SMITHFIELD TOWN COUNCIL AGENDA

September 4th, 2012 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street

A. INFORMATIONAL SECTION:

1. Manager's Report
   a. August Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

September 3	-	Town Administrative Office Closed in Observance of Labor Day
September 4	-	7:30 p.m. – Town Council Meeting
September 11	-	4:00 p.m. - Pinewood Heights Management Team Meeting
September 11	-	7:30 p.m. – Planning Commission Meeting
September 17	-	4:00 p.m. – Town Council Committee Meetings (Consecutive)
		Police Committee
		Water and Sewer Committee
		Finance Committee
September 18	-	4:00 p.m. – Town Council Committee Meetings (Consecutive)
		Fire and Rescue Committee
		Public Works Committee
		Public Buildings and Welfare Committee
September 18	-	6:30 p.m. – Board of Zoning Appeals
September 18	-	7:30 p.m. – Board of Historic and Architectural Review

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 America in Bloom Contest

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. Police Committee Chair, Connie Chapman
b. Water and Sewer Committee Chairman, Andrew C. Gregory
c. Finance Committee Chairman Randy Pack
d. Public Works Committee Chairman Michael G. Smith
e. Public Buildings and Welfare Committee Chairman, Dr. Milton Cook

CONSENT AGENDA ITEMS

C1. **Resolution for Street Closure Request for Smithfield High School Homecoming Parade, October 26, 2012** **TAB # 1**
Police Committee Chair, Connie Chapman

C2. **Resolution to Authorize Adoption of Town Wide Speed Limit Recommendations**
Police Committee chair, Connie Chapman **TAB # 2**

C3 **Motion to Accept the Proposal From Draper Aden Associates for Additional Locality/HRSD Coordination and General Special Order by Consent Assistance – Scope of Work and fees in an Amount of $80,000**
Water and Sewer Committee Chair, Andrew C. Gregory

C4. **Motion to Accept Proposal From Draper Aden Associates for Capacity Assessment/Level of Service Determination Assistance – Scope of Work and Fees in the Amount not to Exceed $35,000**
Water and Sewer Committee Chair, Andrew C. Gregory

C5. **Motion to Authorize Water Shut-off by Lewis Construction of Virginia in the Riverview Neighborhood on September 26th, 2012**

C6. **Resolution in Support of Extending Town Water and Sewer Utilities to the New Rescue Squad Facility on Great Springs Road** **TAB # 3**
Water and Sewer Committee chair, Andrew C. Gregory

C7. **Invoices Over $10,000 Requiring Council's Consideration:**
Finance Committee Chair, Randy Pack

a.	**REW Corporation**	**$59,217.20**
b.	**Draper Aden Associates**	**$20,628.00**
c.	**Clark Nexsen**	**$13,937.28**
d.	**Excel paving Corporation**	**$32,684.00**
e.	**Excel Paving Corporation**	**$57,759.33**
f.	**Excel Paving Corporation**	**$12,132.50**
g.	**Sungard Public Sector**	**$19,335.43**

C8. **Motion to Renew Debris Removal Contracts with Goodman and Son's and Smithfield Services Inc. for One Additional Year**
Public Works Committee Chair, Michael Smith

C9. **Motion to Accept RFP Proposal for Vehicle Maintenance from Dave's Service Center**
Public Works Committee Chair, Michael Smith

C10. **Motion to Authorize Town Manager to Issue a Request for Proposals For Annual Engineering Consulting Services**
Public Works Chair, Michael G. Smith

C11. **Motion to Change September Committee Meetings September 17th and 18th due to VML Annual Conference being held September 23rd thru 25th**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

C12. **Motion to Accept RFP from Gina Ippolito and Mary Mitchell for Consultant Services for the Smithfield on the Move Community Wellness Initiative**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Motion to Approve the Town Council Minutes for the Meeting of August 7th, 2012**
Town Attorney, William H. Riddick, III

2. **Old Business:**

A. **Urban Archery Season Permitted Hunting Areas in Town Limits** **TAB # 4**

3. **New Business:**

A. **Motion to Accept Proposal from Blair Brothers Inc. to Replace Storm Drain Pipe in Cypress Creek in an amount not to Exceed $17,521.00**
Public Works Committee Chair, Michael Smith

B. **Acceptance of Additional Proposals for Stormwater Damage Repairs (Forthcoming)**

a. **Motion to Accept Proposal for Muirfield Pipe Repairs**
b. **Motion to Accept Proposal for Winchester Place Pipe Repair**

4. **Disposition of Real Property at 117 North Church Street**

A. **Closed Session**

B. **Extend Request for Proposals – Use and Sale of Real Property at 117 North Church Street**
Acceptance of Proposal From Dr. and Mrs. Weiss for Smithfield Winery

C. **Approval of Contract of Sale and Purchase**

5. **Adjournment** -

August 31, 2012

TO: **SMITHFIELD TOWN COUNCIL**

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

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

TOWN MANAGER'S OFFICE:

a. Attended the following meetings and activities: Smithfield 2020, Ice Cream Parlor anniversary, Windsor Castle Park Foundation Board, TFE Client session, fire extinguisher training, SEI Alumni event in Charlottesville, VML Insurance Programs board retreat in Staunton, IOW Emergency Communications Center board, Hampton Roads Criminal Justice Training Academy Executive Committee
b. Followed up on vehicle maintenance and 117 North Church Street RFP's. Issued RFP for 224 Main Street
c. Submitted second grant application to Obici Healthcare Foundation for Smithfield on the Move Initiative, and requested time extension to spend remaining funds from first planning grant. Hosted Obici staff site visit.
d. Participated along with Brian Reagan in Portsmouth at VDHCD annual conference for a session about Pinewood Heights relocation project history and status.
e. Met with Lawrence Pitt in reference to new public restrooms

TOWN CLERK'S OFFICE:

a. Transcribed and proofed the monthly minutes for Town Council, Planning Commission and Board of Historic and Architectural Review.
b. Staff attended Safety Committee meeting on August 2nd.
c. Staff attended Windsor Castle Foundation Board Meeting on August 2nd.
d. Attended fire extinguisher training on August 9th.
e. Met with new Office Aide employee, Angel Brown, to show here around town offices.
f. Started working on scanning Treasurer's records in DocStar so they can be moved to offsite storage.
g. Prepared August Town Council Committee Agenda, and September Town Council Agenda

h. Attended Town Council Committee meetings on August 27th and 28th and prepared summary reports of the committees.

TREASURER'S OFFICE:

a. Continued close out procedures for FY2012 in preparation for annual audit.
b. Financial analyst prepared bank reconciliations for all cash accounts.
c. Submitted personnel/vehicle information to Mansfield Oil Company to begin implementation of the Voyager Card Program offered by the state.
d. Attended TFA benefits meeting on August 8 with Peter Stephenson and Tracy James in Virginia Beach to learn more about the impact of healthcare reform.
e. Participated in fire extinguisher training taught by Jeff Smith on August 9. All office personnel were involved in this training.
f. Met with Barbara Hunter, Joyce Eaton, and Bill Riddick at Bill's office on August 21 to discuss several businesses with delinquent business licenses.
g. Began work on the annual unclaimed property report.
h. Secured loan for the approved HVAC improvements at the Smithfield Center.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
  Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.

1. Sewer Line Repairs and Maintenance:
   a. Continued work on manhole inspections and air release valves - both 50% complete.
   b. Sewer line cleaning 5% completed.
   c. 310 Smithfield Blvd - lower sewer clean out.
   d. 203 Irvin Dr -. raised sewer clean out.
   e. 34 Faye Dr. - replaced 70 ft of sewer lateral due to frequent back ups.

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

c. Rising Star pump station - replaced floats and pump #2
d. Pinewood pump station - replaced 2 bad floats.
e. Painted the roof at Moonfield pump station.

3. Water Line Repairs and Maintenance:

   a. Repaired service line at 33 Main St. Galvanized line had pin hole.
   b. Repaired water leak on service line for 1000 South Church St. Boring Company had hit service with boring machine and was repaired by town staff.

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. Completed well Abandonment of the Pinewood Height well. This was to help with getting new withdraw permit from DEQ.
   c. Completed the renovation of Jersey Park well house. All plumbing has been replaced so the well can be flushed and sampled without going into distribution.

5. Water Treatment Plant

   a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
   b. New operator, Gary Gandee, began training at RO plant.
   c. Operators replaced defective saddle and o-ring on RO skid.
   d. Operators repaired propeller on lime feed mixer.
   e. Quarterly nitrification samples were taken for HRSD.

6. Safety

   a. Monthly truck inspections.
   b. All Public Works employees attended Fire Extinguisher 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 – 08/14/12

   A. Entrance Corridor Overlay District Design Review - Exterior Renovation, Signage - 1909 South Church Street, Hardee's Restaurant – Cathy Buro, Allen Industries, LLC, applicants – Approved.

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 (98% complete)
   F. True Value (98% complete)
   G. Main Street Baptist Church (30% complete)
   H. Taste of Smithfield (98%)

6. Board of Zoning Appeals 08/21/12

- No meeting held.

7. Board of Historic & Architectural Review 08/21/12

A. Proposed Window Replacement – 209 Clay Street – Contributing – Dr. Milton Cook, applicant – Approved.
B. Proposed Demolition and New Public Facility Construction – 206 Main Street – No Designation – Lawrence Pitt, Smithfield Foods, applicants – Demolition Approved, New Facility Approved in Concept.

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.

C. 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 continued sidewalk brick tie-in installation on both sides of project between the new sidewalk and residential and commercial sidewalks/driveways 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. Charter Cable has begun installation of their cable from the Smithfield Station parking lot to the intersection of Main and Church Streets.

D. Blair Bro.'s Contr. started and completed re-grade of roadside ditches along south side of Watson Drive between Faye Drive and Wilderness Lane. Contractor also installed asphalt repair of potholes and damaged area on Battery Park Road and Institute Street.

August 31, 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, AUGUST 27TH, 2012

The Police Committee met Monday, August 27th, 2012 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, and Mr. Andrew C. Gregory, Vice Mayor. Other Council members present were Mr. Randy Pack, 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; Mr. Jack Reed, Waterworks Operator, and Ms. Sonja Eubank, Office Manager for Public Works; Also in attendance were Mr. Brian Carroll, IOW Volunteer Rescue Squad; Mr. Andy Snyder and Mr. Scott Schiller of Draper Aden Associates; and approximately 8 residents from Cypress Creek . 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 BE ON THE COUNCIL'S AGENDA

1. Street Closure Request for Homecoming Parade, October 26, 2012 @4:00 p.m. – Mrs. Tynes reported that this is for Smithfield High School's annual homecoming parade. It is the same parade route as in years past. Mr. Pack stated that he has no objections but wanted to know if the town has heard how the downtown merchants feel about the closure. It is normally brought up at their Smithfield Historic District Business Association to see if there are any concerns. Committee agreed that this is a quick event and in some cases it helps some of the businesses because it brings people downtown. Committee recommends approval of street closure.

2. Continued Discussion on Town Wide Speed Limit Recommendations – Chief Bowman reported that at the last committee meeting Town Council had directed him to conduct a speed study on Battery Park Road near the entrance of Wellington Estates. The results of the speed study found that there was compliance within the established speed limit. Chief Bowman stated that Vice Mayor Gregory had asked that we provide committee with a revised map showing the 30 mph zones converted to 25 mph zones. That has been included in your packet. Mayor Williams stated that the change in speed limits needs to be looked at more as a safety issue. He stated that he is all for lowering the speed limit to 25 mph on any neighborhood street that does not have sidewalks. Committee originally looked at reducing the speed limit on the residential portion of Cary Street and Cedar Street but these areas do have sidewalks. Mr. Pack stated that he had received a complaint from a citizen on Jericho Road. He explained that the speed limit on Jericho Road from the corner there at Windsor Castle to Joshua Road is 15 mph and they feel that is too slow. Chief Bowman stated that he had received that same concern. Mr. Pack stated that in his opinion 15 mph is slow and the 25 mph may better suit that area. He also stated that from Windsor Castle back to South Church Street should remain 15 mph. Deputy Chief Howell explained that the reason the speed limit was posted as 15 mph is there is an unmarked crosswalk in that area. Reducing the speed reduces the chance of someone being struck. The wall at the entrance of the park does provide a blind spot for someone walking out across the street. Mayor Williams stated that he has received a lot of input from people that would like to see 25 mph and only one that would like them to stay as they are. Mr. Pack stated that was his consensus as well on the people that he has heard from. Vice Mayor Gregory stated that he had posted the question on Facebook to get public input from people that lived within the town and approximately twenty-two of twenty-four were in favor of reducing the speed limits to 25 mph. Vice Mayor Gregory stated that if there are any exceptions to this rule then Cary Street would be it. Cary Street has sidewalks and the traffic coming in that area is from out in the county where the speed limit is 45 mph and 55 mph. Mayor Williams stated that he feels the same about Cedar Street. Discussion was held on the speed limit for Cary Street and if it should be reduced to 25 mph when it gets to the residential portion of the street. The Town Attorney mentioned that Cary Street does not qualify to be a 25 mph zone until it gets to the residential portion of that street. Chief Bowman stated that once it gets to that point people are starting to slow down anyway because they are approaching a stop sign at the intersection of Cary and Grace Street. Committee agreed to leave speed limit as is on Cary Street at this time. The Town Attorney mentioned that from a liability standpoint committee should be very careful about raising the speed limit on Jericho Road. Committee may want to consider only changing the 15 mph zone from the entrance of Jericho Estates to Cedar Street to the 25 mph and leaving the section from Jericho Estates back through the park at 15 mph. He stated that if safety is the issue then increasing the speed limit in the park area would not be recommended. Vice Mayor Gregory asked if there was a consensus to reduce speed limits to 25 mph in all neighborhoods throughout the town with the exception of Cary Street. Cary Street will be left at this time the way it is. Changes of to Jericho Road would be to increase the speed limit to 25 mph from the entrance of Jericho Estates to Cedar Street. Committee agreed to send these recommendations to Town Council for consideration.

