

**SMITHFIELD TOWN COUNCIL AGENDA**  
**October 7<sup>th</sup>, 2015 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 7  | - | 7:30 p.m. – Town Council Meeting (Wednesday)  |
| October 12 | - | Town Administrative Office will be closed in Observance of Columbus Day   |
| October 13 | - | 6:30 p.m. – Smithfield Planning Commission Meeting  |
| October 20 | - | 6:30 p.m. – Board of Historic and Architectural Review  |
| October 22 | - | Town Staff In-Service Annual Training Day – Administrative Office will be closed  |
| October 26 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Police Committee<br>Water and Sewer Committee<br>Finance Committee                                 |
| October 27 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Parks and Recreation Committee<br>Public Works Committee<br>Public Buildings and Welfare Committee |
| October 31 | - | 5:30 – 6:30 p.m. - Downtown Safe Trick or Treating  |

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

**C. Public Comments:**

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

**D. Council Comments**

- a. Presentation by Western Tidewater Free Clinic by Stephe Broadwater

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

**E. Summary of Consent Agenda Items**

- a. Police Committee Chair, Mrs. Denise Tynes
- b. Water and Sewer Committee Chair, Vice Mayor Gregory
- c. Finance Committee Chair, Mr. Randy Pack
- d. Parks and Recreation Committee Chair, Connie Chapman
- e. Public Works Committee Chair, Mr. Michael Smith
- f. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

**CONSENT AGENDA ITEMS**

- C1. Resolution to Approve Street Closure Request Smithfield High School Homecoming Parade, Friday, October 23<sup>rd</sup> from 4:15 to 5:15 p.m.** **TAB # 1**  
Police Committee Chair, Mrs. Denise Tynes
- C2. Resolution to Approve Street Closure Request for Smithfield Evening Christmas Market, Friday, December 11<sup>th</sup> from 2:00 p.m. to 11:00 p.m.** **TAB # 2**  
Police Committee Chair, Mrs. Denise Tynes
- C3. Resolution to Approve Street Closure Request for Annual Genuine Smithfield Christmas Parade, Saturday, December 12<sup>th</sup> from 8:00 a.m. to 1:00 p.m.** **TAB # 3**  
Police Committee Chair, Mrs. Denise Tynes
- C4. Motion to Approve Mechanical, Electrical and Utility Services Contract Renewal with R.E.W. Corporation for One Additional Year**  
Water and Sewer Committee Chair, Vice Mayor Gregory
- C5. Invoices Over \$10,000 Requiring Council Authorization**  
Finance Committee Chair, Mr. Randy Pack
- |    |  |              |
|----|--|--------------|
| a. | Taser International (approved September 1 <sup>st</sup> 2015)  | \$ 22,073.38 |
| b. | THG Construction (Storage Building Renovations – 50% complete) | \$ 20,750.00 |
| c. | Isle of Wight Tourism True-Up FY 2014/2015                     | \$ 98,098.46 |
- C6. Resolution to Renew Line of Credit with TowneBank for the Pinewood Heights Relocation Project** **TAB # 4**  
Finance Committee Chair, Mr. Randy Pack
- C7. Motion to Adopt Personal Property Tax Relief Act (PPTRA) Percentage**  
Finance Committee Chair, Mr. Randy Pack
- C8. Motion to Accept Deed for Public Boat Ramp at Clontz Park from Smithfield Foods** **TAB # 5**  
Parks and Recreational Committee Chair, Connie Chapman
- C9. Motion to Accept Proposal for Street Overlay of South Mason Street from Main Street to Cedar Street by Blair Brothers in an Amount Not to Exceed \$19,286.00**

Public Works Committee Chair, Mr. Michael Smith

**C10. Motion to Authorize the Purchase of Budgeted Public Works Truck Under State Contract Pricing of \$29,561**

Public Works Committee Chair, Mr. Michael Smith

**C11. Motion to Accept the Proposed Scope of Work for Hampton Roads Planning District Commission (HRPDC) Assistance with Town Comprehensive Plan Update**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

## **ACTION SECTION**

**1. Motion to Approve the Town Council Meeting Minutes of September 1<sup>st</sup>, 2015**

Mr. William H. Riddick, III, Town Attorney

**2. New Business:**

**3. Old Business:**

**4. Closed Session:**

**5. Meeting Adjourned:**

October 2, 2015

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MONTHLY ACTIVITY REPORT – SEPTEMBER 2015**

**TOWN MANAGER'S OFFICE:**

- a. Attended the following: Contract negotiation meeting with VDHCD staff via conference call, IOW Emergency Communications Center board meeting, VMRC RFAB public hearing in Newport News, VRS roundtable, Leadership IOW Monthly program, Youth Leadership Program welcome, part of IOW Board of Supervisors retreat, Western Tidewater Free Clinic donor reception in Suffolk, and Kiwanis meetings.
- b. Utilized three days of accrued vacation leave

**TOWN CLERK'S OFFICE:**

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission, and Board of Historic and Architectural Review for the month of September.
- b. Attended contract negotiation meeting with VDHCD staff for Pinewood Heights Relocation Project, Phase III, September 9<sup>th</sup>.
- c. Attended Isle of Wight Leadership Class on Friday, September 18<sup>th</sup>.
- d. Prepared September Town Council Committee Agenda and October Town Council Agenda
- e. Attended Town Council Committee meetings on September 28<sup>th</sup> and 29<sup>th</sup>.

**TREASURER'S OFFICE:**

- a. Attended contract negotiation meeting for Pinewood Heights Phase III on September 9.
- b. Participated in VRS Round Table Discussion held at the Smithfield Center on September 16<sup>th</sup>
- c. Prepared for FY2015 audit and assisted auditors on site with annual field work the week of September 21.

- d. Prepared bank reconciliations and financial statements for council committee meetings on September 28.
- e. Received real estate file from IOW County and sent to Bright and Associates for data conversion.

## **PUBLIC WORKS:**

- Staff performs the following duties on a monthly basis:  
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 8 water samples and have them tested, flush water lines, repair water leaks, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
- Sonja Eubank and Josiah Jendrey attended the American Public Works Congress and Expo in Phoenix, Arizona to participate in the 100 Accredited Agencies Ceremony and conference. They also attended the AWWA Mid-Atlantic Conference in Virginia Beach to accept the Larry Gordon Safety Award for the Water Treatment Plant.

### 1. Sewer Line Repairs and Maintenance:

- a. Lewis Construction completed sewer and water line connections on S. Mason St. - still need to replace concrete and asphalt.

### 2. Sewer Pump Station Repairs and Maintenance:

- a. Weekly and daily checks on all 27 pump stations.
- b. Performed the following scheduled maintenance at all pump station
  - Cleaning of wet-wells
  - Alarms testing
  - Sump pump cleaning
  - Check Valve cleaning and repair
  - Generator checks / Godwin pump checks
  - Control Panel / Flow monitor checks
  - Fence and Grounds inspections
  - Inspected Structure
  - Inspect and clean pumps
  - Level system check
  - Test limit switches
  - Bar screen cleaning
  - Rain gauge cleaning
- c. Morris creek pump station fixed seal fail on pump 2
- d. Rising Star pump station replaced pump 1 with new pump.
- e. REW installed a new flow meter at Pinewood pump station.

### 3. Water Line Repairs and Maintenance

- a. Repaired water leak at 236 Grandville Arch.
- b. Repaired water leak a 156 Talbert Dr.
- c. Replaced leaking water valve at N.Mason St. and Thomas St.
- d. Repaired water leak at 343 Main St.

### 4. Well Repairs and Maintenance

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

### 5. Water Treatment Plant

- a. Daily lab analysis and reports for VDH, HRSD, DEQ and ITT.
- b. Repairs were made to lime feeder to include auger motor, electrical board, and breaker switch replacement.
- c. Plant operators pulled annual samples for EPA.
- d. RO plant staff conducted interviews for current open position.
- e. Dale Wall attended AWWA Water Jam in VA Beach.

### 6. Safety

- a. Monthly truck inspections.
- b. All Public Works employees attended Confined Space Entry training.
- c. A replacement slide was ordered for Jersey Park Playground.

### 7. Windsor Castle Park

- a. Cleaned off and repaired walking trails as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. A general inspection of the park is conducted weekly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.
- c. Five dead trees were identified for replacement.
- d. Kevin Rudy will be liming dog park within the next few weeks

## 8. Fog/Backflow Programs

- A. Fog inspections on FSE and monitoring of grease disposal is ongoing with a good level of compliance and cooperation from local businesses.
- B. The following locations had FOG inspections conducted this month
  - 1. Jalapenos
  - 2. Papa Johns
  - 3. Harvest Fellowship (church)
  - 4. Smithfield Baptist
  - 5. Sista's Café
  - 6. Anna's
  - 7. Hampton In
  - 8. Tokyo Thia
  - 9. Smithfield Skating Ring
- C. Backflow test reports are being submitted by residents and business with a good level of cooperation from the public.

## 9. Miscellaneous

- a. Grounds crews cut grass at town-owned property and rights-of-way weekly and empty trash cans on Monday and Friday.
- b. Minor repairs at Town Hall and Town Buildings.

## **PLANNING AND ZONING:**

- Joseph Reish passed the certification exam to become a DEQ Erosion & Sediment Control Inspector.
1. Planning Commission – September 8, 2015
    - A. Preliminary & Final Subdivision Plan Review - Cypress Creek Phase VII B&C – Steven Romeo, VHB, applicant – Approved.
  2. Rezoning Applications under review

- A. Cary & Main (Pierceville) Subdivision
- 3. Special Use Permit Applications under review
- A. None
- 4. Subdivision and Site Plans under review
  - A. Smithfield Manor Phase 7
  - B. Church Square 26A & 26B
- 5. Subdivision and Commercial Sites Under Construction and Inspection
  - A. Church Square, Phase I (95% complete)
  - B. Smithfield Manor Townhomes (95% complete)
  - C. Lakeview Cove Condos (75% complete)
- 6. Board of Historic & Architectural Review – September 15, 2015
  - A. Proposed Sign and Exterior Plan – 103 Main St. – (Landmark) – Jennifer England, IOW County Museum, applicants - Approved.
- 7. Board of Zoning Appeals – September 15, 2015
  - 0. No meeting held.

## **ENGINEERING**

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
- C. Lakeview Cove is now under new ownership. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- D. Blair Brother's Contractor began installation of replacement storm drain pipe system on Manchester Ct. and New Castle Way in the Waterford Oaks Subdivision.

- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active projects: Harvest Fellowship Church, Moody Properties, & Cypress Creek Parkway extension. Also Erosion & Sedimentation control field inspections for single family dwellings were performed at 9 locations throughout the Town and required reports were filed.
- F. Field inspections were held this month involving the Smithfield Lake Dam. It should be noted that the plunge pool area at the outfall of the primary spillway has some damage and may need repair.
- G. Cypress Creek Development; Contractor C. A. Barrs Constr., all work on project has now been completed including the roadway asphalt surface. The project is now under its one year warranty period.

