

SMITHFIELD TOWN COUNCIL AGENDA
October 5, 2011 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report
 - a. September Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|------------|---|--|
| October 5 | - | 7:30 p.m. – Town Council Meeting |
| October 11 | - | 7:30 p.m. – Planning Commission |
| October 18 | - | 3:00 p.m. – Intergovernmental Relations Committee Meeting |
| October 18 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| October 24 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| October 25 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue Committee
Public Works Committee
Public Buildings and Welfare Committee |

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

C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet. 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

D. Council Comments

<p>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.</p>

CONSENT AGENDA ITEMS

- C1. **Resolution to Authorize Street Closure for Homecoming Parade, October 21st, 2011**
Police Committee Chair, Denise N. Tynes **TAB # 1**
- C2. **Resolution to Authorize Street Closure for “Zombie Walk” for Polio Awareness, October 29th, 2011**
Police Committee Chair, Denise N. Tynes **TAB # 2**
- C3. **Motion to Accept Proposal from Draper Aden Associates for Budgeted Sanitary Sewer Consent Order Work – General Regional Hydraulic Model Development Assistance – Scope of Work and Fees**
Water and Sewer Committee Chair, Andrew C. Gregory
- C4. **Motion to Accept Proposal from Draper Aden Associates for Budgeted Sewer Consent Order Work – Rehabilitation Plan – Scope of Work and Fees**
Water and Sewer Committee Chair, Andrew C. Gregory
- C5. **Motion to Accept Amendment to Draper Aden Associates Annual Engineering Contract**
Water and Sewer Committee Chair, Andrew C. Gregory
- C6. **Invoices Over \$10,000 Requiring Council’s Consideration:**
Finance Committee Chair, John L. Graham
- | | |
|---|--------------|
| a. Excel Paving Corporation (S Church Street) | \$ 76,218.60 |
| b. Excel Paving Corporation (Waterline Replacement) | \$ 29,798.15 |
| c. Draper Aden Associates | \$ 24,898.45 |
| d. English Construction Company | \$150,452.28 |
| e. REW Corporation | \$123,408.44 |
| f. Carter Machinery Company, Inc. | \$192,000.00 |
| g. Buchart Horn, Inc. | \$ 23,213.06 |
| h. Clark Nexsen (current invoices) | \$ 10,281.16 |
| i. Clark Nexsen (memo and past invoices) | \$ 38,618.70 |
| j. Smithfield Services, Inc. (Hurricane Irene) | \$ 42,065.00 |
| k. Goodrich & Sons (Hurricane Irene) | \$ 31,055.00 |
| l. J. R. Wills & Son’s (Managers Office) | \$ 38,762.17 |
| m. J. R. Wills & Son’s (New Police Station) | \$ 50,364.62 |
- C7. **Resolution to Establish Tax Relief Percentage for Personal Property Taxes**
Finance Committee Chair, John L. Graham **TAB # 3**
- C8. **Motion to Authorize the Town Manager to Renew the Contract with R.E.W. Corporation for Mechanical, Electrical and Utility Services for one Additional Year**
Public Works Committee Chair, Constance Chapman
- C9. **Motion to Accept and Adopt Smithfield on the Move Strategic Plan – Wellness Program**
Public Buildings and Welfare Committee Chair Dr. Milton Cook
- C10. **Motion to Adopt the Anti-Displacement Plan for Pinewood Heights Project – Phase II**
Public Buildings and Welfare Committee Chair Dr. Milton Cook
- C11. **Motion to Adopt Fair Housing Certification for Pinewood Heights Project – Phase II**
Public Buildings and Welfare Committee Chair Dr. Milton Cook

- C12. **Motion to Adopt the Local Business and Employment Plan for Pinewood Heights Project – Phase II**
Public Buildings and Welfare Committee Chair Dr. Milton Cook
- C13. **Motion Adopt a Non-Discrimination Policy for Pinewood Heights Project – Phase II**
Public Buildings and Welfare Committee Chair Dr. Milton Cook
- C14. **Motion to Adopt Section 504 Grievance Procedure Policy for Pinewood Heights Project – Phase II**
Public Buildings and Welfare Committee Chair Dr. Milton Cook
- C15. **Motion Accept Contract from Community Planning Partners for Pre-Contract Activities in Preparation of Pinewood Heights Project- Phase II**
Public Buildings and Welfare Committee Chair Dr. Milton Cook
- C16. **Motion to Accept J.R. Wills & Sons’ Proposal for “Evidence Building” at the New Police Station located at 913 South Church Street**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C17. **Motion to Accept Price Increase for Weekend Rental Rates at the Smithfield Center**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C18. **Motion to Accept the Two Tier Rental Structure for the Smithfield Center using Featured Caterer List**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C19. **Motion to Approve Isle of Wight/Smithfield Tourism and Smithfield 2020’s Public Art Project – Proposed Porcine Statuary**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **PUBLIC HEARING: Rezoning of 911 South Church Street**
 - a. Staff Presentation by William T. Hopkins, III, Director of Planning, Engineering, and Public Works
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration: Public Buildings and Welfare Committee Chair, Dr. Milton Cook
2. **PUBLIC HEARING: Moving Town Elections Cycle to November**
 - a. Presentation by William H. Riddick, III, Town Attorney
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration: Public Buildings and Welfare Committee Chair, Dr. Milton Cook
3. **Invoice Over \$10,000 Requiring Council Authorization:**

Finance Committee Chair, John L. Graham

- a. Blue Ridge Rescue Suppliers (Fire Department) \$ 10,204.87

4. **Appointment of New Windsor Castle Foundation Board Member**

David M. Hare, Mayor

5. **Motion to Approve the Town Council Minutes for the Meeting of September 6th, 2011**

Town Attorney, William H. Riddick, III

6. **Old Business:**

7. **New Business:**

8. **Closed Session: (if necessary)**

9. **Adjournment** -

September 30, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – SEPTEMBER 2011

TOWN MANAGER'S OFFICE:

- a. Attended staff training on general items associated with/ operation of the new water treatment plant and several other plant visits
- b. Met with VDEM & FEMA twice regarding damage and debris from Hurricane Irene
- c. Attended: Hampton Roads Criminal Justice Training, Academy Executive Committee Meeting, ICMA Annual Conference in Milwaukee Wisconsin, Leadership Isle of Wight planning session, Kiwanis Installation dinner, Monday Morning Moan session, etc.
- d. Continued oversight of building renovations at 911 and 913 South Church Street
- e. Began work on Human Resources Chapter of APWA accreditation self assessment
- f. Utilized two days of vacation leave

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes for Town Council, Planning Commission, Board of Historic and Architectural Review and Board of Zoning Appeals
- b. Attended Windsor Castle Park Foundation Board meeting to take minutes on September 19th.
- c. Prepared September Town Council Committee Agenda and October Town Council Agenda.
- d. Attended Town Council Committee meetings on September 26th and 27th and prepared summary reports of the committees.
- e. Continue to work on scanning Accounts Payable in Records Management System.

TREASURER'S OFFICE:

- a. The audit was delayed one week , so instead of starting September 6, field work began on September 12. They have been in and out for the past several weeks and will be back the first week in October to hopefully wrap things up.

- b. Attended meeting for Community Wellness Initiative on September 12 at the Smithfield Center to review draft for the Community Wellness Plan.
- c. Received real estate and personal property files from Isle of Wight County. They are currently in the conversion process, and we are on schedule to mail bills in October.
- d. Completed annual cash proffer report and submitted to the Commission on Local Government.
- e. Completed bank reconciliations for August 2011 and prepared July 2011 financial statements.
- f. Prepared draw request for reimbursement of expenses for South Church Street from the Transportation Enhancement Grant.
- g. Prepared program income report, final financial report, and leverage report for Pinewood Heights MY2 closeout as well as final draw request of \$71,000.
- h. Attended FEMA kick off meeting at the Smithfield Center with Peter Stephenson and Bill Hopkins on September 29.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace broken meters and install new ones, 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 and Police Department building.
1. Sewer Line Repairs and Maintenance:
 - a. Disconnected water and sewer lines at 911 South Church St. for demolition.
 - b. 1703 Magruder Rd - homeowner called about a possible sewer backup. Located cleanout on Town side nothing found called homeowner asked him to have a plumber check his side of the line and call us back if problem is not fixed. No phone call as 9/26/11.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Have been working on rotating valves at all pump stations to ensure they are working properly.
 - c. Installed ballards at Barcroft and Riverside pump station.
 - d. Inspected and cleaned pumps at Waterford Oaks, Canteberry and Plaza pump station.

- e. Checked all generator sets for power fails.

3. Water Line Repairs and Maintenance:

- a. Replaced Meter box at 153 Lane Crescent.
- b. Repaired water leak at 15 Riverside Dr. 1 ¼ service line broke and was repaired with a repair clamp.
- c. Repaired a water main break on Moon Dr. 6" AC main broke and was repaired with ductile Iron Fittings and PVC pipe.
- d. Repaired a water leak on a service line at 206 Washington St.

4. Well Repairs and Maintenance

- a. Continued to monitor chlorine levels and complete daily well readings at all well houses.

5. Water Treatment Plant

- a. Town staff assisted in the loading of membranes for the RO skid.
- b. Set up composite sampler and began taking samples per HRSD requirements.
- c. Operators began training on aspects of the computer system for operation of the plant.
- d. Organized lab and began analysis on water before and after treatment process to prepare for start up.
- e. Operators flush membranes on RO skid daily.

6. Safety

- a. Monthly truck inspections.
- b. All Public Works employees attended Hand and Power Tools Safety and Chainsaw Certification.
- 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 cut grass on the north and south sides of Town weekly and bi-weekly also tractor and side arm work as needed.
- c. Minor repairs at Town Hall and Town Buildings.
- d. Cleaned up debris from storm at Windsor Castle.

PLANNING AND ZONING:

1. Planning Commission – 09/13/11
 - A. *PUBLIC HEARING* – Rezoning from R-O, Residential Office to HR-C, Highway Retail Commercial – 911 S. Church St. – Town of Smithfield, applicant – Recommended for approval.
 - B. Final Site Plan Review – Dollar General, S. Church St. – Lee Pittman, Par 5 Development Group, LLC, applicants - Approved.
2. Rezoning Applications under review
 - A. 911 South Church Street
3. Special Use Permit Applications under review
 - A. Parking Waiver – 113 N. Church St. (Old Fire House)
 - B. Drive-thru window – 1811 S. Church St. (McDonald’s)
4. Subdivision and Site Plans under review
 - A. Smithfield Foods Test Kitchen
 - B. YMCA
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 (65% complete)
 - D. Fire Station Building – 1802 South Church Street (95% complete)

- E. R O Plant – (85% complete)
- 6. Board of Zoning Appeals 09/20/11
 - A. Special Yard Exception – 215 East Street – Ashley Raines, applicant/property owner – Approved.
- 7. Board of Historic & Architectural Review 09/20/11
 - A. Proposed Porcine Statuary – Historic District –Judy Winslow, Smithfield 2020, applicants – Approved.
 - B. Proposed Detached Garage – 308 Grace Street – Landmark - Mike & Ramona Waters, applicants – Approved.
 - C. Proposed Commercial Building (New Construction) and Parking Lot – 217 Main Street – No Designation – Joseph Luter, III/Smithfield Foods, applicants – Approved.
 - D. Proposed Commercial Building Renovation – 113 N. Church St. (Old Fire House) – Noncontributing – Mark Hall, Hallwood Properties, applicants – Approved.