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

1. Operational Updates – Chief Bowman reported that they are pleased to announce that the department has completely solved the Farmers Bank robbery. Last week we had some information break through which resulted in the arrest of the remaining individuals. At this time we are awaiting court proceedings. Chief Bowman stated that as far as investigations go they have cleared all but one major case. For the most part our investigations are in good shape. He stated that they continue to assist public works, Verizon, and Charter Communications with the South Church Street project so that we can move that along as fast as we can. Included in Council's packet is a letter from the Department of State Police. It pertains to Virginia Crime Information Network (VCIN) audit. Every three years the department undergoes a rigorous audit to insure the criminal history, security and safety of that program is maintained. He stated that he is pleased to announce the Smithfield Police Department is in compliance on all audit requirements. Chief Bowman stated the he had one additional operational update that was just completed late this afternoon. It was a report on what overtime has been expended to date. The Farmers Bank robbery did require a significant amount of overtime over this pay period for a total of 190 overtime hours. He explained that they divided the overtime into quarters and we are right on track. He stated that the pie chart shows where the majority of the overtime is being expended. Investigations are 17%, special events are 15% and another high percentage was continuation of shift work. Mr. Pack asked how much of community relations are for private events? Chief Bowman stated that information on this will be discussed as a separate agenda topic but they are working on how to track this classification better.

2. Streetlight Survey Request for Berryman Court and Fawn Court – Mrs. Tynes stated that a streetlight study was conducted and it is staff's recommendation that streetlights are not needed for these two locations. The report did include some recommendations for residents to utilize exterior lighting on a regular basis and concerned individuals could install lighting to include pole lamps in front yard and motion activated floodlights. Chief Bowman explained the difference between the two streets. Berryman Court is a well established neighborhood where the trees and bushes are full. He mentioned that the town could put a streetlight up in front of someone's house and the light is not going to go very far because of tree growth. Chief Bowman stated that his police officer did recommend implementing standard street lighting for Fawn Court. Fawn is a relatively new street and there is no over growth in that area so site distance is not an issue. There are no overhead lines there either to make it accessible for a utility pole. Chief Bowman stated that although there is a recommendation from Sergeant Miller to install lighting he does not see where it is needed at this time. Committee agreed to follow Chief Bowman's recommendation that no streetlights are necessary to be installed at this time. Chief Bowman stated that this streetlight survey came in the form of an e-mail from Councilwoman Chapman. Staff will communicate with Councilwoman Chapman so that she can contact the resident making the request.

3. Overtime Policy for Special Events – Deputy Chief Howell reported that he had the opportunity to poll fourteen localities in regards to managing police overtime at annual public events and public special events. Some localities were comparable in size and some were larger. Smithfield is one of the only departments that pay all the overtime. The City of Suffolk and Chesapeake budgets some of their overtime for events sponsored by the city. All other localities the overtime is not budgeted. These localities have an application process that the sponsors will complete and submit to the police department. The police department will then do an assessment and determine what the needs are for officers. They then charge a flat rate depending on number of man hours needed for such event. This fee is paid to the city to be used to pay for the overtime for the police department. At this time the Town of Smithfield pays for all special events the police department assists with. Mr. Pack asked what defines a public event rather than a special event. Deputy Chief Howell gave an example of Olden Days. This is an event that the police department would classify as a town sponsored event so therefore the town would pay that. The Wine Festival is an event that is not sponsored by the town so whoever is sponsoring that event would pay a fee to cover overtime. Chief Bowman mentioned that the town has a couple of special public events coming up that are not town sponsored such as Smithfield Recreation Association/Boosters event and The Genieve Shelter wants to have a walk-a-thon. Discussion was held on how to determine which events are town sponsored and which events are not. Chief Bowman stated that with the overtime budget that the town was gracious enough to allocate to them he believes that the police department can handle the town sponsored events. Problem comes when you have the car shows that do benefit wonderful causes but at the same time being a small department we have trouble funding all the required overtime for extending police protection to private functions. Staff would like some guidance on what would be Town Council's view on starting to charge them a fee for police assistance. Smithfield has always been a very tourist friendly place and we want people to come into town. Where is the breaking point that might preclude them from coming to town? Chief Bowman stated that he feels the organizations that are well organized can certainly fund two police officers for four to six hours. Committee asked that the Town Manager get with Ms. Winslow of tourism to identify the town sponsored events. The Town Attorney asked if the other localities had written policies. Chief Bowman stated that as staff develops the list we will also have to establish a policy. The Smithfield Center already has somewhat of a policy in place and the town could possible piggyback onto that. Chief Bowman stated that he would like the ability to gauge the crowd on the number of officers that events ultimately needs for public safety. The Town Attorney stated it will be very important to have a written policy to hand to people when they are requesting public events. Deputy Chief Howell will go back and get sample policies from other localities and this item will come back to committee once more information is received.

4. Additional Item Discussed: Intersection of Smithfield Boulevard - Mrs. Tynes stated she would like to thank staff for their assistance to the residents along Smithfield Boulevard during recent storm event that caused damage. The residents at that time shared their concerns about having a traffic light at the intersection of Smithfield

Boulevard and South Church Street. They also expressed concern over not being able to see where to turn on Smithfield Boulevard is when it is dark due to the amount of traffic in that area. Mrs. Tynes asked if staff could look into having reflectors put in the road. Chief Bowman asked if that was a State maintained highway. The Town Manager replied that VDOT has control over South Church Street and the town maintains Smithfield Boulevard. The town would need to work with VDOT on placing reflectors at that intersection. Residents also asked about having a stop bar placed on the road. Staff will look into improvements to that intersection for safety purposes.

The meeting adjourned at 4:35 p.m.

August 31, 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, AUGUST 27TH, 2012

The Water & Sewer Committee held a meeting on Monday, August 27th, 2012 at 4:35 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 Mr. Randy Pack, 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; Ms. Sonja Eubank, Office Manager for Public Works; and Mr. Jack Reed, Waterworks Operator. Also in attendance were Mr. Brian Carroll, IOW Volunteer Rescue Squad; Mr. Andy Snyder, Mr. Scott Schiller of Draper Aden Associates; Mr. Al Casteen of the Isle of Wight Board of Supervisors; and approximately eight (8) residents from Cypress Creek. 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. Proposal from Draper Aden Associates for Additional Locality/HRSD Coordination and General Special Order by Consent Assistance – Scope of Work and Fees - This item was included in the overall update from Mr. Snyder and Mr. Schiller on the Sanitary Sewer Overflow Special Order by Consent Project. Mr. Schiller stated that part of this proposal includes fees for him to attend weekly capacity team meetings. It normally consists of a representative from each locality. This meeting is where they discuss a lot of the programs that they are testing. Originally we were only attending monthly meetings but after talking to town staff we felt like since a lot of decisions were being made at these weekly meetings it would be in the town's best interest if we attend these weekly meetings. This proposal extends the original scope because the meetings went from monthly to weekly. The proposal also includes regional coordination when they meet with DEQ and HRSD. Staff is extremely pleased with Draper Aden Associates attending these meeting to keep the town as updated as possible on what decisions are being made in regards to the sanitary sewer consent order. Mr. Schiller mentioned just for

clarification purposes that when the budget for this project was set up back in 2008 it included contingencies in each annual budget to cover instances where we did not know how things were going to progress. At this point and time all items have been done within budgetary constraints that were identified back in 2008. Committee agreed and recommends approval of proposal.

2. Proposal from Draper Aden Associates for Capacity Assessment / Level of Service Determination Assistance – Scope of Work and Fees – This item was included in the overall update from Mr. Snyder and Mr. Schiller on the Sanitary Sewer Overflow Special Order by Consent Project. Committee recommends approval of proposal.

3. Request from Lewis Construction to Shut-off Water to Riverview neighborhood, September 26th, 2012 – Mr. Hopkins reported that there was a sewer leak at the corner of First Street and Riverview Drive. The pipe has come slightly disconnected near the manhole. The sewer line is approximately ten feet deep and there is a water line directly above it. This work will be done by Lewis Construction because of the depth of the line and the type box that is needed to get to it. Mayor Williams asked why staff was waiting until September 26th to fix this pipe. Mr. Hopkins stated that this leak has been there for a while and this will give time to let the residents know well in advance because the job could take several hours. Discussion has been held by staff to do work at night but due to the type of work they feel it will be more disruptive to residents if it is done at night. This would be a find a fix item under the consent order. Vice Mayor Gregory mentioned the streets that were going to be affected as Mason Street, James Street, First Street, Clay Street and Washington Street. There will be approximately 60 houses that will be affected. Committee asked that all the residents affected are notified well in advance. Committee recommends approval of water shut-off for sewer line repairs.

4. Continued Discussion on Request from IOW County for Water and Sewer Service for New IOW VRS Facility on Great Springs Road – Dr. Cook summarized what was discussed at the last Town Council meeting on this item. He stated that the question came up on how much water the new rescue facility will use. Town Council stated that the consensus was that yes we want to allow the county to connect to the town's water system but we need to know how much water they expect to use. The Town Manager stated that Mr. Grice was present at the Town Council meeting and expressed concern over the existing water pressure in Cypress Creek. Mr. Brian Freeman who is one of the town's licensed waterworks operators has since performed water pressure testing in the Cypress Creek neighborhood. A resident expressed concern over the already low water pressure in Cypress Creek will be affected by the extension of water to the new rescue squad facility. Mr. Hopkins handed out a map of where water pressure testing was done in the Cypress Creek neighborhood. Mr. Hopkins went over the results of the pressure test. On an average the static pressure was approximately 73 psi. Fire hydrants were opened up to a flow of 1200 gallons per minute which left a residual pressure during the flow of hydrant to 50 psi. The results of the pressure testing are consistent with the rest of the town. Mr. Hopkins stated that before the Reverse Osmosis plant opened the average water pressure throughout the town was 55 psi. Vice Mayor Gregory asked if Mr. Wrightson had any additional information on the usage or projected usage from a county

standpoint. Mr. Wrightson stated from his understanding the water bills for the current facility is approximately 8,500 to 10,000 gallons every two months. He stated that he has spoken to Mr. Carroll of the Isle of Wight Volunteer Rescue Squad and they do not see in the future an increase in staff or usage. He stated that he had also talked to Mr. Stallings about the ability of putting a fire truck there. Mr. Stallings stated that it is possible to station a fire truck there on occasions but with the new facility so close it is not likely. Mr. Wrightson stated that even if we doubled the usage you are talking 20,000 gallons every two months. That usage is equivalent to one and a half houses. Mr. Carroll reported that their overnight staffing is on an average four and our maximum overnight staff is approximately ten. Even if they built out and stocked everything in the building you would not be looking at anymore than twelve individuals. Mr. Carroll asked committee to keep in mind that even if a fire apparatus was stationed there they are not going to be free flowing water out of a hydrant at this facility unless there is a fire nearby. He explained that they do not have a live in program like the fire department does so we do not provide that service for individuals in the building. We are staffed twenty-four hours a day but it is not on a live in basis. He stated that he does not project an extreme increase in water usage. Mayor Williams stated that if a fire truck ever goes there it will be one fire truck. It is not going to be a complete station like we have on South Church Street. A long time resident of Cypress Creek expressed concern about adding a facility that is staffed twenty-four hours a day with an average of four to six people only using 10,000 gallons every two months. He explained that he and his wife live in a home without the luxury of a swimming pool or an irrigation system because it is too expensive yet their bill indicates that they use 32,000 every two months. He continued that he and his wife spend a lot of time out of town with family. He stated that it is hard for him to reconcile their 32,000 gallon and a $450.00 water bill. Town staff stated that there must be a leak somewhere. The resident stated that he has checked with neighbors and their water bills are the same way. He does not see how four to six people will only be 10,000 gallons every two months and they are just two people with a 32,000 gallon usage every two months. Town staff stated that water usage is extremely high and they would be glad to come out to see what they town can do to assist them on the towns side of the meter and possible some on their side. The resident stated that there is no evidence of a leak. The Town Treasure reported that the average water usage throughout the town is 12,500 gallon every two months. This is homes without irrigation systems. The question was asked how the town determined the water usage for the new rescue facility. Dr. Cook replied that the town has thirty years of history from the current facility. Mr. Carroll reported that the new rescue facility will have the same exact staffing. The facility will be bigger but it will have the same number of people in it as far as flushing toilet and taking showers. Another resident expressed concern over eighty acres being purchased and the new rescue facility would be on approximately twelve acres of that. What will happen to the remaining 68 acres? Committee stated that they do not know but the water will be limited to the rescue squad facility only. Dr. Cook stated that the agreement will state that the extension of town utilities will only be used by the rescue squad facility. The resident also asked where the water connection will be. Vice Mayor Gregory stated that is being negotiated through the developer. They are trying to find the least evasive and shortest distance to get the line run. The Town Attorney stated that you cannot go through someone's property without their permission. Mr. Wrightson stated that since the

