

SMITHFIELD TOWN COUNCIL AGENDA
November 1, 2011 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|------------------|---|--|
| November 1 | - | 7:30 p.m. – Town Council Meeting |
| November 8 | - | 7:30 p.m. – Planning Commission |
| November 11 | - | Town Administrative Offices Closed in Observance of Veteran's Day |
| November 15 | - | 6:30 p.m. – Board of Zoning Appeals |
| November 15 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| November 24 & 25 | - | Town Administrative Offices Closed for the Thanksgiving Holiday |
| November 28 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee |
| November 29 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue Committee
Public Works Committee
Public Buildings and Welfare Committee |

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

C. Public Comments:

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

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District
- B. Presentation by Leadership Isle of Wight for the American in Bloom Project

D. Council Comments

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

CONSENT AGENDA ITEMS

- C1. Motion to Accept Proposal from Draper Aden Associates for Budgeted Sanitary Sewer Consent Order Work – MOM Program – Town of Smithfield Full Hydraulic Model – Phase 2 - Scope of Work and Fees
Water and Sewer Committee Chair, Andrew C. Gregory
- C2. Motion to Authorize the Town Manager to Negotiate a Contract with Caldwell for Water Tank Maintenance Services
Water and Sewer Committee Chair, Andrew C. Gregory
- C3. Invoices Over \$10,000 Requiring Council’s Consideration:
Finance Committee Chair, John L. Graham
- | | |
|----------------------------------|--------------|
| a. Blair Brothers, Inc. | \$ 95,233.00 |
| b. Blair Brothers, Inc. | \$ 48,600.00 |
| c. English Construction Company | \$ 35,150.00 |
| d. Draper Aden Associates | \$ 45,111.09 |
| e. Dixon Hughes Goodman, LLP | \$ 27,500.00 |
| f. Western Tidewater Free Clinic | \$ 20,000.00 |
| g. E911 FY2011 True-Up | \$ 32,869.30 |
| h. Clark Nexsen | \$ 15,481.77 |
| i. Excel Paving Corporation | \$105,843.80 |
| j. Excel Paving Corporation | \$ 59,055.20 |
- C4. Motion to Accept Proposal #9718 from Blair Brothers for 109 Royal Aberdeen for Pipe Joint Replacement in the Amount of \$12,131.00
Public Works Committee Member, Dr. Milton Cook
- C5. Motion to Authorize Dominion Virginia Power to Relocated Poles along the South Church Streetscape Project
Public Works Committee Chair, Ms. Constance Chapman
- C6. Resolution to Support Regional Solid Waste Planning Agency Designation
Public Works Committee Chair, Ms. Constance Chapman **TAB # 1**
- C7. Resolution Stating Town Position on VML Legislative Proposals
Public Buildings and Welfare Committee Chair Dr. Milton Cook **(Forthcoming)**

ACTION SECTION

1. PUBLIC HEARING: Special Use Permit – McDonald’s at 1811 South Church Street
- a. Staff Presentation by William T. Hopkins, III, Director of Planning, Engineering, and Public Works
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration: Public Buildings and Welfare Committee Chair, Dr. Milton Cook

2. **PUBLIC HEARING: Special Use Permit – Old Firehouse at 113 North Church Street**
 - a. Presentation by William T. Hopkins, III, Director of Planning, Engineering, and Public Works
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration: Public Buildings and Welfare Committee Chair, Dr. Milton Cook
3. **Motion to Accept Deed of Gift for 217 Main Street**
Town Attorney, William H. Riddick, III **(Forthcoming)**
4. **Motion to Approve the Town Council Minutes for the Meeting of October 5th, 2011**
Town Attorney, William H. Riddick, III
5. **Old Business:**
6. **New Business:**
7. **Closed Session: (if necessary)**
8. **Adjournment -**

October 28, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – OCTOBER 2011

TOWN MANAGER'S OFFICE:

- a. Attended VML Conference in Henrico County. Presided over one session on behalf of VML Insurance Programs
- b. Held annual employee in service training day
- c. Attended VML Insurance Programs Fall Workshop in Williamsburg
- d. Conducted water tank maintenance company interviews
- e. Attended: IOW Emergency Communication Center Board meeting, town/county Intergovernmental Relations Committee meeting, Leadership IOW Final program and graduation , and IACP Annual Conference in Chicago in support of outgoing President, Chief Marshall
- f. Attended Hampton Roads Mayors & Chairs Caucus in Norfolk.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes for Town Council and Planning Commission.
- b. Attended Windsor Castle Park Foundation Board meeting to take minutes on October 6th.
- c. Attended Intergovernmental Relations Committee on October 18th.
- d. Prepared October Town Council Committee Agenda and November Town Council Agenda.
- e. Attended Town Council Committee meetings on October 24th and 25th and prepared summary reports of the committees.
- f. Continue to work on records management as much as possible

TREASURER'S OFFICE:

- a. Met with Carolyn Burke and Barbara Hunter on October 4 to discuss meals tax audit. As a result of information provided by Mrs. Burke, the Treasurer's office is making one last attempt to review the data provided. This review will be completed by month end and feedback will be given to the Town Attorney.
- b. Attended employee training day on October 5, 2011 at the Smithfield Center.
- c. Met with Peter Stephenson and Bill Hopkins on October 18 to discuss FEMA filing.
- d. Attended intergovernmental meeting on October 18th.
- e. Real estate bills were mailed by BMS Direct on October 19. Personal property has been converted and should be mailed by month end.
- f. Prepared annual unclaimed property report.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace broken meters and install new ones, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings and Police Department building.
1. **Sewer Line Repairs and Maintenance:**
 - a. Cleaning sewer lines found by Draper Aden that may be blocked or clogged. We have cleaned approximately 14,200 ft of sewer pipe.
 - b. Had an SSO at 6 Pinewood Dr. Cleaned sewer line out that was clogged with grease -used vactor truck and cleaned and limed spill site.
 2. **Sewer Pump Station Repairs and Maintenance:**
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Began pump downs of pump stations - 40% complete.
 - c. Completed all valve rotating at pump station valves.
 - d. Began pump inspections at pump stations - 40% complete.
 - e. Cleaned wet-wells at 6 pump stations.
 - f. REW is working on repairing scada system at pump stations.
 - g. Pulled and replaced the seals in pump at Waterford Oaks pump station.
 - h. Cleaned out pumps and check valves at Cypress pump station.

3. Water Line Repairs and Maintenance:

- a. Repaired water leak on 2" galvanized main in front of Hair Stop on South Church St.
- b. Repaired service line for 207 Wainwright. Plastic line coming out of corporation stop began to leak. Section of line was replaced with 1" CTS.
- c. Replaced meter boxes at 1003 Magruder Rd., 101 Beale Ave and 106 Harrison Dr.
- d. Repaired water leak at 309 Canterbury. Corporation stop began to leak on main line. Section of service line was replaced and nut on corporation stop replaced.
- e. Town staff conducted interviews for the renewal of the Tank Maintenance program contract. Two companies submitted proposals and were interviewed.
- f. Town staff met with reps. from HRPDC to discuss water system emergency plans and infrastructure needs.

4. Well Repairs and Maintenance

- a. All wells are off now that plant is running. Upgrades to well houses are being planned to keep wells in operating condition in case of an emergency.

5. Water Treatment Plant

- a. Completed 30 day composite sampling for HRSD.
- b. Set new pump for well 8A.
- c. Completed 21 day test period for RO skid and other components of the plant.
- d. Continued to work and train on computer system with ITT.
- e. Daily lab analysis and reports for VDH, HRSD and ITT.

6. Safety

- a. Monthly truck inspections.
- b. All Public Works employees attended annual Employee In Service Day.
- c. Annual Hearing Tests completed.
- d. Monthly playground inspections.

7. Miscellaneous

- a. Clean off and repaired walking trails at the Windsor Castle Park twice a week by grounds crew or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. Grounds crew cut grass on the north and south sides of Town weekly and bi-weekly also tractor and side arm work as needed.
- c. Minor repairs at Town Hall and Town Buildings.

- d. Worked Town and Country Days and Homecoming Parade.
- e. Roof leaking at Beanery – staff inspected and recommends getting estimates to replace.

PLANNING AND ZONING:

1. Planning Commission – 10/11/11
 - A. *PUBLIC HEARING* – Special Use Permit – Parking Waiver – 113 N. Church St. – Mark Hall, Hallwood Properties, LLC, applicants – Recommended for approval w/ the condition that garage spaces not be used for living area.
 - B. *PUBLIC HEARING* – Special Use Permit – Drive Thru – 1811 S. Church St. – Elmer Tolle, Blakeway Corp, applicants – Recommended for approval.
 - C. Preliminary Site Plan Review – Taste of Smithfield – 217 Main Street – Joseph Luter, III, Smithfield Foods, Corp., applicants - Approved.

2. Rezoning Applications under review
 - A. 911 South Church Street

3. Special Use Permit Applications under review
 - A. Parking Waiver – 113 N. Church St. (Old Fire House)
 - B. Drive-thru window – 1811 S. Church St. (McDonald’s)

4. Subdivision and Site Plans under review
 - A. YMCA
 - B. Taste of Smithfield

5. Subdivision and Commercial Sites Under Construction and Inspection
 - A. Church Square, Phase I (95% complete)
 - B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
 - C. Lakeview Cove Condos (75% complete)
 - D. R O Plant (95% complete)
 - E. YMCA (85% complete)
 - F. Smithfield Foods Test Kitchen (95% complete)
 - G. True Value (85% complete)
 - H. Tractor Supply (95% complete)
 - I. Main Street Baptist Church (15% complete)

6. Board of Zoning Appeals 10/18/11

- No meeting held.