ENGINEERING:

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans.
- 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. R. O. Plant, contractor English Const. has installed all E. & S. controls as per the approved site plans and required by the Town. Contractor continues testing of control system and mechanics and function of equipment. Contractor continues final grading of project site in preparation for paving. Contractor installed curb & gutter as requested by the Town.
- D. South Church Street Streetscape Project, Contractor also continued installation of Verizon & Charter Cable conduit system from Sta. 111 + 50 to Sta. 116 + 00. Contractor has installed storm water system from Sta. 110 + 75 to Sta. 111 + 50 and accompanying structures 3 -3 & 3 - 4. Contractor also installed all connecting and related storm drain pipes. Contractor continued installation of curb & gutter from Sta. 114 + 00 to Sta. 124 + 00 west side of project. Contractor also started

installation of curb & gutter on east side of project from Sta. 123 + 00 to St. 125 + 00.

- E. Blair Bro.'s Contr. regraded roadside ditch along Evans Dr. Contractor completed demo and replacement of damaged sidewalk / curb & gutter section on Cary St. and curb section on Royal Dornoch. Contractor also cleaned storm drain drop inlet and connecting pipe on James St.

September 30, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY SEPTEMBER 30TH, 2011

The Police Committee met Monday, September 26th, 2011 at 4:38 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; and Mr. Andrew C. Gregory. Other Council members present were Mr. T. Carter Williams, Vice Mayor; Dr. Milton Cook, and Mr. John L. Graham. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins III, Director of Planning, Engineering, and Public Works; Ms. Lesley Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Mark A. Marshall, Smithfield Police Chief; Mr. Alonzo Howell, Smithfield Police Captain; Mr. William H. Riddick, Town Attorney; Mr. Wayne Griffin, Town Engineer; Ms. Sonja Pruitt, Office Manager of Public Works. Others in attendance were Ms. Florine Moore, and Elizabeth Pasieczmy of the Smithfield Rotary Club. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

1. ADDITIONAL ITEM DISCUSSED: Smithfield High School Homecoming Parade – The Town Manager stated that staff had contacted Smithfield High School to see if there was a homecoming parade scheduled for this year. Staff was told there would be a homecoming parade, October 21st at 4:30 p.m. The route would be the same as in the past. Committee agreed that as long as the parade route and time remained the same as in previous years that they would recommend approval. Staff is awaiting official request from school to verify.

2. ADDITIONAL ITEM DISCUSSED: Street Closure request for “Zombie Walk” for Polio – The Town Manager stated that Ms. Elizabeth Pasieczmy of the Smithfield Rotary Club was present and wanted to make a brief presentation to request street closure and/or traffic control assistance for a “Zombie Walk” for Polio. Ms. Pasieczmy stated that many children do not know about Polio and the harmful effects of the disease. There are many children that have not been vaccinated so we want to attract attention and educate the participants through this event. The Smithfield Rotary Club would like to

request the closure of Main Street on Saturday October 29th from 5:15 p.m. to 6:15 p.m. to allow for a safe environment for the walk. The walk will begin at Little's parking lot and will end at the Bank of Southside Virginia with light refreshments and drinks for sale. There are approximately 250 participants expected. The police department did not see a problem with assisting in street closure. Committee recommends approval of street closure request.

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

1. Operational Updates – Chief Marshall reported that with road construction on the two principal roads in town we are having traffic congestion issues. Personnel wise the town did hire the one remaining vacancy with Mr. Eric Phillips. Chief Marshall stated that he will be coming to the October Town Council meeting to be introduced. Mr. Phillips just graduated from Liberty University in Lynchburg. Chief explained that they have a program in that part of Virginia that allows students that want to be hired by law enforcement agencies and have a high enough grade point average to go to the police academy on their own. Mr. Phillips came to Smithfield in the middle of the process to fill this last vacancy and was ultimately selected. Since he has already been through the academy he is now in the process of going through his field training. Department is now at full staff. Chief Marshall reported that the department was geared up for Hurricane Irene and fortunately it was not as big of an event as it was first thought. However it did have some impact on staffing. Chief Marshall mentioned that Officer Chris Myer's received the Mother's Against Drunk Drivers (MADD) award a couple of weeks ago at their banquet. He had 14 DUI arrests. Former Smithfield Officer Jared Vance was also nominated and received an award. An upcoming event that the department will be assisting with is the Mike Aiken & Friends Music Festival this weekend at Joyner's field from 11:30 a.m. to 9:00 p.m. A large turnout is expected. The department will also be assisting with the Town & Country Days, October 8th including the Souper Saturday, Hog Jog Race and Nasquack Duck Race. Chief Marshall also reported as a FYI that there had been a couple of stolen vehicle recovered recently in town and the county.

2. Update on Deer Population and Hunting in Smithfield – Chief Marshall reported that this item last came up in 2008. It came before committee for consideration as Urban Archery Deer Season Policy. At that time a memo was generated in regards to this in the town limits. State law and regulations administered by and through the Department of Game and Inland Fisheries does allow municipalities to adopt this program. The program was initiated because of the large deer population that resides within some localities. There is a definitive process if town chooses to allow this beginning with submitting a letter of request to the Game and Inland Fisheries requesting designation of approval by April 1st of the calendar year. The request would then be reviewed with a wild life biologist to determine the reason for the request. Factors would include number of recorded incidents of personal property damage, motor vehicle accidents involving deer and public safety. If the Game Commission is in occurrence with the request they will help the town to develop a program and ordinance to ensure there is no conflict with state law. The town would then be required to adopt a process of procedure and an ordinance

that would allow it. The program at a minimum would contain the following: Season as defined by the Game and Inland Fisheries; Only antlerless deer may be taken; cross bows only may be used; unlawful to use dogs; permission from landowner must be obtained prior to hunting of deer; and any restrictions that the town would like to utilize such as permitting process through the Town Manager and Police Department. Chief Marshall stated that there is a huge deer population in Red Point Heights. Vice Mayor Williams expressed his concern over the deer population creating an issue with tick infestation. Vice Mayor Williams also had concern over letting unprofessional deer hunters in a residential area. Chief Marshall stated that at this point we have time as the request must be made to the Game and Inland Fisheries by April 1st. The Town Attorney mentioned that farmers can get permits to thin deer population all year long and there may be a similar permit for localities. Committee agreed for the Police Department to continue to research how other localities have implemented a program to thin deer population in residential areas. This item will come back at a later date.

3. Prohibition of Through Truck Traffic in Historic District – Captain Howell stated that one of the issues with trucks coming through the historic district is the GPS system. As it is now GPS systems do not show the historic district as a restricted area for through trucks. Staff has contacted the Virginia Department of Transportation (VDOT) and they have suggested that the Town Council adopt a resolution identifying the historic district as restricted to through trucks. It would then be sent through VDOT's channels and when mapping companies update with the latest changes it would list the historic district as restricted truck routes. Committee discussed the fact that many people do not update the GPS systems so this process would not be very effective. Committee discussed sign placement. There was a lengthy discussion and committee asked staff to verify sign placement especially on Route 10 before they turn on South Church Street. The Town Attorney stated that no matter what your GPS says you are charged with what the sign says. You have an obligation as a motorist to obey the signs. He suggested making sure signage is in place and then have the police department start issuing tickets for those trucks that do not adhere to the signs. The Town Manager stated that staff will look at additional signage. He also stated that at this past Monday Morning Moan meeting it was suggested to get a variable message board to direct trucks to take the bypass while construction is being done on South Church Street. Cost estimate for that was \$2,000 a month. Committee was not in support of variable message board.

The meeting adjourned at 5:11 p.m.

September 30, 2011

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, SEPTEMBER 26TH, 2011

The Water & Sewer Committee held a meeting on Monday, September 26th, 2011 at 4:07 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. John L. Graham, and Mr. T. Carter Williams, Vice Mayor; Other Council members present were Mrs. Denise N. Tynes, and Dr. Milton Cook. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins III, Director of Planning, Engineering, and Public Works; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; Mr. Wayne Griffin, Town Engineer; Ms. Sonja Pruitt, Office Manager for Public Works; Mr. Mark A. Marshall, Smithfield Chief of Police; and Mr. Alonzo Howell, Smithfield Police Captain; Other in Attendance were Ms. Florine Moore, Ms. Elizabeth Pasieczmy of the Smithfield Rotary Club; Mr. Glenn Gross, of Precipitation Unlimited, Mr. Jason Hancock, and Mr. Todd Dovel. 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. Accept Proposals from Draper Aden for Budgeted Sewer consent Order Work:
 - a. General Regional Hydraulic Model Development Assistance – Scope of Work and Fees
 - b. Rehabilitation Plan – Scope of Work and Fees

Staff reported that both these items were budgeted items as part of the consent order. Both proposals are for not to exceed amounts. Dr. Cook asked if the not to exceed amount was equal to our budgeted amount. Staff replied that it was. The not to exceed is there so that if they feel like they are going to go over they must bring it to staffs attention prior to doing so. Staff reported that the consent order is on schedule. Committee recommends approval of the two proposals.

2. Revisions to Draper Aden Associates Annual Engineering Contract – Staff reported that when staff advertised for a request for proposals (RFP) we hired two companies, a primary and a secondary. The primary was Draper Aden and the secondary was Clark Nexsen. Once the contracts were signed they ended up in error with having to different contract end dates. The date error has Draper Aden's contract scheduled to end early 2012. Staff has met with the Town Attorney to discuss the incorrect end date that was typed when preparing the contract. Town Attorney recommends amending Draper Aden Associate's contract to be renewed one more year so that when the town does advertise for engineering services it covers both the primary and secondary firms. Staff has been pleased with Draper Aden Associates so far. Committee recommends approval of contract amendment.