Intergovernmental Relations meeting in July Mr. Adams who is the developer of Cypress Creek has gotten back with the county. They are willing to sell the county an easement across the golf course. The line will be going along the cart path of the golf course. It is not going to affect any of the residences in Cypress Creek. The question was asked if engineers have looked at the location of the connection. On occasions town staff come out there to flush out the lines in that area to increase pressure. Mr. Wrightson stated that the plan is to tie into the waterline on Muirfield then come across the road where it will dead end on the county's side. He stated that if the town flushes its lines for water quality purposes then an additional user would actually help that situation. The residents in Cypress Creek asked if the rescue squad building was a done deal. Mr. Carroll replied absolutely. Committee stated that the town has no say in that. The Board of Supervisors has requested utility connection from the town and that is the only decision the town has on this project. Any other questions should be directed to the Board of Supervisors. The Town Attorney explained that the maximum expected water usage is equivalent to two or three homes. The town has the ability within the town's utility department to determine what the impact of two or three houses is going to be on our system. The town does not need to spend thousands of dollars to make that determination. It is not necessary because the town has data and experience in that regard. It is not a major user like an industrial user. It is equivalent to a residential use. Vice Mayor Gregory stated that because this is going to be a municipal building that is why municipal water is the number one priority for DEQ and the EPA. They are not going to allow a well permit because there is a municipal water system very close that they can tie into and that is going to be their preference. Discussion was held on who would be responsible for the waterline once it has been extended into the county. From the tap on Muirfield all the way to the new rescue facility will be the county's responsibility. The town does not want the maintenance responsibility of the waterline and the county is willing to take on the responsibility of the line to get this connection. Mr. Wrightson stated that the county is more than willing to share their plans for the new facility including the location of the waterline with anyone that is interested. A resident asked if there was a tentative time frame for when the water connection would take place. Mr. Wrightson stated that the plan as it stands today would be around the first of the year. The waterline is one of the first things that will be done. Vice Mayor Gregory thanked the Cypress Creek residents for coming and voicing their concerns. He stated that what he was hearing is that the water pressure was the biggest concern. He stated that he hopes that with the knowledge that the reverse osmosis plant is what has increased your water pressure you will feel better about it. Low water pressure was a town wide problem not just a Cypress Creek problem. Committee recommends approval of extending utilities to Isle of Wight County for the new rescue squad facility.

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

1. <u>Update from Mr. Andy Snyder and Scott Schiller of Draper Aden Association on the Sanitary Sewer Overflow Special Order by Consent Project</u> - Mr. Snyder and Mr. Schiller were present to give committee an overview of the Sanitary Sewer Overflow Special Order by Consent Project. Mr. Snyder handed out and overview of the project.

He reported that they have been working on this special order of consent for a number of years; however it has been awhile since they have given an update to the committee. Mr. Snyder stated that under the Federal Clean Water Act it is against the law to have any discharge of waste water anywhere into federal waters. He explained the Environmental Protection Agency (EPA) and the Department of Environmental Quality (DEQ) decided to issue a consent order to the Hampton Roads Region. The only locality that is not included in the consent order is the City of Norfolk because it was already under a consent order. There are approximately thirteen localities total. The Hampton Roads Sanitation District is involved and they are under what is called consent decree which is different from what the town is going through, but they are a very large player in this whole process. The consent order requires the town to reduce sanitary sewer overflows (SSO). A document called the regional technical standards was put together to outline what everyone is supposed to do to get from point a to point b. It is a very complex and technical document. As a reasonably good document it has flaws and we are dealing with those flaws as we move forward. The idea was to collect and analyze data to figure out where our problem areas are and then figure out ways to reduce the problems. They normally come in two forms infiltration and inflow. Infiltration is where pipes in our groundwater areas have water seep through the joints or other structural problems such as the manholes. Inflows are where maybe drainage of low lying areas water comes in through manholes. There are also some instances where storm drains are mistakenly connected to sewer systems. Storm drains are not supposed to be connected to sewer systems. Mr. Snyder stated that the first part of the consent order was the data collection and flow monitoring. This characterizes what the problems are. Draper Aden Associates has completed all the studies, system mapping, flow monitoring procedures, rainfall monitoring, and flow evaluation reporting. He explained that these studies were done to determine what sewer systems are in compliance with the performance standards and which ones are not. He reported that about half the sewer basins in Smithfield, which is fifteen, qualifies for rehabilitation. Overall that is not a bad record. There are a number of localities that have significantly more basins that have failed. There is work to be done but Smithfield overall is in relatively good shape. Mr. Snyder stated that they have developed a Management Operation Maintenance (MOM) program. This program has been under review and recently approved by DEQ. This is the primary basis by which public works is moving forward on the day to day operations. There are a number of programs and inspection requirements that have been instituted and are ongoing. Mr. Hopkins stated that this was one of the main reasons for the VAC Truck. This portion of the work has been completed. Mr. Snyder reported that another requirement was a condition assessment of sewer and pump stations. He stated that they have gone through the condition assessments and that has been cataloged as done. This information was all based on the field service work such as the smoke testing, CCTV inspections, etc. Mr. Snyder stated that the other aspect of it is the find and fix program. One of the requirements was as we went through the analysis and found any problems they were not cataloged for future work. Problems are being repaired as we go and findings are being reported to Town Council. This is ongoing and very successful. Mr. Snyder mentioned that as part of the regional program there is a large computer model that is being put together. Basically when completed it is going to model what happens under any kind of rainfall. Using that data they will try to figure out how to operate the entire system

regionally. Mr. Snyder explained that all the treatment of wastewater in this Hampton Roads region is done at the Hampton Roads Sanitation District (HRSD). They have a huge infrastructure component that conveys the wastewater from the localities through their own pipe systems to treatment plants. This is part of the work that brings the localities and HRSD together in this entire process. At this time all the work for that has been completed. The last part is we are on a threshold right now in preparing rehabilitation plans. He continued to explain that there have been a number of developments over the past six months that has changed some things. It is unclear to them as to where things are headed. The key part of this is the decision by the group and HRSD to consider regionalization of the entire sewer system. They have a study that has just gotten underway that required Town Council's authorization to participate in the study. This study is being done by HRSD and is at no cost to the town. The town is not bound by the results of the study. The study that is being done right now is really focusing on the asset management portion. How do they get the locality assets over to HRSD and what institution and political issues are involved in that along with the financial issues? Mr. Snyder stated that they were informed last week that HRSD is going to be conducting another study where they are going to take data that we are preparing on behalf of the Town of Smithfield regarding rehabilitation planning. This will catalog what is everyone's best snapshot of what rehabilitation cost are going to be for their own individual locality. HRSD will then take that amount of money and reallocate the program as they see fit under a regional umbrella. This study is expected to take approximately a year to complete. Mr. Snyder stated that he and Mr. Schiller have spent a lot of time discussing what they need to do next while waiting on these studies. At this time they have decided due to not knowing what deadlines maybe or may not be to do one week rehabilitation plan not fifteen. This will allow us to get a basic template put together. Then they will continue to do rehabilitation plans at about 30% for the remaining ones. If for some reason the regionalization plan does not move the way everyone is anticipating then we may be under a very strict deadline to get the final rehabilitation plans done. We do not feel that expending all the money under rehabilitation plans is necessary at this time while the regional studies are being done. Once the regional study is complete we will have a lot of discussion. There will be a host of issues that will have to be brought up. Mr. Schiller stated the last two items Rehabilitation Planning and Regional Wet Weather Management Plan Development are items that are sort of on hold as the regionalization study proceeds. A lot of the work that would go into this portion of the project we do not have any direction from the region on how to precede. He stated that they have started preparing for the rehabilitation plan. We have assembled the condition assessment reports for each basin. We have also been participating in the private property I/I abatement program which is HRSD's program to handle inflow\infiltration on the private side of the system. This program is also up in the air until the conclusion of the regionalization study. The regional wet-weather management plan development is how the whole regional system would function during weather events. Mr. Schiller stated that they have done some capacity assessments based on regular usage. The level of service selection will be a regional process that they have not determined how they are going to do that yet. This will not only have a big impact on the regional plan but also on our rehabilitation plan to make sure we get as much I/I in the system as we need to. Capacity enhancement solutions will not be completed until after

the regionalization study is completed. Affordability is part of the plan where we look at median household income verses how much money we need for rehabilitation. This is a guideline that determines the amount of time the town has to complete the rehab work. Mr. Snyder asked for any questions. Vice Mayor Gregory asked if the smoke testing and CCTV on the lines is 100% complete. Mr. Snyder stated that it was 100% complete until we started looking at the rehabilitation plans. The Minton Way pump station had been excluded from the study, but when we started looking at preliminary numbers it looked like the rehabilitation cost was going to be extremely high. We discussed whether it was prudent to continue along this path without any data. The proposal that was approved was a recommendation from us to spend some money to actually go out there and do the TV testing and everything. The hope was to significantly reduce the amount that needs to be budgeted for rehabilitation. The down side is that we could spend $35,000 and still land on the same number in cost to rehabilitate. Vice Mayor Gregory asked how this pump station got excluded from the original scope. Mr. Snyder stated that it was identified by staff as having significant issues. So that is why we did not want to expend that money upfront. Vice Mayor Gregory stated that rehabilitation work so far seems to be manhole driven. Is that because manholes are the easiest to get to and the worst problems are elsewhere in the lines that we cannot address yet? Mr. Snyder replied that the older manholes are very subject to deterioration. As we have gone through this process there have been some surprises. If manholes are not structurally sound in certain areas we have potential safety issues. Vice Mayor Gregory asked that when we get in the full blown rehab work DEQ will look at it on a per capita basis. If our cost goes dramatically higher they will give us more time to complete. Is there a formula for that? There is no regional consensus on how that information is going to be used yet. There is guidance for DEQ as far as 1.5% and that dictating to you the amount of time the town has to do the rehab plan. Vice Mayor Gregory asked if storm water management is being delayed or will we be hit with that here soon. Mr. Snyder stated that they do not have an answer at this time. Vice Mayor Gregory stated that Draper Aden Associates has done a really nice job educating staff and council of all the things that come along with the consent order. He stated that in the beginning Draper Aden Associates laid out a very good financial analysis of what we were getting ourselves into. He stated that he feels that they have lacked a little bit in keeping us updated with that. The Town Treasurer is doing the best that she can to keep us updated. He stated that he has this $3.5 million dollar figure that sticks out on the original PowerPoint presentation and at this time I do not know if we are ahead of schedule or we lucky because we have not found the stuff you thought you were going to find. Mr. Snyder stated that he appreciates council's comments. He explained at this time we are up to date to where we should be and on budget. They have tried to do a lot of foot dragging to make sure they are not spending money then somebody decides to change the requirements. Mr. Snyder stated that they would be happy get the information needed to update committee on where we are financially based on the information we have today.

2. Update on Reverse Osmosis Plant by Jack Reed, Operator – Mr. Reed reported that unfortunately the changes at the Reverse Osmosis plant have not been made as of today. They were scheduled for today but Hurricane Isaac cancelled that. The plant remains at an 80% recovery rate. The hope is once the orifice plates are installed that

number will go up. It has been rescheduled for two weeks from today. Vice Mayor Gregory explained for the new members 80% means we have 20% of our water production going out the window to HRSD. Mr. Pack asked if we could fill fire trucks with this waste water. Mr. Reed replied no. He explained that it is untreated water and you cannot spray that on a fire because then you would put that in the air. The orifice plates should get us to at least 85% that was projected when constructing the plant. Dr. Cook asked what it is costing us at 80% versus 85%. Are we spending more to get it to 85% then it will cost to leave at 80%? The Town Manager stated that once the orifice plates are put in staff will know immediately what effect it will have on the water. Mr. Reed stated that the water quality is excellent. The Town Manager stated that town received a safety grant from VML Insurance so cameras will be installed at the Reverse Osmosis plant. Committee thanked Mr. Reed for coming to committee to give an update.

The meeting adjourned at 6:00 p.m.

August 31, 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, AUGUST 27TH, 2012

The Finance Committee held a meeting on Monday, August 27th, 2012 at 6:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew C. Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Mrs. Denise N. Tynes, 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 D. Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; 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. REW Corporation $59,217.20

This invoice is for work done on the flow monitoring upgrades. These upgrades are required as part of the Sanitary Sewer Consent Order and the proposal was approved at the May 1st, 2012 Town Council Meeting. The original contract was for $148,043.00 leaving a balance of $88,825.00. Committee recommends approval of invoice.

b. Draper Aden Associates $20,628.00

This invoice is for the town's annual engineering contract. It covers progress billing for the following items: Sanitary Sewer Consent Order, Design and Construction Standards Update, and engineering assessment summary for the Smithfield/Waterworks Lake Dam Application. Committee recommends approval of invoice.

c. Clark Nexsen $13,937.28

This invoice is for the South Church Street construction inspection services. The company that does the inspections is CTI Consultants, Inc.; however the bill is paid through Clark Nexsen. Committee recommends approval of invoice.

d. Excel Paving Corporation $32,684.00

This invoice is for storm drain installation at 113 North Church Street and 117 North Church Street. Committee recommends approval of invoice.

e. Excel Paving Corporation $57,759.33

This invoice is the final payment to Excel Paving for the four conduit lines that were put in as a change order. This money should be deducted from the Verizon bill. Committee recommends approval of Invoice.

f. Excel paving Corporation $12,132.50

This invoice is for three additional conduit crossings that were necessary to bury additional overhead power lines crossing the street. Staff was informed of this prior to the work being performed. Committee recommends approval of invoice.

g. Sungard Public Sector $19,335.43

This invoice is the Smithfield Police Department's annual comprehensive database. Committee recommends approval of invoice.

