

SMITHFIELD TOWN COUNCIL AGENDA

June 2, 2015 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report

- a. May Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- June 2 - 7:30 p.m. – Town Council Meeting
- June 9 - 6:30 p.m. – Smithfield Planning Commission Meeting
- June 16 - 6:30 p.m. – Board of Historic and Architectural Review
- June 22 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
 - Police Committee
 - Water and Sewer Committee
 - Finance Committee
- June 22 - 6:00 p.m. Continued Town Council Meeting
- June 23 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
 - Parks and Recreation Committee
 - Public Works Committee
 - Public Buildings and Welfare Committee

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

C. Public Comments:

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

- a. Resolution of Respect presented to Bill Hopkins Family by Delegate Rick Morris

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 Renew Sanitary Sewer Rehabilitation Contract with Tri-State Utilities for One Additional Year

Water and Sewer Committee Chair, Vice Mayor Gregory

C2. Motion to Renew Underground Utilities Contract with Lewis Construction for One Additional Year

Water and Sewer Committee Chair, Vice Mayor Gregory

C3. Motion to Approve the Proposed Location of the DEQ Required Observation Well Nest Project

Water and Sewer Committee Chair, Vice Mayor Gregory

C4. Invoices Over \$10,000 Requiring Council Authorization

Finance Committee Chair, Randy Pack

- a. REW Corporation \$ 15,413.00
- b. Blair Brothers Inc. (Battery Park Road paving) \$162,676.96
- c. Isle of Wight General Obligation Bond \$113,806.25

C5. Motion to Authorize the Town Manager to Submit Grant Application to the Virginia Marine Resources Commission (VMRC) for Boat Ramp at Clontz Park

Parks and Recreation Committee Chair, Ms. Connie Chapman

C6. Motion to Accept Proposal from Blair Brothers for Stormwater Repairs in Waterford Oaks in an Amount not to Exceed \$89,000.00

Public Works Committee Chair, Mr. Michael G. Smith

C7. Motion to Authorize the Town Attorney to Bring Suit to Remove lien on Pinewood Heights Property located at 52 Carver Avenue

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. PUBLIC HEARING: Adoption of Amended Budget for FY 2014/2015

TAB # 1

- a. Staff Presentation by Town Treasurer, Ellen D. Minga
- b. Public Hearing Open
- c. Public Hearing Closed
- d. Consideration by Finance Committee Chair, Mr. Randy Pack

2. **PUBLIC HEARING: Proposed Budget for FY 2015/2016** **TAB # 2**
 - a. Staff Presentation by Town Treasurer, Ellen D. Minga
 - b. Public Hearing Open
 - c. Public Hearing Closed
 - d. Consideration by Finance Committee Chair, Mr. Randy Pack

3. **PUBLIC HEARING: Comprehensive Plan – Future Growth Area Map** **TAB # 3**
 - a. Staff Presentation by Planning and Zoning Administrator, William G. Saunders, III
 - b. Public Hearing Open
 - c. Public Hearing Closed
 - d. Consideration by Public Buildings and Welfare Committee Chair, Dr. Milton Cook

4. **Additional Invoice Requiring Council Authorization** **TAB # 4**

Finance Committee Chair, Mr. Randy Pack

 - a. Blair Brothers, Inc. (Ridgeland Drive – Proposal Approved 11-4-2014) \$77,210.94

5. **Resolution to Appoint/Reappoint Certified Crime Prevention Team** **TAB # 5**

Steve Bowman, Smithfield Police Chief

6. **Motion to Approve the Town Council Meeting Minutes of May 5th, 2015**

Mr. William H. Riddick, III, Town Attorney

7. **New Business:**
 - a. Appoint Evaluation Committee for the Four Appointed Positions, Town Treasurer, Town Clerk, Town Attorney, and Town Manager
 - b. Appoint a Nominating Committee for the Expiring Term of Faye Seeley (6-30-2015) for the Board of Zoning Appeals

8. **Old Business:**

9. **Closed Session:**

10. **Continue Meeting Until June 22nd, 2015**

May 29, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – MAY 2015

TOWN MANAGER'S OFFICE:

- a. Attended the following: TRIAD program, NLC-RISC conference in Savannah, GA as a VMLIP Director, Pinewood Heights Management team meeting, VMLIP Annual Meeting in Short Pump, Safety Committee meeting, Kiwanis charity golf tournament, Emergency Communications Center board meeting, Leadership IOW planning committee.
- b. Prepared and submitted three VML Achievement Award nominations. Thanks to Judy, Sonja, Kurt and Lesley for all your help.
- c. Conducted exit interview with departing SPD Secretary/Receptionist Amanda Weihe.
- d. Worked with Alpha Corporation on two IFB's and one RFP.
- e. Worked with Kimley Horn on Clontz Park boat ramp concept and grant application.
- f. Met with William Saunders and representatives of Church Square development re plan changes for project build out.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council and Planning Commission.
- b. Utilized 5 days of annual leave May 4th – May 8th
- c. Attended employee health and dental Insurance enrollment meeting, May 12th.
- d. Attended Pinewood Heights Management Team Meeting, May 12th.
- e. Prepared May Town Council Committee Agenda and June Town Council Agenda
- f. Attended Leadership IOW Class – Education Day, May 15th
- g. Attended Town Council Committee meetings on May 18th and 19th and prepared summary reports of the committee.

TREASURER'S OFFICE:

- a. Took vacation days on May 7 and May 8.
- b. Attended health/dental plan employee meeting on May 12 at the Smithfield Center.
- c. Attended Pinewood Heights Management Team Meeting on May 12 at the Smithfield Center.
- d. Prepared bank reconciliations and financial statements for the Finance Committee meeting on May 18.
- e. Finalized changes and prepared summary budgets for the Town Attorney to publish public notices.
- f. Went to court on May 22 regarding delinquent taxes for a local business. Received a partial payment of outstanding balance. Case was continued to June 12.
- g. Attended Special Events meeting on May 27.
- h. Attended staff meetings at the Smithfield Center on May 13 and May 27.

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 water leaks, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
 - a. 108 Cary St had a sewer backup - will camera the sewer lateral when sea snake comes out of shop.
 - b. Repaired sewer cleanout box at 704 S. Church St.
 - c. Repaired broken sewer clean out box at 1012 S. Church St.
 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 cleaning

- c. Major electrical problem at Main St. pump station. REW is working on correcting the problem - on godwin bypass pump and generator until corrected.
- d. REW cut hatch in wet-well at Morris Creek pump station.
- e. REW replaced flow meter at Morris Creek station.

3. Water Line Repairs and Maintenance

- a. Repaired water leak at 104 Moone Dr.
- b. Repaired water leak at 214 Institute St.
- c. Repaired leaking blow off valve at 19217 Battery Park Rd.

4. Well Repairs and Maintenance

- a. All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed once a month.

5. Water Treatment Plant

- a. Daily lab analysis and reports for VDH, HRSD, DEQ and ITT.
- b. Chloride samples were pulled from Jefferson well 1A and well 8A.
- c. Operators continued flushing program in Smithfield Forest neighborhood.
- d. Representatives from REM provided sample bearing vibration tests on high service pump and booster pump.

6. Safety

- a. Monthly truck inspections.
- b. All Public Works field employees attended PPE training.

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.

- b. A general inspection of the park is conducted weekly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.
- c. Efforts are being made to find a means of treating all wooden bridges and walkways that will be environmentally friendly and comply with EPA regulations; this will hopefully increase the longevity of these structures and reduce maintenance issues.
- d. Picnic tables at park where cleaned and stained.

8. Fog/Backflow Programs

- A. Fog inspections on FSE and monitoring of grease disposal is ongoing with a good level of compliance and cooperation from local businesses.
- B. Backflow test reports are being submitted by residents and business with a good level of cooperation from the public.

9. Miscellaneous

- a. Grounds crews cut grass at Town owned property and right of ways weekly.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Staff worked Mustang Show and Windsor Castle Community Day.
- d. Sonja Eubank and Josiah Jendrey received Virginia Contracting Associate Certification from the Virginia Institute of Government.

PLANNING AND ZONING:

1. Planning Commission – May 12, 2015

- A. Comprehensive Plan Amendment – Growth Area Map Review – Town of Smithfield, applicant – Public Hearing on Revised Map – Recommended to Town Council for Approval.
- B. Approval of the April 14, 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
 - B. 7 Eleven (Southern Foods) Site Plan – 1229 Benns Church Boulevard
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 – May 19, 2015
 - No meeting held.
7. Board of Historic & Architectural Review – May 19, 2015
 - No meeting held.

ENGINEERING

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

- D. Blair Brother's Contractors began repair of damaged asphalt areas in roadway on Wildwood Circle. Contractor also repaired storm drain pipe and drop inlet in cul-de-sac area of Turnberry in the Cypress Creek subdivision. Contractor started and completed installation of asphalt overlay on Battery Park Rd. from John Rolfe Drive to Stratford Drive at the Wellington Estates subdivision.
- 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 29, 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, MAY 18TH, 2015

The Police Committee met Monday, May 18th, 2015 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mrs. Denise Tynes, Chair; Ms. Connie Chapman, and Mr. Andrew Gregory, Vice Mayor. Other Council members present were Mr. Randy Pack, Dr. Milton Cook, and Mr. Michael G. Smith. 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. Bryan Miller, Smithfield Police Department Sergeant; Mr. Wayne Griffin, Town Engineer; and Mr. William Riddick, Town Attorney. Also in attendance was Mr. Andy Snyder of Draper Aden Associates. The media was represented by Ms. Allison Williams of The Smithfield Times.

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

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

1. Operational Updates – Deputy Chief Howell reported that on May 29th Officer Wooley will be graduating from the Policy Academy that he has been attending since early February. He will be sworn in to the Smithfield Department on May 28th. Deputy Chief Howell mentioned that this past Saturday the Mustang show was held along Main Street and it was well attended without incident. He also reported that last Thursday there was an incident at Jersey Park Apartments. Three individuals had guns shooting at one another and one of the individuals was shot in the neck with a non-life threatening wound. All three individuals involved are from the Smithfield area and have been arrested. Two of the individuals were adults and one was a juvenile. The Smithfield Police Department continues to investigate for additional charges stemming from this incident. Mrs. Tynes thanked Deputy Chief Howell and the Smithfield Police Department for keeping the Smithfield community safe.

2. Presentation by Sergeant Miller – Town Vacation Leave Policy – The Town Manager reported that this presentation is for informational purposes only at this time.

