

# SMITHFIELD TOWN COUNCIL AGENDA



August 7<sup>th</sup>, 2012 at 7:30 p.m.  
Held at Smithfield Center, 220 N. Church Street

## A. INFORMATIONAL SECTION:

1. Manager's Report
  - a. July Activity Report
  - b. Introduce Police Officer Samuel Johnson and Officer Joshua Adams

## B. UPCOMING MEETINGS AND ACTIVITIES:

- |           |   |  |
|-----------|---|--|
| August 7  | - | 7:30 p.m. – Town Council Meeting   |
| August 14 | - | 4:00 p.m. – Pinewood Heights Management Team Meeting   |
| August 14 | - | 7:30 p.m. – Planning Commission Meeting  |
| August 21 | - | 7:30 p.m. – Board of Historic and Architectural Review   |
| August 27 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Police Committee<br>Water and Sewer Committee<br>Finance Committee                            |
| August 28 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Fire and Rescue Committee<br>Public Works Committee<br>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. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District
- B. Proclamation for Girl Scout Participation in the American in Bloom Contest **TAB # 1**

## D. Council Comments

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

**E. Summary of Consent Agenda items**

- a. Water and Sewer Committee Chairman, Andrew C. Gregory
- b. Finance Committee Chairman Randy Pack
- c. Public Works Committee Chairman Michael G. Smith
- d. Public Buildings and Welfare Committee Chairman, Dr. Milton Cook

**CONSENT AGENDA ITEMS**

- C1. Motion to Accept the Proposal From Draper Aden Associates for Minton Way Pump Station Sewer Basin CCTV Inspection Scope of Work and Fees as Part of the Sanitary Sewer Overflow Special Order by Consent in an Amount not to Exceed \$35,000.**  
Water and Sewer Committee Chair, Andrew C. Gregory
- C2. Motion to Accept Proposal From Draper Aden Associates for South Church Street Manhole Rehabilitation Project Scope of Work and Fees in an Amount not to Exceed \$12,500.**  
Water and Sewer Committee Chair, Andrew C. Gregory
- C3. Resolution in Support of Extending Town Water and Sewer Utilities to the New Rescue Squad Facility on Great Springs Road** **TAB # 2**  
Water and Sewer Committee chair, Andrew C. Gregory
- C4. Invoices Over \$10,000 Requiring Council's Consideration:**  
Finance Committee Chair, Randy Pack
- |   |              |
|---|--------------|
| a. Clark Nexsen                               | \$ 14,339.44 |
| b. Excel Paving Corporation                   | \$316,913.26 |
| c. Draper Aden Associates                     | \$ 29,199.16 |
| d. Dominion Virginia Power                    | \$390,664.71 |
| e. MBF Industries, Inc. (Mobile Command Unit) | \$174,774.56 |
- C5. Ordinance to Amend the Town Code to Include Repeat Offender Fines for Vegetation Violations** **TAB # 3**  
Public Works Committee Chair, Michael Smith
- C6. Motion to Reject Proposal Received for Vehicle Maintenance Service**  
Public Works Committee Chair, Michael Smith
- C7. Motion to Authorize the Town Manager to Enroll in the Virginia Department of General Services Vehicle Management Control Center Program.**  
Public Works Committee Chair, Michael Smith
- C8. Motion to Accept Proposal from Colonial Webb Contracting for HVAC System Maintenance and Installation of New HVAC Units at the Smithfield Center**  
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C9. Resolution to Accept the Concept and Gift of Public Restrooms located at 206 Main Street** **TAB # 4**  
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C10. Motion to Authorize the Town Manager to Submit Second Grant Request to the Obici Healthcare Foundation and to Issue a New RFP for Consultant Services in Regards to the Smithfield on the Move Initiative**  
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C11. Motion to Authorize the Town Manager to Issue a Request for Proposals for the Lease or Sale of Town Property Located at 224 Main Street**

**ACTION SECTION**

1. **Motion to Approve the Town Council Minutes for the Meeting of June 25<sup>th</sup>, and July 2<sup>nd</sup>, 2012**  
Town Attorney, William H. Riddick, III
2. **Old Business:**
3. **New Business:**
4. **Closed Session: Disposition of Real Property**
5. **Adjournment** -

August 3, 2012

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MONTHLY ACTIVITY REPORT – July 2012**

**TOWN MANAGER'S OFFICE:**

- a. Attended the following meetings: Windsor Castle Park Foundation Board, VML Insurance Programs Investment Committee, ADA Step Out Walk kick off, Pinewood Heights Management Team, Intergovernmental Relations Committee, Smithfield 2020, Taste of Smithfield Ribbon Cutting, Obici Healthcare Foundation, Isle of Wight Historical Society, HRPDC Chief Administrative Officers, and Kiwanis
- b. Volunteered at Kiwanis Kids Fishing Day Event
- c. Coordinated Town Council reception for outgoing Mayor Hare and Councilman Graham
- d. Attended funeral of Mary Campbell, wife of town BZA member, Joseph Campbell
- e. With Lesley, conducted Office Aide interviews and had exit interview with Fog Inspector Will Councill
- f. Utilized remaining "Use it or Lose it" vacation leave days this month.

**TOWN CLERK'S OFFICE:**

- a. Utilized one week of vacation.
- b. Transcribed and proofed the monthly minutes for Town Council, Planning Commission and Board of Historic and Architectural Review.
- c. Attended Windsor Castle Foundation Board Meeting on July 5<sup>th</sup>.
- d. Attended Pinewood Heights Management Team meeting at the Smithfield Center to take summary minutes July 10<sup>th</sup>.
- e. Attended Pinewood Heights Neighborhood meeting at the Smithfield Center to take summary minutes July 10<sup>th</sup>.
- f. Attended Intergovernmental Relations Committee at the Smithfield Center to take summary minutes for July 11<sup>th</sup>.
- g. Conducted interviews with Town Manager for Office Aid Position.
- h. Prepared July Town Council Committee Agenda, and August Town Council Agenda
- i. Attended Town Council Committee meetings on July 23<sup>rd</sup> and 24<sup>th</sup> and prepared summary reports of the committees.
- j. Attended Reception for outgoing Council members John Graham and Dave Hare, July 24<sup>th</sup>.

## **TREASURER'S OFFICE:**

- a. Worked with auditors from Dixon Hughes Goodman July 10 through 12 for annual preliminary work.
- b. Attended Pinewood Management Team Meeting at the Smithfield Center on July 10.
- c. Prepared required documentation for a \$1,000,000 line of credit with Farmers Bank as approved at the July 2, 2012 Town Council meeting.
- d. Completed May financial statements and June cash balances for finance committee meeting on July 23.
- e. Took vacation days from July 25 through July 27.
- f. Began work on fiscal year end 2012 close out.

## **PUBLIC WORKS:**

- Staff performs the following duties on a monthly basis:  
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
    - a. Continued work on manhole inspections and air release valves - both 50% complete.
    - b. 613 Westminster Reach - repaired broken sewer lateral.
    - c. 212 Moonfield Dr. - clogged sewer line used sewer machine to unclog line.
    - d. Sewer line cleaning 5% completed
  2. Sewer Pump Station Repairs and Maintenance:
    - a. Weekly and daily checks on all 27 pump stations.
    - b. Performed schedule maintenance at 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 checks

3. Water Line Repairs and Maintenance:

- a. Repaired service line that was leaking under the road at Brewers Pl. line was repaired and put back into service.
- b. Service line at 501 Williamsburg Ave. - repaired due to leak.
- c. 2" galvanized main in the back yard of 506 Bailey Ave. began to leak. Staff sleeved section of old main with 1 ½ CTS to repair leak.
- d. Service line in Institute St. was repaired because of leak.
- e. 1 ¼ Galvanized line on Peterson Ave. had to be repaired because of leak in line.
- f. Repaired water leak at 220 East St. Service line going into meter box had split causing leak. Repairs were made.

4. Well Repairs and Maintenance

- a. All wells are off now that RO plant is running. Upgrades to well houses are being planned to keep wells in operating condition in case of an emergency.
- b. Did water tank inspection on the Battery Park Rd. Storage tank. Town staff assisted Caldwell in the climbing and the inspection of the tank.

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. HVAC service techs continued repairs to electrical room AC.
- c. Orifice plates arrived for RO skid.
- d. Town staff gave tour of RO plant to Suffolk water plant staff.
- e. HRSD lab techs were on-site doing bi-annual sampling and analysis of concentrate discharge.

6. Safety

- a. Monthly truck inspections.
- b. All Public Works employees attended Cell Phone Use/Distracted Driving Safety.
- c. Monthly playground inspections.

7. Miscellaneous

- a. Clean off and repaired walking trails at the Windsor Castle Park twice a week by grounds crew or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. Grounds crew- grass cutting for the season and trash pick up to keep the Town clean: Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St./258 and Waterworks Rd and other areas.
- c. Minor repairs at Town Hall and Town Buildings.

PLANNING AND ZONING:

1. Planning Commission – 07/10/12
  - A. Entrance Corridor Overlay District Design Review – Exterior Renovation, Signage – 1500 South Church Street, Roger’s Veterinary Hospital – Kathryn Bouvier, applicant – Approved.
  - B. Entrance Corridor Overlay District Design Review - Exterior Renovation, Signage - 1909 South Church Street, Hardee’s Restaurant – Cathy Buro, Allen Industries, LLC, applicants – Tabled.
  - C. Vendors, Itenerent Merchants and Seasonal Businesses – Formed Subcommittee to explore issue.
2. Rezoning Applications under review
  - A. None
3. Special Use Permit Applications under review
  - B. None
4. Subdivision and Site Plans under review
  - A. McDonald’s Restaurant
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)
  - D. YMCA (90% complete)
  - E. Smithfield Foods Test Kitchen (95% complete)

- F. True Value (95% complete)
- G. Main Street Baptist Church (20% complete)
- H. Taste of Smithfield (95%)

6. Board of Zoning Appeals 07/17/12

- No meeting held.

7. Board of Historic & Architectural Review 07/17/12

- A. Proposed Trim Color Revision – 310 Institute Street – Noncontributing – Town of Smithfield, applicant – Denied.
- B. Proposed Fence Revision – 231 Cary St. – Noncontributing – Joseph Reish, applicant – Approved.
- C. Proposed Fence Replacement – 240 James St. – Noncontributing – Harry Christie, The Children’s Center, applicants – Approved.

ENGINEERING:

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. No homes are under construction at this time.
- B. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. No condominiums are under construction at this time.
- C. South Church Street Streetscape Project, Contractor has completed landscaping from Luter Drive to Cedar Street. Contractor has completed sidewalk brick installation on both sides of project from Cedar Street to Smithfield Station parking lot. Verizon has begun installation of their main cable from the Verizon Building to Smithfield Station parking lot.
- D. Blair Bro.’s Contr. started and completed repair of damaged storm drain pipe and drop inlets on Royal Aberdeen in Cypress Creek. Contractor also repaired storm drain outfall on Cypress Creek Parkway, regraded and installed rip-rap.

August 3, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING  
HELD ON MONDAY, JULY 23<sup>RD</sup>, 2012

The Police Committee met Monday, July 23<sup>rd</sup>, 2012 at 4:02 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Constance Chapman, Chair; Mrs. Denise N. Tynes, and Mr. Andrew C. Gregory, Vice Mayor. Other Council members present were Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Mr. William H. Riddick, III, Town Attorney; Ms. Comarth Saunders, Financial Analyst; Mr. Steve Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Police Chief; Also in attendance was Mr. Richard Grice. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman, Ms. Constance Chapman 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 this morning while on patrol an officer observed what appeared to be a sick fox run across the road at Hepinstall and Magruder. The officer was able to follow the fox into the woods. This afternoon we received a call that what appeared to be the same ill looking fox had shown back up at the NAPA parking lot along South Church Street. The officer was authorized to euthanize the fox and it has now been sent to the state lab for analysis. Chief Bowman stated that National Night Out is planned for August 7<sup>th</sup> from 4:00 p.m. to 7:00 p.m. to celebrate the wonderful ability to go out in this town without a lot of crime. The YMCA has been more than gracious in helping out with this event. A request for street closure is also on your agenda today for approval. Chief Bowman also reported that last Friday they began serving indictment warrants on five individuals that have been indicted by the Isle of Wight Grand Jury for drug dealing. At this time we have arrested three of the five. The fourth has indicated that he plans to turn himself in on Friday while the fifth remains at

large. The open house for the police department has been changed to October 6<sup>th</sup> due to the heat. Chief Bowman stated that he had one additional item to mention under operational updates. Included in the e-packet was overtime graphical data that includes hours from a visual prospective. He explained that the charts are one half of one month which is one pay period. Chief Bowman asked that committee keep in mind that this is one of the departments highest pay periods of overtime because it includes the July 3<sup>rd</sup> fireworks celebration. Dr. Cook clarified that sixty percent of the overtime is tourism related. Chief Bowman stated that was correct. The next highest percentage is community relations. This percentage is to provide classroom education as a public relations activity. The other percentages are somewhat discretionary depending if there are times when officers may need to work over to finish up reports of an event that takes place on their shift. Dr. Cook asked if Chief Bowman was confident that these figures would stay pretty consistent throughout the year. Chief Bowman stated that you can look back historically and these figures pretty much reflect what he has observed in the last three months as far as overtime. He stated that a lot of the overtime is in conjunction with making the town safe for tourist oriented business. Mrs. Tynes asked if the town could ask for a donation from some of the organizations that are coming for special events to help pay for some of the overtime. Chief Bowman stated that the Smithfield Wine Festival did donate \$500 to the police department. This money was used to purchase a new bicycle because we figured that would be used in conjunction with tourism events. Chief Bowman stated that a lot of the events such as the car shows are charitable organizations and everything that they do does not go back to profit them. Dr. Cook mentioned that he understands that these groups do their charitable fundraisers and there is a cost to do business. Not all sites that they chose are donated and this should be part of their overhead cost. He does not think it is unreasonable for us as a town to ask for a donation to help pay for the officers that are placed there to keep the street closed for public safety. Mr. Gregory stated that in a tough economy there is a momentum that this is a destination where people like to hold their events. All these events are creating significant economic impact for the neighboring businesses. He does not want to do anything that is going to slow that down. He also stated that the financial impact net from having a hundred cars and two hundred fifty people that come with those cars and the five hundred that come to look at them makes up in sales tax. Ms. Chapman stated that this is something that the town should definitely look into. The Town Attorney stated that to do this the town needs to establish a policy. The town cannot pick and chose who they want to charge and who not to charge. Chief Bowman stated that Deputy Chief Howell has volunteered to check with other jurisdictions to see what they are doing and bring back to the next police committee.