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

1. Update on June Financial Statements – Ms. Minga gave a brief update on the June financial statements. She stated that there were a few outstanding issues and she did not want to give a draft report until she had those issues resolved. She explained that they ran into some differences with VDOT on some of the pots on money that the town has been using for the South Church Street Beautification project. Ms. Minga stated that she was not matching what they said their balances were. She stated that she had made her last request for the FED formula money and they sent back the balance of the FED formula money with a letter stating that they had to dip into the Urban Fund money. Ms. Minga stated that as it turns out there was money in the project for some VDOT charges. VDOT has been deducting that money out of the town's draw request and never informed the town of this. She stated that there are several people that are in charge of the oversights so it is taking awhile to get it all worked out. Ms. Minga stated that she needs to revamp her pools of money and what she actually has left. She will then evaluate the project on where we are now and add those VDOT charges that have not been booked as an expense to the project. Ms. Minga also reported that they have found a software issue with the inventory system. Ms. Minga explained that because the town is small certain parts are sometimes used for a water and sewer job. Town staff did not realize that it was duplicating the part equally on each side of the inventory. Manual adjustments are being made to that system. Ms. Minga stated that once the financial statements are completed she will have the Town Clerk post to Council's secure site for review. Ms. Minga mentioned that year end is always a challenge because she must keep her books open until August 15th.

1. July Cash Balances –Ms. Minga reported that the item that stands out the most are the yearend intercompany transfers. The reason they are so large is because it has been building up over several years. The town continues to pay those down gradually. Ms. Minga explained these are items that generally in the past are things that sewer, water, and highway share such as fuel and legal cost. These funds are allocated at yearend and the money is not transferred until they are approved by the auditors. Ms. Minga stated that it has never been a problem for the Water Fund to pay it back. Usually, Highway

Fund is not that large but is this year because of the funding for Excel Paving for sidewalks. Highway Fund owes their portion of the sidewalk for the South Church Street Project back to the General Fund. When you look at the balance for the General Fund it looks strong but in August it was not. We have paid some extremely high bills for the South Church Street project and utilized the line of credit that we just got. The mobile command unit is also included in the General Fund. Water = $95,864.80; Water Debt Service = $1,067,496.51; Water Capital Escrow Availability Fees = $210,784.13; Water Development Escrow = $70,043.50; **Subtotal Water = $1,444,188.94**. Sewer = $3,739.85; Sewer Development Escrow = $321,331.05; Sewer Capital Escrow Availability Fees = $701,279.79; Sewer Compliance = $434,728.15; **Subtotal Sewer = $1,453,599.14**. **Highway = $30,903.89**. General Fund = $1,741,823.96; Payroll = $36,588.17; Money Market General Fund Town Bank = $2,166.86; Business Super NOW-General Fund = $32,909.14; Money Market General Fund Farmers Bank = $286,667.84; General Fund Capital Escrow = $50,741.78; Certificate of Deposit = $525,140.97; Certificate of Deposit Police Dept = $36,377.93; Special Project Account (Pinewood) = $19,866.52; Pinewood Heights Escrow = $43,390.44; South Church Street Account = $68,519.38; **Subtotal General Fund = $2,844,192.99.** Beautification = $7,808.56; Money Market Beautification = $60,987.65; **Subtotal Beautification = $68,796.21**; **Rising Star = $63.49. TOTAL ALL FUNDS = $5,841,744.66.**

2. Additional Item Discussed: Budgeted Contributions – Ms. Minga stated that council had made a decision to hold off on paying budgeted contributions this fiscal year. Ms. Minga explained that the Isle of Wight Arts League has a matching grant from the State of $5,000 that they get when the town contributes $5,000. She stated that she has held off on the contribution because she was not sure how the town felt about starting to pay some of the budgeted contributions. The Chamber of Commerce and Hampton Roads Partnership have also sent the town a request for their budgeted contribution. Ms. Minga asked for direction from Council on when she should start paying these contributions. Committee agreed that there may be some request that the town may need to go ahead and fund where some may be held until we see where we are budget wise. Committee directed Ms. Minga to pay the Isle of Wight Arts League, and the Hampton Roads Partnership contributions. Mr. Andrew Gregory suggested letting Chamber of Commerce be one of the last contribution that we pay. He stated that he would contact the Chamber of Commerce to let them know where the town stands. As request letters are received Ms. Minga will bring to committee to get direction of payment.

3. Real Estate Property Assessment Update – Ms. Minga stated that the town had expected a decline in Real Estate Assessments. Originally it was expected to be a little over 5%. When the town did their budget we anticipated that decline as if we were going to allow it to pass through without any change in the Real Estate tax rate. The town has finally gotten the final numbers from Mr. Gwaltney and instead of a 5% decrease it was 3.21% decrease for the town. This is a little better than what we had expected. She stated that the town needs to look at what the tax rate needs to be to remain revenue neutral. She explained that if you take the new assessment and you look at what our taxes were last year the tax rate would increase from 16 cents to 16.53 cents. Not even a whole cent. It is Council's decision whether you want to allow the tax rate to remain at

16 cents. Ms. Minga stated that included in the packet was information on what the impact would be. The impact difference between the two would be $55,641.00. Right now based on current assessment value of each penny of our real estate $104,983.00. It used to be around $109,000.00 so it has gone down a little bit. Vice Mayor Gregory asked if historically the town has ever made half cent adjustments to the tax rate. Ms. Minga replied that they have not and it would be more difficult in the office to calculate abatements and adjustments. Vice Mayor Gregory asked that since the assessments were better than expected would that allow us to keep the real estate tax rate the same. Ms. Minga stated that it is really Council's decision to make. Generally our real estate tax collections are very good and strong. For last year the town is at 1.33% that has not been collected and some of this is still expected to be collected. Ms. Minga stated the town budgeted year to date for 2012 $1,648,955.00 and of that $28,000.00 is public service real estate. Public service real estate is for things like Columbia Gas and Virginia Power. The assessments for these come from the State Corporation Commission and they are always paid. Once that is subtracted it gives you $1,620,000. Based on the new assessment that revenue would come in, if we leave the tax rate at 16, at $1,679,000. This amount does include the abatements that are made for elderly relief. Last year it was approximately $13,000. So at this time we will be about $45,000 better than what the town had expected to be. Ms. Minga also did a comparison on the new assessment based on what the town had budgeted. Ms. Minga asked if the Council was satisfied with what we budgeted and the fact that we will get more than what we had budgeted so we could amend the budget up a little bit based on the current tax rate. Mr. Pack asked the Town Attorney if the town was obligated to adjust the tax rate down. The Town Attorney stated no but he and Ms. Minga would still have to advertise what the rate would have been had the town chose to change the tax rate and what it is if we leave it as it is now. Ms. Minga explained that we are okay with our budget because we expected a bigger loss than what we had. If Council amends the budget it will help to alleviate some of the budget concerns of funding the police department's overtime and contributions that we are holding off on. Committee agreed that they did not want to increase the real estate tax rate. This item will be placed on the October Town Council meeting as a public hearing once the tax rate information has been advertised.

The meeting adjourned at 6:27 p.m.

August 31, 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, AUGUST 28TH, 2012

The Fire and Rescue Committee held a meeting on Tuesday, August 28th, 2012 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise Tynes, Chair; and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, Mr. Andrew C. Gregory, Vice Mayor; and T. Cater 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; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Jerry Hackney, Assistant Chief Hackney; Mr. Brian Carroll, IOW Volunteer Rescue Squad; and two (2) citizens. 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 – Assistant Chief Hackney stated that operationally they have had a dry spell. He reported that other than the last couple of weeks due to weather events they have had a couple of slow months. He reported that they had eight or nine calls on Saturday with the storms moving through. None were significant. The calls consisted of alarm activations, alleged lighting strikes and vehicles off the roads in the ditch. He also reported that on Sunday they had a call for a lighting strike at Bradford Mews apartments. No evidence was found. Assistant Chief Hackney stated that if committee was not aware a few months ago the fire department was informed that they would not have a new apparatus purchase included in this year's CIP through the county. This was the fourth year that the department has been pushed back. He explained that with the need to replace one of their older apparatus they decided to look into their financial accounts. The department had some CD's set aside from some fundraising that had been done in the past in order to equip new trucks or for the purchase of an apparatus vehicle. The department was able to find enough money to purchase a used 1994 Seagrave apparatus from Orange County Volunteer Fire Company. It is an older truck with low mileage. It is a lot more modernized and upgraded piece of apparatus from Engine 51, which is a 1990 Grumin. The Seagrave has a six man cab. It has water and foam on board and it has been garage kept. The department has possession of it and it should be going into service in the next week or so. It will be Engine 50. At this time we will keep the Ford Grumin until we make a firm decision on what we

are going to do with it. The department will continue to use it on brush fires. If the opportunity comes up to sell the truck that is an option they will be open to. Assistant Chief Hackney stated that the department still wants a new piece of apparatus but the purchase of this truck will work until they can get a truck put back in the county's CIP. Assistant Chief Hackney mentioned that he had talked to Mayor Williams and Mrs. Tynes in regards to the invoice that was submitted to the town for truck repairs to Engine 52 over the last year. He explained that the truck had gone out of service last July due to a front end problem. It had been repaired twice outside the warranty but still remained unsafe to operate. At that point the fire department had the repair company gut the whole frontend of the truck and put a straight axle in. This work is what the town received an invoice for along with some other maintenance items from the truck sitting so long not in use. Assistant Chief Hackney stated that the fire department had submitted that bill to the county for them to consider reimbursing them any portion of this money. He stated that he anticipated a little bit but not a lot. The county did agree to half of the invoice with the understanding that they were going to ask the town for the other half. He stated that it was not their intention as a department to come to the town and ask for half the repairs to that truck; however since the county had given them the $10,000 and asked them specifically to approach the town for the remaining half he agreed to do that. Assistant Chief Hackney stated that he is well aware that there is probably no money budgeted for this type of repair. He explained realistically they never expected the town to pick up this tab and understand if it is not possible. Mr. Pack stated that committee has told you in the past that if there are things that you need please approach us and we will do our best to help you if possible. He stated that in his opinion this is a maintenance bill and it is the responsibility of the county to pay for this item. Mr. Pack stated that he would have a tough time taking Smithfield taxpayer's money to help in this regard. This is in no disrespect to the fire department and the town continues to appreciate everything you do. Assistant Chief Hackney explained that when this truck went down the fire department was more than 75% covered by the town for all their operations including maintenance. Mrs. Tynes stated that the town continued to fund the fire department for a the past year even though the county had made it clear that once the fire department moved they would take over all expenses. Assistant Chief Hackney stated that the fire department was very appreciative that the town continued to fund the department over the 2011/2012 budget cycle. He stated that he appreciates the committee's comments on still being able to come to the town if they have a need. Assistant Chief Hackney stated that the Fire Department was successful in getting almost all of what they asked for from the county for FY 2012/2013. He mentioned that he did have a couple of things that he would like the town's help with. He explained that the phones lines that were installed at the new fire facility are still not functioning properly. Mr. Flores has been out there to work on them several times. He stated that to his knowledge that is the only outstanding issue as far as any of the IT works that has been done. At this time you can pick the phone up and make a call out but they cannot receive calls in other parts of the building away from the front offices and conference room. Assistant Chief Hackney stated that there is no WiFi connection at the old fire station on Grace Street. There are also no hard line telephones there so there is no communications at that location. They still staff that fire station from time to time so having a WiFi connection and at least one hard line telephone needs to be at that location. Assistant Chief Hackney also stated that their cell phones are still invoiced through the Town of Smithfield. He stated that he has been asking since June to have this account transferred over to the Fire

Department. Town staff is having the same issue with getting customer service from Verizon. Mayor Williams asked if the IT staff from the county has been to the new fire station. Assistant Chief Hackney reported that Mr. Gray has been out there on two occasions and met Mr. Flores to discuss IT equipment. Mr. Pack stated that he had made a note of the items that the Fire Department is requesting the town's assistance with and he would see what they could do. Assistant Chief Hackney stated that in the past one of the things that made Smithfield Volunteer Fire Department unique from the other departments in the county was the fact that the town gave them a stipend at the end of the year. The stipend is divided up amongst the department members to offset fuel cost of volunteers using their personal vehicle to respond to fire calls. The Fire Department wants to know if that was included in the town's budget this year or was that excluded. The Town Manager stated that the stipend was included in this year's budget along with the third year commitment payment on the rescue truck. Assistant Chief Hackney thanked the town for that.

Mr. Carroll reported that unlike the Fire Department they never have any stagnation of call volume. Operationally they are just as busy as ever. He reported that they just finished another Emergency Vehicle Operations class which was full. They got about twenty drivers out of that class. They will start an EMT class in about a week and that is close to being full as well. The plan is to teach advance life support in the spring. Mr. Carroll stated that they remain committed to the county looking into standardization of response. On the EMS side Dr. Joel Michael has been their medical director for many years. He has taken over every department within the county with the exception of Carrollton Volunteer Fire Department. That should improve care standards throughout the county. Mr. Carroll reported that they have had numerous vehicle breakdowns in the last twelve months. He explained that their newest medic, which is a International, has been in service for about eighteen months and out of service about fourteen of those eighteen months. All of their trucks are maintained and serviced daily; however emission standards in these new vehicles are killing the department as far as keeping vehicles running. Mr. Carroll stated that they are discussing this with Chevrolet and International right now how there are so many safety features built into these Emission Standards that if a truck is going down the road with or without a patient it goes in what is called a limp mode which means it loses full power. At that point you coast to a stop and that is where you sit until someone comes to get you. This is regardless of whether there is anything wrong or not wrong with the truck. He stated that it has happened three times with patients. They have been thankful that these patients did have anything severe or life threatening. Mr. Carroll stated that he did not have anything else to report operational but does appreciate the town's consideration in their request to obtain water from the town for the new rescue facility. The hope is to have the plans completed next month and a bid package for the project out in the fall.