Last year Sergeant Miller was the town's participant in the Hampton Roads Leadership Program. Sergeant Miller graduated from the program in August 2014 from Christopher Newport University. The presentation that he is here today to present is the topic that he worked on during the program. The seminar was put together by the Hampton Roads Criminal Justice Training Academy. One thing that the participants were tasked with while participating in the program was to research, prepare and make an executive briefing on a topic that would be suitable for their town or city council. Sergeant Miller stated that he chose the town's leave and accrual policy. He stated that he had spoken to the Town Treasurer and the Town Manager to get information for this presentation. He also mentioned that the Town Manager stated that he would be in favor of making changes to the current policy. These changes would be at no cost to the town as long as scheduling for time off is managed properly. Vacation time for new employees is much lower than surrounding jurisdictions. The goal is to increase morale, recruitment and retention at no cost to the town. Sergeant Miller stated that he surveyed eleven surrounding jurisdictions. Four of these jurisdictions have four leave bands, seven jurisdictions have five leave bands and the Town of Smithfield has eight leave bands. The first five years with the Town of Smithfield are broken down in three different leave bands. His recommendation is change the Town of Smithfield's vacation leave policy to five year increments. He continued to explain how the Town of Smithfield compares to other surrounding localities. Employees of the Town of Smithfield remain lower than all jurisdictions until employees reach twenty-five years. At twenty-five years Town of Smithfield employees get more accrual than surrounding jurisdictions. Ms. Chapman asked if the proposal presented was for all town employees. Sergeant Miller stated that was correct. The Town Treasurer stated that she has always felt that the town's first tier was extremely challenging to only offer five days. When you are recruiting people that that have been in the workforce for some time and can only offer then five days when starting it can be challenging. She also explained that it can be challenging on the opposite end as well. There are a number of employees that have been here a long time and trying to schedule time off so that they do not lose what they have and still have staff working to effectively run the town can be a challenge as well. Committee thanked Sergeant Miller for his presentation. The Town Manager again stated that this was for informational purposes only at this point and staff would bring some recommended changes to the personnel policy manual back to committee next month for consideration effective July 1st. Vice Mayor Gregory asked if the town has a shared leave policy in place. The Town Manager stated that at this time the town has a shared sick leave bank policy that has been in place for approximately three years. Dr. Cook asked for clarification on who sets the policy in the personnel manual. The Town Manager stated that he administers any questions or grey areas and Town Council sets and amends the policies.

The meeting adjourned at 4:17 p.m.

May 29, 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, MAY 18TH, 2015

The Water & Sewer Committee held a meeting on Monday, May 18th, 2015 at 4:17 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, and Dr. Milton Cook. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Wayne Griffin, Town Engineer; and Mr. William Riddick, Town Attorney. Also in attendance were Mr. Andy Snyder of Draper Aden Associates; Mr. Jim Phillips, President of the Friends of the Smithfield Library; and Mr. Chris Thompson, Branch Manager of the Smithfield Library. 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. Contract Renewal for Sanitary Sewer Rehabilitation Services and Contract Renewal for Underground Utility Services – Vice Mayor Gregory stated that staff's recommendation is to renew the Sanitary Sewer Rehabilitation contract with Tri-State Utilities and the Underground Utility contract with Lewis Construction for fiscal year 2015/2016. The sanitary sewer rehabilitation contract includes providing labor and equipment to clean and TC sanitary sewer lines prior to lining and installing CIPP or Ultra Liner. The work shall include traffic control and bypassing. The underground utility contract includes providing labor and equipment for scheduled and emergency repairs/replacement to the sanitary sewer and water systems, provide repairs for utilities ranging from 6ft – 25ft in depth, and must be able to respond within an hour of emergencies. The Town Manager stated that staff has been pleased with their work and recommends renewing both contracts for one additional year. Mr. Pack asked when these

contracts are due to be rebid. Since committee it has been verified that these contracts may be renewed until June 2019; however they may be rebid earlier if necessary.

2. DEQ Required Observation Well Nest Project Update by Andy Snyder of Draper Aden Associates – The Town Manager stated that he has tasked Mr. Griffin and Mr. Snyder with working with Smithfield Foods Engineer, Eric LaSalle to put in two observation well nests so the town will be in compliance with our groundwater withdrawal permit from the Virginia Department of Environmental Quality (DEQ). In summary one observation well nest must be placed in a very specific location within the Town of Smithfield and the second well nest must be placed in a very specific location in Southampton County. Smithfield Packing is taking care of the observation well nest that will be located in Southampton County. Mr. Snyder has been working on the Smithfield site location and the logistics getting it ready to be bid out by Smithfield Foods. The town's responsibility will be approximately thirty percent of the total cost of the project. At this time the town has put a small place holder of \$70,000 in the budget until it is bid out to get the actual cost. The Town Manager stated that included in the committee packet was a photo of what an observation well nest looks like. As far as location goes staff started suggesting the one acre that the town owns behind the car wash on Main Street. DEQ stated that location would not work and they started looking at Windsor Castle Park. The town did not want it to be placed there in the historic easement so the alternative site that is acceptable to DEQ was the cul-de-sac owned by the town at the end of the Cypress Creek Bridge near the town's pump station. The guard rail that is there is approximately 30 inches high and the post for the well nest would be approximately 36 inches high. Mr. Snyder explained that the site has been surveyed for site elevations because under certain storm conditions this area can flood. DEQ has received all the information and have indicated that the elevations are fine. Mr. Snyder stated that there is an active gas line that goes through the area and an active force main. Both lines have been identified so at this time according to DEQ's approval process if Town Council is okay with the location then they will start putting together the construction/bid documents. The well nest would include the installation of seven wells plus two test holes. Staff will also need to get in writing from DEQ that they have accepted the site for the proposed observation well nest. Once the well nest has been constructed it will be maintained by DEQ as their facility and the town will have no obligation to it. Mr. Snyder explained how a well nest is used to gather information on measuring water level changes for the different aquifers. Mr. Snyder explained what would be seen by the public. There would be seven tubes that will be stuck up out of the ground at approximately three feet high in a graveled area. Most likely some bollards and a chain will be placed in that area to keep people from driving in that area. When the construction is complete the area should be available to the public in general. The only other thing that you will see on this site is a pole with a solar panel which will be DEQ's source for running their equipment. The Town Manager stated that in regards to the timeframe the town's effective date of our groundwater withdrawal permit was August 1st, 2013 and the town had two years to initiate the construction of the observation well

nest with a completion date of three years from the effective date. Vice Mayor Gregory asked if a motion was needed at the June 2nd Town Council meeting to approve the site location. The Town Attorney stated that was correct. Mr. Snyder explained that if the town runs into a problem and Town Council chooses not to use this site it may cause a problem with the town initiating the drilling work. He continued to explain that according to the discussions that he has had with Mr. Eric LaSalle of Smithfield Foods they have no problems with the site in Southampton County and as long as the wells are being drilled on one of the two required sites by August then we will be complying with the permit requirements. Dr. Cook asked if this area is vandalized who is held responsible. Mr. Snyder stated that once it is constructed and the town gives it to DEQ then it will be their responsibility. The town would continue to have ownership of the land; however DEQ would have a Deed of Easement where these well nests are constructed. Mr. Pack stated that he has some concern over the location of the well nest being on the town's waterfront property. Discussion was held that the property would still be accessible to the general public. Ms. Chapman asked if the well nest would be permanent. Mr. Snyder stated that he feels that at some point in time DEQ will have received all the data that they can from these well nest and he does not see the usefulness twenty to thirty years out. If DEQ decides to abandon the wells the poles sticking out of the ground could be cut off and filled with concrete. Committee thanked Mr. Snyder for the update. This item will be on town council's agenda for site approval.

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

1. Additional Item Discussed: Water and Sewer Agreement with Isle of Wight County – Vice Mayor Gregory stated that one of the topics that was discussed at the Intergovernmental Committee with Isle of Wight County on February 25th, 2015 was the extension of the water and sewer agreement that the town currently has with the County in regards to Gatling Pointe. Since the Intergovernmental meeting the County's Capital Improvement Plan (CIP) has been approved. Included in the CIP for the upcoming fiscal year is a two million dollar water line extension to Gatling Pointe. At the Intergovernmental Committee meeting town representatives made it clear that it is not the town's intentions to continue to provide sewer services to Gatling Pointe if we would no longer be providing water. The point of bringing it up today is to get feedback from the rest of Town Council and be sure that everyone is on the same page. Dr. Cook asked when the agreements expire. The Town Manager reported that the five year sewer agreement expired at the end of March and the water agreement will expire in August. Both agreements reflect that the rates can be renegotiated at any time subject to approval of both parties of the agreement. Dr. Cook asked if the contract will run month to month until a new agreement is signed. The Town Manager stated that was correct. The last time the agreements were renegotiated it took three years. Mrs. Tynes asked if the county has funding for water and sewer extension or just water. Vice Mayor Gregory

replied that they only have funding for the water extension. He stated that at the Intergovernmental meeting their only comment in regards to sewer was that they would address that later. The Town Attorney stated that Vice Mayor Gregory had made it pretty clear at the Intergovernmental meeting that if they are going to extend water lines then they need to extend sewer lines because you do not get one without the other. The county's action does not indicate that has been recognized. Vice Mayor Gregory stated that he went into the Intergovernmental meeting with the thought that if the county is going to take steps to take away ten to fifteen percent of our water customers then it will not be in our best interest to continue to provide any utilities to the Gatling Pointe area. The town needs to make this clear in all conversations with the county. The Town Attorney stated that the town does not have a legal obligation to provide water and sewer in-perpetuity but the town would need to give them notice. Dr. Cook asked how much notice the town would need to give. The Town Attorney replied that it would need to be a reasonable time to allow them to provide their own utilities. Mr. Pack stated that time would be now while they are starting to dig for their new water lines. The Town Attorney stated that they have effectively given the town notice that they will be discontinuing the current water arrangement once their water lines have been installed. The town may want to consider a reciprocal notice on the sewer. Vice Mayor Gregory asked the Town Engineer what he thought was a reasonable time for them to complete the project. The Town Engineer stated that it would take quite a while to get through the process of obtaining easements, environmental work, and permits to cross the river. If the town gives notice now for discontinued sewer service it will give them plenty of time because there will be more infrastructure required for sewer lines than water. Committee directed the Town Manager to draft a letter to the County Administrator to summarize where the town stands in regards to the water and sewer agreements. At the time when the town stops providing water to Gatling Pointe it is the town's intention to disconnect sewer as well. Construction has not started on the water line extension so now would be a good time to address sewer utilities. Currently, the town provides sewer service to the Gatling Pointe area at practically no cost. Discussion was held on how to recoup some of the fees from Isle of Wight County that the town currently pays for sewer service until sewer service is disconnected.

The meeting adjourned at 4:49 p.m.

May 29, 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, MAY 18TH, 2015

The Finance Committee held a meeting on Monday, May 18th, 2015 at 4:49 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, and Mrs. Denise Tynes. 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. Wayne Griffin, Town Engineer. Also in attendance were Mr. Jim Phillips President of Friends of the Smithfield Library, and Mr. Chris Thompson, Branch Manager of the Smithfield Library. The media was represented by Ms. Allison Williams 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. REW Corporation \$ 15,413.00

This invoice from REW Corporation is for the emergency repairs to the Main Street pump station. These repairs are not covered by the town's VML insurance policy. Committee recommends payment of invoice.

b. Blair Brothers Inc. \$162,676.96

This invoice is for the paving of Battery Park Road. Mr. Pack asked if this amount was within the town's approved amount. Mr. Griffin explained that there was a decrease in the total charge because the asphalt content pricing had decreased; however also included in the invoice which was not included in the original quote was the line striping. Committee recommends approval of this invoice.

c. Isle of Wight General Obligation Bond \$113,806.25

This General Obligation Bond payment is for the town's portion of the loan with Isle of Wight County for the purchase of 913 and 911 South Church Street. Committee recommends payment of invoice.