2. Continued Discussion on Town Wide Speed Limit Analysis – Chief Bowman reported that as directed by council the police department headed up by Lt. Rogers conducted some assessments as far as speed velocity was concerned at a number of different locations. All the results have been included in your e-packet for your review. What we found is probably why our speeding summons are down. The department found that there was pretty good compliance as far as speed limits were concerned in these specific areas. Also in your e-packet is a map that shows the speed zones town wide. Chief Bowman stated that when he looks at it there is not a whole lot of rhyme or reason

why some areas are posted the way they are. He stated that when looking at the State Code and the definition of a residential zone the areas in red that are 30 mph zones would qualify for the statutory definition of a residential area. State Code also contains a table that gives stopping distance for vehicles. This table is still used and for a vehicle (car) traveling at 25 mph it takes eighty five feet to stop and a vehicle traveling 30mph takes one hundred nine feet to stop. Chief Bowman stated that at last committee he was asked about consistency in application of law enforcement. He stated that having a consistent 25 mph speed in residential zones makes it easier for the public to understand. Chief Bowman mentioned that in conducting the survey he noticed a sign along Moonefield Drive that could be potentially problematic and recommended removal of sign. The sign read 30 mph unless other wise posted. Chief Bowman stated that he recommends for consistency purposes that the residential zones posted at 30 mph be reduced to 25 mph. The Town Attorney stated that years ago before the State adopted these provisions that apply now you could make a speed limit anything you wanted it to be. Now there is a state law that says you should be consistent. He stated that the ones that are already 30 mph you can leave thirty if you want to but Chief Bowman is recommending they be changed to be consistent. Chief Bowman again explained that there is no real rational reason for why some streets are posted at 30 mph while others are 25mph. The Town Attorney explained that these speed limits were posted prior to pre-annexation. Dr. Cook stated that when you look at the results of the survey that was done on the average speed vehicles are traveling most vehicles are in compliance with the posted speed limits. The Town Attorney mentioned if the town wanted to leave anything 30 mph maybe Smithfield Boulevard and John Rolfe could stay 30 mph because they are so long. Mayor Williams did not agree because John Rolfe which turns into Moonefield Drive is a very busy street with a lot of pedestrian traffic because of the community swimming pool and Beale Park. Mayor Williams also mentioned that a child has been hit in the 30 mph zone on Cary Street. Cary Street scored the worst on the speed survey. They average 35 mph coming through from that 45 mph zone. The Town Attorney stated that a portion of Cedar Street probably does not qualify as a 25 mph zone because there are no houses to qualify it as residential. Mr. Gregory asked if we need take these all together or do them on a case by case basis. Mrs. Tynes stated the reason we started this conversation is because of public safety. She suggested that the town reduce speed limits in residential zones to 25 mph on streets that do not have public walkways. Dr. Cook stated that he is in favor of making all of Moonfield's residential area, the first portion of Cary Street and Cedar Street to 25 mph. He stated that the only one that he has question about is Smithfield Boulevard. Mr. Gregory stated that the one thing that was encouraging about Smithfield Boulevard was the average speed in that area was 27 mph even though it is posted as 30 mph. He stated that he tends to agree with Dr. Cook that from a public safety standpoint all of Moonefield should be reduced to 25 mph. Chief Bowman explained that there has one problematic area since he has been here and that is at the beginning of Canteberry Lane as it comes off Benn's Church Boulevard. It is a 35 mph zone and then immediately goes to a 25 mph zone as you enter the residential area. His recommendation is to address this location as well. The Town Attorney asked if that area qualified to be 25 mph. Chief Bowman explained that it does not qualify as residential but it would qualify under the business definition to be 25 mph. Mayor Williams asked if the ordinance that was created for golf cart usage would allow golf carts to be used on

any street that was 25 mph or less. The Town Attorney explained that the ordinance limited golf cart usage to five neighborhoods within the town as areas to see how golf cart usage on public streets would work out. This ordinance can be amended to include other neighborhoods in the future. Committee agreed that golf cart usage is a totally separate topic of discussion and can be brought back at a later time. Mr. Gregory stated that he is on board with all that has been discussed from adjusting Canteberry Lane, and essentially changing all of Moonefield to 25 mph. He mentioned that he is still unsure about Smithfield Boulevard. Ms. Chapman stated that for consistency she recommends reducing all residential zones that are currently posted as 30 mph to 25 mph including Smithfield Boulevard as they have no public walk ways along that road. Chief Bowman stated that if these changes are made it is not going to be open field day for the police department to write tickets. The police department will take an educational approach to these changes. Mr. Grice was present and asked if the speed in front of Wellington Estates entrance had been addressed. It stated that the speed there is currently at 45 mph and should be reduced to 35 mph at a minimum. Residents in Wellington Estates have a concern that the traffic is moving too fast for them to enter the roadway. Ms. Chapman asked if the speed turning off South Church Street is 35 mph should extend that 35 mph zone out past Wellington Estates entrance. Committee asked if a study had been done on the traffic speed for Battery Park Road. Chief Bowman stated that a traffic survey was not conducted on Battery Park Road. The Town Attorney recommended not making any changes to Battery Park Road until a traffic study could be done. Chief Bowman stated that the police department would conduct a study for both side of Wellington Estates entrance. He explained that what Mr. Grice is indicating is the velocity of the vehicles on coming does not allow for a prudent decision to be made, if they are exceeding the posted speed limit, in entering Battery Park Road. They Town Attorney explained what portion of Cary Street could be reduced to 25 mph. He also stated that from the YMCA to the town's boundaries could remain 30 mph because it is pre dates the States statue of 35 mph. The Town Attorney suggested leaving the speeds as they are on Cary Street except for reducing the residential portion to 25 mph as you turn off Grace Street onto Cary Street. Chief Bowman stated for clarification purposes committee would like the police department to conduct a study of Battery Park Road to append to the existing speed limit study. The Town Attorney explained the portion of Cedar Street that has businesses and residential would qualify to be reduced to 25 mph however once you get to the portion that has no houses it would no longer qualify to be reduced. The town could choose to go up to 35 mph or leave it at 30 mph. Committee agreed to leave at 30 mph. Committee was in agreement to bring everything back next month so they could vote on everything at one time. Then they could notify the public of all changes at once. Mr. Gregory asked for an additional map to show the proposed changes that will be made.

3. Possible Road Closure of Washington Street for "National Night Out" on Tuesday, August 7<sup>th</sup>, 2012 – Chief Bowman stated that he would like to respectfully request that the Police Department be allowed to close this area for public safety of pedestrian traffic if necessary. Ms. Chapman asked if there was a need to close James Street. Chief Bowman did not feel there was a need to have James Street closed as well. This item will not be on the Town Council agenda as the event will take place the same day just prior to the Town Council meeting. The Town Manager stated that Chief

Bowman has the authority under the Town Code to make this decision if he feels it is a safety issue. Committee was okay with possible closure if needed.

The meeting adjourned at 4:45 p.m.

August 3, 2012

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, JULY 23<sup>RD</sup>, 2012

The Water & Sewer Committee held a meeting on Monday, July 23<sup>rd</sup>, 2012 at 4:45 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. Michael G. Smith, and Mrs. Denise Tynes. Other Council members present were Ms. Constance Chapman, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, town Attorney; Ms. Comarth Saunders, Financial Analysis; Also in attendance was Mr. Richard Grice. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman, Andrew C. Gregory called the meeting to order.

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

1. Draper Aden Associates for Minton Way Pump Station Sewer Basin CCTV Inspection Scope of Work and Fees as part of the Sanitary Sewer Overflow Special Order by Consent Project - Mr. Gregory reported that this is a proposal for closed circuit television (CCTV) inspections of the sanitary sewer lines in the Minton Way Pump Station Sewer Basin. The cost of the proposal is in the amount of \$35,000. The Town Manager stated that the town has four proposals that are in the hopper and are ready to come to Town Council for approval. These first two are the most important that staff feels we should start with. These items are budgeted within our overall sewer fund budget due to the sanitary sewer consent order. Mr. Hopkins stated that this could be extremely costly depending on what problems are found. These inspections will narrow down what the problems are. Town staff will continue to clean the lines with the new sewer VAC truck. Draper Aden Associates will CCTV inspect the lines once they have been cleaned. Mr. Gregory stated that in the proposal they referenced the total budget of rehab for \$3.9 million. He stated that it was his understanding that the \$3.9 million was for all the basins but they make it sound like it is just specific to the Minton Way basin. Mr. Gregory stated that he thought the entire SSO budget was \$3.9 million. Ms Minga stated that the original SSO budget was \$3.2 million but has continued to grow. Mr. Hopkins stated that they are referring to 70% rehabilitation of the existing infrastructure but it has not been finalized yet by Draper Aden Associates. Ms. Minga stated that she

does not know what the final target budget is. She explained that the town started with \$3.2 million and they have asked us to anticipate an additional \$500,000 each year as we go forward. Mr. Hopkins stated that it is an additional \$500,000 a year for the next 20 – 25 years. Mr. Gregory stated that they are anticipating that 70% of the system will need to be rehabbed or repaired in some way. Mr. Gregory asked what was the name of the basin that we did approximately a year and a half ago that was for 33 linear feet? Mr. Hopkins replied that was the historic district. A study was performed and no find and fix repairs were needed. Mr. Hopkins stated that there is always hope that will be what will be found here too. Mr. Gregory stated that once this is done will it put the town roughly half way of inspecting all the lines in town? Mr. Hopkins responded that was correct. Dr. Cook stated that he does not understand the paragraph that this portion of the project will cost \$3.9 million to fix Minton Way Pump Station Sewer Basin. Mr. Gregory feels that this \$3.9 million must be associated with the anticipated additional \$500,000 each year. Mr. Hopkins mentioned that there are 13 basins involved in the consent order. Committee recommends approval of the proposal to video and process data of 14,000 linear feet for a total cost of \$35,000. This is a cost of \$2.50 per foot. Dr. Cook asked if staff could find out what they are talking about when they refer to the \$3.9 million by next committee meeting. Mr. Gregory stated that since they have four proposals to be approved it would be nice to have Mr. Snyder of Draper Aden Associates to attend an upcoming meeting to explain where we are. Staff agreed to check with Mr. Snyder about attending next month's committee meeting.

2. Proposal from Draper Aden Associates for South Church Street Manhole Rehabilitation Project Scope of Work and Fees – Mr. Gregory reported the second proposal was in regards to four manhole rehabilitations along South Church Street. The total cost of this proposal is \$12,500. Committee asked how the storm drain that was installed at 113 North Church Street did with the most recent rain event. Staff was pleased to report that it worked well. Committee recommended approval of proposal to rehab manholes on South Church Street. Mrs. Tynes asked for town staff to include in the next newsletter for residents to clear their ditch areas to make them free of debris. This would help with the flow of storm water when we have significant rain events.

3. Request From IOW County for Water and Sewer Service to New IOW Volunteer Rescue Squad Facility on Great Springs Road – Mr. Gregory stated that Council representatives had a conversation at Intergovernmental Relations Committee about a couple of different routes the county is considering to connect town water and sewer utilities to the new rescue squad facility. He stated that there are some issues that are out of the towns control because their routes will need to go through the Cypress Greek Golf Course. Mr. Grice was present and asked if committee was aware that the water pressure in Cypress Creek is at best minimal. He asked what engineering study is planned to determine how this connection will further impact the water pressure. Mr. Gregory stated that question actually came up at Intergovernmental and the consensus was this was the first time anyone has been told about the low water pressure in Cypress Creek. Mr. Grice stated that he lives at the end of a line and the water pressure has improved a little with residents installing wells to irrigate their lawns but it is still minimal. His concern is adding the rescue squad facility will cause even lower water pressure which will stop the growth of the neighborhood because people will not want to buy there if there is low water pressure. Dr. Cook stated that he would like to know how much water

is the rescue squad facility going to be using on a daily basis compare to any other house built. Their activities should not be much more than a normal household. Staff will check meter at current facility to see how much water they are using. Mr. Gregory stated that the county is working out an agreement with Cypress Creek just to get the line through their property. The Town Manager stated that he spoke with Supervisor Casteen today and he stated that they have a tentative agreement with Mr. Steve Adams the developer of Cypress Creek in the location they were interested in. The Town Attorney stated that at the Intergovernmental Relations Committee there was very clear understanding of what that water can be used for. It cannot be used to extend water service to anything except the rescue squad facility. Mr. Grice was concerned that only eight acres will be used for the rescue squad facility and there is another eighty-three acres that could be developed. Committee stated that the eighty-three acres would not be allowed to connect to town utilities. Mayor Williams stated that Christian Outreach is looking at purchasing some of that land as their distribution center. They have already asked about water connection and have been told that they will not be able to connect to town utilities. Mr. Gregory stated that Christian Outreach would not be held to the same standard as the rescue squad facility when it comes to reverse osmosis water treatment and fluoride. Dr. Cook asked if the county is expecting the town to take action on this now. The Town Manager stated that whether it be just a motion at this time the county is looking for something that affirms that the town is with the county to see this through. Mr. Gregory asked if we could just verbally tell them at this point. The Town Attorney stated that it is not that simple. The existing utility agreement and annexation agreement need to be amended because there is a very clear policy that says the town cannot extend utilities into the county without their consent and the county has a prohibition about the town doing that. Agreements have to be amended on both sides. At this time they are looking for a resolution stating that the town is on board with extending utilities to the county solely for the use by the rescue squad building. In the future the town and county will need to make amendments to the utility agreements and annexation agreements. Committee recommends approval of extending utilities to the county for the rescue squad building.

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

1. Request From Contractor to Shut Off Water to Connect Waterline at the YMCA – Mr. Gregory reported this is a request to shut-down water service to install the waterline offset and tie into service at the Luter Family YMCA. It has been scheduled for Wednesday night, July 25<sup>th</sup> at 11:00 p.m. to Thursday morning July 26<sup>th</sup> at approximately 4:30 a.m. weather permitting. This item needs to be approved today if we are going to do it because today is July 23<sup>rd</sup>. This shut-down would affect the residential neighborhoods of Goosehill Creek and Pinewood Heights. Committee agreed that if it has to be done overnight would be the best time while most people are sleeping. Committee asked staff to be sure all residents and businesses affected by the shut-down were notified. The Town Manager stated that this item was brought to committee so that they are aware in case there are any issues but staff would handle administratively. Notices would be hand delivered to residents by the contractor notifying them of the plan to shut-down water service.