October 2, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING  
HELD ON MONDAY, SEPTEMBER 28<sup>TH</sup>, 2015

The Police Committee met Monday, September 28<sup>th</sup>, 2015 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was Mrs. Denise Tynes, Chair, Ms. Connie Chapman and Mr. Andrew Gregory, Vice Mayor. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven G. Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Chief of Police; Ms. Amy Musick, Smithfield Center Director; Mr. Jessie Snead, Superintendent of Public Works; Mr. William H. Riddick, III, Town Attorney; and Ms. Terry Rhinier, Isle of Wight/Smithfield Tourism Events Coordinator. Also in attendance was Mr. Dick Grice, Candidate for IOW Board of Supervisors. The media was represented by Ms. Alyse Stanley of The Smithfield Times.

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

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

1. Street Closure Request for Smithfield High School Homecoming Parade, October 23<sup>rd</sup>, from 4:15 p.m. to 5:15 p.m. – Mrs. Tynes stated that a completed special events application was included in the agenda packet. Ms. Musick stated that the street closure request is from 4:15 p.m. to 5:15 p.m. and the staging for the parade will be at the YMCA. The streets requested to be closed for the parade are Cary Street, Grace Street and Main Street. In the past it has been a rolling closure where the streets will reopen as the parade passes through. The Police Department will also work with the school system to ensure that there are no disruptions to afternoon school transportation. Committee recommends approval of street closure.

1. Street Closure Request for Smithfield Evening Christmas Market, Friday, December 11<sup>th</sup> from 2:00 pm to 11:00 p.m. – Mrs. Tynes stated that this is an annual event for the town that is held on Main Street the Friday before the town's annual

Christmas Parade. The event has been a huge success the last two years and committee recommends approval of street closure.

2. Street Closure Request for Annual Genuine Smithfield Christmas Parade, Saturday, December 12<sup>th</sup> from 8:00 a.m. to 1:00 p.m. – Mrs. Tynes stated that this is an annual event for the Town of Smithfield. The parade lineup and route will be the same as last year. Grace Street, Main Street and Underwood Lane will be closed prior to the beginning of the parade which is 11:00 a.m. Committee recommends approval of street closures.

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

1. Operational Updates – Chief Bowman reported that early Saturday morning in the Church Manor complex they received a call that shots were being fired. Officers responded and an individual there stated that he had heard three shots and observed a Honda Civic hatchback leave the area. The color and tags were unknown. The Police Department canvased the area and found a couple of vehicles that had bullet holes in them and a cell phone was also found at the scene. The cell phone will be sent off for forensic analysis to determine who the cell phone belongs to. The Isle of Wight Sheriff’s Office reported a few incidents over the weekend with a similar nature so they are working closely with them to share information to bring this to a conclusion. Chief Bowman also reported that Smithfield Middle and Smithfield High School had a modified lockdown procedure today for training by the Isle of Wight Sheriff’s Office and the State Police. Most students were not even aware that the K-9’s were in the building. The search turned up that there were no signs of firearms or other contrabands in the schools. Chief Bowman stated that they are watching the remnants of tropical storm Ida which turned into a tropical depression and now may return back to a tropical storm by around Thursday of this week. The western side of the storm cone will be skirting Isle of Wight County and Smithfield. They are also watching the development of a hurricane off the coast that could potential make landfall along the mid-Atlantic coast. Mrs. Tynes stated that she had stopped by the Police Station last week in regards to some activity at Jersey Park Apartments. She asked if the Police Department could increase patrols in that area to help with the crime in that area. Chief Bowman stated that they are also able to monitor the cameras there remotely however some of the activity is occurring in areas that the cameras cannot pick up. Mrs. Tynes thanked Chief Bowman and his department for their efforts to help deter crime in that neighborhood. Chief Bowman stated that they have been fortunate as far their crime statistics go have been very low numbers for years. However it does not take much when you have a low crime statistic to blow that out of the water. In the last year the town had seven to nine vehicle thefts that were stolen by one individual and this really played a bring role in the town’s current crime statistics.

2. Additional Item Discussed: Town Curfew – Ms. Chapman stated that she would like to bring up for discussion the town’s curfew for individuals under the age of eighteen. At this time the curfew is 12:30 a.m. for minors. Ms. Chapman stated that personally she feels that 12:30 a.m. is late for a sixteen or seventeen to be out at night. Chief Bowman confirmed that the curfew is 12:30 a.m. unless you have parent authorization to be out for a school function or work. Chief Bowman stated that they do not see many curfew violations. Most of the time a curfew violation turns out to be a runaway situation. He continued to explain that he cannot give any specific statistics that indicate 12:30 a.m. is too late. Unless a minor is walking the streets after the 12:30 a.m. curfew they cannot do anything about it. He feels that it is a policy decision that needs to be made at Town Council level. Dr. Cook asked Ms. Chapman if there was a specific situation that she was trying to address such as crime with changing the curfew. Ms. Chapman stated that she is addressing this in general with no specifics. Mrs. Tynes suggested that if the Police Department sees that the town starts having a lot of individuals under the age eighteen out late at night they will bring back to committee for further discussion on whether the curfew needs to be changed.

The meeting adjourned at 4:16 p.m.

October 2, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE  
MEETING HELD ON MONDAY, SEPTEMBER 28<sup>TH</sup>, 2015

The Water & Sewer Committee held a meeting on Monday, September 28<sup>th</sup>, 2015 at 4:16 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was Mr. Andrew Gregory, Chair, Mr. Michael Smith, and Mrs. Denise Tynes. Other Council members present were Mr. Randy Pack, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Jessie Snead, Public Works Superintendent; Mr. William H. Riddick, III, Town Attorney; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Dick Grice, Candidate for IOW Board of Supervisors. The media was represented by Ms. Alyse Stanley of The Smithfield Times.

Water and Sewer Committee Chair, Andrew Gregory called the meeting to order.

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

1. Mechanical, Electrical and Utility Services Contract Renewal with REW Corporation – Vice Mayor Gregory stated that this is a contract that began last year with a right to renew for four additional years. There will be no changes to the current contract pricing. Staff has been pleased with the level of service provided by R.E.W. Corporation and would recommend that the contract be renewed for one additional year. Committee agreed with staff's recommendation to renew contract with R.E.W. Corporation.

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

1. Public Comment – Mr. Grice was present to make a couple of formal request to the Smithfield Town Council. He also stated that he wanted to apologize to Vice Mayor

Gregory for the manner in which he was treated at the last Isle of Wight Board of Supervisors meeting. Vice Mayor Gregory represents 20% of the population of Isle of Wight County and was only given three minutes to speak before he was cut off and unable to finish. Mr. Grice explained that the reason that he is here today is because the utility contracts between Isle of Wight County and the Town of Smithfield have both expired. He would like to make a formal recommendation that the following be put in place. Currently the town is charging the county \$6.41, as a blended rate for Gatling Pointe residents. The town has offered the county to carry this rate into a new contract which the county has ignored. The county is currently charging the residents of Gatling Pointe \$8.84 per thousand gallons. Why is the county making money from reselling our water that is no longer under contract? Mr. Grice suggested that the town charge the county \$8.84 per thousand from this point forward. The county should not be allowed to make money on reselling water if they are not willing to discuss the expired water agreement. Mr. Grice also stated that the county charges a \$25.50 fee for metering and he agrees that this fee should remain in place because the county does do the meter reading. The residents of Gatling Pointe are also being charged \$6.04 per thousand for water that is processed through the town's sewer system. According to Mr. Grice the town charges \$1.50 per year per household. Mr. Grice stated that the town should be charging the county \$6.04 per thousand for the sewer that is flowing out of Gatling Pointe. He strongly suggests that the town put these figures in effect immediately and if the county does not comply then the town should sue the county including all legal fees. Mr. Grice stated that this is his recommendation as a citizen. He also stated that he is a citizen of the Town of Smithfield is a candidate for the Isle of Wight Board of Supervisors, Smithfield District. Mr. Pack asked the Town Treasurer if the \$1.50 per household was correct. The Town Treasurer stated that that amount was a little bit off. It is \$1.50 per connection bi-monthly. Mayor Williams stated for clarification purposes that calculates to 12 cents per thousand for sewer and the county charges \$6.04 per thousand for sewer. Dr. Cook asked if the town pays any portion of the HRSD fee for the residents in Gatling Pointe. The Town Treasurer stated that there is not an HRSD charge that comes directly from the town. Mr. Grice stated that he has one more comment. The water pipeline that the county is recommending is going to cost \$3.7 million. The rate that the county would be buying water from the Western Tidewater Water Authority compared to what they are currently paying the town (\$6.41) is seventeen cents less. If you multiply that out it comes out to approximately eight thousand dollars a year in savings based on the consumption of water in Gatling Pointe. If you divide eight thousand dollars a year into \$3.7 million dollars it would take approximately 492 years to get the payback on the cost to install the new waterline in the county.

2. Operational Updates – Mr. Snead reported that the pipe lining project on Main Street by Tri-State Utilities has been completed. Mason Street is eight-five percent complete. The utilities portion is done. The only thing left on Mason Street is the asphalt work and sidewalk placement. Mr. Snead also stated that he has hired two new Public Works employees that will begin on October 5<sup>th</sup> pending everything passes on their

background check. Vice Mayor Gregory asked if there will be any lateral work that will need to be done on Main Street like what was just completed on Mason Street. Mr. Snead replied not that he was aware of. He did explain that if the town does service waterlines on Main Street and the sewer laterals are with them then they may want to do those as well depending on the shape of the lines. The Town Manager stated that both Mr. Snead and Mr. Reed of the Reverse Osmosis Plant attended the Mid-Atlantic Public Works Institute last week at Virginia Tech. Both of them had a very good learning experience and hopefully additional staff will get some of this training in the future. Public Works Director for Fredericksburg will be joining the town on employee training day to do customer service training.

3. Closed Session – Closed Session was deferred to the end of Finance Committee.

The meeting adjourned at 4:31 p.m.

October 2, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, SEPTEMBER 29<sup>TH</sup>, 2015

The Finance Committee held a meeting on Monday, September 29<sup>th</sup>, 2015 at 4:31 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were Mr. Michael G. Smith, Mrs. Denise Tynes, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William Riddick, Town Attorney; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Dick Grice, candidate for IOW Board of Supervisors. The media was represented by Ms. Alyse Stanley of The Smithfield Times.

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

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

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

a. Taser International \$ 22,073.38

This invoice is for the police tasers that were approved at the September 1<sup>st</sup> Town Council meeting. Committee recommends payment of invoice.

b. THG Construction \$ 20,750.00

This invoice is for the renovations to the storage building behind the Smithfield Police Department for records management. The Town Manager stated Alpha Corporation has inspected the 50% completion and recommends payment of this invoice. Committee recommends payment of invoice.

c. Isle of Wight E911 True-Up \$118,672.85

d. Isle of Wight Tourism True-Up \$ 98,098.46

Ms. Minga stated that the town normally pays these a couple times a year. The first payments are normally made in December and the second payments are made at the end of the fiscal year. Ms. Minga stated that Tourism came in approximately \$518.00 over

what the town had budgeted; however E911 came in \$40,000 over what we had budgeted. Ms. Minga reported that the town budgeted \$169,753.00 for E911. This budget included \$153,841 which is the town's portion of the expenses that are not covered (28.5%) and \$15,912 which is the communication taxes that the town receives. Ms. Minga stated that with the auditors here she has not had an opportunity to contact the county to see why the town's portion increased \$40,000. Ms. Minga explained that she looked at what the sources were compared to the original budget. Originally, the county had the town budgeted at the \$153,841 and the \$15,912 and the Town of Windsor was budgeted for their percentage (8.5%) of the support in the amount of \$45,882 and their portion of the communication tax was \$4,488. The county was expecting a state E911 Wireless Grant in an amount of \$85,000. Joint support from Isle of Wight County (63%) for expenses not covered was \$340,070. Ms. Minga continued to explain that also included in the budget was a line item that has been included in years past for a transfer from General Fund for local support. This is additional money that comes from the county's budget in the amount of \$680,549. Ms. Minga stated that the original budget all totaled for the revenue based on the figure given \$1,325,742. The final actual on this E911 True-Up is \$1,355,968.97 which is a thirty thousand dollar difference; however the town's portion went up \$40,000. The Town of Windsor went up \$12,000. Isle of Wight County's 63% joint support portion went up \$92,000; however the transfer from General Fund to local support went down \$149,000. Discussion was held on why the town's portion went up \$40,000. Committee recommends holding off on paying this invoice for further explanation from the county on the reason for the increase. Committee recommended paying the Tourism True-up in the amount of \$98,098.46.

