

# SMITHFIELD TOWN COUNCIL AGENDA

November 6<sup>th</sup>, 2012 at 7:30 p.m.  
Held at Smithfield Center, 220 N. Church Street



## A. INFORMATIONAL SECTION:

1. Manager's Report
  - a. October Activity Report
  - b. Additional Information on Crime Prevention Community Program

## B. UPCOMING MEETINGS AND ACTIVITIES:

- November 6 - 7:30 p.m. – Town Council Meeting
- November 8 - 2:00 p.m. - Windsor Castle Foundation Board (Town Hall Conference Room)
- November 12 - Town Administrative Offices Closed in Observance of Veteran's Day
- November 13 - 4:00 p.m. - Pinewood Heights Management Team Meeting
- November 20 - 7:30 p.m. – Board of Historic and Architectural Review
- November 22 & 23 - Town Administrative Offices Closed for Thanksgiving Holiday
- November 26 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
  - Police Committee
  - Water and Sewer Committee
  - Finance Committee
- November 27 - 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. Western Tidewater Free Clinic

## D. Council Comments

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

**E. Summary of Consent Agenda items**

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

**CONSENT AGENDA ITEMS**

**C1. Resolution in Support of the Crime Prevention Community Program**

Police Committee Chair, Connie Chapman

**TAB # 1**

**C2. Smithfield Manor Subdivision Agreement Amendment**

Water and Sewer Committee Chair, Andrew C. Gregory

**C3. Invoices Over \$10,000 Requiring Council's Consideration:**

Finance Committee Chair, Randy Pack

- a. Draper Aden Associates \$ 30,459.20
- b. Caldwell Tanks \$ 24,996.41
- c. REW Corporation \$ 59,217.20
- d. REW Corporation \$119,216.00
- e. Lewis Construction of Virginia \$ 47,602.15

Additional Invoice Received after Finance Committee

- f. Colonial Webb Contractors (Budgeted HVAC system) \$ 70,924.00

**TAB # 2**

**C4. Motion to Pay Budgeted Contribution to Western Tidewater Free Clinic in the Amount of \$25,000**

Finance Committee Chair, Randy Pack

**C5. Request to Close Rising Star Account and Open an Escrow Bank Account for Future Capital Improvements at the Reverse Osmosis Plant**

Finance Committee Chair , Randy Pack

**C6. Motion to Accept VDOT's Recommendation for Intersection Improvements at Thomas/Luter and North Church Street**

Public Works Chair, Michael G. Smith

**C7. Motion to Accept Ownership of the Eight Porcine Statuary**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

**C8. Motion to Allow Commemorative Brick Program by the Veterans of Foreign Wars (VFW)**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

**C9. Regional Resolution in Support of Passenger Rail Service**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

## **ACTION SECTION**

1. **Motion to Approve the Town Council Minutes for the Meeting of October 2<sup>nd</sup>, 2012**  
Town Attorney, William H. Riddick, III
  
2. **New Business:**
  - a. **Dedication and Placement of George Washington Statue to the Town from Mr. Joseph W. Luter, III**  
Mr. Lawrence Pitt
  
3. **Adjournment**

November 2, 2012

**TO: SMITHFIELD TOWN COUNCIL**

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

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

**TOWN MANAGER'S OFFICE:**

- a. Attended the following meetings: Leadership IOW Planning Team, Smithfield 2020, IOW Emergency Communications Board, Shared Services Task Force, Windsor Castle Park Foundation Board, Southside and HRPDC Mayors and Chairs with Mayor Williams, Smithfield on the Move, Youth Leadership Group, HRCJTA (Police Academy) Executive Committee, Obici Healthcare Foundation Grants, Meeting and Chamber Isle Fest.
- b. Attended VML Insurance Programs Fall Risk Management Workshop in Williamsburg
- c. Open House was held for the Town Manager's Office and the Smithfield Police Department on Saturday, October 6<sup>th</sup>.
- d. Held a very productive annual employee in service training day October 10<sup>th</sup>.
- e. Reviewed Engineering Services Proposals and plans for New Public Restrooms on Main Street
- f. Met with Excel Paving Corporation and VDOT on South Church Street items. Communicated with Verizon.
- g. Participated in State Conference Calls in Preparation for Hurricane Sandy. Coordinated with staff and communicated with Council.
- h. Led Town of Smithfield Team at American Diabetes Step Out Walk at Windsor Castle Park.