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

1. ADDITIONAL ITEM DISCUSSED: Presentation by a Irrigation Consultant on Water Conservation Measures – Mr. Gregory stated that he had invited Mr. Glenn Gross a irrigation consultant that has a lot of experience with municipal water as well as water conservation methods. Mr. Gregory stated that he thought it would be interesting to hear what our residents could be doing to conserve on water as well as the town itself. Mr. Gregory stated that over the past year we have had some complaints about water bills, especially the water that is used for irrigation. Mr. Glen Gross introduced himself as President/CEO of Precipitation Unlimited based out of Yorktown. He also introduced Mr. Jason Hancock, and Todd Dovel. Mr. Gross stated that he would speak on what can be done from a homeowners stand point and Mr. Dovel would speak on behalf of municipalities and commercial applications. Mr. Gross stated that he is on the Water Conservation Board for James City County and the past president of the Virginia Irrigation Association. Mr. Dovel is a past board member of the Virginia Irrigation Association as well. Mr. Gross stated they have worked diligently with different municipalities as well as the General Assembly to try to get someone to implement basic common sense ideas on how to save water. The first thing that can be done from a municipality stand point is amend your building code to mandate rain sensors on every new system installed. This would be just like how the State mandates that you have a backflow prevention device. These rain sensors will save a tremendous amount of water. Mr. Gross mentioned that James City County also gives rebates to homeowners that has an existing system without a rain sensor and has one installed. If they present the water billing office with a receipt that says I paid this much to have a rain sensor installed. The town may give them a rebate of whatever is decided is fair and equitable to generate interest in upgrading the existing systems. Mr. Gross stated that dealing with the new systems mandating these rain sensors to be installed from this point forward is easy. It is bringing all the existing systems up to date. Once you get the new and existing systems together the town has a starting point. Mr. Gross explained that the James City Service Authority has all their cliental on odd and even watering days. No one runs their systems on Mondays. Every even number house runs on Tuesday, Thursday and Saturday. The

odd number houses run on Sunday, Wednesday, and Friday. There is no watering after 9:00 a.m. and you can water after 5:00 p.m. Mr. Gross stated that James City County is the only county in the state that is 100% groundwater driven. They have deep wells that are filling up the tanks. Their average water usage in the mornings to meet their demand will exceed 17 million gallons a day. The systems DEQ permit only allows 12.5 million gallons a day. Another option would be to stagger irrigation start up times. Less water will be used because you have more soak time for water to get to the root base before the sun comes up and starts baking it off. If irrigation systems are running after the sun comes up you are wasting water because the water cannot penetrate to the root base before the water starts evaporating because of the sun. The challenge is to re-educate the public that does not want to be educated. Mr. Gross asked how many municipal systems the Town of Smithfield has. Staff reported that the town only has one municipal sprinkler system and that is here at the Smithfield Center. Mr. Dovel explained that in addition to installing rain sensors changing the spray heads to a precision water nozzle can cut water usage in half, but you don't lose your precipitation rate. These items can be easily identified when annual backflow inspections are done for potential discounts for residents that are in compliance. Mr. Dovel also explained higher technology with using smart controllers to determine when systems should run based on atmospheric solar data from the sun, wind, and rain. Mr. Gregory stated that we are about to complete a rate study and how we charge for water usage. As Town Council members we want to be proactive in letting residents know this is the results of our new rate study but here are some things that you can do to offset some of the cost. Mr. Gross explained that when the Department of Environmental Quality (DEQ) looks at the renewal process they look at what your rate of growth is for the community to determine what your usage will be in the future. He stated that as easily as they can increase your groundwater permit they can take it away. Mr. Gross also explained that James City County developed a tiered fee structure based on the square footage of a lot. If someone wants to put in an irrigation system and you are 10,000 square feet or less you pay a \$250.00 tap fee to the county to be able to hook up to use your system. If it is 10,001 to 25,000 square feet your fee is \$500.00 and 25,001 to 40,000 square feet your fee is \$800.00. Anything over 40,001 square feet is \$1,400.00. This was a very proactive development plan. Mr. Gross offered his assistance if the town would like help in developing a plan to implement any of these water conservation methods. This item was for informational purposes only at this time.

2. ADDITIONAL ITEMS DISCUSSED: Utility Rate Study – Mr. Gregory stated that he thought that the rate study was going to be included on this agenda for more discussion. Ms. Minga stated that she did not have time with the auditors being here to complete the rate study. She did say that Draper Aden Associates has done an affordability analysis on the sewer compliance side of it and that was just emailed to her on Friday. She stated that she wanted to look at that to compare with what she had done. Ms. Minga stated that she needs to give committee some examples of the high usage users. The majority of them are apartment complexes. It is not so much commercial as it is residential on a commercial basis where we have one meter servicing multiple units. Ms. Minga mentioned that if committee wanted a special work session in October to

further discuss the rate study she was available. Committee did not feel that a special work session was necessary, however they would like to request the information be emailed to them more than a weekend prior to the October Committee meetings so it can be reviewed and finalized at the October Committee. This would also give committee ample time to review before the advertised public hearing at the November Town Council meeting. The Town Attorney reminded committee that no action will be required at the November meeting. Staff hopes to have new rates in place and ready to go in effect January 1st, 2012.

3. ADDITIONAL ITEM DISCUSSED: Reverse Osmosis Water Treatment Plant Update – The Town Manager reported that the water treatment plant would be fully operationally tomorrow. Dr. Cook asked how long it would take to replenish the water in the tanks and change the taste of the water. The Town Manager stated that should take a couple of days.

The meeting adjourned at 4:37 p.m.

September 30, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, SEPTEMBER 26TH, 2011

The Finance Committee held a meeting on Monday, September 26th, 2011 at 5:12 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. John L. Graham, Chair; Mr. Andrew C. Gregory, and Dr. Milton Cook. Other Council members present were: Mrs. Denise N. Tynes, and Mr. T. Carter Williams, Vice 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 Greer, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; Mr. Wayne A. Griffin, Town Engineer; and Ms. Sonja Pruitt, Office Manager for Public Works; The media was represented by Kelly Barlow of The Smithfield Times.

Councilman John L. Graham 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.	Blue Ridge Rescue Suppliers (Fire Dept)	\$ 10,204.87
b.	Excel Paving Corporation (S Church Street Streetscape)	\$ 76,218.60
c.	Excel Paving Corporation (Waterline Replacement)	\$ 29,798.15
d..	Draper Aden Associates	\$ 24,898.45
e.	English Construction Company	\$150,452.28
f.	REW Corporation	\$123,408.44
g.	Carter Machinery Company, Inc.	\$192,000.00
h.	Buchart Horn, Inc.	\$ 23,213.06
i.	Clark Nexsen (Current Invoices)	\$ 10,281.16
j.	Clark Nexsen (Memo and Past Invoices)	\$ 38,618.70
k.	Smithfield Services, Inc. (Hurricane Irene)	\$ 42,065.00
l.	Goodrich & Sons (Hurricane Irene)	\$ 31,055.00
m.	J.R. Wills & Sons, Inc. (Town Manager's Office)	\$ 38,762.17

n. J.R. Wills & Sons, Inc. (Police Building)

\$ 50,364.62

All invoices were recommended for payment with the exception of the invoice from Blue Ridge Rescue Supplies. This invoice will not be included in the consent agenda; however it will be listed in the action section for individual vote. Discussion was held on whether to pay invoice or wait until after Intergovernmental meeting is held with Isle of Wight County. Committee asked if the town would be reimbursed for the cost associated with debris pickup from Hurricane Irene. The Town Manager stated that he and Ms. Minga would be meeting with FEMA, Thursday to set up a separate public assistance account. We do not know at this time what percentage will be reimbursable. In the past the local share was 5%. Vice Mayor asked about overtime hours from contractor. Staff explained that they were working on a time frame for getting debris out to the county to meet their contractor's deadline.

2. Tax Relief of Personal Property – Ms. Minga stated that this is a formality that Town Council has to adopt every year. She explained that last year our personal property tax relief percentage was 57%. This year we are recommending it to be 52%. This is looked at during the budget process but we wait until we get the actual file from the county so we can see what the numbers actually are. Dr. Cook asked if all localities get the same percentage. Ms. Minga stated no and explained the process. The town does not even get the same percentage as Isle of Wight County due to population any types of vehicles owned.

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

1. June Financial Statements – A question in reference to the insurance bill for the fire department was brought up. Ms. Minga explained that the town paid the invoice even though it was more than anticipated due to extra equipment because other bills within the department fell below budget. They had enough in their total budget to cover the insurance overage. Discussion was held on why the town is paying the insurance for the fire department. Ms. Minga stated that the insurance is for their equipment and worker comp. The Town Manager mentioned that the new legislation that we learned about at the Town Section Meeting on the Line of Duty Act which is insurance that must be carried as of July 1st. The county is picking that up for all volunteers throughout the county. The Town Manager stated that he has made contact with Mr. Caskey to setup an Intergovernmental meeting this fall to discuss fire department expenses. Ms. Minga asked for direction from committee on whether to pay invoices or not to due to the fact the town had adopted a budget that included a departmental budget for the fire department. There was a lengthy discussion on this and committee directed staff to set a date for the Intergovernmental meeting by next Wednesday's Town Council meeting. Ms. Minga mentioned that in reference to the financials it has been difficult to hit the mark with all

the large projects. At this point Pinewood Heights Phase I is virtually closed out. There are two properties scheduled to close in October but those will be with town funds. They will use the line of credit for those. The auditors are still in limbo on how to account for the purchase from Isle of Wight County for the Sentara property. Ms. Minga also mentioned the comprehensive inventory for the Public Works department will now require spot check audits of the town's inventory.

2. August Cash Balances – Ms. Minga stated that cash is really tight as far as the General Fund goes. The town has now exhausted all the VML/VACo funds from the original loan for the Reverse Osmosis Plant. Mr. Gregory asked on Sewer we have a \$108,000.00 balance and the current month intercompany transfer is \$115,990.00 is actually two month because the accounts payable clerk did not cut the month end check until the 1st of the next month. Water = \$395,766.71; Water Debt Service = \$1,255,045.25; Water Capital Escrow Availability Fees = \$1,425,432.83; Water Development Escrow = \$69,920.72; Water General Obligation Funds = \$.00; **Subtotal Water = \$3,146,165.51.** Sewer = \$108,805.83; Sewer Development Escrow = \$315,878.87; Sewer Capital Escrow Availability Fees = \$644,075.68; Sewer Compliance = \$560,176.75; **Subtotal Sewer = \$1,628,937.13.** Highway = **\$112,130.85.** General Fund = \$809,993.92; Payroll = \$157,273.74; Money Market General Fund Town Bank = \$223,879.34; Business Super NOW-General Fund = \$32,834.89; Money Market General Fund Farmers Bank = \$634,532.49; General Fund Capital Escrow = \$50,509.85; Certificate of Deposit = \$24,512.37; Certificate of Deposit Police Dept = \$35,978.44; Special Project Account (Pinewood) = \$52,144.15; Pinewood Heights Escrow = \$55,855.73; South Church Street Account = \$1,026,540.70; **Subtotal General Fund = \$3,104,055.62.** Beautification = \$7,794.25; Money Market Beautification = \$297,076.83; **Subtotal Beautification = \$304,871.08; Rising Star = \$63.49. TOTAL ALL FUNDS = \$8,296,223.68.**

3. July Financial Statement – No discussion held on July Financials.

The meeting adjourned at 5:35 p.m.