2. Renewal of Credit Line with Towne Bank – Ms. Minga stated that it is time for the town's renewal with Towne Bank for the \$500,000 line of credit that is exclusively dedicated to the Pinewood Heights Project. The town has not had to use it for the last two years but as we move forward with the project it is a good thing to have in place if the need should arise. Mr. Pack stated the he is on the Board at Farmers Bank and asked the Town Attorney if there is any reason why he should not participate in this vote. The Town Attorney replied that there was not. Committee recommends approval of renewing the line of credit with Towne Bank.

3. Adopt Personal Property Tax Relief Act (PPTRA) Percentage – Ms. Minga stated that the Personal Property Tax Relief is a calculation that the town does every year. It is an educated estimate based on historical information. It takes the history data in the town's system and it breaks down personal property because not all of it is subject to tax relief. Once everything has been removed that does not qualify it leaves the town with an estimated gross value. The \$240,000 that the state gives us comes out of that gross value to get what percentage is applied to the remaining bills so that the town gets one hundred percent of what we are allowed for tax relief. It has remained pretty stable for the last few years. The Town Treasurer stated that the recommended 51% tax relief percentage actually benefits the tax payer a little bit more. Committee approves of the Town Treasurers recommendation.

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

1. August Financial Statement and Graphs – Ms. Minga stated that she did not have too much to report at this time. The town is really just getting started with the new fiscal year. Obviously the town is still limited on the amount of revenue and expenses that are reflexed in August because of everything that was accrued for year end June. The town did receive our annual personal property tax relief of \$240,794 from the state that is reflected under current personal property. Ms. Minga stated that she had deemed last fiscal year a year of professional fees because of the number the town has had recently. Some of these fees are still being carried over in this fiscal year. Ms. Minga stated that as requested she did remove from the water and sewer graphs the flat lines. Included in the statements and graphs is a chart to show HRSD charges monthly. If you notice the CCF rate increased from 3.83 to 4.13 in August so the graphs it will be elevated to reflect the increase in the CCF rate. Mayor Williams asked if the graphs take a long time to prepare and keep up with and how important they are to continue preparing. Ms. Minga stated that truthfully the only time that they are time consuming is the initial setup at the beginning of the fiscal year. Once they are set up they do not take long at all to complete monthly. Ms. Minga thanked Mayor Williams for trying to minimize her work but she does not mind preparing the graphs. The graphs are good for showing trends on water and sewer consumption whereas you cannot see this on the statements. In some cases the graphs have help to identify errors.

2. August Cash Balances – Ms. Minga reported that cash balances remain very strong. The only area that the town is rather slow on is sewer and that is being paid back gradually. The VML Investment Pool shows the market value went down a little bit from prior month but the cost value went up a little bit and still looks very strong. Water = \$435,521.95; Water Debt Service = \$848,215.38; Water Capital Escrow Availability Fees = \$430,586.16; Water Treatment Plant Escrow = \$111,875.90; Water Deposit Account = \$126,226.40; Water Development Escrow = \$98,110.12; **Subtotal Water = \$2,050,535.91.** Sewer = \$(58,188.28); Sewer Development Escrow = \$355,242.63 Sewer Capital Escrow Availability Fees = \$865,924.65; Sewer Compliance = \$1,161,344.57; **Subtotal Sewer = \$2,324,323.57.** **Highway = \$(36,862.42).** General Fund = \$3,286,541.69; Payroll = \$164,477.69; Money Market General Fund Town Bank = \$2,190.27; Business Super NOW-General Fund = \$33,159.91; Money Market General Fund Farmers Bank = \$290,137.19; General Fund Capital Escrow = \$215,055.75; Certificate of Deposit = \$526,234.85; Certificate of Deposit Police Dept = \$36,771.46; Special Project Account (Pinewood) = \$19,991.02; Pinewood Heights Escrow = \$40,130.47; SNAP Program = \$2,413.75; Museum Account = \$109,345.19; Windsor Castle Acct \$19,000.00; **Subtotal General Fund = \$4,745,449.24. TOTAL ALL FUNDS = \$9,083,446.30.**

3. Discussion on 2015 Tax Reassessment Rate – Ms. Minga stated that this was a reassessment year. Originally the county had projected that the assessments were going to go down this year but actually they went up a little bit to 2.15%. If you take what the new assessment is per the commissioner and compare that against what the town's Real Estate book was for 2014 to make the town revenue neutral for 2015 the town's rate

would be .1566% compared to 16 cents. This is something that the town is required to look at and we will need to adopt at the Town Council meeting what rate we want to continue with. The bills will go out to the residents at the end of October. Ms. Minga stated that the variance between the 16 cents that the town is currently at and the .1566 is \$36,840 and the value of each penny of real estate at this point and time based on current assessment is \$108,355.57. Vice Mayor Gregory asked if the town has ever adjusted a rate for less than a penny. Ms. Minga replied that the town has not. The Town Attorney stated that this rate change will need to be advertised as a public hearing and at this time we do not have time to advertise it for the October 7<sup>th</sup> Town Council meeting. Mr. Pack asked what the Town Treasurer's recommendation is for the rate. She stated that she recommends the rate remain at 16 cents per \$100 of assessed value. The Town Attorney stated that he would follow up on whether a continued meeting will be needed to adopt prior to bills going out at the end of October.

4. Closed Session: Vice Mayor Gregory made a motion to go into closed session for discussion in regards to legal contracts and matters requiring advice from legal counsel. Mr. Pack Seconded the motion.

*In: 5:05 p.m.*

*Out: 6:01 p.m.*

A motion was made by Mr. Pack to go back into open session. Vice Mayor Gregory seconded the motion. The Town Attorney stated that committee needs a motion that there was only a discussion on matters requiring legal advice by legal counsel. Vice Mayor Gregory so moved the motion and it was seconded by Mr. Pack.

The meeting adjourned 6:01 p.m.

October 2, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION  
COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 29<sup>TH</sup>, 2015

The Parks and Recreation Committee held a meeting on Tuesday, September 29<sup>th</sup>, 2015 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mr. Randy Pack, and Mrs. Denise Tynes. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. Wayne Griffin, Town Engineer; and Mr. William Saunders, Planning and Zoning Administrator; Mr. Jessie Snead, Superintendent of Public Works; Mr. William H. Riddick, III, Town Attorney; and Ms. Amy Musick, Smithfield Center Director. Also in attendance were Mr. Dennis Arinello and Mr. Mark Gay. The media was represented by Ms. Alyse Stanley of The Smithfield Times.

Committee Member Chair, Connie Chapman called the meeting to order.

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

1. Status of VMRC – RFAB Grant for Public Boat Ramp at Clontz Park – The Town Manager stated that Council had authorized him to submit a grant application at the June 2<sup>nd</sup> meeting and the application deadline was June 15<sup>th</sup>. Once the grant was submitted Mayor Williams, Jamie Weist of Kimley-Horn, as the town consulting engineer, and I were invited to present the application to the Recreational Fishing Advisory Board (RFAB) the evening of July 13<sup>th</sup> in Newport News. Between the submittal of the application by June 15<sup>th</sup> and presenting the application on July 13<sup>th</sup> the town did refine the application a little bit and reduce the cost and scope to what we felt would be limits to what would be funded by the state. At this time the town is requesting \$252,815 in state funding and the town's share is recipient funding which is the assessed value of the land at Clontz Park. At this time the assessed value of the land is \$300,900. This is the town's share other than some incidental or minor cost. On September 14<sup>th</sup> the town received a quitclaim deed for Clontz Park from Smithfield Foods based on a 1979 survey plat. This

deed will not be recorded until the town receives an updated plat. Once the town gets the updated plat the deed will be recorded. There is a reversion clause within the deed that says what the town is going to do with the property within a specified amount of time. In the event that construction of a public boat ramp is not commenced on the property hereby conveyed within eighteen (18) months from the date of this deed and completed within twenty-four (24) months from the date of this deed, the property shall revert back to the grantor without any further action being required of either party to this deed. An advertised public hearing was held on the grant application at the Virginia Marine Resource Commission (VMRC) on the evening of September 17<sup>th</sup>. The Town Manager and Mr. Jamie Weist both attended the public hearing. The proposal was evaluated and compared against other projects and it rated a nine out of ten in the overall analysis. The RFAB was very pleased that the town had the deed and Smithfield Foods had done what they said they were going to do by donating the property to the town. The only question that they received at the public hearing was why the town did not seek additional state funding from the Virginia Department of Game and Inland Fisheries. Thankfully their director was there and stated for the record that they do not have any grant money this year or next year for this type of project. On September 24<sup>th</sup> the Town Manager authorized Kimley-Horn to complete a scope of work. Mr. Weist will begin to work on the JPA which is the joint permit application for wetlands and water quality. VMRC's staff recommended that the town go ahead and get that process going because it does take some time. The amount for this work with Kimley-Horn will not exceed \$7,450. The Town Manager stated that the next step for the RFAB board is for them to vote at their November 9<sup>th</sup> meeting to make a recommendation to the full VMRC board. In early December the VMRC board will vote on the town's grant. The Town Manager stated that there are some conditions that the town would have to agree to in November. The facility must be used for its intended purpose for thirty years. The town would be responsible for maintenance and capital improvements that would be needed down the road. The town would be responsible for law enforcement. If the town were to staff the facility and charge for the use of it then there would be some additional red tape that the town would be required to agree to. There is a restriction on commercial usage and storage of commercial fishing gear. If the facility would be damaged or destroyed by a natural disaster the town would have one year to restore it to its full use. The town is planning on updating our Capital Improvement Plan for a couple of things this fall/winter to include this project. The Town Manager stated that if the VMRC board approves the grant in early December he would suggest that an agreement be ready with Kimley-Horn to begin design and permitting of the boat ramp facility. Hoping to advertise for construction in spring and construction commencing next summer. Dr. Cook and Mr. Pack stated that they would like to have some input on the design of the boat ramp. The Town Manager stated that Mr. Weist of Kimley-Horn would be glad to have some input from committee. The deed to accept the property for the public boat ramp by Smithfield Foods will be placed on Town Council's agenda for approval.

