

SMITHFIELD TOWN COUNCIL AGENDA

July 7th, 2015 at 6:30 p.m.

Held at Smithfield Center, 220 N. Church Street



**** Please Note ****

Town Council will meet at 6:30 p.m. prior to the regularly scheduled Town Council meeting and go immediately into closed session for the purposes of discussing evaluations of the four appointed positions - Town Treasurer, Town Clerk, Town Attorney, and Town Manager. Town Council will come back into open session for their regularly scheduled Town Council meeting beginning at 7:30 p.m.

A. INFORMATIONAL SECTION:

1. Manager's Report

- a. June Activity Report
- b. Introduction of New Police Officer William Wooley

B. UPCOMING MEETINGS AND ACTIVITIES:

- July 3 - Town Administrative Offices Closed in Observance of Independence Day
- July 3 - 9:30 p.m. Annual Fireworks Display at Clontz Park
- July 7 - 6:30 p.m. – Town Council Meeting
- July 14 - 4:00 p.m. – Pinewood Heights Management Team Meeting
- July 14 - 6:30 p.m. – Smithfield Planning Commission Meeting
- July 21 - 6:30 p.m. – Board of Historic and Architectural Review
- July 21 - 7:30 p.m. – Board of Zoning Appeals
- July 27 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
 - Police Committee
 - Water and Sewer Committee
 - Finance Committee
- July 28 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
 - Parks and Recreation Committee
 - Public Works Committee
 - Public Buildings and Welfare Committee

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

C. Public Comments:

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

D. Council Comments

- a. **Proclamation – National Night Out - August 4th, 2015**

TAB # 1

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

- E. **Summary of Consent Agenda Items**
- a. Finance Committee Chair, Mr. Randy Pack
 - b. Parks and Recreation Committee Chair, Ms. Connie Chapman
 - c. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

- C1. **Invoices Over \$10,000 Requiring Council Authorization**
Finance Committee Chair, Mr. Randy Pack
- a. Atlantic Communications \$ 21,913.00
 - b. Smithfield Volunteer Fire Department \$ 13,000.00
- C2. **Motion to Adopt Appropriation Resolution to Carry Forward Funds and Restricted Funds Appropriated in Fiscal year 2014/2015** (forthcoming)
Finance Committee Chair, Mr. Randy Pack
- C3. **Motion to Adopt Appropriation Resolution for Funds for Fiscal Year 2015/2016, Effective July 1st, 2015** TAB # 2
Finance Committee Chair, Mr. Randy Pack
- C4. **Motion to Approve Project Application for Oyster Beds at Windsor Castle Park**
Parks and Recreation Committee Chair, Ms. Connie Chapman
- C5. **Motion to Authorize the Town Manager to Execute a Contract for Architectural Services for Renovations of Former Rescue Squad Building with Moseley Architects**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Resolution to Renew Line of Credit with Farmers Bank** TAB # 3
Finance Committee Chair, Mr. Randy Pack
2. **Additional Invoice Over \$10,000 Requiring Council Authorization** TAB # 4
Finance Committee Chair, Mr. Randy Pack
- a. USBancorp (VML-VACo loan for RO Plant & South Church Street Waterline) \$84,150.83
3. **Motion to Authorize the Town Manager to Issue Request for Proposals for Franchise Agreement of Old Cypress Creek Right-of-Way**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
4. **Motion to Accept Nominating Committees Recommendation to the Circuit Court to Fill the Expired Term on the Board of Zoning Appeals**
Nominating Committee, Mrs. Denise Tynes and/or Vice Mayor Gregory
5. **Motion to Approve the Town Council Meeting Minutes of June 2nd and the Town Council Continued Meeting on June 22nd, 2015**
Mr. William H. Riddick, III, Town Attorney

6. **Motion to Approve Town Manager's Annual Employment Contract**
T. Carter Williams, Mayor
7. **New Business:**
8. **Old Business:**
9. **Meeting Adjourned**

July 2, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – JUNE 2015

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings: Ballfields project, Smithfield 2020, State of the County Chamber Breakfast, VML Insurance Programs board in Glen Allen, Southampton Academy event for Bill Hopkins, Butler Recycling, Insercorp re: town website upgrades, storage building pre-bid conference, Public Works accreditation follow up, and retirement luncheon for Williamsburg City Manager, Jack Tuttle.
- b. Utilized one day of sick leave, and had annual eye exam. Took two days of vacation leave to celebrate my parent's 60th Anniversary with family at my sister's in Evansville, Indiana. Utilized vacation leave the week of the Independence Day holiday.
- c. Conducted interviews for Architectural Services proposals for renovations of old rescue squad building. Lt. Rogers and Sonja Eubanks also served on the panel.
- d. Submitted boat ramp grant application to VMRC

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and the Board of Historic and Architectural Review
- b. Prepared June Town Council Committee Agenda, June Continued Town Council Agenda, and July town Council Agenda
- c. Attended Leadership IOW Class – Arts and Leisure Day, June 19th
- d. Attended Town Council Committee meetings on June 22nd and 23rd and prepared summary reports of the committee.
- e. Worked with bidders to arrange pickup of items that were sold on GovDeals

TREASURER'S OFFICE:

- a. Prepared 2015 Amended Budget and 2016 Proposed Budget presentations for Town Council public hearings on June 2.

- b. Met with Barbara Hunter and Bill Riddick at his office on June 8 to discuss business license questions and delinquencies.
- c. Went to court with Barbara Hunter on June 10 for collection of delinquent meals tax from a closed business establishment.
- d. Met with Peter Stephenson, Sonja Eubank, and Jay Butler on June 10 to discuss disposal of the Town's recycling collections.
- e. Worked with auditors on site on June 17th and June 18th regarding annual preliminary field work.
- f. Attended VML-VACO Virginia Investment Pool Board Meeting in Richmond on June 19.
- g. Prepared May cash balances and financial reports for June 22 finance committee meeting. Prepared brief presentation for public hearing regarding changes to the proposed budget at the continued Town Council meeting.
- h. Finished annual performance evaluations for departmental staff.

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. 214 and 216 Moonfield Dr. - repaired sewer laterals.
 - b. 108 Cary St - sewer lateral backed up - cleaned line with sewer machine.
 - c. 212 Great Spring Rd. - repaired sewer clean out.
 - d. 106 Preswick - main sewer line at manhole blocked - used vactor truck and cleaned the line.(SSO)
 - e. Replaced or repaired sewer blow off valves and boxes. (Ridgeland Dr. Plaza shopping center)
 - f. Lewis Construction performed line repair on Main St. – staff will line.
 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. Repaired air bleeder valve at Wellington and James St. pump station.
- d. Had to pull and clean pump #2 at Plaza pump station.
- e. Replaced cutter on pump #1 at Ledford pump station.
- f. Crescent pump station is on bypass pump. Problem in control panel. REW is working on the problem.

3. Water Line Repairs and Maintenance

- a. Repaired water leak at 208 Washington St.
- b. Relocated water meter at 212 Great Spring Rd.
- c. Repaired water leak in Bradford Mews Apartments.
- d. Repaired water leak at 54 Carver Ave.

4. Well Repairs and Maintenance

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

5. Water Treatment Plant

- a. Daily lab analysis and reports for VDH, HRSD, DEQ and ITT.
- b. Plant staff repaired faulty altitude valve at Wilson Rd. tank.
- c. Plant Manager Jack Reed attended Southeast Desalting Association conference and presented case study on silica scale removal.
- d. RO Plant staff accepted Southeast Desalting Association award for Membrane Plant of the Year 2015 <5MGD. In recognition for exemplary membrane treatment plant performance.

6. Safety

- a. Monthly truck inspections.
- b. All Public Works field employees attended Heat Stress 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.

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.

Miscellaneous

- a. Grounds crews cut grass at town-owned property and rights-of-way weekly.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Staff prepared for and worked Olden Days Festival.

PLANNING AND ZONING:

1. Planning Commission – June 9, 2015

- A. Comprehensive Plan Future Land Use Change and Rezoning Review – Cary & Main (Pierceville) Subdivision – William G. Darden, Hearndon MC Builders, LLC, applicants – Set Public Hearing for August meeting.

2. Rezoning Applications under review

- A. Cary & Main (Pierceville) Subdivision

3. Special Use Permit Applications under review

- A. None

4. Subdivision and Site Plans under review

- A. Cypress Creek, Phase 7 B&C

5. Subdivision and Commercial Sites Under Construction and Inspection

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

6. Board of Historic & Architectural Review – June 16, 2015

- A. Subdivision Design Review for Rezoning – Cary & Main (Pierceville) Subdivision – William G. Darden, Hearndon MC Builders, LLC, applicants – No action initiated.

7. Board of Zoning Appeals – June 16, 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 Contractor started and completed installation of asphalt patching on Turnberry, Carver Avenue and Pinewood Drive. Contractor repaired sunken area in the roadway of Spring Drive. Contractor cleared cracks in asphalt pavement in the cul-de-sac of Wildwood Drive and installed an asphalt crack seal mix.
- 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 12 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 including the roadway asphalt surface. A walk thru of the project site was held involving the completion of the project. Several minor deficiencies were found and noted with the contractor. The contractor will correct and advise us when they have been completed.