7. Board of Historic & Architectural Review 10/18/11

- 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. No homes are under construction at this time.
- C. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. No condominiums are under construction at this time.
- C. R. O. Plant, contractor English Const. has installed all E. & S. controls as per the approved site plans and required by the Town. Contractor continues testing of control system and mechanics and function of equipment. Contractor continues final grading of project site in preparation for paving. Contractor installed curb & gutter as requested by the Town.
- D. South Church Street Streetscape Project, Contractor also continued installation of Verizon & Charter Cable conduit system from Sta. 111 + 50 to Sta. 116 + 00. Contractor has installed storm water system from Sta. 110 + 75 to Sta. 111 + 50 and accompanying structures 3 -3 & 3 - 4. Contractor also installed all connecting and related storm drain pipes. Contractor also started installation of curb & gutter on east side of project from Sta. 119 + 00 to St. 123 + 00.
- E. Blair Bro.'s Contr. repaired storm pipe joint separation off of Canteberry Lane. Contractor also repaired and regouted storm pipe tie-in to drop inlet at this same location. Contractor installed asphalt overlay on Canteberry Lane and Huntington Way. Contr. regraded damaged outfall ditch and installed rip-rap, pouring concrete grout to lock in rip-rap on Ledford Lane.

October 28, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY OCTOBER 24, 2011

The Police Committee met Monday, October 24th, 2011 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; and Mr. Andrew C. Gregory. Other Council members present were Mr. T. Carter Williams, Vice Mayor; Dr. Milton Cook, and Mr. John L. Graham. Staff members present were: Mr. William T. Hopkins III, Director of Planning, Engineering, and Public Works; Ms. Lesley Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; Mr. Wayne Griffin, Town Engineer; Mr. Kurt Beach, Smithfield Police Lieutenant; and Mr. Brian Freeman, Waterworks Supervisor. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

1. Operational Updates – Lt. Beach reported that in regards to the new police building located at 913 South Church Street the interior renovations of the evidence building have begun and the Sally Port fence has been installed. The generator has also been installed and the gas lines are in place. The testing of the generator is scheduled in the near future. Lt. Beach also stated that he had spoken to the Town Attorney in regards to the ordinance on fire arms inside Windsor Castle Park and he will present a revised ordinance to Town Council next month. It is unconstitutional for a gun ban to be inside the park. Lt. Beach reported that they are still working on determining how to best reduce the deer population safely. On Tuesday, October 18th, 2011 President Obama's presidential tour traveled through the Town of Smithfield. The presidential motorcade was a success in part to the collaborative effort between Virginia State Police, Smithfield Police, Smithfield Public Utilities, and VDOT. On Friday, October 21st Main Street was closed temporarily for the Smithfield High School homecoming parade. Lt. Beach also reported that on October 29th the Smithfield Police Department will participate in a statewide prescription drug take back day in order to reduce the amount of unused prescription drugs present in the Commonwealth of Virginia. This event will be conducted at 1613 South Church Street from 10:00 a.m. to 2:00 p.m. Also on October

29th a portion of Main Street will be temporarily closed from 5:15 p.m. till 6:15 p.m. for a Zombie Walk in Support of Polio. The Smithfield Rotary Club is sponsoring this event. On October 31st from 5:00 p.m. till 7:00 p.m. Main Street will be closed for Smithfield Downtown Safe Halloween event. In addition any adjacent streets may be closed if it becomes a safety issue during the Halloween event.

2. Amend Town Code – Fire Arms Ordinance – This item was covered in operational updates.

The meeting adjourned at 4:10 p.m.

October 28, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, OCTOBER 24TH, 2011

The Water & Sewer Committee held a meeting on Monday, October 24th, 2011 at 4:10 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. John L. Graham, and Mr. T. Carter Williams, Vice Mayor; Other Council members present were Mrs. Denise N. Tynes, Dr. Milton Cook and Mr. David M. Hare, Mayor. Staff members present were: Mr. William T. Hopkins III, Director of Planning, Engineering, and Public Works; Ms. Lesley Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; Mr. Wayne Griffin, Town Engineer; Mr. Kurt Beach, Smithfield Police Lieutenant; Mr. Brian Freeman, Waterworks Supervisor. There was one citizen present. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

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

1. Accept Proposals from Draper Aden for Budgeted Sewer Consent Order Work: MOM Program – Town of Smithfield Full Hydraulic Model – Phase 2 Scope of Work and Fees – Committee reported that this item is for budgeted sewer consent order work. It is Phase 2 of the hydraulic model. This is what a portion of the sewer consent order income on town water bills is paying for. Committee recommends approval of budgeted work.
2. Water Tank Maintenance RFP Recommendation – Staff reported that the town received two responses to our request for proposals (RFP) for a multi-year maintenance program on our existing elevated water storage tanks. Staff interviewed both firms and recommends Council to authorize the Town Manager to negotiate a multi-year contract with Caldwell. Mr. Freeman explained that during the interview process they ranked each firm and Caldwell was the top ranked firm. They can do anything from fabrications to painting the tanks. They also do all their work in-house and on location. Mr. Hopkins stated the actual contract would come back to Council for review and approval at a later date. Committee stated that there was a concern earlier when the town went down this path that there was some money that the town had spent with Utility Services along the way that according to them was building up for future work. Is that not the case now? Dr.

Cook asked if we had resolution with Utility Services on work that was supposed to be done. The Town Attorney explained that Utility Services explanation was we accrued credits but not actual dollars. If we renew our contract with them we would realize some savings but it was not quantifiable. Mr. Gregory asked Mr. Freeman to talk about the Cary Street water tank. Mr. Freeman stated that there has been some thought to take Cary Street water tank offline. Now that the town can monitor tank levels through the SCADA system at the plant that tank actually stays full. Basically, we have 75,000 gallons of water sitting in a tank that does not get used. Taking the tank offline verses the cost to upkeep the tank to make it usable might be to our best interest. Mr. Hopkins stated that this will be discussed at a later date once Draper Aden Associates has completed the water model. Mr. Freeman stated that when we did an inspection of all the tanks a year ago they found a hole in the roof of the Cary Street tank. That tank was taken offline for six months and it had no effect on the water system. Committee held a lengthy discussion on taking tank offline and whether once it has been taken offline if it could ever be brought back online. Mr. Freeman explained that it would be important to keep this tank somewhat functional on this side of town. The town does have a well right here at this tank so if something was to happen at the plant and we would have to shut down we could utilize it as a emergency tank. Vice Mayor Williams stated that if we take it offline then Caldwell will not include that tank in their contract. The projected cost for repairs and maintenance work needed to keep the town's oldest and smallest tank operational are significant. Staff continues to explore options to take this tank out of the multi-year maintenance plan.

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

1. Continued Discussion on Utility Rate Study – Ms. Minga explained that she basically used the same format that Draper Aden Associates used seven years ago when they did the analysis. Ms. Minga stated that she provided a few more scenarios. In the past for each scenario they showed what the effect would be on the financial statements for water and sewer. They also showed the comparison for different usage from one thousand up to a hundred thousand and how it would affect the current bill compared to the future bill. Ms. Minga explained each of the scenarios. Scenario number one was to raise the rate for everybody and keep the same structure that we have now. The second scenario was a tier rate structure based on usage. This one has four tiers and is the most complicated and the most costly for most people. The third scenario is based on a flat fee for minimal usage. She stated that 5,000 gallons was one minimal usage and 10,000 gallons was also used. She explained that there was a differential amount used for gallons above these minimums. This is what the town had prior to the 2007 rate study. The town was encouraged at that time to get away from this scenario. Staff is hesitating to go back to this method. The fourth scenario is the one the committee had previously indicated that they would not be interested in. She explained that she kept it in the study and it was based on removing the fixed cost. If the town went to just cost based on usage. This scenario leaves the town the most vulnerable. It is completely based on consumption and

if consumption is down we are not guaranteed we can cover the cost of the debt service fee or the sewer compliance fee. The fifth scenario was based on rate differential for large commercial users. She explained that she used 100,000 gallons and found there were not that many businesses that are even affected by this. She explained that what makes this challenging is the fact that 87% of our users use less than 20,000 gallons. So it was very difficult to come up with a scenario that would help the large commercial users and not adversely affect our small residential users. If you drop them too much then the difference has to be made up by the bulk of the users. Places like Newport News have a lot more division among the different type groups. They have three categories such a regular commercial, heavy industrial, and residential. The Town of Smithfield does not have the type of businesses that they have and that makes it harder to spread the cost out. Ms. Minga reported that she was not making a specific recommendation as she felt it was Councils decision to pick from the options she has provided. Ms. Minga reinforced the fact that the rate study is only as good as your consumption depending on what type of year we have. In the past the town has really been off on their revenue depending on whether we have a really dry year, a really wet year, or we have a rate change and people really start conserving their water usage. So data will vary depending on customer usage. This rate study is based on water consumption over the last year. Ms. Minga mentioned that she did look up rate studies done by other localities and some review and adjust their rates annually. Town may want to consider this at some point in the future so we don't go eight years and then have to make a ten to twenty percent increase. Committee held a discussion on the different options that were presented to them and agreed that option A would be the best option at this time. Ms. Minga stated that she likes A the most as well because when you look at the five to ten thousand gallon minimum it really does impact your low end users. This would most likely affect retiree's and the customers on fixed incomes. Ms. Minga stated that most localities have rates based on a minimum fee now because it gives you a fixed amount of income that you can rely on regardless what the usage is. However in our case it would really affect the small users. Ms. Minga stated that during the research process she did not notice other localities with separate fees like we currently have on our bills for debt service fees and sewer compliance fees. Committee agreed that we want to be fair and equitable to everybody but cannot see giving a 100% increase to the lowest end users with option C & D. Mr. Gregory stated that he feels that listing the fees separately may give the town a lot of negative feedback but at the same time it keeps things very transparent in what the fees are for and what they are being used to pay for. Committee thanked Ms. Minga for all the hard work she had put into doing this rate study to avoid hiring a consultant to do what town staff has the talent to do. The Town Attorney stated that we will have a public hearing next month and then Council can adopt. The rates would then go into effect January 1st, 2012 with the first billing due March 2012.