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

2. Operational Update – Ms. Musick reported that the Smithfield Center has been busy with lots of weddings and meetings during the week. There have also been weddings at Clontz Park and Windsor Castle. Last night was the first of two candidate forums for the upcoming elections. The next one is on Monday, October 5<sup>th</sup>. Bacon Fest is coming up this Saturday, October 3<sup>rd</sup> and Town and Country Day Events will be the next weekend on October 10<sup>th</sup>. On October 24<sup>th</sup> there will be a new event hosted by the Chamber of Commerce called Century Blue Bike Tour. October 31<sup>st</sup> is Hamoween in historic downtown. Ms. Musick reported that Kayak rentals are now closed for the season. The town had a great season and netted over \$5,000 after paying staff. She mentioned that they will be setting side a day soon to pressure wash the kayaks and clean the life jackets so they can be stored until next season. Ms. Musick mentioned that having a building to work out of was great and thanked Mr. Smith for helping to make that happen. The Eco counter data was included in the packet. Wednesday, September 23<sup>rd</sup> was a very busy day at the park with over one thousand people in the park due to a track meet for Smithfield High School and others. Ms. Musick reported that the Trail Doctors have been doing projects on their own at the park. One of the more notable projects being done by Mr. Steve Senkovich is ivy removal from around the trees which can be very evasive. Ms. Musick mentioned that she recently attended the National Recreation and Park Association Conference (NRPA) in Nevada. She had a great time with a lot of great sessions. Ms. Musick stated that the Virginia Recreation Conference will be in Virginia Beach in November and she plans on taking some of her staff to that conference.

The meeting adjourned at 4:17 p.m.

October 2, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE  
MEETING HELD ON TUESDAY, SEPTEMBER 29<sup>TH</sup>, 2015

The Public Works Committee held a meeting on Tuesday, September 29<sup>th</sup>, 2015 at 4:17 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Mrs. Denise Tynes, and Dr. Milton Cook. Other Council members present were: Ms. Connie Chapman, Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Mr. Jessie Snead, Public Works Superintendent; and Mr. William Saunders, Planning and Zoning Administrator. Also in attendance were Mr. Dennis Arinello and Mr. Mark Gay. The media was represented by Ms. Alyse Stanley of The Smithfield Times.

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

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

1. Proposal for Street Overlay of South Mason Street by Blair Brothers in an Amount not to Exceed \$19,286.00 – Mr. Griffin reported that this portion of South Mason Street is between Main Street and Cedar Street. Public Works staff are just about finished with their work there with the exception of some sidewalk work. The proposal from Blair Brothers is to mill out approximately two inches and then go back with two inches of intermediate surface asphalt mix. Mr. Smith asked about paving of Main Street. The Town Manager stated that the lining of the sewer lines on Main Street have been completed. The next step would be how they are going to address the water lines before any paving is done on Main Street.

2. Authorization to Purchase Budgeted Public Works Truck Under State Contract Pricing – Mr. Snead explained that Public Works staff has a 1997 Ford F250 4x4 that the department uses for lawn care and to push snow with a snowplow attached to it during inclement weather. The underside of the truck is completely rusted out so this truck needs to be replaced. Mr. Snead stated that he is proposing to take the F250 4x4 truck

that he currently drives to replace the 1997 truck. The grounds crew would use this truck as well as being able to attach a snowplow to it if needed. Also an undercoating will be put on it to help prevent it from rusting out so much. To his knowledge the 1997 F250 was never undercoated. He would also like to take the F250 4x2 that is at the reverse osmosis plant and bring it back to the shop to use with the leaf vac. The dump bed would be added to that one as well. The F150 that is at the shop now would be taken to the reverse osmosis plant for their use. This would be a newer vehicle that what they have now at the reverse osmosis plant. Mr. Smith asked if the new truck being ordered now would replace Mr. Snead's truck that he is being rotated to the grounds crew. Mr. Snead stated that was correct. Mr. Snead explained that the reason that the new truck is a crew cab is because they went to eight different work sessions this year and six out of the eight work sessions they had to take two vehicles. The state contract pricing for the new truck is \$29,561.00. The Town Manager stated that at a previous committee meeting discussion was held on purchasing a new budgeted Ford Explorer for the Planning, Engineering and Public Works Department. At this time the town has transferred from the Smithfield Police Department to the Planning Department a 2005 Ford Explorer 4x4. It is still in good shape and has 103,000 miles on it. Mayor Williams asked if a vehicle was needed for staff in the Town Manager's office to make daily trips if necessary. The Town Manager explained that with the renovations of the building behind us to be used for records management the need to travel will not be as great. At this time no additional vehicle is needed. Committee recommends approval of purchasing budgeted Public Works truck.

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

1. Additional Item Discussed: Entrance to Royal Farms from Battery Park Road – Mayor Williams brought up for discussion the entrance going into Royal Farms from Battery Park Road that has the plastic posts sticking up out of what is referred to as a pork chop entrance. Mr. Griffin stated that he can replace the posts that are there but it is almost a policing matter. Ms. Tynes suggested making that entrance/exit to Royal Farms on Battery Park Road as an entrance only. Mayor Williams also mentioned that the Crepe Myrtle to the left of the intersection when you are turning off of John Rolfe on to Battery Park Road needs to be removed. Drivers are pulling past the stop bar to see around the tree. Mr. Griffin stated that the tree has been cut back several time but it seems to grow right back. Dr. Cook asked why the entrance was designed with a right turn only coming out of Royal Farms. Mr. Griffin stated that it was engineered that way because it is too close to the light on South Church Street to have people making a left out to Battery Park Road. Dr. Cook stated that there are other businesses such as Farmers Bank that do not have limited ingress/egress to their property. The Town Manager stated that a full blown intersection analysis was done when this project was being developed to show what the traffic impact would be. It was designed based on that traffic analysis.

The meeting adjourned at 4:31 p.m.

October 2, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE  
COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 29<sup>TH</sup>, 2015

The Public Buildings and Welfare Committee held a meeting on Tuesday, September 29<sup>th</sup>, 2015 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; Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council members in attendance were Mrs. Denise Tynes, Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; and Mr. William Saunders, Planning and Zoning Administrator. Also in attendance were Mr. Dennis Arinello and Mr. Mark Gay. The media was represented by Ms. Alyse Stanley of The Smithfield Times.

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

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

Proposed Scope of Work for HRPDC Assistance with Town Comprehensive Plan Update  
– Mr. Saunders mentioned that most of the work on updating the Comprehensive Plan has been done at Planning Commission level to date. They have worked through a number of the land use chapters and also urban design. The Planning Commission this past year has been pulled in a number of different directions with one being the loss of our Director, Mr. William Hopkins and another being a large rezoning that came through. Now that the rezoning is getting through the Planning Commission and will be going to Town Council soon town staff wants to rededicate staff time to finishing up the Comprehensive Plan update. Most all of the chapters will be updated in house; however there are a number of technical data updates that staff does not have access to. There are loads of data out there that are in the form of county data and city data but not a lot in town data. This information includes population, housing and employment data as well as projections. There are also a couple of elements in the Environmental Chapter that need to be updated as it relates to Sea Level Rise regulations and a couple of new chapters in regards to VDOT requirements. HRPDC is uniquely qualified to work on the town's comprehensive plan. HRPDC have in house economist and transportation

experts. They will not actually be redoing the language, text or narrative of the town's comprehensive plan. Most of their work will be to update the tables. Mr. Saunders stated that this scope of work has a high number on it; however it is a not to exceed amount. Ms. Chapman asked when the scope of work be completed. Mr. Saunders stated he has not been given a timeframe at this time. The Town Manager mentioned that HRPDC has indicated that they are ready to get started on it right away once the scope of work has been approved. Committee recommends approval of scope of work.

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

1. Public Comment – Mr. Mark Gay was present and stated that he objects to the minutes of the Public Buildings and Welfare Committee of August 25<sup>th</sup>, 2015. He stated that he has made comments to Mr. Stephenson and addressed comments back to Dr. Cook. Neither of the comments have been answered to his satisfaction so until that happens he would like to request committee's consideration. He stated that he knows of at least two people that can confirm that the minutes were altered.

2. Pinewood Heights Relocation Project Update – The Town Manager stated that the monthly report from Michael Dodson was included in the packet. The most important update to note is that next Wednesday afternoon staff has a Facilitated Planning Session for Phase III. He continued to explain that at the contract negotiation meeting with the state they alluded to some changes in federal law which may impact the redevelopment plan for the overall project. This change will affect Phase II and III. The Town Attorney will be present at next week's meeting to get answers to any questions that we might have. The Town Manger stated that before he recommends the town accepting the grant for Phase III these changes need to be addresses on how it will impact the overall project. Dr. Cook asked what the deadline is on accepting the grant. The Town Manager replied that the contract typically has to be presented to the town in December and then by early next year it would need to be accepted or denied. The Town Manager stated per committee's direction he did give the town's demolition contractor a deadline to demolish the units that were ready. The demolition contractor did meet that deadline. Mrs. Tynes stated that she had a resident in the town that asked her if they could get things such as doors or windows off the houses before they are demolished once the units are vacant. The Town Manager stated that typically in the past it has only been residents in the neighborhood that have been allowed to go back in to get items such as cabinets. The Town Attorney explained that this would be a liability issue for the town. These houses are not in great shape. The scenario would be if someone goes in the house and injures themselves whether it be by their own negligence or the condition of the property they could sue the town. The demolition contract does not have time to supervise people to remove items from houses before they are demolished. Mrs. Tynes stated that she understands but had told the residents that she would ask. She stated that she would let

them know that the Town Attorney has advised the town that it would be a liability to the town to allow removal of items once the town has acquired the units and boarded them up.

3. Closed Session: Dr. Cook made a motion to go into closed session for the purpose of receiving follow-up information from Legal Counsel on matters requiring legal advice. Ms. Chapman seconded the motion.

*In Closed Session: 4:42 p.m.*

*Out closed Session: 5:07p.m.*

Meeting adjourned at 5:07 p.m.

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

**Committees and Projects:**

08/30 – 09/01 Accreditation – King George's Sheriff's Office – Kristi Jenkins  
09/01 Town Council mtg – Center – Chief Bowman  
09/08 ECC mtg – IoW County – Deputy Chief Howell  
09/08 Coast Guard meeting – PD – Chief Bowman  
09/14 Human Trafficking Presentation for the Trinity UM Women's Ministry – Chief Bowman, Kurt Beach  
09/15 Crime Line mtg – Center – Chief Bowman, Deputy Chief Howell, Sgt. Meier, Kurt Beach and Annette Crocker  
09/16 C.H.I.P. mtg – PD – Kurt Beach, Officer Wright  
09/21 Alarm mtg – Town Hall – Chief Bowman, Lt. Rogers  
09/23 Meeting regarding radios – PD – Chief Bowman, Deputy Chief Howell  
09/23 Department Head mtg – Center – Chief Bowman, Deputy Chief Howell  
09/24 Inter-Agency Code Enforcement Team mtg – PD – Officer Seamster, Kurt Beach  
09/28 Police Committee – Center – Chief Bowman, Deputy Chief Howell  
09/29 SART mtg – IOW Courthouse – Sgt. Meier, Officer Pittman

**Training**

08/28 Grant Writing School – Chesterfield VA – Sgt. Meier, Officer Anderson  
08/30 – 09/02 Virginia Association of Chiefs of Police Conference – Williamsburg, VA – Deputy Chief Howell (32 hrs.)  
09/01 – 04 Bike Patrol School – Poquoson PD – Officer Powell (32 hours)

**In-House Training**

09/03 CPR Training – Isle of Wight Rescue Squad – Sgt. Meier, Officer Pittman (6 hrs.)  
09/22 Color Guard Training – Old Rescue Squad bldg – Sgt. Jones, Sgt. Meier, Officer Wright, Officer Bancroft, Officer Johnson (3 hrs.)