July 2, 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, JUNE 22ND, 2015

The Police Committee met Monday, June 22nd, 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; and Ms. Connie Chapman. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven G. Bowman, Smithfield Police Chief; and Mr. William Riddick, Town Attorney. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Operational Updates – Chief Bowman reported that Olden Days is coming up this weekend and the Police Department's schedule has been set to insure the safety of all who attend. There will be a number of police officers working this event Friday and Saturday. Mayor Williams asked what was going on for Olden Days on Friday night. Chief Bowman stated that Main Street will be closed on Friday from Institute to North and South Church Street for the Rhondell's concert, classic car show and ghost walk. Chief Bowman also commented on follow-up from residents of Jersey Park Apartments that attended the June 2nd Town Council meeting with some concerns. Since the Town Council meeting the Police Department has reached out to the management at Jersey Park apartments in regards to neighborhood watch programs. This afternoon Sergeants Meier's will be meeting with management at Jersey Park Apartments to set the date of the first neighborhood watch meeting. Mrs. Tynes stated that since their last meeting she did go to Jersey Park Apartments to talk to some of the residents there and they wanted to apologize to Town Council and especially Chief Bowman and his staff. Many of the residents do see the Police Department out there patrolling and they are sorry that one individual made it seem like the Police Department does not patrol that area. The second follow-up item from the June 2nd Town Council meeting is the speed issue in Cypress Creek. Chief Bowman stated that they had different patrols set up in Cypress Creek over

a number of days for a period of thirty two hours during peak traffic hours of 6 a.m. to 8 a.m. and 4 p.m. to 6:00 p.m. in the evening. The study utilized patrol units as well as the police motorcycle to check the speeds coming through Cypress Creek. He mentioned that not only did they check the speeds but they also logged the number of vehicles traveling through the area of concern. During these patrols 636 vehicles were checked. The highest speed recorded in the 25 mph zone was one vehicle going 39 mph. The lowest speed was one vehicle going 12 mph. The total number of vehicles traveling between one and five miles per hour over the posted 25 mph zone was 594. The total amount of vehicles going six to ten over, which is the minimum tolerance that the department uses in regards to enforcement, was 40. The vehicles that were over the speed limit by eleven or more out of the 636 vehicles were two. Chief Bowman stated that taking in consideration the letter the town received in regards to a four way stop sign he does not feel from a law enforcement perspective based on these numbers there is not a speeding problem in Cypress Creek. Mr. Pack stated that he does not have a problem with having a four way stop in Cypress Creek but not at the request of one resident. If this resident wants a four way stop then she needs to have the homeowners association send us a letter or petition requesting the four way stop. Staff will share this traffic study with the homeowners association for them to make the decision on whether they want to pursue having a four way stop in Cypress Creek.

The meeting adjourned at 4:10 p.m.

July 2, 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, JUNE 22ND, 2015

The Water & Sewer Committee held a meeting on Monday, June 22nd, 2015 at 4:10 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew Gregory, Vice Mayor; Mrs. Denise Tynes, and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven G. Bowman, Smithfield Police Chief, and Mr. William H. Riddick,III, Town Attorney. The media was represented by Ms. Abby Proch of The Smithfield Times.

Water and Sewer Committee Member, Mrs. Denise Tynes called the meeting to order.

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

1. Operational Updates – The Town Manager reported that last week Lewis Construction of Virginia was back on Main Street doing some night time work. They were working on both stormwater and sewer. It was very evident during the repairs that the sewer line had collapsed because the storm drain was put right on top of the sewer line during Phase 1 of the downtown revitalization project that was done years ago. To replace the storm drain instead of one large pipe they actually did two twelve inch pipes. Mr. Griffin has run the numbers and the two twelve inch pipes should carry all the water fine. This was a decision that had to be made on the spot while the work was being done. There will be no additional cost to the town for this change in work. Tri-State Utilities is planning on coming to line the pipes from Mason to Institute Street this Wednesday night. Businesses have been notified. If Wednesday night ends up not being good weather wise then it will be mid-July before the work will be done. There is a temporary patch on Main Street right now and staff will keep an eye on that to make sure that it does not get real bad before something more permanent is put down. The Town Manager

mentioned that Mr. Jack Reed the town's water plant manager was asked to attend and speak at a membrane technology conference in Florida. The town received an award on June 16th that Mr. Reed accepted at that conference for the Southeast Desalting Association 2015 - Outstanding Membrane Plant Award for small systems. Mr. Reed said that it was a big surprise because one of the town's fellow regional localities was up for the same award and Smithfield won it. Congratulations to all of the staff at the water treatment plant.

The meeting adjourned at 4:15 p.m.

July 2, 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, JUNE 22nd, 2015

The Finance Committee held a meeting on Monday, June 22nd, 2015 at 4:15 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was: Mr. Randy Pack, Chair; Dr. Milton Cook, and Mr. Andrew Gregory, Vice Mayor. Other Council members present were Mr. Michael G. Smith, Ms. Connie Chapman, Mrs. Denise Tynes, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven G. Bowman, Smithfield Police Chief, Mr. Alonzo Howell, Deputy Chief of Smithfield; and Mr. William Riddick, Town Attorney. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

A. **MATTERS DISCUSSED BY COMMITTEE WHICH WERE PLACED ON THE COUNCIL'S CONTINUED MEETING AGENDA**

1. Personnel Policy Manual and Classification Plan Revisions – The Town Manager explained that typically every June if there are tweaks to be made to the town's personnel policy manual this is the time that we make those changes. During the year staff may bring different sections to the Town Manager for clarifying/interpreting policies and revisions are sometimes made based on these clarifications. The first revision is to the organizational chart. The auditors do require that the town have an updated organizational chart. Mr. Hopkins' former position remains vacant. Williams Saunders title was changed from Planner/GIS Coordinator to Planning and Zoning Administrator. Mr. Snead's title was shortened to Superintendent of Public Works. A receptionist position was added under the Town Treasurer and the receptionist that was there has been added as a secretary position under Public Works Office Manager. The second policy change is the pay and classification plan. The plan reflects the fact that the town is adding a receptionist/secretary position under the Treasurer's Office. The receptionist there now will move upstairs and work as a secretary to the Public Works Office Manager. Under Planning, Engineering and Public Works staff was classified as a Senior

Maintenance Tech/FOG Inspector and this title was changed to Compliance Inspector with no change in grade or pay. The Smithfield Center has a reclassification from Clerical Assistant to Office Manager. The next revision under emergency office closures is a question that came up with the inclement weather this past winter. The new language should say that when the town offices are closed for emergency reasons, full time and regular part time employees who do not have to report to work will be compensated for their regularly scheduled work hours. Currently part time employees are only paid for actual hours worked; however many part time employees work very set hours and they to depend on these hours as well. Some part time employees felt it was unfair to not get paid for emergency office closings. The Town Manager stated that for annual leave accrual he just plugged in the numbers that Sergeant Miller had presented at the May Police Committee as the recommended average from his study. This revision would be a net benefit to almost all of the town's employees. The most benefit would come to the town's new hires. Included in the packet was the recommended averages from Sergeant Millers study for committee's consideration. Under the section of annual leave usage the language was revised to include employees approved to use annual leave for one-half day of a one-half day holiday shall deduct four (4) hours of accrued leave for that day. The Town Manager explained that the policy for employees who receive leave from the shared bank of sick leave donated by other town employees is expected to participate in the program as a donor during the course of their employment with the town. This is a policy that cannot be required because the town is not required to have a sick leave sharing policy but in the policy at least the expectation is set that if you benefit from the program you are expected to participate and give back to the bank when you are able to. Mr. Pack stated that they would review then one at a time with the first one being the organizational chart. Dr. Cook asked for clarification of which department the receptionist at town hall worked under. Ms. Minga explained that the current receptionist works for Public Works and will continue to work under Public Works in a secretary position under Ms. Eubank. The new receptionist will work for the Treasurer's Office under her supervision. In the past there have been some issues in that position of who is actually responsible to assist at the front counter and this change will hopefully be a better fit for the receptionist to work under the Treasurer's Office. Mrs. Tynes asked the Town Manager if he was not available who do they direct their questions to should it be necessary. The Town Manager stated that it would really depend on the issue. At this time he has not taken any action to fill Mr. Hopkins position as it was or create an assistant manager position. He explained that it is something that he plans to revisit in the future. He stated that all departments have really stepped up to the plate to help with task that used to be handled by Mr. Hopkins. Mr. Smith expressed his concern over the vacancy of Mr. Hopkins position. He explained that there are a lot of employees that fell under Mr. Hopkins supervision and now those people have been added directly to the Town Manager's supervision. He feels that the position of Director of Planning Engineering and Public Works needs to be filled so that it helps the Town Manager to manage his responsibilities. The Town Manager stated that he is not ready today but he will likely be revisiting it in six months or so. Mayor Williams wanted to mention that

Mr. Stephenson is doing an excellent job but also sees the need for him to have additional help. Mr. Stephenson stated that he appreciates the comments and the support from Town Council. Mr. Pack asked if there were any comments on the changes to the pay and classification plan. No comments were made. The next revision was made to the emergency office closing section. The town will pay regular part time employees that are scheduled to work during emergency office closures. The next revision is annual leave. There was a lengthy discussion on the amount of annual leave that a new employee should get. Dr. Cook stated that he is not in favor of three weeks' vacation during the first year of employment. Discussion was held on whether vacation time could be negotiated depending on position that is being filled. Mr. Pack stated that in his opinion what the town has in place now is very good. Vice Mayor Gregory stated that one thing that stood out to him was that the town is normally behind in employee compensation and this is a benefit to help offset the lower compensation. He explained that the town would lose some productivity but it would not cost the town any additional money. Dr. Cook disagreed that it is costing the town money because you are paying employees for not working. Vice Mayor Gregory stated that on the bottomline it is not costing any more money in the budget. It is away to increase compensation without spending more dollars. In his opinion it is a way to help with retention of employees and potentially attracting the right type of employees. Ms. Chapman stated that it is a tremendous benefit that the town pays 100% of employee's health insurance. She explained that she is not in favor of making no changes however three weeks in the first year of employment is a lot. The Town Manager stated that he is the only employee that is employed by contract and vacation time can be negotiated; however there are other situations where vacation time can be negotiated. Ms. Minga mentioned that she feels five days is really stingy and asked for committee to consider at least seven days for the first year. She continued to explain that the Police Department like to hire individuals that have already been certified and have experience and sometimes it is really difficult to attract someone that has been in the workforce for a number of years if they have to cut back to a five day vacation. Ms. Chapman asked if vacation could be negotiated at that time for someone being hired with previous experience. The Town Manager stated that it could be taken in consideration. Ms. Minga expressed her concern over not being consistent with bringing everyone in at the same level as far as vacation received. Dr. Cook stated that he agrees with the ten years of service and up but he is not in favor of the zero to ten years. Committee's recommendation was to revise the town's annual accrual as follows: 0-1 year will receive seven vacation days; 1-2 years will receive ten vacation days; 2-5 years will receive twelve vacation days; 5-10 years will receive eighteen vacation days; 10-15 years will receive twenty vacation days; 15-20 will receive twenty-three vacation days; and 20+ years will receive twenty-five days. Dr. Cook asked how many employees the town has with twenty-five plus years of employment. Ms. Minga replied that the town has one employee that has twenty-five plus years. Committee recommended grandfathering that one employee so that they do not lose days. Mr. Pack moved to the next revision which is use of annual leave. Employees approved to use annual leave for one-half day of a one-half day holiday shall deduct four (4) hours of accrued annual leave

for that day. Committee agreed with clarification. Mr. Pack stated that the exception under sick leave has no teeth to require but it is an expectation that if you benefit from the shared sick leave bank that at some point you are expected to participate in the program to give back. Ms. Chapman asked if all employees were eligible for using sick leave from the shared sick leave bank program. The Town Manager stated that employees requesting to use sick days from the bank must be full time employees. Sick days cannot be donated for a specific individual or department. Ms. Chapman asked if there as a cap on how many sick days you can carry over each year. The Town Manager replied that there is not a cap for carrying over sick leave from year to year however if you leave employment with the town the max value that you can receive on unused sick leave is \$2,500. Also employees must have been with the town for at least three years to be eligible for these funds. Vice Mayor Gregory asked if you can carry over vacation time from one year to the next. The Town Manager explained that employees may only carry over 80 hours of vacation time unless approved by him prior to the end of the fiscal year. Committee recommends approval of the above mentioned changes to the town's personnel policy manual.

