule around work to be done here at the town. Staff continues to be very satisfied with Blair Brothers recommends their contract be renewed. Mr. Smith explained that the contract renewal includes sidewalk repairs, clearing and grading roadway and outfall ditches, road repairs, and road overlays. Town Council was pleased with Blair Brothers recent paving project along Battery Park Road. Their staff did an excellent job maintaining traffic while the paving was being done. Committee has been pleased with Blair Brothers working relationship with the town and would also recommend this renewal be approved by Town Council.

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

1. Additional Item Discussed: Isle of Wight County Sidewalk Extension Project – The Town Manager stated that there was a question at yesterday's Finance Committee in regards to the Isle of Wight County sidewalk extension project. He handed out a 2014

rescoping project estimate that he and Mr. Hopkins had received back in early December from Ms. Jamie Oliver of Isle of Wight County since the sidewalk extension in the Town of Windsor had been completed. The price is based on a 30% design which was done in 2012 by Stimulus Funds. The overall project is a much bigger scope than Great Springs Road. The Town Manager stated that from his notes when they met in December the project included Great Springs Road from Quail Street to Main Street and on Main Street from Grace Street to where it meets and existing sidewalk just past Powerhouse Equipment. The improvements would also include crossings all the way around the intersection of Main Street and Route 10. Mayor William asked if the project included the push buttons at the crossing for pedestrian traffic. The Town Manager stated that was correct. Dr. Cook expressed concern over spending \$840,233 for a sidewalk when there is an existing one on the opposite side of the street. The Town Manager stated that he did confirm that the town's portion of \$100,000 was included in our CIP for this fiscal year and has not been utilized. Mr. Pack asked if there is a right-of-way in front of the old Littles Supermarket to put in a curb and sidewalk. The Town Engineer stated that the current plans indicate a curb being installed. He explained that the curb would not only be for drainage but also a safety aspect. Mr. Pack asked if there was spacing between the curbing and the sidewalk for a grass strip. Mr. Griffin stated that if he remembers correctly the proposal did have a grass strip between the curb and sidewalk. Mr. Pack asked if it was not then he would ask that it be added to the design of the plan while it is still in the review process. Committee asked when this would occur. The Town Manager stated that according to the handout the project is projected to go to construction in 2017. Mrs. Tynes stated that she was excited about doing a beautification project on the west side of town. The Town Manager stated that staff would keep committee updated as the project progresses.

The meeting adjourned at 4:35 p.m.

May 1, 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, APRIL 28<sup>TH</sup>, 2015

The Public Buildings and Welfare Committee held a meeting on Tuesday, April 28<sup>th</sup>, 2015 at 4:35 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council members in attendance were Mrs. Denise Tynes, Mr. Randy Pack, 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; Ms. Ellen Minga, Town Treasurer; Mr. Wayne Griffin, Town Engineer; Mr. Matt Rogers, Smithfield Police Lieutenant, Mr. Alonzo Howell, Deputy Chief Police; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Brian Camden of Alpha Corporation. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Draft Renovation Cost Estimate for Smithfield Police Evidence/Storage Building (Old Rescue Squad) at 1802 South Church Street - Mr. Camden stated that the old rescue squad facility was built in 1985. It is approximately 7,100 square feet. The good news is the building is in sound constructional condition. There are no cracks or signs of settlement in the building. In his opinion it is an excellent candidate for economical reuse. All of the required utilities are already there. There are no offsite access improvements that they are aware of at this time given the change in nature of the facility going from a rescue squad facility to a police evidence storage facility. The site does drain well. The estimate that was provided in the committee packet was based off Isle of Wight's 2014 building assessment report. The big ticket items on the report are a new roof and new electrical and mechanical. The underground plumbing according to this report and their assessment looks to be in good shape. There will be a need for all new interior work. Mr. Camden stated that Lt. Rogers included in his plan to have a new secure evidence storage that has firewalls going all the way up to the ceiling, a drying

bin, and a new gun/ammo storage area. Mr. Camden stated that they had originally put an estimated budget on this project in the amount of \$265,823. He stated that after consultation with the architect they now believe this renovation cost will be around \$325,000. The cost has been increased from \$37.44 per square foot to \$45.77 per square foot. Mr. Camden stated that on top of the \$325,000 it is his recommendation that the town include a 7% contingency which is typical for a renovation of this size. Mr. Camden explained that the architect's original fee was \$45,530. For those that are familiar with construction an architect's fee is normally based on 10% of the construction cost and if this were the case the architect feels that this project will cost approximately \$450,000. He stated that the Town Manager and Lt. Rogers had asked him to keep improvements to bare bones minimum and only what was necessary. With that in mind he feels that the project should cost \$325,000 with a 7% contingency. Dr. Cook expressed concern over the cost of the overall project including the cost to purchase the building from Isle of Wight County. Mr. Camden stated that he is currently working on a construction project in Surry for a building that is almost identical to this building and the cost per square foot is \$107. The established cost to construct this building for Surry County is \$1,313,500. Dr. Cook asked what the goal is for this building. The Town Manager replied to have this building be everything that the police department needs now and in the future for operations. The building would not be open to the public. It would be completely an internal use facility. Dr. Cook asked Lt. Rogers what their needs are now and in the future. Lt. Rogers stated that most of the building will be used for property and evidence. This will be a secure climate control facility with limited access. He stated that he would be more than glad to give any council member a tour of the existing evidence storage facility located in the basement of Town Hall. At this location there is no ventilation or climate control. Lt. Rogers stated that when he designed the renovation plans he was including all of the Police Departments assets including the command unit, police department boat, two motor units, and two speed trailers. The Police Department also has a uniform supply that they keep on hand and this would be a nice place to store these uniforms as well as ammunition. He stated that there would be no firearms with the exception of evidentiary firearms stored at this facility. Firearms would remain at the Police Station. He stated that they would like to maintain the female and male barracks in the event that they would need in emergency cases such as significant weather events. The building would allow them to have all of their assets in one place. Currently they have storage at the Public Works facility, Town Hall, and the storage building behind the Police Station. Lt. Rogers stated that some of the plans for the new evidence/storage facility would not need to be done right away. First priority would be the evidence storage area. Mr. Pack asked if there were any additional needs that would be needed to outfit this building above the proposed \$325,000 cost estimate. Lt. Rogers replied that items such as shelving would be repurposed from the existing storage areas so he did not foresee any additional cost. Mr. Camden stated that phasing the construction to put the evidence storage in first the town would be spending approximately eighty-five percent of the funds for the project on the new roof and the electrical and mechanical. Dr. Cook asked what increased the cost estimate from