**Motorcycle Utilization**

08/25 Motorcycle Utilization – Selective Enforcement – Officer Phillips  
08/26 Motorcycle Utilization – Patrol – Sgt. Miller, Officer Phillips  
08/31 Motorcycle Utilization – Selective Enforcement – Sgt. Miller  
09/02 Motorcycle Utilization – Selective Enforcement – Officer Phillips  
09/07 Motorcycle Utilization – Selective Enforcement – Sgt. Miller  
09/09 Motorcycle Utilization – Patrol – Sgt. Miller  
09/12 Motorcycle Utilization – Selective Enforcement – Sgt. Miller  
09/14 Motorcycle Utilization – Selective Enforcement – Sgt. Miller  
09/23 Motorcycle Utilization – Patrol – Sgt. Miller

09/26 Motorcycle Utilization – Funeral for VA State Trooper - Richmond – Sgt. Miller, Officer Phillips

### **Community Relations**

08/29 Playing with children – Church Manor Apts. – Officer Wright  
09/01 – 30 School Zone – Westside Elementary – Officer Johnson, Officer Powell, Officer Wooley, Officer Seamster, Sgt. Miller, Officer Cook, Officer Bancroft, Officer Adams, Officer R. Howell, Officer Fordham,  
09/02 Ride Along – Michael Thompson – Officer Fordham  
09/03 Playing with children – Jersey Park Apts. – Officer Pittman  
09/04 Residential Security Assessment – 308 Grace Street – Officer Seamster  
09/04 Town Manager’s Office - Security Assessment – Officer Seamster  
09/04 Isle of Wight Museum – Security Assessment – Officer Seamster  
09/05 Farmers Market – foot patrol – Officer Seamster  
09/05 Community Day – Jersey Park Apts. – Officer R. Howell  
09/05 Gave out 7-11 slurpee coupons – Bradford Mews - Sgt. Miller  
09/07 Gave out 7-11 slurpee coupons – Jersey Park/Woods Edge Apts. – Officer Wright  
09/09 Town Security Assessment – 310 Institute Street – Officer Seamster  
09/09 Playing basketball with kids – Kendall Haven – Officer Wooley  
09/10 Town Security Assessment – Smfd PD – Officer Seamster  
09/11 Town Security Assessment – Town’s Public Works – Officer Seamster  
09/12 Neighborhood Watch picnic – Smithfield Manor – Officer Powell, Kurt Beach  
09/15 Football – Smithfield High – Officer Powell  
09/15 Playing basketball/showing police vehicle to older kids – Smithfield Forest – Officer Wooley  
09/17 Town Security Assessment – Smfd Center – Officer Seamster  
09/18 Town Security Assessment – Town Manager’s Office – Officer Seamster  
09/18 Town Security Assessment – Isle of Wight Museum – Officer Seamster  
09/18 Cub Scout mtg – Trinity UMC – Officer Seamster  
09/19 Foot patrol – Farmers Market – Officer Seamster  
09/23 Faith based security assessment – Harvest Fellowship – Kurt Beach  
09/23 Town Security Assessment – Town Hall – Officer Seamster  
09/24 Town Security Assessment – Smithfield Center – Officer Seamster  
09/25 Town Security Assessment – Smithfield Volunteer Fire Department – Officer Seamster  
09/25 Patrol Check – contact made to set up for faith based security assessment – Officer Seamster

## **Investigations:**

**Case#:** 2015-00758  
**Location:** Dollar General  
**Offense:** Robbery  
**Disposition:** Pending

On 9/9/15 a black male wearing a mask and gloves entered Dollar General on West Main St. He drew a gun and asked the clerk for all the money in the register. The clerk gave the suspect the money from the drawer and the suspect fled on foot. No one was injured during this incident.

**Case#:** 2015-00761  
**Location:** 348 Main St  
**Offense:** Residential Burglary  
**Disposition:** Pending

On 9/11/15 an individual reported that their home had been broken into. The suspect made entry through an unlocked window. A 42 inch flat screen TV was missing along with surround sound speakers and a bedspread. No leads at this time.

**Case#:** 2015-00806  
**Location:** Church Manor Apts  
**Offense:** Shots Fired, Destruction of Property  
**Disposition:** Pending

On 9/26/15 the victim was walking out of an apartment in Church Manor when the suspect put a gun to his head. The victim wrestled the the firearm from the suspect then got into his car and drove away. While he was leaving other suspects began to fire shots at him. Nobody was injured during this incident. Two vehicles in the parking lot were hit by the gunfire.

## September 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Herbert Off Melissa Off Town Council A&B 20	Melissa Off	Melissa Off Army Band Concert MHSu 350	Sat Rate Courtney Off Melissa Off Reid and Hanni Wedding and Reception MHSu 150	Courtney Off Melissa Off McCarthy and Jordan Wedding and Reception MHSu 100
6	7	8	9	10	11	12
Sat Rate Courtney Off Melissa Off Hutson and Hatchett Wedding and Reception MHSu 56	Labor Day-Sat Rate Courtney Off	Planning Commission A&B 20 Smithfield Chairman's Meeting MH 40 WCFB Meeting C&D 10	Smithfield Chairman's Meeting MH 40 Staff Meeting C&D 12	Arbonne Regional Celebration MH 150		Fields and Clark Reception MHSu 306
13	14	15	16	17	18	19
	Amy-NRPA Carpet Cleaning	Amy-NRPA BHA&R A&B 20 Crime Line Meeting C&D 10 Schoolhouse Committee C&D 10	Amy-NRPA VRS Seminar C&D 25	Amy-NRPA IOW Fair Smithfield Women's Club Suites 80	Amy Off Lisa Off IOW Fair IOW Leadership Class C&D 12	200 white chair covers booked on Sunday Amy-Off Lisa Off IOW Fair Rogers and Kania Reception MH 175
20	21	22	23	24	25	26
Amy Off Lisa Off IOW Fair Porter-Walker Reception MH 150	Amy Off		Staff Meeting Deck 12	Snell and Thomas Wedding and Reception MHSu 80	Calvin Off Lawson and Janin Rehearsal Suites 20	Calvin Off Courtney Off Aiken Fest Melissa Open at 2 PM Lawson and Janin Wedding and Reception MHSu 200
27	28	29	30			
Courtney Off Rental Items in House	Courtney Off Candidate's Forum MH 200 Committee Meetings C&D 20	Courtney Off Committee Meetings C&D 20	Courtney Off			

Smithfield Center - September 2015 - Monthly Report

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venue	Town Services
9/1/2015	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
9/3/2015	Center	MHSu	Smithfield Times	Army Band Concert	Smithfield	Recurring Event	g.) Sponsored	100.00%		
9/4/2015	Center	MHSu	Reid and Hanni Wedding and Reception	Reid and Hanni Wedding and Reception	Portsmouth	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,100.00	
9/5/2015	Center	MHSu	McCarthy and Jordan Wedding and Reception	McCarthy and Jordan Wedding and Reception	Manassas Park	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$1,800.00	
9/6/2015	Center	MHSu	Hutson and Hatchett Wedding and Reception	Hutson and Hatchett Wedding and Reception	Hampton	Web-Center Website	A.) Standard-Fri, Sat, Sun	0.00%	\$1,918.72	
9/7/2015	Center	MH	Smithfield Foods Executive Office a	Set-Smithfield Chairman's	Smithfield	Returning Client	D.) Resident -Weekday	20.00%		
9/8/2015	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
9/8/2015	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
9/8/2015	Center	MH	Smithfield Foods Executive Office a	Smithfield Chairman's Meeting	Smithfield	Returning Client	D.) Resident -Weekday	20.00%	\$960.00	
9/9/2015	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
9/10/2015	Center	MH	Leanne Quinn	Arbonne Regional Celebration	Smithfield	Word of Mouth	D.) Resident -Weekday	0.00%	\$400.00	
9/12/2015	Center	MHSu	Fields and Clark Reception	Fields and Clark Reception	Durham	Word of Mouth	Nonresident-Saturday	0.00%	\$1,783.46	
9/12/2015	WCP	Riverfront	Jewell Wedding Ceremony	Jewell Wedding Ceremony	Carrollton	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$300.00	
9/15/2015	Center	A&B	Town of Smithfield	BHA&R	Smithfield	Town Event	h.) Town	100.00%		
9/15/2015	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
9/15/2015	Center	C&D	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
9/16/2015	Center	C&D	Town of Smithfield	VRS Seminar	Smithfield	Town Event	h.) Town	100.00%		
9/17/2015	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Returning Client	Non Profit	0.00%	\$156.00	
9/18/2015	Center	C&D	Isle of Wight Chamber of Commerce	IOW Leadership Class	Smithfield	Returning Client	D.) Resident -Weekday	100.00%		
9/19/2015	Center	MH	Rogers and Kania Reception	Rogers and Kania Reception	Windsor	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,300.00	
9/19/2015	WCP	Riverfront	Lynch Vow Renewal	Lynch Vow Renewal	Chesapeake	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$400.00	
9/20/2015	Center	MH	Porter-Walker Reception	Porter-Walker Reception	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,817.63	
9/24/2015	Center	MHSu	Snell and Thomas Wedding and Reception	Snell and Thomas Wedding and Reception	Hampton	Word of Mouth	C.) Standard-Weekday	0.00%	\$600.00	
9/26/2015	Center	MHSu	Lawson and Janin Wedding and Reception	Lawson and Janin Wedding and Reception	Newport News	Word of Mouth	Nonresident-Saturday	0.00%	\$1,800.00	
9/28/2015	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
9/28/2015	Center	MH	Isle of Wight Citizens Association	Candidate's Forum		Returning Client	g.) Sponsored	100.00%		
9/30/2015	Center	MHSu	Isle of Wight Commission on Aging	Set Senior Health Fair	Carrollton	Returning Client	g.) Sponsored	100.00%		

Deposit Totals for September 2015

\$10,171.57 Smithfield Center

\$00.00 Town Services

\$15,335.81



*Town of Smithfield*  
*Isle of Wight County Museum*

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**September 2015 Report**

**J.L. England, Museum Director**

# Notable/Thank You

- Volunteer hours: 78
- The roofing project continues. Isle of Wight County's General Services department is coordinating the museum's roof replacement project with Hentz Engineering of Virginia Beach and DeShazo Roofing of Ashland.
- On Sept. 4 and Sept. 18, Officer Clay Seamster with the Smithfield Police Department performed a crime prevention analysis and evaluation at the Isle of Wight County Museum. We await his final written report.
- The museum was closed on Monday, Sept. 7, for Labor Day.
- On Sept. 11, we announced our 2015 Pan Ham contest winners live on our Ham Cam. We had numerous creative and fun entries and will host this event again next year.



FIRST PLACE

Connor and Carson Gamble  
Carrollton, Va.  
Atop Mt. Washington, N.H.



SECOND PLACE

Jeff Klein  
Pickerington, Ohio  
Craters of the Moon, Idaho



THIRD PLACE

Jeanne Burington  
Suffolk, Va.  
Vincenza, Italy

- On Sept. 16, Isle of Wight County Public Works installed LED lighting in the Sprigg Wing. Hooray!