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

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

a. Atlantic Communications \$21,913.00

This invoice is for the town's police cars getting camera systems installed. This is a budgeted item and committee recommends approval of invoice.

b. Smithfield Volunteer Fire Department (Fuel Fund) \$13,000.00

This invoice is for the town's annual fuel fund contribution to the Smithfield Volunteer Fire Department. These funds are disbursed to volunteer members that are responding to calls for service. Mayor Williams stated that last year discussion was held on whether the town would continue this contribution on an annual basis with Isle of Wight County wanting to take everything over at the fire department. Mayor Williams stated that he feels that this is a good thing that the town does for the volunteers of the Fire Department and the members do realize and appreciate the contribution. Ms. Minga stated that she usually gets a list of names for the members that receive fuel money however this year no list was included. Ms. Chapman asked if it was necessary to have a list in case the town was audited. Ms. Minga explained that what the town gives the fire department is basically a donation that has been capped at \$13,000 regardless of the number of calls for service. Committee recommended payment of request from the Smithfield Volunteer Fire Department for fuel funds to be paid to volunteers responding to calls for service.

2. Renewal of Farmers Bank Line of Credit - Ms. Minga explained that it is that time of year where the town needs to renew the \$1 million dollar line of credit with Farmers Bank and the \$500 thousand dollar line of credit with Towne Bank. Farmers Bank does not require a lot of back up at this point and time so the town needs to renew by July 31st. The line of credit for Towne Bank requires a lot of updated financials so their renewal has been moved to October. Ms. Minga stated that neither line of credit was utilized last year but it is nice to keep the line of credit in place just in case they are needed. Committee recommended approval of renewing the town's line of credit with Farmers Bank.

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

1. May Financial Statements and Graphs – Ms. Minga reported that the May financials are looking pretty good at this time. Some of the revenue areas are actually coming in above what the projected amended budget was. Real Estate has already exceeded the amended budget. Franchise Tax will exceed the amended budget as well. She reported that as far as Transient Occupancy Tax goes the town has collected both of the delinquent quarters from the one establishment that had not paid. The final quarter for the overall Transient Occupancy Tax will not be reported until the July payments are made. Ms. Minga stated that next month's financial statements will not be complete due to end of year reporting. Business Licenses exceeded the amended budget by \$24,970. Ms. Minga stated that she thinks some of this has to do with the construction going on over by Riverside Convalescent Center. Expenses are creeping up into the higher percentages because we only have one remaining month. Water and Sewer consumption is down slightly from this time last year but she does not think that it is anything to be concerned about at this time. Mr. Smith stated that there is a huge push for people to go from cigarettes to vapor cigarettes. Can vapor be taxed liked cigarettes? The Town Attorney stated that it is not prohibited by state law. Mr. Smith expressed his concerns that he can see that in the future the revenue from cigarette tax will go away because of the number of people switching to vapor usage.

2. May Cash Balances – Ms. Minga reported that cash balances are looking very strong with the exception of sewer however the town is working on that gradually. Ms. Minga pointed out that the VML Investment Pool is growing and she is pleased with the direction it is going. Ms. Minga gave an update on how the overall investment pool was doing. As of today the market value of the investment pool has grown to \$179,359,857.00. Water = \$329,499.60; Water Debt Service = \$1,072,008.20; Water Capital Escrow Availability Fees = \$404,158.08; Water Treatment Plant Escrow = \$111,789.50; Water Deposit Account = \$115,667.61; Water Development Escrow = \$95,636.20; **Subtotal Water = \$2,128,759.19.** Sewer = \$(63,680.55); Sewer Development Escrow = \$352,570.13; Sewer Capital Escrow Availability Fees =

\$841,422.51; Sewer Compliance = \$1,045,973.22; **Subtotal Sewer = \$2,176,285.31.**
Highway = \$310,617.44. General Fund = \$3,934,622.42; Payroll = \$138,534.91; Money
Market General Fund Town Bank = \$2,188.57; Business Super NOW-General Fund =
\$33,139.34; Money Market General Fund Farmers Bank = \$289,907.92; General Fund
Capital Escrow = \$214,889.66; Certificate of Deposit = \$526,168.55; Certificate of
Deposit Police Dept = \$36,748.30; Special Project Account (Pinewood) = \$19,980.81;
Pinewood Heights Escrow = \$43,264.36; SNAP Program = \$2,351.75; Museum Account
= \$103,464.38; **Subtotal General Fund = \$5,345,260.97. TOTAL ALL FUNDS =**
\$9,960,922.91.

The meeting adjourned 5:15 p.m.

July 2, 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, JUNE 23RD, 2015

The Parks and Recreation Committee held a meeting on Tuesday, June 23rd, 2015 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mr. Randy Pack, and Mrs. Denise Tynes. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; Ms. Sonja Eubank, Office Manager of Public Works; Mr. William H. Riddick, III, Town Attorney; and Mr. William G. Saunders, IV, Planning and Zoning Administrator. Also in attendance were Mr. Rick Bodson of Smithfield 2020 and Ms. Kelly Davis of the Chesapeake Bay Foundation. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Member, Denise Tynes called the meeting to order.

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

1. Park Project Application – Oyster Beds at Windsor Castle Park – Ms. Musick introduced Ms. Kelly Davis of the Chesapeake Bay Foundation (CBF). Ms. Davis stated that she is a volunteer of the Chesapeake Bay Foundation Oyster Restoration Program better known as Oyster Gardening. The program consist of volunteers that agree to grow oysters for a year then return the oysters to CBF. CBF at that time takes the oysters and plants them out into the bay. Ms. Davis stated that she does not live on the water but is a resident of Smithfield that frequents Windsor Castle Park. She explained that it would be great to get the park involved in growing oysters for CBF. If approved a sign would be placed near the oyster garden with information about the program for educational purposes. Ms. Davis stated that they are not sure that the oysters will grow here because of the salinity levels. Dr. Cook and Mr. Pack assured Ms. Davis that they could definitely grow oysters in the water at Windsor Castle Park. Ms. Davis stated that she has spoken to the Virginia Marine Resource Commission about the program. Mr. Pack asked if the oysters would be in a float or cage. Ms. Davis stated that this year they are going

with the cages. Ms. Musick asked if the cages would be visible to the public. Ms. Davis stated that they will not be visible. Ms. Musick asked if the general public would be able to pull them out of the water and disturb the process. Ms. Davis stated that she kayaks at the park pretty frequently and would request that the cages be tied to bottom of the fishing pier where no one would be able to reach them unless they are on the water. Ms. Davis stated that the oysters that they are growing are actually able to reproduce so these oysters will be more than a year old when she takes them back to the bay so they will spawn here before they go back to the bay. Ms. Chapman asked if the town could get on CBF's schedule to host an oyster gardening educational event. Ms. Davis replied that the CBF would be happy to set up a round up event here in Smithfield next year. Committee was very excited about the project and recommends approval to Town Council.

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

1. Operational Update – Ms. Musick reported that the Smithfield Center has been very busy on the weekend and during the weekends. Most weekends they have had a Friday wedding, Saturday wedding and Sunday wedding. They have even had Monday and Thursday weddings during the week. There have also been a couple of ceremonies at Windsor Castle. Coming up this weekend the town has Olden Days and the following week the town's annual fireworks display on July 3rd. On Saturday, July 18th there will be an Into the Woods 5k at Windsor Castle Park. Mr. Pack expressed his concern on how bad the maintenance of the park looks. He feels that it could look a lot better. The grass is not cut right even though the town has a front loaded contract so the contractor does not have to wait and only cut it every ten days. It will balance out in August when it gets dry and the grass does not need to be cut as often. Every weekend the grass in the park is tall. There is also a tree near the Mason Street entrance that has been down for weeks and nothing has been done to clean it up. There is grass growing through the brick sidewalks and weeds in the flower beds. Mr. Pack stated that he is embarrassed at the maintenance of the park. Mayor Williams stated that the grass along the trails needs to be sprayed as well. Mayor Williams also stated that the bridges have deteriorating boards. Mr. Pack asked why the boards were deteriorating. Mayor Williams stated that the boards must be treated to help preserve them and the bridges have not been treated in five years. He explained that some of the boards have recently been replaced by Public Works staff. The first cost estimate that the town has received to treat the boards on the Smithfield Station Bridge only is approximately \$8,000. The \$8,000 now would be a lot less now than having to replace the entire bridge in another five to twelve years. The amount of rain that the town has had this month has made it almost impossible for the Public Works staff to keep up with filling in all the washouts. Discussion was held on Southern Shores being responsible for the mowing of the grass at Windsor Castle Park. Mr. Pack stated that he is not happy with the town's mowing contract at the park. Mrs. Tynes suggested that maybe the town is to the point that staff needs to be hired to oversee the maintenance of the park. Mr. Pack stated that he is not opposed to this suggestion. Ms. Chapman stated

that Town Council knew that eventually a part time or full time position would need to be made to handle the maintenance of the park. The park was a wonderful gift and the town needs to take care of it. Ms. Chapman asked if the trail doctors have a set schedule. Ms. Musick stated that they schedule work at the park as needed. Ms. Chapman asked if they could set up a schedule to meet once a month to work in the park. Ms. Musick stated that they are volunteers with different work schedules. Also when the trail doctors want to spread moon dust they must have a Public Works staff member to drive the gravelly around the trails. Ms. Chapman asked about scheduling a planning retreat or goal setting session where Town Council could sit down and analyze what a park ranger position would entail. Mayor Williams stated that the issues at the park have been brought to the Town Manager's attention and he will meet with staff to brainstorm on some ideas to help with the maintenance of the park. The Town Manager stated that unless there is someone that is dedicated specifically for this asset it is going to be somewhat preventative but a lot of reacting to storms and vandalism. Since the park was opened town staff has been attempting to accomplish the mowing and some of the tree work with contractors supplemented by staff when we have time. Mayor Williams asked if it is in Southern Shores contract to spray along the trails. The Town Manager stated that he did not think so but would review the contract to find out. Ms. Musick stated that she would contact Southern Shores Lawn and Landscaping and schedule a meeting with town staff and a council member to discuss their contract and the concerns that committee has discussed today.