\$265,000 to the \$325,000. Mr. Camden explained that the mechanical system was added because the old duct system cannot be used and the electrical work needed to be upgraded to pass building code. Mr. Camden also stated that the architect's fee and the design fee are not included in the total cost estimate of the project. He stated that procurement will require the town to advertise a request for proposal (RFP) to get competing architectural proposals. Dr. Cook asked about financing the cost of these renovations and how long the loan would be for. Ms. Minga stated that she would not want to go any longer than ten years. Ms. Minga stated that the town is currently looking at several other large ticket items such as MUNIS, proposed ball fields and would like to do one borrowing if possible that would cover more than one of these items rather than have three or four different loans out there. Mr. Camden stated that even if Town Council approved this to move forward the town is probably not looking at construction to begin until September. It will take approximately thirty days to do the RFP process and then the architects are going to want at least ninety days to do the design work. There is a great deal of information technology (IT) and security going into this building as well. The Town Manager stated that the cost estimate includes \$20,000 for IT and \$10,000 for security. This facility would use the existing fiber optics to connect to the town's server located at the RO Plant. Discussion went back to the cinderblock building behind the Police Department and whether they should consider tearing it down. If that building is torn down the site is not buildable to put something back there. Mr. Smith asked if committee could revisit the cinderblock building behind the Police Department later and try to figure out how we can minimize the cost to make it usable. Mr. Camden stated that the report from Mr. Parrish was written in a fashion to be able to use as a contract document to go out and solicit bids. Committee agreed to get two or three informal bids on the cinderblock building as well as the cost to have it demolished and bring back to committee for further discussion. Dr. Cook asked what the next step is on the evidence/storage building. Mr. Camden stated the next step would be to define an architect scope of work and advertise it on the town's website or in the newspaper to receive architectural proposals. The town would then select an architect to perform the renovations. Dr. Cook asked for Mr. Camden to summarize Alpha Corporation's roll in the project. Mr. Camden explained that his firm would be project management and assist the Town Manager with compiling the actual RFP that the architects would be submitting on. Alpha Corporation would then receive the proposals, rank them, and put together a short list for interviews. Town Council at that time would select the architect that they would like to work on this project. The Town Attorney stated that town staff does not have the expertise or time to supervise a project of this size. Consensus from committee was to place this item on Town Council's agenda to authorize the Town Manager to issue an RFP for the renovations of the proposed Smithfield Police evidence/storage building located at 1802 South Church Street.

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

1. Pinewood Heights Relocation Project Update – The Town Manager stated that included in the committee packet was Mr. Dodson's monthly report. It was noted at the last meeting that all of the Section 8 activities for the northern end of Isle of Wight County are transitioning to the City of Suffolk's Social Services. All of the Section 8 processing is on hold until after July 1<sup>st</sup>. The good news is Ms. Kathy Ross from the Isle of Wight Social Services Office has been picked up by Suffolk's Social Services Office so she will continue to handle our project. The southern end of the county from the courthouse south would be moved to the City of Franklin's Social Services Office. The Town Manager reported that the property owner at 44 Carver Avenue that had bankruptcy issues has recently come out of bankruptcy and Ms. Wiggins is working with that owner to hopefully relocate mid-July. Mr. Riddick's office continues to work with a property owner at 52 Carver Avenue that has a \$10,000 line of credit that is still showing up on the title report. The Town Attorney stated that if they cannot get this resolved then he will file a suit to get the title cleared and that process will take a couple of months. The town has until the end of September to finish up multi-year 2. Mr. Saunders continues to work on getting units ready for demolition. All of the town utilities have been disconnected and we are currently waiting on Virginia Power. The Town Manager asked Lieutenant Rogers if the Smithfield Police Department was finished doing all the training that they were going to do in the empty units. Lieutenant Rogers replied that they were. The Town Manager stated that he would follow-up on the timing of the demolitions. The next Pinewood Heights Management Team meeting will be May 12<sup>th</sup>.