The meeting adjourned at 4:42 p.m.

October 28, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, OCTOBER 24TH, 2011

The Finance Committee held a meeting on Monday, October 24th, 2011 at 4:42 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. John L. Graham, Chair; Mr. Andrew C. Gregory, and Dr. Milton Cook. Other Council members present were: Mrs. Denise N. Tynes, Mr. T. Carter Williams, Vice Mayor; and Mr. David M. Hare, Mayor. Staff members present were: Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley Greer, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; Mr. Wayne A. Griffin, Town Engineer; and Mr. Kurt Beach, Smithfield Police Lieutenant. There was one (1) citizen present. The media was represented by Kelly Barlow of The Smithfield Times.

Councilman John L. Graham called the meeting to order.

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

1. Invoices Over \$10,000 Requiring Council Consideration:

a.	Blair Brothers, Inc. (Proposal # 9514)	\$ 95,233.00
b.	Blair Brothers, Inc. (Proposal # 9511)	\$ 48,600.00
c.	English Construction Company	\$ 35,150.00
d.	Draper Aden Associates	\$ 45,111.09
e.	Dixon Hughes Goodman, LLP	\$ 27,500.00
f.	Western Tidewater Free Clinic	\$ 20,000.00
g.	E911 FY2011 True-UP	\$ 32,869.30
h.	Clark Nexsen	\$ 15,481.77
i.	Excel Paving Corporation	\$105,843.80
j.	Excel paving Corporation	\$ 59,055.20

Blair Brother Invoices are paid from the Highway Fund. Vice Mayor Williams stated that Draper Aden Associate and Clark Nexsen invoices have always been a mystery to him. Dr. Cook

asked if it was the Town Manager's responsibility or the Town Treasurer's responsibility to verify charges on invoices. The Town Treasurer stated that some of the invoices she does not see until Committee because invoices over \$10,000 generally go to the Town Manager's office unless it is a Treasurer Department's bill. Committee held some discussion on relying on staff to review invoices to be sure we are being invoiced correctly each month. Mr. Graham pointed out that town staff does initial invoices once they have reviewed them for payment. Ms. Minga stated that in regards to E911. The town just received this last week. Ms. Minga stated that she had accrued what our budget was so we had exhausted the budget for the fiscal year so this \$32,000 is approximately \$10,000 more than what was budgeted for that line item. Generally there is a True-up for tourism as well, however this year there is a credit. Committee recommends approval of all invoices.

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

1. August Financial Statements – Mr. Graham stated that it was early in the fiscal year and there was nothing significant to report. Dr. Cook stated that the county now allows citizen to pay personal property taxes monthly and wanted to know if there was an advantage to this. Ms. Minga stated that it was probably to increase their collectability and reduce their delinquencies. The town has looked at it from our prospective and because our rate is so much lower than the county's it does not make sense to divide it out over twelve months. Some cases it would not even be worth the postage. Mr. Graham stated that the Town Attorney is working on a written agreement with Isle of Wight County to address fire department expenses.

2. September Cash Balances – Ms. Minga reported that most expenses for July and August were accrued in June so there is not a lot that hits the first two months of the fiscal year. Water = \$374,239.18; Water Debt Service = \$1,280,025.04; Water Capital Escrow Availability Fees = \$996,501.93; Water Development Escrow = \$177,604.13; **Subtotal Water = \$2,828,370.28.** Sewer = \$37,632.10; Sewer Development Escrow = \$316,008.71; Sewer Capital Escrow Availability Fees = \$644,339.41; Sewer Compliance = \$574,489.08; **Subtotal Sewer = \$1,572,469.30.** Highway = **\$339,432.57.** General Fund = \$745,905.36; Payroll = \$39,296.53; Money Market General Fund Town Bank = \$223,971.36; Business Super NOW-General Fund = \$32,841.53; Money Market General Fund Farmers Bank = \$635,043.59; General Fund Capital Escrow = \$50,530.61; Certificate of Deposit = \$24,512.37; Certificate of Deposit Police Dept = \$35,978.44; Special Project Account (Pinewood) = \$40,201.58; Pinewood Heights Escrow = \$54,271.36; South Church Street Account = \$862,232.98; **Subtotal General Fund = \$2,744,785.71.** Beautification = \$7,795.53; Money Market Beautification = \$297,137.77; **Subtotal Beautification = \$304,933.30; Rising Star = \$63.49. TOTAL ALL FUNDS = \$7,790,054.65.**

3. Yard Sale Regulations & Fees – Staff reported that this item is starting to be an issue and wanted to bring it to Committee’s attention to see if any changes need to be made to current ordinance. She explained that currently our ordinance allows every homeowner to have two yard sales a year. There is a limit on it because apparently years ago there were complaints where some people were having yard sales every weekend. Ms. Minga explained that now they are having community yard sales and our ordinance does not address this. The cost for a permit currently is \$10.00 per family. Community yard sale groups are requesting a lump sum rate instead of per family. Committee asked if we have any existing language from other localities that may have had to address these same issues. The Town Attorney stated that it makes more sense to limit the number of times per property rather than the number of families per property. This eliminates yard sales on the same property every weekend but you still bring in the same revenue. Ms. Minga stated that this is not a revenue issue because it is not that much money. It is more of an issue of constant yard sales in specific areas that irritate some of the homeowners. Committee brought up that this maybe an enforcement issue as well to be sure those having yard sales are permitted to do so. Committee asked why we charge to have a yard sale. Ms. Minga stated that she thought it was to track who is having yard sales and how many. Charity events are not charged a yard sale permit fee. Committee asked what brought this issue up. Ms. Minga stated that the Treasurer’s Department has had multiple questions that they want to have community yard sales and they want to pay a different rate. This is not addressed in the ordinance. The Town Attorney stated that this is very hard to regulate but the important thing is to regulate that a homeowner can only purchased two yard sale permits a year and it is limited to being on the same property twice a year. Committee asked Ms. Minga to ask other localities how they handle yard sale permits and what their fees are.

The meeting adjourned at 5:11 p.m.

October 28, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FIRE AND RESCUE COMMITTEE
MEETING HELD ON TUESDAY, OCTOBER 25TH, 2011

The Fire and Rescue Committee held a meeting on Tuesday, October 25th, 2011 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor T. Carter Williams, Chair; and Mrs. Denise N. Tynes. Other Council members present were: Mr. John L. Graham, and Dr. Milton Cook Mr. Andrew Gregory and Mr. David M. Hare, Mayor. Staff members present were Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley Greer, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. Wayne A. Griffin, Town Engineer; and Mr. William H. Riddick, III, Town Attorney; Mr. Brian Carroll, Isle of Wight Volunteer Rescue Squad; and Mr. Jerry Hackney, Smithfield Volunteer Fire Department; Mr. Mickey Stallings, Smithfield Volunteer Fire Department; and Ms. Judy Winslow, Smithfield/IOW Tourism Director. Others in attendance were Ms. Florine Moore and one (1) citizen. The media were represented by Ms. Kelly Barlow of The Smithfield Times.

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

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

1. Operational Updates – Assistant Chief Hackney stated he did not have a lot to report since the last meeting. Other than the open house at the new fire facility they have not been very busy. It is typical call volume for this time of year. The department did respond to a house fire a couple of weeks ago that displaced a family on Wilson Road. It was approximately 3:30 in the afternoon and the attic area was well involved when we arrived. The fire was quickly knocked down and there was moderate water damage. Assistant Chief Hackney stated that they have been at the fire station since sometime in August and they are still struggling with operations there as far as communications infrastructure goes. The computers can be turned on but no settings have been set up and the internet cannot be accessed. Assistant Chief Hackney explained their “Rip & Run” system which is basically a computer printout of their runs. He explained that when dispatch gives us a call over the radio system it is preceded with a paper printout of the call. It contains a lot of the pertinent information that the dispatcher generally does not provide over the radio. The fire department relies on this system pretty heavily. Assistant Chief Hackney stated that they are

waiting on the town's IT staff to get these communication issues corrected. The telephones are still not operational as well. They have one new Verizon hard line in the station that is operational. The department can make outgoing calls and receive incoming calls, however it is not their typical phone number that they have posted everywhere as their nonemergency number. Assistant Chief Hackney stated that Mr. Flores had put a work order in with Verizon on September 12th and currently no resolution has been made. Vice Mayor Williams stated that a written list of items has been given to Mayor Hare and he has sent them to the Town Manager to follow up with the town's IT staff to get some of these issues especially the "Rip & Run" system resolved. Mayor Hare stated this is one of those situations that will need to be managed differently now. The Town Manager will be asking Mr. Flores to address the critical issues such as the "Rip & Run" but Mr. Flores has been passing other issues to the county since it is a county building now. Mr. Stallings stated that Mr. Flores will need to work with the county because he has been working on the communications infrastructure from the beginning. A lengthy discussion was held on the new fire station being the county's responsibility and the town needs to step back and let them handle it. Mayor Hare stated that at the same time this affects town citizens and if the town's IT staff can fix these critical issues immediately then that's what needs to be done. There will be no cost to the town except for Mr. Flores time. Committee agreed to allow Mr. Flores to fix the critical issues with the intent that once completed it would then become the county's responsibility.

Mr. Brian Carroll stated that Isle of Wight County has purchased property off of Great Springs Road across from Cypress Creek just outside the town limits to construct a new Isle of Wight Rescue facility. It is a total of eighty acres. Mr. Carroll reported that operationally they have not had a slack month this year. The department has moved forward with the transition of moving one of their medics to Carrsville. That will go in service and be fully functional November 1st. Operationally everything is running as normal.