September 30, 2011

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, SEPTEMBER 27TH, 2011

The Fire and Rescue Committee held a meeting on Tuesday, September 27th, 2011 at 4:04 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor T. Carter Williams, Chair; and Mrs. Denise N. Tynes. Other Council members present were: Mr. John L. Graham, and Dr. Milton Cook. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Mr. Wayne A. Griffin, Town Engineer; and Mr. William H. Riddick, III, Town Attorney; Mr. Alonzo Howell, Smithfield Police Captain; Mr. Brian Carroll, Isle of Wight Volunteer Rescue Squad; and Mr. Jerry Hackney, Smithfield Volunteer Fire Department; Others in attendance were Ms. Amy Henry and Ms. Gina Ippolito. The media were represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman T. Carter Williams called the meeting to order.

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

1. Operational Updates – Mr. Carroll stated that in light of the current road work that is being done on Route 10 bypass that both the fire department and rescue squad would like to be notified of road closures in the event they should get a call. Town staff understood and explained that VDOT had not notified the town of the road construction either. Mr. Griffin stated that he had spoken to VDOT about this issue and reported that it should be finished today. They had to replace the guardrail because it did not meet current specs. Mr. Carroll stated had they known about the road work they would have relocated a medic to the opposite side of town. Mr. Carroll reported that they just started a new EMT class. Once again it is a full class with thirty participants. Next Monday they will be moving one of their medics to Carrsville to provide EMS service down there with Isle of Wight medic. This is for a program they are trying to implement with the Carrsville Fire Department. We are going to bring all those guys under Isle of Wight's Volunteer Rescue Squad EMS number and the Franklin contract will go away. Isle of Wight County will be providing EMS services for the southern part of the county. Committee asked if we are losing a medic here to put one there in Carrsville. Mr. Carroll stated that we had replaced a medic last year that we had kept in service knowing this was coming. Mr. Carroll stated that recently in the

newspaper there was an article about the county funding prior EMS budgets. It was a little misleading. The article leads you to believe that we went in and asked for a lot. It increased out budget significantly. What really happened was the county increased our funding to budget level. Isle of Wight Volunteer Rescue Squad budget had lacked about \$75,000.00 in funding. We are now fully operational funded. There was no increase in spending it was an increase in funding. Mr. Carroll stated that they have finally identified a location for a new rescue squad building. It will be brought before the Board of Supervisors for land acquisition next week. Mr. Carroll stated at this time the location is not public information. Committee asked if potential new location would affect current response times. Mr. Carroll stated the new location would put them more central to the district.

Assistant Chief Hackney was present on behalf of the Smithfield Volunteer Fire Department. Assistant Chief Hackney reported that the department is running at somewhat of a deficiency. Engine 52 is our newest pumper. It is six years old with roughly 30,000 miles on it. The department has had ongoing front end problems with it since it was new. It has been sent back and forth to Pierces on multiple occasions. It has had two complete sets of front tires on it. They have rebuilt the steering boxes twice and they keep doing another procedure called adjusting the ride height. Every time it comes back from the shop it is a little bit higher than it was. This concerns the department because they are adjusting the center of gravity on the truck. It has currently been taken out of service because of safety reasons and has been sent back to Pierce's. The department has made a request to have the front end completely replaced. The City of Suffolk was kind enough to loan us a pumper during the Hurricane but we are currently down to only two pumpers. Assistant Chief Hackney reported that one engine is running calls out of the fire house on Grace Street and one engine out of the new fire house on South Church Street. Hurricane Irene the department ran fifty-six calls none of which were ultra significant. At one point the department took all apparatus off the road because the winds did pick up. Assistant Chief Hackney stated that the old fire house is referred to as Station 51 and the new fire house is referred to as Station 50. The fire department has vacated the upstairs of Station 51 with the exception of one bedroom. The Fire Department is on track for October 15th dedication ceremony at 10:00 a.m. and open house at noon. Committee asked how big of an area they are the primary responder for. The Smithfield Volunteer Fire Department is the primary responder for two hundred square miles. There is a total of 316 square miles in the County. Discussion was held on what calls the Smithfield Volunteer Fire Department responds to as the primary and secondary responder. If Carrollton is dispatched to a structure fire Smithfield is automatically dispatched as well, however it is up to Smithfield depending on location of structure as to what Smithfield truck will be sent to assist. Hydrant areas get a ladder truck and non-hydrant areas gets a pumper truck. Assistant Chief Hackney stated that Chuckatuck responds to more calls in Isle of Wight County than Rushmere. Smithfield runs all the vehicle accidents in Rushmere's primary response district.

The meeting adjourned at 4:22 p.m.

September 30, 2011

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, SEPTEMBER 27TH, 2011

The Public Works Committee held a meeting on September 27th, 2011 at 4:23 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, and Mrs. Denise N. Tynes. Other Council members present were: Mr. John L. Graham, and Mr. T. Carter Williams, Vice Mayor; Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Mr. William H. Riddick, III, Town Attorney; Ms. Lesley Greer, Town Clerk; Mr. Wayne A. Griffin, Town Engineer; Mr. Alonzo Howell, Smithfield Police Captain; Also in Attendance were Ms. Amy Henry and Ms. Gina Ippolito. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Member Denise Tynes called the meeting to order.

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

1. Renewal of Mechanical, Electrical and Utility Contract with REW Corporation for on Additional Year – This contract with REW Corporation is up for renewal and if renew the new contract term will be effective November 3rd, 2011 through November 2nd, 2012. Staff has been extremely pleased with the level of service provided by REW Corporation and is recommending that this contract be extended for one additional year. Committee agreed with staff's recommendation.

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

1. Hurricane Irene Clean Up Summary – The Town Manager stated that town staff is meeting with FEMA on Thursday to discuss Hurricane Irene. The bulk of the cost is associated with debris cleanup. He stated that the town does have an open claim with VML Insurance because we had some minor damage at Windsor Castle Plantation

House. The downspout gutter and a few shingles on the exterior kitchen building. There were also a lot of trees lost. The damage at the Main Street pump station and commuter parking lot was fence related. He stated that as far as our utilities we came out pretty lucky with minor property damage overall. Committee thanked staff for attending to the towns needs in a quick manner. The Town Manager stated that thankfully we had two debris contracts in place and staff had made contact with them prior to this weather event. Mr. Hopkins did a great job coordinating with Mr. Wrightson on where the debris was going to go when it was picked up throughout the town. The town had to get it to the county and the county through their FEMA contract had CERES Environmental take care of it. The Town Manager mentioned that during the storm he received a call from Governor McDonnell to get an on the spot assessment of the storm here in Smithfield. Committee asked if the town was responsible for the disposal charge of debris. Staff stated that fee is included in the debris removal service contract. Overall the town was very fortunate.

2. ADDITIONAL ITEM DISCUSSED: Signage for Truck Traffic – Mr. Griffin reported that as a follow up from yesterday's committee meeting he had driven the roads to see what signage was in place pertaining to no through trucks. The only one on Route 10 is posted at Wendy's and it says through trucks prohibited in downtown Smithfield. Staff agrees that more signage needs to be installed.

The meeting adjourned at 4:31 p.m.

September 30, 2011

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, SEPTEMBER 27, 2011

The Public Buildings and Welfare Committee held a meeting on Tuesday, September 27th, 2011 at 4:31 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Mr. T. Carter Williams, Vice Mayor; and Mr. John L. Graham. Other Council member present was: Mrs. Denise N. Tynes, Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Mr. William H. Riddick, Town Attorney; Mr. Wayne A. Griffin, Town Engineer; Mr. Alonzo Howell, Smithfield Police Captain; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, Tourism Director; Also in attendance were Ms. Amy Henry, Mr. Rick Bodson, Ms. Florine Moore and Ms. Gina Ippolito. The media was represented by Ms. Kelly Barlow, The Smithfield Times.

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

1. Pre Public Hearing Discussion: Rezoning of 911 South Church Street – The Town Manager stated that we have two public hearings advertised for next Wednesday. This one is for the rezoning of part of the property that the town owns at 911 South Church Street. Currently there are a total of four parcels. Three of the parcels are zoned Highway Retail Commercial (HR-C) and one is zoned Residential Office (R-O). This rezoning will make the entire property Highway Retail Commercial (HR-C). This item was discussed at last month's committee and since then it has went to Planning Commission on September 13th. The Planning Commission recommended this rezoning for approval by the Town Council with no conditions. Committee recommends approval of rezoning.

2. Pre Public Hearing Discussion: Moving Town Election Cycle to November – This public hearing is to allow for public input on the proposal to change future town elections for Town Council members from May to November so as to coincide with general elections.

3. Smithfield on the Move Strategic Plan – Wellness Program – Ms. Amy Henry was present to give a presentation on the Smithfield on the Move Strategic Plan. She stated that she and a group of stakeholders had met over the summer to develop the plan. Ms. Henry explained that they had developed four strategic goals within the strategic plan. The first goal is to establish an organization. This allows structure to formalize the organization in order to continue the program and move forward. Ms. Henry mentioned that under each goal objectives have been outlined. The second strategic goal is to promote healthy choices. This is our marketing and promotion of all wellness related activities that our community offers. The third strategic goal is support local policy and advocate initiatives. We will be looking for activities that have already been established and find ways to support those initiatives as well as developing new initiatives we need to work on. The fourth strategic goal would be create connectivity. This one is from a physical infrastructure standpoint as well as improving collaborations and connecting resources. Ms. Henry stated that on the front of the plan you will see our mission statement, introduction, and three-phased implementation. She mentioned that any comments or feedback were welcomed as the plan can be modified or tweak before it goes to Town Council for adoption. The Town Manager stated that one of the items may need to be tweaked after we complete a community needs assessment. This community assessment may bring out things that we did not identify this summer. The Strategic Plan as it is now will get us going and may be tweaked as we move forward. It was brought up in the stakeholders meeting to create a fluid document that would change as a result of the community assessment needs. Ms. Henry explained that this is a planning grant and we have moved forward in establishing some steps as part of the grant. There is a walking and biking program that we will be implementing in this one year grant process. Dr. Cook asked now that we have received the initial Obici Wellness Grant to organize a wellness program would additional grants be available to continue the program past the one year mark. Ms. Ippolito stated that the town was not far enough along in the program to submit application this fall for additional grant funds, however we do plan on making application for additional grant funds in March 2012. These funds would then come available June 1st if the application is approved. Ms. Ippolito stated that they would not only be looking at Obici for grant funding but other wellness grants as well. Dr. Cook asked if you form a 501c3 will you be able to apply for the grant as your own entity? Ms. Ippolito stated that you could. The way the program was setup by the stakeholders is you have these four strategic goals and you have to put together tactical teams for each one of the goals. Goal one really deals with what you want the structure of this organization to be. How much involvement Town Council wants to commit town to verses funding. The tactical teams for these goals will be determining the structure and bring back to council for direction. Town Council at some point will need to make a commitment at what level do we want to continue to support our side. The current grant commitment from the town has all been non-cash commitment. Ms. Henry explained that she is working under the grant initiative part-time to develop this strategic plan and implement under the one year portion of this grant the youth and adult program. Committee recommends approval of the strategic plan for the wellness program.