2. Assessment and Renovation Cost Estimate for Town Storage Building at 911/913 South Church Street – The Town Manager introduced Mr. Brian Camden of Alpha Corporation. Mr. Camden has helped the town in the past when he was with Powell Management Associates. Mr. Camden can take credit for the construction of the Smithfield Center which was finished on time and under budget. He has also helped with some streetscape work for the town previously. He is now with Alpha Corporation who has a state contract for project management services on an on-call basis. He is currently doing some work for Surry County and Isle of Wight County. The Town Manager asked that Mr. Camden help the town assess and get some estimates for budgeting purposes of renovations to the cinderblock building behind the Police Department and the newly fully owned old rescue squad building. In terms of the old rescue squad building Lieutenant Rogers has come up with a scope of how they would like to repurpose the building for the Smithfield Police Department. A lot of the items needing to be renovated are driven by building codes. Mr. Camden stated that the town's storage building located behind the Smithfield Police Department was assessed by architect Russell Parrish. The assessment was done in such a way that it could be used as a document to put this project out to bid if the town elected to move forward with this renovation project. The building itself is 1,776 square feet. It appears to be three buildings that have been cobbled together.

Structurally it has a serious problem but it is not as bad as the water infiltration that is coming into the building. When looking at the architect's summary it clearly states that it does not meet any of the current building codes for construction of safety. It has been recently utilized as a non-habitable limited storage facility. It has several areas of nonconforming work. The good news is that where it is located on the lot it is highly doubtful that you could put a building back in this location. For storage purposes trying to replicate the building would be more expensive rather than go in and fix it up so that it is usable. The cost estimate that was included in the packet was a conceptual cost estimate. Mr. Parrish's assessment is fairly broad brushed in the amount of \$45,556. This cost estimate does include a dehumidifier and a concrete swale that would run across the front of the building to try and divert some of that water away. The roof is entirely off code. It is a very low sloping roof with asphalt shingles. The architect is recommending a metal roof. The estimates only include doing minimal repairs specifically noted in the architects report. The cost estimate is based on \$25.62 per square foot. Mr. Camden stated that the structure will never be totally waterproof because the slab it sits on does not have a vapor barrier. It is recommended to put in a raised floor. A new building at this location would cost about \$65.00 a square foot for a total price of \$115,570.00. When it is viewed in the perspective and given the fact that a building cannot be replicated in this same location the \$25.62 a square foot the cost of \$45,000 seems good. At the end of the day you do not get a new building. This estimate is to just address very specific deficiencies that were identified in the architect's report. Dr. Cook asked if this building would be used purely for records. The Town Manager stated that it would be used for records storage, some material storage of items from the Smithfield Center and signage for Tourism. We also plan to store surplus items that will be placed on GovDeals so that individuals that purchase items have one central location to come to when picking up items sold. Dr. Cook asked that after this \$45,000 is spent how much more will need to be spent to get the building to where it can be used. Mr. Camden stated that the \$45,000 will get the building weather tight and able to be used as a storage facility. Mayor Williams asked if the building would have heat and air. Mr. Camden replied that it would not but it would have a dehumidifier. The Town Clerk explained that having records storage located near the office would make it easier to access records when needed. Mr. Smith stated that his concern is the moisture that will remain in the building and what it will do to the records that are being stored there. Mr. Smith asked if ventilation was addressed in this report. Mr. Camden explained that the goal of the report was to render the facility into a storage location. Mr. Smith stated that he is okay with using as storage if we can control the moisture. Dr. Cook stated that his concern is mold due to the moisture. He stated that dehumidifiers are notorious for not working properly. Mayor Williams asked about the raised floor. Mr. Camden stated that the cost of a raised floor system would significantly add to the protection value of the stored records. Dr. Cook asked if it was correct that a dehumidifier was going to cost \$11,700. Mr. Camden replied that was correct and again stated that this is a conceptual estimate. Mr. Camden stated that the raised floor might not be needed throughout the entire building. Ms. Chapman stated that she was not in favor of investing \$45,000 in a

building that needs this much work and would like to revisit the idea of including records management space at the old rescue squad facility along with the Smithfield Police Department since that building will be climate controlled. The Town Manager replied that if we have to go across town anyways then we would most likely leave the records where they are now. He explained that the way the Police Department plans to use of the old rescue squad building now there would not be a place for records management. If the plan was modified there might be a bay that could be converted to a records management area. He stated that we could discuss that further when we move to the renovations of the old rescue squad facility. The Town Manager explained that a decision does not need to be made today. The information today is basically for budget purposes at this time and for Mr. Camden to answer any questions about the building. Dr. Cook stated that he has presented the case on what he can do. The question now is whether we as council want to spend \$45,000 on a storage shed. The Town Manager stated that was correct.

Meeting adjourned at 5:36 p.m.

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

**Committees and Projects:**

04/01 Special Event mtg – Town Hall – Lt. Rogers  
04/01 Department Head mtg – Town Hall – Deputy Chief Howell  
04/07 Town Council mtg – Center – Chief Bowman  
04/08 Hampton Roads Chiefs of Police mtg – Center – Chief Bowman, Deputy Chief Howell, Lt. Valdez  
04/13 TRIAD – mtg regarding lunch menu for conference – Kurt Beach  
04/16 4-H mtg with Director Celia Brockway – IoW Courthouse – Kurt Beach  
04/19 4-H meeting regarding camp – IoW Courthouse - Sgt. Miller  
04/21 Crime Line mtg – Center – Sgt. Meier, Annette Crocker, Kurt Beach  
04/27 Police Committee – Deputy Chief Howell  
04/29 Special Events mtg – Center – Chief Bowman  
04/29 Department Head mtg – Center – Chief Bowman

**Training**

04/09 General Instructor Recertification – HRCJTA – Deputy Chief Howell, Sgt. Jones (2 hrs.)  
04/14 VCIN Instructor Recert – Chesapeake PD – Kristi Jenkins (4 hrs.)  
04/20 Surviving Verbal Conflict & Public Service Excellence – Buena Vista, VA – St. Arajo, Officer Seamster (16 hrs.)  
04/22-24 Field Training Officer (FTO) – HRCJTA – Officer Phillips (24 hrs.)  
04/28 – 30 Hurricane Preparedness – Suffolk – Deputy Chief Howell, Lt. Rogers (24 hrs.)