The meeting adjourned at 4:31 p.m.

August 31, 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, AUGUST 28th, 2012

The Public Works Committee held a meeting on Tuesday, August 28th at 4:31 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. Andrew Gregory, Vice Mayor; Mr. Randy Pack; 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, Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Dave and Vicky Brown of Dave's Service Center. 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. Renewal of Debris Removal Contracts with Goodrich and Son's and Smithfield Services Inc. for One Additional Year – Mr. Hopkins reported that staff has been pleased with these two contractors quick response when needed. He reported that it is not always just for debris. They also assist with outfall ditches when foot work is needed rather than heavy equipment. Staff recommends extending their services for one additional year. Committee will forward this item to council for consideration.

2. Vehicle Maintenance RFP – Staff Recommendations – The Town Manager reported that this item had been pulled from the Town Council agenda last month to receive additional information and get a good understanding of the cost and benefits of the state program. This also allowed the Town Manager the opportunity to meet with Dave's Service Center to discuss their proposal. Dave's Service Center was the only proposal that the town received. The Town Manager continued to explain that when you look at what the VMCC program offers versus what Dave's Service Center is offering in

regards to service and pricing it is very clear that Dave's Service Center is the route to go. Council would need to authorize a service agreement between the town and Dave's Service Center for this next year. Mr. Smith asked about not including tires. The Town Manager stated that their proposal included tires; however state pricing on tires is hard to beat. He did state that if the town vehicle is already in the shop we could have tires replaced at that time if necessary, but in general they would be purchased from a state contract dealer. Mr. Smith also asked if staff had talked to Vicky Brown and Dennis Bandy in regards to keeping a file on each vehicle and at the end of the year if their contract is not renewed that the town will have access to getting those files so the town can keep a record of the maintenance of all town vehicles. Ms. Brown stated that she has no problem with the town looking at the records or requesting the file if necessary. The goal for the town is to be able to follow the maintenance of all our vehicles for the life of the vehicle. Mayor Williams asked if the town's vehicle would have priority over other vehicles in the shop. Ms. Brown stated that they would. Committee agreed with staff's recommendation to award the vehicle maintenance contract to Dave's Service Center. This item will be place on the council agenda for approval.

3. Proposal from Blair Brothers Inc. to Replace Storm Drain Pipe in Cypress Creek in an Amount not to Exceed $17,521.00 – Mr. Griffin stated that several weeks ago he was notified by a resident in Cypress Creek of a severe sink hole in front of their house. It was determined that the reason for the sink hole was the outfall pipe leaving the drop inlet was damaged and ground storm water was entering the outside of the pipe. The outfall pipe is 48" in diameter and located approximately 15 feet in the ground therefore the excavation will be approximately 16 to 17 feet deep. They will try to minimize the damage to the residents property as much as possible. The residents at 103 and 105 Turnberry understand that this work has to be done. Mr. Griffin explained that with the depth of the cut it will be necessary to use trench boxes. They propose to haul the material off and bring it back with some fresh to top off the cut. Mr. Griffin stated that they do have some utilities to work around as well. He stated that he asked for a price not to exceed, but the hope is to come in under the proposed amount. Mayor Williams asked if staff is sure this is the town's problem and not Cypress Creek's problem. Mr. Griffin stated that this is the town's outfall pipe. Question was raised at whether the proposal was high for the work being done. Mr. Smith stated that he first thought it looked high but after reviewing the scope of work he feels that the price is right. Mr. Smith asked how long it will take them to do the job. Mr. Griffin estimates about two to three days. Dr. Cook asked if cost to return these yards back to their original state was included in this proposal. Mr. Griffin replied that it was. These repairs will be made from the Highway fund. Committee recommended approval of proposal from Blair Brothers.

4. Additional Item Discussed: RFP for Annual Engineering Contact - The Town Manager stated that Draper Aden Associates who we heard from yesterday have been under a annual engineering services agreement with the town for three or four years. Clark Nexsen is the town's secondary engineering services consultant. At the end of December the town is at a point that we can no longer just extend their contracts. The town is required to follow the procurement process. Town staff is preparing to advertise a request for proposals for engineering services. These two firms along with any other will

have the opportunity to submit a proposal. Staff hopes to advertise this right after Labor Day. Once the proposals have been received then staff along with at least two members of Council will participate in the interview process. The Town Manager stated that he would like to request a motion to be placed on the council agenda authorizing him to issue a request for proposals (RFP) for annual engineering services. Committee asked what happens with projects such as the Sanitary Sewer Consent Order that are ongoing with Draper Aden Associates. Once they are working a on a project then the town has the right to continue using that engineering firm for an already approved scope of work; However they would need to submit a new RFP for any new projects.

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

1. Update on the South Church Street Beautification Project – Mr. Griffin reported that town staff did a second walk through last week. There are approximately fifty-eight residences and businesses along the project and twenty-one have been completed at this point and time. Staff pointed out some areas that still need some work and they should start work on these items this coming week. Verizon and Charter Communications are still moving along. Verizon is a little slower than Charter Communications. Charter Communications has indicated that they will be finished and out of here by next week weather permitting. At this time the utility companies are working in the Smithfield Station parking lot. Mr. Hopkins reported that the town has had their first pole removed. Dr. Cook asked if the intersection has to be closed every time they work in the vault next to the Verizon building. Mr. Griffin replied that it makes it easier than having to direct traffic in the intersection. Mr. Hopkins stated that was Chief Bowman's recommendation. He stated that the intersection is only scheduled to be closed one more time. Town staff has made it clear to the utility companies that the intersection cannot be closed on a Thursday or Friday. Staff has also requested a minimum of twenty-four hours notice. Mr. Hopkins stated that they were supposed to have their last Monday Morning Moan meeting last week but they have decided to have one more at the end of September once the project is completed. Staff reported that the dead Kinko tree in front of Ms. Gwaltney's house was removed last week. Mayor Williams asked if the streetlights could be adjusted to reflect more downward. Staff feels that adjustment can be made and will look into how to adjust.

2. Follow-up Streetlight Request on Battery Park Road from Villas of Smithfield to Royal Farms – Mr. Griffin stated that Dominion Virginia Power sent him the cost estimate for the installation of streetlight along Battery Park Road from the Villas of Smithfield to Royal Farms. Mr. Griffin stated that there had been a slight change in the fact that the estimate was for sixteen streetlights and the town had requested only fifteen streetlights. The estimate should be dropped to approximately $43,000. Mr. Griffin stated that he has a plan if committee is interested in seeing it for location of lights. Also included in the packet is the light fixture that staff has picked out. The pole is a straight tapered pole similar to what is in Wellington Estates and Waterford Oaks. Mr. Griffin stated the lights will be 100 feet apart so there is no interruption of lighting between the

poles. Mr. Smith asked where the funding comes from for something like this. The Town Manager stated that obviously this is not a budgeted item. This item came out of Police Committee when we had citizens from Villas of Smithfield come and express their concern over no lighting in that area. The Police Department did a survey and staff's recommendation was lighting was recommended. This item was moved to Public Works Committee so that Mr. Griffin could get information from Dominion Virginia Power on the cost to install streetlights. The Town Manager stated that it would be his recommendation to look at including it in the Capital Improvement Plan (CIP) possibly this fall. It would have to be a budget amendment to do it otherwise. Mr. Hopkins stated that he agrees with the Town Manager because he has talked with the Town Treasurer and we are just starting to get a grasp on the South Church Street and a portion of the money for that project is coming out of the Highway Fund. Vice Mayor Gregory asked if the money that did not get used for the South Church Street project could be used since that project is coming to a close. He asked if from a funding stand point we have the ability to go to VDOT and say we have something else that we would like to use those funds for. The Town Manager stated that after the town closes out the final draws from the Urban Fund then Town Council could designate where the town would like to spend the balance of the Urban Funds. Staff took in consideration when doing this survey the bike path that is planned in the future to come down Battery Park Road. Mayor Williams expressed concern over the need for the streetlight because he does not ever see anyone walking in that area. Committee discussed whether they could reduce the number of street lights and possible space them out a little more. Mr. Griffin stated that is an option. Vice Mayor Gregory stated that the town just spent millions of dollars on upgrading and beautifying South Church Street. This is one of our premier entrance corridors where people come into town and to sit here and balk at $46,000 to improve this entrance corridor on top of it being a safety issue does not seem right. He stated that the Urban Funds should be the primary objective even if we have to put it off until we close out the South Church Street project. That is what the Urban Funds were designed for and the town would not have to tap into our budget to pay for it. Committee agreed that the plan is to look at putting it in the town's CIP if it cannot be funded through VDOT's Urban Fund money.

3. Additional Item Discussed: John Rolfe Drive Turn Lane - This project has been put out to bid. Bids are due back September 7th.

The meeting adjourned at 5:06 p.m.

August 31, 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, AUGUST 28TH, 2012

The Public Buildings and Welfare Committee held a meeting on Tuesday, August 28th, 2012 at 5:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; and Mr. Michael Smith. Other Council members present were: Mr. Andrew Gregory, Vice Mayor; Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor, 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; 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. Town Council Committee meeting Date Changed to September 17th and 18th due to VML Annual Conference being held September 23rd thru 25th - The Town Manager reported that staff had looked at the calendar the reality is that the week of the September committee meetings four of the seven council members will be attending the Annual VML Conference. The Town Manager stated that he would be there as well and is recommending that committee meetings be moved up a week. Committee recommends approval of date change.

2. Consultant Services for Community Wellness Initiative – The Town Manager reported that last month Town Council had authorized him to issue an RFP to procure additional consultant services for the community wellness initiative. Ms. Henry had completed the first grant year with the Obici Healthcare Foundation with the help of me

and other volunteers. The Town Manager stated that we are assured of $25,000 funding that will be available November 1st through the Obici Healthcare Foundation. The town had also set aside a little bit of funding to keep Smithfield on the Move going. The $25,000 grant funding from the Obici Healthcare Foundation has three specific objectives that the consultants will help work on. The stakeholders of Smithfield on the Move are looking to start meeting again this fall to discuss the overall strategic plan for the community wellness initiative. The town has spent a lot of time on it this past year and would really like to keep the initiative moving. The Town Manager stated that the town had received one Request for Qualifications from Ms. Gina Ippolito and Ms. Mary Mitchell to work together as co-consultants. They are proposing what we had in the budget previously with Ms. Henry. They have both been very instrumental on a volunteer basis of the town's success to date. The Town Manager stated that he recommends that council authorize him to execute an agreement or contract for their combined consultant services for our community wellness initiative. They will work directly with him on the grant and their hourly rate will be funded through the town and grant. Committee agrees with staff's recommendation and will forward to Town Council for approval.

3. Closed Session – 117 North Church Street RFP – The Town Attorney stated that we need to go into closed session for the purpose of discussing the disposition of publicly held real property pursuant to Section 2.2-3711.A.3 of the Code of Virginia. Motion was made by Dr. Cook and seconded by Mr. Smith. Motion passed.

Closed Session In: 5:35 p.m.
Closed Session Out: 6:25 p.m.

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

1. Windsor Castle Policy – Open to the Public Events Application – Ms. Musick reported that over a year and a half ago she came to committee with policies concerning open to the public events at the Smithfield Center and the Center's outdoor sites. Those policies were approved by Town Council. The policies give guidelines so private parties do not have a way of throwing open to the public events. It requires them to be non profit, requires them to get insurance, and requires them to have security. ABC laws are also different when you do an event that is open to the public. The Windsor Castle Park Foundation Board has asked staff to take it a step further with an application process. She explained that because of the success of the Wine and Brew Festival they have had a lot of groups that think that they can go out there and do the same kind of event. The application process helps groups think through all the elements needed to throw an event like that and that size. The Windsor Park Castle Foundation Board has approved this application in your packet. The Windsor Park Castle Foundation Board would be allowed to deny an application if they did not satisfy all the requirements. Ms. Musick explained that this is an outdoor site and if there is a rain event leading into the event it could sustain a lot of damage and if we have another event planned for the next weekend the grounds will need to be repaired. Staff wants to make sure that people are coming into the process with a big enough budget to care of things if something like that occurs. The application would also make sure that these are legitimate non-profit organizations trying to host these events. Committee expressed concern over denying application even

if they met all the requirements because two different groups want to have the same type of event. Ms. Musick stated that the application also eliminates similar events out there every weekend. If you have an event like the Wine Fest out there every weekend then none of the events are going to be very successful. Dr. Cook stated that the ultimate decision goes back to the Windsor Castle Park Foundation Board for approval. If a foundation board member does not want to endorse such an event then they can just say no? Mr. Pack stated that he understands where they are coming from but being it is a public park it seems to him if fifty-two different organizations met all the requirements it is not fair to say no because we already have an event like that booked for this year. Committee expressed concern over it looking like the town is being selective on who can utilize the public park for an open to the public event. The Town Attorney explained that when you have events like this you are closing the facility to the public. There is a legitimate reason to limit those kinds of events. Fifty-two weeks of the year you are overriding the overall use of the park. Ms. Musick stated that when large events are held they have to close down the fishing pier and the trail in that area. So that is one of the arguments by the Windsor Castle Park Foundation Board. Do we want to close it down fifty-two times a year when this is supposed to be a public park? Ms. Musick stated again that the purpose of the application process is to have applicants think through the entire process of planning an event of this size. Ms. Musick suggested coming back to committee with a situation of where the Foundation Board would deny an application. Mr. Pack stated that he feels that this is worth moving forward with now. If it gets out of hand then we can bring it back for further discussion. Discussion was held on whether this item needs to go to Town Council for final approval. The Town Attorney stated that it appears that the Foundation Board is just being transparent about what they are going to do and giving the town the opportunity to object or not. The committee recommends approval of application process with the understanding that it does not require official approval at the Town Council meeting.