**TOWN CLERK'S OFFICE:**

- a. Transcribed and proofed the monthly minutes for Town Council and the Board of Historic and Architectural Review.
- b. Staff attended Windsor Castle Foundation Board Meeting on October 4<sup>th</sup>.
- c. Attended employee training day on October 10<sup>th</sup> at the Smithfield Center.
- d. Started working on sorting and labeling Treasurer files
- e. Prepared October Town Council Committee Agenda, and November Town Council Agenda

- f. Attended Town Council Committee meetings on October 22<sup>nd</sup> and 23<sup>rd</sup> and prepared summary reports of the committees.

#### **TREASURER'S OFFICE:**

- a. Attended employee training day on October 10, 2012 at the Smithfield Center.
- b. Peter Stephenson, Jon Flores, and I met with representatives of the IOW School Board, IOW County, and the Town of Windsor to discuss the possibility of shared MUNIS services on October 16. A follow up meeting was scheduled for October 29<sup>th</sup> to demo the MUNIS modules, but the meeting was rescheduled for November 5 due to Hurricane Sandy.
- c. Bank reconciliations for September (prepared by Comarth Saunders) and financial statements for August and September were completed.
- d. Real Estate bills were mailed by BMS Direct on October 26. Personal property has been converted and should be mailed by November 2.
- e. Continued working with auditors. They were back on site on October 26 to work on a few outstanding items. The field work is basically complete and being reviewed by the partner –in-charge.
- f. Filed annual unclaimed property report on October 31.
- g. Met former Mayor Dave Hare for lunch on October 31. He will be managing the Town's TowneBank accounts now that he is no longer a Town Council member. I did notify him that we would be initiating a new banking RFP at the end of the year.
- h. Met with Peter Stephenson, Bill Hopkins, Bryant Porter (VDOT), and Eric Markowski (Excel) to discuss remaining costs of the S Church Street project and eligibility of charges for federal reimbursement.

#### **PUBLIC WORKS:**

- Staff performs the following duties on a monthly basis:  
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
    - a. Continued work on manhole inspections and air release valves - both 50% complete.
    - b. Sewer line cleaning 5% completed.

- c. 30 Faye Dr. - replaced sewer cleanout.
- d. 613 Quail St. - reported sewer back up used sewer machine to unclog the sewer lateral

2. Sewer Pump Station Repairs and Maintenance:

- a. Weekly and daily checks on all 27 pump stations.
- b. Performed schedule maintenance at pump station
  - Cleaning of wet -wells
  - Alarms testing
  - Sump pump cleaning
  - Check Valve cleaning and repair
  - Generator checks / Godwin pump checks
  - Control Panel / Flow monitor checks
  - Fence and Grounds
  - Inspected Structure
  - Inspect and clean pumps
  - Level system check
  - Test limit switches
  - Bar screen cleaning
  - Rain gauge checks
- c. REW is working on flow meters at pump stations.
- d. Riverside pump station had a bad float switch - replaced.
- e. Moonfield pump station - replaced transducer and reprogrammed station.
- f. Smithfield Blvd pump station - replaced seals in pump #1 and installed a new motor saver in the control panel.

3. Water Line Repairs and Maintenance:

- a. Repaired a line setter at 331 Main St.
- b. Shut down water on Batt. Park Rd. on 10-15-2012 for contractor to cut-in a 8" water line for the new church.
- c. Relocated water meter at 6 Peterson Ave. Homeowner needed to install a new water line to house.

4. Well Repairs and Maintenance

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

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Decision was made between the town and RO contractors to install an orifice plate in second stage and clean second and third stage.
- c. Maintenance on South Church water tank began.
- d. Operators raised chlorine levels, per VDH request, to ensure strong residual while work was completed on Battery Park rd.
- e. Operators performed routine maintenance on lime feeder.

6. Safety

- a. Monthly truck inspections.
- b. All Public Works employees attended annual Employee Training Day – topics included Workplace Violence Prevention and Defensive Driving.
- c. Monthly playground inspections.

7. Miscellaneous

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

**PLANNING AND ZONING:**

1. Planning Commission – 10/09/12

A. No Meeting Held

2. Rezoning Applications under review

B. None

3. Special Use Permit Applications under review

- C. None
- 4. Subdivision and Site Plans under review
  - D. None
- 5. Subdivision and Commercial Sites Under Construction and Inspection
  - A. Church Square, Phase I (95% complete)
  - B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
  - C. Lakeview Cove Condos (75% complete)
  - D. YMCA (98% complete)
  - E. Smithfield Foods Test Kitchen (98% complete)
  - F. True Value (98% complete)
  - G. Main Street Baptist Church (50% complete)
  - H. Taste of Smithfield (98%)
- 6. Board of Zoning Appeals 10/16/12
  - E. No Meeting Held
- 7. Board of Historic & Architectural Review 10/16/12
  - A. Proposed Commercial Building – 206 Main Street – Public Bathroom Facility – No Designation – Lawrence Pitt, Smithfield Foods, applicants – Approved.