**In-House Training**

**Community Relations**

04/02 – 04/ School Zone – Officer Seamster, Sgt. Arajo, Officer Cook, Officer Bancroft, Officer Phillips  
04/02 Security Assessment – Bradford Mews – Officer Seamster  
04/04 Solomon's Temple carrying of the Cross – South Church Street – Officer Seamster  
04/08 Riverside Convalescent Center – Chief Bowman  
04/11 Farmers Market – Main Street – Officer Adams  
04/12 Out with group of children – Bradford Mews – Officer Wright  
04/14 Teen Talk – Surry Recreational Center – Deputy Chief Howell  
04/22 Tour of building – PD – Sgt. Miller  
04/23 Install infant car seat – PD – Officer Wright

## **Investigations:**

**Case#:** Multiple  
**Location:** Smithfield Forest Neighborhood  
**Offense:** Vehicle Theft, Burglary, Pursuit, and Property Damage  
**Disposition:** Cleared by Arrest

On March 29, 2015 a van was stolen from the Smithfield Forest neighborhood. The suspect drove the van around and parked it a block away from where it was stolen. No damage was done and nothing was missing from the car. Two weeks later a pickup truck was stolen and an officer got behind the vehicle and attempted to pull it over. The driver would not stop and fled in the vehicle. He drove off road away from police causing over a thousand dollars worth of damage to property. He fled on foot into the Waterford oaks neighborhood and broke into two homes and a couple cars and finally stole a 4runner. The suspect drove the 4runner to Morgart's Beach and got the vehicle stuck. He then stole a golf cart and drove it to a home in that area and stole a pickup truck which he dropped off in the same spot the van was found. The very next night the suspect broke into another home and stole an Acura and dropped it off in the Morgart's Beach area. He then stole a pickup truck from the Morgart's Beach area and drove it to the same spot in the Smithfield Forest neighborhood. A suspect was developed through a couple leads. Ryan Gillespie, 21, was charged and arrested for this crime spree.

## April 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Herbert Off Hardy Elementary Father-Daughter Dance MHSu 344 Stelzig-Moore Rehearsal Deck 20	Herbert Off	Herbert Off Perez and Garnett Wedding and Reception MHSu 150	Herbert Off Stelzig-Moore Wedding & Reception MHSu 174
5	6	7	8	9	10	11
Easter Herbert Off		Courtney Off Town Council A&B 20	Hampton Roads Chiefs Meeting MH 60 Trade Meeting C&D 20	National Wild Turkey Federation MHSu 200	Melissa Off	Melissa Off Floyd-Sanders Wedding & Reception MHSu 225
12	13	14	15	16	17	18
Melissa Off	Melissa Off	Melissa Off Planning Commission A&B 20 Smithfield Meeting MHSu 250	Melissa Off Carpet Cleaning	Melissa Off Smithfield Women's Club Suites 90 Smithfield Youth Wrestling Banquet MH 100	Melissa Off Surry High School Prom MHSu 160	Melissa Off Moore and Baise Reception MH 115
19	20	21	22	23	24	25
Melissa Off Litka-Landry Wedding & Reception MHSu 128	Melissa Off Hokie Banquet MH 160	BHA&R A&B 20 Bridging the Gap MH 100 Crime Line Meeting C&D 10 Schoolhouse Committee C&D 10 WCFB Meeting C&D 10	Isle of Wight Youth Leadership Graduation MH 75 Plant Managers Meeting C&D 30	Plant Managers Meeting C&D 38		Melissa Work 8 AM-12 PM Windsor Prom MHSu 150
26	27	28	29	30		
	Committee Meetings C&D 20 Sharon Elizabeth Photography Class A&B 15	Committee Meetings C&D 20	11 AM Staff Training-Fire Safety Backflow Work Staff Meeting C&D 12 Taste of Smithfield Event MH 200			