2. Charter Cable Franchise Agreement Renewal Update – The Town Manager reported that the town's current franchise agreement with Charter Communication expires on December 9th, 2012. He and the Town Attorney have discussed it and unlike fifteen years ago the State Code has changed and made it very narrow on what we as the town can and cannot do. There is not a whole lot to negotiate. Isle of Wight County did renew their contract a couple of years ago when it was getting ready to expire. The Town of Windsor's contract has lapsed. Charter continues to do their thing but they do not have a current franchise agreement. The Town Attorney stated that the county used legal counsel from Minnesota. In the past the town just negotiated things such as renting the headend site and what the monthly fees were going to be. The town has never really gotten in any deeper than that. The Town Attorney stated that he will contact the legal counsel that assisted the county to see if there is any benefit the town can get at this time while we are in the process of renewing the franchise agreement. He stated that the reality is anyone other than Charter Communications would have to put in their own infrastructure. This item was just for informational purposes only at this time and staff will keep committee posted on their findings.

Meeting Adjourned at 6:26 p.m.

SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
August 2012

Committees and Projects:

08/02	Safety Committee meeting – Smfd Center – Lt. Beach and Sgt. Meier
08/07	Town Council meeting – Chief Bowman, Officers S. Johnson and J. Adams
08/09	Leadership Institute Graduation luncheon – CNU – Chief Bowman
08/13	Emergency Communications Committee meeting – IofW – Chief Bowman and Lt. Col. Howell
08/21	Crime Line meeting – Smfd Center – Sgt. Meier and Annette Crocker
08/22	Regional Robbery meeting – Smfd Center – Lt. Valdez; Sgt. Meier
08/27	School Board Convocation – Smithfield High School – Chief Bowman, Deputy Chief
08/27	Police Committee – Smfd Center – Chief Bowman and Deputy Chief Howell
08/28	Regional Investigators meeting – IoW Sheriff's Office – Lt. Valdez, Sgt. Meier and Officer Wright
08/28 – 29	The Initial Planning Conference – Dominion Power – Deputy Chief Howell, Lt. Rogers and Sgt. Araojo

Training

07/30–08/03	VCIN Instructors School – Richmond – Kristi Jenkins (40 hrs.)
08/06 – 09	Leadership School – CNU – Sgt. Araojo (40 hrs.)
08/07	Employment Law – CNU – Lt. Col. Howell and Lt. Rogers (8 hrs.)
08/13	Cultural Diversity – Hampton Roads Criminal Justice Training Academy (HRCJTA) – Officer Cook (2 hrs)
08/13	Breath Alcohol Operator Recert – Richmond – Sgt. Araojo (4 hrs.)
08/23	DMV Grant Training - HRCJTA – Lt. Rogers and Kristi Jenkins (4 hrs.)
08/27 – 31	Basic Investigator School – Newport News Police Department Training Academy (NNPDTA) – Officers Cook and Powell (40 hrs.)
08/27 – 31	Leadership Development – NNPD Headquarters – Sgt. Jones and Kristi Jenkins (40 hrs)

In-House Training:

08/07	Boat Training – Lt. Valdez, Sgt. Meier, Officer Powell, Officer Phillips, Officer Woods (6 hrs.)
08/09	VCIN Recert – PD – Sgt. Miller, Sgt. Meier and Officer Powell (4 hrs.)
08/14	VCIN initial certification – PD – Officers Fordham, Woods, Phillips (12 hours)
08/15	VCIN Recert – PD – Sgt. Araojo and Officer J. Adams (4 hrs.)
08/17	VCIN Recert – PD – Officer Cook
08/22	VCIN Recert – PD – Officer D. Adams (4 hrs.)

Community Relations

08/07	National Night Out – Riverview Park – PD
08/10	The Y lunch – Chief Bowman
08/10	Concert at The Times - Sgt. Miller and Officer J. Adams
08/10	Football practice – SHS – Sgt. Jones
08/13	Football practice – SHS – Sgt. Jones
08/15	Football practice – SHS – Sgt. Jones
08/16	Citizen Assist with car seat – PD – Officer Seamster
08/18	Chicken Swap – Tractor Supply Co. – Officer Woods
08/18	Farmers Market – Officer Woods
08/26	Men's Bible Study – Benn's United Methodist Church – Mobile Command Center – Officer Adams
08/27	Football practice – Sgt. Jones
08/30	Open House – Westside Elementary – Chief Bowman

Investigations:

Case#: **2012-00746**
Location: **1201 South Church Street**
Offense: **Possession with intent to distribute cocaine**
Disposition: **Cleared by arrest**

On 8/12/2012 officers responded to the Royal Farms Store located at 1201 South Church Street in reference to subjects sleeping in a vehicle. Upon arrival officers made contact with an older model pick-up truck parked within the stores lot. The subjects appeared to be unconscious. When the officers approached the vehicle, a strong odor of an alcoholic beverage was noted, and the driver's side door was also open. Upon making contact with the subjects it became apparent they were both highly intoxicated and the driver was subsequently arrested for DUI. The passenger of the vehicle was awaken and identified. When asked to step out of the vehicle he was extremely unstable and somewhat incoherent. The passenger was subsequently placed into custody. While searches were being conducted of the subjects, a baggie containing 20 individual "rocks" of crack cocaine was located within the shoe of the passenger subject. Charges for DUI, drunk in public, and possession with intent to distribute cocaine were obtained. Case is cleared by arrest

Case#: **2012-00751**
Location: **Bayport Credit Union**
Offense: **Larceny, Forgery/uttering of checks**
Disposition: **Cleared by Arrest**

On 08/13/2012 officers responded to the Bayport Credit Union located in the Smithfield shopping plaza in reference to a possible suspicious situation. Upon arrival officers were informed that a subject entered the bank on three separate occasions and had cashed personal

checks that were written to another subject, but were signed over to him. The bank at the time of the call noted that the account was closed and wanted an officer to speak with the subject. Officers made contact with the subject passing the checks at the bank and inquired to the checks validity. The subject stated the checks were given to him by a friend who asked if he would cash the checks for her since he had a checking account. He stated the checks were given to him by his friend, and that they both knew the account was inactive. The second party was identified through the investigation and was also taken into custody. They were charged with larceny of the checks, and forgery and uttering (passing of the check). This case is cleared by arrest.

Case#: **2012-00748**
Location: **Quality Time Childcare**
Offense: **Burglary**
Disposition: **Cleared by Arrest**

On 08/14/2012 officers responded to the Quality Time Childcare Center located on Wimbledon Ave., in reference to a burglary. Upon arrival officers observed a broken side window into the establishment and while inside observed the safe was broken into. While the officers began to process the crime scene, they were advised of a recently added surveillance system that was added. Upon viewing the surveillance video they were able to positively identify the subject who entered the Center. Investigators obtained warrants for burglary on the subject and subsequently located him at his residence and took him into custody. The subject upon seeing the video footage provided a written confession to the burglary. Case is cleared by arrest.

Case#: **2012-00290**
Location: **Farmers Bank**
Offense: **Robbery**
Disposition: **Cleared by Arrest**

On 8/14/2012 three additional subjects involved in the robbery of Farmers Bank were arrested. The Farmers Bank of Smithfield was robbed at gunpoint on March 23, 2012. Through the investigation key players were identified and arrested. Mr. Clarence Edwards was taken into custody on May 31, 2012 based on DNA hit form evidence left in the getaway car. On June 2, 2012 Mr. Matthew Spratley was taken into custody in Newport News, without incident. On 8/14/2012 warrants were obtained for the remaining individuals involved in the robbery. They were identified as: Ms. Mairtia McDowell, Mr. Neal McDowell Jr, Mr. Carl Craighead, and Ms. Pamela Johnson. On 8/14/2012 at approximately 3:30pm Ms. Mairtia McDowell was taken into custody by the Smithfield Police Department without incident and has provided a written statement to the robbery. Mr. Neal McDowell was taken into custody, later the same day at approximately 10:30pm, in Hampton with the assistance of the Hampton Police Department. He also provided a written statement to the robbery. Mr. Carl Craighead turned himself into the Hampton Police Department on 8/15/2012. Ms. Pamela Anderson turned herself into the Smithfield Police Department on 8/16/2012 and has provided a written statement to the robbery. All subjects involved in the robbery have been identified and arrested and are currently awaiting trial. Case is closed by arrest.

Reporting Period: 8/1/2012 thru 8/31/2012

Deposit totals for August 2012 - $13,204.44

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	8/2/2012	1538			Thomas and Wethington Wedding and Reception	Thomas and Wethington Wedding and Reception	1474		0.00
Invoice	8/2/2012	1539			Holland and Brown Reception	Holland and Brown Reception	1616		0.00
Invoice	8/2/2012	1540			Hundley and Batten Wedding and Reception	Hundley and Batten Wedding and Reception	1618		0.00
Invoice	8/2/2012	1541			Archer and Davenport Wedding and Reception	Archer and Davenport Wedding and Reception	1733		0.00
Invoice	8/2/2012	1542			Burrell-Conner Wedding & Reception	Burrell-Conner Wedding & Reception	1777		0.00
Invoice	8/2/2012	1543			Boursiquot and Tarpley Wedding and Reception	Boursiquot and Tarpley Wedding and Reception	1830		0.00
Invoice	8/2/2012	1544			Leigh and Davis Wedding and Reception	Leigh and Davis Wedding and Reception	1841		0.00
Invoice	8/2/2012	1545			Conrad and Ballard Wedding and Reception	Conrad and Ballard Wedding and Reception	1855		0.00
Invoice	8/2/2012	1546			Moy and Ivey Wedding and Reception	Moy and Ivey Wedding and Reception	1865		0.00
Invoice	8/2/2012	1547			Tarrant and Johnson Wedding and Reception	Tarrant and Johnson Wedding and Reception	1884		0.00
Invoice	8/2/2012	1548			Allen and Austin Wedding and Reception	Allen and Austin Wedding and Reception	1918		0.00
Invoice	8/2/2012	1549			Smithfield Corporate	Presidents Awards Dinner	1924		400.00
Invoice	8/2/2012	1550			Isle of Wight County	Economic Development Stakeholders Meeting	1962		200.00
Invoice	8/2/2012	1551			Kiwanis Club of Smithfield	Kiwanis Board Retreat	2032		100.00
Invoice	8/10/2012	1552			Sibert and Haas Wedding and Reception	Sibert and Haas Wedding and Reception	2044		-600.00
Invoice	8/21/2012	1553			Murphy Brown Trucking Co.	Murphy Brown Job Fair	2052		200.00
								Total	300.00
Payment	8/1/2012	1511	Check	7832	Smithfield Women's Club	Smithfield Women's Club	1632		155.00
Payment	8/7/2012	1529	Check	10083	Isle of Wight Chamber of Commerce	Chamber Business Appreciation Lunch	1874		200.00
Payment	8/7/2012	1551	Check	3126	Kiwanis Club of Smithfield	Kiwanis Board Retreat	2032		100.00
Payment	8/8/2012	1508	Check	Refund	Smithfield Lions Club	Lions District Meeting	1594		-55.00
Apply towards 2013 event									
Payment	8/8/2012	1526	Check	333	National Wild Turkey Federation	National Wild Turkey Federation Banquet	1850		500.00
Payment	8/10/2012	1552	Check	Refund	Sibert and Haas Wedding and Reception	Sibert and Haas Wedding and Reception	2044		-600.00
returning entire deposit since client wishes to cancel and we do not have a signed contract on file									

Reporting Period: 8/1/2012 thru 8/31/2012

Deposit totals for August 2012 - $13,204.44

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Payment	8/16/2012	1456	Master Card	Master Card	MacCorkle and Sweatman Wedding and Reception	MacCorkle and Sweatman Wedding and Reception	1708		178.08
Payment	8/16/2012	1469	Visa	Visa	Marian Beale	Allen Baby Shower	1808		33.60
Payment	8/17/2012	1549	Check	2109568	Smithfield Corporate	Presidents Awards Dinner	1924		400.00
Payment	8/21/2012	1494	Check	29332	Smithfield High School	Smithfield Prom	1280		25.00
								Total	936.68
Deposit	8/2/2012		Visa	Visa	Jones-Melton Wedding & Reception	Jones-Melton Wedding & Reception	1880		400.00
Deposit	8/3/2012	1552	Visa	Visa	Sibert and Haas Wedding and Reception	Sibert and Haas Wedding and Reception	2044		0.06
Deposit	8/3/2012	1552	Visa	Visa	Sibert and Haas Wedding and Reception	Sibert and Haas Wedding and Reception	2044		599.94
Deposit	8/4/2012		American Express	Amex	Williams and Sollars Wedding and Reception	Williams and Sollars Wedding and Reception	1512		252.00
Deposit	8/7/2012		Check	6630	Ruth and Bright Reception	Ruth and Bright Reception	2051		500.00
Deposit	8/7/2012		Check	1458	Browns AME Church	Sunday School Convention	1946		200.00
Deposit	8/8/2012		Check	Credit from 2012	Smithfield Lions Club	Lions District Meeting	2046		55.00
credit from 2012 event									
Deposit	8/8/2012		Check	5286	Mt. Moriah AME Church	AME 2012 District Conference	1538		100.00
Deposit	8/8/2012		Visa	Visa	Hollinden and Burns Wedding and Reception	Hollinden and Burns Wedding and Reception	2053		600.00
Deposit	8/13/2012		Visa	Visa	PCCMI	Ferguson Community Jazz Extravangza	2055		600.00
4313 0721 1769 9341 exp 04/15 4297 Ennisdale Smithfield 23430									
Deposit	8/13/2012		Discover	Discover	Wright and Reinhart Wedding and Reception	Wright and Reinhart Wedding and Reception	1688		50.00
Deposit	8/14/2012		Check	613	Franco and Walker Wedding and Reception	Franco and Walker Wedding and Reception	2056		500.00
Deposit	8/14/2012		Visa	Visa	Franco and Walker Wedding and Reception	Franco and Walker Wedding and Reception	2056		100.00
Deposit	8/15/2012		Check	5302	Mt. Moriah AME Church	AME 2012 District Conference	1538		720.00
Deposit	8/16/2012		Check	2454963	Taylor Fellowship	Taylor Fellowship	1923		200.00
Deposit	8/17/2012		Master Card	Master Card	Gillespie and Rice Reception	Gillespie and Rice Reception	2060		600.00
Deposit	8/17/2012		Visa	Visa	March-Van Wassen Wedding & Reception	March-Van Wassen Wedding & Reception	2061		600.00
Deposit	8/17/2012		Money Order	MO	Danielle Ford-Daughtrey	Ford Anniversary Party	2062		300.00