- On Sept. 26, we, along with many museums across the country, participated in Smithsonian Magazine Museum Day Live. This annual event is hosted in the spirit of the Smithsonian Museums, which offer free admission every day, to open museum doors to anyone presenting a Museum Day Live ticket for free.

Smithsonian magazine  
**museum day live!**  
FREE ADMISSION AT PARTICIPATING VENUES WITH TICKET  
**SATURDAY | SEPTEMBER 26, 2015**

Brought to you by

# Museum Stats and Updates

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- Visitation: 659
- Special Events
  - Sept. 5. Battle of Smithfield Walking Tour. Meet a Union soldier at the museum for a lecture and a walk down Church Street as he details his experiences in this battle. 9 attendees.
  - Sept. 17. Tell Me a Story. This program, geared for children ages 3 to 5, introduces youngsters to the symbols of Isle of Wight and features books, songs and games. Theme: Apple trees. 56 students.
- Groups/tours
  - Sept. 16. Eggleston Group Home, Portsmouth. 8 attendees.
  - Sept. 22. Portsmouth Naval Museum. Staff Tour. 3 attendees.
  - Sept. 23. Information and research session for writer Virginia Maywald. Pen name Anna Buckley. Publisher August XXIX. 3 attendees.
  - Sept. 25. FAM tour for Williamsburg group planning a visit in October. 3 attendees.
  - Sept. 26. Pioneers of Stealth. National group. 7 attendees.
  - Sept. 30. Hunter Public Relations, Smithfield Foods and bloggers. Hunter Public Relations of New York City braved the rain and brought a group of bloggers to visit. Curator Tracey Neikirk treated them to a tour of the museum as well as a short version of our Everything But the Squeal program. 13 attendees.



- Gift Shop. Some stock was replenished...postcards, lapel pins and trivets.
- Exhibit Update
  - Exterior banners. Modified designs to include angled banners and other building signage, as well as pricing, have been approved by Smithfield's Planning & Zoning Department as well as the Board of Historic and Architectural Review. The roofing project must be completed before we proceed.

# Windsor Castle

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- No updates

## Financials

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- Gift Shop Sales (including tax): \$975.85
- Donations: \$905.00
- Program/Lecture Fees: \$0.00
- **Total Monthly Deposit: \$1,880.85**

## Social Media/Online Presence

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- Our website requires a re-launch. Until that happens, our information may be found at [www.historicisleofwight.com](http://www.historicisleofwight.com).
- LIVE at 12:05. Each Tuesday, we host Periscope/Meekrat-like broadcasts on our Ham Cam. Our short segments highlight events at the museum, announcements or artifacts from our collection. Tune in each Tuesday at 12:05 p.m. to see what we're doing. Smithfield and Isle of Wight Tourism hosts their own broadcast on our Ham Cam at the same time each Thursday. <https://video.nest.com/live/fvrxx4>.

This month we highlighted back-to-school themes, new pig erasers and pencil sharpeners in the gift shop, our monthly Tell Me A Story program, museum artifacts and Smithsonian Magazine Museum Day Live.



- On Sept. 1, Homeschool Educators of Virginia hosted a Facebook Party from 8:30 to 10 p.m. We were a participant and engaged online with homeschool families. It was a great forum to reach numerous families and exchange information.
- **TripAdvisor Review.** Sept. 6 by Kim S. of Frazer. *One of first places you should begin your tour of Smithfield VA. Small but full of lots of gems. Don't miss this one!*
- **Facebook Post.** Sept. 16 by Ruth Spires, former British Museum employee. *Visited here on National Peanut Day - so impressed with the Museum - many wonderful things. (Also, I used to live in / on the Isle of Wight County and island England ) good connections made, thank you.*
- **Facebook:** Isle of Wight County Museum & Historic Sites: 1,249 likes. Daily posts.
- **HamCam:** 16 Tweets, 280 Facebook Likes, 3 Google+ shares.
- **Foursquare/Swarm.** We monitor Foursquare for visitor check-ins. 7.1/10 rating.

## Media Coverage/Promotion/Advertising/Lobbying

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- Various pieces in area publications about our walking tours and special events
- Sept. 2. *Virginian-Pilot*. Flavor section and front page promo from Lorraine Eaton's road trip series: Tidewater road trip: Taking the southern route - <http://hamptonroads.com/food/761126/2015/09/tidewater-road-trip-taking-southern-route>
- September. *The Partisan Ranger*. Newsletter, 13th Virginia Mechanized Cavalry, Camp 9, First Brigade, Virginia Division, Sons of Confederate Veterans. August issue: multiple features on the Isle of Wight County Museum and the Battle of Smithfield.
- Sept. 23. *Smithfield Times*. Cutline: Pan Ham contest winners
- Sept. 23. [www.Onthewight.com](http://onthewight.com). Article: Replica 17th Century documents heading to museum in Isle of Wight County, Virginia; <http://onthewight.com/2015/09/23/replica-17th-century-documents-heading-to-museum-in-isle-of-wight-county-virginia/>
- Sept. 24. *Isle of Wight County Press*. Article: Historic MP links Isle of Wight with its US counterpart; <http://www.iwcp.co.uk/news/news/historic-mp-links-isle-of-wight-with-its-us-counterpart-91683.aspx>
- Sept. 24. [IWRadio.co.uk](http://iwradio.co.uk). Article: 17th Century Documents Presented To USA Museum; <http://iwradio.co.uk/news/17th-century-documents-presented-to-usa-museum/>

## Outreach Lectures

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- Sept. 8. Daughters of American Colonists, The Norfolk Mace. Virginia Beach. 25 attendees.
- Sept. 15. Magnolia Manor. 18 attendees.
- Sept. 17. UDC, Virginia Beach. 23 attendees.
- Sept. 18. Magnolia Manor. 20 attendees.

## Boykin's Tavern

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- No updates

## Meetings

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- Sept. 4. Historic St. Luke's. To discuss artifacts for an exhibit in 2016.
- Sept. 11. 1750 Courthouse. To discuss and help plan their exhibit.
- Sept. 11. Pre-planning for October all-staff training day.
- Sept. 15. Tourism meeting.
- Sept. 15. Schoolhouse Museum meeting.
- Sept. 15. Alain Outlaw. To discuss 2016 programming, Windsor Castle artifacts and Lawne's Creek Potter artifacts.
- Sept. 15. Architectural Review Board. To approve our outdoor exhibit banners.
- Sept. 16. Museum Foundation.
- Sept. 23. Town staff meeting.

# Trainings/Safety

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- None

## From Our Website and Social Media

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

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These definitely aren't Smithfield's pigs, but they are a variety of sea cucumber known as sea pigs.

<http://www.wired.com/2014/06/the-creature-feature-10-fun-facts-about-sea-pigs/>



On Sept. 2, we made the front page and Flavor section of the *Virginian-Pilot*!

Tidewater road trip: Taking the southern route. Two routes connect South Hampton Roads to Williamsburg: The northern route risks hours trapped in traffic knots; the other is guaranteed delicious.

<http://hamptonroads.com/food/761126/2015/09/tidewater-road-trip-taking-southern-route>



Cotton is produced on approximately 18,600 farms in the U.S. Around here, this is a common scene as it is just about time to harvest.



Exciting news for us! We are expecting special guests in October.  
They are bringing us replica documents relating to Sir Richard Worsley.

<http://onthewight.com/2015/09/23/replica-17th-century-documents-heading-to-museum-in-isle-of-wight-county-virginia/>



On Sept. 30, even P.D. and the ham prepared for the impending weather...

## ZONING PERMITS AUGUST 2015

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6527	DETACHED GARAGE	RED POINT HEIGHTS	205 EDGEWOOD DRIVE	HUNTER J. PRICE BUILDING CO.
6528	COMMERCIAL BUILDING	ROUTE 10	1281 BENNS CHURCH BLVD.	O'REILLY AUTO PARTS
6529	SIGN PERMIT	SMITHFIELD PREMIUM PET HEALTH	501 BERRY HILL ROAD	SMITHFIELD FOODS SIGNAGE INDUSTRIES
6530	FENCE	WELLINGTON ESTATES	108 WELLINGTON CIRCLE	SKINNER ADVANTAGE FENCE
6531	ADDITION	GRIMESLAND	1219 CRESCENT DRIVE	CROMWELL SUNSTYLES, INC.
6532	FENCE	WELLINGTON ESTATES	216 SALISBURY COURT	WISE
6533	DEMOLISH RESIDENCE	LAKESIDE HEIGHTS	611 HILLCREST DRIVE	KING LANKFORD
6534	FENCE	MOONEFIELD	217 AZALEA DRIVE	GUGLIELMINI QUALITY BUILT EXTERIOR
6535	ADDITION	MOONE PLANTATION	7 CARL POINT	VILLARIAL ATLANTIC CUSTOM SERVICES
6536	PATIO	MOONE PLANTATION	201 JOSHUA CIRCLE	CASTON

FYI -  
Council



September 13, 2015

Town of Smithfield  
P.O. Box 246  
Smithfield, VA 23430

Dear Franchise Official:

Containing costs and efficiently managing our operations are critical to providing customers with the best value possible. Like every business, Charter faces rising costs that require occasional price adjustments.

As a result, customers in your community will be notified of the following price adjustments through a billing statement message on or after September 21, 2015:

- *Due to rising programming costs, effective with your November billing statement, pricing will be adjusted for the Broadcast TV Surcharge from \$5.25 to \$6.05. This reflects charges assessed to Charter by broadcast TV stations.*

The following packages will be adjusted (where applicable):

- *Digi Tier 1 a la carte will increase from \$10.00 to \$12.00 (Does not impact promotions, silver or gold tiers)*
- *Digi Tier 2 a la carte will increase from \$10.00 to \$12.00 (Does not impact promotions, silver or gold tiers)*
- *Legacy Sports View and Sports View Plus will increase from \$10.00 to \$12.00*
- *Legacy Digital View Plus will increase from \$10.00 to \$12.00*
- *Legacy Digital View will increase from \$5.00 to \$7.00*

We remain committed to providing excellent communications and entertainment services in your community and in each of the communities we serve. If you have any questions about this change, please feel free to contact me at (864) 286-5090.

Sincerely,

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

Jim Corrin  
Director of Government Relations

**RESOLUTION  
STREET CLOSURE FOR HOMECOMING PARADE ROUTE**

WHEREAS, the Smithfield High School has proposed to hold a Homecoming Parade on Friday, October 23, 2015 at 4:15 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 23, 2015, the following streets or portions of streets shall be closed from 4:15 p.m. until the conclusion of the Homecoming parade: a portions of Cary Street to its intersection with Grace 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 7<sup>th</sup> day of October, 2015.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

RESOLUTION  
STREET CLOSURE FOR FARMERS MARKET

WHEREAS, the Smithfield Farmers Market has proposed that a farmers market event be held in the evening on Friday, December 11, 2015 from 5:00 p.m. until 9:00 p.m. and has requested that certain streets within the Town be closed during the event; and,

WHEREAS, the Town Council desires to support and cooperate with the Smithfield Farmers Market by closing off certain of the town's streets in order to allow a safe and convenient environment for the farmers market event.