Smithfield Center - April 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
4/1/2015	Center	MHSu	Hardy Elementary School	Hardy Elementary Father-Daughter Dance	Smithfield	Word of Mouth	Half Off (50% off)	0.00%	\$250.00	
4/2/2015	Center	MHSu	Perez and Garnett Wedding and Reception	Perez and Garnett Set	Newport News	Word of Mouth	Multiday	20.00%		
4/3/2015	Center	MHSu	Perez and Garnett Wedding and Reception	Perez and Garnett Wedding and Reception	Newport News	Word of Mouth	Multiday	20.00%	\$1,458.66	
4/3/2015	Town Sites	OTS	Smithfield Skate	Officer Request-at Smithfield Skate	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%		\$492.00
4/4/2015	Center	MHSu	Stelzig-Moore Wedding & Reception	Stelzig-Moore Wedding & Reception	Poquoson	Returning Client	Nonresident-Saturday	0.00%	\$1,550.00	
4/7/2015	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
4/8/2015	Center	C&D	Smithfield Foods Corporate	Trade Meeting	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$200.00	
4/8/2015	Center	MH	Town of Smithfield	Hampton Roads Chiefs Meeting	Smithfield	Town Event	h.) Town	100.00%		
4/9/2015	Center	MHSu	National Wild Turkey Federation	National Wild Turkey Federation	Richmond	Recurring Event	Resident -Weekday	0.00%	\$850.00	
4/11/2015	Center	MHSu	Floyd-Sanders Wedding & Reception	Floyd-Sanders Wedding & Reception	North Chesterfield	Web-Center Website	Nonresident-Saturday	0.00%	\$1,775.00	
4/11/2015	Town Sites	OTS	Smithfield Station	Officer Request at Smithfield Station	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$369.00	
4/11/2015	WCP	Riverfront	Smithfield VA Events	Wine and Brew Fest	Smithfield	Recurring Event	Resident-Saturday	0.00%		\$3,077.00
4/13/2015	Center	MHSu	Smithfield Foods Executive Office a	Smithfield Meeting Set	Smithfield	Returning Client	D.) Resident -Weekday	20.00%		
4/14/2015	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
4/14/2015	Center	MHSu	Smithfield Foods Executive Office a	Smithfield Meeting	Smithfield	Returning Client	D.) Resident -Weekday	20.00%	\$960.00	
4/16/2015	Center	MH	Smithfield Youth Wrestling Club	Smithfield Youth Wrestling Banquet	Carrollton	Recurring Event	D.) Resident -Weekday	50.00%	\$200.00	
4/16/2015	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Returning Client	Non Profit	0.00%	\$156.00	
4/17/2015	Center	MHSu	Surry Public Schools	Surry High School Prom	Dendron	Returning Client	Nonresident-Friday/Sunday	0.00%	\$1,275.00	\$164.00
4/18/2015	Center	MH	Moore and Baise Reception	Moore and Baise Reception	Suffolk	Word of Mouth	Resident-Saturday	0.00%	\$1,000.00	
4/18/2015	Town Sites	Main Street	Virginia-Maryland Triathlon Series	Smithfield Triathlon	Greensboro	Recurring Event	(none)	0.00%		\$820.00
4/19/2015	Center	MHSu	Litka-Landry Wedding & Reception	Litka-Landry Wedding & Reception	Newport News	Web-Center Website	Nonresident-Friday/Sunday	0.00%	\$1,350.00	
4/20/2015	Center	MH	OA Spady	Hokie Banquet	Battery Park	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
4/21/2015	Center	A&B	Town of Smithfield	BHA&R	Smithfield	Town Event	h.) Town	100.00%		
4/21/2015	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
4/21/2015	Center	C&D	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
4/21/2015	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
4/21/2015	Center	MH	Town of Smithfield	Bridging the Gap	Smithfield	Town Event	h.) Town	100.00%		
4/22/2015	Center	C&D	Smithfield Foods Corporate a	Plant Managers Meeting	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$450.00	
4/22/2015	Center	MH	Isle of Wight Chamber of Commerce	Isle of Wight Youth Leadership Graduation	Smithfield	Returning Client	C.) Standard-Weekday	0.00%	\$400.00	
4/24/2015	Center	MHSu	Windsor High School	Windsor Prom Set	Windsor	Recurring Event	Resident-Saturday	50.00%		
4/25/2015	Center	MHSu	Windsor High School	Windsor Prom	Windsor	Recurring Event	Resident-Saturday	50.00%	\$675.00	
4/27/2015	Center	A&B	Sharon Elizabeth Photography	Sharon Elizabeth Photography Class	Smithfield	Word of Mouth	D.) Resident -Weekday	0.00%	\$200.00	
4/27/2015	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
4/29/2015	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
4/29/2015	Center	MH	Isle of Wight Chamber of Commerce	Taste of Smithfield Event	Smithfield	Returning Client	C.) Standard-Weekday	0.00%	\$400.00	
4/30/2015	Center	MHSu	Windsor Castle Foundation Board	WCFB Gala Set		Town Event	Resident-Friday/Sunday	0.00%		

Deposit total for April 2015

\$13,918.66 \$4,553.00

\$11,825.00 Venue Rental Deposits

\$3,241.00 Town Services Deposits

## **Smithfield/Isle of Wight Tourism Activity Report –APRIL2015**

- Director attended BOS meeting 4/1/15, 4/6/15, 4/13/15 and 4/16/15.
- Director attended Smithfield Town Council Meeting 4/7/15.
- Worked on Windsor Castle Park 5<sup>th</sup> Anniversary Gala throughout the month.
- Attended Smithfield 2020 Meeting 4/1/15.
- Special Event Committee meeting 4/1/15.
- Attended Historic Saint Luke's Development Committee meeting 4/1/15 and 4/21/15.
- Attended Smithfield VA Events Wine & Brew Fest meetings 4/1/15; Set up for Wine & Brew Fest 4/8-10/15. Wine & Brew Fest held 4/11/15. Sold out event with 3,000 attendees. Hotel room sell-outs, crowded restaurants. Site clean up 4/12-15/15. Follow up meeting 4/22/15.
- Monthly Tourism staff meeting 4/3/15.
- Held IOW County Marketing Committee meeting 4/3/15 and 4/8/15.
- Attended Christmas House Tour and Antiques Show meetings 4/3/15, 4/17/15 and 4/24/15.
- County Agenda Review meeting 4/6/15.
- Hosted CVTA Intern, Jackson Ramser from 4/7/15-4/11/15.
- Coordinated Chamber Student Leadership Institute Class on 4/14/15. Prepared class for graduation project presentation. Graduation was on 4/22/15. Excellent class of student leaders!
- Hosted Powhattan Resort representatives. Williamsburg Timeshares send a significant portion of their guests to Smithfield and Isle of Wight!
- Isle of Wight Home School Day held 4/17/15. Very successful!
- YMCA Triathlon held 4/18/15. Very successful!