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

1. Contribution Request for Fiscal Year 2015/2016

a. Friends of the Smithfield Library – Mr. Jim Phillips, President of the Friends of the Library was present with Smithfield's Branch Manager, Mr. Chris Thompson. He mentioned that he wanted to thank the town for the lights that were purchased for the conference room. He also mentioned that they still intend at some point to digitalize the genealogy records within the library. Mr. Phillips stated that they have heard from some historical purists in the community that really wants to hold on to the books; however the books are deteriorating. If the library continues to hold on to them and support them with the present equipment that is required to display the information it will be lost. The cost to replace the equipment would be equal if not greater than digital stations. This should be a joint effort between the town and the county because the records are based on our entire region. The library does not have the HVAC system to keep these books archived the way they need to be to protect them. The Friends of the Smithfield Library would like to request that Town Council consider a contribution of \$3,200 to put in carpet that will match the rest of the library that was started by Isle of Wight County. Programing for the library is pretty much under control and no funds are needed at this time. Mr. Chris Thompson mentioned that the conference room that they are requesting funds to fix up is being used for number of programs. Recent programs include computer classes held in conjunction with Paul D. Camp Community College, local author talk and book signing, AARP sponsored Driver Safety Course for seniors, STEM based programs for children, monthly musical story time for children, National Library Week events and programs, visit from the Virginia living Museum, and outreach to local convalescent homes. Mr. Thompson mentioned some of the upcoming programs include the summer reading program, the Mad Science of Hampton Roads program, Dome Theater and the Talking Drums. Looking forward to the fall there will be a Back to School Bash program, new STEM "LABrary Wednesdays", banned book week, and teen read week. Mr. Thompson also spoke in support of digitalizing the genealogy center. They are currently working on getting information on the cost of digitalizing the existing records. The two big items would be the cost of the equipment and the man power to input the information. They are also searching for grants to help with this initiative. Mr. Phillips stated that the request today is for Town Council to consider funding of \$3,200.00 for new carpet. Committee thanked Mr. Phillips and Mr. Thompson for the update.

b. Coast Guard Auxiliary- Smithfield Flotilla 59 – The Town Manager stated that he had included a letter from Mr. Faleski requesting a contribution of \$500.00 in the upcoming budget. He explained that for the last couple of years the town has donated \$250.00 to the Coast Guard Auxiliary. Ms. Chapman asked what the Coast Guard Auxiliary will be using these funds for. Dr. Cook stated that the letter stated that they would like to offer numerous hours of service to our community promoting recreational boater safety. Ms. Chapman stated that they normally participate in the children's fishing clinic that is sponsored by the Kiwanis Club by setting up an educational booth to talk to the kids about general water safety. Ms. Chapman stated that she thought it would be nice if they could offer a water safety day at the kayak launch. The Town Manager stated that he and his wife attended their awards banquet back in the winter and the group is becoming much more active within the community. The consensus from committee was the request of \$500.00 was a fair amount to support this group.

2. April Financial Statements and Graphs – The remaining budget and percentage budget that is showing are now being compared against the proposed budget revisions not the original adopted budget. The proposed budget and the revised amended budget have been submitted to the paper for advertisement of the public hearing; however this does not mean that changes cannot be made. Franchise Tax should start picking up a bit because one bank paid in May and the other banks should follow suit by the end of June. Cigarette Tax has had a little bit of a recovery. The town has been lagging behind on cigarette tax ever since the town raised the rate. Transient Occupancy Tax is still delinquent by one account for two quarters. The town does go to court for the first quarter this Friday. Dr. Cook asked how long after the case is heard will the town see any money from this establishment. The Town Attorney explained that if the town receives judgement then the establishment has ten days to appeal the case. There are a number of ways the town can collect once they have received judgement but it is a long process. The Town Attorney stated that this case may be referred to the Commonwealth Attorney's Office. Ms. Minga reported that the town has received the money that was borrowed from Farmers Bank for the renovations of the Police evidence/storage building and/or the purchase of additional property. Ms. Minga stated that she did include in the graphs the HRSD charges per month since the RO plant opened. Usage has bounced around a little bit but the biggest increase in HRSD fees is the CCF rate.

3. April Cash Balances — Ms. Minga reported that cash balances remain consistent and look very good. Ms. Minga asked everyone to keep in mind the balances in the water accounts while they are discussing the water fund budget for FY 2015/2016. What is showing available under Water Development Escrow and Water Capital Escrow are not as significant as what the town has on hand for Sewer Development Escrow and Sewer Capital Escrow. The reason is when she first came here the town did not address the water side as much as the sewer side. Once development dropped off they did not have

the opportunity to build up reserves like on the sewer side. It makes financing some of the water projects a little bit more challenging - Water = \$428,769.34; Water Debt Service = \$1,060,757.33; Water Capital Escrow Availability Fees = \$401,346.94; Water Treatment Plant Escrow = \$111,762.86; Water Deposit Account = \$107,670.63; Water Development Escrow = \$95,613.41; **Subtotal Water = \$2,205,920.51.** Sewer = \$(32,586.80); Sewer Development Escrow = \$352,486.10; Sewer Capital Escrow Availability Fees = \$863,226.32; Sewer Compliance = \$1,017,115.29; **Subtotal Sewer = \$2,200,240.91.** **Highway = \$345,767.29.** General Fund = \$3,792,982.09; Payroll = \$131,127.27; Money Market General Fund Town Bank = \$2,188.05; Business Super NOW-General Fund = \$33,132.42; Money Market General Fund Farmers Bank = \$289,838.45; General Fund Capital Escrow = \$214,838.45; Certificate of Deposit = \$526,104.40; Certificate of Deposit Police Dept = \$36,725.91; Special Project Account (Pinewood) = \$19,977.37; Pinewood Heights Escrow = \$44,308.55; SNAP Program = \$2,306.75; Museum Account = \$101,453.52; **Subtotal General Fund = \$5,194,983.23.** **TOTAL ALL FUNDS = \$9,946,911.94.**

4. Fiscal Year 2015/2016 Budget Discussion – Water and Sewer Funds - Ms. Minga reported that with water and sewer it all boils down to debt service payments and capital. Consumption has stabilized this year based on last year. Connection fees are up a little from what the town had originally anticipated. Ms. Minga stated that she did make a change on professional fees. The town has used up most of the original budget for the consent order based on the original amount that the town expected. A lot of what Draper Aden Associates does is capitalized and based on task. Most of what Draper Aden Associates has been doing this year is attending meetings where they are evaluating the regional consent order. Ms. Minga stated that she does not feel that these things need to be capitalized. They are just professional expenses. Maintenance and repairs is up and the town is expecting it to be up next fiscal year because of find and fix. Under contributing capital the Virginia revolving loan with Smithfield Foods will be paid off this fall. Ms. Minga pointed out the number of capital sewer projects this year that increased the original adopted budget for FY 2014/2015 from \$251,321 to an amended budget of \$361,559. The increase can be paid out of Sewer Capital and Sewer Compliance. The town has enough escrow money to cover these expenses at this time. For FY 2015/2016 staff is looking at some additional projects for a proposed budget of \$389,071. Ms. Minga reported that the Water Fund is not quite as pretty. Water pulls in more than sewer as far as revenues go. Looking at the items that are in the budget for next fiscal year the town has the Design and Constructions Manual update, the Water Master Plan, RO Plant modifications to make the plant more efficient, and the Main Street water main upgrade and waterline replacement. The town has been budgeting \$110,000 a year for the Main Street water main upgrade and the waterline replacement under the Cypress Creek Bridge. Unfortunately, the town has not been bringing in \$110,000 so these two items will probably need to be financed. The cost of the two combined is \$570,093.49. Ms. Minga explained that even using funds from Water Treatment Escrow, Water Development Escrow, Water Capital Escrow, and Debt Service

Fees applied to debt the town will still be in the hole mainly due to the Well Nest Project. Ms. Minga stated that she does not know that the Well Nest Project can be financed. Ms. Minga stated that the statement still looks like the town is a positive when water and sewer is blended together on the budget in the way that the auditors show it and the way that the town advertises it. It is a net loss for water and a large portion of it is a non cash net loss because it is depreciation. The well nest hit the town pretty hard and we still do not have the figures on how much it will be to construct the well nest. Vice Mayor Gregory asked when the town would be doing another rate study for water and sewer. Ms. Minga stated that she was thinking that it could be done at the end of this fiscal year. Ms. Minga stated that the town may want to look at increasing the debt service fee and expand what it can be used for.

The meeting adjourned 5:31 p.m.

May 29, 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, MAY 19TH, 2015

The Public Buildings and Welfare Committee held a meeting on Tuesday, May 19th, 2015 at 4:00 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, Mr. Andrew C. Gregory, Vice Mayor; 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; Ms. Amy Musick, Smithfield Center Director; and Mr. William Saunders, Planning and Zoning Administrator. Also in attendance was Mr. Rick Bodson of Historic Smithfield. The media was represented by Ms. Allison Williams 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. Pinewood Heights Relocation Project Update – The Town Manager stated that the monthly report from Mr. Dodson of Community Planning Partners was included in the packet. The Management Team held their last meeting on May 12th regarding Phase II multi-year 2. He continued to explain that there is a lien issue at 52 Carver Avenue that will need authorization for the Town Attorney to proceed with taking action to get that lien removed. All the Section 8 properties are still on hold until after July 1st. Staff continues to get Phase II wrapped up before the end of September. The town will not be notified of funding for Phase III until July 2015.

2. Pre Public Hearing Discussion: Comprehensive Plan Future Land Use – Grown Area Map – A public hearing has been advertised for the above mentioned topic for the June 2nd Town Council meeting. Mr. Saunders stated that after several regular Planning Commission meetings and special work sessions of the Planning Commission regarding future land use within the town limits and potential growth areas outside of the town,

there was a consensus of the Planning Commission to bring the Future Land Use and Growth Area map before the public for their input. A public hearing was held at the February 10th Planning Commission where it was then tabled for further discussion at their March 10th Planning Commission meeting. At the April 14th Planning Commission meeting there was a consensus of the Planning Commission to separate the Future Land Use and the Growth Area map sections of the map, to remove Gatling Pointe and the Battery Park Community, and to bring the revised Growth Area Map before the public as a public hearing at Planning Commission's May 12th meeting. At the Planning Commission's May 12th meeting they recommended approval of the revised Growth Area Map to the Town Council. Mr. Saunders explained the difference between Future Land Use which is typically how the land is to be used and Growth Area Map which is areas the town has the potential to expand our borders. If any of the areas in the Future Growth Area Map are brought into the town limits then at that time the town would assign a Future Land Use to it. Mr. Saunders gave a little bit of logic on each one of the potential growth areas. Gatling Pointe and the Battery Park Community were on the map previously because the town provides utilities to this area at this time. Following the line of the creek down includes the eastern growth sector which would allow for a buffer of undeveloped land that can be developed how the town sees fit. The southern growth sector provides undeveloped land for residential as well as a buffer. It also provides a certain amount of commercial corridor capability by expanding the Benn's Church business district. The southwestern growth sector is mostly for residential potential. The western growth sector provides some residential as well as it brings the lake the town owns into the town limits. The western growth sector also provides an area for commercial growth. Mr. Pack stated that the Planning Commission spent a lot of time on this and there was a ton of interest from the community, especially the Gatling Pointe and Battery Park community. The Gatling Pointe and Battery Park community were not interested in being included in the town growth areas. The eastern growth sector is mostly one land owner and he is not saying that he desperately wants to be annexed; however he is in favor of being considered in the growth area map. Most of the land owners in the entire growth area map were okay with being considered an area for growth. The Planning Commission has done their due diligence to see who is in favor of this map and who is not. Dr. Cook stated that for clarification purposes this is not a future annexation map. It is a future growth area map. The Planning Commission is saying that if the town wants to grow its borders these are the logical places to do that. The decision to annex must be made by Town Council. The Planning Commission's job was to identify logical places that the town's borders could be expanded in the future. The Town Attorney stated that a public hearing has been advertised for June 2nd Town Council meeting. Town Council at that time can either vote on it or table it. Ms. Chapman asked what the estimated square miles would be if these areas were added to the town. Mr. Saunders stated that he did not bring that information with him but would let Town Council know before the June 2nd meeting.