2. ADDITIONAL ITEM DISCUSSED: Taste of Water – Mrs. Tynes stated that she had a couple of residents complain about the taste of their water and wanted to know if they have upped the chlorine levels recently. All chlorine levels are adjusted at the reverse osmosis facility and distributed throughout the town. So everybody's water should taste the same. Mr. Hopkins stated that if they have a really bad taste to their water they should give staff a call.

The meeting adjourned at 5:11 p.m.

August 3, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, JULY 23<sup>rd</sup>, 2012

The Finance Committee held a meeting on Monday, July 23<sup>rd</sup>, 2012 at 5:11 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, and Dr. Milton Cook. Other Council members present were: Mrs. Denise N. Tynes, Ms. Constance Chapman; Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Ms. Comarth Saunders, Financial Analyst; Also in attendance was Mr. Richard Grice. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Member Mr. Andrew C. Gregory called the meeting to order.

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

1. Invoices Over \$10,000 Requiring Council Consideration:
  - a. Clark Nexsen \$ 14,339.44
  - b. Excel paving Corporation \$316,913.26
  - c. Draper Aden Associates \$ 29,199.16
  - d. Dominion Virginia Power \$390,664.71
  - e. MBF Industries, Inc. (Mobile Command Unit) \$174,774.56

Mr. Gregory reported that the town has a couple of small checks to write this month. The Town Manager reported that the total the town estimated for Dominion Virginia Power's work including streetlights and underground service lines to residents was budgeted at \$492,213.19. At this time we are finishing \$101,548.42 under the original budgeted estimate. Mr. Hopkins reported that we were also under budget on REW Corporation. Committee asked how much more in invoices do we have to come from Excel Paving Corporation. Ms. Minga stated that the remaining balance including retainage for Excel paving is \$81,327.33. Staff stated that at this time we are not sure how we will end up with Verizon. Mr. Hopkins stated that he and Mr. Griffin have walked the project area

and have a long punch list. Staff met with Excel Paving this morning at the Monday morning moan meeting and went over all the details. Dr. Cook asked what MBF Industries was for. The Town Manager stated that this invoice is for the mobile command vehicle that will be fully reimbursed but the town must up front the money first. Ms. Minga explained that the town has to pay it and then give the County a copy of the check so they can request reimbursement to send back to the town.

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

1. May Financial Statements and Graphs – Mr. Gregory thanked Ms. Minga for preparing the graphs that Dr. Cook had suggested. Sometimes it is very helpful to have a visual especially with the topics that were done. Ms. Minga stated that more than anything she just has a few questions for committee. Obviously this is the May statement so now we are working on closing year end with June. This usually takes awhile because there are a lot of accruals and adjustments that have to be made that we normally do not make. Some of the accruals that we have to make are the E911 and Tourism which we normally get a yearend true-up. Sometimes we do not get these true-ups until September. The auditors constantly have to call out to the county to get what those values are. When you see the June statements we are basically going to do a journal entry to true-up to what our budget is. Ms. Minga stated that since she did not attend the Intergovernmental Relations Committee she wanted to know if anything was decided on the library contribution. At this time the town has only paid half of what we budgeted for the library. Mr. Gregory stated that the library was discussed and asked that Mayor Williams to sum up where we left it. Mayor Williams stated the county does not know where all the money is going either. Dr. Cook mentioned what was even more of an eye opener the Board of Supervisors did not know the town was paying the county funds for the library. Mayor Williams stated that this council's issue is that not only was it not going directly to the library but the contribution originally started with a dedicated purpose such as the summer reading program. He stated that we left it that they were going to find out at the next meeting where the money was, where it was going and how it is ere marked. The other question is our representation from Smithfield on the library board. The Town Attorney asked if committee had seen the original agreement with the library. He explained that Smithfield has one representative and one at large person from Carrollton. The Town Attorney explained that Isle of Wight County has six representatives. There are five for each managerial district and one at large. Mr. Gregory stated that he suggested that instead of going to the County and the library we should go directly to the library board members to find out how funds are being spent. The Town Attorney stated that if all five managerial districts have a representative but Smithfield is the only one putting extra in the kitty then it seems like the town should get two representatives. Mr. Gregory stated that until we get our representation right the town's only leverage is to hold the money. Committee agreed to keep the library contribution funds in the budget but do not send money to the county until we get representation questions answered and how funds are being spent. Ms. Minga reported that Phase I of the Pinewood Heights Project was completed. The town is still waiting on final payment from the Isle of Wight

County for their \$750,000 contribution. If you remember back in April council had to approve a reallocation based on how the MOU was originally written. It stated how much could be used for acquisition and what could be used for relocation. This final payment is being processed now for payment. Ms. Minga stated that as far as South Church Street goes we still have considerable amount to accrue before we close out the year. There is a big lag in billings from the contractors. What we pay for July and the beginning of August will be accrued because the books have to stay open until August 15<sup>th</sup>. Ms. Minga reported that the town has utilized all of the federal money as far as the Stimulus Funds, the FED Formula Funds and the Transportation Enhancement Grant. The only thing the town has left is the Urban Funds. She explained that she is still tracking the grant to make sure we will utilize all of our private money first since we want the Urban Funds to be used as the very last pot. She stated that it gets tricky because we know that we do not have all the private money as of yet. This is where the line of credit will come into play. Mayor Williams stated that we should write a letter to the \$400,000 donation person and just give them an update of where we are and a approximate finish date. Ms. Minga stated the one thing that she wanted to point out on the Water and Sewer fund as you can see from the graph for 2011 to 2012. Consumption was pretty much parallel just one was higher than the other. If you noticed on the revenue section the water revenue did actually meet and surpass the 2011 water. This is completely because of the increase in the rate. Mr. Gregory stated that in general tax revenues were above? Ms. Minga reported that personal property was lower than what the town had originally anticipated but as far as the revised budget it did come in where the town was expecting it to. The town had to drop business licenses down some too but that recovered a little bit. Meals tax came in pretty much where we had expected to. Sales tax actually came in higher than what we had expected. She explained that the town had one really huge month in November. Mr. Grice was present and asked if the graphs were available online. Ms. Minga stated that these graphs were samples of information to see what committee thought. Mr. Grice stated that he would like to suggest that we have these graphs available for the public. The Town Manager informed Mr. Grice that the charts could be found on the website as they were included in the July Committee Agenda. Dr. Cook stated that the graphs are great for understanding where we are and where we are going. He asked committee if there were any other items they would like to see in such a format that was not included in today's graphs. Ms. Chapman mentioned that she thought a graph on real estate tax would be nice. Ms. Minga stated that would be pretty much November and December. Mr. Gregory stated that real estate would look terrible until November and December. Dr. Cook said that Water and Sewer graphs can actually forecast where you are going. Mr. Gregory stated that he would be more interested in seeing the town set some goals for cash reserves. This may require some up front work from committee to set these goals. Then he would like to see charts on where we are with cash reserves. Charts on the overall larger annual expenditures for the year. If there are discrepancies with the overall annual expenditures then we could start looking at it by departments to figure out where the expenses are. Mr. Gregory stated that he is a huge advocate for having some sort of investment policy. The town is large enough that we should have investment policies. He recommended that when Mr. Pack gets back in town the Finance Committee could get together with the Town Treasurer to discuss some

targets or goals for investment. Ms. Minga stated that in the meantime she will look into getting some sample policies from other localities.

2. June Cash Balances – Ms. Minga stated that they look pretty good in June but actually in July the General Fund cash has come way down. We have used a lot of it towards the large project such as South Church Street and Payroll. Ms. Minga mentioned on the line of credit she has heard back from Ms. Jones today and she stated that the review and underwriting process is complete and is ready to go before their Board of Directors at their meeting tomorrow morning. They will be able to provide the town with a commitment and term sheet by Wednesday or Thursday. Ms. Minga reported that she did participate in a meeting last month at VML VACo. VML VACo is interested in starting a type of investment pool that would be for short term that you can get your money out fairly quickly if necessary. It would also provide a better turn around on interest rates on what we are currently able to get on Money Markets and CD's. It is in the very early stages but it is very promising. Investments may still be in increments of \$1000,000 but that has not been determined yet. Some of the smaller localities may have some difficulty in having large balances in there to be able to participate. They are going to be setting up a board of that. There may be at least two seats for the very small localities and you will have a vote based on incremental deposits. They are trying to make it where if you invest \$100,000 you have one vote and if you invest a million you have 10 votes. They would like to make it a four to one vote so that the larger localities do not have so much more voting power than the smaller localities. Ms. Minga stated that this sounds like a real opportunity to consider what our investment policy is too. Dr. Cook asked how we can clear Rising Star's balance of \$63.49. Ms. Minga stated that there is only one reason she has not closed that account. Occasionally the State has messed up when the town gets the Pinewood Height draw request. These payments are ACH direct deposited and for some reason they continue to put it in that account. It then gets transferred out. The \$63.49 is money that was put in the account to open it. Ms. Minga stated that she will try to get that closed before Phase II of the Pinewood Heights Project begins. If they make that mistake again once the account is closed then the money will bounce around until they figure it out. Water = \$347,418.06; Water Debt Service = \$1,488,819.53; Water Capital Escrow Availability Fees = \$210,689.10; Water Development Escrow = \$70,012.89; **Subtotal Water = \$2,116,939.58.** Sewer = \$106,599.40; Sewer Development Escrow = \$321,190.61; Sewer Capital Escrow Availability Fees = \$700,973.29; Sewer Compliance = \$436,913.00; **Subtotal Sewer = \$1,565,676.30.** Highway = **\$363,446.49.** General Fund = \$1,618,263.53; Payroll = \$48,356.96; Money Market General Fund Town Bank = \$2,165.91; Business Super NOW-General Fund = \$32,902.26; Money Market General Fund Farmers Bank = \$286,550.08; General Fund Capital Escrow = \$50,719.60; Certificate of Deposit = \$138,140.97; Certificate of Deposit Police Dept = \$36,377.93; Special Project Account (Pinewood) = \$19,863.10; Pinewood Heights Escrow = \$43,596.98; South Church Street Account = \$455,489.43; **Subtotal General Fund = \$2,732,426.75.** Beautification = \$7,807.23; Money Market Beautification = \$60,974.81; **Subtotal Beautification = \$68,782.04; Rising Star = \$63.49. TOTAL ALL FUNDS = \$6,847,334.65.**

3. ADDITIONAL ITEM DISCUSSED: Citizen Input - Mr. Grice stated that he had a couple of questions. The monies that you are under budget in on the South Church Street Beautification project is there a restriction on the monies to utilizing them elsewhere in the community? Mr. Gregory replied yes. The last funds that the town wants to tap into is the VDOT Urban Funds that were originally set aside for another purpose. They allowed us to free it up for this project and any unused would go back to another project. It would also have to be a road related project and the town would have to get permission from VDOT to change the purpose of those funds and Town Council would have to vote on a new project. All the charitable contributions will be spent on the South Church Street Project. This project is going above and beyond the charitable donations. Mr. Grice also stated that a couple of town council meetings ago he made a request for information on the Pinewood Heights Project. He stated that to date he had not received that information nor has he seen it publicly disclosed. At that meeting the Mayor made it clear that I may not be in favor of the merits of the Pinewood Heights Project. He simply ignored my questions and went on to the merits of the agenda. The increase in meals tax was passed. Mr. Grice stated that he has never questioned the merits of the project but he has questioned the management of the project. He stated he was glad to see the graph prepared by Ms. Minga on the project. We now have a project with 2% meal tax dedicated to it and we have a project that is four phases. Will the town raise the meals tax every time we start a new phase? Mr. Grice stated that he did not know that we were over budget until the end of this year. Ms. Minga stated that she had kept everyone update the entire project on where we were financially. This should not have been a surprise to anyone. Committee agreed that Ms. Minga had kept everyone informed. Dr. Cook asked if we were on budget for the current year. Ms. Minga replied that we were on budget. Ms. Minga explained that Multi-Year 1 of Phase I was the where the acquisition and relocation cost were over budget. Mr. Gregory stated that he has to agree with former council member Graham in the fact that during Phase I we learned some very hard lessons but I think we have learned from them and made appropriate adjustments going forward. I do not think anyone could have predicted the change in the housing industry and how that effected what we had to do and how we had to accomplish it. Mr. Gregory stated that he feels more comfortable that we are on track with how things have been presented to us. Mr. Gregory asked Ms. Minga as committee continues to ask for more and more items such as the graphs if the software she is using is dated. Ms. Minga stated that it is dated and this is in our CIP. There are still a lot of localities that use it. She explained that most of the information that she creates for committee is taken from the software and converted to excel as a spreadsheet. Staff has thought about MUNIS if they ever do make a transition to change software because that is what the county uses and it would make it easier when getting information from them. Mr. Gregory asked Ms. Minga in her spare time to start putting together a wish list.

The meeting adjourned at 5:44 p.m.

August 3, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FIRE AND RESCUE COMMITTEE  
MEETING HELD ON TUESDAY, JULY 24<sup>TH</sup>, 2012

The Fire and Rescue Committee held a meeting on Tuesday, July 24<sup>th</sup>, 2012 at 4:02 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise Tynes, Chair; and T. Carter Williams, Mayor. Other Council members present were: Mr. Michael G. Smith and Dr. Milton Cook. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Mr. William Saunders, Planner/ GIS Coordinator; and Ms. Amy Musick, Smithfield Center Director; Also in attendance were Mr. Rick Bodson, Smithfield 2020; Mr. Lawrence Pitt, Ms. Henrietta Gwaltney, and Mr. Richard Grice. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chair, Mrs. Denise N. Tynes called the meeting to order.

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

1. Operational Updates – Mrs. Tynes reported that the representatives for the Fire and Rescue Committee were not available for today's committee meeting. She asked Mayor Williams to give an update from Intergovernmental Relations Committee. Mayor Williams stated that this item did not come to Intergovernmental however it has come up since then. He explained that at a previous committee meeting Assistant Chief Hackney had explained that one of their fire engines had front end problems and it was sent out of state to have a new front end installed. The bill to replace the front end of this engine was \$20,000. The County told the fire department that they would pay half of the bill and asked that the town pick up the other half. Mayor Williams stated that they could submit a request but it was his thought that it is now the first of a new fiscal year and the town will no longer be responsible for this cost. The Town Manager stated the invoice along with Assistant Chief Hackney's e-mail stating the County's request for the town to pick up the remainder was posted to council's site as supplemental information. The Town Manager stated this item was out of the blue and obviously was not budgeted. Committee does not recommend approval of paying this invoice. Ms. Tynes stated that in support of the fire department and IOW rescue squad she would like to ask if anyone would like to make a donation to them of snacks and drinks they would appreciate it.