- Attended Coastal Virginia Tourism Alliance meeting in Portsmouth 4/22/15. Discussion of SATW (Society of American Travel Writers) conference coming to Coastal Virginia in May. Smithfield/IOW Tourism will participate with Williamsburg in hosting one of the post FAM Tours.
- Attended County Wellness Training 4/23/15. Staff attended Wellness Council meeting 4/30/15.
- Met with Able Cortez, new General Manager for the Hampton Inn & Suites 4/23/15.
- Filmed Tourism portion of the Chamber State of the County Breakfast Video 4/24/15.
- Attended Smithfield Town Council Committees 4/28/15.
- Participated in Walk At Work Day 4/28/15.
- Attended VACVB Spring Quarterly Meeting in South Boston 4/29-30/15.
- Farmer's Markets continue every Saturday in April!!!!
- Attended County Staff Meeting 4/20/15.
- Attended Smithfield Staff Meeting 4/1/15. Staff attended 4/29/15.
- 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](http://www.visitsmithfieldisleofwight.com) for more details!



*Town of Smithfield*  
*Isle of Wight County Museum*

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**April 2015 Report**

**J.L. England, Museum Director**

## Notable/Thank You

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- Volunteer hours: 103
- On April 1, Isle of Wight County approved funding for the museum's new roof. We await news from General Services regarding the details and start date of this project.
- The museum was closed on Sunday, April 5, for Easter. However, we did host a Battle of Smithfield walking tour on Easter due to a misprint in the *Smithfield Times* regarding this tour.
- The museum was named a commemorative partner with the United States of America Vietnam War Commemoration.



- The Isle of Wight County Museum is now listed on Wikipedia: [https://en.wikipedia.org/wiki/Isle\\_of\\_Wight\\_County\\_Museum](https://en.wikipedia.org/wiki/Isle_of_Wight_County_Museum). (You would think that this would be an easy task, but surprisingly, this project took six months.) Also several of our images are listed and detailed on Wikimedia Commons:
  - [https://commons.wikimedia.org/wiki/File:Pet\\_Ham.jpg](https://commons.wikimedia.org/wiki/File:Pet_Ham.jpg)
  - [https://commons.wikimedia.org/wiki/File:World%27s\\_Oldest\\_Ham\\_advertisement.JPG](https://commons.wikimedia.org/wiki/File:World%27s_Oldest_Ham_advertisement.JPG)

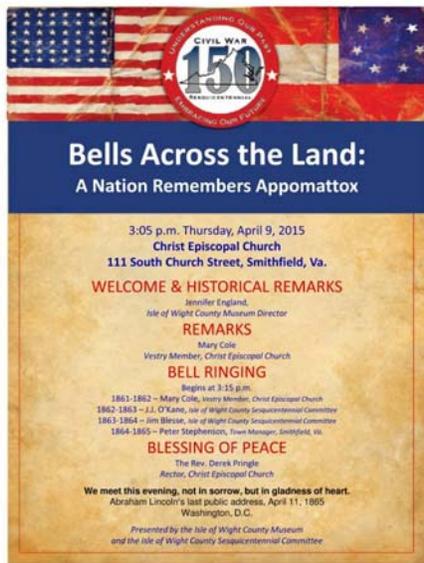
## Museum Stats and Updates

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- Visitation: 595
- Special Events
  - April 4. 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. 22 attendees.



- April 5. 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. 2 attendees.
- April 9. Bells Across the Land. Christ Episcopal Church and the Isle of Wight County Court House Complex Bell Tower. For the past four years, the National Park Service and many other organizations and individuals have commemorated the 150th anniversary of the American Civil War and the continuing efforts for human rights today. On this date in 1865, Union Gen. Ulysses S. Grant met Confederate Gen. Robert E. Lee to set the terms of the surrender of Lee's Army of Northern Virginia. While Lee's surrender did not end the Civil War, the act is seen by most Americans as the symbolic end to four years of bloodshed. To mark that moment, at 3 p.m. bells rang at Appomattox for 15 minutes. After the ringing at Appomattox, bells reverberated across the country. Churches, temples, schools, city halls, public buildings, historic sites and others were invited to ring bells at 3:15 p.m. for four minutes – each minute symbolic of one year of the war. The Isle of Wight County Sesquicentennial Committee hosted two ceremonies to coincide with this commemoration: one at the Isle of Wight County Court House Bell Tower, 17140 Monument Circle in Isle of Wight County, and one Christ Episcopal Church, 111 South Church Street in Smithfield.



- April 16. Tell Me A Story. This program, geared for children ages 3 to 5, introduces youngsters to the symbols of Isle of Wight and features books, songs and games. Theme: Scarecrow puppets. 60 students.