### **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 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. Condominiums are under construction at this time.
- C. South Church Street Streetscape Project, Verizon continues making final connections from the existing lines to the new system primarily at the Smithfield Station parking lot tie-in point. Dominion Va. Power has removed 5 of the existing power poles from the project site.

- D. Blair Bro.'s Contr. started and completed repair of damaged drop inlets on Turnberry and Royal Dornoch in the Cypress Creek Subdivision. Contractor cleaned entrance pipes and re-graded roadside ditches at 716 & 720 Smithfield Blvd. Contractor also performed asphalt repair of potholes and damaged areas on Battery Park Road, Barclay Crescent and Royal Dornoch.
  
- D. Lewis Construction started and completed repair of storm drain pipe located between Murifield and Turnberry in the Cypress Creek Subdivision.

**ADDITIONAL  
INFORMATION ITEMS**

14151 Foursquare Road  
Smithfield, Virginia 23430  
October 25, 2012

Town Manager  
Town of Smithfield  
310 Institute Street  
P. O. Box 246  
Smithfield, Virginia 23431

Dear Pete,

The Public Utilities division of your staff has completed modification of the sewer system for my properties located at 119 & 121 North Church Street.

Jeff Smith and Tommy Williams were in charge of this project. The work required excavation under the buildings to connect two bathrooms to the sewer line. Besides excavation, the project required expertise in commercial plumbing and general construction since floors and walls were removed to access and install sewer lines. After the sewer lines were connected, the bathrooms were renovated with new drywall, flooring and paint.

Your two staff members completed every phase of this project to perfection. I could not be happier with the results. Jeff Smith and Tommy Williams are professionals in every sense of the word. The project timeline was exactly as they forecast it to be. Their workmanship was of the highest quality. In addition, both staff members demonstrate strong "people" skills. They are positive, enthusiastic and work with a smile.

We are fortunate to have Jeff Smith and Tommy Williams on the Smithfield staff.

Sincerely,

  
R. K. Redlin



**OFFICERS**

**PRESIDENT**

EDWIN C. DAIFY, DPA  
HOPEWELL CITY MANAGER

**PRESIDENT-ELECT**

DAVID P. HELMS  
MARION MAYOR

**VICE PRESIDENT**

WILLIAM D. ELLIOTT  
ALEXANDRIA MAYOR

**IMMEDIATE PAST PRESIDENT**

ROSEMARY WILSON  
VIRGINIA BEACH COUNCIL MEMBER

**EXECUTIVE DIRECTOR**

R. MICHAEL AMYX

**MAGAZINE**

VIRGINIA TOWN & CITY

October 10, 2012

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

Dear Mr. Stephenson:

On behalf of the VML Executive Committee and the conference attendees, thank you for presiding at a workshop session at the 2012 VML Annual Conference.

The workshop on cyber security provided much needed information on an issue that affects every local government in the Commonwealth of Virginia.

We also thank you for making the presentation at the roundtable on increasing voter participation. The roundtables continue to be a mainstay of our conference because of the willingness of the presenters such as you to discuss timely topics.

Thank you for your contribution to the success of the 2012 Annual Conference, and we look forward to continuing to work with you.

Sincerely,

Rosemary Wilson  
Immediate Past President

P.O. BOX 12164  
RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET  
RICHMOND, VIRGINIA 23219

804/649-8471  
FAX 804/343-3758  
e-mail@vml.org  
www.vml.org

November 2, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING  
HELD ON MONDAY, October 22<sup>nd</sup>, 2012

The Police Committee met Monday, October 22<sup>nd</sup>, 2012 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; Mrs. Denise N. Tynes, and Mr. Andrew C. Gregory, Vice Mayor. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Mr. Steve Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Police Chief; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; and Ms. Comarth Saunders, Financial Analyst. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

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

1. Appoint Town Council Member to Serve on the Crime Prevention Community Program Board – Mayor Williams stated that he would like to appoint Ms. Connie Chapman to this board since she is Chair of the Police Committee. The Town Manager asked Chief Bowman if he knew how often they would meet. Chief Bowman stated that they are still in the planning stages of setting up the board so at this time no schedule has been determined. Chief Bowman continued to explain that the town would like to pursue certification as a crime prevention community and that is the purpose of the board. Chief Bowman stated that this was an initiative that was discussed when he first came on board by the Town Manager. Mr. Kurt Beach is heading it up as far as staff is concerned however there is a provision that there must be a member of Town Council to sit on the board as well. Chief Bowman welcomed Ms. Chapman as the Town Council appointee. A resolution of participation will be on the consent agenda for approval by Town Council.