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

1. Public Comment – Mr. Rick Bodson was present on behalf of Historic Smithfield. He wanted to officially inform Town Council that the 1750 Courthouse has been reopened. All of the remediation work has been completed. There will be an official celebration of the reopening sometime in the near future. Dr. Cook asked what the total cost of the project was. Mr. Bodson stated that they are still tabulating the total cost. Committee thanked Mr. Bodson for the update.

2. Closed Session – The Town Attorney stated that we need motion to go into closed session for the purpose of discussing acquisition of real property for public purposes or disposition of publicly held real property. A motion was made by Dr. Cook and seconded by Ms. Chapman to go into closed session.

In: 4:04 p.m.

Out: 5:06 p.m.

Committee voted to come back into open session. The Town Attorney stated that committee needed a motion that during closed session there was only the discussion of the acquisition of real property for public purposes and disposition of publicly held property. Mr. Smith made the motion and Dr. Cook seconded the motion.

Meeting adjourned at 5:21 p.m.

May 29, 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, MAY 19TH, 2015

The Parks and Recreation Committee held a meeting on Tuesday, May 19th, 2015 at 5:21 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was: Ms. Connie Chapman, Chair. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; Mr. Wayne Griffin, Town Engineer; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; and Mr. William Saunders, Planning and Zoning Administrator. The media was represented by Ms. Allison Williams of The Smithfield Times.

Committee Chair, Connie Chapman called the meeting to order.

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

1. Additional Item Discussed: Boat Ramp at Clontz Park – The Town Manager explained that in regards to the conceptual plan for a boat ramp at Clontz Park the Virginia Marine Resource Commission (VMRC) has a grant application cycle that is still open. The deadline is June 15th so Town Council would need to authorize the Town Manager at the June 2nd Town Council meeting to submit a grant application to the state. There will also be an opportunity in the fall for some assistance from the Virginia Game and Inland Fisheries. Committee recommended adding this item to Town Council's agenda for June 2nd.

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

1. Operational Update – Ms. Musick reported that it has been a busy couple of weeks at all of their sites. The Windsor Castle Foundation Board did several events to celebrate the Windsor Castle Park's five year anniversary. The last celebration event was

Community Day at the park where approximately 120 volunteers came out to help clean the park. Dr. Cook stated that they cleaned up a lot of trash. Ms. Chapman asked if staff had received an estimate on the poundage collected. Ms. Musick stated that she has not received that information yet. Mayor Williams asked for Ms. Musick to elaborate on the two trees planted in honor of Bill Hopkins. Ms. Musick stated that two Japanese Maple trees from Bill Hopkins' inventory were planted at the kayak rental office in his honor. She explained that a donation plaque will be placed there very soon. Mayor Williams asked if a dedication was held at the time they were planted. The Town Manager stated that Bill Hopkins' wife and daughter would be attending the June 2nd Town Council meeting because Delegate Rick Morris would like to present them with a Resolution of Respect in memory of Bill Hopkins. The Japanese Maples will also be mentioned at the June 2nd Town Council meeting. Ms. Chapman stated that she would like to personally thank everyone that came out to help with Community Day and a special thanks to Ms. Musick for her dedication to the park. Dr. Cook asked what the protocol for someone that is five hours late for returning with a kayak that was rented. Ms. Musick stated there is a policy written for the staffers. The first step is to call the number that is given when they rent the kayak to find out if they are okay. If they are unable to reach the kayaker then the Smithfield Police is notified to see if they are needed to be rescued. There is a penalty charge that they sign off on before they go out in the kayak in regards to being more than a half hour late returning. The Town Attorney mentioned that the staffers may want to warn kayakers of the incoming and outgoing tides before they leave.

The meeting adjourned at 5:29 p.m.

May 29, 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, MAY 19TH, 2015

The Public Works Committee held a meeting on Tuesday, May 19th, 2015 at 5:29 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; and Dr. Milton Cook. Other Council member present was: Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Ms. Ellen Minga, Town Treasurer; and Mr. Wayne Griffin, Town Engineer. Also in attendance were Mr. and Mrs. Smith of Waterford Oaks Subdivision. The media was represented by Ms. Allison Williams of The Smithfield Times.

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

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

B. Waterford Oaks Stormwater Repairs – Mr. Griffin explained that the town has a storm drain pipe that is failing in the Waterford Oaks Subdivision. The residents, Mr. and Mrs. Smith, at one of the lots have been working with him off and on trying to fix the pipe. Mr. Griffin stated that over the last several months he has had the piped videoed if anyone would like to come by and take a look at the video. He has also taken some pictures of the inside of the pipe. The pictures show the pipe has deteriorated on the inside. Mr. Griffin stated that replacing the pipe will be a very evasive process. There are a total of five residents that will be affected by the repair. The existing pipe elevation is approximately seven to eight feet deep on a twenty foot drainage easement. Mr. Griffin explained the process for the repairs to be done and the equipment working on the repair would be operating outside the twenty foot drainage easement. Pictures were handed out to show what the area looks like. There are some trees and a fence that would need to be removed. Mr. Griffin stated that one of the five residents is not in favor of repairing the storm drain. The proposed repairs also include a sixty foot section of pipe off of New Castle Way that is in need of being replaced. The twenty-four inch pipe that it will tie into seems to be in good shape. Mr. Griffin explained that he would like to install a new fifteen inch storm drain pipe on Manchester Court down to New Castle

Way. It would be installed in the middle of the right travel lane. All the utilities that are currently in the roadway have been identified and would not be disturbed. The existing damaged line would then be abandoned by blocking it off and filling it with a sand/cement and water mix so it will no longer collapse. Included in the packet were proposals from Blair Brothers, Inc. and Lewis Construction of Virginia. Staff is recommending Blair Brothers, Inc. as their cost was approximately \$6,000 less Lewis Construction. Mayor Williams expressed concern that this is not the first repair that the town has had like this and asked if anything was being done to prevent this from happening in the newer subdivisions. Mr. Griffin stated that this section of Waterford Oaks Subdivision is approximately twenty-five years old. When site plans are reviewed now if there is any way the town can avoid drainage easements behind houses they do. Twenty years ago when this pipe was installed the installation methods were different from the way they are done now. If this pipe was put in under today's standards we probably would not be having a problem like this. Discussion was held on reviewing the town's Design and Construction Standards Manual to address these types of issues. Mr. Smith asked the Town Treasurer about how this project will be paid for. The Town Treasurer stated that because it is stormwater the town would be able to use Highway Funds. The town anticipates another quarterly payment from the state at the end of June that must be accrued for this year's expenses. Mr. Smith asked if there was a timeline for construction of this project. Mr. Griffin stated that if weather is good it should take about two weeks to complete the project. Dr. Cook asked if approved at the June 2nd Town Council meeting how soon would the construction start? Mr. Griffin stated that they would be able to start on it as soon as the funding for the work has been verified. The Town Manager stated that staff will need Town Council to authorize acceptance of the low bid proposal so the work can be scheduled.

The meeting adjourned at 5:44 p.m.

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

Committees and Projects:

05/04 TRIAD Conference – Center – Chief Bowman, Deputy Chief Howell, Sgt. Miller, Kurt Beach
05/05 Town Council – Center – Chief Bowman
05/07 Law Enforcement Liaison mtg – Surry – Deputy Chief Howell
05/07 Promotional Ceremony for 1st Sgt. Alan Williams – Franklin – Chief Bowman
05/07 Youth mtg – Surry Parks and Rec – Deputy Chief Howell
05/13 Business Watch mtg – Wharf Hill Brewery – Kurt Beach
05/13 Town Safety mtg – Officer Miller
05/13 Department Head mtg – Deputy Chief Howell
05/18 Police Committee – Center – Deputy Chief Howell, Sgt. Miller
05/19 Crime Line meeting – Center – Lt. Valdez, Kurt Beach, Annette Crocker
05/20 Hampton Roads Chiefs of Police mtg – Planters Club, Suffolk – Chief Bowman, Deputy Chief Howell
05/25 Memorial Day activities – Veteran's Memorial – Chief Bowman
05/26 ECC mtg – IOW – Chief Bowman
05/26 SART mtg – IOW – Sgt. Meier, Officer Anderson
05/27 Special Events mtg – Center – Chief Bowman, Lt. Rogers
05/27 Department Head mtg – Center – Chief Bowman, Deputy Chief Howell, Lt. Rogers
05/28 William Wooley swearing in – PD – PD employees

Training

In-House Training

Community Relations

04/29 Homework Station – Jersey Park/Woods Edge Apts – Officer R. Howell
05/01 – 31 School Zone – Westside Elementary – Officer R. Howell
05/03 4-H Fundraiser – Tractor Supply – Sgt. Miller
03/04 Isle of Wight Academy Preschool tour – PD – Sgt. Araojo, Officer Johnson
05/06 Homework Station – Jersey Park/Woods Edge Apts. – Officer R. Howell
05/08 Skating Rink – Sgt. Jones
05/09 Radar Dog Running Event – Windsor Castle Park – Kurt Beach
05/09 Kings Fork Prom – Center – Sgt. Brady
05/10 – 12 Law Enforcement United Bike Ride – Chesapeake to Washington DC – Officer Phillips, Officer Powell
05/14 Light Survey – SESROH Tack Shop – Officer Seamster
05/15 Homeschoolers Tour – PD – Sgt. Brady, Officer Seamster
05/15 Smithfield Skate – Officer Bancroft

05/16 Mustang Car Show – Main Street – Sgt. Jones
05/16 Smithfield Prom – Center – Officer Bancroft, Officer Wright
05/20 Playing ball with kids – Jersey Park Apts. – Officer R. Howell
05/22 Kids playing ball – Jersey Park Apts. – Officer R. Howell

Investigations:

Case#: 2015-00360
Location: 228 Clay St
Offense: Shoot into an Occupied Dwelling
Disposition: Pending

On 5/13/15 Officers responded to 228 Clay St for a shots fired call with a possible gunshot victim. Officers arrived on scene and observed the side of the home had been shot with a shotgun. Also the window had been shot out. Inside the home there was a male lying on the floor who was uninjured. The couch where he was sitting prior to the shots had shotgun pellets in it. It was determined that three shots were fired into the home. At this time the investigation is pending.