2. ADDITIONAL ITEM DISCUSSED: Funding of Isle of Wight Rescue Squad and the Smithfield Volunteer Fire Department – Mr. Brian Carroll stated that he had received an email from the Town Manager about funding changes. He went on to say how disappointed he was in the way this was handled. Mr. Carroll explained that for the last twenty-four years that he has been involved in the Isle of Wight Rescue Squad the town has always been very supportive of the Isle of Wight Rescue Squad financially. The department transitioned about ten years ago out of the town financing or making contributions towards vehicles. This was done pro-actively at the beginning of a fiscal year. The town made a physical obligation to the Isle of Wight Rescue Squad this year for \$75,000 of operating money. It was supposed to be funded starting in July until July of next year. Mr. Carroll stated that he completely understands the philosophy of the town citizens not being double taxed for the same service county residents are receiving. However the town made a commitment to the Rescue Squad and Fire Department for that operational money. It is extremely unfair to us the volunteers, as that is the only group of individuals that it hurts, to put it back on the county to come up with \$75,000 four months into the fiscal year. He stated that they will operate until they run out of money. He also stated that they run a very streamline budget and they operate within

that budget. Fundraising is down about \$50,000 a year from where it used to be. The department does not get any benefits from the fee for service. It goes into the county fund and is indirectly sent back to the organizations. The county did step up and funded us at full level for the first time this year in the amount of \$192,000. With the town funding of \$75,000 it gives us an operating budget of \$264,000. To come back at this time and ask the county to fund the \$75,000 is unreasonable. Committee re-emphasized that from a town resident's standpoint they are paying more for the same service county residents are receiving. Mr. Carroll stated that he has no issue with that and completely understands why but the proper time to bring this up would have been at the beginning of a fiscal year. Committee mentioned that they held an Intergovernmental Relations Committee on October 18th and at that meeting County concurred to pay operational expenses if town would continue to pay this fiscal year the \$60,000 subsidy for paid staffing as a bridge to help them through this. Mr. Graham stated that it was not the intent of the Town Council to put a strain on these two organizations; However our first responsibility is to our town citizens and over the past years the town has paid above and beyond what we can physically justify. Discussion was held on the interpretation of the Memorandum of Understanding (MOU) that was adopted in 2006. The Town Attorney stated that there was no date because at that time no one knew when the facility would be built. Mr. Carroll continued to explain that he completely understands the reason for cutting funding from the town but it is just the wrong time of the year to do it. Operations and Maintenance of the facility is completely different from operational budget of the organization. Assistant Chief Hackney also stated that the town had committed to a budget effective July 1st. In that budget were fuel expenses for them to operate. At this time they have no means to fuel their vehicles. He continued to express his concern over Council stopping all funding with no transition period to work things out with the county. The bottom line is the two organizations are being punished because there is no agreement worked out between the county and the town. Deputy Chief Stallings stated that everyone agrees with the philosophy of what needs to be done but a process needs to be setup to make a smooth transition to get these bills paid. Committee explained that this action to stop funding was to get the ball rolling and to have the county take responsibility of funding these expenses or we would stay in this limbo state for who knows how long. Unfortunately, this puts the two organizations in a pinch. Committee suggested to help the county out financially the town could subtract the current bills that are due from the allotted \$60,000 that the town agreed to pay this fiscal year for the paid positions. It was stated that at the Intergovernmental meeting there were only three members of the Board of Supervisors present and until they take it back and discuss with the full Board they cannot agree to anything. In the meantime the Town of Smithfield has shut the doors on these two volunteer organizations. The Town Attorney stated that these are not governmental organizations. They were volunteer organizations that did not belong to anyone. It was not until they got into the paid fire personnel that it really became something more formal than just making contributions to the organization. Deputy Chief Stallings stated that he thought the suggestion to pay the current bills with the allotted \$60,000 would help them until a process can be worked out with the county. Ms. Minga stated that it was her understanding from the Intergovernmental meeting that the town was not to pay

anything. She continued to explain that some of the bills such as fuel and phones are intertwined in our town bills so not paying these bills will only cause us problems. There are some bills that are going to take time to change and get them setup with the county. At this time the fire department already has \$40,000 in bills. She explained that the department has a large insurance bill of \$20,000 that is due at the first of the fiscal year then expenses drop off. So the remaining \$20,000 of the \$60,000 allotted would cover them for transitioning to the county. The rescue squad's contribution works differently as it was paid directly to them for operational expenses. Mayor Hare stated that the Town Treasurer will send the county each month an itemized statement so the county can see that the town has paid these bills in lieu of directly paying them the \$60,000 to help them during this transition. Mr. Gregory explained that as he understands it the county takes eight to ten percent of their budget and puts it in reserves so for the county to say they do not have it in their budget is accurate; however for the county to say they do not have the money is inaccurate. He stated that this is a debate that Town Council needs to have with the county not the two organizations. Mr. Gregory continued to explain that he does not want to see either organization suffer. His vision was that once we do get through this transition that the town would still want the organizations to come to them to help fund special needs. As far as the day to day operations town citizens should get the same treatment as the citizens in Carrollton get because they all pay the same taxes. Assistant Chief Hackney stated that the biggest concern here today is where we get fuel for our apparatus. Committee agreed to allow the fire department to continue to fuel their trucks as they have in the past until something can be worked out with the county under a new agreement. Vice Mayor Williams stated that at the Intergovernmental meeting Mr. Stan Clark stated that the Smithfield Volunteer Fire Department and the Isle of Wight Rescue Squad made the request not to have a joint building. Assistant Chief Hackney and Mr. Carroll both stated that this was not true and both organizations were completely in favor of a joint facility. It was said that the two organizations could not operate under the same roof. Committee will continue to work with the county to get these funding issues resolved. Vice Mayor Williams stated that he was very disappointed that not another member of Smithfield Town Council showed up for the dedication of the fire department. There were four members of the Board of Supervisors there.

The meeting adjourned at 4:45 p.m.

October 28, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, OCTOBER 25TH, 2011

The Public Works Committee held a meeting on October 25th, 2011 at 4:45 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, and Mr. David M. Hare, Mayor. Other Council members present were: Mr. John L. Graham, Mr. Andrew Gregory and Mr. T. Carter Williams, Vice Mayor. Staff members present were: Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Mr. William H. Riddick, III, Town Attorney; Ms. Lesley Greer, Town Clerk; Mr. Wayne A. Griffin, Town Engineer; and Ms. Judy Winslow, Smithfield/ Isle of Wight Tourism Director. Others in attendance were Ms. Florine Moore and one (1) citizen. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Member Dr. Milton Cook called the meeting to order.

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

1. Accept Proposal #9718 from Blair Brothers for 109 Royal Aberdeen for Pipe Joint Replacement in the Amount of \$12,131.00 – Mr. Griffin briefly explained that he had received a call from the resident at 109 Royal Aberdeen in Cypress Creek. This particular section of pipe is an outfall pipe. The HDPE pipe is 36 inches in diameter and staff has determined that the inner liner of the pipe has collapsed and it is blocking 60 to 70 percent of the stormwater that needs to go through there. Mr. Griffin stated that it is going out; however it is at a very slow rate. This work can be done but it is going to be more involved so the cost will be over the \$10,000 mark. There are four utilities that run across this line as well. Mr. Griffin explained that having to maneuver the new section of pipe under the existing utilities and the depth of the cut is why it is so high. Committee asked Mr. Griffin since he works with this everyday if he felt this price was accurate for the work that is to be done. He replied that he did due to the equipment that will be needed and the time needed to maneuver under existing utilities. The pipe will be around \$4,000 alone. Committee asked if our contract with Blair Brothers states that the town uses them exclusively for these projects. Staff replied that it did. Committee agrees that

amount sounded high but they are relying on staff to determine if these proposals are justifiable. Mr. Griffin stated that the last RFP was done in 2009 and the town has one more year before the Street Maintenance Contract comes up to rebid. Committee recommends approval of proposal using Highway Funds.

2. South Church Street Project: Dominion Power Request to Relocate Poles – Mr. Hopkins explained that this item has been discussed before and it needs to be placed on the agenda for Council’s approval. Mr. Hopkins did stated that not all of the poles will be moved to one side of the street when the town is dealing with the North Church Street section. As many as possible will be moved in the residential portion of South Church Street. Mr. Graham stated that if he remembers correctly this item was placed on the agenda previously but was pulled so that staff could get additional cost estimates. Mr. Hopkins explained what was on the agenda was to get actual cost estimates from Dominion Virginia Power, REW Corporation, and Excel Paving to have residential lines installed underground. He continued to explain that at this time he still does not have all the numbers so this item is expected to come back to November’s Committee. This item to have poles moved is at no cost to the town and will reduce the number of guide wires. Mr. Hopkins stated that there will still be one guide wire that will cross the road down near Mr. Edwards’s property. Mr. Gregory asked staff to confirm that moving these poles to one side will drastically reduce the total number of poles remaining when project is done. Mr. Hopkins stated that there will not be any short poles. The ones that remain will be Dominion Power poles. Mayor Hare stated that he would also like to know specifically how many poles we have now and how many poles we are looking at when the project is complete. Mr. Hopkins stated he thought the number of poles would only be reduced by one. Currently there are four wires that cross the road. Three of the wires are guide wires, one for Dominion Power, one for Verizon, and one for Charter. Two of those wires are coming down because Verizon and Charter are going underground. Committee directed staff to follow up with getting number of poles before and after and what the cost estimate will be for placing residential service lines underground.