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

1. Operational Updates – Chief Bowman reported that today in the Town of Smithfield two deer were euthanized. Both deer had been injured. One was shot in a back yard on Wilson Road and the other was shot in the parking lot between the old Pomoco site and the Department of Transportation (DMV). He explained that if the deer had not been euthanized they could have caused damage elsewhere. Chief Bowman stated that he has a meeting set up with Mr. Duncan, Director of Game and Inland Fisheries, Mr. Hopkins and Deputy Chief Howell for tomorrow. Mr. Duncan will be given a tour of the entire premises of the Town of Smithfield. He continued to explain that since the last meeting some discussion has been held as to what the ultimate objective is for the town in regards to allowing urban archery. Chief Bowman stated that he explained to Mr. Duncan that the town's concern is more in reducing the herd rather than the sporting aspect of it. Mr. Duncan's background is that of a wildlife biologist and he has a lot of experience in reducing deer populations in communities like the Town of Smithfield. Chief Bowman stated that Mr. Duncan used the term that one size does not always fit all. There is also a possibility of allowing permits for shooting deer at night time with spotlights in certain areas to reduce the size of the herds. The meeting will be held tomorrow morning at 9:30 a.m. if any of council wishes to attend. Chief Bowman stated that he is very confident that Mr. Duncan will be able to provide the town with a solution or direction as to the best way to reduce the herds of deer in the town. Ms. Tynes asked where the town disposes of deer when they are euthanized? Chief Bowman replied that believe it or not there are people readily available to take the deer off our hands. Chief Bowman reported that the "Zombie Walk" for Polio went well on Saturday, October 20<sup>th</sup>. The preliminary hearing for the individuals charged in the bank robbery at Farmers Bank will be coming up very soon. Mrs. Tynes asked Chief Bowman if the town has had anymore teenagers breaking into vehicles. Chief Bowman replied that the town has not. Operations have been relatively quiet.

2. John Rolfe Drive Pavement Striping/Marking – The Town Manager stated that this item came up originally in a conversation with Mayor Williams. The discussion was whether there was adequate pavement width to create a walking/jogging or bike path on one side of the road down John Rolfe Drive. The Town Manager stated that the town did have a similar demarcation lane in Smithfield Forest years ago, but because it restricted parking on one side of the street the residents in that area had requested that the demarcation be removed. There is no parking along John Rolfe Drive so that would not be an issue on this road. The Town Engineer stated that the pavement width on John Rolfe Drive can accommodate an approximate five or six foot walking path on one side only. He stated that he will be meeting with VDOT this week and plans to discuss it a little further to see what their recommendations are. Once you get to Beale Park the lanes go to twelve feet so beyond that point there is not enough pavement width. The Town

Engineer stated that he has talked with the Town Planner because he has been more involved with the bike trail that Isle of Wight County is proposing along Battery Park Road. The Isle of Wight County bike path includes several options in design. One of the options is to go down South Church Street. The second option is to go down Lumar Road and John Rolfe Drive and the third option is Wilson Road. All three scenarios have been discussed and the county is leaning towards the original path down South Church Street and working with the businesses there. Committee likes the idea of being able to do something down John Rolfe Drive to Beale Park to provide a safe area to walk or ride. It would be like a spur off of the bike trail. Mr. Gregory asked if this would simply entail shifting the center line over. The Town Engineer replied that was correct. The existing lanes would be reduced to twelve foot lanes and a five or six foot bike path will be marked for pedestrian use on one side. Mr. Gregory asked if John Rolfe Drive was scheduled for paving any time soon. The Town Engineer stated that an overlay on John Rolfe Drive was done approximately four or five years ago so other than an overlay that will be done at the end of John Rolfe Drive where the new turn lane is installed the town should be good as far as paving for several more years. Discussion was held on eventually putting down an approximate four foot gravel lane down one side of the road with some angel dust on top beyond Beale Park in Moonefield and other neighborhoods around town. Mayor Williams stated that the Town Engineer was going to look into cost and what areas committee should consider in the future providing a safer area for pedestrians.