Case#: 2015-00367
Location: 775 Wrenn Rd
Offense: Shooting
Disposition: Cleared by Arrest

On 5/14/15 Officers responded to Jersey Park Apts for 20 shots fired. When officers got on scene another call came out for an individual whom had been shot at Hearn's Bait Barn. Officers went there and found a male who had a gunshot to the neck. The subject was flown to Norfolk General where he was released later that night. The injured male started shooting at another male in the apartment complex when the second male and a third shot back hitting him in the neck. All parties involved have been charged.

Smithfield Center - May 2015 Monthly Report

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
5/1/2015	Center	MHSu	Windsor Castle Foundation Board	WCFB Events for 5 Year Celebration		Town Event	Resident-Friday/Sunday	0.00%		
5/1/2015	Town Sites	OTS	Smithfield Skate	Officer Request-at Smithfield Skate	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%		
5/2/2015	Center	MH	Tingen and Odom Reception	Tingen and Odom Reception	Smithfield	Word of Mouth	Resident-Saturday	0.00%	\$1,050.00	
5/2/2015	Outdoor	Clontz	Melton and Snodgrass Wedding	Melton and Snodgrass Wedding	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$200.00	
5/2/2015	WCP	Courtyard	Optimist Club of Isle of Wight	Optimist 5 K	Smithfield	Returning Client	Resident-Saturday	0.00%	\$75.00	
5/3/2015	Center	MHSu	Isle of Wight TRIAD	TRIAD	Isle of Wight	Recurring Event	g.) Sponsored	100.00%		
5/5/2015	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
5/5/2015	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
5/6/2015	Center	MH	Isle of Wight County	Employee Service Awards Luncheon	Isle of Wight	Returning Client	Half Off (50% off)	50.00%	\$200.00	
5/6/2015	Center	Suites	Smithfield Foods Executive Office a	RMPI Summit	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$960.00	
5/8/2015	Center	MHSu	King's Fork High School	King's Fork Prom	Suffolk	Returning Client	Nonresident-Saturday	0.00%	\$1,575.00	\$205.00
5/9/2015	Center	MH	Brit's 17th Birthday Party	Brit's 17th Birthday Party	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,200.00	
5/9/2015	WCP	Courtyard	Windsor Castle Foundation Board	5th Year Celebration-Dog Days		Town Event	h.) Town	100.00%		
5/11/2015	Center	MH	Isle of Wight County	Isle of Wight County - Community Meeting	Isle of Wight	Returning Client	Half Off (50% off)	50.00%	\$200.00	
5/12/2015	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
5/12/2015	Center	C&D	Town of Smithfield	Pinewood Heights Meeting	Smithfield	Town Event	h.) Town	100.00%		
5/12/2015	Center	C&D	Town of Smithfield	Town Benefits Meetings	Smithfield	Town Event	h.) Town	100.00%		
5/12/2015	Center	MH	Isle of Wight Schools	Isle of Wight Schools Teacher Banquet	Smithfield	Returning Client	Half Off (50% off)	50.00%	\$200.00	
5/13/2015	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
5/14/2015	Center	MHSu	Frederick and Bailey Wedding and Reception	Frederick and Bailey Wedding and Reception	Suffolk	Word of Mouth	C.) Standard-Weekday	0.00%	\$924.72	
5/15/2015	Center	MHSu	Smithfield High School	Smithfield Prom Set-up	Smithfield	Returning Client	Resident-Saturday	50.00%		
5/16/2015	Center	MHSu	Smithfield High School	Smithfield Prom	Smithfield	Returning Client	Resident-Saturday	0.00%	\$600.00	\$410.00
5/16/2015	Town Sites	Main Street	Peninsula Mustang Enthusiasts	Mustang Round Up		Returning Client	Resident-Saturday	0.00%		\$574.00
5/16/2015	WCP	Courtyard	Windsor Castle Foundation Board	5th Year-Community Clean Up Day		Town Event	h.) Town	100.00%		
5/16/2015	WCP	Riverfront	Sims and Hill Wedding	Sims and Hill Wedding	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$300.00	
5/17/2015	Center	MHSu	Bob Rutherford	HRS Retirement Ceremony	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,400.00	
5/17/2015	WCP	Riverfront	Deidre Torrey	Memorial Service	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$300.00	
5/18/2015	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
5/19/2015	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
5/19/2015	Center	C&D	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
5/20/2015	Center	MH	Isle of Wight Commission on Aging	Senior Fish Fry	Carrollton	Returning Client	Resident -Weekday	0.00%	\$50.00	
5/21/2015	Center	MH	Miles and Demarest Wedding & Reception	Miles-Demarest Rehearsal	Smithfield	Word of Mouth	Resident-Friday/Sunday	100.00%		
5/22/2015	Center	MH	Miles and Demarest Wedding & Reception	Miles-Demarest Wedding & Reception	Smithfield	Word of Mouth	Resident-Friday/Sunday	20.00%	\$627.20	
5/22/2015	WCP	Riverfront	Miles and Demarest Wedding & Reception	Miles-Demarest Wedding	Smithfield	Word of Mouth	Resident-Friday/Sunday	100.00%		
5/23/2015	Center	MHSu	Burrus and Szymanski Reception	Burrus and Szymanski Reception	Suffolk	Word of Mouth	Resident-Saturday	0.00%	\$1,762.94	
5/23/2015	WCP	Manor House	Montgomery and Williams Wedding	Montgomery and Williams Wedding	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$300.00	
5/24/2015	Center	MHSu	Carver-Martin Wedding & Reception	Carver-Martin Wedding & Reception	West Point	Word of Mouth	Nonresident-Saturday	0.00%	\$1,550.00	
5/26/2015	Center	MHSu	Hatfield and Blyth Wedding and Reception	Hatfield and Blyth Wedding and Reception	Suffolk	Word of Mouth	C.) Standard-Weekday	0.00%	\$752.64	
5/27/2015	Center	MH	Isle of Wight County	IOW County Employee Health Fair	Isle of Wight	Returning Client	Half Off (50% off)	50.00%	\$200.00	
5/28/2015	Center	MHSu	Celestine Blount	IOW Schools Retirement Banquet	Smithfield	Word of Mouth	D.) Resident -Weekday	0.00%	\$600.00	
5/29/2015	Center	MHSu	Montgomery and Meyn Wedding and Reception	Montgomery and Meyn Wedding and Reception	Newport News	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,106.00	
5/31/2015	Center	MHSu	Boney-Lynch Wedding & Reception	Boney-Lynch Wedding & Reception	Virginia Beach	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$1,509.52	

Deposit totals for May 2015

\$16,925.02 Venue Rental Deposits

\$2,132.00 Town Services Deposits

\$18,643.02 \$1,189.00

May 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					WCFB Events for 5 Year Celebration MHSu 200	Tingen and Odom Reception MH 100
3	4	5	6	7	8	9
TRIAD MHSu 350	TRIAD MHSu 350	Kitchen Inventory Kitchen 1 Town Council A&B 20 WCFB Meeting C&D 10	Employee Service Awards Luncheon MH 65 RMPI Summit Suites 55	RMPI Summit Suites 55	Courtney Off King's Fork Prom MHSu 350	Courtney Off Shelby's First Day Brit's 17th Birthday Party MH 100
10	11	12	13	14	15	16
Mother's Day Courtney Off	Isle of Wight County - Community Meeting MH 150	Amy-CPRP Exam Isle of Wight Schools Teacher Banquet MH 150 Pinewood Heights Meeting C&D 20 Planning Commission A&B 20 Town Benefits Meetings C&D 20	Frederick and Bailey Rehearsal Deck 20 Staff Meeting C&D 12	Frederick and Bailey Wedding and Reception MHSu 100	Smithfield Prom Set-up MHSu 20	Smithfield Prom MHSu 300
17	18	19	20	21	22	23
HRSD Retirement Ceremony MHSu 150	Committee Meetings C&D 20	Committee Meetings C&D 20 Crime Line Meeting C&D 10 Schoolhouse Committee C&D 10	Amy in at 10 AM Senior Fish Fry MH 150	Backflow Repair Miles-Demarest Rehearsal MH 15	Window Cleaning Day Miles-Demarest Wedding & Reception MH 75	Burrus and Szymanski Reception MHSu 214

May 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
No white chair covers avail Sat Rate Carver-Martin Wedding & Reception MHSu 125	Memorial Day Memorial Day Service Memorial Lawn 150	Hatfield and Blyth Wedding and Reception MHSu 80	IOW County Employee Health Fair MH 150 Staff Meeting Deck 12	Courtney Off IOW Schools Retirement Banquet MHSu 344	Courtney Off Montgomery and Meyn Wedding and Reception MHSu 115	Courtney Off
31						
Courtney Off Boney-Lynch Wedding & Reception MHSu 90						

Smithfield/Isle of Wight Tourism Activity Report –MAY2015

- Director attended BOS meeting 5/1/15 and 5/21/15.
- Director attended Smithfield Town Council Meeting 5/5/15.
- Windsor Castle Park Gala held 5/1/15. Very successful! All travel and experiences prizes. “English” theme (Windsor Castle!). \$17,000 raised. Wrap up meeting held 5/14/15.
- Monthly Tourism staff meeting 5/4/15.
- Departmental meeting with County Administrator 5/4/15.
- Attended Hampton National Tourism Week breakfast 5/5/15.
- Attended Smithfield 2020 Meeting 5/6/15.
- Attended County Employee Appreciation Luncheon 5/6/15.
- Attended Smithfield VA Events Wine & Brew Fest presentation of checks to benefitting organizations and volunteer organizations 5/6/15. Attended follow up meeting 5/20/15. Also met with mobile advertising company.
- Attended Historic Smithfield “Vision” meeting 5/7/15.
- Met with County Budget & Finance 5/7/15.
- Meeting with Coastal Virginia Magazine 5/7/15. Smithfield & Isle of Wight won lots of “Best of” Awards this year. This is the complete list:

Isle of Wight Academy - Silver Award Winner in the Best Of overall category-
Best Private School

Smithfield Ice Cream Parlor - Southside Bronze Winner - Best Ice
Cream/Frozen Treats

Smithfield Station - Southside Gold - Best Banquet and Event Hall -

Smithfield Gourmet Bakery - Southside Bronze - Best Bakery

Anne of Smithfield - Southside Bronze - Best Women's Wear

Bon Vivant Wine and Brew - Bronze Award Winner in the Best Of Overall
category - Best Wine and Beer Shop