The meeting adjourned at 4:27 p.m.

July 2, 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, JUNE 23RD, 2015

The Public Works Committee held a meeting on Tuesday, June 23rd, 2015 at 4:27 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Mrs. Denise Tynes, and Dr. Milton Cook. Other Council members present were: Ms. Connie Chapman, Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Sonja Eubank, Office Manager of Public Works; Mr. William G. Saunders, IV, Planning and Zoning Administrator; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson of Smithfield 2020; Mr. Brian Camden of the Alpha Corporation, and Mr. Ron Pack of the Smithfield Station. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Recycling Program Update – The Town Manager reported the town will need to budget approximately \$1,300 a month to start paying for recycling to be taken to Butler Paper Recycling in Franklin unless the town finds another place to take recycling for free. The biggest problem is all the regional recycling material handlers are challenged financially. It is a down market for recycling and the second issue is the amount of trash or non-recycling materials in the recycling stream that ends up in Franklin. Their staff has to process and sort out the non-recyclable items and then pay to get rid of it. Since the town started the recycling program four years ago with the totes the town has been paying A.V.E.S. to pick them up and take the recycling to Butler Paper Recycling in Franklin. The only cost to the town was to A.V.E.S. to haul the material there. The Town Manager stated that he became aware of the problem with too much trash in the town's recycling two weeks ago. Mr. Moody informed town staff that Butler Paper Recycling had refused to take any further loads of material until he met with the town. Mr. Pack asked if there was not a warning prior to the cut off of service. The Town Manager explained that apparently the warning was conveyed to our contractor but had not been

made directly with the town. Mr. Butler came the following Tuesday after we were notified that they would not be accepting the town's recycling anymore on Saturday. Mr. Butler explained the situation and wants to call the fee a processing fee because there is too much trash in with the recycling. The Town of Smithfield has worked very hard to try to educate the public and we are willing to do more education. The Town Manager stated that we do not have to take the town's recycling to Franklin; however unless the town starts paying a processing fee to Butler's Paper Recycling then town will need to find another place that takes recycling either for free or less than \$25 a ton. Mr. Smith stated that Mr. Butler gave A.V.E.S. a verbal warning the first of this year and the town was not aware of that warning until now. Discussion was held on the public being educated and still throwing trash in the recycling totes. Mr. Smith stated that some localities have spot checkers and if they see trash in your recycle tote you receive a warning ticket the first time and the tote is removed from the residence the second time. Also fines could be placed on second offenders. The Town Manager stated that at this time the town does not have an ordinance to address fines for putting trash in recycle cans. Mr. Smith stated that his concern is that the rate of trash going into recycling totes will continue to rise and the town has not budgeted for this expense. Ms. Chapman mentioned that it is not fair to the citizens that are trying to recycle properly. Mayor Williams asked if the town has to recycle. The Town Manager replied that as a community the town must meet a state mandate of at least 25%; however the Town Manager stated businesses could be used to meet that community requirement. Mayor Williams suggested having recycle bins placed at the corner of Washington and James Street for those individuals that are serious about wanting to recycle. Committee felt that this would be moving backwards from the direction the town wants to go. Mr. Butler had encouraged town staff to contact Virginia Beach to see how they handle their collections for recycling. Ms. Eubank stated that Virginia Beach does not have an ordinance; however they do have different contractors for the two separate services. The Town Manager stated that no action was needed today but staff did want committee to know what has transpired in the last couple of weeks. Staff will continue to look at options but in the meantime unless the town is going to discontinue the service the town will not only have to pay to haul it but to have it processed as well. Ms. Chapman asked if staff could research localities that do have an ordinance to see what the repercussions are for mixing trash with recyclables. The Town Manager replied that staff could definitely send out an inquiry through the Virginia Institute for Governments and make more calls around the region to see what other localities have. The Town Manager stated that the town has a commitment at this time to recycle and he would like continue to recycle unless it becomes a huge budgetary or enforcement problem. The town may need to look at alternatives because education alone does not seem to be enough. The Town Manager stated town staff would most likely be the ones to work with enforcement of recycling because A.V.E.S. contract does not include enforcement or education. Ms. Eubank stated that she will talk to Butler about doing an audit of the trucks so that the town can get a better idea of what percentage of the truck is garbage. Mr. Smith also suggested monitoring which neighborhoods are recycling on which days to determine if one neighborhood is

producing more trash than another in their recyclables. Staff is working on getting stickers that will be stuck on the inside of the lids that will tell you what is acceptable as recyclable material. Staff will continue to monitor the town's recycling efforts.

2. Additional Item Discussed: Parking on Wharf Hill – Mr. Smith brought up for discussion a letter that was sent to Mr. Duncan a businessman on Wharf Hill from the Town Manager. The letter was in regards to parking issues on Wharf Hill. Fire and Rescue have had issues with getting down the hill for a fire that was located in Mr. Duncan's kitchen. Mr. Smith stated that the reason that he brings this up today is because the lines were refreshed and the next day the lines were gone. He stated that he called town staff to ask if there was a problem with the paint. Town staff explained that Mr. Duncan had taken it upon himself to spray over the lines with brown paint and rude comments were made to town staff. Mr. Smith stated that Mr. Duncan defaced public property and he should be required to pay for the parking spaces to be refreshed again. Mrs. Tynes suggested placing a sign up directing customers of this establishment to an area where additional parking is available. Mr. Smith stated that he does not think the town can do that but we can enforce the parking that has been established in that area. At the top of the hill parking spaces are parallel with the roadway. Once you get to where the road widens parking spaces are diagonal. The town purchased a lot at the bottom of the hill for the pump station and also to allow for off street parking. Mrs. Tynes asked if the Town Manager had invited Mr. Duncan to meet with town staff to discuss this issue. The Town Manager stated that he has but at this time has not heard back from Mr. Duncan. Mr. Pack asked what kind of agreement does the town have with Mr. Duncan in regards to parking. The Town Manger stated that he is just like any other business in the historic district where there is no on street parking required. Committee asked staff to pull the minutes from previous discussion that was held on the parking issues in front of Mr. Duncan's establishment. Once the parking spaces have been refreshed the town may begin enforcing these parking issues.

The meeting adjourned at 5:06 p.m.

July 2, 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, JUNE 23RD, 2015

The Public Buildings and Welfare Committee held a meeting on Tuesday, June 23rd, 2015 at 5:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council members in attendance were Mrs. Denise Tynes, Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Mr. William Saunders, Planning and Zoning Administrator; Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Rick Bodson of Smithfield 2020; Mr. Brian Camden of the Alpha Corporation; Mr. Ron Pack of the Smithfield Station and Mr. Carter Glass, Special Legal Counsel. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Extension of Franchise Agreement with Smithfield Landing Corporation – Mr. Ron Pack was present and stated that the Smithfield Station has approximately fourteen years left on their franchise agreement with Smithfield Landing Corporation. He explained that they are trying to get their mortgage refinanced and because mortgages are typically fifteen to twenty years they have had a hard time get approved for a loan. Mr. Pack stated that they have been at this location for twenty-six years. The Town Attorney stated that it is the same process to renew or extend a franchise as to do a new franchise agreement. The town will be required to put out a request for proposals so that other people can bid. The Town Council has the authority to award the franchise agreement to the party most appropriate. Mr. Pack contacted the town to inquire about getting their current franchise agreement extended. The Town Manager suggested that before the town proceeds with advertising an RFP he wanted to bring it back to committee to get authorization to proceed. Mr. Pack asked if twenty-six years was being added to the existing lease or would he lose the fourteen years remaining on the existing lease

agreement. The Town Attorney stated that the agreement cannot go any longer than forty years. It was discussed that if someone else bid on the project and won Mr. Pack would rather come back to the town fourteen years from now when the franchise agreement expires so he does not lose fourteen years of his existing agreement. Committee recommended authorization to issue a request for proposals for a franchise agreement of old Cypress Creek right-of-way.

2. Authorize Town Manager to Execute a Contract for Architectural Services for Renovations of Former Rescue Squad Building, 1802 South Church Street – Mr. Camden was present and started with the stabilization of the Windsor Castle outbuildings. Bids were received on June 10th for the six outbuildings. The low bid was \$9,940.00 from a local contractor, THG Construction. The Town Manager stated that contract was under \$10,000 so he gave authorization to give the contractor a notice to proceed. This project should take approximately thirty days to complete. Dr. Cook asked if everything on Frazier and Frazier Associates list was included in the contract. Mr. Camden replied that was correct. The bids for the renovations/repairs to the town storage building behind the Smithfield Police Department will come in Thursday, June 25th at 2:00 p.m. Mr. Camden stated that there has been a lot of interest in this project. There have been a couple of addendums made to the request for proposals trying to reduce the cost. The town is looking for the cost to render this building into a storage facility. There is no heating or electrical involved. This item will come back to committee next month for further discussion once proposals are received. Mr. Camden reported that fifteen different architectural firms submitted proposals for the police/evidence storage building. Last week the town selection committee interviewed four of these firms and the number one ranked firm was Moseley Architects out of Richmond. They are the same firm that did the new Isle of Wight County Rescue Squad Facility. Mr. Camden stated he has been in design fee negotiations trying to reduce their scope of work in order to make it more palatable with the actual budget. At this time they have given us a non-bidding cost estimate at the interview in the amount of \$52,000. Through negotiation the town has got that number down to \$49,500. Dr. Cook asked what the \$49,500 covers. Mr. Camden stated that this cost covers meeting with the town and reviewing the CIP that Lt. Rogers put together, review of the building assessment report that Isle of Wight County put together and then program and plan for a specific police evidence storage facility. The firm is looking at about a two month design process and a thirty day Isle of Wight County building review and approval process. Mr. Camden stated that the bid process for a project of this size will take approximately twenty-five days. Dr. Cook asked what the town's estimate was for architectural services. Mr. Camden stated that it was around \$42,000 to \$48,000. This was using a local architect. This item will be on Town Council agenda for authorization to award architectural services contract to Moseley Architects.