3. Additional Item Discussed: Amendments to Firearms Ordinance – The Town Attorney reported that he and Chief Bowman had received a letter from a guns rights group pointing out some provisions in our Town Code that are not permitted anymore. He and Chief Bowman will get together and figure out which provisions need to be amended. This item will be forthcoming once these amendments are identified. The Town Attorney stated that there are new laws that have been adopted that say you cannot have certain provisions in your Town Code. Mrs. Tynes suggested that the overall Town Code may need to be looked at and updated. The Town Attorney stated that the town spent a lot of money a few years ago having the Town Code recodified. They went through and pulled out things that were not right and reworked everything and put new citations in. The Town Manager stated that it was probably done five or six years ago. The Town Attorney stated that he does not recommend spending that kind of money again for another five years or so. Mrs. Tynes asked what the process is for amending the Town Code. The Town Attorney stated that unless it has to do with zoning or taxes it can be amended at your next Town Council meeting because it does not require a public hearing. The Town Manager stated that as long as it was not dealing with the town's charter as well because that requires General Assembly action to amend. The Town Attorney explained that the Planning Department does a great job in the fact that when they see things that are not right they bring it to council's attention so that the Town Code can be amended. This is what the town is doing with this item on guns. This guns rights group from Seattle Washington found the Town of Smithfield's Town Code on the

internet and the town has no choice but to fix these provisions that have been pointed out in the Town Code. For example, the Town Code has a provision that says that no one shall carry a concealed weapon in Windsor Castle Park except those who are authorized to do so. You are not allowed to carry a concealed weapon unless you have a concealed weapons permit. Mrs. Tynes asked that even if you have a concealed weapons permit are weapons not allowed in government buildings. Chief Bowman stated that is not correct. Permitted weapons are allowed in the General Assembly of Virginia. The Town Attorney stated that you are not allowed to carry it in a Courthouse but in most government buildings permitted weapons are allowed. This item will come back to committee next month with amended gun provisions.

4. Additional Item Discussed: Halloween Trick or Treating - Chief Bowman stated that as in the past all police officers will be working that night for approximately 4 to 5 hours to make sure our streets are safe. They will be patrolling at slow speed watching the kids and discouraging vandalism. The hours for trick or treating will be from 5:30 to 6:30 p.m. for the downtown safe trick or treating. The curfew for trick or treating throughout the town is 8:30 p.m.

5. Additional Item Discussed: Smithfield Boulevard and Jericho Road – Mrs. Tynes stated that residents in this area are still requesting reflectors be placed at the intersection of Smithfield Boulevard and South Church Street so residents know where to turn at night. Mrs. Tynes also mentioned that Mr. James Delk had contacted her in regards to removing the no left turn sign in and out of Jericho Road at South Church Street. She stated that she also discussed with Mr. Delk the possibility of installing no left turn sign during certain times of the day. Mrs. Tynes stated that she has talked to other residents that live in that area and they would also like to see the no left turn sign removed. Chief Bowman stated that the police department looked at that intersection today and his concern is a side impact crash because of the curve in the road. Chief Bowman mentioned another thing to consider goes back to the time of day. A person trying to make a left hand turn out of there when someone is trying to make a left hand turn into Jericho could back up traffic on South Church Street especially if during rush hour traffic. He stated that from a safety prospective anywhere can be dangerous if people do not obey the law. Mr. Gregory made a suggestion to restricting no left turns in the morning during rush hour and in the evening during rush hour. Chief Bowman agreed that would be a very good compromise. Committee directed staff to research the necessary morning and afternoon time restrictions for the no left turn at Jericho Road and proceed administratively.

The meeting adjourned at 4:31 p.m.

November 2, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE  
MEETING HELD ON MONDAY, OCTOBER 22<sup>ND</sup>, 2012