3. Regional Solid Waste Planning Agency Designation – The Town Attorney stated that he has read this item and it appears that it is something that we do not have to do but should do. All the localities in Hampton Roads are designating this agency to be the solid waste entity. All localities would fall under this one umbrella. Committee recommends approval.

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

1. South Church Street Project: Smithfield Historic District Business Association (SHDBA) Request – Dr. Cook stated that Ms. Gwaltney of the Smithfield Historic District Business Association (SHDBA) has made a request to have the intersection of

South Church Street and Main Street reopened on weekends during the time it is scheduled to be closed to help expedite the project. Committee discussed that reopening the streets for the weekend would defeat the purpose of closing it down because contractor would spend a half a day on Friday rebuilding the road to reopen it and half a day on Monday to dig it back up. Committee asked if the town has any influence on the contractor to have them work on the weekends. Vice Mayor Williams stated that if it rains during the week we can suggest to them to work on Saturday, but the town cannot make them do overtime. Discussion was held on negotiating with the contractor to work longer days and weekends to expedite project. Mayor Hare asked if an estimate was ever given on how long it would take if we close the street down. Mr. Hopkins stated that it was verbally mentioned but nothing in writing. Instead of May the project would be completed in March. Committee stated that the end of the project is near and we need to know how much money is involved in completing it, how long exactly is it going to be closed, and how much weekend work the contractors are willing to do. Committee directed the Town Manager to write a letter to SHDBA to let them know that committee has discussed their request and feels like reopening the road on the weekends would defeat the purpose of closing it to expedite the project. Mr. Hopkins stated that he would address committees question as to the cost estimate of savings, how long it will be closed, and whether contractor is willing to work on Saturdays. Committee also directed the Town Manager to write a letter to Ms. Clark to address her concerns.

The meeting adjourned at 5:14 p.m.

October 28, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, OCTOBER 25TH, 2011

The Public Buildings and Welfare Committee held a meeting on Tuesday, October 25th, 2011 at 5:15 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Mr. T. Carter Williams, Vice Mayor; and Mr. John L. Graham. Other Council member present was: Mr. David M. Hare, Mayor. Staff members present were Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Mr. William H. Riddick, Town Attorney; Mr. Wayne A. Griffin, Town Engineer; and Ms. Judy Winslow, Tourism Director. There was one citizen present. The media was represented by Ms. Kelly Barlow, The Smithfield Times.

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

1. Pre Public Hearing Discussion: Special Use Permit – McDonald's at 1811 South Church Street – The Town Attorney stated that McDonald's wants to tear down their existing building and rebuild a new modern McDonald's that has two stacking lanes for the drive-thru. That facility does not have a permitted drive-thru so they have to get a special use permit to do that. As it is now it is a grandfathered use not a permitted use. Planning Commission has reviewed this and likes the design. If the special use permit is approved McDonald's will then come back to get site plan approval. At this time they need to know if Town Council will allow a drive-thru there given the fact that the design looks like it will minimize the stacking on Moore Avenue. Mr. Hopkins mentioned that if the special use permit is granted McDonald's will follow through with preliminary and final site plan approval. McDonald's wants the project done in 120 days from start to finish. Committee recommends approval of special use permit.

2. Pre Public Hearing Discussion: Special Use Permit – Old Firehouse at 113 North Church Street – The Town Attorney stated that Hallwood Properties is requesting a special use permit for waiver of parking and loading requirements. They would like to use the garage as parking spaces to meet the parking requirement. He has already received the Board of Historic and Architectural Review (BHAR) approval for signs.

Committee recommends approval of the parking waiver with the condition by Planning Commission that the garage space remains a parking structure only and not be used for anything other than parking and storage. Mr. Hopkins mentioned as an FYI that staff is in the process of getting the cost of the storm drain between the engineering building and this town owned building. The storm drain needs to come from the back of the building out to North Church Street.

3. VML Legislative Positions and Concerns - Mayor Hare mentioned the proposal by the Governor. They are going to change how they come up with the allocation of the Highway Maintenance Funds. The general idea was to slash overall funding for Highway Maintenance Funding by 20% our piece is over \$500,000 which is more like 50%. He stated that this could really affect the town as far as our road maintenance. Mayor Hare stated he would like council to consider adopting a resolution stating our position on this. He also mentioned that there is going to be a Hampton Roads Mayor and Chairs meeting Friday where this item will be discussed again. Hopefully there will be a form resolution that we all can adopt. If not the town can send a letter stating our position on these reductions.

4. Additional Item Discussed: 217 Main Street – The Town Attorney stated that he has received a Deed of Gift from Mr. Luter to the Town of Smithfield for the old Ben Franklin site. The Attorney's in Richmond for Smithfield Foods are working on a joint parking lot, access easement and a contract to purchase the footprint for the new store. They are promising they will have it by Tuesday's Town Council meeting so that Town Council can take action on this to get construction underway. The Town Attorney stated that he has done a title search. The town is not getting any liabilities with this and the town can get title insurance if we need to. Assuming that all the numbers make sense they would like the town to take action to accept the Deed of Gift and then approve the contract to make it a joint parking lot for in perpetuity so that the new Smithfield Foods store can use that parking lot to satisfy their parking requirements. The Town Attorney again explained that the property would be gifted to the Town of Smithfield and Smithfield Foods will purchase the building site from the Town of Smithfield at fair market value based on an appraisal. The money comes to the Town of Smithfield and the town's share of the cost of the parking lot would be limited to what we receive for the purchase price. Smithfield Foods will be solely responsible for constructing the parking lot and the town has the right to use it in perpetuity. This is net zero cost to the town as far as cash is concerned but the town ends up with a parking lot. Town will be responsible for maintaining and landscaping.

Meeting Adjourned at 5:24 p.m.

ZONING PERMITS AUGUST 2011

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
5943 Amend	DECK	GRIMESLAND	909 MAGRUDER ROAD	BRANDI SMITH
5978	FENCE	JERICO ESTATES	102 TRUMPET ROAD	DAVID BROWN
5979	FENCE	GRIMESLAND	906 WILSON ROAD	STEVEN HORNER
5980	FENCE	RED POINT HEIGHTS	218 RED POINT HEIGHTS	LITTLE PAUL EPPS EPPS BUILDING INC
5981	DECK		326 SOUTH CHURCH STREET	TRINITY UNITED METHODIST CHURCH JEFFERY L CANNON
5982	SWIMMING POOL		903 TALBOT DRIVE	CHRISTINA FELICIANO
5983	ADDITION AND PORCH	RED POINT HEIGHTS	405 JEFFERSON DRIVE	MICHAEL HOGUE
5984	POOL, FENCE, RETAINING WALL	RED POINT HEIGHTS	405 JEFFERSON DRIVE	MICHAEL HOGUE
5985	DETACHED GARAGE	RED POINT HEIGHTS	210 IRVIN DRIVE	PORTER CHRIS HESSON Q. C. M. CONSTRUCTION
5987	DETACHED GARAGE	RED POINT HEIGHTS	206 IRVIN DRIVE	JERRY THARPE HERB PAYNTER COLONY CONSTRUCTION AND HOME IMPROVEMENT

Smithfield Police Department Activity Report

September 2011

	This Month September 2011	Last Month August 2011	YTD 2011	September 2010	YTD 2010	YTD % Change
Incidents Reported						
Calls for Police Service	1,073	1,212	10,145	960	9,641	5.23%
Traffic						
Traffic Stops	269	200	2,010	330	3,036	-33.79%
Traffic Summons	128	102	925	154	1,419	-34.81%
Accidents	35	26	185	20	190	-2.63%
Criminal Process						
Misdemeanor Arrests	19	14	131	17	202	-35.15%
Felony Arrests	3	5	69	9	110	-37.27%
Fines Collected	\$4,253.37	\$4,578.77	\$46,246.21	\$4,765.31	\$51,082.33	-9.47%
Property Report						
Stolen Property Reported	\$10,159.00	\$5,664.00	\$388,515.00	\$11,777.00	\$672,787.00	-42.25%
Stolen Property Recovered	\$8,000.00	\$2,004.00	\$81,178.00	\$750.00	\$243,779.00	-66.70%
Property Damage Reported	\$3,295.00	\$12,048.00	\$50,774.00	\$450.00	\$21,907.00	131.77%
Other						
Total Mileage Police Units	26,936	25,465	230,957			
False Alarms-Police	12	17	124	11	172	-27.91%
Police Escorts	6	10	63	2	58	8.62%

NOTES:

Property totals are rounded to the nearest whole dollar.