NOW, THEREFORE, BE IT RESOLVED that on Friday, December 11, 2015, the following streets or portions of streets shall be closed from 2:00 p.m. until 11:00 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Underwood Lane; and,

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

Adopted this 7<sup>th</sup> day of October, 2015.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

## **RESOLUTION**

### **STREET CLOSURE FOR CHRISTMAS PARADE ROUTE**

WHEREAS, the Smithfield-Isle of Wight Tourism, Convention and Visitors Bureau has proposed to hold the Genuine Smithfield Christmas Parade on Saturday, December 12, 2015 at 11:00 a.m.; and,

WHEREAS it appears to the Town Council that the annual Christmas Parade is an event that is enjoyed by both the participants in the parade and the spectators; and that the parade contributes to the holiday atmosphere in the Town without working undue hardship on the residents and businesses along the parade route; and,

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

NOW, THEREFORE, be it resolved that on Saturday, December 12, 2015, the following streets or portions of streets shall be closed from 8:00 a.m. until the conclusion of the Christmas parade: Cedar Street from its intersection with S. Church Street to Underwood Lane, Underwood Lane and S. Mason Street from its intersection with Main Street to its intersection with Cedar Street. The following streets or portions of streets shall be closed from 10:30 a.m. until the conclusion of the Christmas parade: Main Street from its intersection with Underwood Lane to its intersection with S. Church Street, Grace Street from its intersection with N. Mason Street to its intersection with James Street, N. Mason Street from its intersection with Grace Street to its intersection with Main 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 which may include the closing of James Street and Washington Street for an additional period prior to the parade for line-up purposes and which may include the prohibition of parking on James Street, Washington Street, Grace Street, N. Mason Street between Main Street and Grace Street, and Main Street between Institute Street and Mason Street.

Adopted this 7<sup>th</sup> day of October, 2015.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

RESOLUTION  
TO RENEW CREDIT LINE WITH TOWNEBANK

WHEREAS, the Town Council has previously authorized the opening of a line of credit with TowneBank to further its efforts in the redevelopment of the Pinewood Heights area of the town; and,

WHEREAS, said credit line is up for renewal; and,

WHEREAS the Town Council and it's finance committee deems it to be in the best interest of the citizens of the Town to reauthorize and renew the credit line with TowneBank in the amount of \$500,000.00.

NOW, THEREFORE, be it resolved by the Town Council that the Town Treasurer and Town Manager are authorized to renew the current line of credit with TowneBank in the amount of \$500,000 and are hereby authorized to execute any and all documents as may be required to affect said renewal.

Adopted this 7<sup>TH</sup> day of October, 2015.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

\_\_\_\_\_  
Clerk

TOWN/TowneBank.BANKING.RESOLUTION

**This deed is exempt from recordation taxes pursuant to Virginia Code Section 58.1-811.D.**

CONSIDERATION: \$ -0-

GRANTEE'S ADDRESS: P. O. BOX 246  
SMITHFIELD, VA 23431

THIS INSTRUMENT PREPARED BY: WILLIAM H. RIDDICK, III (VSB #24217)  
RIDDICK BABINEAU, PC  
P. O. BOX 190  
SMITHFIELD, VA 23431

Tax Map # 21-01-099

**THE EXISTENCE OF TITLE INSURANCE IS UNKNOWN TO THE PREPARER.**

THIS QUITCLAIM DEED, made and entered into this 11<sup>th</sup> day of September, 2015, by and between **SMITHFIELD FOODS, INC.**, a Virginia corporation, Grantor, party of the first part, and **TOWN OF SMITHFIELD**, a Virginia Municipal Corporation, Grantee, party of the second part,

WITNESSETH:

That for and in consideration of the sum of ONE DOLLAR (\$1.00) cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged by the party of the first part, the said party of the first part does hereby quitclaim unto the Grantee, all of its right, title and interest in and to the following described real estate, to-wit:

All that certain tract, piece or parcel of land known as the Gwaltney Plant Number Two property located in the Town of Smithfield, formerly in Hardy Magisterial District, Isle of Wight County, Virginia, consisting of six contiguous parcels or tracts of land which together constitute one tract and which are separately described as follows:  
(The following six parcels have been identified by numbering for purposes of this deed only and said identification is not part of the legal description of said parcels.)  
(For plat of this property see plat entitled A SURVEY FOR CONVEYANCE TO KENNETH W. TOMOSOVICH LYING IN THE TOWN OF SMITHFIELD, VIRGINIA DATE: FEB. 28, 1979, recorded in said Clerk's Office in Plat Book 9 page 21.)

Parcel One

All of that certain tract, piece or parcel of land situate, lying and being in the Town of Smithfield, formerly in Hardy Magisterial District, Isle of Wight County, Virginia, bounded and described as follows, to-wit:  
"All of that certain lot, piece or parcel of land, together with all rights, privileges,

easements, lanes and alleys belonging thereto or in anywise appertaining thereto, situate, lying and being in Hardy Magisterial District, County and State aforesaid, containing, by estimation Two (2) acres, be the same more or less, sale and conveyance being by boundaries and not by the acreage, better known and described as the 'Boat House Lot', and bounded and described as follows, to-wit: Beginning at a point where the old State Highway No. 10 leading from Smithfield to Surry intersects the Pagan River and running thence up said river, in a general Westerly direction, to the right of way of the new location of state Highway No. 10; thence up said right of way, in a general Northerly direction, to the line of John David Ballard; thence down and along the line of said John David Ballard and the line of Thomas Bailey, in a general Easterly direction, to a point opposite the line of Nick Ballard; thence in a general Southerly direction across a certain lane or alley to the line of said Nick Ballard to a point; thence in a general Easterly direction down and along the said line of Nick Ballard to the old State Highway No. 10 first herein mentioned; thence down and along the said old State Highway No. 10 to Pagan River the point of beginning."

The said land was conveyed to P. D. Gwaltney, Jr. and Company, Incorporated, by deed from Estelle D. Gwaltney, et als., dated April 3, 1936, and recorded in said Clerk's Office in Deed Book 109, at page 62.

#### Parcel Two

All of those certain tracts, pieces or parcels of land situate, lying and being in the Town of Smithfield, formerly in Hardy Magisterial District, Isle of Wight County, Virginia, known as the old "underwood's Mill" and conveyed to P. D. Gwaltney, Jr. and Company, Incorporated, by deed from Stanley L. Gwaltney, et ux, dated July 24, 1940, and recorded in said Clerk's Office in Deed Book 117, at page 159, in which said deed the said tracts of land are described as follows, to-wit:

1. "All of that certain lot, piece or parcel of land situate, lying and being in Hardy Magisterial District, County and State aforesaid, and more particularly described as follows, to-wit: Commencing at the Northeast abutment of the old wooden bridge formerly across the Pagan Creek, formerly known as bridge No. 1, at ordinary low water mark of said creek, and thence running in a general Southerly direction down and along said creek, at ordinary low water mark, a distance of one hundred (100) feet to a stob, a corner; thence running in a general Easterly direction one hundred seventy one (171) feet to a stob, a corner; thence running in a general Northerly direction two hundred fifty eight (258) feet to a stob, a corner; thence running in a general Westerly direction a distance of one hundred thirty eight (138) feet to a stob on the old road leading from Smithfield to Surry Courthouse, formerly a part of State Highway No. 10, a corner; thence running in a general Southerly direction down and along said road a distance of one hundred sixty four (164) feet to a stob, a corner; thence in a general Southwesterly direction, along the Southeast line of the abutment of said bridge to the point of beginning."
2. "All of that certain lot, piece or parcel of land situate, lying and being in the Magisterial District, County and State aforesaid, and more particularly described as follows, to-wit: Beginning at a point on the old county road leading from Smithfield to Surry Courthouse, formerly a part of State Highway No. 10 at the Northwest corner of

the road first herein described, and running thence up said road, in a general Northerly direction a distance of one hundred sixty seven (167) feet, to a point; thence running in a general Easterly direction a distance of one hundred ninety two (192) feet to a point; thence running in a general Southerly direction a distance of four hundred sixty four (464) feet to a point; thence running in a general Westerly direction to Pagan Creek at low water mark; thence running up said creek in a general Northerly direction, a distance of fifty (50) feet to the lot first herein described, thence around and along the line of the lot first herein described to the point of beginning.”

#### Parcel Three

All of that certain tract, piece or parcel of land situate, lying and being in the Town of Smithfield, formerly in Hardy Magisterial District, Isle of Wight County, Virginia, and bounded and described as follows, to-wit:

“Beginning at a point, a corner on the East side of the old County road which formerly led from Smithfield to Surry Courthouse, and which was formerly a part of State Highway No.: 10, and being at the head of a ravine and a corner where the pasture fence on the lands of Junius M. Batten leads down in a Southeasterly direction to the marsh; running thence along the lands of the said Junius M. Batten down the Northern side of said ravine and along the pasture fence to a corner on said marsh and the lands of the said Junius M. Batten; running thence in a Southerly direction along the edge of the said marsh and along the said pasture fence, said fence being the property of the said Junius M. Batten, to a point, a corner at the line of the mill property conveyed to Underwood and Darden, and later owned by W. H. Sykes and S. L. Gwaltney, and later owned by the said P. D. Gwaltney, Jr. and Company, Incorporated, and now owned by the said Kenneth W. Tomosovich; running thence in Westerly direction along the line of the said mill property to a point, a corner on the said old county road which was formerly a part of State Highway No. 10; running thence in a Northerly direction along the said old county road to the point of beginning”; together with that portion of the said old county road which formerly formed a part of State Highway No. 10, and which has now been abandoned as such highway, and which adjoins the aforesaid land on the West, the said land being the same in all respects conveyed to P. D. Gwaltney, Jr. and Company, Incorporated, by Sally A. Wright, et al., dated August 7, 1940, and recorded in the said Clerk’s Office in Deed Book 117, at page 168.

#### Parcel Four

All of that certain lot, piece or parcel of land situate, lying and being in the Town of Smithfield, formerly in Hardy Magisterial District, Isle of Wight County, Virginia, and bounded and described as follows, to-wit:

“Beginning on the old highway leading from Smithfield to Surry Courthouse, at a point indicated by a stob, and running thence up said road, in the direction of Surry Courthouse, a distance of approximately eighty (80) feet to a lane dividing this property from that of Thomas Bailey; thence along said lane in a general Westerly direction a distance of approximately one hundred nineteen (119) feet to another stob; thence in a general Southerly direction along the line of other property of the said P. D.. Gwaltney, Jr. and Company, Incorporated a distance of approximately fifty nine and one-half (59 ½)

feet to an iron pin driven in the ground; thence in a general Easterly direction back to the road, a distance of one hundred five (105) feet to the point of beginning.”

The said lot was conveyed to P. D. Gwaltney, Jr. and Company, Incorporated, by deed from Nicholas Ballard, et ux., dated September 16, 1940, and recorded in said Clerk’s Office in Deed Book 117, at page 204.

Parcel Five

All of that certain lot, piece or parcel of land, triangular in shape, situate, lying and being in the Town of Smithfield, formerly Hardy Magisterial District, Isle of Wight County, Virginia, and more particularly described as follows, to-wit:

“Beginning at a point immediately adjacent to the Eastern side of the right of way of State Highway No. 10 at the point where the line of the lot hereby conveyed and the line of the lot of Thomas Bailey intersect said highway, and running thence in a general Southeasterly direction down and along the line of the said Thomas Bailey, a distance of approximately seventy four (74) feet to a fence post, a corner; thence running in a general Westerly direction and along the line of other property of said P. D. Gwaltney, Jr. and Company, Incorporated, a distance of approximately sixty four (64) feet to the Eastern side of the right of way of said highway; thence running in a general Northerly direction, down and along the Eastern side of said right of way to the point where the line of the lot hereby conveyed intersects said line of Thomas Bailey at said highway, the point of beginning.”