Cypress Creek - Southside Gold - Best Golf Course

Smithfield Wine and Brew Fest -Southside Gold - Best Outdoor Festival

Windsor Castle Park - Southside Gold- Best Place to Hike/Walk
Windsor Castle Park- Southside Gold - Best Place to Picnic
Smithfield Farmer's Market - Gold Award Winner - Best Farmers Market overall!
Smithfield - Southside Bronze - Best Family Friendly Attraction
Smithfield - Southside Silver - Favorite Place to take out-of-towners
Smithfield Gardens - Southside Silver - Best Garden Center
Bristow's Landscaping - Southside Silver - Best Landscaping Company
Smithfield Arts Center - Southside Bronze - Best Art Gallery
Smithfield Olden Days Festival - Southside Bronze- Best Gala/event
Smithfield Little Theater - Southside Gold - Best Performing Arts Center

- Met with Chamber re: Student Leadership Institute for 2016. 5/7/15.
- Attended Thank the Visitor Day for National Tourism Week at Norfolk International Airport 5/8/15.
- Attended County Employee picnic 5/8/15.
- Held our own National Tourism Week Event 5/8/15. Honored this year's Hospitality Heroes, Hambassadors, Community Ambassadors and Photo Contest Winners! Donna Nurney from Smithfield Station was the HH of the Year! Calvin Kelly from the Smithfield Center was the HH People's Choice! Ron Pack won a special "Leader of the Pack" award for Tourism.
- Worked with County IT to film Town portions for the upcoming Chamber State of the County Breakfast 5/11/15. Attended editing on 5/20/15.
- Attended Isle 2040 Community Meeting 5/11/15.
- Attended Museum Roof Pre-construction meeting at County 5/13/15. New roof to be installed starting 6/15/15.
- Attended Christmas House Tour and Antiques Show meetings 5/1/15, 5/13/15 and 5/27/15.
- County Agenda Review meeting 5/8/15.
- Attended Smithfield 2020 Pierceville "Neighborhood" committee meeting 5/14/15.
- Held SATW Tour 5/15/15. (Society of American Travel Writers) Hosted 10 travel writers for a brief FAM tour.

- Mustang Show held 5/16/15. Main Street closed. BIG day!!!
- Community Clean-up Day held at Windsor Castle Park 5/16/15.
- Attended VACVB meeting in Clarkesville 5/19/15.
- IOW Marketing Committee meeting held 5/21/15 and 5/27/15. Newcomers Guide completed. Chamber State of the County Breakfast and Voices from the Isle project forwarded.
- Met with McKenzie Swan, our unpaid summer intern from UVA 5/26/15.
- Attended County Health Fair 5/27/15.
- Attended Smithfield Special Event Committee 5/27/15.
- Attended County Wellness Council meeting 5/28/1
- Farmer's Markets continue every Saturday in MAY. Voted BEST Farmer's Market GOLD again this year!!!!
- Attended County Staff Meeting 5/26/15.
- Attended Smithfield Staff Meeting 5/13/15. Staff attended 5/27/15.
- Tourism Facebook postings throughout month.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

Upcoming Events: See www.visitsmithfieldisleofwight.com for more details!

ZONING PERMITS MARCH 2015

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6460	SIGN PERMIT	WHARF HILL BREWING	25 MAIN STREET	LEE DUNCAN
6461	DETACHED GARAGE	CYPRESS CREEK	116 TURNBERRY	CONNELLY JOYNER BROTHERS CONST.
6462	SIGN PERMIT	VA DISPLAYS	1700 S. CHURCH STREET	ERNEST WHITE
6463	DECK	CYPRESS CREEK	114 MUIRFIELD	DAVIS MNK UNLIMITED
6464	SIGN PERMIT	IOW COUNTY MUSEUM	MAIN STREET	TOWN OF SMITHFIELD
6465	RIP RAP	MOONEFIELD	211 MOONEFIELD DRIVE	DASHIELL BRYANT

ZONING PERMITS APRIL 2015

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6466	INGROUND POOL	WELLINGTON PARK	320 WELLINGTON CIRCLE	JACKSON AEGEAN POOLS
6467	SINGLE FAMILY HOME & SHED	CYPRESS CREEK	204 TURNBERRY	CYPRESS CREEK DEV. LLC TOTAL HOME IMPROVEMENTS
6468	PATIO AND DRIVEWAY	MOONEFIELD	213 AZALEA DRIVE	ARDEN
6469	SINGLE FAMILY HOME & DETACHED GARAGE	CYPRESS CREEK	105 ST. ANDREWS	SAYLOR STEPHEN ALEXANDER HOMES
6470	SHED	MOONEFIELD ESTATES	101 MOONE DRIVE	SLACHTOUSKI
6471	SIGN PERMIT	OUTHSIDE BALLET	1408 SOUTH CHURCH STREET	PARKS
6472	DECK	OFF ROUTE 258	210 GREAT SPRINGS ROAD	BROWN DOUBLE J BUILDING & DEV. LLC
6473	SINGLE FAMILY HOME	JERSEY PARK WEST	104 WINDSOR AVENUE	ANCHOR CONTRACTING INC.
6474	SINGLE FAMILY HOME	JERSEY PARK WEST	106 WINDSOR AVENUE	ANCHOR CONTRACTING INC.
6475	FENCE	JOHN ROLFE ESTATES	713 W. ANDREWS CROSSING	PENDERGRASS
6476	RETAINING WALL	CYPRESS CREEK	1025 CYPRESS CREEK PKWY	CHRISTMAN CUSTOM HOMES BY C.J. JONES
6477	CARPORT	HISTORIC DISTRICT	720 W. MAIN STREET	WILLIAMS NEWMART BUILDERS
6478	FENCE	LAKESIDE HEIGHTS	208 SPRING DRIVE	MAJOR
6479	SIGN PERMIT	STELLAR SERVICES	401 B GRACE STREET	HALLWOOD LEWIS CHRISTIAN AND PUGH
6480	TOWN WATER CONNECTION	PAGAN POINT	522 PAGAN ROAD	CHRISTIAN AND PUGH
6481	FENCE	MOONEFIELD ESTATES	119 MOONE DRIVE	AUSTIN
6482	SINGLE FAMILY HOME	CYPRESS CREEK	101 DUNHILL	CYPRESS CREEK DEV. LLC STEPHEN ALEXANDER HOMES
6483	SUNROOM	ASPEN WOODS	500 HICKORY CRESCENT	BARNES ECCO REMODELING, INC.
6484	DECK	HISTORIC DISTRICT	111 DRUMMONDS LANE	SCHMIDT COLE C AND W HANDYMAN SERVICES
6485	COVERED PORCH	HISTORIC DISTRICT	334 GRACE STREET	C AND W HANDYMAN SERVICES
6486	DUPLEX DEMOLITION	PINEWOOD HEIGHTS	39/40 CARVER AVENUE	TOWN OF SMITHFIELD
6487	DUPLEX DEMOLITION	PINEWOOD HEIGHTS	47/48 CARVER AVENUE	TOWN OF SMITHFIELD
6488	DUPLEX DEMOLITION	PINEWOOD HEIGHTS	51/52 CARVER AVENUE	TOWN OF SMITHFIELD
6489	SIGN PERMIT	CLOUD NINE	210 MAIN STREET	VANDEVEER
6490	SIGN PERMIT	AMERICAN LEGION	818 S. CHURCH STREET	AMERICAN LEGION



April 28, 2015

Town of Smithfield
310 Institute Street
Smithfield, VA 23430

RE: Charter/Comcast Transaction

Dear Mayor Williams:

This is to inform you that Comcast Corporation has decided to terminate its merger agreement with Time Warner Cable and its related transactions with Charter Communications. As a consequence, there will be no change to the cable service provider in your area; Charter (through one of its subsidiaries) will continue to hold the cable franchise in your community.

All of us at Charter are excited about the future. The Company's mission remains unchanged: to continue our investment in our network and technology innovations, and to focus on providing the highest quality of customer service to bring unmatched value to our subscribers. By delivering on these commitments, Charter provides superior entertainment and communications products that can consistently exceed the expectations of our growing customer base.

Most recently, Charter moved to an all-digital service offering in your community, with over 200 HD video channels and minimum base broadband speeds of 60 Mbps. Charter is also in the process of introducing its new **Worldbox** set-top box that uses a highly-efficient downloadable security solution, as well its new **Spectrum Guide** – a state-of-the-art, cloud-based user interface that enhances consumer video services with more features including intuitive search and discovery capabilities with attractive graphics and TV and movie poster art. The Spectrum Guide will be accessible via both Worldbox and equipment currently deployed within the Charter footprint. These investments will provide a more dynamic and efficient user experience for customers in your community.

If you have any questions or comments, please feel free to contact me at (864) 286-5090 or jim.corrin@charter.com

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Corrin".

Jim Corrin
Director, Government Affairs

NOTICE OF PUBLIC HEARING

Notice is hereby given pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, that the Town Council of the Town of Smithfield at its regular meeting on June 2, 2015, at 7:30 p.m. will hold a public hearing to consider the adoption of an amended budget for the Town of Smithfield for Fiscal Year July 1, 2014 through June 30, 2015.

All persons who wish to be heard concerning the adoption of said amended budget may appear before the Town Council at its regular meeting in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia on June 2, 2015 at 7:30 p.m.

The full texts of the proposed amended budget are on file in the office of the Town Manager, 911 S. Church Street, Smithfield, Virginia and are available for public inspection.

SYNOPSIS OF THE PROPOSED AMENDED BUDGET FOR THE TOWN OF SMITHFIELD FOR FISCAL YEAR JULY 1, 2014 THROUGH JUNE 30, 2015

GENERAL GOVERNMENT

	<u>REVENUE</u>	
	ADOPTED BUDGET FY 2014-2015	PROPOSED BUDGET REVISION FY 2014-2015
<u>Revenue from local sources</u>		
Real Estate	1,685,000	1,707,275
Personal Property	885,000	896,500
Penalties and Interest	40,015	42,045
Total Revenue from Local Sources	<u>2,610,015</u>	<u>2,645,820</u>
<u>Other local taxes</u>		
Bank franchise	134,370	123,000
Sales	270,000	300,000
Utility	193,600	193,600
Meals tax-4%	879,785	922,175
Meals tax-1% (special projects)	439,892	461,090
Cigarette	174,067	130,000
Transient Occupancy	139,430	170,000
Short term rental tax	1,000	3,230
Rolling stock	15	23
Consumption	49,000	46,000
Communications	<u>240,000</u>	<u>237,000</u>
Total other local taxes	2,521,159	2,586,118

Licenses

Privilege License	340,950	344,900
Permits	18,400	41,400
Vehicle License	132,000	146,203
Total licenses, permits, and privilege fees	491,350	532,503
Fines	70,000	70,000
Revenue from use of money and property	195,892	231,135
Other revenue	6,000	6,000
Revenue from Commonwealth of Virginia	200,315	200,830
Revenue from Federal Government	396,480	528,330
Other financing sources		
Contributions	1,000	98,707
Insurance Recoveries	---	9,497
Line of Credit Proceeds	450,000	250,000
Note Payable-Public Safety	---	430,000
Reserve funds		
Escrow Reserves- Beautification	---	55,658
Restricted Reserves-Pinewood	4,410	224,220
Operating Reserves	389,587	161,398
		--
Total other financing sources	844,997	1,229,480
Total General Funds Revenues	7,336,208	8,030,216
Road Maintenance	1,033,333	1,067,664
State Highway Maintenance Funds carried forward from 2014	--	108,461
GRAND TOTAL	8,369,541	9,206,341