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

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

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

Committees and Projects:

10/05 Town Council meeting – Captain Howell
10/11 TRIAD – Isle of Wight Courthouse – Lt. Clarke
10/17 Emergency Communications Center meeting – Captain Howell and Sgt. Bryan
10/18 Crime Line meeting – Sgt. Valdez and Annette Crocker
10/24 Police Committee – Lt. Beach

Training

10/03 – 07 First Line Supervisor – Richmond – Sgt. Valdez (40 hrs)
10/05 – 07 Patrol Rifle Course – Hampton – Officer Seamster and Officer Jones (24 hrs)
10/12 – 14 Accreditation Conference – Lynchburg – Captain Howell, Lt. Clarke and Kristi Jenkins
10/13 Intoxilyzer Recert – Virginia Beach – Sgt. Evans, Sgt. Rogers, Sgt. Fox, Officer Jones, Officer Miller, Officer Seamster
10/17 Crime Prevention Conference – Natural Bridge – Lt. Beach (24 hrs)
10/17 – 21 Gang Conference – Virginia Beach – Officer Jones, Officer Araojo (36 hrs)

In-House Training:

10/05 Employee Training Day – Smithfield Center (8 hrs)

Community Policing

10/01 Aiken's Fest – Joyner's Field – Sgt. Rogers, Sgt. Evans, Officer Araojo, Officer Miller, Officer Brady, Officer Meier
10/05 Safe Routes to School – Westside Elementary – Chief Marshall, Lt. Clarke, Sgt. Evans, Officer Epps, Officer Powell
10/06 Main Street Baptist Childcare Tour – Police Department – Lt. Clarke, Sgt. Evans, Sgt. Bryan
10/08 Town & Country Day – Town – Lt. Clarke, Sgt. Evans, Sgt. Bryan, Sgt. Fox, Officer Araojo, Officer Finelli, Officer Brady, Officer Seamster, Officer Jones, Officer Epps, Officer Phillips, Officer Cook, Officer Powell, Officer Miller, Officer Hatfield
10/12 Isle Fest – Smithfield Center – Sgt. Evans, Officer Epps, Officer Phillips
10/16 Bike Rodeo – Carrollton Elementary – Sgt. Evans, Officer Jones, Officer Araojo
10/18 Presidential Escort – Town – Police Department

Investigations:

Case#: 2011-00961
Location: Windsor Castle Park
Offense: Possession of Marijuana
Disposition: Cleared By arrest

On 09/26/2011 officers while on routine patrol through the Windsor Castle Park at approximately 8:44 pm, noticed two vehicles parked down near the fishing pier. There were several individuals standing around the two vehicles and due to the time of day the officer made contact. Upon speaking with the individuals and explaining the Parks' rules to them, the officer noticed a strong smell of marijuana coming from the individuals and vehicles. As the officer walked around the vehicle he observed a "bong", a smoking device commonly used for marijuana. The officer immediately placed everyone under investigative detention and inquired who the owner of the "bong" was. One of the individuals admitted to the "bong" being his and he also admitted to having some marijuana in his possession. Upon completing his investigation on scene the officer found marijuana on two of the individuals and a small bag of unidentified pills. All suspects were charged, and the narcotics were sent to the State Lab for analysis. This case is cleared by arrest.

Case#: 2011-00989
Location: BB&T Bank
Offense: Fraud
Disposition: Cleared by Arrest

On 09/19/2011 officers responded to the Jersey Park Apartments to speak with a subject who stated he was the victim of a check fraud. Upon arrival officers made contact with the victim, who stated he had received a personal check from the suspect, who asked if he would cash it for him and in return receive some money for "helping him out". The check was in the amount of \$250.00 and was written out to the victim so he would be able to cash it. He stated he went to his bank, BB&T, and cashed the check and gave most of the money to the suspect. It wasn't until the next day that the victim was informed the check never cleared and he was overdrawn on his account and was also imposed with overdrawn fees as well. The victim called the police and reported the matter. Officers obtained the identification of the suspect and attempted to make contact, however were unable to do so. At this point warrants were obtained and entered into the Virginia Criminal Information Network. A few days later and after hearing of warrants out for his arrest, the suspect turned himself into the Smithfield Police Department. This case has been cleared by arrest.

Case#: 2011-01007
Location: Pinewood Heights
Offense: Malicious Wounding
Disposition: Pending Arrest

On 10/08/2011 officers responded to Riverside Hospital in Newport News reference a call from the Newport News police, who were speaking with a victim that had been cut multiple times. The victim stated to the Newport News Police Officer that he was cut while at a party in Pinewood Heights here in Smithfield. Officers responded to the Hospital and spoke with the victim. The victim stated that while visiting friends in Smithfield he attended a party on Jamestown Avenue. While at the party he states a young male entered the residence and was wearing gang clothing and was "throwing up" gang signs. The victim and the suspect engaged in a verbal dispute that led outside of the party, where the two of them began to fight. While the victim and initial suspect were fighting a second suspect approached them and joined in the fight and began swinging at the victim with a razor blade. The blade was described as a small "box" type of blade. The victim then broke away from the fight and ran from the area. He suffered a 6-7 inch cut along the left side of his face from the temple area through the top part of his lip, requiring a couple stitches in the lip. He also had four other less severe cuts to the head and neck area. The victim provided a written statement to the incident and upon the completion of this investigation; warrants have been obtained for the suspect who had the razor blade, for malicious wounding. This case is cleared with an arrest pending.

Reporting Period: 10/1/2011 thru 10/27/2011

Total Deposits for October 2011 - \$12569.83

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	10/3/2011	1373			Kiwanis Club of Smithfield	Smithfield Kiwanis Officer Installation Night	1744		200.00
Invoice	10/14/2011	1374			Catering Place	Warmer Rental by Catering Place	1783		50.00
Invoice	10/18/2011	1375			Lowe and Hooper Wedding and Reception	Lowe and Hooper Wedding and Reception	1592		115.00
Invoice	10/18/2011	1376			Smithfield Women's Club	Smithfield Women's Club	1632		150.00
Invoice	10/18/2011	1377			Smithfield Packing	Boneless Ham Cutting Meeting	1749		200.00
Invoice	10/18/2011	1378			Smithfield Corporate	Smithfield ITO Workshop	1752		797.50
Invoice	10/18/2011	1379			Smithfield Packing	Smoked Ham Portions Cutting	1757		200.00
								Total	1,712.50
Payment	10/27/2011	1376	Check	7706	Smithfield Women's Club	Smithfield Women's Club	1632		150.00
								Total	150.00
Deposit	10/3/2011		Check	3064	Kiwanis Club of Smithfield	Smithfield Kiwanis Officer Installation Night	1744		200.00
Deposit	10/3/2011		Visa	Visa	Adams and McKoy Wedding and Reception	Adams and McKoy Wedding and Reception	1771		500.00
Deposit	10/3/2011		Visa	Visa	Boyer and Sisman Wedding and Reception	Boyer and Sisman Wedding and Reception	1772		500.00
Deposit	10/6/2011		Master Card	MC	Burrell-Conner Wedding & Reception	Burrell-Conner Wedding & Reception	1777		500.00
	5438 0505 8959 4643 exp 01-2013 2311 Indian Trail Suffolk 23434								
Deposit	10/7/2011		Visa	Visa	Hunter and Fraser Vow Renewal and Reception	Hunter and Fraser Vow Renewal and Reception	1778		600.00
Deposit	10/11/2011		Check	226	Willie Mae Ruffin's 70th Birthday	Willie Mae Ruffin's 70th Birthday	1765		100.00
Deposit	10/12/2011		Check	1052	Morris for Delegate	Economic Development Luncheon featuring Gov. McDonnell	1759		400.00
Deposit	10/13/2011		Visa	Visa	Capak-Morris Reception	Capak-Morris Reception	1440		201.60
Deposit	10/13/2011		Master Card	Master Card	Jones and Williams Wedding and Reception	Jones and Williams Wedding and Reception	1774		200.00
Deposit	10/13/2011		Master Card	Master Card	Jones and Williams Wedding and Reception	Jones and Williams Wedding and Reception	1774		200.00
Deposit	10/14/2011		Check	31141	Point Harbor Community Church	Volunteer Appreciation Banquet	1695		500.00
Deposit	10/14/2011		Visa	Visa	Ayers and Doggett Reception	Ayers and Doggett Reception	1540		718.90
Deposit	10/14/2011		Check	1041	Pont and Thomas Wedding and Reception	Pont and Thomas Wedding and Reception	1507		655.00
Deposit	10/14/2011		Check	8127	Delores Edwards	Chanda Pittmann 40th Birthday	1698		300.00

Reporting Period: 10/1/2011 thru 10/27/2011

Total Deposits for October 2011 - \$12569.83

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	10/14/2011		Master Card	Master Card	Relay for Life Womanless Pageant	Party Relay for Life Womanless Pageant	1603		250.00
Deposit	10/14/2011		Visa	Visa	Catering Place	Warmer Rental by Catering Place	1783		50.00
Deposit	10/18/2011		Visa	Visa	Boyer and Sisman Wedding and Reception	Boyer and Sisman Wedding and Reception	1772		118.75
		4060 9553 5048 8916 exp 01/12 2006 Fieldstone Lane Suffolk, VA 23434							
Deposit	10/18/2011		Check	2174	Edwards and Smith Reception	Edwards and Smith Reception	1227		600.00
Deposit	10/18/2011		Visa	Visa	Dent-Strozak Reception	Dent and Strozak Reception	1785		400.00
Deposit	10/19/2011		Master Card	Master Card	Francis and Cypress Wedding and Reception	Francis and Cypress Wedding and Reception	1786		500.00
		MC 5576 2173 0359 9776 exp 05/14 Sheldon Cypress							
Deposit	10/21/2011		Check	5415	Vineyard-Easter Reception	Vineyard-Easter Reception	1501		227.08
Deposit	10/21/2011		Check	4130060662	Riverside Health Systems	Riverside Educational Lecture Series	1780		200.00
Deposit	10/21/2011		Check	1264	Kaoudis-Belcher Wedding & Reception	Kaoudis-Belcher Wedding & Reception	1513		640.00
Deposit	10/24/2011		Visa	Visa	Bingham and Hollandsworth Wedding and Reception	Bingham and Hollandsworth Wedding and Reception	1790		500.00
		4417 1230 4407 3582 exp 12/13 Stacey Murphy 1207 Haskell Street, Apt. A Berkley, CA 94702 510-325-4941							
Deposit	10/26/2011		Master Card	Master Card	Arey and Johnson Wedding and Reception	Arey and Johnson Wedding and Reception	1791		600.00
Deposit	10/27/2011		Check	11408	Speas and McFarland Wedding	Speas and McFarland Wedding	1710		237.50
Deposit	10/27/2011		Visa	Visa	Torbic and Prather Reception	Torbic and Prather Reception	1792		400.00
								Total	10,298.83
								Grand Total	-8,736.33