4. Pinewood Heights Relocation Project – Phase II Pre-Contract Activities – The Town Manager stated that this past July we received notice of award for the next round of funds for Phase II of the Pinewood Height Project. He explained that we do not have a contract yet but do anticipate that contract by the end of the calendar year. This will be a separate item at that time to have Town Council formally accept the contract to move forward with the project. The items on committee now are pre contract items that need to be adopted by Town Council before the town can accept the next round of funding for Phase II. The items include resolutions adopting Anti-Displacement Plan, Fair Housing Certification Local Business and Employment Plan, Non-Discrimination Policy, and Section 504 Grievance Policy. It also includes three ads that need to be published in the newspaper. The second part of the pre-contract activities is a contract agreement between the Town of Smithfield and Community Planning Partners, Inc. for professional pre-contract services in preparation of Phase II of the Pinewood Heights Redevelopment Project. Vice Mayor Williams asked what the cost estimate is for Phase II if Council chooses to make forward. The Town Manager stated Phase II was \$2 million so the town would be responsible for approximately \$1 million. He mentioned that on our side before we sign the contract to move forward the town needs to make sure the state is aware that our funding source is limited and will take several years to complete. Committee agreed that everyone involved in Phase I of the Pinewood Height project had learned a lot about the process of the project. Committee recommends approval of pre-contract activities.

5. 911 / 913 South Church Street Building Renovations Update – The Town Manager reported that the majority of the work that J. R. Wills and Sons is doing is just about complete. We are awaiting phone line installation and signage before the town will receive a Certificate of Occupancy. The goal remains to have both offices moved by end of the calendar year. Mr. Griffin and Captain Howell have been a big help on the project. Staff has been very pleased with our working relationship with J. R. Wills and Sons. Staff met with Mr. Wills last week to go over everything and make sure we were going to finish on budget. We are confident that it will be completed on budget. The Town Manager stated that last month Council approved a Sally Port to be installed behind the police department building. This was a trade off of giving up a police vehicle to get. The Town Manager stated that the building in the back has not been part of the renovations. However a proposal was submitted to committee last month for review and discussion. At that time staff recommended waiting until this month to make decision as we got more of a handle on where we were with our budgeted renovations. The Town Manager has spoken to the Town Treasurer and she prefers if we are going to do the Evidence Building renovations she would like for it to be done now. Staff feels it makes more sense to do it while the site remains unoccupied. Mr. Wills has agreed that work can be accomplished with less of his and site superintendent time so that should reduce proposed cost a little. However it is \$50,000.00 that we did not have budgeted and would require a budget amendment. Committee discussed the need to have an evidence building for accreditation if nothing else. Mr. Graham stated that Mayor Hare had raised concern at the last committee meeting that we went in this venture wanting to spend roughly what we were spending in rent. Mr. Graham explained that he did the calculations and feels the town made a good investment. Committee recommends acceptance of this additional “Evidence Building” scope of work to properly finish out the renovations on the property.

Discussion was held on the need for a “Sally Port” that was approved at September’s Town Council meeting. Captain Howell explained why it is necessary to have a Sally Port and the majority on committee agreed.

6. Two (2) Tier Rental Structure for the Smithfield Center – Ms. Musick explained that this proposal is divided into three areas of additional revenue for the Smithfield Center. The first is price increases which is very clear cut. She stated that she wanted to go up \$200.00 on each of the weekend rental rates starting on Fridays. An example of that would be residents of Isle of Wight renting the center on Fridays currently pay \$600.00 and that fee would increase to \$800.00. Committee asked if she thought she would have a problem renting if increased. Ms. Musick did not and stated that they have almost every Saturday in 2012 booked already. These rates would only affect those events scheduled after the Town Council approves price increase. All annual events that are already on the books for 2013 would remain at the current rate. Ms. Musick explained that the next item is a two tiered rental structure. She stated that she would like to implement because kitchen equipment is getting some age on it and it is feared that we will start losing items that will need to be replaced. It would help to only have professional caterers have full use of the kitchen. Anybody can still rent the center and have a choice of full service caterer or doing it themselves. However if they do it themselves or don’t use one of our caterers that are listed with us they only have use of a warming kitchen. A warming kitchen only consists of the sinks, dishwasher, warming ovens and fridges. Committee asked if the center has a list of caterers that the Smithfield Center recommends. Ms. Musick stated that they will. Currently the center has a vendor program with caterers on it but the list would become exclusive. Ms. Tynes expressed concern over preferred vendor list. The Town Attorney stated you have to make that list available to all to join but they must meet the Smithfield Center’s requirements. Ms. Musick stated that some of the requirements include seeing their license, insurance, health department certifications; they must have catered at least four events in the last twelve months with the exception of us. Center staff wants to make sure the ones on the list are full time caterers. We would like the list to be a very valuable resource for our clients. If you wanted to use a caterer that was not on the list you can still do that but it would have to be for already prepared food and the caterer would not have full use of the kitchen. Dr. Cook stated that you are charging these featured caterers an annual fee of \$300.00. Ms. Musick stated there is a per event charge of \$50.00 however this is covered in the \$300.00 annual fee. Discussion was held on why staff feels that a Featured Caterer Program is necessary. The featured vendors are provided two shows a year to participate in to get them additional clients. The \$300.00 also covers their booth fee for those two shows; it is their business card rack, and their brochure display, and also this listing that goes in every clients file. It is also available on our website. This is basically an advertising fee. A lengthy discussion was held on whether the restrictions for full kitchen use would cause existing clients to find a new place to hold their events if food is being served. Mr. Graham suggested making changes in phases start with weekend rental rate increase. Vice Mayor Williams stated that Ms. Musick has been doing this long enough to know what needs to be done. Ms. Musick stated that she has contacted other venues to

see what they charge. Those venues also have a preferred caterer list. Committee recommends approval of staff's recommendations.

7. Isle of Wight/Smithfield Tourism and Smithfield 2020's Public Art Project – Proposed Porcine Statuary – Ms. Winslow stated the pigs were approved by the Board of Historic and Architectural Review. The Porcine Statuary has overcome its first hurdle. The statues will be painted by local artist and selected by a public art review committee. They have been able to work through some of the issues that we were unsure about such as how they were going to be covered by insurance and maintenance issues. Ms. Winslow mentioned they are already getting quite a bit of publicity on the pigs. Dr. Cook asked who is responsible for someone who falls off one and gets hurt. Pigs are on town property so the town would be responsible under their liability policy. Committee recommends approval of the six porcine statuaries.

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

1. State Guidelines for Council Member Travel – The Town Manager stated that committee had asked the Town Attorney to provide some information on this. The Town Attorney stated that the example in the packet was what the Virginia State Bar Association uses. He stated that there is a huge state policy but felt this example from the Bar Association would be more helpful as a place to start with putting a policy in place. This was for informational purpose only at this time. Committee agreed that it was just a guideline and asked staff to prepare a policy based on the Town Council's travels and bring back in the future. Dr. Cook asked for staff when preparing policy to be clear on what expenses are reimbursable.

2. ADDITIONAL ITEM DISCUSSED: Windsor Castle Foundation Board Fundraising Efforts – Ms. Tynes expressed a concern that when the Board was established it was establish to do fundraisers. The Obici Wellness program will eventually cost the town money and the intent of the Council was to establish a foundation board to do fundraisers to generate funds to support these programs. Mrs. Tynes asked Ms. Ippolito if there were any upcoming fundraising activities. Ms. Ippolito stated that through the Foundation Board the Obici Wellness grant application was put together and submitted. She also stated that they are currently working on a fundraiser planned for April 2012, Smithfield Wine Festival. Mrs. Tynes expressed her concerns that not enough fundraising efforts were being done by the Windsor Castle Foundation Board. Ms. Ippolito explained that they had recently had some turn over in the foundation and was working on getting back on track with new appointee. Committee also recognized that these individuals are all volunteers. Ms. Ippolito stated that we have a lot of great ideas but actually implementing those takes some engagement from the Foundation Board members themselves to go out and recruit volunteers. It was decided that it may be time to have another joint work session between Town Council and the Foundation Board to discuss what is being done at the Foundation Board level.

Meeting Adjourned at 5:38 p.m.

Smithfield Police Department Activity Report

August 2011

	This Month August 2011	Last Month July 2011	YTD 2011	August 2010	YTD 2010	YTD % Change
Incidents Reported						
Calls for Police Service	1,212	1,091	9,072	1,083	8,681	4.50%
Traffic						
Traffic Stops	200	170	1,741	354	2,706	-35.66%
Traffic Summons	102	64	797	207	1,265	-37.00%
Accidents	26	25	150	23	170	-11.76%
Criminal Process						
Misdemeanor Arrests	13	9	111	26	185	-40.00%
Felony Arrests	5	1	66	18	101	-34.65%
Fines Collected	\$4,578.77	\$4,991.34	\$41,992.84	\$4,150.78	\$46,317.02	-9.34%
Property Report						
Stolen Property Reported	\$4,039.00	\$30,186.00	\$376,731.00	\$91,891.00	\$661,010.00	-43.01%
Stolen Property Recovered	\$2,004.00	\$18,815.00	\$73,178.00	\$224.00	\$243,029.00	-69.89%
Property Damage Reported	\$23,748.00	\$2,280.00	\$59,179.00	\$2,010.00	\$21,457.00	175.80%
Other						
Total Mileage Police Units	25,465	30,312	204,021			
False Alarms-Police	17	18	112	28	161	-30.43%
Police Escorts	10	6	57	7	56	1.79%

NOTES:

Property totals are rounded to the nearest whole dollar.

Totals may vary between reporting periods due to ongoing investigations, case updates, and late reporting.