EXPENDITURES

	<u>ADOPTED BUDGET FY 2014-2015</u>	<u>PROPOSED BUDGET REVISION FY 2014-2015</u>
<u>OPERATING EXPENSES</u>		
GENERAL GOVERNMENT	547,637	614,883
TREASURER	404,669	406,811
PUBLIC SAFETY	2,445,729	2,383,548
PLANNING ENGINEERING & PUBLIC WORKS	810,521	808,135
PUBLIC BUILDINGS	153,145	160,386

COMMUNITY DEVELOPMENT	1,191,840	1,660,477
PARKS, RECREATION & CULTURAL	789,155	822,231
DEBT SERVICE	<u>528,619</u>	<u>334,006</u>
TOTAL OPERATING EXPENSES	6,871,315	7,190,477

CAPITAL OUTLAY

TOWN COUNCIL	--	--
TREASURER	--	--
PUBLIC SAFETY	176,393	175,386
PLANNING, ENGINEERING & PUBLIC WORKS	7,500	58,343
PUBLIC BUILDINGS	177,000	433,770
PARKS, RECREATION & CULTURAL	8,000	16,240
COMMUNITY DEVELOPMENT	96,000	156,000
TOTAL CAPITAL OUTLAY	<u>464,893</u>	<u>839,739</u>

TOTAL GENERAL FUNDS EXPENSES	7,336,208	8,030,216
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ROAD MAINTENANCE	1,033,333	1,176,125
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GRAND TOTAL	8,369,541	9,206,341
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WATER AND SEWER

REVENUE

	ADOPTED BUDGET <u>FY 2014-2015</u>	PROPOSED BUDGET REVISION <u>FY 2014-2015</u>
OPERATING REVENUE		
CHARGES FOR SERVICES-WATER	1,397,000	1,423,185
CHARGES FOR SERVICES-SEWER	668,000	681,000
WATER DEBT SERVICE REVENUE	188,970	189,712
SEWER COMPLIANCE REVENUE	492,000	496,000
CONNECTION FEES-WATER	9,900	16,500
CONNECTION FEES-SEWER	23,700	39,500
APPLICATION FEES-WATER	5,500	8 654
MISCELLANEOUS – WATER	500	1,000
MISCELLANEOUS – SEWER	1,000	1,000
TOTAL OPERATING REVENUE	<u>2,786,570</u>	<u>2,856,551</u>
OPERATING EXPENSES		
WATER	1,253,299	1,310,900
SEWER	547,588	575,033
TOTAL OPERATING EXPENSES	<u>1,800,887</u>	<u>1,885,933</u>
OPERATING INCOME BEFORE BAD DEBT, DEPRECIATION AND AMORTIZATION EXPENSE	985,683	970,618
BAD DEBT EXPENSE-WATER	7,500	--
BAD DEBT EXPENSE-SEWER	5,000	--
DEPRECIATION AND AMORTIZATION EXPENSE-WATER	365,000	340,000
DEPRECIATION AND AMORTIZATION EXPENSE-SEWER	600,000	470,000
TOTAL BAD DEBT AND DEPRECIATION EXPENSE	<u>977,500</u>	<u>810,000</u>
OPERATING INCOME (LOSS)	8,183	160,618
NONOPERATING REVENUE (EXPENSES)		
AVAILIABILITY FEES-WATER	40,800	68,000
AVAILIABILITY FEES-SEWER	61,800	103,000

PRO-RATA SHARE FEES-WATER	--	10,400
PRO-RATA SHARE FEES-SEWER	--	13,525
INSURANCE RECOVERIES	--	4,996
INTEREST REVENUE-WATER	6,800	7,240
INTEREST REVENUE-SEWER	4,500	5,400
INTEREST EXPENSE-WATER	(111,606)	(127,886)
INTEREST EXPENSE-SEWER	(36,965)	(29,231)
TOTAL NONOPERATING REVENUE (EXPENSES)	(34,671)	55,444
INCOME (LOSS) BEFORE CONTRIBUTIONS	(26,488)	216,062
CAPITAL CONTRIBUTIONS-SEWER	22,833	22,833
INCOME (LOSS) AFTER CONTRIBUTIONS	(3,655)	238,895

NOTES TO FINANCIAL

- Income loss is funded by prior year operating reserves.
- Availability fees are moved to escrow funds and used to pay for capital construction and improvements
- Pro-rata Share fees are moved to escrow funds and used to pay for capital construction and improvements motivated by growth.
- Water Debt Service revenues and Sewer compliance revenues are moved to escrow accounts and used to pay debt on planned RO plant and expenses for the sewer consent order.
- Principal payments to be funded from income and debt service revenues for 2015 are:

Water Debt Service Principal	337,974	337,974
Sewer Debt Service Principal	78,850	78,850
- Total capital expenditures to be funded from income, loan funds, and escrow funds are:

Water Capital expenses	173,321	173,321
Sewer Capital expenses	251,321	363,559

RESOLUTION
AMENDED BUDGET FOR FISCAL YEAR 2014-2015

WHEREAS, the Town Council, through its staff and finance committee, has prepared an amended budget for Fiscal Year 2014-2015; and,

WHEREAS, the budget has been advertised in accordance with the law and a public hearing was held at the regular meeting of Town Council on June 2, 2015; and,

WHEREAS, after hearing public comment, the finance committee and the Town Manager have recommended adoption of the proposed amended budget for the 2014-2015 fiscal year; and,

WHEREAS, the revised budget, a copy of which is attached hereto as Exhibit "A", properly reflects the revenues and expenditures for Fiscal Year 2014-2015.

NOW, THEREFORE, BE IT RESOLVED that the amended budget for Fiscal Year 2014-2015, and attached hereto as Exhibit "A" is hereby adopted; and

Adopted this 2nd day of June, 2015.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

NOTICE OF PUBLIC HEARING

Notice is hereby given pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, that the Town Council of the Town of Smithfield at its regular meeting on June 2, 2015, at 7:30 p.m. will hold a public hearing to consider the adoption of the final budget for the Town of Smithfield for Fiscal Year July 1, 2015 through June 30, 2016.

All persons who wish to be heard concerning the adoption of said amended budget may appear before the Town Council at its regular meeting in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia on June 2, 2015 at 7:30 p.m.

The full texts of the proposed amended budget are on file in the office of the Town Manager, 911 S. Church Street, Smithfield, Virginia and are available for public inspection.

SYNOPSIS OF THE PROPOSED BUDGET FOR THE TOWN OF SMITHFIELD FOR FISCAL YEAR JULY 1, 2015 THROUGH JUNE 30, 2016

GENERAL GOVERNMENT

REVENUE

	PROPOSED BUDGET REVISION <u>FY 2014-2015</u>	PROPOSED BUDGET <u>FY 2015-2016</u>
<u>Revenue from local sources</u>		
Real Estate	1,707,275	1,707,275
Personal Property	895,500	889,900
Penalties and Interest	42,045	42,045
Total Revenue from Local Sources	<u>2,645,820</u>	<u>2,639,220</u>
<u>Other local taxes</u>		
Bank franchise	123,000	149,000
Sales	300,000	300,000
Utility	193,600	193,600
Meals tax-4%	922,175	915,000
Meals tax-1% (special projects)	461,090	457,500
Cigarette	130,000	130,000
Transient Occupancy	170,000	170,000
Short term rental tax	3,230	3,230
Rolling stock	23	23
Consumption	46,000	46,000
Communications	<u>237,000</u>	<u>237,000</u>
Total other local taxes	2,586,118	2,601,353

Licenses

Privilege License	344,900	344,900
Permits	41,400	24,900
Vehicle License	146,203	146,200
Total licenses, permits, and privilege fees	532,503	516,000
Fines	70,000	70,000
Revenue from use of money and property	231,135	220,027
Other revenue	6,000	6,000
Revenue from Commonwealth of Virginia	200,830	196,395
Revenue from Federal Government	528,330	2,250
Other financing sources		
Contributions	98,707	12,250
Insurance Recoveries	9,497	--
Line of Credit Proceeds	250,000	450,000
Note Payable-Public Safety	430,000	
Reserve funds		
Escrow Reserves- Beautification	55,658	--
Escrow Reserves-Pinewood	224,220	--
Operating Reserves	<u>161,398</u>	<u>122,090</u>
Total other financing sources	1,229,480	584,340
Total General Funds Revenues	8,030,216	6,835,585
Road Maintenance	1,067,664	1,067,664
State Highway Maintenance Funds carried forward from 2014	108,461	--
GRAND TOTAL	9,206,341	7,903,249

EXPENDITURES

	PROPOSED BUDGET REVISION FY 2014-2015	PROPOSED BUDGET FY 2015-2016
<u>OPERATING EXPENSES</u>		
GENERAL GOVERNMENT	614,883	616,742
TREASURER	406,811	489,975
PUBLIC SAFETY	2,383,548	2,416,105
PLANNING ENGINEERING & PUBLIC WORKS	808,135	793,613
PUBLIC BUILDINGS	160,386	162,550
COMMUNITY DEVELOPMENT	1,660,477	319,949
PARKS, RECREATION & CULTURAL	822,231	796,414

DEBT SERVICE	<u>334,006</u>	<u>589,119</u>
TOTAL OPERATING EXPENSES	7,190,477	6,184,467

CAPITAL OUTLAY

TOWN COUNCIL	--	--
TREASURER	--	157,525
PUBLIC SAFETY	175,386	176,393
PLANNING, ENGINEERING & PUBLIC WORKS	58,343	121,200
PUBLIC BUILDINGS	433,770	196,000
PARKS, RECREATION & CULTURAL	16,240	--
COMMUNITY DEVELOPMENT	96,000	--
TOTAL CAPITAL OUTLAY	<u>839,739</u>	<u>651,118</u>

TOTAL GENERAL FUNDS EXPENSES	8,030,216	6,835,585
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ROAD MAINTENANCE	1,176,125	1,067,664
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GRAND TOTAL	9,206,341	7,903,249
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WATER AND SEWER

REVENUE

	PROPOSED BUDGET REVISION <u>FY 2014-2015</u>	PROPOSED BUDGET <u>FY 2015-2016</u>
OPERATING REVENUE		
CHARGES FOR SERVICES-WATER	1,423,185	1,423,185
CHARGES FOR SERVICES-SEWER	681,000	681,000
WATER DEBT SERVICE REVENUE	189,712	189,712
SEWER COMPLIANCE REVENUE	496,000	496,000
CONNECTION FEES-WATER	16,500	16,500
CONNECTION FEES-SEWER	39,500	39,500
APPLICATION FEES-WATER	8,654	8,654
MISCELLANEOUS – WATER	1,000	1,000
MISCELLANEOUS – SEWER	1,000	1,000
TOTAL OPERATING REVENUE	<u>2,856,551</u>	<u>2,856,551</u>
OPERATING EXPENSES		
WATER	1,310,900	1,374,642
SEWER	575,033	639,162
TOTAL OPERATING EXPENSES	<u>1,885,933</u>	<u>2,013,804</u>
OPERATING INCOME BEFORE BAD		
DEBT, DEPRECIATION AND		
AMORTIZATION EXPENSE	970,618	842,747
BAD DEBT EXPENSE-WATER	--	--
BAD DEBT EXPENSE-SEWER	--	--
DEPRECIATION AND AMORTIZATION		
EXPENSE-WATER	340,000	365,000
DEPRECIATION AND AMORTIZATION		
EXPENSE-SEWER	470,000	380,000
TOTAL BAD DEBT AND		
 DEPRECIATION EXPENSE	<u>810,000</u>	<u>745,000</u>
OPERATING INCOME (LOSS)	160,618	97,747
NONOPERATING REVENUE		
(EXPENSES)		
AVAILIABILITY FEES-WATER	68,000	68,000
AVAILIABILITY FEES-SEWER	103,000	103,000