The meeting adjourned at 4:07 p.m.

August 3, 2012

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, JULY 24<sup>TH</sup>, 2012

The Public Works Committee held a meeting on Tuesday, July 24<sup>th</sup>, 2012 at 4:07 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair, Dr. Milton Cook, and Mrs. Denise Tynes. Other Council member present was: Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley J. Greer, Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Mr. William Saunders, Planner/GIS Coordinator; and Ms. Amy Musick, Smithfield Center Director. Others in attendance were Mr. Rick Bodson, Smithfield 2020; Mr. Lawrence Pitt, Ms. Henrietta Gwaltney, Ms. Gina Ippolito, Smithfield on the Move; Mr. Frank Hall and Mr. Grice. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

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

1. Amend Town Code to Include Repeat Offender Fines for Vegetation Violations – Mr. Saunders reported that the town has had quite an increase in vegetation violations over past two years. He stated that he does not know if this is just a factor of the economy, the number of foreclosures or some combination thereof. Typically we give violators seven to ten days to correct any violation where the vegetation is over fourteen inches tall. If they do not cut the grass the town will send out a lawn care service provider that we have on contract out to cut the grass. The Town bills them for it and the town tacks on an administrative fee on top of that but no fine. Unfortunately, some people are taking advantage of this particularly owners that are out of town. Essentially the town is becoming a lawn care service provider for some of these landowners. Also some banks and lending institutions are taking advantage of the process. The town has looked at this and the State enables us to put a fine on subsequent violations after the first

one if a second violation is within twelve months. The fine is up to a maximum of two hundred dollars. This fine can actually be per day if the town chooses to push it. Mr. Saunders explained that there would be no fine for the first violation to give us the opportunity to send them a letter giving them information about subsequent fines if it is not dealt with in a timelier manner. The first repeated offense would be a hundred dollars and the second would be one hundred fifty and the third and each subsequent one after that would be two hundred dollars each. The Town Attorney feels that it meets the parameter of the State enabling code. It is now up to Council's review. The Town Attorney stated that the great thing is that it works. He explained that these fees are documented as a Treasurer's lien against the property. When the property changes hands the lien must be satisfied. Dr. Cook asked what the town's collection rate would be on these fees. Just like taxes the town may not get it today but eventually the town will be paid one hundred percent for these expenses. Mr. Smith questioned that wording "each business day during which the same violation is found to have existed shall constitute a separate offense" does reflect a fine every day. The Town Attorney stated that the town does not have to charge that but could. He explained that if the town had a bank or mortgage company that was abusing the system then we may decide to fine them every day. The Town Attorney stated that if it got to a point that the town had a resident that just refused to cut their grass and it is not being foreclosed on the town can sue the resident for the money and collect it in other ways besides just having a lien against the property. Mr. Saunders stated that the way town staff has created this there is no fine for the first offense and gives staff the opportunity to give them information on what is coming their way if they do not start taking care of their property. First time violators would be responsible for the cost by the lawn care service to cut the grass and the town's \$25 administrative fee. Violation fees would start with the repeated offense. Mr. Saunders stated that staff is looking at raising administrative fees to \$50 but this can be done administratively. Violators do have seven days to cut grass on their own once first notice has been sent out before town will have grass cut. Committee recommends amending the Town Code to include repeat offender fines.

2. Vehicle Maintenance RFP – Staff Recommendation – The Town Manager reported that this item was discussed briefly last month. The town only received one proposal from the advertised RFP. This proposal was from Dave's Service Center. Also discussed at last month's committee was information on the Virginia Department of General Services state motor fuel and vehicle management control center (VMCC) programs. He explained that Ms. Saunder's our financial analyst that works with the Town Treasurer has done the additional research about the Department of General Services Program. She and the Town Treasurer feel very confident that the town should pursue these programs. The majority of the work will be the police vehicles and Chief Bowman is in favor of this State program as well. The Town Manager stated that once the town has issued a RFP we either have to accept or reject the proposal. Town Staff is recommending that the one proposal received be officially by motion rejected. He stated that the good news is that Dave's Service Center is one of the automobile repair centers

that is certified under this state contract. They will end up getting a good bit of the business anyways it will just be under state contract pricing. The other two vendors are Cofer's and Brown's. Dr. Cook asked for clarification that the State vehicle maintenance contracts are less expensive than the prices on the proposal. The Town Manager replied that was his understanding. Dr. Cook also stated that he thought that one of the reasons for putting out the RFP for vehicle maintenance was to find a single source vendor for more consistent service. He asked what was the town benefiting to going back to three different vendors in town for vehicle repairs. The Town Manager explained that the town has been using six or seven different vendors so this would narrow the field dramatically from what the town has been experiencing. He stated that the bigger concern from staff's standpoint was not so much inconsistent service as it was the variance in rates. Under the state contract pricing the pricing would be consistent. Dr. Cook asked if the State Maintenance program provides a report to track the cars service history and upcoming service that is needed. The Town Manager replied yes. At this time it is up to the operator of the vehicle to have the normal maintenance done. Mayor Williams asked if one vehicle is taken to all three of the shops that are on the states contract pricing list how does that work as far as tracking the history of the vehicle. The Town Manager stated that the history is contracted through the State so they would have a consolidated history of all work no matter who serviced the vehicle on their approved vendor list. Dr. Cook asked if committee could see the State numbers in comparison to the proposal that was received before the Town Council meeting. The Town Manager stated that he would send that information out prior to the council meeting. This item will be on the agenda for consideration.

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

1. Request from Resident to Remove Ginko Trees at 304 South Church Street – Ms. Henrietta Gwaltney of 304 South Church Street was present to respectfully request that the three trees that were planted in front of her home be removed. When trees were being removed for the beautification project of Church Street, she gave the town permission to cut down the 2 huge ginkgo trees, whose roots were destroying the sidewalks and creating a hazardous condition for pedestrians. The fruit from the trees were also creating a lot of slime as well. Ms. Gwaltney stated that she did not want the trees replaced because they will block the light to the interior of the house. She stated that she was not informed by the town that three new trees would be planted. Mrs. Tynes asked Ms. Gwaltney if she wanted them to be replaced with some other type of tree. Ms. Gwaltney replied that she does not want any trees planted there. Dr. Cook stated that at one time there was a lot of discussion about those trees coming down. As the home owner you have the right to decide whether trees are replanted there or not. Ms. Gwaltney stated that her experience with Ginkos trees is that twenty years from now the town will have the same problem. Ms. Gwaltney stated that she would appreciate it if the town would seriously consider removing the trees. Mr. Smith asked the Town Manager to look into

whether other plantings such as shrubs could be placed there if the trees are removed. Dr. Cook stated that it was his understanding that she does not want anything on her property. It was then brought to every ones attention that the new trees are planted in the public right of way not private property. Mayor Williams stated that he thought that if the trees came down they had to plant trees back to replace the ones that were removed. Mr. Hopkins stated that it took years to convince the resident to have the old trees removed and one of the conditions when they were removed was to plant a new tree there. It did not necessarily have to be Ginko trees. If no trees planted there that will be the longest strip along that portion of South Church Street with no trees. Dr. Cook asked how wide the median was. Mr. Hopkins stated that it varies but in this area it is approximately four and five feet wide. The town had selected dwarf Ginko trees because of the power lines above. Mr. Hopkins stated that Ms. Gwaltney was right when she stated that the roots from the old Ginko trees raised the sidewalk and the brick wall. Mr. Hopkins stated that is one of the advantages of having a brick sidewalk. If and when it ever raises up again the brick can come up, cut the concrete, take care of the roots and repour the concrete and relay the bricks. Dr. Cook asked that being it is a dwarf tree how much would it affect the sidewalks twenty years from now. Mr. Hopkins stated that these trees were not just planted in front of Ms. Gwaltney's house. They are throughout the South Church Street Streetscape project area. Ms. Gwaltney stated that she feels the trees distract from the houses. Mrs. Tynes stated that if this particular tree the roots are going to destroy the walkway and the resident really does not want it we need to take care of this now. One of the three is already gone due to the weather. The Town Manager stated that staff can certainly look into recommending another plant material. Mrs. Tynes recommended that staff meet with Ms. Gwaltney to discuss and resolve this situation administratively. Mr. Hopkins stated that Ms. Gwaltney has asked for the trees to be removed now and staff would prefer to wait until the fall so that it does not kill them and they can be replanted somewhere else. Committee agreed that staff would resolve this matter.

2. South Church Street Streetscape Project Update – Mr. Hopkins reported that staff has walked through the entire project and created a punch list. There are quite a few small items. There was nothing significant found. There are a lot of brick issues, landscaping and grading. Mr. Hopkins reported that as far as the landscaping there is some dead vegetation out there already. They will be replaced but not until the fall. Mr. Hopkins stated that he wanted to thank a lot of the residents out there for watering the trees and plants staff does appreciate that. He stated that as far as Verizon is concerned they have been out there the last couple of days pulling lines. Some questions came up about the pedestal out there and staff has already contacted Verizon about that. They are well aware that the town wants to stick with the 12 inch pedestal. Charter Communications has not been out there yet as they are waiting for Verizon to get closer to finishing up their work of pulling lines through the conduit. Dr. Cook asked if staff had an idea how much longer Verizon would be. Mr. Hopkins stated that they originally said 6 to 8 weeks and so far they have not changed that time frame. The Town Engineer stated that he had spoken to Charter Communications today and they are planning on

coming in next Friday to start pulling their lines because Verizon should be finished pulling their wires by then. Mr. Smith asked if we should anticipate any more traffic issues. The town Attorney stated that he hopes not as he has had a long discussion with Verizon in this regards. If it is necessary to direct traffic at the intersection of Church Street and Main Street a Police Officer will be present. Dr. Cook stated that in looking at the trees some that had appeared to be dead are starting to green back up so it might not be as many as first thought that will need to be replaced.

3. John Rolfe Turn Lane Update – The Town Engineer reported that he is currently reviewing contract documents and discussing with VDOT and the engineer to see if there are any revisions or updates to the documents prior to putting it back out to bid. He stated that he anticipates having it advertised within the next week to two weeks. The Town Engineer stated that he has now settled with all the utility companies which was the reason for the delay of the project. Mr. Hopkins asked how long the project will take once it gets started. The Town Engineer stated that it will take approximately three to four weeks depending on weather. Dr. Cook asked how this project was being funded. The Town Manager reported that half would be highway funds and the other half would be VDOT Revenue Sharing funds. This is a separate pot of money that VDOT has that we applied for. It is the same funding mechanism that we used when we did the extension of Moore Avenue.

4. Intersection of Thomas Street/Luter Drive and North Church Street VDOT Safety Study – The Town Manager reported that there have been some traffic concerns at the intersection of Thomas Street/Luter Drive and North Church Street because of the landscape islands that are there now. Also with the additional parking there are some sight distance concerns as well. It is a VDOT road and the plans were approved by VDOT so there is nothing the town can do without consulting with VDOT. Our Town Engineer met with VDOT on site and then e-mailed them to formalize a request for a study of the intersection and get recommendations from them on what improvements could be done at the intersection. Mr. Hopkins stated that they are going to look at several different scenarios. Mr. Griffin stated that as he understands it they are going to try and have the study back to the town within thirty days. Staff hopes that this item will come back next month with VDOT's recommendations to improve that intersection. The Town Manager stated that staff just wanted to update committee on what is being done at that intersection in case the question comes up.

The meeting adjourned at 4:42 p.m.

August 3, 2012

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, JULY 24<sup>TH</sup>, 2012

The Public Buildings and Welfare Committee held a meeting on Tuesday, July 24<sup>th</sup>, 2012 at 4:42 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Constance Chapman, and Mr. Michael Smith. Other Council members present were: Mr. T. Carter Williams, Mayor, and Mr. Michael G. Smith. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, Tourism Director; Others in attendance were Mr. Rick Bodson, Smithfield 2020; Mr. Lawrence Pitt, Mr. Richard Grice; Ms. Gina Ippolito, Smithfield on the Move; Mr. Frank Hall, and Mr. Dean Kramer. The media was represented by Ms. Kelly Barlow, 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. Accept Proposal from WEBB Contracting for HVAC System at the Smithfield Center – Ms. Musick stated that staff put out an invitation to bid for HVAC system to include two parts. One side was the maintenance contract which includes all the repairs needed to HVAC system. The other side was to completely replace the equipment. She reported that the town received three bids. One of the three was really high; however the others were pretty close to each other. Staff asked the two companies that were close to go back and give a quote to do all five units at one time with the town financing it instead of doing a unit every two years for the next ten years. Colonial Webb came out lower on both scenarios. They also came in lower on the maintenance contract. Ms. Musick reported that she had put it in a spreadsheet format so that committee could compare all three bids received. Dr. Cook stated that if he is reading it correctly Colonial Webb

would replace all units for \$75,175.00 and Warwick Plumbing and Heating Corp would cost \$101,200.00. Ms. Musick replied that was correct. Dr. Cook asked if there was a service difference between the two other than cost. Ms. Musick stated that the town has worked with Warwick Plumbing and Heating Corp once before to replace a compressor and that did not go very well. As far as what is included in their maintenance package they are comparable. Ms. Musick stated the unit types are different. Colonial Webb would be installing American Standard and Warwick Plumbing and Heating would be installing Trane. Mayor Williams stated that the existing HVAC system is twelve years old and their life expectancy is fifteen years. He felt like the center would definitely save on energy with new units. Mayor Williams stated that he has been involved with this item because he wanted to know why the existing unit is always continuously running. When new units are installed they will rework and reprogram some of the system. Ms. Musick stated that she is looking for a thermostat that is dummy proof. At this time you can control heat and air at the same time and she does not know why the system allows that to happen. Discussion was held on all five of the units being replaced at once. Ms. Musick stated that the existing units have never operated perfectly. At this time she has two units that the heat exchanger needs to be replaced just to operate heat mode. With winter coming back around soon repairs will need to be done to two units right away. Ms. Musick stated that replacing all the units at once she thinks would be the better route to go. The Town Attorney stated that this is a wonderful building but the heat and air system has always been a problem. The architect and the mechanical engineer could never agree on this issue. Ms. Musick stated that you cannot predict when it will fail and it throws her budget out of whack every time. Dr. Cook asked if this is going to fix this from happening. Ms. Musick stated that she hopes this will. The Town Attorney explained that we have had a problem with the HVAC system in this building from the very beginning. The question is there anything fundamentally wrong with the design that can be fixed to work more efficiently. He continued to explain that we had huge expenses right after it opened. Ms. Musick stated that they have replaced four or five compressors over the last twelve years. Units four and five that controls the main hall have a humidity features on them which causes compressor burnouts. This feature has been turned off and that seems to have solved the problem but this does not sound right that we are not using that portion of the unit. Dr. Cook asked why Colonial Webb does not list having to service or maintain the boiler system. Ms. Musick replied that Colonial Webb stated that they would not add that to the contract and Warwick Plumbing and Heat stated that they would add that to the contract for an additional fee. It is a system that you do not typically do maintenance contracts on. Ms. Musick stated that the staff has never had a problem with the boiler system. Mr. Smith asked if they gave staff a timeline on installing the system. Ms. Musick stated that they have asked for two days; however she would like to shut down for three days to make sure everything comes back on line and is working properly. Dr. Cook asked for committees input. He stated that the town will save ten thousand dollars if we decide to do it all at once. Dr. Cook asked the Town Manager if he has spoken to the Town Treasurer on where the funds will come from. The Town Manager replied that he had not talked with the Town Treasurer. Dr. Cook suggested that the town Manager discuss this item with the Town Treasurer and bring information to Town Council meeting on how it will be funded. Dr. Cook asked where the financing was coming from. Ms. Musick stated that it will be from a firm called Lee