Reporting Period: 8/1/2012 thru 8/31/2012

Deposit totals for August 2012 - $13,204.44

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	8/17/2012		Money Order	MO	Danielle Ford-Daughtrey	Ford Anniversary Party	2062		300.00
Deposit	8/17/2012		Visa	Visa	Evans-Cummings Wedding & Reception	Evans-Cummings Wedding & Reception	1914		450.42
Deposit	8/20/2012		Check	6014	Galaxy Fastpitch Softball	Galaxy Softball Fundraiser	2063		300.00
Deposit	8/20/2012		American Express	Amex	Smithfield Station	NAIL Meeting	1811		400.00
Deposit	8/20/2012		Visa	Visa	Fate-Baylor Wedding & Reception	Fate-Baylor Wedding & Reception	1796		839.04
Deposit	8/22/2012		Money Order	10494610758	Jones and Philipps Reception	Jones and Philipps Reception	2065		500.00
Deposit	8/23/2012		Check	1128	Smith-Reid Wedding & Reception	Smith-Reid Wedding & Reception	1827		600.00
Deposit	8/23/2012		Visa	Visa	Jones-Melton Wedding & Reception	Jones-Melton Wedding & Reception	1880		831.00
Deposit	8/24/2012		Master Card	MC	Rhodes-Kalmbacher Reception	Rhodes-Kalmbacher Reception	2068		600.00
Deposit	8/24/2012		Visa	Visa	Hebert and Cofield Reception	Hebert and Cofield Reception	2041		700.00
Deposit	8/24/2012		Check	8896	Ferguson-Needly Weddig & Reception	Ferguson-Needly Wedding & Reception	1893		384.00
Deposit	8/27/2012		Check	6367	Hancock and Brooks Wedding and Reception	Hancock and Brooks Wedding and Reception	2069		375.00
								Total	12,656.46
								Grand Total	-13,293.14

August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
4:30 PM Leigh and Davis Wedding and Reception	Tour of Innovation Center 2:00 PM Kiwanis Board Retreat	Amy Off 10:00 AM Smithfield PD Detective Meeting 6:00 PM Public Meeting -Sidewalks and Bike Paths	Amy Off Herbert Off	10:00 AM Safety Committee 3:00 PM Sherrill and O'Malley Wedding and Reception	Mosquito Spraying for 8-4-12 Wedding 5:00 PM Sherrill and O'Malley Wedding and Reception	6:00 PM Williams and Sollars Wedding and Reception
5	6	7	8	9	10	11
	7:30 AM Isle of Wight Schools-Teacher Training	Herbert Off 7:45 AM Isle of Wight Schools-Teacher Training 6:45 PM Kitchen Inventory 7:30 PM Town Council	8:00 AM Dominion Power Meeting	8:00 AM Isle of Wight Schools-Teacher Training 8:00 AM Sunday School Convention	Calvin Off 10:00 AM Stewart and Jordan Reception	Calvin Off 4:00 PM Stewart and Jordan Reception
12	13	14	15	16	17	18
	Courtney Off	3:00 PM AME 2012 District Conference 7:30 PM Planning Commission	10:00 AM AME 2012 District Conference	9:00 AM AME 2012 District Conference	9:00 AM AME 2012 District Conference	8:00 AM Murphy Brown Job Fair
19	20	21	22	23	24	25
	6:30 PM Farm Bureau Dinner	Amy-In at Noon 9:00 AM Schoolhouse Committee 12:00 PM Crime Line Meeting 3:30 PM Quarterly Update 7:30 PM BHA&R	Amy Off 11:00 AM Regional Robbery Meeting 1:00 PM Staff Meeting	Phones 1-5 PM 3:00 PM Jones-Melton Wedding & Reception	Phones 1-5 PM 9:00 AM Wright and Reinhart Rehearsal 3:00 PM Jones-Melton Wedding & Reception	Amy Off 3:00 PM Wright and Reinhart Wedding and Reception
26	27	28	29	30	31	1
Amy Off Melissa Off	Amy Off Phones 1-5 PM 4:00 PM Committee Meetings	Phones 1-5 PM 4:00 PM Committee Meetings 5:30 PM Plant Review Dinner	Phones 1-5 PM Backflow Repair	Traven Off Phones 1-5 PM Backflow Repair/ Bar Floor Set	Melissa Off Phones 1-5 PM Saturday Rate 4:00 PM Fate-Baylor Rehearsal 7:30 PM Army Band Concert	Melissa Off 3:00 PM Small-Cooper Wedding & Reception

Smithfield Center Discounts - August 2012

Booking Date	Event Name	Room Code	Discount Percent
8/2/2012	Safety Committee	A&B	100.00%
8/2/2012	Sherrill and O'Malley Wedding and Reception	MH plus Suites	20.00%
8/4/2012	Williams and Sollars Wedding and Reception	MH plus Suites	0.00%
8/6/2012	Isle of Wight Schools-Teacher Training	C&D	50.00%
8/7/2012	Town Council	A&B	100.00%
8/7/2012	Isle of Wight Schools-Teacher Training	C&D	50.00%
8/8/2012	Staff Meeting	A&B	100.00%
8/8/2012	Dominion Power Meeting	MH plus Suites	0.00%
8/9/2012	Sunday School Convention	A&B	0.00%
8/9/2012	Isle of Wight Schools-Teacher Training	C&D	50.00%
8/11/2012	Stewart and Jordan Reception	MH	0.00%
8/14/2012	Planning Commission	A&B	100.00%
8/14/2012	AME 2012 District Conference	MH	0.00%
8/15/2012	AME 2012 District Conference	MH plus Suites	20.00%
8/16/2012	AME 2012 District Conference	MH plus Suites	20.00%
8/17/2012	AME 2012 District Conference	MH plus Suites	20.00%
8/18/2012	Murphy Brown Job Fair	C&D	0.00%
8/20/2012	Farm Bureau Dinner	MH plus Suites	0.00%
8/21/2012	BHA&R	A&B	100.00%
8/21/2012	Schoolhouse Committee	C&D	100.00%
8/21/2012	Crime Line Meeting	C&D	100.00%
8/21/2012	Quarterly Update	MH	0.00%
8/22/2012	Staff Meeting	A&B	100.00%
8/22/2012	Regional Robbery Meeting	C&D	100.00%
8/23/2012	Jones-Melton Wedding & Reception	MH plus Suites	20.00%
8/24/2012	Jones-Melton Wedding & Reception	MH plus Suites	0.00%
8/25/2012	Wright and Reinhart Wedding and Reception	MH plus Suites	0.00%
8/27/2012	Committee Meetings	C&D	100.00%
8/28/2012	Committee Meetings	C&D	100.00%
8/28/2012	Plant Review Dinner	MH	0.00%
8/31/2012	Army Band Concert	MH plus Suites	100.00%
	100% Discount	12	
	50% Discount	1	
	20% Discount	3	

Smithfield/Isle of Wight Tourism
Activity Report – August 2012

- Director attended the Isle of Wight Board of Supervisors Meeting 8/16/12.

- Director attended Smithfield Town Council Meeting 8/7/12.

- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 8/20. 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 9/24/12.

- Held monthly Tourism Staff Meeting 8/6/12. All staff in attendance.

- Smithfield 2020 Meeting 8/1/12. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org

- Fill-in Docent interviews held 8/1/12. Robert Cox and Jason Peters hired.

- Smithfield Ice Cream Parlor's 30th Anniversary Event 8/1/12. Excellent event and turn-out!

- Schooner Wolf from the Key West Navy event at Smithfield Station 8/1/12. Sworn in to the Conch Republic Navy!

- Attended Saint Lukes Development Committee meetings 8/2/12 and 8/29/12. Attended Saint Lukes Board Meeting 8/8/12.

- Farmers Markets held 8/4, 8/11, 8/18, 8/25. Excellent attendance!

- Hosted the ***Food Paradise*** Show from the Travel Channel 8/6/12. They were filming a show called *HAM Paradise*! The show will feature Smithfield Ham, the Smithfield Inn, Taste of Smithfield and the town of Smithfield. Air date in September.

- Met with Prime Media about new Tourism Video 8/6/12. Script copy completed.

- Aiken & Friends Music Festival planning meeting held 8/7/12, 8/16/12 and 8/30/12. Mike Aiken & Friends MUSIC Festival upcoming September 28 and 29th.

- Attended Coastal Virginia Tourism Alliance committee meeting 8/8/12 and full CVTA meeting 8/15/12..
- Attended 2013 Smithfield Wine & Brew Fest meeting 8/8/12. Planning has begun!
- Attended SHDBA meeting 8/9/12.
- Smithfield Music House Concert 8/9/12.
- Attended YMCA Camp Luncheon 8/10/12.
- Met with Justin May/Smithfield Station 8/10/12.
- Met with Smithfield Times about new lifestyle publication launch 8/10/12 and 8/28/12.
- Attended IOW Arts League Opening Reception 8/19/12.
- Schoolhouse Museum Board Meeting 8/21/12.
- Held Docent Training 8/23/12.
- Director guest speaker for Franklin Rotary Club 8/24/12.
- Met with WCP Foundation about contents for new outdoor kiosk 8/27/12.
- Filmed the COUNTY BEAT 8/28/12.
- Attended IOW County Fair Committee meeting 8/27/12.
- Attended Council Committee meeting 8/28/12.
- Attended Historic Smithfield Board Meeting 8/29/12.
- Attended new Public Restroom planning meeting 8/29/12.
- Director guest speaker for Hampton Rotary Club 8/29/12.
- Director attended Economic Development Strategic Planning Session 8/29/12.
- VACVB Board Conference Call 8/31/12.
- Tourism Facebook postings throughout month.

- Staff attended Smithfield Staff Meeting 8/8/12 and 8/22/12.

- 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 for more details!

RESOLUTION
STREET CLOSURE FOR HOMECOMING PARADE ROUTE

WHEREAS, the Smithfield High School has proposed to hold a Homecoming Parade on Friday, October 26, 2012 at 4:30 p.m.; and,

WHEREAS, the Smithfield High School has requested that certain streets within the Town be closed for the Homecoming parade; and,

WHEREAS, it appears to the Town Council that the brief time during which these streets will be closed for the parade will not work undue hardship on the residents and businesses along the parade route; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the Smithfield High School by closing off certain of the town's streets in order to allow a safe and convenient parade route and environment for the parade.

NOW, THEREFORE, be it resolved that on Friday, October 26, 2012, the following streets or portions of streets shall be closed from 4:30 p.m. until the conclusion of the Homecoming parade: all of James Street, Grace Street from its intersection with Main Street to its intersection with N. Mason Street, Main Street from its intersection with Grace Street to its intersection with N. Mason Street; N. Mason Street from its intersection with Main Street to its intersection with Grace Street.