The said lot is all of the land formerly owned by Amanda Tynes White lying to the eastward of State Highway No. 10 as presently located, the said lot being bounded by the lot of Thomas Bailey, the land of Gwaltney Incorporated and the right of way of State Highway No. 10 and being the same land conveyed to P. D. Gwaltney, Jr. and Company, Incorporated, by deed from Amanda Tynes White, dated June 21, 1943, and recorded in the said Clerk’s Office in Deed Book 120, at page 138.

Parcel Six

All of that certain lot, piece or parcel of land situate, lying and being in the Town of Smithfield, formerly in Hardy Magisterial District, Isle of Wight County, Virginia, containing 0.43 acre, more or less, and bounded on the North by the land of Smithfield Farmers, Incorporated, on the East and South by the land of Gwaltney, Incorporated, and on the West by the road designated as State Route No. 1109, the said lot being the residue of the lot conveyed to P. D. Gwaltney, Jr. and Company, Incorporated, by deed from Junius M. Batten, et ux., dated August 8, 1947, and recorded in said Clerk’s Office in Deed Book 128, at page 156

Together with all and singular the buildings and improvements, thereon, the rights and privileges, tenements, hereditaments, easements and appurtenances unto the said land belonging or in anywise appertaining.

Being the same property conveyed to Grantor by deed of O. A. Spady, dated March 16, 1992, and recorded in the aforesaid Clerk's Office in Deed Book 395, page 630.

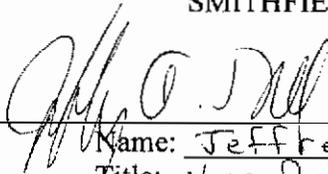
In the event that construction of a public boat ramp is not commenced on the property hereby conveyed within eighteen (18) months from the date of this deed and completed within twenty-four months from the date of this deed, the property shall revert back to the Grantor without any further action being required of either party to this deed.

No warranty whatsoever is made as to the physical condition of the property or its fitness for a particular use.

This conveyance is made expressly subject to the restrictions, conditions, rights-of-way, and easements, if any, contained in the instruments constituting the chain of title to the property conveyed herein, and to matters visible upon inspection.

WITNESS the following signature of Jeffrey A. Deel as VP/Controller of Smithfield Foods, Inc. with due corporate authority:

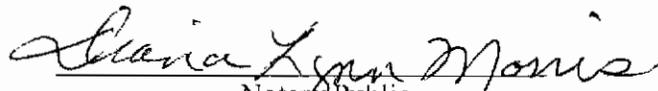
SMITHFIELD FOODS, INC.

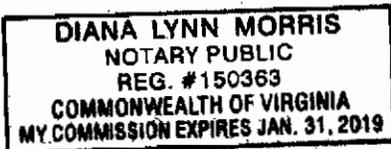
By:   
Name: Jeffrey A. Deel  
Title: Vice President and Controller

STATE OF VIRGINIA,  
COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of September, 2015, by Diana Lynn Morris as Notary Public for Smithfield Foods, Inc.

My commission expires: 1/31/2019.

  
Notary Public



ACCEPTANCE:

The signature of William H. Riddick, III, Town Attorney for the Town of Smithfield, is affixed hereto on behalf of the Town Council of the Town of Smithfield, Virginia, solely to evidence the acceptance of this deed by the Town Council at its meeting on August 4, 2015, in accordance with Section 15.2-1803 of the Code of Virginia (1950), as amended.

Town Council of the Town of Smithfield

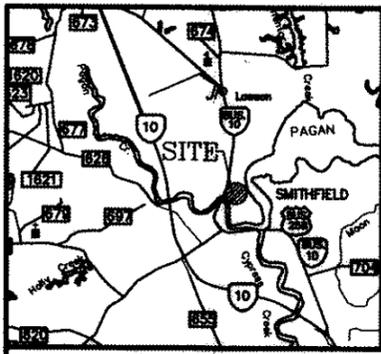
By: \_\_\_\_\_  
William H. Riddick, III  
Its: Town Attorney

STATE OF VIRGINIA,  
COUNTY OF ISLE OF WIGHT, to-wit:

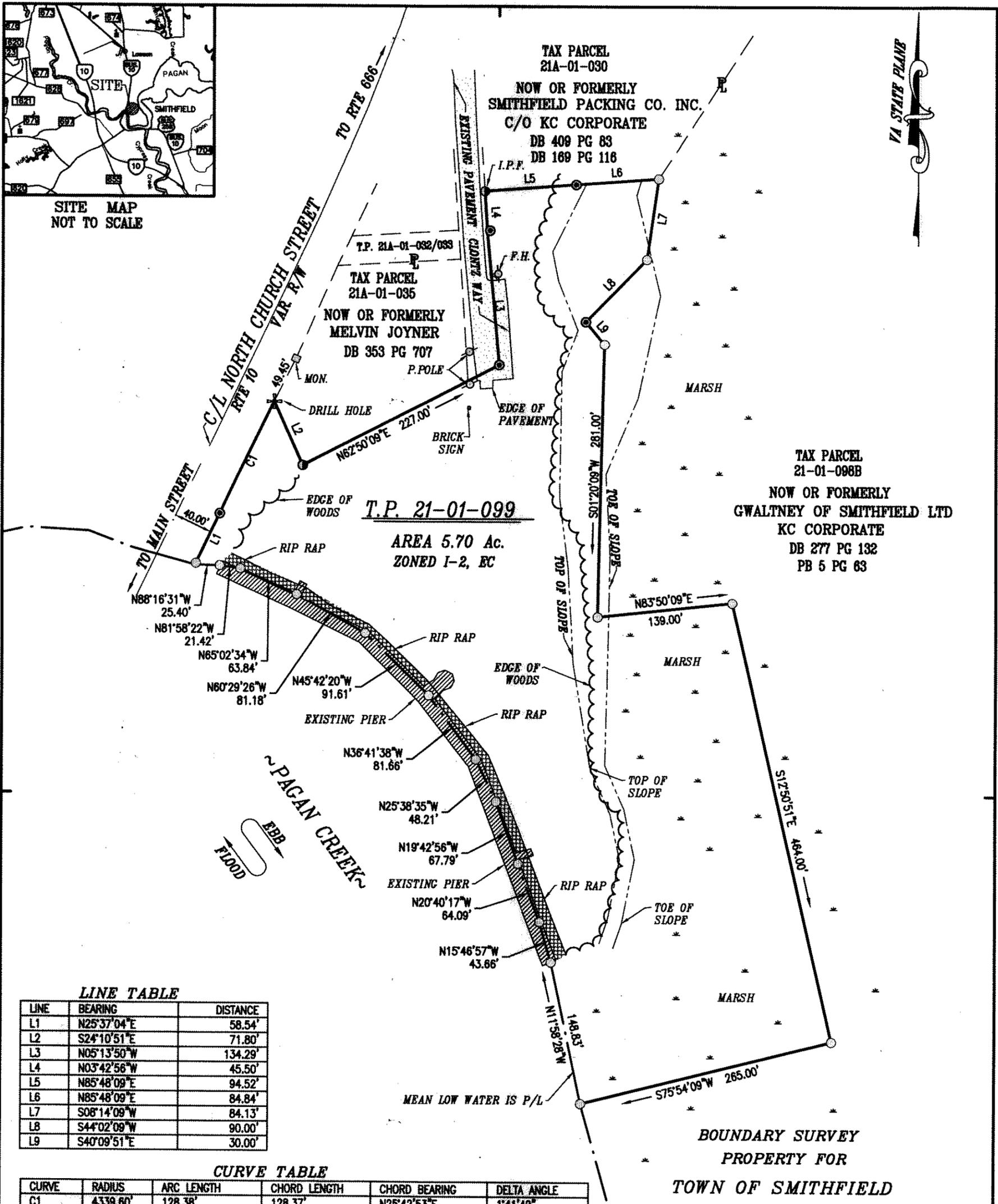
The foregoing instrument was acknowledged before me this \_\_\_\_ day of September, 2015, by William H. Riddick, III.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



SITE MAP  
NOT TO SCALE



T.P. 21-01-099  
AREA 5.70 Ac.  
ZONED I-2, EC

TAX PARCEL  
21-01-098B  
NOW OR FORMERLY  
GWALTNEY OF SMITHFIELD LTD  
KC CORPORATE  
DB 277 PG 132  
PB 5 PG 63

LINE TABLE

LINE	BEARING	DISTANCE
L1	N25°37'04"E	58.54'
L2	S24°10'51"E	71.80'
L3	N05°13'50"W	134.29'
L4	N03°42'56"W	45.50'
L5	N85°48'09"E	94.52'
L6	N85°48'09"E	84.84'
L7	S08°14'09"W	84.13'
L8	S44°02'09"W	90.00'
L9	S40°09'51"E	30.00'

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	4339.60'	128.38'	128.37'	N25°42'53"E	1°41'42"

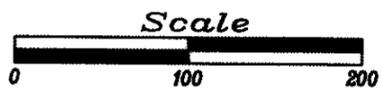
REFERENCE - DB 395 PG 630, PB 9 PG 21

LEGEND:

- ⊙ - DENOTES IRON PIN OR PIPE FOUND
- ⊙ - DENOTES IRON PIN SET
- ⊙ - DENOTES COMPUTED POINT
- ⊙ - DENOTES POWER POLE
- ⊙ - DENOTES FIRE HYDRANT

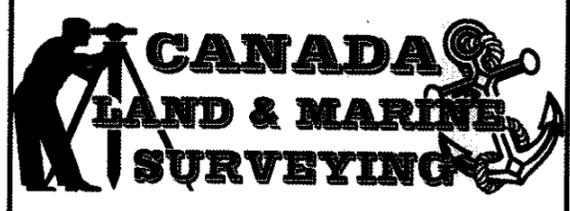
BOUNDARY SURVEY  
PROPERTY FOR  
TOWN OF SMITHFIELD  
LOCATED ON CLONTZ WAY  
TOWN OF SMITHFIELD  
ISLE OF WIGHT COUNTY, VIRGINIA

SCALE 1" = 100' SEPTEMBER 21, 2015



THIS SURVEY HAS BEEN COMPLETED WITHOUT THE BENEFIT OF A TITLE SEARCH. THEREFORE, THIS SURVEY IS SUBJECT TO ANY EASEMENT OF RECORD, LAND TRANSACTIONS AND OTHER PERTINENT FACTS WHICH A TITLE SEARCH MIGHT DISCLOSE.

THE PROPERTY SHOWN ON THIS PLAT APPEARS TO BE LOCATED IN ZONE "X/AE" AS SHOWN ON THE FLOOD INSURANCE RATE MAP, COMMUNITY-PANEL NUMBER 510081 0135 D, DATED SEPT. 4, 2002.



1212 S. Church Street Smithfield, VA 23430  
PHONE: 757-357-2911

DRAWN BY: ECC JOB #S15-188-SM