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 Smithfield 2020 to formally request the committee to consider action to protect the Pierceville house and outbuildings from demolition by neglect. Mr. Bodson stated that 502 Grace/Pierceville is on the Historic Preservation Overlay as a landmark house. Although the property is for sale one of the conditions for the sale is the house and outbuildings are to be restored. There is no guarantee that the ownership of this property will transfer anytime soon. The prospective buyer for the property took some very temporary measures and put some tarps over the buildings. Mr. Fraizer of Fraizer and Frazier Associates made a visit to the site last week however we do not know the results of his findings at this time. Smithfield 2020 in their self-appointed role for being concerned about cultural vitality in the historic district would like to see Town Council consider action sooner than later to stabilize the house and outbuildings and protect it from the elements. This work would put a lien on the property against the current owner and it would transfer to any subsequent owner until something is done with the property. The house and outbuildings are degrading with every passing day now that it is no longer being lived in. It is one of the oldest buildings in town and it is a historic landmark as far as the town is concerned, however it is not on the national register as a historic landmark. Dr. Cook asked what a timeline would be if the town wanted to take the route of paying a contractor to stabilize the buildings and placing a lien on the property. The Town Attorney explained that this process has already happened once and because she was living in the house the town came to the conclusion that we were the wrong people trying to enforce what needed to be done to this property. The town asked the Isle of Wight County Building Official to intervene because he has greater powers to deal with issues that are not cosmetic. The Building Official got involved and it took a very long time and nothing really happened. The Town Attorney stated that he was not involved in the process because it was an Isle of Wight County building code enforcement. To do what the town has done in the past it would probably take sixty to ninety days. The problem is the town does not have any money set aside to do this so to do what Mr. Bodson is asking it will require the town to spend public funds on private property. Town Council needs to decide what you are willing to spend. The town can get an injunction requiring the land owner to do this work put most likely the reply from the land owner is I have no money. The town has tools to do what Mr. Bodson is requesting however the town may not have the funds to do it. Mrs. Tynes asked Mr. Bodson if the town was willing to step in and stop the demolition by neglect does he know of an organization that is willing to step in and help with the stabilization of the structures. Mr. Bodson stated that he was not aware of any. Mr. Bodson explained that if the town was willing to pursue the legalities the cost of mothballing the structures would not be a huge investment. Dr. Cook stated that he would like to know how much it would cost to stabilize the buildings. The Town Attorney stated that the first step is to require the property owner to stabilize the buildings. Dr. Cook expressed concern over the town not knowing what is going to

happen with the Pierceville property. The longer the town waits to see what is going to happen with the sale of the Pierceville property the buildings are continuing to deteriorate. The Town Attorney stated that the town could start the process again but it will not be quick or easy. Mr. Bodson stated that he was asked by the Smithfield 2020 team to bring to Town Councils attention that a historic structure in Smithfield is falling apart. The resident is no longer there and there may be an opportunity to do more than putting a blue tarp over the structures. He thanked committee for their consideration.

2. 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 town has not heard back yet from the governor’s office on the round of awards for the upcoming grant cycle. Town Council directed the Town Attorney to take action on 52 Carver Avenue in regards to a lien that is on the property. The Town Attorney stated that he has started that process however the property actually has two liens so he is working on both at this time. At this time there has been no action on the demolition of any of the vacant properties.

3. Closed Session: Matters Requiring Advice of Special Legal Counsel – The Town Attorney stated that committee needs a motion to go into closed session for the purpose of consultation with special legal counsel in regards to specific legal matters requiring legal advice. Motion was made by Mr. Smith and seconded by Dr. Cook to go into closed session.

In Closed Session: 5:26 p.m.

Out of Closed Session: 6:38 p.m.

Mayor Williams asked for a motion to come out of closed session. Dr. Cook made the motion and Mrs. Tynes seconded the motion to come out of closed session. The Town Attorney stated that we need a motion that during closed session there was only consultation with special legal counsel in regards to specific legal matters requiring legal advice pursuant to Section 2.2-3711A of the Code of Virginia. Mrs. Tynes so moved the motion and Mr. Pack seconded the motion. Dr. Cook stated that Town Council has met with our special legal counsel for annexation and the town is continuing our discussion in moving forward with hiring consultants and doing some feasibility studies to proceed with annexation. At this time there is no action needed by Town Council.

Meeting adjourned at 6:40 p.m.

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

Committees and Projects:

05/29 William Wooley graduation – HRCJTA – Chief Bowman,
05/30 Making of a Wise Child – Main Street Baptist – Kurt Beach
06/02 Town Council – Center – Chief Bowman
06/03 Youth Awareness mtg – Surry Rec – Deputy Chief Howell
06/04 Chamber State of the County – Center – Chief Bowman
06/09 TRIAD mtg – IOW Jury Room – Sgt. Miller
06/10 Department Head mtg – Tn Hall – Chief Bowman, Deputy Chief Howell
06/10 Westside Elementary School Graduation – Chief Bowman
06/10 Youth Awareness mtg – Surry Rec – Deputy Chief Howell
06/16 Crime Line mtg – Center – Kurt Beach, Annette Crocker
06/19 Isle of Wight Bar Association mtg – Smfd Station – Chief Bowman
06/20 Masonic Officer Award – Smfd – Deputy Chief Howell, Officer Wright
06/22 Police Committee – Chief Bowman
06/22 Finance Committee – Deputy Chief Howell
06/22 Continued Town Council mtg – Chief Bowman
06/22 – 24 Accreditation - Warren County Sheriff's Office – Kristi Jenkins
06/24 Department Head – Center – Chief Bowman, Deputy Chief Howell
06/25 Interviews for Records Management position – Deputy Chief Howell, Lt. Valdez,
Kristi Jenkins
06/30 Second Interviews for Records Management position – Chief Bowman

Training

06/08 – 12 Introduction to the Forensic Experiential Trauma Interview (FETI) within the Sexual Assault Investigative Response and Practical Application of the Forensic Experiential Trauma Interview – Richmond, VA – Sgt. Meier, Officer Anderson (40 hrs.)

In-House Training

06/03 Color Guard Training – Sgt. Jones, Sgt. Meier, Officer Bancroft, Officer Fordham, Officer Wright (1 hr.)
06/10 Taser Training – PD – Officer Wooley (4 hrs.)
06/10 OC Spray Training – PD – Officer R. Howell, Officer Wooley (4 hrs.)

Community Relations

05/22 Smithfield Skate – Officer Bancroft
05/23 Smithfield Sprint – Windsor Castle Park – Officer Phillips, Officer Wright

05/29 – 06/12 Westside Elementary School zone – Chief Bowman, Officer Seamster, Officer Phillips, Officer Cook, Officer Wright
05/29 Smithfield Skate – Officer Wright
05/30 Relay for Life – Sgt. Miller, Officer Seamster
05/30 Bike Patrol – Farmers Market, Main Street – Officer Seamster
05/30 Ride Along – Officer Fordham
06/02 Honesty and Fairness as Police Officer - Kindergartens – Sentara St. Luke’s – Officer Wright
06/02 Bacon’s Castle Seniors – Crime Prevention Program – Kurt Beach
06/05 Westside Elementary safety patrol field trip – PD tour – Sgt. Brady, Officer Seamster
06/05 Chaperone Westside Elementary safety patrol field trip – Sgt. Miller
06/05 Concert – Main Street – Sgt. Miller, Officer R. Howell
06/08 Career Day – Westside Elementary – Lt. Rogers
06/11 Reading Carnival – Hardy Elementary – Officer Cook, Officer Bancroft
06/11 Torch Run – Crittenden Bridge to James River Bridge – Officer Fordham, Officer Wooley, Officer Wright, Officer Bancroft
06/11 Torch Run – Crittenden to James River Bridge - Motorcycle escort – Officer Phillips
06/12 Kindergarten graduation – Hardy Elementary – Lt. Valdez
06/12 Smithfield Skate – Officer Bancroft
06/13 Youth Awareness – Surry Rec – Deputy Chief Howell, Officer Wright
06/13 Farmers Market – foot patrol – Officer Phillips
06/13 Smithfield High School graduation – Chief Bowman
06/18 Pop Warner – Smfd High School – Sgt. Jones
06/20 Playing football with kids – Church Manor – Officer Powell, Officer Wooley
06/22 – 26 4-H Camp – Wakefield, VA – Sgt. Miller
06/26 Olden Days – Smfd – Chief Bowman, Deputy Chief Howell, Officer Powell
06/27 Olden Days – Smfd – Chief Bowman, Deputy Chief Howell, Lt. Rogers, Sgt. Meier, Officer Bancroft, Officer Fordham, Officer R. Howell, Officer Powell, Officer Wooley, Kristi Jenkins,

Investigations:

Case#: 2015-00486
Location: 116 Lumar Rd
Offense: Malicious Wounding
Disposition: Cleared by Arrest

On 6/21/15 Officers responded to 116 Lumar Rd. for a suspicious person call. While in route to the call dispatch told officers that the suspect was fighting with the complainant. When officers arrived on scene they met with three males who were arguing in the street. A juvenile had gone to the property of 116 Lumar Rd. to confront another juvenile in regards to dating his sister. The suspect started to fight the other juvenile. The mother who lives at the residence attempted to break the fight up and was punched in the eye by the suspect. Her eye socket was fractured, her nose was broken, and she received multiple stitches. Petitions were obtained and the juvenile was detained at Tidewater Detention Home.

Case#: Multiple
Location: Smithfield Blvd & Wellington Estates
Offense: Destruction of Property, Graffiti
Disposition: Pending

On 6/23/15 - 6/24/15 officers responded to the areas of Smithfield Blvd and Wellington Estates in reference to destruction of property calls and graffiti calls. Several residences had mailboxes knocked to the ground while other residences had male genitalia spray painted on their cars and homes. Investigation is pending.

Case#: 2015-00503
Location: 34 Jamestown Ave
Offense: Burglary
Disposition: Cleared by Arrest

On 6/25/15 Officers responded to an individual attempting to make entry into a home. While in route to the call officers received additional information from dispatch that the homeowner and the suspect were fighting. The officers were informed that the suspect left in a silver sedan. When the officer was pulling into Pinewood Heights, the officer observed a silver sedan driving by him. The officer conducted a traffic stop on the vehicle where he saw that the driver had torn clothing on his body and fresh scratches. The suspect had three active warrants out on him. Officers took him into custody and the victim identified the suspect as the person who kicked in her door. The case is cleared by arrest.