We are no longer receiving court dockets from Isle of Wight District Courts.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
September 2011**

Committees and Projects:

09/01 MADD Awards Banquet – Sgt. Fox and Officer Meier
09/06 Town Council meeting – Chief Marshall
09/14 USCG/LE Subcommittee – Portsmouth – Sgt. Fox, Officer Epps
09/20 Crime Line meeting – Isle of Wight Courthouse – Annette Crocker
09/25 – 28 Virginia Association of Chiefs of Police Conference – Norfolk – Chief Marshall
09/26 Police Committee meeting – Chief Marshall, Captain Howell
09/27 Public Building Committee meeting – Captain Howell

Training

09/07 Boat Training – USCG Portsmouth – Sgt. Fox, Sgt. Bryan, Officer Powell,
Officer Epps (4 hrs)
09/08 – 09 Virginia Fusion Center Liaison – Richmond – Sgt. Bryan (16 hrs)
09/14 - 16 Crystal Reporting – High Point, NC – Sgt. Bryan (16 hrs)

In-House Training:

09/05 Boat Patrol – Pagan River – Sgt. Fox, Officer Powell (4 hrs)
09/15 Webinar (In Custody Death) – PD – Lt. Clarke (1 hr)
09/21 ERT Training – 909 S. Church Street – Lt. Clarke, Sgt. Evans, Officer Araojo,
Officer Jones, Office Adams, Officer Meier, Officer Powell and Officer Seamster
(7 hrs)

Community Policing

09/10 Patriot's Day – Farmer's Market – Sgt. Rogers, Officer Miller
09/11 9/11 Memorial Service – James River Bridge – Chief Marshall, Officer Jones
09/11 9/11 Memorial Service – Smithfield High School – Chief Marshall, Captain
Howell, Lt. Beach, Lt. Clarke, Sgt. Evans, Sgt. Bryan, Officer Finelli, Officer
Brady, Officer Seamster
09/13 Cub Scouts Tour – PD – Sgt. Fox, Officer Jones, Officer Seamster

Investigations:

Case#: 2011-00893
Location: 601 North Church Street
Offense: Fraud/Identity Theft
Disposition: Cleared By arrest

On 09/08/2011 officers met with Mr. Nestor Ortiz at the Smithfield Police Department in reference to another individual using his identity. Mr. Ortiz stated he was advised through the Social Services Department, while applying for benefits, that he had already filed for, and was receiving, benefits from their office. Upon looking into the matter Mr. Ortiz was able to locate the place of employment for the individual using his information. Officers made contact with the Smithfield Packing Company and were advised the suspect works for the contracting company PSSI and provided all the contact information for the supervisor for the company. Upon making contact with the company supervisor and acquiring the schedule for the suspect, officers obtained a search warrant for all documents used by the suspect in the name of Mr. Ortiz and obtained an arrest warrant as well. The suspect was picked up when he arrived for work and taken to the Smithfield Police Department where he provided a statement to his true name and the reason for using Mr. Ortiz's identity. The suspect is an illegal immigrant and Immigration and Customs Enforcement (ICE) along with the Mexican Consulate were contacted and advised. The suspect was subsequently taken to Western Tidewater Regional Jail pending court. Case is cleared by arrest.

Case#: 2011-00897
Location: 900 Block John Rolfe Drive
Offense: Assault, Abduction, use of firearm in felony
Disposition: Cleared by Arrest

On 09/10/2011 officers responded to the 900 block of John Rolfe Drive in reference to an assault and battery. Upon arrival officers spoke with the victim who stated that she and her boyfriend engaged in an argument over whether or not she was possibly having an affair and as she attempted to leave for work he stopped her from leaving the residence. During this time the boyfriend punched the victim in the face and struck her head on the ground several times before she was able to retreat to a closet for protection. The suspect then retrieved a firearm and while pointing it at the victim made remarks about not letting her leave the apartment. The suspect eventually calmed down and the victim was able to exit the residence and call for help from a safe location. After providing a statement officers responded to the residence and took the suspect into custody and charged him with, assault and battery, abduction, and the use of a firearm in the commission of a felony. Case is cleared by arrest.

Case#: 2011-00881/ 2011-00894
Location: 1205 Benn's Church Blvd/ 1282 Benn's Church Blvd.
Offense: Counterfeit Money
Disposition: Pending

On 09/06/2011 officers responded to the Farm Fresh store located at 1282 Benn's Church Blvd in reference to a counterfeit \$100 bill that was received. Upon arrival officers made contact with Mr. Milton, manager of the store, and he advised that two subjects entered the store and attempted to purchase a \$10 item using a counterfeit \$100 bill. The cashier upon receiving the bill marked it with a pen designed to identify fake/counterfeit money and the mark showed the bill was authentic, however she felt the bill still looked odd and asked for the manager to look at it as well. After the manger looked at the bill under a light, he was able to identify it as fake because it had a watermark of a \$5 bill. When the suspects argued that the bill was real, the manager advised he was going to call the police to have the matter sorted out. At that time the suspects fled from the store to an awaiting vehicle parked at the opposite end of the parking lot near the old KFC restaurant. Video from the store as well as the cashier and managers descriptions are being used to possibly identify the suspects.

On 09/09/2011 officers responded to the Subway restaurant in reference to a similar incident. Again a \$100 bill was given as payment; but this time was accepted by the cashier. Upon interviewing the cashier she provided a description similar to that given from the employees at Farm Fresh. These incidents are currently being looked at together as being possibly committed by the same offenders. The counterfeit money that is being passed is a \$5 bill that has been "washed", and then reprinted with the \$100 bill markings. This allows the bill to appear real when it is marked with a pen used by most establishments to identify fake currency. Case is under active investigation.

Reporting Period: 9/1/2011 thru 9/29/2011

Total deposits for September 2011 - \$8,862.60

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	9/2/2011		Visa	Visa	Stewart and Jordan Reception	Stewart and Jordan Reception	1687		160.00
Deposit	9/4/2011		Master Card	Master Card	Poarch and Wheeler Wedding and Reception	Poarch and Wheeler Wedding and Reception	1746		500.00
Deposit	9/4/2011		Visa	Visa	Roach and Mason Reception	Roach and Mason Reception	1747		200.00
Deposit	9/4/2011		Visa	Visa	Mills and Georges Wedding and Reception	Mills and Georges Wedding and Reception	1413		654.60
Deposit	9/4/2011		Check	1428	Frisina-Ross Reception	Frisina-Ross Reception	1201		700.00
Deposit	9/6/2011		Master Card	MC	Jackson-McLellan Wedding & Reception	Jackson-McLellan Wedding & Reception	1748		500.00
	towards Smithfield Center rental								
Deposit	9/6/2011		Master Card	MC	Jackson-McLellan Wedding & Reception	Jackson-McLellan Wedding & Reception	1748		187.50
Deposit	9/8/2011		Visa	Visa	Luter Family YMCA	Festival of Trees	1435		1,488.00
Deposit	9/8/2011		Check	7675	Cuff-Mitchell Wedding & Reception	Cuff-Mitchell Wedding & Reception	1753		560.00
Deposit	9/9/2011		Check	1335	Lowe and Hooper Wedding and Reception	Lowe and Hooper Wedding and Reception	1592		700.00
Deposit	9/9/2011		Visa	Visa	Parrent-Kleiman Wedding & Reception	Parrent-Kleiman Rain Site for WC	1745		300.00
Deposit	9/14/2011		Check	228	Buss-Brock Reception	Buss-Brock Reception	1754		400.00
Deposit	9/19/2011		Visa	Visa	Vance and Hoffmann Wedding and Reception	Vance and Hoffmann Wedding and Reception	1421		375.00
	4640 1820 4771 9145 exp 08/2014 2512 Byrn Circle VA Beach 23453 carrie@ronv21.com								
Deposit	9/21/2011		Visa	Visa	Jones and Burton Wedding and Reception	Jones and Burton Wedding and Reception	1758		400.00
Deposit	9/21/2011		Check	511	Greene-Smith Wedding & Reception	Greene-Smith Reception	1520		150.00
Deposit	9/22/2011		Check	1019	Betty Odom	Chucatuck High School Reunion	1041		600.00
Deposit	9/23/2011		Check	3273	Swindell and Brown Wedding and Reception	Swindell and Brown Wedding and Reception	1322		100.00
Deposit	9/24/2011		Check	1211	Whitney Jackson	Jennifer's Baby Shower	1762		100.00
Deposit	9/24/2011		Master Card	Master Card	Dobbins and Clements Reception	Dobbins and Clements Reception	1763		600.00
Deposit	9/26/2011		Visa	Visa	Drew and Parker Wedding and Reception	Drew and Parker Wedding and Reception	1502		450.00
Deposit	9/27/2011		Discover	Dis	Pearson and Parker Wedding and Reception	Pearson and Parker Wedding and Reception	1357		150.00
Deposit	9/28/2011		Check	224	Willie Mae Ruffin's 70th Birthday	Willie Mae Ruffin's 70th Birthday	1765		150.00
Deposit	9/28/2011		Check	1811	Brown and Topic Wedding and Reception	Brown and Topic Wedding and Reception	1766		500.00
Deposit	9/28/2011		Visa	Visa	Vanderhelm and Coleman Wedding and Reception	Vanderhelm and Coleman Wedding and Reception	1768		600.00

Reporting Period: 9/1/2011 thru 9/29/2011

Total deposits for September 2011 - \$8,862.60

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
4737 0300 0035 8076 exp. 09/14									
								Total	10,525.10
								Grand Total	-10,525.10

September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Herbert Off Stanley Steemer-Clean Carpets	Herbert Off Melissa Off Saturday Rate Navy Band Concert MH plus Suites 400	Herbert Off Melissa Off Speller and Powell Reception MH plus Suites 250
4	5	6	7	8	9	10
Herbert Off Melissa Off Saturday Rate Bray and Wills Reception MH plus Suites 200	Labor Day Melissa Off Saturday Rate	Kitchen Inventory Kitchen 2 Town Council A&B 50	1 PM Manor Carpet-Installing Tile Staff Meeting C&D 15	Courtney Off Wax Floors in Maintenance Closet Public Works Meeting C&D 15	Courtney Off Blythe and Brinkley Reception Setup MH 10	Courtney Off Blythe and Brinkley Reception MH 160
11	12	13	14	15	16	17
9-11 Day Courtney Off	Social Media Meeting C&D 10 Wellness Stakeholders for the Town C&D 25	1 PM National Roofing-investigate leaks Planning Commission A&B 30 Smithfield Nike Park Multi-use Trail Project C&D 50	Boneless Ham Cutting Meeting A&B 25 Smithfield Today Filming MH 5	Smithfield Women's Club B 20 Smithfield Women's Club C&D 80	Amy Off Mills and Georges Rehearsal Deck 10 Volunteer Appreciation Banquet MH plus Suites 200	Frisina-Ross Wedding and Reception MH plus Suites 200
18	19	20	21	22	23	24
Mills and Georges Wedding and Reception MH plus Suites 150	Smithfield ITO Workshop C&D 25	BHA&R A&B 20 BZA A&B 15 Schoolhouse Board of Directors Meeting MH 10 Smithfield ITO Workshop C&D 25	Russ Off Smithfield ITO Workshop C&D 25	Russ Off Smithfield ITO Workshop C&D 25	Swindell and Brown Wedding and Reception MH plus Suites 150	Amy Off Calvin Off Swindell and Brown Wedding and Reception MH plus Suites 150