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

Adopted this 4TH day of September, 2012.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By_____
T. Carter Williams, Mayor

ATTEST:

_____
Clerk

RESOLUTION
TO ESTABLISH A UNIFORM SPEED LIMIT WITHIN RESIDENCE DISTRICTS AS DEFINED BY SECTION 46.2-100 OF THE CODE OF VIRGINIA

WHEREAS, there are certain streets within the Town of Smithfield in areas that would be defined as Residence District pursuant to Section 46.2-100 of the Code of Virginia for which the speed limit could be set at twenty-five (25) miles per hour but which have current speed limits of thirty (30) miles per hour; and,

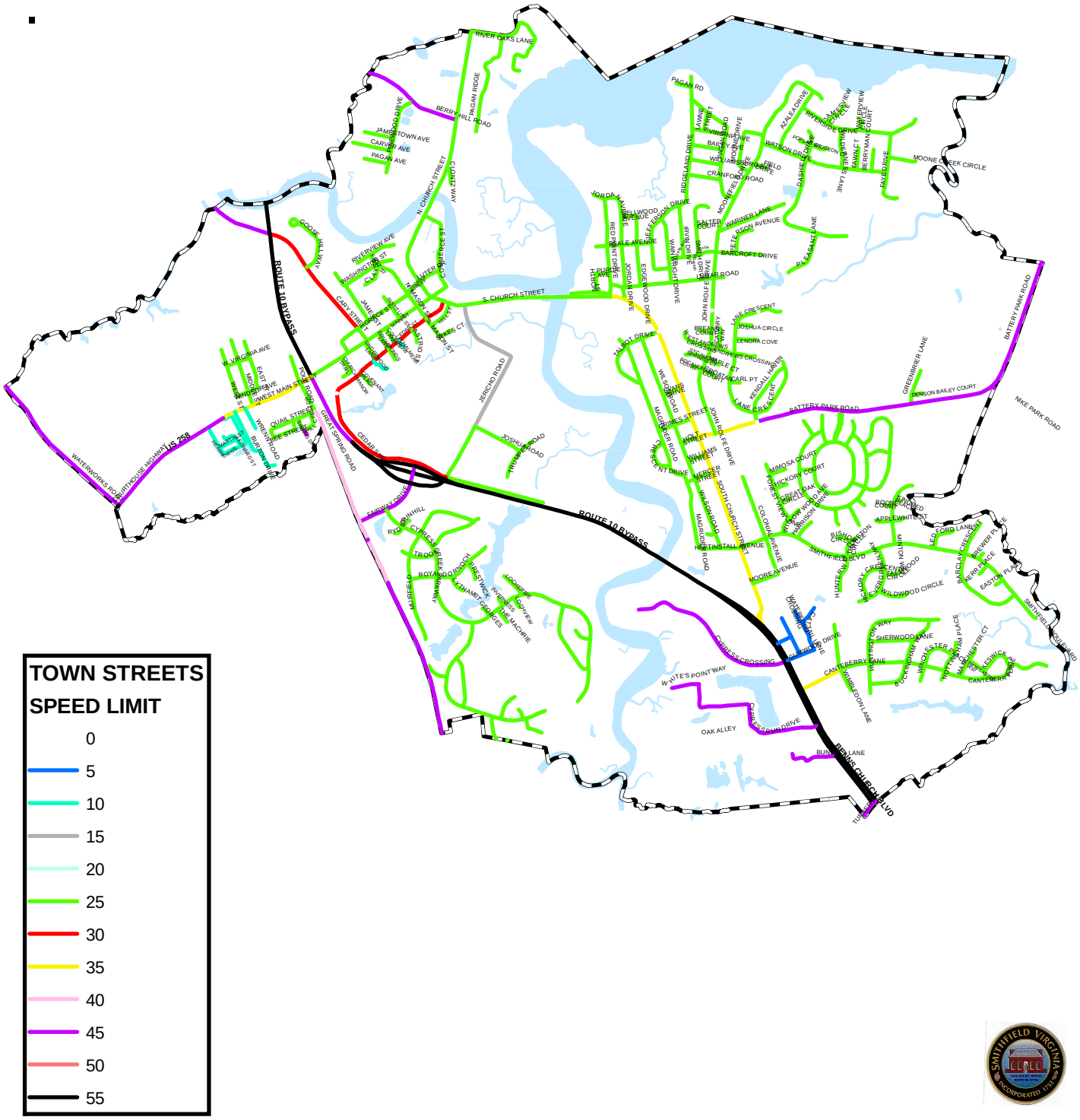
WHEREAS, the police department and the police committee have carefully considered the current use of these streets by both vehicular and pedestrian traffic and have determined that the speed limit on all streets within the Town of Smithfield in areas that would be defined as Residence District pursuant to Section 46.2-100 of the Code of Virginia, with the exception of Cary Street and Jericho Road, should be reduced to a maximum speed limit of twenty-five (25) miles per hour so as to provide for a safer environment for all persons travelling upon the streets, either on foot or by vehicle.

NOW, THEREFORE, be it resolved by the Town Council of the Town of Smithfield that it has determined that it is in the best interests of the citizens of the Town of Smithfield and visitors to reduce the speed limit on all streets within the Town of Smithfield in areas that would be defined as Residence District pursuant to Section 46.2-100 of the Code of Virginia, with the exception of Cary Street and Jericho Road, and the speed limits thereon are hereby reduced to a maximum speed limit of twenty-five (25) miles per hour; and,

BE IT FURTHER RESOLVED that the police chief and the Town Manager shall determine the reduced speed limit for police department and the town's public works department shall erect signs in accordance with specifications prescribed by the Virginia Department of Transportation in accordance with the provisions of this resolution. A map showing the streets within the Town of Smithfield and the speed limits applicable thereto is attached hereto as Exhibit “A”.

Town of Smithfield

Proposed Speed Limits



RESOLUTION TO EXTEND WATER AND SEWER 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 and sewer service to the subject property to provide water and sewer 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 and sewer service to the proposed rescue squad/emergency services facility;
2. Any extension of water and sewer 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 water and sewer lines 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 to acknowledge and permit the proposed extension of utilities outside the Town's corporate boundaries.

Adopted: September 4, 2012

_____

T. Carter Williams, Mayor

Attest:

_____

Lesley Greer, Clerk

TOWN OF SMITHFIELD

"The Ham Capital of the World"

August 31, 2012

TO SMITHFIELD TOWN COUNCIL

FROM TOWN MANAGER PETER

SUBJECT OLD BUSINESS ITEM – URBAN ARCHERY SEASON PERMITTED HUNTING AREAS IN THE TOWN LIMITS

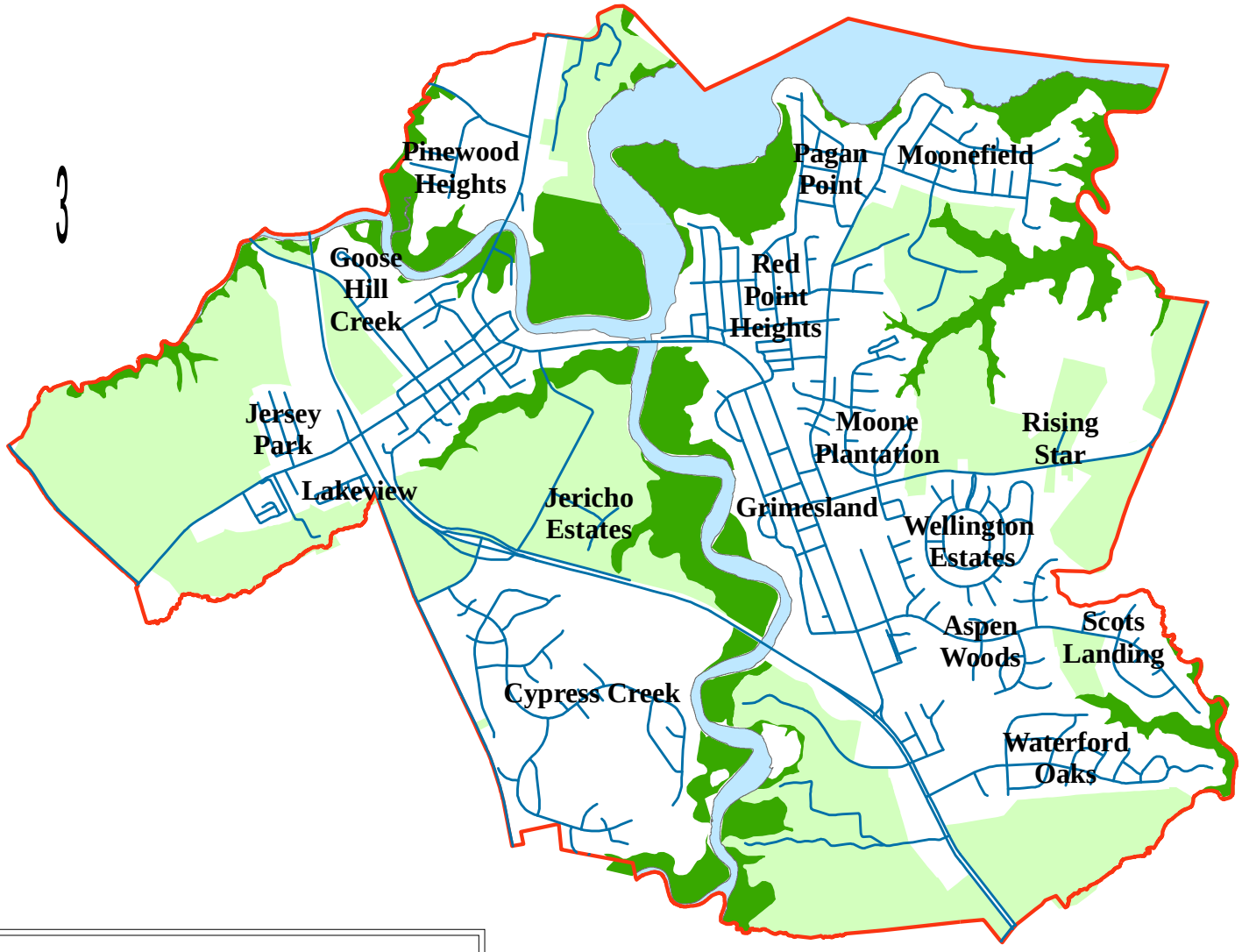
As the Smithfield Urban Archery Season begins tomorrow on September 1st, town staff and the Town Attorney have communicated today to clarify precisely where such hunting is allowed within the corporate limits. It has been determined that as adopted it will be allowed only within the C-C Community Conservation and E-C Environmental Conservation zoning districts. Town Planner William Saunders has prepared the attached map showing where urban archery hunting is currently permitted.

If council intended for urban archery to be permitted throughout the entire town limits, we would have to amend all of the zoning district ordinances that currently do not allow hunting, to make hunting a permitted use. Staff wanted to bring this to your attention in case there was confusion on the matter. We obviously wanted to be clear on what was conveyed to the public. Should you wish to allow town wide urban archery hunting council would need to initiate amendments to the Smithfield Zoning Ordinance. In the meantime the Police Department will be in an education mode with the public.

TOWN MANAGER'S OFFICE
911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 6

Town of Smithfield
Urban Archery Hunting Areas

3



Zoning Districts where Hunting is Allowed

- C-C Community Conservation
- E-C Environmental Conservation

AN ORDINANCE TO ESTABLISH AN URBARN ARCHERY SEASON IN THE TOWN OF SMITHFIELD

WHEREAS, the Town Council of the Town of Smithfield has determined that the deer population within the town limits has increased significantly; and,

WHEREAS, the increased sized of the deer population may lead to a diseased deer population and has caused significant damage to the properties of the town's citizens; and,

WHEREAS, the large deer population within the town has become a nuisance and a threat to the public safety and general welfare of the town's citizens; and,

WHEREAS, the Town Council has determined that an adoption of an urban archery season in within the town limits would be a prudent and effective measure to reduce the local deer herd.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield that an Urban Archers season is hereby authorized from September 1, -October 5, 2012 and from January 7-March 30, 2013; and,

BE IT FURHER ORDAINED that the Urban Archery season in the Town of Smithfield shall be subject to the following rules, regulations, conditions and guidelines which shall be made available to the public:

- Only **antlerless** deer may be taken.
- Hunters must abide by all applicable sections of the Virginia State Code, Virginia Hunting Regulations, and local ordinances. See local restrictions in the next section below.
- Licenses, bag limits, and tagging requirements for the urban archery season are the same as for the other archery seasons in Virginia. Hunter must purchase an archery license to hunt during any special archery season.
- The urban archery season **does not** open new properties to hunting. It is simply an extension of the archery season when only antlerless deer can be taken. As always, hunters must have landowner permission before hunting.
- Lists of properties available for hunting **are not** maintained by the Virginia Department of Game of Inland Fisheries or local governments. To find available properties, visit with or contact local landowners, hunters, archery clubs, or check stations.
- Hunters must obtain permission to hunt from the landowner. Hunters must also obtain permission to pursue or retrieve deer from neighboring landowners. Due to the small size of parcels and proximity of residences, hunters or the landowner should notify adjacent property owners or tenants, as a courtesy, before hunting.
- Crossbows are defined by law as a type of bow and are therefore legal during urban archery season. However, to use a crossbow during any special archery season, hunters must also purchase a crossbow license.

- The season bag limit for deer cannot be exceeded unless bonus deer permits are purchased.
- Most localities participating in the urban archery season also allow archery hunting during other traditional deer seasons; i.e., early archery season, general firearms season, and late archery season (see below). Antlered deer may be taken during these traditional seasons, provided that the locality of interest allows archery hunting during these seasons. Remember that only antlerless deer may be taken during the urban archery season.
- Bucks that drop antlers prior to the conclusion of the urban archery season are considered "antlerless" and may be legally harvested and tagged with an antlerless-only deer tag.
- Deer must be checked by calling 1-866-GOT-GAME, online, or at a big game check station.
- Hunting is restricted to parcels of private property where written permission has been obtained from the landowner.
- Hunting is prohibited on school or church property and within 100 feet thereof.
- Discharge of archery equipment is permitted only for the taking of deer.
- Archery equipment can only be discharged from an elevated tree stand located at least ten (10) feet above the ground.
- Discharge of archery equipment is not permitted within 100 feet of any highway, street, alley, roadway, sidewalk, or designated foot trail.
- Discharge of archery equipment is not permitted within 100 feet of any residence except with written consent of the owner of said residence.
- Arrows may not be shot in a manner that would cause them to strike an unintended target.
- Firearms cannot be used or carried while deer hunting.
- In addition to the urban archery season, archery deer hunting is also allowed during the early archery season, the general firearms deer season, and during the late archery season (i.e., from the first Saturday in October through the first Saturday in January).
- Hunters must abide by all other applicable sections of the Virginia State Code and Virginia Hunting Regulations (including bag limits and tagging/checking requirements).

Adopted this 2nd day of July, 2012.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
Mayor

ATTEST:

_____
Clerk