Financial. Ms. Musick stated that she will get details for the Town Treasurer to look at. Ms. Musick responded to Mr. Grice's questions. She stated that American Standard and Trane are on the same level of quality. She also explained that the existing unit has had a lot of problems so she is not fearful of going into a different type of unit. Ms. Musick stated that staff would need to push installation out for six weeks from the time the bid is accepted so that the companies can have all the equipment in. Staff also needs enough time to have three days in a row that are not booked. Ms. Chapman stated that American Standard had a ten year warranty. Trane listed a one year manufacture warranty with full coverage. Ms. Musick explained that the different mechanics in it have different levels of warranty. Ms. Musick stated that when Colonial Webb's pricing starting coming in better she leaned more to them for answering questions. She stated that she would send more information out to committee to review in regards to warranty coverage. Dr. Cook stated that he would like to know more on the financing of the units. The Town Attorney stated that staff needs to ask what the cash price is because that price may be as good as it is because they are financing it. More information on the financing of the HVAC system will be brought to the Town Council meeting.

2. Proposed Public Restrooms located at 206 Main Street – Mr. Pitt reported that he was present on behalf of Smithfield Foods. Smithfield is fortunate in that Mr. Pope, CEO of Smithfield Foods Incorporated shares the same concerns as Smithfield business leaders. His desire is to continue to support downtown Smithfield to foster a vibrant shopping area and a place where tourist will enjoy visiting. The recent opening of the Taste of Smithfield is the latest evidence to his and Smithfield Foods commitment. Mr. Pope understands the shortcomings of public restrooms and proposes to construct a facility at 206 Main Street. Upon completion of the facility he is requesting that the town of Smithfield accept the restrooms as a gift from Smithfield Foods. As part of the construction operations Smithfield Foods is requesting that the town provide a water tap to the site. Currently there is a sewer tap there that has never been used. The town would provide outside lighting. A rendering was provided in the e-packet of where the light would be placed. The town would also provide an easement to the adjacent property owner at 208 Main Street, which at this time is the ice cream parlor, for ingress and egress of the restroom facility. He explained that if you look at the rendering there is ingress and egress to the front of the restroom facility and egress and ingress into the ice cream parlor. Mr. Pitt explained that the reason for this request is that users of the facility are reluctant to use stand alone buildings. People are afraid to go into a building with only one entrance in and one exit out. If you have an access door to a vibrant ongoing business where people are carrying on day to day business then people are more inclined not to use that facility to hangout in. The adjacent property owner would have an easement and with this easement comes the responsibility for daily care of the facility during operating hours. This would include replacing paper towels, toilet paper, and cleaning accidently spills, etc. The town would be responsible for providing daily cleaning and maintenance of the facility. Dr. Cook asked for clarification that the adjoining property owner has agreed to do daily maintenance and stocking of supplies. Mr. Pitt stated that they would stock the restrooms with supplies that the town provides during operating hours. The daily cleaning would be the town's responsibility. Dr. Cook

asked if the existing business at 208 Main Street closed down or was sold would the easement to the property be an issue. Mr. Pitt stated the easement travels with the property. He explained that when and if it was ever sold they have two choices. They can vacate the easement or choose to keep the easement. The Town Attorney stated that the benefit to the adjoining property owner is they get new restroom facilities. The existing adjoining property has restrooms but they are in need of improvements. Dr. Cook asked if the existing owner sells how does the maintenance responsibilities of the adjoining property transfer to the new owner. The Town Attorney stated that the town can write the easement agreement with conditions. The condition would be that if you use the restroom facilities as your facilities then the daily maintenance during operating hours is the new owner's responsibility. Also with the understanding that if you choose not to use the restrooms as your facilities then the town would pick up that responsibility and the egress and ingress to the adjoining property would be closed off. Mr. Pitt explained that if new owners decided that they did not want to continue the arrangement they can ask to be taken out of the easement. The town does not lose anything. Mayor Williams asked if the town's janitorial service would add this to their list of places to clean daily. The Town Manager stated that was correct. Discussion was held on where the waterline is behind the building and where the other establishments in that area get their water from. The Town Attorney stated that Mr. Pitt is asking if the town is willing to accept this gift because they are ready to go. Mr. Pitt stated that sometimes it takes Smithfield Foods time to make a decision but once they make a decision they like it to be done in record time. Ms. Chapman mentioned that she thinks it is wonderful all the things that Mr. Pope and Smithfield Foods does for the town. This proposed project is definitely something that is needed. Mr. Pitt mentioned that Mr. Luter has been very generous with the town over the years and in the process of doing that he is getting some age on him. He has moved a lot of his assets and is not doing quite the amount of giving as he was before. Mr. Pope is very concerned about that and he wants Smithfield Foods to be a presence in the town. The Town Attorney stated that he is asking for a recommendation to accept this concept with the anticipation of accepting this gift. This item still needs to go before the Planning Commission but wants to make sure town council is on board with it first.

3. Authorization to Submit Second Grant Request to Obici Healthcare Foundation for Smithfield on the Move – Ms. Ippolito was present representing the Smithfield on the Move initiative. She stated that the Planning Grant from the Obici Foundation ended the end of May. Ms. Amy Henry was the consultant that was hired for the year of the Planning Grant. Ms. Ippolito mentioned that included in the e-packet were both the Strategic Plan, approve in October, and the Community Needs Assessment that was completed. Ms. Ippolito stated that the advisory group moved forward with preparing and submitting a grant application through the Virginia Foundation for Healthy Youth, however the town was not awarded funding for this grant. Ms. Ippolito stated they submitted a concept paper to Obici for Round 11 funding which we would find out in October if the town gets that grant. The money would then come available the first of November. Since the concept plan was submitted the town has been notified that we can move forward with a \$25,000 proposal for the Obici Round 11 grant cycle. They have also strongly suggested that we submit a more completed application for Round 12. The

Obici Foundation has two rounds of funding a year. They would like for the town to get converted back over to the even round. Our initial planning grant was in Round 8. The town did not apply for Round 10 because we were advised not to. Ms. Ippolito stated that the town put \$10,000 in the budget this year to fill in the gaps in between grants. Those funds were put in the town's budget with the stipulation that if we needed to use these funds we would come back and tell Council what we are going to use them on. The Advisory Committee would like to use these funds to basically pay for the core foundation of Smithfield on the Move. Included in the packet is a description of what the Advisory Committee will use the \$25,000 grant for if awarded. Dr. Cook asked who was running the program. Ms. Ippolito stated that at this time we do not have a paid consultant. The Town Manager needs to issue a new RFP for this position. She explained that the RFP would cover running the base operations of Smithfield on the Move which includes monthly advisory meetings, updating the website, and community relations, etc. Grant funding would be in addition to that. During the year we may get more grants to apply for than just the Obici Grant. Part of the job of the consultant would be to make these grant applications and this takes an incredible amount of time. In the meantime Ms. Mary Mitchell and I have been participating on this initiative since the beginning and along with other stakeholders are holding the group together this summer. Ms. Henry worked with us before she left to get a concept paper submitted for the Obici Foundation Grant. Bottomline, the Advisory Committee would like to request authorization for the Town Manager to issue a RFP for the \$10,000 the town had budgeted for the Smithfield on the Move office. This consultant would manage both the bases operations of keeping Smithfield on the Move alive and they would also deal with any additional grant funding that comes in. Dr. Cook asked if this was money that has already been funded through the previous grant or is this coming out of the town's pocket. The Town Manager stated that the town budgeted \$10,000 for FY 2012/2013. He also mentioned that the grant application for the next Round of \$25,000 must be submitted by August 10<sup>th</sup> and that is the reason at the August 7<sup>th</sup> meeting staff needs approval to go ahead and submit grant. Ms. Ippolito stated that as a FYI next month one of the initiatives is to construct, implement and market the community garden at Windsor Castle Park so that will be coming up in August. Dr. Cook asked that a map be included with that information. This information will start at the Windsor Castle Foundation Board on August 2<sup>nd</sup>.

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

1. Renew Lease Agreement with Trinity United Methodist Church to Use Parking Lot for Public Parking – The Town Manager stated that back in 2001 the town entered into a lease agreement with Trinity United Methodist Church. The town agreed to pay the cost of improvements to the parking and in return it would be public parking during the week and also for the Farmers Market on Saturday mornings. The initial lease term was ten years so the lease technically expired last year. The Town Manager stated that the reason this has been brought to our attention is because we received a request from the church asking that the town consider assisting in maintaining the steep hill with either mowing or landscape with plantings. The up keep of this steep hill is becoming

somewhat of a burden to the church. The Town Manager stated that there is a provision that the town at the end of the term of this lease shall have the right to renew this lease for successive terms of five years at an annual rental of \$1.00 under the same terms and conditions of this lease agreement. Dr. Cook asked if there was anything in the lease currently about maintenance. The Town Manager stated that only the plant materials that were planted around the sign. The town agreed to share equally the cost and responsibility of general maintenance in the up keep of the parking lot and the landscaping which was to be installed at that time around the sign. Mr. Frank Hall was present and introduced himself as chairman of the Board of Trustees for Trinity United Methodist Church. Mr. Hall explained that our lease with the town was for ten years and it was based on split cost of paving the parking lot. The cost for those improvements were at that time \$23,000. The town paid two thirds and the church paid one third of the cost. The church has not had any problems with this arrangement and it seems to have worked out well for everyone. Mr. Hall stated that the church is very interested in renewing the lease; however the parking lot does not need \$23,000 in repairs. Some money does need to be spent because the heavy equipment that has been parking there for the South Church Street project has damaged the parking lot. The church would also like to have it restriped and resealed. He stated that he does not have any idea what that would cost but would like to ask the town to split the cost same as in the last lease. Mr. Hall also mentioned that the church would like to request the town's assistance in mowing the steep hill from the parking lot to Hill Street. He is asking for assistance because it is very steep and dangerous and he fears someone could seriously get hurt mowing that hill. He also would like to request that town staff take a serious look at what we can do with this hill to make it useful. Mr. Hall suggested putting up a retaining wall and extend the parking lot four or five parking spaces. He stated that he thinks this property is something that we have that the town can get a lot more use out of instead of worrying about maintaining the mowing on the steep hill. If the town would consider putting up a wall maybe the maintenance would be zero for many years with the exception of maintaining the parking lot as needed. Dr. Cook stated his concerns on building a retaining wall there to extend the parking lot. Mr. Hopkins stated that staff would be glad to look at it in more detail especially for the maintenance of the parking lot. Staff will get some prices and bring back to committee. Town Manager stated at this time staff wanted to let committee know where we are and where they are in renewing our lease to use their parking lot. Mayor Williams asked staff to check to see what kind of asphalt was used on the parking lot. Some asphalt you do not have to seal but if it has pot holes in it from the heavy trucks that is a different story. Mr. Hall stated that the parking lot is not in bad shape. There are no potholes but there are some areas where the asphalt has sunken in and there are some cracks that are only going to get worst. Dr. Cook stated that if the town uses that lot six days out of the week he does not see a problem with including the maintenance of the hill in our maintenance cycle with town staff. This is a huge asset for the Farmers Market. Mr. Hopkins stated that Mr. Hall is correct when he says the hill is extremely steep for anybody to cut. Committee agreed to have staff look into maintenance of parking lot and hill and bring back to committee.