PRO-RATA SHARE FEES-WATER	10,400	--
PRO-RATA SHARE FEES-SEWER	13,525	--
INSURANCE RECOVERIES	4,996	--
WELL NEST CONTRIBUTION	--	(70,000)
INTEREST REVENUE-WATER	7,240	6,800
INTEREST REVENUE-SEWER	5,400	4,500
INTEREST EXPENSE-WATER	(127,886)	(42,583)
INTEREST EXPENSE-SEWER	(29,311)	(10,101)
TOTAL NONOPERATING REVENUE (EXPENSES)	55,444	59,616
 INCOME (LOSS) BEFORE CONTRIBUTIONS	 216,062	 157,363
 CAPITAL CONTRIBUTIONS-SEWER	 22,833	 11,890
 INCOME (LOSS) AFTER CONTRIBUTIONS	 238,895	 169,253

NOTES TO FINANCIAL

- 1) Income loss is funded by prior year operating reserves.
- 2) Availability fees are moved to escrow funds and used to pay for capital construction and improvements
- 3) Pro-rata Share fees are moved to escrow funds and used to pay for capital construction and improvements motivated by growth.
- 4) Water Debt Service revenues and Sewer compliance revenues are moved to escrow accounts and used to pay debt on planned RO plant and expenses for the sewer consent order.
- 5) Principal payments to be funded from income and debt service revenues for 2015 and 2016 are:

Water Debt Service Principal	337,974	381,887
Sewer Debt Service Principal	78,850	97,940
- 6) Total capital expenditures to be funded from income, loan funds, and escrow funds are:

Water Capital expenses	173,321	734,264
Sewer Capital expenses	363,559	389,071

**STAFF REPORT TO THE
Town Council**

June 2, 2015

**COMPREHENSIVE PLAN REVIEW
GROWTH AREA MAP**

*****PUBLIC HEARING*****

Applicant Name & Address

Town of Smithfield
310 Institute Street
P. O. Box 246
Smithfield, VA 23431

Project Overview

Following several regular Planning Commission meetings and special work sessions of the Planning Commission regarding future land use within the town limits and potential growth areas outside of it, there was a consensus of the Planning Commission to bring the Future Land Use and Growth Area Map before the public for their input at a hearing.

A public hearing was held on the map at the Planning Commission's February 10, 2015 meeting, where it was tabled for further consideration at their March 10, 2015 meeting.

Discussion took place on the map at the March 10, 2015 Planning Commission meeting. The map was subsequently tabled until the next Planning Commission meeting.

Further discussion took place on the map at the April 14, 2015 Planning Commission meeting. There was a consensus of the Planning Commission to separate the Future Land Use and the Growth Area Map sections of the map, to remove Gatling Pointe and Battery Park from the Growth Area Map, and to bring the revised Growth Area Map before the public for their input at a hearing at the May 12, 2015 meeting.

At their May 12, 2015 meeting, following a public hearing, the Planning Commission recommended approval of the revised Growth Area Map to the Town Council.

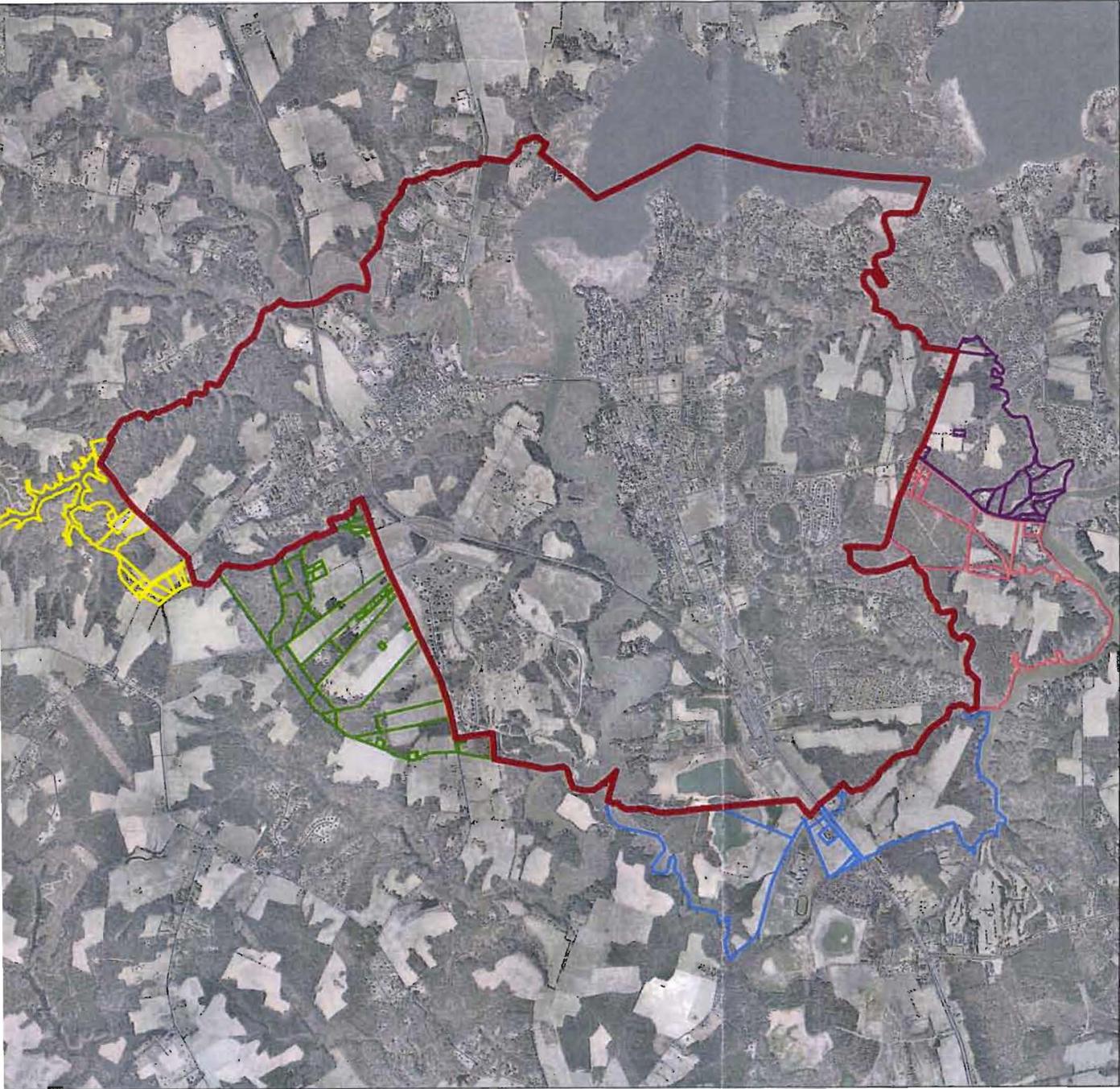
Staff Comments

Please find enclosed a copy of the April 15, 2015 Growth Area Map.

Please give me a call or an email prior to the meeting with any questions about this item.
(William Saunders at 365-4266 or wsaunders@smithfieldva.gov)

The Town of
SMITHFIELD
VIRGINIA
GROWTH AREAS

-  Town Boundary
-  Northeastern Growth Sector
-  Eastern Growth Sector
-  Southern Growth Sector
-  Southwestern Growth Sector
-  Western Growth Area



Map Created by
William Saunders
April 15, 2015



The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		5/11/2015	11627

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Ridgeland Dr.

Item	Qty	Description	Rate	Amount
Contract		Work completed as per proposal number 125	79,710.00	79,710.00
Contract		Credit for AC adjustment, AC at time of bid \$556.50, AC at time of install \$477.00	-2,499.06	-2,499.06
VENDOR # _____ ACCOUNT # _____ DEPT HEAD <i>WJ</i> _____ TOWN MANAGER <i>HLS</i> _____				

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$77,210.94

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.



MEMORANDUM

TO: POLICE COMMITTEE/TOWN COUNCIL MEMBERS
FROM: KURT BEACH
SUBJECT: RESOLUTION OF APPOINTMENT/RE-APPOINTMENTS
DATE: MAY 14, 2015
CC: CHIEF BOWMAN; COL. HOWELL

Dear Town Council Members,

I am writing on behalf of the membership of the Smithfield Community Crime Prevention Team and the pending expiration of the "Resolution of Appointment"

On November 6, 2012 the Town Council of the Town of Smithfield resolved to participate in the Virginia Department of Criminal Justice Services Certified Crime Prevention Community Program. The following citizens have agreed to serve in obligation to that resolve and are due for appointment.

Therefore, the staggered terms of appointees will expire on June 30th 2016 and December 31, 2016.

The following SCCP Team members have agreed to serve on the 18 month term ending December 31, 2016:

Kurt Beach, Joseph Reish, Connie Chapman, Officer Clarence Seamster,

The Following SCCP Team members have agreed to serve on the 12 month term ending June 30, 2016:

Marian Aidan, Martha Jackson, Mary Holmes, Bob Cole, Ed Mortimor

RESPECTFULLY SUBMITTED

KURT BEACH

CRIME PREVENTION SPECIALIST

SMITHFIELD POLICE DEPARTMENT

**RESOLUTION TO APPOINT MEMBERS TO THE SMITHFIELD
COMMUNITY CRIME PREVENTION TEAM**

WHEREAS, on November 6, 2012 the Town Council of the Town of Smithfield resolved to participate in the Virginia Department of Criminal Justice Services Certified Crime Prevention Community Program; and

WHEREAS, the Certified Crime Prevention Program requires the formation of a multi-disciplinary, interagency, community crime prevention team; and

WHEREAS, the governing body fully supports all reasonable efforts to meet the DCJS requirements to become designated as a Certified Crime Prevention Community,

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby appoints the following persons to serve on the Smithfield Community Crime Prevention Team, serving staggered terms of 12 and 18 months, charged with supporting the Smithfield Police Department develop, implement, and evaluate crime prevention strategies that will enhance the quality of life and public safety in the Town of Smithfield.

Adopted this 2nd day of June 2015.

Members serving 18 month terms; ending December 31, 2016

Officer Clarence Seamster Kurt Beach

Joseph Reish Connie Chapman

Members serving 12 month terms; ending June 30, 2016

Marian Aidan Martha Jackson Mary Holmes

Bob Cole Ed Mortimor

TOWN OF SMITHFIELD

T. Carter Williams, Mayor

Clerk