The Water & Sewer Committee held a meeting on Monday, October 22<sup>nd</sup>, 2012 at 4:31 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. Michael G. Smith, and Mrs. Denise Tynes. Other Council members present were Ms. Connie Chapman; Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Ms. Comarth Saunders, Financial Analyst; and Mr. William H. Riddick, III, Town Attorney. 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. Smithfield Manor Subdivision Agreement Amendment – The Town Attorney explained that this development is off of Smithfield Boulevard behind Brown's Automotive. It was originally proposed as sixty townhouse units. The Town Code has a provision that developers are to pay pro rata share of the offsite infrastructure cost that the town has to have in order to provide water and sewer. The developer agrees to pay \$800 each for water and sewer for a total cost of \$1,600 per unit. The agreement that was adopted back in 2006 provided for that. Unfortunately, somewhere along the way the money did not get collected and there have been twenty seven houses that have been sold. The original developer is no longer here however his business partner is ready to start back building the rest of the townhomes. Staff has raised the issue that the developer owes the town a lot of money from the previous lots that were sold because pro rata share fees were not collected. The Town Attorney continued to explain that the developer has discussed with town staff and he would like to double the fees in the process of selling the remaining 27 lots to cover the cost of the first 27 that were never collected. The developer has agreed to pay 3 units up front with \$4,800 each to water and sewer. Then the remaining units as they are approved will be \$1,600 each for water and sewer with a total of \$3,200 per unit. Mr. Pack asked why they will not just pay the back amount. The Town Attorney stated that he does not think that they have the cash to pay the entire

amount owed at once. The developer is not denying that they owe the money and they are trying to put things back on track so that they can finish the project. Discussion was held on this being the only way to collect these back fees since it was an oversight on the town's behalf when the first units were sold. Discussion was also held on how the fees would be collected to be sure they are collected on the frontend of the project. Mr. Hopkins stated that the amount due is written on the zoning permit and it is collected in the Treasurer's Office. He explained that when the developer comes to get the zoning permit staff walks with them to the Treasurer's Office with the zoning permit to pay fees and then they can go to the county to get their building permit. Mr. Pack stated that we have a developer that wants to move forward with the project and is offering to make good on the money owed to the town. The Town Attorney stated that the problem with requesting that all back money be paid before they can start back developing may kill the deal and then the town ends up with a problem of property that is uncared for. Mayor Williams asked if the town would receive any more than the \$48,000 for the back money owed. The Town Attorney replied no because it was the town's fault for not collecting the fees in the beginning. Dr. Cook asked if these fees are essentially tap fees. The town Attorney stated that these fees are separate from tap fees. He explained that the town spent a lot of money on the Wilson Road force main and on the town's water system that we do not get recoupment on. The law says that new developers have to pay their fair share. So we had a study done and said this is the amount of money that new homes should pay for their fair share on new infrastructure. The Town Treasurer stated that all that money goes in the Water and Sewer Development Escrow Funds. It can only be used to fund capital repairs or new capital projects that are a direct result of new growth. Committee recommended approval of subdivision amendments.

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

1. Backflow Prevention Program & Swimming Pool Credit Concerns – Letter From Town Resident Jim Phillips – The Town Manager explained that he and Mr. Phillips have been chatting on and off about these concerns for the last year and a half. Mr. Phillips' concern with the Backflow Prevention Program is that the list for participation in the program is not complete. The town initially got a list from HRSD of everyone that had an irrigation sub meter, while they were still allowing credits, and the town also sent out a survey town wide asking if residents had irrigation systems. Since the town received the list from HRSD and the survey was conducted there have been many new homes built in the town. Mr. Phillips concern is that we are not capturing 100% of the folks in town that have irrigation systems. The town is planning on doing another survey to try and capture the folks that missed the first survey. Mr. Phillips would like to see a master log of homes that are in compliance. This is a list that will probably never be 100% complete. The Town Manager stated that Mr. Phillips second concern was that he was one of the residents that had requested a sewer credit for having an irrigation system and was denied, however his neighbor applied and received a discount for filling his swimming