2. Lease Termination Notice – 224 Main Street and Letter from Smithfield 2020 –  
The Town Manager reported that Smithfield Foods has submitted in writing notice to

terminate their lease agreement at 224 Main Street effective September 10<sup>th</sup>, 2012. The Town Manager also stated that a letter on behalf of Smithfield 2020 was included in your e-packet as well. The letter is requesting that the town give careful consideration with what we do with the two properties that the town owns on both sides of Hayden's Lane. The town held a public hearing February 7<sup>th</sup> regarding the possible disposition of the property located at 220 Main Street. Town Council at that time authorized me and the Town Attorney to negotiate something with the adjacent property owner. The town has completed a new survey and negotiations have been happening on that property. This item at some point fairly soon will come back to Council for final decision of the disposition of that property. The Town Manager stated that he is looking for what direction Town Council would like him to go in for 224 Main Street once vacated. Mr. Rick Bodson was present on behalf of Smithfield 2020. He stated that the point that they are trying to make with the two gateway buildings is that they are very strong proponents of the free market economy. However as part of the broader Smithfield 2020 Initiative we are very much focused on the economic vitality of downtown. He stated that Smithfield 2020 has a very tight relationship with Tourism to bring visitors downtown to spend time and money. Part of the strategies to do that call into action having retail locations that have consistent hours and delight all whom enter. Mr. Bodson stated that in this particular scenario we do not want to lose control over two very strategically located attractive buildings that add to the character of the town. Smithfield 2020 feels that if the town owns it perhaps the town will have a bit more control over the use of the building. Mr. Bodson stated that one of the first initiatives that Smithfield 2020 took on was the sale and redevelopment of the North Church Street properties. The old fire station is a great example of taking an old dark building and the new owner is turning it into three shops and two in town loft apartments. In his leases he is requiring a minimal number of open hours for the shops. Mr. Bodson stated that he would like for the town to consider leasing the buildings rather than sell the buildings. This would allow the town as owners of the buildings to control what goes in there and how often the lights gets turned on so when folks come to town they are delighted by the experience that they have. Dr. Cook stated that his example points out a great reason why the town should sell the property. Then it would be private money and private ideas. Dr. Cook stated that the government being involved in the real estate creates a lot more road blocks. Then you also have the maintenance aspect of the buildings and the financial burden it has on the town. Dr. Cook stated that the town has been picky and the town has a right to be picky because of what we want as our downtown image. Mrs. Tynes asked Mr. Bodson what his image is for downtown. Mr. Bodson stated that he and Ms. Winslow would be meeting tomorrow to discuss something that is called "A Vision". He stated that his vision is that guest to the historic district including local residents and tourist are delighted with a visit to small town America and it is a visit that is themed on hams, history, hospitality and heart. We want the historic district to be economically vital. The idea is to draw people downtown to experience the uniqueness. Dr. Cook asked Mr. Bodson what Smithfield 2020 is doing to attract businesses. Mr. Bodson stated that he is working with tourism to find, develop and deploy strategies to bring people to Smithfield. He stated that one of Smithfield 2020's members is Mr. Randy Pack. He brings in people through groupons. So Smithfield 2020 needs to work with Mr. Pack to understand who he brings in and what do they expect when they get here. Ms. Winslow stated that

Smithfield 2020 is putting together a list of entities and retail establishments that are located in other places that we would like to see here in Smithfield and put on our economic development hats and invite them here. Dr. Cook said that it would be nice to get the county economic development department in this to help promote Smithfield as a commercial retail location. Ms. Winslow stated that the county is just now stepping up to the plate to get on board with doing this as well. Dr. Cook stated that economic development is really the answer to Smithfield 2020's problem with the town not getting rid of these two properties. It is finding someone that can take these properties to the next level. Ms. Chapman stated that she has had several people ask her about the old ham shop coming available for rent and being interested in putting a shop in there. She stated that her personal opinion she would like to see the town keep that building as a business. She stated that the one adjacent to it needs a little bit more TLC so that might be more than the town can handle. Dr. Cook asked Mr. Hopkins if the Ham Shop was in good structural condition. Mr. Hopkins stated that it was in fairly good condition compared to the adjacent property. The Town Manager stated that he has people approach him about renting and buying. The Town Attorney stated placing an RFP is how you get to be picky. You state the terms of your proposal. Committee recommends having the Town Manager prepare an RFP for lease and/or purchase for the property at 224 Main Street. Dr. Cook suggested putting the RFP out there for two months to see what proposals we get.

3. ADDITIONAL ITEM DISCUSSED: Public Safety Concern – Mr. Dean Kramer was present and reported that there was an old warehouse located at the end of Commerce Street that is beyond being repaired and needs to be torn down. He also expressed concern about the boathouse along the water in that area. Discussion was held on who owns those structures. The Town Attorney stated that the town needs to contact them and let them know that they are in violation of zoning and needs to bring the structures into compliance. If they fail to do this then the Town Council in respect to the warehouse can declare it to be an unsafe structure. Dr. Cook stated that we had discussion at a previous meeting about private individuals having the right to neglect their property. The Town Attorney stated only to the point that it becomes an unsafe structure. The Town Manager mentioned that his is in the historic district as well with more guidelines to follow up. Mr. Smith stated that most of the times when we talk about the beautification of Smithfield we are referring to Main Street but our waterways are just as beautiful and this particular structure is an eye sore. Committee asked staff to look into this matter.

Meeting Adjourned at 6:02 p.m.

## ZONING PERMITS MAY 2012

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6078	FOUR UNDERGROUND STORAGE TANKS		1007 SOUTH CHURCH STREET	BB & T TIM EVANS
6079	OUTDOOR PIZZA OVEN	CYPRESS CREEK	200 TURNBERRY	J D BAYLOUS
6080	PRIVACY FENCE	GRIMESLAND	1201 MAGRUDER ROAD	TERRELL BLACK
6081	DETACHED DECK		201 SOUTH CHURCH STREET	JOSEPH & THERESA MATTINGLY
6082	PERGOLA	JOHN ROLFE ESTATES	701 WEST ANDREWS CROSSING	COURTNEY WOODING
6083	ACCESSORY STRUCTURE	JERSEY PARK	306 MIDDLE STREET	JENNIE HILL
6084	DECK	RED POINT HEIGHTS	207 JEFFERSON DRIVE	ZENTNER ANDREW BOLLHORST
6085	DECK		19655 BATTERY PARK ROAD	RICHARD HILLIS
6086	BACKYARD FENCE	WELLINGTON ESTATES	610 WESTMINSTER REACH	ARLANDIO GREEN HERCULES FENCE
6087	ANTENNA & GROUND EQUIPMENT		12025 GREENBRIAR LANE	REAL DEVELOPMENT CROWN CASTLE GLOBAL SIGNAL
6088	FENCE	RED POINT HEIGHTS	400 JORDAN DRIVE	DEBORAH SIVERTSON
6089	PREFABRICATED BUILDING		1808 SOUTH CHURCH STREET	FRANKLIN PROPERTIES LLC OLD DOMINION ICE CO LLC DIANE DAVIS
6090	SIGN PERMIT – OLD DOMINION ICE COMPANY		1808 SOUTH CHURCH STREET	
6091	ADDITION	WATERFORD OAKS	304 CANTERBERRY LANE	PATRICIA BRETT CRAIG WILSON C W VENTURES INC
6092	ROOF RENOVATION AND EXTERIOR IMPROVEMENTS		18420 BATTERY PARK ROAD	SMITHFIELD CHURCH OF CHRIST THOMAS PERRY JR. BARNES CONSTRUCTION
6093	DECK	MOONE PLANTATION	420 LANE CRESCENT	CHRISTOPHER MURRAY JOHN DOTSON
6094	ADDITION TO EXISTING SHED	MOONEFIELD ESTATES	103 MOONE DRIVE	AMANDA LIKENS
6095	FENCE	WELLINGTON ESTATES	409 SOUTHAMPTON COURT	CHRIS AND DAWN CHAPMAN
5936 AMENDED	PARKING LOT WITH LIGHTS		259 JAMES STREET	ISLE OF WIGHT COUNTY HENDERSON INC

## ZONING PERMITS JUNE 2012

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6096	CLEARING LOT	WELLINGTON	312 QUEEN COURT	L R HILL CUSTOM BUILDERS L R HILL
6097	CLEARING LOT	WELLINGTON	413 SOUTHAMPTON COURT	L R HILL CUSTOM BUILDERS L R HILL
6098	CLEARING LOT	WELLINGTON	277 GRANDVILLE ARCH	L R HILL CUSTOM BUILDERS L R HILL
6099	CLEARING LOT	WELLINGTON	600 WESTMINSTER REACH	L R HILL CUSTOM BUILDERS L R HILL
6100	ABOVE GROUND POOL		202 AZALEA DRIVE	BRANDON HATCHER
6101	FENCE	GRIMESLAND	104 TALBOT DRIVE	TRACEY HOWELL
6102	FENCE	ASPEN WOODS	500 HICKORY CRESCENT	JAMES BARNES
6103	SHED	RED POINT HEIGHTS	201 IRVIN DRIVE	YOLANDA BATTEN LEONARD
6104	LEANTO		223 WASHINGTON STREET	TOWN OF SMITHFIELD CARTER WILLIAMS
6105	FENCE	MOONEFIELD	211 BARCROFT DRIVE	KATHLEEN SEXTON
6106	POOL	CYPRESS CREEK	1405 CYPRESS CREEK PARKWAY	DAVID HERON ANTHONY CUMMINGS CURRENTS CONSTRUCTION
6107	FENCE		928 SOUTH CHURCH STREET	POMOCO PROPERTIES J VINCE DUCOTE SMITHFIELD AUTO AND TRUCK CENTER LLC
6108	GAZEBO AT END OF EXISTING PIER	MOONEFIELD ESTATES	213 MOONEFIELD DRIVE	PETERSON BOB LIVENGOOD L AND L MARINE INC
5981 (AMENDED)	DECK		326 SOUTH CHURCH STREET	TRINITY UNITED METHODIST CHURCH JEFFERY CANNON

## ZONING PERMITS JULY 2012

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6109	POOL		12479 COURTHOUSE HIGHWAY	SHAW AND SHARON LEMON
6110	FENCE	GRIMESLAND	1101 WILSON ROAD	SANDRA EDWARDS STATELINE BUILDERS
6111	SHED		906 SOUTH CHURCH STREET	WILLIAM CULPEPPER
6112	FENCE	WELLINGTON ESTATES	236 WELLINGTON CIRCLE	TAMMIE CLARY SMITHFIELD CUSTOM FENCE AND DECK
6113	EXTERIOR RENOVATION		1500 SOUTH CHURCH STREET	KATHRYN BOUVIER ROGERS VETERINARY HOSPITAL RUSS HOHMANN BUILDERS INC
6114	SHED	WELLINGTON ESTATES	709 BRISTOL STREET	MICHAEL PICKERAL
6115	FENCE		232 JAMES STREET	SAMANTHA FITZGERALD
6116	FENCE	MOONEFIELD	53 FAYE DRIVE	JESSICA UPTEGROVE ROSENBAUM FENCE
6117	POOL	COLONIAL	1618 COLONIAL AVENUE	AMY FORD ANTHONY CUMMINGS CURRENTS CONSTRUCTION
6118	SHED	RED POINT HEIGHTS	210 IRVIN DRIVE	ROBERT LIVINGSTON
6040 (AMENDED)	DECK		329 HUNTER WAY	SCOTT DEESE ASHETT CONSTRUCTION LLC
6076 (AMENDED)	FENCE		231 CARY STREET	JOSEPH REISH

**SMITHFIELD POLICE DEPARTMENT  
MANAGER'S REPORT  
JULY 2012**

**Committees and Projects:**

07/02 Town Council meeting – Chief Bowman, Officer Hill  
07/11 Department Head meeting – Chief Bowman, Lt. Col. Howell and Lt. Rogers  
07/11 Hampton Roads Association of Chiefs of Police – Chief Bowman and Lt. Col. Howell  
07/17 Law Enforcement meeting – Anna's – Chief Bowman and Lt. Col. Howell  
07/17 Crime Line meeting – Smithfield Center – Annette Crocker  
07/20 Isle of Wight Bar Association – Chief Bowman  
07/23 Police Committee – Chief Bowman, Lt. Col. Howell  
07/24 Kiwanis Fishing – Kristi Jenkins  
07/24 Smithfield Foods Corporate Office – Chief Bowman  
07/31 Regional Investigators meeting – Smithfield Center – Sgt. Meier

**Training**

07/09 – 13/ Crisis Hostage Negotiation School – Hampton Roads Criminal Justice Training Academy - Officer Brady (40 hrs)

**In-House Training:**

07/18 Boat Training – Nighttime Navigation Docking – Lt. Valdez, Sgt. Meier, Officer Powell, Officer Phillips and Officer Woods (4 hrs.)  
07/20 ERT training – Lt. Rogers, Lt. Valdez, Sgt. Meier, Sgt. Brady, Sgt. Jones Officer Seamster, Officer Powell (4 hrs.)  
07/25 OC Spray – Officers Anderson, J. Adams, Fordham, Johnson, Woods, Hill and Wright (8 hrs)

**Community Relations**

07/03 Fireworks – PD  
07/03 Boat patrol – Officer Powell and Officer Phillips  
07/09 Fred Wall's Day Camp – Smithfield Baptist Church – Officer Wright (stranger danger)  
07/10 Fred Wall's Day Camp – Smithfield Baptist Church – Sgt. Araojo (bike safety)  
07/17 Pinewood Heights – talking with kids – Officer Fordham and Officer Wright  
07/21 Pork, Peanut and Pine Festival – Surry – Officer Powell and Officer Woods  
07/22 Jersey Park/Wood Edge Apartments – talking with residents – Officer Wright and Officer Woods  
07/23 Westside Elementary School – talking with teachers and students – Officer Wright

## **Investigations:**

**Case#:** 2012-00649  
**Location:** 501 N. Church St  
**Offense:** Robbery  
**Disposition:** Warrants Obtained

On 7/17/2012 an Individual came to the Smithfield PD to report that he had been robbed at the Smithfield Packing Plant. He told Officers that a former co-worker had offered to sell him some electronics for a total of \$1,100. When the victim met up with his friend he counted the money out for him. The offender then grabbed the money from the victim and lifted up his shirt where he had a firearm stuffed in his pants. After showing the firearm he told the victim "Don't move or I'll shoot you!" The offender then took off on foot. Officers did a photo line-up for the victim and charges have been obtained on the offender.

**Case#:** 2012-00690  
**Location:** 841 W. Main St (Hearn's Bait Barn)  
**Offense:** Commercial Burglary  
**Disposition:** Cleared by Arrest

On 7/29/2012 Officers responded to an alarm call at the Hearn's Bait Barn. Officers arrived on scene and could hear someone inside the building. An Officer saw the individual come out of the building and started to give commands. The individual went back inside the building. Officers called him out and arrested him. The individual confessed to breaking into the building trying to steal beer. Nothing was taken and no property was damaged. The offender was charged with commercial burglary and possession of burglary tools.

**Case#:** 2012-00627  
**Location:** 603 W. Main St (7-Eleven)  
**Offense:** Identity Theft and Forgery  
**Disposition:** Cleared by Arrest

On 05/18/12 an Officer did a traffic stop on an individual who did not have any type of identification on him. The individual gave his brother's social security number. The Officer issued the individual a traffic ticket and released the individual believing him to be his brother. When the Officer went to court the offender's brother came to court and showed ID stating that he was not driving. After an investigation the real identity of the offender was found out. The individual was charged with identity theft, forgery, driving suspended, and giving false info to Law Enforcement.