October 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						Parrent-Kleiman Rain Site for WC MH plus Suites 200
2	3	4	5	6	7	8
Greene-Smith Reception MH plus Suites 330	Candidate's Forum MH 150	Service Awards Dinner MH 150	Town Council A&B 50 Town Training Day MH 60	Courtney-VSAE Senior Health Fair MH plus Suites 300	Courtney Off at 12 PM Melissa Off	Hog Jog/ Town and Country Day Courtney Off Melissa Off Chucatuck High School Reunion MH plus Suites 290 Hog Jog Memorial Lawn 500
9	10	11	12	13	14	15
Courtney Off Melissa Off Pearson and Parker Wedding and Reception MH plus Suites 150	Columbus Day Courtney Off Herbert Off	Center Staff Meeting MH 8 Planning Commission A&B 30 Water Treatment Plant Meeting C&D 10	Economic Development Luncheon featuring Gov. McDonnell MH 75	Amy Off Simplex Duct Detector Replacement	IOW Schools Auction and Dinner MH plus Suites 200	CCI-Fall Annual Installation IOW Schools Auction and Dinner MH plus Suites 200
16	17	18	19	20	21	22
Featured Vendor Showcase MH 100	9 AM Food Handlers Test Candidate's Forum MH 150 Smithfield Packing Benefits Boot Camp A&B 30	Crime Line Meeting C&D 20 Intergovernmental Meeting C&D 20 Pont and Thomas Rehearsal Deck 25 Schoolhouse Board of Directors Meeting C&D 10	Staff Meeting A&B 15	2 PM Food Handlers Test Capak-Morris Reception MH 20	Capak-Morris Reception MH 130 IOW Chamber Leadership Graduation A&B 25	German Club MH 60

October 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
Russ Off Amy-IACCA Pont and Thomas Wedding and Reception MH plus Suites 150	Russ Off Amy-IACCA Committee Meetings C&D 25	Russ Off Amy-IACCA Committee Meetings C&D 25	Herbert Off Amy-IACCA Enhancement Program Workshop MH plus Suites 90 Jones and Williams Rehearsal Deck 25	Herbert Off Amy-IACCA Jones and Williams Wedding and Reception MH 150	Herbert Off Amy-IACCA Genevieve Shelter Gala MH 150	Ayers and Doggett Reception MH plus Suites 215
30	31					
Melissa-off at 12 PM Chanda Pittmann 40th Birthday Party MH 120	Halloween Pipeline Safety Training MH 35					

Smithfield Center Discounts - October 2011

Booking Date	Event Name	Room Code	Discount Percent
10/1/2011	Gray-Pierce Wedding and Reception	MH plus Suites	0.00%
10/2/2011	Parrent-Kleiman Wedding & Reception	Riverfront	0.00%
10/3/2011	Candidate's Forum	MH	100.00%
10/4/2011	Service Awards Dinner	MH	0.00%
10/5/2011	Town Council	A&B	100.00%
10/5/2011	Town Training Day	MH	100.00%
10/6/2011	Senior Health Fair	MH plus Suites	100.00%
10/8/2011	Chucatuck High School Reunion	MH plus Suites	0.00%
10/9/2011	Pearson and Parker Wedding and Reception	MH plus Suites	0.00%
10/11/2011	Planning Commission	A&B	100.00%
10/11/2011	Water Treatment Plant Meeting	C&D	100.00%
10/11/2011	Center Staff Meeting	MH	100.00%
10/12/2011	Economic Development Luncheon featuring Gov. McDonnell	MH	0.00%
10/12/2011	Rainsite - Isle Fest	MH plus Suites	0.00%
10/14/2011	IOW Schools Auction and Dinner	MH plus Suites	20.00%
10/15/2011	IOW Schools Auction and Dinner	MH plus Suites	20.00%
10/16/2011	Featured Vendor Showcase	MH	100.00%
10/17/2011	Smithfield Packing Benefits Boot Camp	A&B	0.00%
10/17/2011	Candidate's Forum	MH	100.00%
10/18/2011	Schoolhouse Board of Directors Meeting	C&D	100.00%
10/18/2011	Crime Line Meeting	C&D	100.00%
10/18/2011	Intergovernmental Meeting	C&D	100.00%
10/19/2011	Staff Meeting	A&B	100.00%
10/20/2011	Capak-Morris Reception	MH	20.00%
10/21/2011	IOW Chamber Leadership Graduation	A&B	100.00%
10/21/2011	Capak-Morris Reception	MH	20.00%
10/22/2011	German Club	MH	0.00%
10/23/2011	Pont and Thomas Wedding and Reception	MH plus Suites	0.00%
10/24/2011	Committee Meetings	C&D	100.00%
10/25/2011	Committee Meetings	C&D	100.00%
10/26/2011	Enhancement Program Workshop	MH plus Suites	0.00%
10/27/2011	Jones and Williams Wedding and Reception	MH	0.00%
10/28/2011	Genevieve Shelter Gala	MH	0.00%
10/29/2011	Ayers and Doggett Reception	MH plus Suites	0.00%
10/30/2011	Chanda Pittmann 40th Birthday Party	MH	0.00%
10/31/2011	Pipeline Safety Training	MH	0.00%
	100% discounts	16	
	50% discounts	0	
	20% discounts	2	

Smithfield/Isle of Wight Tourism Activity Report – October 2011

- Director attended Isle of Wight Board of Supervisors Meeting 10/6/11.
- Director attended Smithfield Town Council Meeting 10/5/11.
- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 10/3, 10/10, 10/17, 10/24, 10/31. Meeting will be held each Monday morning to allow citizens and merchants to make public comments and to discuss communicating the project issues to all concerned-residents, merchants and visitors.
- Porcine Statuary project for public art project passed unanimously at Council on 10/5/11. Project to be completed in Spring of 2012.
- Held Aiken & Friends Music Fest 9/30/11 and 10/1/11. Excellent attendance this year (800). Event will be moved to Windsor Castle Park for 2012. After action meeting held 10/20/11.
- Grant report done for Encore Bridal initiative. Excellent results to date with some partners reporting more than a 100% increase in business from that sector. 10/3/11. Information will be sent to VTC and utilized with VACVB economic impact study.
- Press release done for Smithfield Historic District Holiday Homes Tour 10/3/11. Held due to pending confirmation of houses. Tour will be first weekend in December on Friday night and Saturday.
- Smithfield Wine and Brewfest meeting 10/3/11 and 10/24/11. Plans and logistics are coming together for the fest for April 14, 2012 at Windsor Castle Park. 2000 attendees expected.
- Met with Daily Press about holiday co-op ads 10/4/11.
- Met with HR Magazine about upcoming advertising and Visitor Guides 10/4/11.
- Attended State of the Lodging Industry event 10/5/11.
- Filmed the *County Beat* 10/6/11.
- Exhibited at VSAE Annual Meeting in Richmond with Smithfield Station and the Smithfield Center 10/6/11.

- Marketing budget meeting 10/7/11.
- VA-1 Conference planning conference call 10/7/11, 10/13/11, 10/26/11.
- Smithfield 2020 Meeting cancelled 10/5/11. Smithfield. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Smithfield Farmer's Market held Saturdays...10/1, 10/8, 10/15, 10/22, 10/30. Excellent turn-outs!
- Attended Coastal Virginia Tourism Alliance meeting 10/12/11.
- Attended SHDBA (Smithfield Historic District Business Association) meeting 10/13/11.
- Worked on VTC Marketing Grant 10/14/11.
- Tours for Class of '61 Saturday 10/15/11.
- Exhibited at Homearama in Suffolk Saturday 10/15/11.
- Exhibited at Smithfield Center Special Event Show Sunday 10/16/11.
- Attended VA-1 Tourism Summit in Richmond 10/16-18/11. Excellent partnership opportunity for VACVB, VHTA and VTC. Best attended VA-1 ever with almost 500 attendees.
- Held Tourism Monthly Staff Meeting 10/25/11.
- Missed Schoolhouse Museum Board Meeting 10/18/11 due to VA-1 Tourism Summit. Distributed minutes.
- Bike & Ped meeting 10/19/11.
- Economic Impact press release written and distributed 10/20/11.
- Attended IOW County blood drive 10/20/11.
- Attended Chamber Leadership presentations and graduation 10/21/11. Excellent!
- Attended Facebook training 10/24/11.
- Isle of Wight Fair Committee 10/24/11.

- New Golf Cart “HAM TRAM” arrived 10/24/11.
- Met with Smithfield Station about upcoming 25th anniversary 10/25/11.
- Attended Council Committee Meetings 10/25/11.
- Attended VACVB Certification Committee meeting 10/27/11. Program established and will be rolled out to all VA CVB’s in December.
- Attended IOW Economic Development announcement 10/28/11.
- Attended Saint Lukes Board Meeting 10/19/11. (Director recently elected to board)
- Attended Smithfield Staff Meeting 10/19/11.
- Missed IOW Staff Meeting due to illness.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer’s Market information.
- Weekly individual meetings with staff to address concerns and review projects.

Upcoming Events: See www.visitsmithfieldisleofwight.com for more details!

Leadership Isle Of Wight



Class of 2011



We are 16 individuals each with a personal commitment to leadership as diverse as our backgrounds. We represent various local businesses from healthcare to hardware, from civil servants to accountants.

America In Bloom

Mission...

America in Bloom promotes nationwide beautification through education and community involvement by encouraging the use of flowers, plants, trees, and other environmental and lifestyle enhancements.

It is...

- A quality of life improvement program...
- A community improvement program...
- A civic pride and community involvement program...
- An educational and community engagement program...
- A source of inspiration...
- A catalyst...
- A friendly competition...
- A valuable tool...

Objective...