pool. He feels that this is treating people unfairly and is requesting that the swimming pool credit be removed from the Town Code if the town is unable to give sewer credit for irrigation systems. Dr. Cook asked for clarification on who stopped irrigation credits HRSD or the town. The Town Manager stated that it was HRSD. Ms. Minga stated that it stopped back in 2009. Discussion was held on the reason for not allowing a credit for irrigation systems. Dr. Cook clarified that what Mr. Phillips is referring to is the town's charges for sewer which are separate from HRSD charges for sewer? Vice Mayor Gregory stated that this item was discussed a lot leading up to the reverse osmosis plant and is as we continue to move forward in hopes of a new withdrawal permit. Vice Mayor Gregory explained that the consensus before with the past council was the town did not want to do anything that would be perceived by the Department of Environmental Quality (DEQ) that the town was being more lenient on conservation practices at a time when we are trying to ask for significantly more water withdrawal. He stated that we can reopen that discussion and there might be a difference in opinion but this same application has yet to be approved. The Town Attorney stated that DEQ specifically told the town that giving the discount for the irrigation would be a deviation of our conservation plan. It would not be perceived by DEQ to be a positive thing. Town staff has been trying to justify an increase in our withdrawal permit and not doing something to discourage this kind of behavior will not help. Vice Mayor Gregory stated that he wanted to tie a couple of items together because he has gotten a couple of phone calls on Mr. Phillips first concern. Their complaint was that people with irrigation systems having to pay this \$75.00 to \$100.00 fee to have this annual inspection done. They are not only paying more for usage but now they are getting hit with an additional tax of having to pay for this inspection. If they are already having to do this anyways could we not have someone on town staff to perform the inspection and let that be part of what they pay on a regular basis through their water and sewer fees. Vice Mayor Gregory stated that the only reason that he brings this up is because we have looked at possibly granting a onetime flat rate credit during the July/August billing cycle for folks that could show that their usage was due to irrigation or pools. Mr. Gregory stated that a lot of this is beyond our control. Dr. Cook asked if the Backflow Prevention Program was a mandate from the state that the town has to do. The Town Manager stated that was correct. Dr. Cook stated that if every backflow prevention system was inspected by staff it would be a full time position or at least a part time position. Mr. Hopkins stated that there are approximately 360 backflow systems and he was not sure how long it takes to perform an inspection. Vice Mayor Gregory stated that to him it is a simple math equation that if we do anything to jeopardize our ability to get our updated withdrawal permit we are essentially putting ourselves in a position where the town will have no choice but to start buying water from Isle of Wight County at significantly higher cost than what we are charging now. He continued to explain that he understands Mr. Phillips concerns of there being a lack of fairness but feels that Mr. Phillips would trade this slight lack of fairness to not have to pay an additional two fifty or three dollars per thousand gallons water because we lose our own ability to provide enough water to the citizens. The Town Manager stated that staff did verify last month that DEQ is not

waiting on the town or Buchart Horn for anything. They have everything that they need to process our application. Vice Mayor Gregory stated that he feels the consensus is things have not changed all that much and the town wants to stay the course of what we are doing as not to jeopardize our request for an updated withdrawal permit. Committee directed the Town Manager to contact Mr. Phillips in regards to where Council stands with these items. Vice Mayor Gregory stated that he would be glad to contact Mr. Phillips as well if necessary.

2. Additional Item Discussed: HRSD Fees from Discharge – Vice Mayor Gregory reported that the Town Treasurer has come up with an average of about \$180,000 a year. Ms. Minga stated that the first bill that the town had for July was \$23,595 which is the largest billing we have had to date. It then went down in August to \$19,829 which is a significant reduction. It will be interesting to see how that plays out moving forward. Vice Mayor Gregory stated that the \$19,829 was still on the high side. Ms. Minga went over the totals over the last year. The Town Manager did mention that HRSD did increase their rates effective July as well. Vice Mayor Gregory asked if town staff has made the necessary improvements for discharge purposes of the restrictor plates and membranes at the reverse osmosis plant. The Town Manager stated those improvements have not been completed. The first stage has been completed but staff is still working on the second stage. Dr. Cook asked what percentage the town is at. The Town Manager stated that we remain at 80%. Vice Mayor Gregory stated that as he understands it every percent that we can decrease the discharge it is a direct offset to that number. Getting the discharge percentage to 84% or 85% we would be able to take 20% off what we are paying. That would be huge. He mentioned that if the town is going to have to continue to pay \$180,000 a year maybe that is a large enough figure that the town should look at possibly self treating with a small treatment facility next to the reverse osmosis plant. The Town Attorney mentioned that the packaged treatment plant in Lawn's Point is an Anaerobic Bioreactor facility and it is an off the shelf design that is all over everywhere in the state of Virginia. They are relatively inexpensive and very reliable. The Town Attorney stated that it does require a discharge permit. It has been widely permitted throughout the state of Virginia. Committee asked town staff to look into the process and cost associated with the possibility of constructing our own secondary water treatment facility or other options. The Town Manager stated that he would also contact Dan Cargnel of Buchart Horn for his thoughts and ideas to reduce the town's overall cost to HRSD.

The meeting adjourned at 5:06 p.m.