- April 17. Homeschool Day. Smithfield and Isle of Wight County's historic sites – as well as The Schoolhouse Museum and Historic St. Luke's - welcome homeschoolers of all ages with a selection of fun and engaging activities that highlight the history of Virginia and the area. Paul D. Camp Community College also participated. 42 homeschoolers.
- April 25. History of Canning. Necessity breeds invention. During the first years of the Napoleonic Wars, the French government offered a cash award of 12,000 francs to any inventor who could devise a cheap and effective method of preserving large amounts of food. Today, based on this success, many of us are still preserving our own food for future consumption. Join us for this informative lecture – plus tips and recipes from the Virginia Cooperative Extension. Bring one of your own canned goods to swap with other attendees! 18 attendees.
- Groups/tours
  - April 6. FAM tour from Smithfield/Isle of Wight Tourism. 2 attendees.
  - April 24. Christopher Newport University's Alain Outlaw brought his Introduction to Historical Archaeology class to the museum for a tour. 6 attendees.
- Gift Shop
  - No updates
- Exhibit Update
  - Duck and Cover. Installation almost complete. Didactics are installed. We await lighting.
  - Outdoor Sign. Awaiting installation.
  - Planning for a redesign of our bathroom and the addition of banners to the building's exterior

## Windsor Castle

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- Christopher Newport University Professor 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, April 3 and April 24.
- We added a new page about Windsor Castle to our website: <http://www.historicisleofwight.com/windsor-castle.html>
- Smithfield VA Events' annual wine festival took place on April 11. Staff worked with Smithfield Public Works and archaeologist Alain Outlaw to ready the site for the event. The museum staffed a tent 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, but it is most likely a drain from an earlier dwelling – perhaps the original structure.



## Financials

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- Gross Gift Shop Sales (including tax): \$723.09
- Donations: \$691.00
- Program/Lecture Fees: \$0
- Special Events: \$0
- **Total Monthly Deposit: \$1,414.09**
- Note: Due to an audit of our Aug. 14, 2014, deposit, \$54.26 was subtracted from our total deposit. A credit card charge from the gift shop somehow never materialized in our account.

## Social Media/Online Presence

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- Our website requires a re-launch. Until that happens, our information may be found at [www.historicisleofwight.com](http://www.historicisleofwight.com).
- **Facebook:** Isle of Wight County Museum & Historic Sites: 1,090 likes. Daily posts.
- **Foursquare/Swarm.** We are monitoring Foursquare for visitor check-ins.
  - Total Visitors and Total Visits: 47 and 78
- Review on [TripAdvisor](https://www.tripadvisor.com) by NathanC of Great Bridge, Va., April 24: *“Quirky small-town museum.” This museum at times almost seems more like a roadside attraction than something that would be located in a small town. It is very informative about the history of Isle of Wight county and the staff seem knowledgeable. The small admission fee is worth it to do once, but there is not enough to see that you will likely have any desire to go again. One of the more bizarre things you will find inside this museum is a decades old ham. If you are in the area on a nice day and find yourself on Main Street go take a look. You won’t be blown away but you can spend an enjoyable 45 minutes to an hour here. Young children might be bored, but older kids can probably enjoy some of the history showcased.*

## Media Coverage/Promotion/Advertising/Lobbying

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- Various pieces in area publications about our walking tours and special events
- *Coastal Virginia Magazine*. Smithfield and Isle of Wight County Tourism donated ad space to us in their double truck of the April issue of Coastal Virginia Magazine. Tourism designed our ad.



- April 8. *Smithfield Times*. Article/reprint of our press release regarding the April 9 Bells Across the Land.
- April 15. *Smithfield Times*. Article: On the Hunt for History. Regarding Fort Bee.
- April 22. *Smithfield Times*. In the Short Rows column highlighting the museum's upcoming lecture on canning; cutline from April 9's Bells Across the Land program.
- April 29. *Smithfield Times*. Cutline: Homeschool Day.
- Late April. *Suffolk News Herald*. 2015 Isle of Wight Handbook: The cannons' echo - article about our Battle of Smithfield walking tours

## Outreach Lectures

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- April 13. Magnolia Manor. 10 attendees.

## Boykin's Tavern

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- A memo was sent to Judy Winslow, Tourism Director, regarding the state of artifacts at Boykin's Tavern. The artifacts and building have been affected by the tavern's high temperatures and humidity. The county implemented changes to address the situation.
- The Franklin Garden Club will host Garden Club Week in Isle of Wight County on April 23, 2016. They plan to highlight the tavern. After some coordination with Smithfield and Isle of Wight County Tourism, it has been determined that museum staff will man Boykin's Tavern that day to highlight its history for the visitors and receive a donation to the museum for this service.

## Meetings

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- April 2 and 29. Staff meetings.
- April 2. eVA training with staff from eVA, Virginia's eProcurement portal.

## Trainings/Safety

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- April 2. Josiah Jendrey performed the museum's self-inspection. We scored highly but needed to add several fire exit signs. This task has been completed.
- April 9. Fire extinguisher training.



## From Our Website and Social Media

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

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A great lecture was hosted on April 25 on the history of food preservation and canning from Janet Spencer, Agricultural and Natural Resources Extension Agent for Isle of Wight County.



April 17 was our annual homeschool day at the Isle of Wight County Museum. From here, families are visiting a number of other sites in Smithfield and Isle of Wight County like the Schoolhouse Museum, Fort Huger, Fort Boykin, Historic St. Luke's Church and more. We saw a steady stream of kids of all ages!

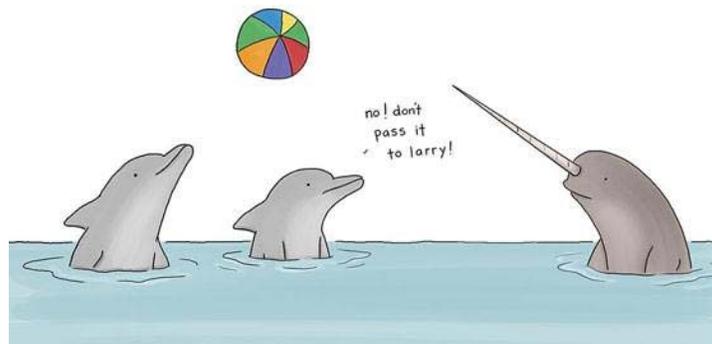


#### April 14 Facebook Post

Today in 1865, President Abraham Lincoln was shot by John Wilkes Booth at Ford's Theater in Washington, D.C.