**Case#:** 2012-00679  
**Location:** 1286 Bennis Church Blvd  
**Offense:** PWID Marijuana  
**Disposition:** Cleared by Arrest

On 7/25/2012 an Officer in an unmarked vehicle patrolling the Smithfield Plaza shopping center observed a black male make a hand to hand drug transaction with another male in front of Farm Fresh. The individual got into a vehicle and started to drive off. As the vehicle was leaving the parking lot they failed to stop for a red light. The vehicle was pulled over at Family Dollar on Bennis Church Blvd. The individual who made the transaction was searched and 7 individually wrapped bags of marijuana were found in his possession. Due to the fact that the offender was a juvenile he was released and petitions were taken out for PWID marijuana.

**Case#:** Multiple Case Numbers  
**Location:** 5 locations  
**Offense:** Drug Indictments  
**Disposition:** Cleared by Arrest

On 7/20/12 The Smithfield ERT and the IOWSO served multiple drug indictments on 5 individuals. 3 of the 5 were picked up on felony drug charges without incident. The other 2 are currently at large. The bulk of the charges were for PWID crack cocaine while one was for felony PWID marijuana.

Reporting Period: 7/1/2012 thru 7/31/2012

Total deposits for July 2012 - \$20,293.27

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	7/3/2012	1492			Relay for Life Womanless Pageant	Relay for Life Womanless Pageant	1603		-100.00
Invoice	7/5/2012	1493			Windsor High School	Windsor Prom	1277		100.00
Invoice	7/5/2012	1494			Smithfield High School	Smithfield Prom	1280		25.00
Invoice	7/5/2012	1495			Isle of Wight Commission on Aging	Senior Fish Fry	1281		0.00
Invoice	7/5/2012	1496			Belin and Herbaugh Reception	Belin and Herbaugh Reception	1323		0.00
Invoice	7/5/2012	1497			Kirkby and Lotts Wedding and Reception	Kirkby and Lotts Wedding and Reception	1420		0.00
Invoice	7/5/2012	1498			Cholewinski and Carr Reception	Cholewinski and Carr Reception	1461		0.00
Invoice	7/5/2012	1499			Call-Dixon Reception	Call-Dixon Reception	1465		0.00
Invoice	7/5/2012	1500			Dye and Kearney Wedding and Reception	Dye and Kearney Wedding and Reception	1482		0.00
Invoice	7/5/2012	1501			Lola Rountree	Anniversary for Bishop Mason	1494		0.00
Invoice	7/5/2012	1502			Harris-Barnett Wedding & Reception	Harris-Barnett Wedding & Reception	1500		46.20
Invoice	7/5/2012	1503			Bell and Reese Wedding and Reception	Bell and Reese Wedding and Reception	1537		0.00
Invoice	7/5/2012	1504			Floyd and Charles Wedding and Reception	Floyd and Charles Wedding and Reception	1551		0.00
Invoice	7/5/2012	1505			Brock-Barbie Wedding & Reception	Brock-Barbie Wedding & Reception	1562		0.00
Invoice	7/5/2012	1506			Dave Lyons	Smithfield High Reunion 1992-93	1566		0.00
Invoice	7/5/2012	1507			Smithfield Little Theater	Smithfield Little Theater Anniversary Celebration	1570		300.00
Invoice	7/5/2012	1508			Smithfield Lions Club	Lions District Meeting	1594		-55.00
Invoice	7/5/2012	1509			Holloway- Washington Wedding & Reception	Holloway-Washington Wedding & Reception	1604		0.00
Invoice	7/5/2012	1510			Surry Public Schools	Surry High School Prom	1611		0.00
Invoice	7/5/2012	1511			Smithfield Women's Club	Smithfield Women's Club	1632		155.00
Invoice	7/5/2012	1512			Smithfield Friends Reunion	Smithfield Friends Reunion	1684		400.00
Invoice	7/5/2012	1513			Goins-Cary Wedding & Reception	Goins-Cary Wedding & Reception	1701		0.00
Invoice	7/5/2012	1514			Mays-Deemer Reception	Mays-Deemer Reception	1705		0.00
Invoice	7/5/2012	1515			Hansin-Thomas Wedding & Reception	Hansin-Thomas Wedding & Reception	1711		0.00
Invoice	7/5/2012	1516			Smithfield Packing	Quarterly Update	1735		400.00
Invoice	7/5/2012	1517			Brown and Matthews Wedding and Reception	Brown and Matthews Wedding and Reception	1740		0.00
Invoice	7/5/2012	1518			Brown and Topic Wedding and Reception	Brown and Topic Wedding and Reception	1766		0.00

Reporting Period: 7/1/2012 thru 7/31/2012

Total deposits for July 2012 - \$20,293.27

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount	
Invoice	7/5/2012	1519			Vanderhelm and Coleman Wedding and Reception	Vanderhelm and Coleman Wedding and Reception	1768		0.00	
Invoice	7/5/2012	1520			Bower and Meisinger Wedding and Reception	Bower and Meisinger Wedding and Reception	1770		0.00	
Invoice	7/5/2012	1521			Adams and McKoy Wedding and Reception	Adams and McKoy Wedding and Reception	1771		0.00	
Invoice	7/5/2012	1522			Dent-Strozak Reception	Dent and Strozak Reception	1785		0.00	
Invoice	7/5/2012	1523			Francis and Cypress Wedding and Reception	Francis and Cypress Wedding and Reception	1786		0.00	
Invoice	7/5/2012	1524			Bingham and Hollandsworth Wedding and Reception	Bingham and Hollandsworth Wedding and Reception	1790		0.00	
Invoice	7/5/2012	1525			OA Spady	Hokie Banquet	1834		0.00	
Invoice	7/5/2012	1526			National Wild Turkey Federation	National Wild Turkey Federation Banquet	1850		500.00	
Invoice	7/5/2012	1527			Smithfield Foods Executive Offices	International Budget Review Meeting	1853		400.00	
Invoice	7/5/2012	1528			Smithfield Foods	Ethics Training	1859		200.00	
Invoice	7/5/2012	1529			Isle of Wight Chamber of Commerce	Chamber Business Appreciation Lunch	1874		200.00	
Invoice	7/5/2012	1530			Voices for Kids CASA	CASA Banquet	1885		0.00	
Invoice	7/5/2012	1531			VDOT	VDOT Service Awards	1892		0.00	
Invoice	7/5/2012	1532			Don Robertson	Robertson Graduation Party	1897		0.00	
Invoice	7/5/2012	1533			John Graham	IOW Christian Outreach-Equipment Rental	1945		0.00	
Invoice	7/5/2012	1534			Delegate Morris Office	64th District Legislative Reception	1929		400.00	
Invoice	7/24/2012	1535			Towns Vow Renewal	Towns Vow Renewal	1915		-100.00	
Invoice	7/25/2012	1536			Quantz Wedding & Reception	Quantz Wedding & Reception	1938		-400.00	
Invoice	7/25/2012	1537			Kleppe and Horton Wedding and Reception	Kleppe and Horton Wedding and Reception	2017		-212.50	
									Total	2,258.70
Payment	7/3/2012	1491	Check	323498	Isle of Wight Schools	Isle of Wight Schools Retirement Banquet	1906		150.00	
Payment	7/3/2012	1492		Applied to 1/12/12	Relay for Life Womanless Pageant	Relay for Life Womanless Pageant	1603		100.00	
Payment	7/5/2012	1488	Check	8617	King's Fork High School	Kings Fork High School Prom	1764		50.00	
Payment	7/5/2012	1488	Check	8710	King's Fork High School	Kings Fork High School Prom	1764		100.00	
Payment	7/9/2012	1534	Visa	Visa	Delegate Morris Office	64th District Legislative Reception	1929		400.00	

Visa 4635 7800 0240 5738 exp 05/15

Reporting Period: 7/1/2012 thru 7/31/2012

Total deposits for July 2012 - \$20,293.27

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
P O Box 128 Carrollton, 23314									
Payment	7/10/2012	1512	Check	527	Smithfield Friends Reunion	Smithfield Friends Reunion	1684		400.00
Payment	7/19/2012	1507	Check	3004	Smithfield Little Theater	Smithfield Little Theater Anniversary Celebration	1570		300.00
Payment	7/19/2012	1513	Check	2107309	Goins-Cary Wedding & Reception	Goins-Cary Wedding & Reception	1701		400.00
Payment	7/23/2012	1527		Electronic Transfer	Smithfield Foods Executive Offices	International Budget Review Meeting	1853		400.00
Payment	7/23/2012	1528		Electronic Transfer	Smithfield Foods	Ethics Training	1859		200.00
Payment	7/24/2012	1535	Check	Refund	Towns Vow Renewal	Towns Vow Renewal	1915		-100.00
Payment	7/25/2012	1536	Check	Refund	Quantz Wedding & Reception	Quantz Wedding & Reception	1938		-400.00
Payment	7/25/2012	1537	Check	Refund	Kleppe and Horton Wedding and Reception	Kleppe and Horton Wedding and Reception	2017		-212.50
Payment	7/31/2012	1493	Check	29684	Windsor High School	Windsor Prom	1277		100.00
								Total	1,887.50
Deposit	7/2/2012		Check	392	Scipio Brown Family Reunion	Scipio Brown Family Reunion	2015		600.00
Deposit	7/2/2012		Discover	Discover	Cabiroy and Conner Wedding and Reception	Cabiroy and Conner Wedding and Reception	2016		1,040.00
6011 2089 4710 1989 exp. 06/14 Susan Cabiroy									
Deposit	7/2/2012		Check	6882	Boone Retirement Party	Boone Retirement Party	2019		600.00
Deposit	7/2/2012	1537	Master Card	Mastercard	Kleppe and Horton Wedding and Reception	Kleppe and Horton Wedding and Reception	2017		425.00
Deposit	7/3/2012			Applied from 4/19/12	Relay for Life Womanless Pageant	Relay Womanless Pageant	2020		100.00
Deposit	7/5/2012	1521	Check	1450	Adams and McKoy Wedding and Reception	Adams and McKoy Wedding and Reception	1771		374.60
Deposit	7/6/2012		Visa	Visa	Gay-Newell Wedding & Reception	Gay-Newell Wedding & Reception	2022		500.00
4300 2300 9107 7919 exp 4/15 14974 , 23431									
Deposit	7/6/2012		Check	510890	Isle of Wight Social Services	Staff Development Day	2018		100.00
Deposit	7/6/2012	1535	Master Card	MC	Towns Vow Renewal	Towns Vow Renewal	1915		700.00
Deposit	7/9/2012		American Express	Amex	Ferguson-Fernaays Wedding & Reception	Ferguson-Fernaays Wedding & Reception	2024		425.00
Deposit	7/9/2012		Check	1729	Conrad and Ballard Wedding and Reception	Conrad and Ballard Wedding and Reception	1855		835.00

Reporting Period: 7/1/2012 thru 7/31/2012

Total deposits for July 2012 - \$20,293.27

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	7/9/2012		Visa	Visa	Evans-Cummings Wedding & Reception	Evans-Cummings Wedding & Reception	1914		100.00
		4063 1591 8584 1525 exp 4/15 301 Congress Ave , 23669							
Deposit	7/9/2012		Visa	Visa	Believer's Church	Believer's Church Banquet	2028		500.00
		4798 5100 4528 0787 exp 03/14 4500 23321							
Deposit	7/10/2012		Visa	Visa	Moy and Ivey Wedding and Reception	Moy and Ivey Wedding and Reception	1865		842.80
Deposit	7/10/2012		Visa	Visa	Sherrill and O'Malley Wedding and Reception	Sherrill and O'Malley Wedding and Reception	1832		720.00
Deposit	7/12/2012		Master Card	MC	Boursiquot and Tarpley Wedding and Reception	Boursiquot and Tarpley Wedding and Reception	1830		150.00
Deposit	7/13/2012		Visa	Visa	McMannen-Ellis Wedding & Reception	McMannen-Ellis Wedding & Reception	2029		700.00
		4063 1551 7914 7309 exp 08/14 754 , 23601							
Deposit	7/13/2012		Visa	Visa	Thomas and Wethington Wedding and Reception	Thomas and Wethington Wedding and Reception	1474		5.04
Deposit	7/17/2012		Visa	Visa	Boursiquot and Tarpley Wedding and Reception	Boursiquot and Tarpley Wedding and Reception	1830		50.00
Deposit	7/17/2012		Check	3765	Foshee-Carroll Wedding & Reception	Foshee-Carroll Wedding & Reception	1849		600.00
Deposit	7/17/2012		Check	4492	Allen and Austin Wedding and Reception	Allen and Austin Wedding and Reception	1918		200.00
Deposit	7/17/2012		Visa	Visa	Allen and Austin Wedding and Reception	Allen and Austin Wedding and Reception	1918		100.00
Deposit	7/19/2012		Visa	Visa	Bennett and Bland Reception	Bennett and Bland Reception	2036		500.00
Deposit	7/19/2012		American Express	American Express	Williams and Sollars Wedding and Reception	Williams and Sollars Wedding and Reception	1512		900.00
Deposit	7/20/2012		Visa	Visa	Moore and Williams Wedding and Reception	Moore and Williams Wedding and Reception	2037		425.00
Deposit	7/20/2012		Visa	Visa	Evans-Cummings Wedding & Reception	Evans-Cummings Wedding & Reception	1914		300.00
Deposit	7/20/2012		Check	7936	David-Page Reception	David-Page Reception	1967		700.00
Deposit	7/20/2012		Money Order	14-527648062	Hundley and Batten Wedding and Reception	Hundley and Batten Wedding and Reception	1618		134.00
Deposit	7/25/2012		Discover	Discover	Dominion Virginia Power	Dominion Power Meeting	1911		600.00
Deposit	7/27/2012		Visa	Visa	Hebert and Cofield Reception	Hebert and Cofield Reception	2041		700.00
Deposit	7/27/2012		Visa	Visa	Bennett and Bland Reception	Bennett and Bland Reception	2036		380.00
Deposit	7/27/2012		Master Card	MC	Leigh and Davis Wedding and Reception	Leigh and Davis Wedding and Reception	1841		583.08

Reporting Period: 7/1/2012 thru 7/31/2012

Total deposits for July 2012 - \$20,293.27

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	7/30/2012		Master Card	Master Card	Hodson-Parrish Reception	Hodson-Parrish Reception	2042		700.00
Deposit	7/30/2012		Visa	Visa	Crouch and Tuttle Reception	Crouch and Tuttle Reception	2043		500.00
Deposit	7/31/2012		Visa	Visa	Stewart and Jordan Reception	Stewart and Jordan Reception	1687		953.35
								Total	17,042.87
Damage Dep.	7/19/2012		Check	2225	Cheer Extreme	Cheer Extreme Fundraiser	2034		25.00
								Total	25.00
								Grand Total	-16,646.67