Smithfield/Isle of Wight Tourism Activity Report –JUNE 2015

- Director attended BOS meeting 6/18/15. Presented Voices From the Isle Board Report.
- Director attended Smithfield Town Council Meeting 6/2/15.
- Attended County Lunch & Learn Session 6/2/15.
- Met with County Budget & Finance regarding end of fiscal year tourism budget 6/2/15.
- Attended Smithfield 2020 Meeting 6/3/15.
- VA-1 Conference conference call 6/3/15. Director is on the professional development committee for this state conference.
- Set up for State of the County Breakfast 6/3/15 and attended 6/4/15.
- Attended County Planning Commission meeting 6/3/15.
- Monthly Tourism staff meeting 6/4/15.
- County Agenda Review meeting 6/4/15.
- Met with Williamsburg Visitor Guide re: advertising 6/4/15.
- Christmas in Smithfield Antique Show and Homes Tour meeting 6/5/15 and 6/16/15 and 6/23/15.
- Farmer's Markets continue every Saturday in JUNE. Voted BEST Farmer's Market GOLD again this year!!!!
- Special Event Coordinator filmed THE COUNTY BEAT 6/9/15.
- Director Vacation 6/8/15-6/12/15.
- Attended CVTA Executive Board meeting 6/15/15.
- Attended Historic Smithfield Board meeting 6/17/15.
- Met with VA Travel Guide rep 6/18/15.

- Hosted Chamber Leadership Class 6/19/15.
- Met with Evergreen to discuss results of County Compensation Study 6/19/15.
- Attended County Staff Meeting 6/22/15.
- Attended Council committee meeting 6/23/15.
- Attended County Land Use meeting 6/24/15.
- Met with Parks & Recreation about IOW Fair and upcoming Fairgrounds Concert Series 6/25/15.
- Met with Franklin Women's Club rep regarding upcoming Historic Garden Week Tour in IOW County 6/25/15. Tourism will be working closely with the committee.
- Staff attended County Wellness Committee 6/25/15.
- Smithfield OLDEN DAYS held 6/26-27-15. VERY successful despite the threatening forecast. All events went off as planned but had to curtail the last hour on the street due to tornado threat and strong thunderstorms. Special Event Coordinator did an awesome job!!
- Executive Leadership Training/Teambuilding Day at County Rescue Squad 6/30/15.
- Information/Wedding bags delivered: 120
- Tours Hosted: 5 Tours 141 people.
- Attended Smithfield Staff Meeting 6/24/15. Staff attended 6/10/15.
- 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!

June 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Courtney Off Herbert Off	Kronos Meeting C&D 15 Town Council A&B 20 WCFB Meeting MH 10	Kronos Meeting C&D 15	Kronos Meeting C&D 15 Reid and Rice Rehearsal Deck 10 State of the County Breakfast MH 100	Reid and Rice Wedding and Reception MHSu 95	Oneill Surprise Birthday Party C&D 35
7	8	9	10	11	12	13
Elliott and Bucenell Wedding and Reception MHSu 80		Planning Commission A&B 20	Lions District Meeting MHSu 150		Chair covers rented on Sunday Courtney Off Singh and Grover Sangeet Night MHSu 300	Chair covers rented on Sunday Courtney Off Melissa Off Harden and Blount Reception MHSu 220
14	15	16	17	18	19	20
Courtney Off Melissa Off Leary-Babb Wedding & Reception MHSu 64	Duct Monitor Installation	BHA&R A&B 20 Crime Line Meeting C&D 10 Schoolhouse Committee C&D 10	Staff Retreat	Amy Off Tile Replacement	Amy Off Product Packaging MH 50	Amy Off Amos and McGurn Reception MHSu 150
21	22	23	24	25	26	27
Father's Day Amy Off Trueman-Lane Reception MHSu 130	MH Speaker Installation Committee Meetings C&D 20 Town Council Continued Meeting A&B 20	MH Speaker Installation Committee Meetings C&D 20	MH Speaker Installation Staff Meeting Deck 12		Mazanetz-Rolfes Wedding & Reception MHSu 130	Event Hours Must Start after 4 PM, offer Friday Bounds and West Wedding and Reception MHSu 150
28	29	30				
Melissa Off Harms and Beatty Wedding and Reception MHSu 123	Melissa Off Shelby Off	Melissa Off Shelby Off Viewing Party MHSu 300				

Smithfield Center - June 2015 - Monthly Report

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venue	Town Services
6/2/2015	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
6/2/2015	Center	C&D	Smithfield Foods Corporate a	Kronos Meeting	Smithfield	Returning Client	Multiday	0.00%	\$551.55	
6/2/2015	Center	MH	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
6/4/2015	Center	Deck	Reid and Rice Wedding and Reception	Reid and Rice Rehearsal	Virginia Beach	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%		
6/4/2015	Center	MH	Isle of Wight Chamber of Commerce	State of the County Breakfast	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
6/5/2015	Center	MHSu	Reid and Rice Wedding and Reception	Reid and Rice Wedding and Reception	Virginia Beach	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$1,850.00	
6/5/2015	Town Sites	OTS	Smithfield Skate	Officer Request-at Smithfield Skate	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%		\$328.00
6/6/2015	Center	C&D	Oneill Surprise Birthday Party	Oneill Surprise Birthday Party	Carrollton	Word of Mouth	D.) Resident -Weekday	0.00%	\$200.00	
6/7/2015	Center	MHSu	Elliott and Bucenell Wedding and Reception	Elliott and Bucenell Wedding and Reception	Chesapeake	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,031.00	
6/9/2015	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
6/10/2015	Center	MHSu	Smithfield Lions Club	Lions District Meeting	Suffolk	Returning Client	D.) Resident -Weekday	50.00%	\$300.00	
6/12/2015	Center	MHSu	Singh and Grover Sangeet Night	Singh and Grover Sangeet Night	Yorktown	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,650.00	
6/13/2015	Center	MHSu	Harden and Blount Reception	Harden and Blount Reception	Newport News	Word of Mouth	Nonresident-Saturday	0.00%	\$1,920.00	
6/14/2015	Center	MHSu	Leary-Babb Wedding & Reception	Leary-Babb Wedding & Reception	Suffolk	Mag-Hampton Roads Wedding Guide	Nonresident-Friday/Sunday	0.00%	\$869.22	
6/16/2015	Center	A&B	Town of Smithfield	BHA&R	Smithfield	Town Event	h.) Town	100.00%		
6/16/2015	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
6/16/2015	Center	C&D	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
6/19/2015	Center	MH	Smithfield Foods Executive Offices	Product Packaging	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
6/20/2015	Center	MHSu	Amos and McGurn Reception	Amos and McGurn Reception	Smithfield	Word of Mouth	Resident-Saturday	0.00%	\$1,400.00	
6/21/2015	Center	MHSu	Trueman-Lane Wedding & Reception	Trueman-Lane Reception	Newport News	Word of Mouth	Nonresident-Friday/Sunday	10.00%		
6/21/2015	WCP	Riverfront	Trueman-Lane Wedding & Reception	Trueman-Lane Wedding	Newport News	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$1,720.00	
6/22/2015	Center	A&B	Town of Smithfield	Town Council Continued Meeting	Smithfield	Town Event	h.) Town	100.00%		
6/22/2015	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
6/25/2015	Center	MHSu	Mazanetz-Rolfes Wedding Wedding & Reception	Mazanetz-Rolfes Set	Newport News	Word of Mouth	Nonresident-Friday/Sunday	20.00%		
6/26/2015	Center	MHSu	Mazanetz-Rolfes Wedding Wedding & Reception	Mazanetz-Rolfes Wedding & Reception	Newport News	Word of Mouth	Nonresident-Friday/Sunday	20.00%	\$1,490.00	
6/27/2015	Center	MHSu	Bounds and West Wedding and Reception	Bounds and West Wedding and Reception	Suffolk	Word of Mouth	Nonresident-Saturday	0.00%	\$1,400.00	
6/28/2015	Center	MHSu	Harms and Beatty Wedding and Reception	Harms and Beatty Wedding and Reception	Williamsburg	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$1,400.00	
6/29/2015	Center	MHSu	Smithfield Foods Executive Office a	Viewing Party Setup	Smithfield	Returning Client	D.) Resident -Weekday	20.00%		
6/30/2015	Center	MHSu	Smithfield Foods Executive Office a	Viewing Party	Smithfield	Returning Client	D.) Resident -Weekday	20.00%	\$800.00	

Deposit totals for June 2015

\$22,713.83 Smithfield Center Deposits

\$2,378.00 Town Services Deposits

\$19,381.77 \$328.00



Town of Smithfield
Isle of Wight County Museum



June 2015 Report

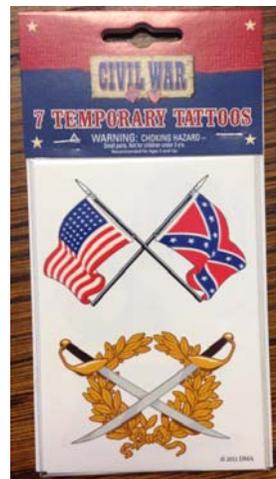
J.L. England, Museum Director

Notable/Thank You

- Volunteer hours: 91
- Isle of Wight County's General Services department has coordinated the museum's roof replacement project with Hentz Engineering of Virginia Beach and DeShazo Roofing of Ashland. Isle of Wight County Construction Supervisor Owen Powell has been wonderfully communicative throughout this process. Materials were delivered on June 19, and work began on June 22. The work is currently on schedule – to conclude mid-July - despite some unforeseen necessary repointing. Although there have been some heavy downpours, we have had no leaks. We have experienced some issues with overpowering smells from the project due to the acetone used prior to welding. Several staff and volunteers have experienced headaches, and Curator Tracey Neikirk did move her office temporarily downstairs due to the overwhelming smell. While said acetone is government regulation, the crew has switched to another, hopefully less potent, solvent. If this new product does not solve the problem, we may have to close the museum until the membrane is in place.



- The flag we use in our discussions of the Civil War and in our Civil War exhibit is the First National Confederate Flag. However, in light of the situation surrounding the controversial Confederate Battle Flag, we removed two items from our gift shop and inventory which did feature said flag: two travel mugs (purchased from the state's Sesquicentennial Commission) and six packages of tattoos. See this article regarding the National Park Service's decision on their gift shop inventory: <http://www.usatoday.com/story/news/nation/2015/06/25/national-park-service-confederate-flag-sales-items/29264025/?csp=travel>.