September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	
<p>Amy Off Lowe and Hooper Wedding and Reception MH plus Suites 200</p>	<p>Amy Off 9 AM Simplex-Replace Duct Detectors Candidate's Forum MH 150 Committee Meetings C&D 25</p>	<p>Pick up Printer-Hampton Committee Meetings C&D 25</p>	<p>TVs, Chandelier, Kitchen Reorganization</p>	<p>Field Trip - Restaurant Supply & Guitar Center Drew and Parker Rehearsal C&D 20 Smithfield Kiwanis Officer Installation Night MH 100 Smoked Ham Portions Cutting A&B 20 Town FEMA Meeting C&D 15</p>	<p>Drew and Parker Wedding and Reception MH plus Suites 150</p>	

Smithfield Center Discounts - September 2011

Booking Date	Event Name	Room Code	Discount Percent
9/2/2011	Navy Band Concert	MH plus Suites	100.00%
9/3/2011	Speller and Powell Reception	MH plus Suites	0.00%
9/4/2011	Bray and Wills Reception	MH plus Suites	0.00%
9/6/2011	Town Council	A&B	100.00%
9/7/2011	Staff Meeting	C&D	100.00%
9/8/2011	Public Works Meeting	C&D	100.00%
9/9/2011	Blythe and Brinkley Reception Setup	MH	20.00%
9/10/2011	Blythe and Brinkley Reception	MH	0.00%
9/12/2011	Wellness Stakeholders for the Town	C&D	100.00%
9/12/2011	Social Media Meeting	C&D	100.00%
9/13/2011	Planning Commission	A&B	100.00%
9/13/2011	Smithfield Nike Park Multi-use Trail Project	C&D	100.00%
9/14/2011	Boneless Ham Cutting Meeting	A&B	0.00%
9/14/2011	Smithfield Today Filming	MH	100.00%
9/15/2011	Smithfield Women's Club	B	50.00%
9/15/2011	Smithfield Women's Club	C&D	50.00%
9/16/2011	Volunteer Appreciation Banquet	MH plus Suites	0.00%
9/17/2011	Frisina-Ross Wedding and Reception	MH plus Suites	0.00%
9/18/2011	Mills and Georges Wedding and Reception	MH plus Suites	0.00%
9/19/2011	Smithfield ITO Workshop	C&D	20.00%
9/20/2011	BZA	A&B	100.00%
9/20/2011	BHA&R	A&B	100.00%
9/20/2011	Smithfield ITO Workshop	C&D	0.00%
9/20/2011	Schoolhouse Board of Directors Meeting	MH	100.00%
9/21/2011	Smithfield ITO Workshop	C&D	20.00%
9/21/2011	Smithfield Cross Country Team	Trails	0.00%
9/22/2011	Smithfield ITO Workshop	C&D	20.00%
9/23/2011	Swindell and Brown Wedding and Reception	MH plus Suites	20.00%
9/24/2011	Swindell and Brown Wedding and Reception	MH plus Suites	0.00%
9/24/2011	Vance and Hoffmann Wedding and Reception	Riverfront	0.00%
9/25/2011	Lowe and Hooper Wedding and Reception	MH plus Suites	0.00%
9/26/2011	Committee Meetings	C&D	100.00%
9/26/2011	Candidate's Forum	MH	100.00%
9/27/2011	Committee Meetings	C&D	100.00%
9/29/2011	Smoked Ham Portions Cutting	A&B	0.00%
9/29/2011	Town FEMA Meeting	C&D	100.00%
9/29/2011	Smithfield Kiwanis Officer Installation Night	MH	50.00%
9/30/2011	Drew and Parker Wedding and Reception	MH plus Suites	0.00%
	Discount Totals - 100%	16	
	50%	2	
	20%	3	

Smithfield/Isle of Wight Tourism Activity Report – September 2011

- Director attended Isle of Wight Board of Supervisors Meeting 9/1/11.
- Director attended Smithfield Town Council Meeting 9/6/11.
- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 9/5, 9/12, 9/19, 9/26. Meeting will be 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.
- Held Porcine Statuary Meeting for public art project co-sponsored by Smithfield & Isle of Wight Tourism and Smithfield 2020 9/2/11. Timeline updated and details updated. Appeared before Smithfield BHAR 9/20/11. Project passed unanimously. Will be on Smithfield Town Council agenda 10/5/11
- Completed all ads, radio scripts and distributed press releases for IOW County Fair and Seafood Fest.
- Held Aiken & Friends Music Fest Open Mic contests 9/1/11 and 9/8/11.
- Completed art and contract for 1 year sponsorship of the Smithfield and Isle of Wight page on TripAdvisor.com.
- Smithfield 2020 Meeting held 9/7/11. Smithfield. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Smithfield Farmer's Market held Saturdays...9/3, 9/10, 9/17, 9/24. Excellent turn-outs!
- Attended Smithfield, Windsor, IOW Chamber Annual Meeting at Saint Lukes 9/7/11.
- Attended SHDBA (Smithfield Historic District Business Association) meeting 9/8/11.
- Attended Smithfield Wine and Brew Fest Meeting 9/8/11 and 9/19/11.
- WVEC "Dialogue" show airs for final time 9/11/11 featuring Smithfield & Isle of Wight Tourism, Windsor Castle Park, Smithfield Station and the IOW County Fair.

- Attended Smithfield Wellness Program (Obici Grant) Presentation and Reception 9/12/11.
- Held Tourism Monthly Staff Meeting 9/12/11.
- Attended Travel Advocacy Summit in Washington D.C. 9/13-14/11 sponsored by U.S. Travel Association.
- Attended Bike Path Grant Public meeting 9/13/11.
- Assisted with IOW County Fair set-up and manned Welcome/Information Booth 9/14-18/11. Fair hosted @ 15,000 people. Weather issues were experienced but the Fair went well.
- Attended Historic Smithfield Board Meeting 9/14/11.
- Attended VACVB Accreditation Meeting 9/16/11. VACVB Accreditation process begun.
- Attended Schoolhouse Museum Board Meeting 9/20/11.
- Met with Smithfield Station about upcoming 25th anniversary 9/20/11.
- Met with Lawrence Pitt, project manager regarding the new Ham Shop building 9/20/11.
- Attended Coastal Virginia Tourism Alliance Meeting 9/21/11.
- Attended Saint Lukes Board Meeting 9/21/11. (Director recently elected to board)
- Eastern Primitive Rendezvous held 9/23/11-10/1/11 in Carrsville. Over 1500 attendees.
- Director comp time 9/22-23/11.
- Attended Council Committee Meetings 9/27/11.
- IOW Fair Committee meeting 9/26/11.
- Attended Blackwater River tract planning and easement meeting 9/27/11.
- Completed professional voice-over for new IOW County promotional video 9/28/11. Project complete.

- Attended Sesquicentennial Committee meeting 9/29/11.
- Hosted Investigation Discovery production crew in Smithfield 9/30/11.
- Hosted VTC video production crew in Smithfield 9/30/11. VTC is producing a video that will feature Director.
- Aiken & Friends Music Festival begins 9/30/11!
- Attended Smithfield Staff Meeting 9/7/11.
- Attended IOW Staff Meeting 9/6/11
- 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 21, 2011 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 21, 2011, 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 October, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Clerk

RESOLUTION

STREET CLOSURE FOR ZOMBIE WALK

WHEREAS, the Smithfield Rotary Club and other organizers have proposed to hold “Zombie Walk” event on Saturday October 29, 2011 to promote polio awareness; and,

WHEREAS, the event will provide entertainment and recreation to visitors and to the citizens of the Town without working undue hardship on the residents; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the proposed event by closing off certain of the Town’s streets in order to allow a safe and convenient environment for the proposed “Zombie Walk”.

NOW, THEREFORE, be it resolved that on Saturday, October 29, 2011 the following portion of Main Street shall be closed from 5:25 p.m. until 6:15 p.m.: Main Street from the old “Little’s Supermarket Property” to its intersection with S. Church Street.

BE IT FURTHER RESOLVED, that said street closure shall be temporary and for only such time as may be necessary to assure safe travel of the participants down and along Main Street. 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 October, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Lesley Greer, Clerk

RESOLUTION TO ESTABLISH TAX RELIEF PERCENTAGE FOR PERSONAL
PROPERTY TAXES

WHEREAS, pursuant to the provisions of Section 74-23. Personal Property Tax Relief, of the Town Code, the Town Council has enacted provisions which require that the Town Council set the rate of tax relief at such a level that it is appropriate to exhaust fully PPTRA relief funds received from the Commonwealth of Virginia; and,

WHEREAS, the Town Council of the Town of Smithfield has reviewed the information provided by the Commonwealth of Virginia as to the proposed amount of relief funds which are likely to be paid to the Town of Smithfield and have determined that the amount to be received are insufficient to fully satisfy the full amount of tax relief that was contemplated by the PPTRA; and,

WHEREAS, the Town Council has determined that the available PPTRA funds may be sufficient to grant tax relief in an amount equal 52% of the tax liability on eligible vehicles under the provisions of Section 74-23 of the Town Code.

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Smithfield that the funds received by the Town from the Commonwealth of Virginia pursuant to the Personal Property Tax Relief Act for personal property tax relief shall be applied to the individual tax bill at a percentage of 52% of the tax liability for eligible vehicles owned by residents of the Town of Smithfield and which are subject to personal property taxation

Adopted this 5th day of October, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Clerk

ADDITIONAL
INFORMATION
ITEMS



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
HAMPTON ROADS DISTRICT
1700 NORTH MAIN STREET
SUFFOLK, VIRGINIA 23434

Gregory A. Whirley
Commissioner

September 20, 2011

Mr. Peter M. Stephenson
Town Manager,
Town of Smithfield
315 Main Street
Smithfield, Virginia 23431

Dear Mr. Stephenson:

The Secretary of Transportation and the Commonwealth Transportation Board will conduct nine public meetings across the state in October and November 2011 to give stakeholders the opportunity to review and provide comments on projects and programs to be included in the Fiscal Year 2013-2018 Six-Year Improvement Program (FY13-18 SYIP), including highway, rail and public transportation initiatives. It is important that we hear from you and your constituents about those projects you feel are the highest priority for the state's limited transportation funds.