Today at 11:40 p.m. in 1912, the RMS Titanic hit an iceberg approximately 400 miles south of Newfoundland.

And in 1935, today was noted as Black Sunday in the Midwest. Twenty of the worst black blizzards that occurred throughout the Dust Bowl years happened on a single day. Witnesses reported that they could not see five feet in front of them at certain points, and the storms traveled thousands of miles across the country dumping the choking billows of dust.



#### April 15 Facebook Post

To make you smile because yesterday's post was so depressing...

# Member Contributions by Salary Reduction for Counties, Cities, Towns, and Other Political Subdivisions

(In accordance with Chapter 822 of the 2012 Acts of Assembly (SB497))

## Resolution

WHEREAS, the Town Of Smithfield [Political Subdivision Name] \_\_\_\_\_ [employer code] employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and

WHEREAS, the Town of Smithfield [Political Subdivision Name] employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and

WHEREAS, such employees in service on June 30, 2012, shall contribute a minimum of an additional one percent of their creditable compensation beginning on each July 1 of 2012, 2013, 2014, 2015, and 2016, or until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the Town of Smithfield [Political Subdivision Name] may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in total creditable compensation, effective July 1, 2015, to each such employee in service on June 30, 2015, to offset the cost of the member contributions, such increase in total creditable compensation to be equal to the percentage increase of the member contribution paid by such pursuant to this resolution. (For example, if the member contribution paid by the employee increases from two to three percent pursuant to this resolution, the employee must receive a one percent increase in creditable compensation.)

BE IT THEREFORE RESOLVED, that the Town of Smithfield [Political Subdivision Name] does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB497) according to the following schedule for the fiscal year beginning July 1, 2015:

PLAN 1	Percent
Employer Paid Member Contribution	1 %
Employee Paid Member Contribution	4 %
Total	5%

PLAN 2	Percent
Employer Paid Member Contribution	1 %
Employee Paid Member Contribution	4 %
Total	5%

(Note: Each column must add up to 5 percent.); and

BE IT FURTHER RESOLVED, that such contributions, although designated as member contributions, are to be made by the Town of Smithfield [Political Subdivision Name] in lieu of member contributions; and

BE IT FURTHER RESOLVED, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and

BE IT FURTHER RESOLVED, that member contributions made by the Town of Smithfield [Political Subdivision Name] under the pick up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick up arrangement; and

BE IT FURTHER RESOLVED, that nothing herein shall be construed so as to permit or extend an option to VRS members to receive the pick up contributions made by the Town of Smithfield [Political Subdivision Name] directly instead of having them paid to VRS; and

BE IT FURTHER RESOLVED, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of the Town of Smithfield [Political Subdivision Name] shall be reduced by the amount of member contributions picked up by the Town of Smithfield [Political Subdivision Name] on behalf of such employee pursuant to the foregoing resolutions; and

BE IT FURTHER RESOLVED, that no salary increases provided solely to offset the cost of required member contributions to the Virginia Retirement System under § 51.1-144 of the Code of Virginia will be used to certify that any salary increases required by the Appropriation Act have been provided.

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

\_\_\_\_\_  
Governing Body Chairman

### CERTIFICATE

I, Lesley G. King, [Title, e.g. Clerk, Secretary] of the Town of Smithfield [Political Subdivision Name], certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Smithfield Town Council [Political Subdivision Name] held at Smithfield Virginia at 7:30 p.m. o'clock on May 5th, 2015. Given under my hand and seal of the Town of Smithfield [Political Subdivision Name] this 5th day of May, 2015.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
**This resolution must be passed prior to July 1, 2015 and received by VRS no later than July 10, 2015.**

RESOLUTION

STREET CLOSURE FOR OLDEN DAYS

WHEREAS, the Town of Smithfield has, in years past, supported the Olden Days Festival organized by the citizens of the Town of Smithfield; and,

WHEREAS, the Olden Days Festival has become an event that is eagerly anticipated and enjoyed by the citizens of the town and visitors to the town; and,

WHEREAS, the Olden Days steering committee has requested that certain streets within the Town be closed during the festival; and,

WHEREAS, the Town Council desires to support and cooperate with the Olden Days Steering Committee, organizers of the Olden Days Festival by closing off certain of the town's streets in order to allow a safe and convenient environment for the Olden Days Festival.

NOW, THEREFORE, BE IT RESOLVED that on Friday, June 26, 2015, the following streets or portions of streets shall be closed from 4:00 p.m. until 8:00 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Institute Street and,

BE IT FURTHER RESOLVED that on Saturday, June 27, 2015 Main Street from its intersection with North and South Church Streets to its intersection with Underwood Lane and N. Mason Street from its intersection with Main Street to its intersection with Grace Street shall be closed from 7:00 a.m. until 5:00 p.m.; and,

BE IT FURTHER RESOLVED that on Friday, June 26, 2015 from 4:00 p.m until Saturday, June 27, 2015 at 5:00 p.m. S. Mason Street shall be closed from its intersection with Cedar Street to its intersection with Main Street; and,

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

Adopted this 5<sup>th</sup> day of May, 2015.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

\_\_\_\_\_  
Clerk