- The Virginia Sesquicentennial of the American Civil War Commission sent a commendation to the Isle of Wight County Sesquicentennial Committee for our work during the Sesquicentennial. We were seventh on the list of commended committees. Isle of Wight County's Board of Supervisors plans to recognize us at their July 16 meeting for this achievement. View all the awarded organizations here: http://www.virginiacivilwar.org/members_awards.php



- Debris removal at Fort Boykin (house and barns) began on June 15. Isle of Wight County Parks and Recreation Director Mark Furlo gave us permission to dig several archaeological test pits at the site. We know that archaeological material will be present and have been waiting for news of debris removal since the structures burnt. However, after speaking with the contractor and learning that numerous copperhead snakes have been killed and/or spied in the area, we will not be performing archaeology at this time due to the risk associated with such creatures. We will contact Mark Furlo in the fall to reconsider.



- Docent Nancy Farrell has taken a full-time job with the town. Her last day with us is July 3. However, she will work weekends as available to assist us until we find a new Nancy. We are overjoyed about Nancy's change but sad to lose her. Her job was posted on June 30.
- Two of our air conditioning units required work in mid-June. Isle of Wight County Public Works contracted out the job. We are now cool as cucumbers.
- The Isle of Wight County Museum received its official certificate of recognition as a commemorative partner with the United States' Department of Defense Vietnam War Commemoration.



- This lovely comment on June 4 from a couple from Texas, "We work with our local historical society and have been to a lot of local museums all around the country. Your museum is one of the best we've ever seen."
- This letter dated June 19 from complimentary visitors from Beaverdam, Va.:

George and Doris O'Connell
2752 Bumpass Road
Beaverdam, Virginia 23015

June 19, 2015

Mrs. J L England
Director
Isle of Wight County Museum
103 Main Street
Smithfield, Virginia 23430

Dear Mrs. England:

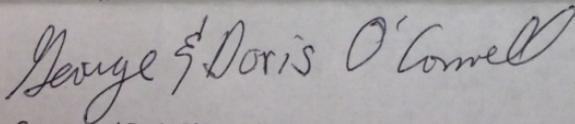
My wife and I visited this museum on May 14, 2015 upon our visit we greeted by two very friendly hosts. The self-walking tour was most informative. The country store reminded us of stores we grew up with in the 1960's. We were impressed with total recording of this county's history in establishing the new world and America.

We discussed the selling of the world famous Smithfield Hams to the Chinese. The host were very informative for the reasons.

I was working the outage at Surry Power Station and each week at our morning meeting we discussed what we did on our day off. I have encouraged all my fellow workers to visit this Museum.

Thank you and the staff for an outstanding presentation.

Sincerely,



George and Doris O'Connell

Museum Stats and Updates

- Visitation: 724
- Special Events
 - June 6. Battle of Smithfield Walking Tour. Meet a Union soldier for a lecture and a walk down Church Street as he details his experiences in this battle. *6 attendees.*
 - June 12. Cookie Happy Hour. It's National Peanut Butter Cookie Day. Decompress from the work week, and start your weekend off right with a little history and a sweet treat. The museum is open late! *77 attendees.*
 - June 13. Walking Tour of Church Street. Join us as we venture for a stroll down Church Street to explore the history of this fascinating area. *14 attendees.*
 - June 27. Civil War Lecture Series. Hosted in conjunction with Olden Days.
 - Battle of Smithfield. Meet a Union soldier for a lecture and a walk down Church Street as he details his experiences in this battle. *10 attendees.*
 - Women in the Civil War. *22 attendees.*
 - Civil War Balloons. Join us for this informative lecture by Kevin Knapp as he portrays Thaddeus Lowe to discuss balloons during the Civil War. Balloons were used for surveillance and reconnaissance during the Civil War by the Union Army from 1861 through 1863 and by Confederate Army in 1862. The North made over 3,000 ascensions with seven balloons and the South made less than 10 ascensions with two. In this presentation you will learn about the first air to ground telegraph, the first field hydrogen generators, the first air directed artillery fire, the first air craft carrier, the first time two opposing forces had aircraft in the air at the same time and the beginning of U.S. Military Aviation. *28 attendees.*
- Groups/tours
 - June 19. The Isle of Wight-Smithfield-Windsor Chamber of Commerce's Leadership program met for their arts and leisure segment. The museum was their second stop, and Curator Tracey Neikirk, a participant in this year's program, hosted a guided tour. A tour was also led at Fort Boykin. *15 attendees.*
- Gift Shop
 - We replenished some low stock (books, pencil sharpeners, etc.) this month.
- Exhibit Update
 - Exterior banners. Awaiting designs.
 - Bathroom exhibit. We scrubbed, patched and painted the bathroom. Installation of our postcard exhibit will take place soon.



Windsor Castle

- No updates

Financials

- Gross Gift Shop Sales (including tax): \$890.12
- Donations: \$801.00
- Program/Lecture Fees: \$12.00
- **Total Monthly Deposit: \$1,703.12**

June 30 ends our first fiscal year with the town. FY 2014-2015 financials:

- Gross Gift Shop Sales (including tax): \$8,715.27
- Donations: \$10,265.72
- Program/Lecture Fees: \$1,928.00
- **Total: \$20,908.99**

Social Media/Online Presence

- Our website requires a re-launch. Until that happens, our information may be found at www.historicisleofwight.com.
- **Facebook:** Isle of Wight County Museum & Historic Sites: 1,122 likes. Daily posts.
- **Foursquare/Swarm.** We are monitoring Foursquare for visitor check-ins.
 - Total Visitors and Total Visits: 47 and 78

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our walking tours and special events
- *Smithfield Times. Slice Magazine.* Article: World's Oldest Peanut and More at IW Museum.
- June 24. *Smithfield Times.* Advertisement promoting the museum, Windsor Castle Park, Smithfield Center. Provided by Isle of Wight County and Smithfield Department of Tourism.

Outreach Lectures

- June 4. Mended Hearts, Virginia Peninsula Chapter 119. *28 attendees.*
- June 29. Blackwater Baptist Association Summer Day Camp. *75 attendees.*

Boykin's Tavern

- On June 11, Isle of Wight County Public Works removed the lower front porch ceiling and fascia board for replacement.

Meetings

- June 5. Ivy Hill Cemetery Walking Tour with Isle of Wight County Tourism.
- June 10 and 24. Town of Smithfield staff meetings.

Trainings/Safety

- None

From Our Website and Social Media

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



The first guest to our National Peanut Butter Cookie Day event.



Meet Alexandra Neikirk! She's volunteering with us on Tuesdays through the summer.



Kevin Knapp as Thaddeus Lowe during our Civil War lecture series on June 27.

ZONING PERMITS MAY 2015

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6491	ADDITION	HISTORIC DISTRICT	132 SYKES COURT	RITTER BIRDSONG BUILDERS INC.
6492	SIGN PERMIT	COCKEYED ROOSTER CAFE	1268 BENNS CHURCH BLVD.	RANDY DRESSLER COCKEYED ROOSTER CAFE
6493	PRIVACY FENCE	WATERFORD OAKS	208 KESWICK PLACE	SARAH MURPHY
6494	DETACHED GARAGE	MOON CREEK	11 MOON CREEK CIRCLE	PHILLIPS D AND W HOME IMPROVEMENTS
6495	SINGLE FAMILY DWELLING	ROUTE 10	18210 CYPRESS RUN DRIVE	WHITE CABCO PROPERTIES
6496	SIGN PERMIT	THE GREEN BERET OFFICE BUILDING	1801 S. CHURCH STREET	JULIA HOPKINS
6497	PIER, BOATHOUSE, BOAT LIFT	RIVER OAKS	351 PAGAN RIDGE	WELLS L AND L MARINE
6498	DEMOLISH SMITHFIELD FOOD MART	HISTORIC DISTRICT	240 N. CHURCH STREET	SMITHFIELD FOODS, INC.
6499	SHED	SCOTS LANDING	302 SMITHFIELD BLVD.	HENRY GOAD
6500	ANCILLARY STRUCTURE	WELLINGTON ESTATES	309 QUEEN COURT	JASON REALE HENRY MORGAN
6501	SIGN PERMIT	CROOKS SCHOOL OF MARTIAL ARTS	1408 S. CHURCH STREET	BARRETT CROOK MAJOR SIGNS
6502	PRIVACY FENCE	SCOTS LANDING	1625 COLONIAL AVENUE	MUTTS QUALITY BUILD EXTERIORS
6503	SIGN PERMIT	HOWARD HANNA	1702 S. CHURCH STREET	CHRISTA PICKRELL CARDINAL SIGN CORP.



News Release

FOR IMMEDIATE RELEASE

June 19, 2015

Contact: J.L. England

(757) 357-0115 – phone

(757) 613-0442 – cell

jengland@smithfieldva.gov

HAMMY BIRTHDAY! THE WORLD'S OLDEST HAM TURNS 113

SMITHFIELD, Va. – The world's oldest ham is 113 years old!

Celebrate this annual tribute from noon to 2 p.m. on Saturday, July 11, at the Isle of Wight County Museum with activities, information and, of course, a rousing round of "Hammy Birthday."

Also, we're unveiling a surprise gift of our very own for the birthday boy.

What's so great about 113? 113 is a prime number. It's also the police emergency number in Italy, Luxembourg, Slovenia and Vietnam as well as the name of a French hip hop band. More importantly, 113 is a good excuse for cake.

Join us. And remember, gifts for the birthday boy are optional.

PAN HAM CONTEST

The ham's birthday is the official launch of our annual **Pan Ham** contest! During your summer travels, take the image of P.D. Gwaltney Jr. and his ham with you and document a great moment with a photo of the image. Post your photo on our Facebook site - Isle of Wight County Museum and Historic Sites - or email it to us at jengland@smithfieldva.gov. The contest runs through Sept. 8, and we'll announce the winner on Sept. 11. All entrants will be entered into a random drawing for a prize.

Whatever your plans are – the beach, the mountains, the south of France or a staycation in your own backyard – be sure to pack the world's oldest ham. He is ready for an adventure!

Where can you find the image of Gwaltney and his ham? There are postcards in our gift shop, or you can print the image from our website: www.historicisleofwight.com.