These meetings will consist of an open house format from 6:00 P.M. to 6:30 P.M. where attendees can review materials produced by agency staff and discuss specific projects or issues. Following the open house, an opportunity will be provided for comments from the public and transportation stakeholders. Written comments may also be submitted during this informal session, or they may be mailed or e-mailed until December 12, 2011.

Representatives from all of Virginia's modal agencies - the Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, Virginia Department Aviation, Virginia Department of Motor Vehicles, Motor Vehicle Dealer Board and Virginia Port Authority - will attend and provide information on current initiatives.

In addition, all Metropolitan Planning Organizations (MPOs) and Planning District Commissions (PDCs) are invited to participate in the meetings in their region. Space will be reserved at each meeting location for the respective MPO and PDC staffs to display presentation materials regarding regional initiatives and priorities.

The Fall Multimodal Meeting in the Hampton Roads area will be held on Monday, October 24th at the Hampton Roads Planning District Commission, located at 723 Woodlake Drive in Chesapeake. The meeting will begin at 6:00 P.M. with a formal comment session at 6:30 P.M.

I encourage you to come and speak with our transportation agency representatives. If you cannot attend the meetings, you may send your comments to Diane Mitchell at 1401 E. Broad Street, Richmond, VA 23219 or e-mail them to Six-YearProgram@vdot.virginia.gov by December 12, 2011. I truly appreciate your attendance at this session. If you have any questions prior to the meeting, please contact Ms. Lauren Hansen, Hampton Roads District Public Affairs Manager, at (757) 925-1660.

Sincerely,



Dennis W. Heuer, P.E.
District Administrator

PUBLIC MEETING

Comment on Multimodal Transportation Investments Your Transportation Dollars at Work

The Commonwealth Transportation Board (CTB) is holding public meetings so that citizens may view projects that are currently funded in the Six-Year Improvement Program (SYIP) and provide comments for the development of the Fiscal Years 2013-2018 Six-Year Improvement Program.

Projects include interstate highway, road, rail, bicycle, pedestrian and public transportation initiatives. These projects emphasize bridge and reconstructive pavement projects, along with projects for safety and congestion improvements to Virginia's transportation system. All SYIP projects eligible for federal funding will be included in the Statewide Transportation Improvement Program (STIP), which documents how Virginia will obligate its federal funds.

Representatives from the Departments of Transportation, Rail and Public Transportation, Aviation, Motor Vehicles, the Port Authority and the Motor Vehicle Dealer Board, along with Metropolitan Planning Organizations and Planning District Commissions will be in attendance to highlight their transportation programs.

You are encouraged to attend and provide your comments during one of the following meetings:

Monday, October 3, 2011

Kirkley Hotel & Conference Center
2900 Candler Mountain Road
Lynchburg, VA 24501

Tuesday, October 4, 2011

Southwest Virginia
Higher Education Center
One Partnership Circle
Abingdon, VA 24210

Thursday, October 20, 2011

VDOT Fredericksburg District Auditorium
87 Deacon Road
Fredericksburg, VA 22405

Monday, October 24, 2011

Hampton Roads
Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

Tuesday, October 25, 2011

VDOT Northern Virginia District Office
4975 Alliance Drive
Fairfax, VA 22030

Wednesday, October 26, 2011

Montgomery County Government Center
755 Roanoke Street
Christiansburg, VA 24073

Wednesday, November 2, 2011

Broadway High School
269 Gobbler Drive
Broadway, VA 22815

Thursday, November 3, 2011

Germanna Community College
Daniel Technology Center
18121 Technology Drive
Culpeper, VA 22701

Wednesday, November 30, 2011

VDOT Central Office Auditorium
1221 E. Broad Street
Richmond, VA 23219

6-8:30 p.m. – Open house displays and general discussion

6:30 p.m. – Moderated public meeting

* Find the localities that make up each district on VirginiaDOT.org or by calling 1-800-367-7623.

If you cannot attend, please send your comments on rail, public transportation and transportation demand management to Public Information Officer, DRPT, 600 E. Main St., Suite 2102, Richmond, VA 23219, or DRPTPR@drpt.Virginia.gov and on highway projects to Programming Director, VDOT, 1401 E. Broad St., Richmond, VA 23219, or Six-YearProgram@VDOT.Virginia.gov. Comments will be accepted until December 12, 2011.

The Secretary of Transportation's Office ensured nondiscrimination and equal employment and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you need special assistance for persons with disabilities or limited English proficiency, contact Corina Herrera at 804-786-2730, 1-800-367-7623 (TTY/TDD users, call 711).



September 22, 2011

Mr. Peter Stephenson
Town Manager
Town of Smithfield
P.O. Box 246
Smithfield, VA 23431

Dear Mr. Stephenson:

This is to advise you that Charter Communications will launch Bounce TV on the channel lineup serving your community on or after September 26, 2011. Bounce TV is a programming service that will be provided on our Digital Basic tier. As always, Charter notified our customers of the decision to launch Bounce TV well in advance of the actual launch date. Customers were notified in messaging on our billing statements.

The entire Charter team takes pride in our commitment to providing high quality products and services, and we are proud to serve your community. Should you have any questions or concerns, please feel free to contact me at (864) 254-7409. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Corrin', is written over a light blue horizontal line.

Jim Corrin
Director of Government Relations



September 22, 2011

Mr. Peter Stephenson
Town Manager
Town of Smithfield
P.O. Box 246
Smithfield, VA 23431

Dear Mr. Stephenson:

Charter Communications has reached agreements with the National Football League (NFL) and Fox Sports to bring the NFL Network, NFL RedZone, Big Ten Network (BTN) and BTN2Go to our customers' homes, computers and mobile devices. There will be no change in the pricing of the Charter digital service tiers on which these new channels will be carried at this time.

NFL Network airs seven days a week, 24 hours a day, 365 days a year and provides viewers with nearly 2,000 hours a year of original programming, including: *NFL Total Access*, *NFL GameDay*, *Top 10*, *Playbook*, *NFL Replay*, *NFL Classic Games* plus the Emmy award-winning *Sound FX* and *America's Game* series. NFL Network will be located on Charter's Digital View Plus, Sports View and Sports View Plus tiers. NFL Network will also be provided in High Definition (HD), at no additional cost, for Digital View Plus or Sports View and Sports View Plus customers with HD service.

NFL RedZone, produced by NFL Network, whips around every NFL game on Sunday afternoons, delivering the touchdowns and most exciting moments as they happen and in high definition. RedZone will be available on Sports View and Sports View Plus tiers. RedZone will also be provided in High Definition (HD), at no additional cost, for Sports View or Sports View Plus customers with HD service.

Big Ten Network (BTN) is a partnership between Fox Sports and the Big Ten Conference, and focuses specifically on sports-related activities surrounding the Big Ten Conference schools. BTN will be available on the Sports View tier. BTN will also be provided in High Definition (HD), at no additional cost, for Sports View customers with HD service.

BTN2Go is a 24/7 simulcast of BTN, featuring live games, on demand original programming, and archived Big Ten Conference programs, available on computers, tablets and mobile phones. All Charter customers who receive BTN as part of their Charter TV service and have high-speed Internet service can receive BTN2Go at no additional cost on their computer, tablet or mobile phone.

Should you have any questions or concerns, please feel free to contact me at (864) 254-7409. Thank you.

Sincerely,

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

Jim Corrin
Director of Government Relations



September 23, 2011

Mr. Peter Stephenson
Town Manager
Town of Smithfield
P.O. Box 246
Smithfield, VA 23431

Dear Mr. Stephenson:

Charter strives to provide products and services that deliver value and enhance our customers' experience. We also place significant value on our relationship with you and our community.

To ensure that we continue to provide the greatest value to our customers, we regularly evaluate their viewing preferences, and we also review our contractual agreements with programming providers. Making the most dynamic and efficient use of our network is a priority, and in the best interest of all customers. This means, at various times, difficult choices must be made about programming.

Those considerations were top of mind as we made the decision to discontinue carriage of Youtoo, formerly known as AmericanLife TV Network (ALN), on or after November 15, 2011. Youtoo is a programming service provided, depending on location, on either our Digital View or Digital View Plus tiers of service. As always, Charter notified our customers of the decision to remove Youtoo from our channel line-up well in advance of the actual deletion date. Customers were notified in messaging on our billing statements.

The entire Charter team takes pride in our commitment to providing high quality products and services, and we are proud to serve your community. Should you have any questions or concerns, please feel free to contact me at (864) 254-7409. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Corrin', written in a cursive style.

Jim Corrin
Director of Government Relations



September 23, 2011

Mr. Peter Stephenson
Town Manager
Town of Smithfield
P.O. Box 246
Smithfield, VA 23431

Dear Mr. Stephenson:

We want to keep you informed whenever a change occurs that involves our products and services...and your constituents. As we continue to align our business to best serve our customers in this area, Charter will begin encrypting our Music Choice service (found on digital channels 903-948) for security purposes on October 19, 2011. Music Choice service is uninterrupted, commercial-free music, with genres ranging from reggae to classical.

All digital customers will continue to enjoy free access to Music Choice channels, however, a digital receiver from Charter will now be required in order to continue access to Music Choice. Music Choice will no longer be available via a digital ready TV without use of a digital receiver. A variety of digital receivers are available, depending on the customer's desired level of service or service package.

The following message will appear on the September billing statements, informing customers of this change:

Effective 10/19/2011, you will need a digital receiver to access the free Music Choice channels. If you are currently accessing Music Choice channels on a TV that does not have a digital receiver, please call 1-888-GetCharter (888-438-2427) in order to obtain one.

Should you have any questions or concerns, please feel free to contact me at (864) 254-7409.
Thank you.

Sincerely,

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

Jim Corrin
Director of Government Relations

Ivy Hill Cemetery

Post Office Box 245, Smithfield, Va 23431-0245

September 29, 2011

Town of Smithfield
Attn: Mr. Peter Stephenson, Town Manager
P. O. Box 246
Smithfield, VA 23431

Dear Peter:

At the most recent meeting of the Board of Directors of Ivy Hill Cemetery Corporation, mention was made of the generous assistance from the Town of Smithfield in regard to the sign concerning Ivy Hill Cemetery which is now located in a good downtown location of the Town of Smithfield.

The Board of Directors unanimously voted to ask me, as secretary, to send you this letter expressing great appreciation to the Town of Smithfield for this generous assistance.

Very truly yours,



William K. Barlow

WKB/mrn

Established 1887

A Virginia Historical Landmark