- develop a business plan approach to implementing improvements identified under each criteria

Judging Criteria

- Community Involvement
- Floral Displays
- Environmental Awareness
- Heritage Preservation
- Landscaped Areas
- Tidiness
- Turf and Groundcovers
- Urban Forestry

S.W.O.T Analysis

strengths, weaknesses, opportunities, threats

- Community Profile
- Marketing Plan
- Judges Route
- Benefits
- Timeline
- Sustainability
- Recommendations

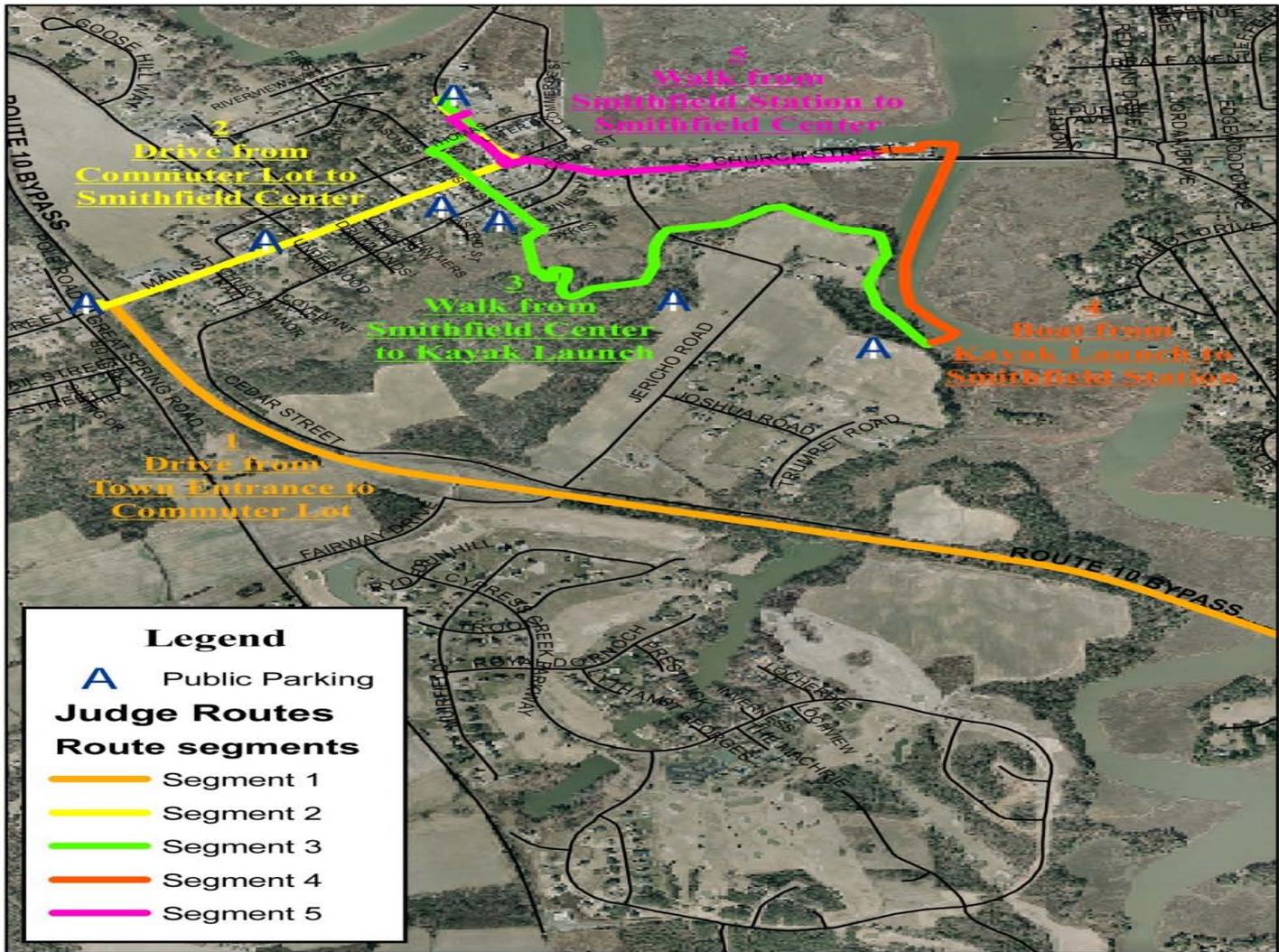
Community Profile

- Community Involvement & Floral Displays
- Environmental Awareness & Heritage Preservation
- Landscaped Areas & Tidiness
- Turf and Groundcovers & Urban Forestry

Marketing Plan

- Marketing Plan/Campaign
- Smithfield AIB Logo
- Electronic & Traditional marketing vehicles
- Public Relations opportunities
- Civic Organizations
- Kick-Off Event
- Endorsements from Town & County
- ORGANIZE LOCAL AIB COMPETITION

Judges Route



Benefits of Entering

Why Enter?

- Community Involvement
- Increase Civic Pride
- Increase tourism
- Economic Development
- Increase cooperation between government, businesses, private citizens & communities
- Improved quality of life

Timeline

- **November 2011 – January 2012**
 - Chamber puts AIB team together
 - Complete and submit application
 - Team Objectives:
 - * *Strategize and gather information*
 - * *Solicit Sponsorship*
 - * *Marketing Plan*
 - * *Formulate Budget*
 - * *Review and edit timeline*
 - * *Plan local Contest*
- **January – February 2012**
 - Prepare Marketing materials
 - Plan Kick-off Event
 - Create Website
 - Create Power Point for presentations to groups
- **March 2012**
 - Implement Marketing Plan
 - Gather information for Community Profile
 - Continue to solicit Sponsorships
- **April 2012**
 - Kick-Off Event
- **June 2012**
 - Local Contest judged and prizes awarded
- **July 2012**
 - National AIB Judges arrive for contest

Future & Sustainment

There are ongoing financial and human resources needed to maintain incremental improvements related to the Town of Smithfield

- **Human Resources**

Goal #1- to develop programs of sustainment utilizing volunteer and civic organizations, businesses, government and individuals to participate in the program

- “Adopt – A – Corner” / “Road” / “Plant Bed”
- Yard of the Month
- Coordinated “theme” for individual portions of town – flower box, flower type, color scheme, etc.

Goal #2- to grow/enhance the appearance of the town through improvements in the eight judging criteria while remaining cost neutral to the town via improved volunteerism

- **Financial Resources**

- Virginia Wildflower Program
- The Virginia Horticulture Foundation
- Virginia Urban Forest Council
- Virginia Department of Environmental Quality – Environmental Endowment Grant

Recommendations

- Chamber of Commerce to appoint an America In Bloom Committee task force to move the project forward, consisting of local government and business representatives, citizens and members of Leadership Class 2010-2011.
- This task force will create a time line to determine the date the town will enter contest and for the various tasks involved.
- The Town of Smithfield to incur initial cost of application fee of \$899.00 plus hosting two judges, two days and two nights.
- Enlist volunteer and civic organizations, businesses, government and individuals to participate in the program.

Get involved!

Register Smithfield Today!

www.AmericaInBloom.org

Thank You

Questions?
&
Answers





TOWN OF SMITHFIELD

"The Ham Capital of the World"

November 2, 2011

Mr. David K. Paylor, Director
Department of Environmental Quality
629 North Main Street
P. O. Box 1105
Richmond, VA 23219

RE: Solid Waste Planning Region and Agency Designation

Dear Mr. Paylor:

The Town of Smithfield hereby requests in accordance with the Virginia Solid Waste Planning Regulations (9 VAC 20-130-10, et seq.) the Department of Environmental Quality to designate a solid waste planning region and agency for Southeastern Virginia pursuant to a resolution of the Town Council adopted at its regular meeting on November 1, 2011.

The following designations are requested:

1. The portion of the area of the Hampton Roads Planning District Commission, comprising the original boundaries of the Southeastern Virginia Planning District Commission, should be designated as the Regional Solid Waste Planning Region. This area includes the:
 - a. Cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk and Virginia Beach;
 - b. Counties of Isle of Wight and Southampton;
 - c. Towns of Boykins, Branchville, Capron, Courtland, Ivor, Newsoms, Smithfield and Windsor.
2. The Hampton Roads Planning District Commission should be designated as the Regional Solid Waste Planning Agency for the designated region.

The localities in the region have a long history of cooperative regional solid waste planning and management. On behalf of the localities, the Hampton Roads Planning District Commission has completed the regional solid waste management plan to address local needs and regulations. The HRPDC had previously completed the regional plan in 1991, and, under contract to the Southeastern Public Service Authority of Virginia (SPSA), in 2005.

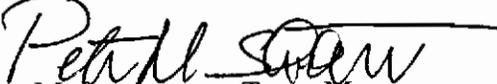
TOWN MANAGER'S OFFICE

315 Main Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 6

The Town of Smithfield concurs with the action taken by the Boards of the HRPDC and SPSA in March 2010 and the Regional Solid Waste Management Plan for Southeastern Virginia, adopted by the two agencies in September 2011 that the above designations be made to replace action taken by the Department of Environmental Quality in 2004.

Your expeditious action will be appreciated.

Sincerely,


Peter M. Stephenson, Town Manager
Town of Smithfield

cc: Dwight L. Farmer, HRPDC
Rowland L. Taylor, SPSA

RESOLUTION

WHEREAS, the Virginia Solid Waste Planning Regulations require that localities satisfy the regulation by designating a regional solid waste planning agency; and,

WHEREAS, the Hampton Roads Planning District Commission (HRPDC) and the Southeastern Public Service Authority recommend that the HRPDC be designated as the regional solid waste planning agency; and,

WHEREAS, the Town Council of the Town of Smithfield concurs with the recommendation.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Smithfield that the HRPDC be designated as the regional solid waste planning agency and that the Town Manager is authorized the execute the required designation letter attached hereto as Exhibit "A."

Adopted this 1st day of November, 2011.

TOWN OF SMITHFIELD

David M. Hare, Mayor

Attest:

Clerk