HAM HISTORY

103 Main Street

Smithfield, VA 23430

(757) 356-1014

(757) 357-0114 FAX

Southern Shores Lawn & Landscape LLC.
PO Box 63
Rescue, Va. 23424

Office # (757)879-3153

Fax # (757)357-0661

Cell # (757)869-8078

Members of Town Council
Smithfield, Va. 23430

June 29, 2015

Dear Members of Council,

I had the pleasure of meeting with Jessie and Amy on Friday to discuss some concerns that have come to light. I first would like to say that I truly appreciate the opportunities that I have had with the Town of Smithfield over last few years, as some of you know I also live in town and take huge pride in being able to service this town. With that being said I would like to address the concerns that were shared with me and try to enlighten you as to what has been getting done.

- May went down as one of the wettest on history, with that being said my team has spent countless hours cleaning & spraying beds several times but as many of you know with the heat wave & amount of rain we were unfortunately being more reactive than proactive.
- The Smithfield Center and Veterans Memorial were planted with new annuals. Our annuals were ordered early as we have done every time in the past, however due to the winter we had, our order was late getting filled due to low inventory numbers that our suppliers had on hand.
- From May 25 through June 26 our town received 12" of rain, and Southern Shores lost 9 working days. With that being said Southern Shores was able to complete several tasks, we installed 225 yards of mulch, we have planted over 1900 summer annuals throughout the town, we have maintained the right of way mowing and Windsor Castle Park as weather allowed, and as special work requests came in (i.e. Park Water front getting mowed for special events, Church Street getting mulched as well as grass height violations getting mowed).

I am and have always been very committed to Smithfield and plan to continue. I have learned a lot this season with the passing of Bill Hopkins. We answered to one contact before and now we have multiple. Southern Shores has worked hard to find ways to be more cost effective for the town. An example of this is with the annuals. The town was purchasing 4" annuals for what Southern Shores was able to purchase 6" annuals at. We made that switch with Bill and Peter's approval. Our contract states that we install 3000 annuals per year. When The Taste of Smithfield was added we increased the number to 3300 per year. In 2013 Bill wanted to add more annuals to the town for an event, since that request Southern Shores has installed on average 3800 annuals per year at NO

additional cost to the town for our labor. Please understand that I know we make mistakes at times but I think our track record speaks volumes and shows that we are working to improve our service to The Town of Smithfield. Thank you all for taking the time to read this and I hope it sheds some light on what Southern Shores has been doing. Please feel free to contact me directly with any questions or concerns that you may have.

Kindest Regards

Kevin Rudy
Southern Shores Lawn & Landscape LLC



**PROCLAMATION
SMITHFIELD POLICE DEPARTMENT
NATIONAL NIGHT OUT 2015**

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug, and violence prevention program on Tuesday, August 4th, 2015 called “National Night Out”; and

WHEREAS, the “32th Annual National Night Out” provides a unique opportunity for Smithfield, Virginia to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, Smithfield Community Crime Prevention (S.C.C.P.) Team and the Business and Neighborhood Watch programs play vital roles in assisting the Smithfield Police Department through joint crime, drug and violence prevention efforts in Smithfield and is supporting “National Night Out 2015” locally: and

WHEREAS, it is essential that all citizens of Smithfield, Virginia be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Smithfield: and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the “National Night Out” program;

NOW, THEREFORE WE, THE SMITHFIELD TOWN COUNCIL MEMBERS, do hereby call upon the citizens of Smithfield to join the Smithfield Police Department, the S.C.C.P. Team, and in supporting the “32th Annual National Night Out” as “NATIONAL NIGHT OUT” in Smithfield, Virginia.

By: _____
Mayor

Clerk

APROPRIATION RESOLUTION
FISCAL YEAR 2015-2016

WHEREAS, in order to provide for the operation of the government of the Town of Smithfield, the Town Council of the Town of Smithfield finds it necessary to appropriate the funds budgeted for fiscal year 2015-2016, beginning July 1, 2015:

NOW, THEREFORE, BE IT RESOLVED that the following sums of money, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated for the corporate purposes and objects of the Town as hereinbelow specified for the fiscal year commencing on the 1st day of July, 2015, and ending on the 30th day of June, 2016:

A. From General Corporate Taxes and Revenue:

Operating expenses:

For general government	\$616,742
For treasurer	489,975
For public safety	2,416,105
For planning, engineering & public works	807,113
For public buildings	162,550
For community development	319,949
For parks, recreation & cultural	796,414
For debt service	<u>589,119</u>

Total \$6,197,967

Capital outlay:

For Treasurer	\$157,525
For public safety	176,393
For planning, engineering & public works	121,200
For public buildings	196,000
For parks, recreational & cultural	18,500
For road maintenance	<u>1,067,664</u>

Total \$1,737,282

GRAND TOTAL \$7,935,249

Appropriated for the foregoing expenses from the following sources:

Taxes:

Real Estate	\$1,707,275
Personal Property	889,900
Penalties & interest	42,045
Franchise	149,000

Sales	300,000
Utility	193,600
Meals-4%	915,000
Meals-2%	457,500
Cigarette	130,000
Transient Occupancy	170,000
Short term rental	3,230
Rolling stock	23
Consumption	46,000
Communications	<u>237,000</u>

Total \$5,240,573

Licenses:

Privilege licenses	344,900
Permits	24,900
Motor vehicles	<u>146,200</u>

Total \$516,000

Fines	70,000
Revenue from use of money and property	221,667
Other revenue	6,000
Revenue from Commonwealth of Virginia	196,395
Revenue from Federal Government	<u>2,250</u>

Total \$496,312

Other Financing Sources:

Contributions	22,190
Line of credit proceeds	450,000
Operating reserves	142,510
Road maintenance	<u>1,067,664</u>

Total \$1,682,364

Grand Total \$7,935,249

B. From Water and Sewer Revenues

For water operating expenses	\$1,374,642
For sewer operating expenses	639,162
For depreciation & amortization expense- water	365,000
For depreciation & amortization expense- sewer	380,000
For interest expense – water	42,583
For interest expense – sewer	10,101
For well nest contribution	<u>70,000</u>

Total \$2,881,488

Reserves

To Water Reserves	(138,374)
From Sewer Reserves	<u>307,627</u>

Total \$169,253

Grand Total \$3,050,741

Appropriated for the foregoing expenses from the following sources:

Operating revenue:

Charges for services-water	1,423,185
Charges for services-sewer	681,000
Water Debt Service Revenue	189,712
Sewer Compliance Revenue	496,000
Connection fees-water	16,500
Connection fees-sewer	39,500
Application fees-water	8,654
Miscellaneous – water	1,000
Miscellaneous – sewer	<u>1,000</u>

Total \$2,856,551

Non-operating revenue (expenses)

Availability fees-water	68,000
Availability fees-sewer	103,000
Interest revenue-water	6,800
Interest revenue-sewer	4,500
Contribution – capital	<u>11,890</u>

Total \$194,190

Grand Total \$3,050,741

SUMMARY

Appropriated from general corporate taxes and revenue	\$7,935,249
Appropriated from water and sewer revenues & reserves	<u>\$3,050,741</u>
TOTAL:	\$10,985,990

These appropriations shall be effective as of July 1, 2015.

Adopted: July 7, 2015

T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk

RESOLUTION

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

WHEREAS, the Town Council has already established a credit line facility with Farmers Bank connection with the Pinewood Height redevelopment project in an amount not to exceed One Million Dollars (\$1,000,000.00); and,

WHEREAS, the Town Council finds it necessary and in the best interest of its citizens to renew the line of credit to provide operating funds to pay the Town's expenses from time to time.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Smithfield that the Town's Treasurer, Town Manager and Town Attorney are directed to negotiate terms for the renewal of the existing credit line with Farmers Bank, Windsor, Virginia in an amount not to exceed One Million Dollars (\$1,000,000.00); and,

BE IT FURTHER RESOLVED that the Town's mayor, Town's Treasurer, Town Manager and Town Attorney are authorized and directed to execute such documents as may be necessary to renew and secure a credit line with Farmers Bank, Windsor, Virginia in an amount not to exceed One Million Dollars (\$1,000,000.00).

Adopted this 7th day of July, 2015.

TOWN COUNCIL OF THE TOWN OF SMITHFIELD

By: _____
T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk



GOVERNMENT LEASING AND FINANCE, INC.
1310 MADRID ST, SUITE 107
MARSHALL, MN 56258



INVOICE NUMBER 280959396

DATE DUE
8/1/2015

TOTAL DUE
\$84,150.83

CHECK HERE IF ADDRESS CORRECTION IS NEEDED
COMPLETE INFORMATION ON REVERSE SIDE

000000717 1 MB 0.439 106481081628719 P
TOWN OF SMITHFIELD
310 INSTITUTE STREET
PO BOX 246
SMITHFIELD, VA 23431-0246

PLEASE REFERENCE INVOICE # ON YOUR CHECK

PLEASE RETURN THIS PORTION WITH REMITTANCE PAYABLE TO:

GOVERNMENT LEASING AND FINANCE, INC.
PO BOX 959067
ST LOUIS, MO 63195-9067

959067 280959396 008415083



GOVERNMENT LEASING AND FINANCE, INC.
1310 MADRID ST, SUITE 107
MARSHALL, MN 56258
800-328-5371
EFCUSTOMERSUPPORT@USBANK.COM

DATE OF INVOICE 6/17/2015
INVOICE NUMBER 280959396
Customer Credit Account Number 1177029

DATE DUE
8/1/2015

TOTAL DUE
\$84,150.83

PAGE 1 OF 1

FOR INVOICE INQUIRIES, PLEASE CONTACT US AT 800-328-5371

MESSAGES

SAVE TIME : MAKE QUICK AND EASY ONLINE PAYMENTS BY VISITING WWW.USBANK.COM/ACCOUNTABILITIES

CONTRACT NUMBER	DESCRIPTION	CONTRACT PAYMENT	MISC./LATE CHARGES	SALES/USE TAX	TOTAL DUE
077-0018806-001	WATER PLANT CONST CONTRACT PAYMENT 8/1/2015	84,150.83	0.00	0.00	84,150.83

***A LATE CHARGE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED BY DUE DATE. IF

FOR ANY REASON YOUR CHECK IS RETURNED FOR NON-PAYMENT YOU WILL PAY US A \$30.00
FEE OR, IF LESS, THE MAXIMUM ALLOWED BY LAW OR THE CONTRACT.***

VENDOR # _____
ACCOUNT # _____
DEPT HEAD ldh
TOWN MANAGER _____