## July 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Burrell-Conner Wedding & Reception MH plus Suites 150	Amy Off Town Council A&B 20	64th District Legislative Reception MH 75	Independence Day -Saturday Rate	Archer and Davenport Setup MH plus Suites 20	Archer and Davenport Wedding and Reception MH plus Suites 150	Courtney Off Holland and Brown Reception MH plus Suites 200
8	9	10	11	12	13	14
Courtney Off	Courtney Off	Courtney Off Pinewood Heights Team Management Meeting C&D 15 Planning Commission A&B 20 Presidents Awards Dinner MH 100	Courtney Off Intergovernmental Meeting C&D 20 Staff Meeting C&D 12	Courtney Off Tarrant and Johnson Setup MH plus Suites 20	Courtney Off Helen Off Tarrant and Johnson Wedding and Reception MH plus Suites 210 Thomas and Waters Rehearsal Deck 20	Calvin Off Helen Off Thomas and Wethington Wedding and Reception MH plus Suites 140
15	16	17	18	19	20	21
Calvin Off Helen Off Genesis-Wedd & Reception 714-4873	Helen Off	BHA&R A&B 15 Crime Line Meeting C&D 15 Schoolhouse Committee C&D 15	Deep Cleaning Stanley Steamer- Carpet and Grout Cleaning 8 AM	Amy Off Sprinkler System Testing Conrad and Ballard Wedding and Reception Deck 20 Towns Vow Renewal Deck 20	Amy Off Helen Off Conrad and Ballard Wedding and Reception MH plus Suites 135	Amy Off Helen Off Towns Vow Renewal MH plus Suites 200
22	23	24	25	26	27	28
Amy Off Helen Off Herbert Off Moy and Ivey Wedding and Reception MH plus Suites 143	Amy Off Committee Meetings A&B 20	Committee Meetings A&B 20 Reception for Dave Hare & John Graham C&D 60	Allen and Austin Rehearsal Suites 30 Economic Development Stakeholders Meeting MH 70	Allen and Austin Wedding and Reception MH plus Suites 120	Boursiquot and Tarpley Rehearsal Deck 20 Boursiquot and Tarpley Wedding and Reception MH plus Suites 130	Hundley and Batten Wedding and Reception MH plus Suites 120
29	30	31				
Leigh and Davis Wedding and Reception MH plus Suites 150	Tour of Innovation Center Kiwanis Board Retreat A&B 15	Amy Off Public Meeting -Sidewalks and Bike Paths C&D 40 Smithfield PD Detective Meeting A&B 10				

Smithfield Center Discounts - July 2012

Booking Date	Event Name	Room Code	Discount Percent
7/1/2012	Burrell-Conner Wedding & Reception	MH plus Suites	0.00%
7/2/2012	Town Council	A&B	100.00%
7/3/2012	64th District Legislative Reception	MH	0.00%
7/5/2012	Archer and Davenport Setup	MH plus Suites	20.00%
7/6/2012	Archer and Davenport Wedding and Reception	MH plus Suites	20.00%
7/7/2012	Holland and Brown Reception	MH plus Suites	0.00%
7/10/2012	Planning Commission	A&B	100.00%
7/10/2012	Pinewood Heights Team Management Meeting	C&D	100.00%
7/10/2012	Presidents Awards Dinner	MH	0.00%
7/11/2012	Staff Meeting	C&D	100.00%
7/11/2012	Intergovernmental Meeting	C&D	100.00%
7/12/2012	Tarrant and Johnson Setup	MH plus Suites	20.00%
7/13/2012	Tarrant and Johnson Wedding and Reception	MH plus Suites	0.00%
7/14/2012	Thomas and Wethington Wedding and Reception	MH plus Suites	20.00%
7/17/2012	BHA&R	A&B	100.00%
7/17/2012	Schoolhouse Committee	C&D	100.00%
7/17/2012	Crime Line Meeting	C&D	100.00%
7/20/2012	Conrad and Ballard Wedding and Reception	MH plus Suites	0.00%
7/21/2012	Towns Vow Renewal	MH plus Suites	0.00%
7/21/2012	Tucker Family Reunion	Picnic Area	50.00%
7/22/2012	Moy and Ivey Wedding and Reception	MH plus Suites	0.00%
7/24/2012	Reception for Dave Hare & John Graham	C&D	100.00%
7/25/2012	Economic Development Stakeholders Meeting	MH	50.00%
7/25/2012	Allen and Austin Rehearsal	Suites	0.00%
7/26/2012	Allen and Austin Wedding and Reception	MH plus Suites	0.00%
7/27/2012	Boursiquot and Tarpley Wedding and Reception	MH plus Suites	0.00%
7/28/2012	Hundley and Batten Wedding and Reception	MH plus Suites	0.00%
7/29/2012	Leigh and Davis Wedding and Reception	MH plus Suites	0.00%
7/30/2012	Kiwanis Board Retreat	A&B	50.00%
7/31/2012	Smithfield PD Detective Meeting	A&B	100.00%
7/31/2012	Public Meeting -Sidewalks and Bike Paths	C&D	100.00%

100% discounts

50% discounts

20% discounts

11 events

2 events

2 events

## **Smithfield/Isle of Wight Tourism Activity Report – July 2012**

- Director attended the Isle of Wight Board of Supervisors Meeting 7/19/12.
- Director attended Smithfield Town Council Meeting 7/2/12 and continued meeting 6/25/12.
- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 7/23. Meetings were held each Monday morning to allow citizens and merchants to make public comments and to discuss communicating the project issues to all concerned-residents, merchants and visitors. Went to monthly meeting schedule in July. Next meeting 8/20/12.
- Held monthly Tourism Staff Meeting 7/2/12. All staff in attendance. New VC Manager, Deborah Marshall introduced.
- Attended Historic Smithfield/Preservation Virginia meeting about the Courthouse of 1750 7/3/12.
- Toured potential Zuni Museum property with ZHS members 7/5/12. Excellent location on Route 460. Would make a good combination museum/visitor center for Southern end of the County.
- Virginia Symphony at Windsor Castle Park cancelled due to extreme heat 7/7/12.
- Staff assigned daily Facebook activity for Tourism FB Account.
- Aiken & Friends Music Festival planning meeting held 7/9/12 and 7/16/12 and 7/25/12.
- Voyager Gas Card meeting held 7/10/12.
- Taste of Smithfield GRAND OPENING held 7/10/12.
- Director vacation 7/10-13/12.
- Smithfield 2020 Meeting 7/11/12. For more info and minutes of Smithfield 2020 meeting, please visit [www.smithfield2020.org](http://www.smithfield2020.org)
- Staff attended SHDBA meeting 7/12/12.
- Farmers Markets held 7/7, 7/14, 7/21, 7/28. Excellent attendance!

- Schoolhouse Museum Board Meeting 7/17/12.
- Value of Tourism Committee (CVTA) meeting held 7/17/12. Attended Coastal Virginia Tourism Alliance meeting 7/18/2012 at CBBT Eastern Shore. This organization has received its 501c6. Director is the current Secretary of the organization which encompasses Coastal Virginia CVB's from the Eastern Shore to Williamsburg.
- IOW County Fair Press Releases issued for Main Stage entertainers: Casey James, Tracy Lawrence and Gloriana throughout July.
- Attended Winefest 2013 Meeting 7/17/12 to begin planning for 2013 event.
- Blitz Williamsburg timeshares 7/18/12.
- Attended Saint Lukes Board Meeting (Development Committee) 7/19/12.
- Met with Hampton Roads Magazine (new ad rep) 7/19/12 and 7/25/12 (regarding Aikenfest sponsorship/ads).
- Virginia Chamber of Commerce Conference Call 7/19/12.
- Completed IOW County Fair TV spot scripts 7/20/12
- Completed America In Bloom Criteria Award submission-Heritage Preservation 7/23/12.
- Attended meeting with Budget and Finance Director for FY13 budget issues 7/24/12.
- Attended Council Committees 7/24/12.
- Attended Council Reception 7/24/12.
- Held Olden Days Debriefing 7/25/12.
- Attended IOW Economic Development Strategic Planning meeting 7/25/12.
- Attended VACVB Summer 2012 Quarterly Meeting in Fairfax 7/26-27/12.
- Met with new Ad Director-Smithfield Times 7/30/12.
- Attended IOW County Fair Committee meeting 7/30/12.

- Attended Smithfield on the Move meeting 7/31/12.
- Staff attended Smithfield Staff Meeting 7/11/12.
- Attended IOW Staff Meeting 7/2/12 and 7/23/12.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

Upcoming Events: See [www.visitsmithfieldisleofwight.com](http://www.visitsmithfieldisleofwight.com) for more details!

# PROCLAMATION

## Outstanding Accomplishment

**WHEREAS**, the Girls Scouts of Isle of Wight County, Virginia donated their time and worked extremely hard to make a corner of our great town beautiful and ready for our America in Bloom Contest 2012.

**WHEREAS**, through Girl Scouting girls grow strong, gain self-confidence and skills for success, and learn their duty to the world around them; and,

**WHEREAS**, the accomplishments and the efforts made by these young ladies involved in the Girl Scouts of Isle of Wight County are to be commended.

**NOW, THEREFORE BE IT RESOLVED**, I, T. Carter Williams, as Mayor of the Town of Smithfield, do hereby recognize all the Girls Scouts of Isle of Wight County that participated in the America in Bloom Program and thank them for all their hard work and dedication in making their community a more beautiful place.

Presented and signed this 7<sup>th</sup> day of August 2012.

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T. Carter Williams, Mayor

RESOLUTION TO EXTEND WATER SERVICE TO THE PROPOSED ISLE OF WIGHT  
RESCUE SQUAD/EMERGENCY SERVICES FACILITY ON GREAT SPRINGS ROAD

WHEREAS, the Isle of Wight Board of Supervisors has purchased property on Great Springs Road lying adjacent to the Town's corporate boundary for the purpose of construction a rescue squad/emergency services facility; and,

WHEREAS, the Board of Supervisors and requested that the Town extend municipal water service to the subject property to provide water to said rescue squad/emergency services facility; and,

WHEREAS, the Town Council of the Town of Smithfield recognizes the benefit to the citizens of the Town and the public in general to be derived from a new and adequate rescue squad/emergency services facility.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Smithfield that:

1. The Town Council agrees in principle to the extension of municipal water to the proposed rescue squad/emergency services facility;
2. Any extension of water lines outside the Town's boundaries shall be solely for service to the proposed rescue squad/emergency services facility and not for any other development purposes;
3. The cost of the extending a water line to the proposed rescue squad/emergency services facility, including but not limited to the cost of acquiring any easements that may be necessary, engineering and design costs and actual construction costs shall be paid by Isle of Wight County.
4. The Town and County shall amend and revise its existing utility agreements as necessary to acknowledge and permit the proposed extension of utilities outside the Town's corporate boundaries.

Adopted: August 7, 2012

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T. Carter Williams, Mayor

Attest:

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Lesley Greer, Clerk

AN ORDINANCE AMENDING SECTIONS 86-1 OF CHAPTER 86 OF THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA, AS AMENDED, IN ORDER TO ENHANCE PENALTIES FOR SECOND AND SUBSEQUENT VIOLATIONS FOR EXCESSIVE VEGETATION

WHEREAS the Town Council of the Town of Smithfield has determined that the penalties provided by the provisions of its ordinances regulating excessive vegetation are insufficient to deter offenders and inadequate to cover the costs associated with enforcement; and,

WHEREAS, certain amendments to the state code give the Town the ability to strengthen its ordinances pertaining to excessive vegetation by providing for enhanced penalties for second and subsequent violations.

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

1. That Section 86-1 of Chapter 86 the Code of the Town of Smithfield, Virginia is repealed and reenacted as follows:

**Sec. 86-1. - Violations of chapter generally.**

- (a) Unless otherwise specifically provided, a violation of any provision of this chapter shall constitute a class 3 misdemeanor. In the case of subsequent violations not arising from the same set of facts within twelve months of an initial violation, a civil penalty shall be imposed on the property owner, whether the subsequent violation is remedied by the owner or his agent or the Town or their agent. The first subsequent violation within twelve months of the initial violation shall garner a civil penalty of \$100.00; the second, a civil penalty of \$150.00; the third and all additional subsequent violations within twelve months of the initial violation shall garner a civil penalty of \$200.00 each. Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of violations result in civil penalties that exceed a total of \$3,000.00 in a twelve month period. These penalties shall be in addition to any service fees or administrative fees that result from the resolution of the violations and shall be collected in the same manner as fixed by state law for the collection of taxes and shall be subject to the same penalties for delinquency, costs and fees.

2. This ordinance shall become effective immediately upon adoption.

ADOPTED this 7<sup>th</sup> day of August, 2012.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD, VIRGINIA

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

Attest:

\_\_\_\_\_  
Lesley Greer, Clerk

RESOLUTION TO ACCEPT PROPERTY FOR USE AS PUBLIC RESTROOMS

WHEREAS, Smithfield Foods, Inc., a good corporate citizen of the Town of Smithfield, has approached the Town Council and proposed that it would build a new public restroom facility upon property located at 206 Main Street which it has recently acquired to be donated to the Town; and,

WHEREAS, the Town Council's public buildings and welfare committee has considered a proposal from a representative of Smithfield Foods, Inc. as to the proposed construction has recommended that the Town Council agree to accept the generous gift of such a facility; and,

WHEREAS, the Town Council of the Town of Smithfield recognizes the benefit to the citizens of the Town and the public in general to be derived from new and adequate public restroom facilities on Main Street.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Smithfield that:

1. The Town Council agrees in principle to the construction of a public restroom facility on the property located at 206 Main Street now owned by Smithfield Foods, Inc. and to be constructed by the company.
2. The Town Council would gladly accept the donation of the proposed public restroom facility at such time as it is completed;
3. The design and construction of the proposed public restroom facility shall be subject to the existing zoning and development ordinances and standards now in effect and after review and approval by the Town Planning Commission and Board of Historic and Architectural Review.

Adopted: August 7, 2012

TOWN COUNCIL OF THE TOWN OF SMITHFIELD

BY: \_\_\_\_\_  
T. Carter Williams, Mayor

Attest:

\_\_\_\_\_  
Lesley Greer, Clerk