November 2, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, OCTOBER 22<sup>ND</sup>, 2012

The Finance Committee held a meeting on Monday, October 22<sup>nd</sup>, 2012 at 5:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew C. Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Mrs. Denise N. Tynes, Ms. Connie Chapman, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Ms. Comarth Saunders, Financial Analyst; and Mr. William H. Riddick, III, Town Attorney. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Member Mr. Randy Pack 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. Draper Aden Associates \$ 30,459.20

This invoice is for Sanitary Sewer Consent Order task. Committee recommended approval of invoice.

b. Caldwell Tanks \$ 24,996.41

This invoice is the town's budgeted quarterly payment for repairs, maintenance and rehabilitation of the town's four water tanks. Committee recommended approval of invoice.

c. REW Corporation \$ 59,217.20

This invoice is for flow monitoring upgrades which are just about complete. The town has approximately \$29,000 remaining. Committee recommended payment of invoice.

d. REW Corporation \$119,216.00

This invoice is for the installation and wiring of new radios that connect the pump stations to the Reverse Osmosis Plant. Committee recommended payment of invoice.

2. Pay Budgeted Contribution to Western Tidewater Free Clinic – Committee recommended payment of budgeted contribution of \$25,000 for FY 2012/2013.

3. Request to Close Rising Star Account and Open an Escrow Bank Account for Future Capital Improvements at the Reverse Osmosis Plant – Ms. Minga stated that she needs for Town Council to officially authorize her to close the Rising Star account. This is required by the auditors whenever an account is being opened or closed. Ms. Minga also explained that ever how much we come in under budget with the HRSD fees that money will need to be set aside in the reverse osmosis budget because part of the rate structure has built in capital repairs and improvements. Ms. Minga stated that she would like to request authorization to open an escrow account to put any funds under budget from HRSD fees. Committee recommended approval of closing the Rising Star account and opening new escrow account.

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

1. August Financial Statements and Graphs – The August financial statements along with summary notes and graphs were included in the committee packet for committee's review. There was no additional discussion on the August statements.

2. September Financial Statements and Graphs – Ms. Minga stated that in the push to get the September financial statements completed she needed to make one correction in the town's favor to what was posted in the committee agenda packet. She explained that under Public Works Capital there was a \$57,000 charge in there for Excel Paving Corporation for South Church Street. This money was actually already accrued last year. Ms. Minga also reported that in September the town is still building up on our expenses because so many expenses for July and August were accrued for June 2012. Ms. Minga stated that she is still having some translation errors in putting some of the graphs together. She reported that at this time looking at water and sewer with consumption the town is looking okay with what we had planned for this year because we had based it on the rate study not what the actual consumption was showing at the end of last fiscal year. Dr. Cook asked if this was the trend for consumption because it is showing alternating high and low. Ms. Minga stated that they work with a long side and a short side. The long side has a lot more billings than the short side so that is why the collections are like that. Ms. Minga also stated that Gatling Pointe distorts the billings as well. Ms. Minga stated that the only other area that she was concerned about was overtime. She explained that it is not one particular department. The Police Department is in the best shape because overtime was budgeted for their department. Overtime is high across the board for all departments. She stated that she did not think that we are talking a lot of money but percentage wise for where we are in the year they are high. Ms. Minga stated that she thinks it is due to a lot more people are taking overtime rather than comp time. Overtime gives a little accountability for what people are doing. Dr. Cook pointed out that the Town Manager's Office has actually already exceeded their annual budget. Ms. Minga stated that was correct. She explained that Ms. Greer is now attending Town Council

meetings and IT staff has always in the past taken comp time for any time over his normal schedule the he is now taking overtime and she had not budgeted much overtime at all for that department based on last year's figures. Ms. Minga continued to explain that staff had met with VML in regards to accumulation of comp time. It was also brought to light when the town had the mass turnover at the police department. VML states that the town can limit the number of comp time hours that can be accumulated before it would have to be put in as overtime. Ms. Minga explained that she has spoken to Mr. Snead, Mr. Hopkins and the Town Manager in regards to on-call and overtime under the water fund. She stated that one of the employees that she thought was still circulating in the on call list for Public Works was apparently specific to the reverse osmosis plant. She stated that she knew that they had excessive overtime but was unaware of the on call factor to that and it was not budgeted. Dr. Cook asked what steps are being made so that the town does not end up twelve times over budget. Staff is working on schedule at the reverse osmosis plant to minimize overtime there, as compared to the first year of operation. Dr. Cook expressed concern with overtime being high across all departments. Ms. Minga stated the some of the time is related to things that are unexpected like storms. Some of it is that the town has more people in the highway fund than there was in the past. They are being used more for special events like the police department in setting out signs and trash cans, etc. Department heads will be closely monitoring what overtime is used for this year. Ms. Chapman asked if no comp time was allowed in the departments. Ms. Minga stated that comp time is still allowed but that will be monitored closely as well. Staff is also looking at setting up limitations on how much comp time can be accumulated. Mayor Williams asked who was responsible for approving overtime/comp time. Ms. Minga stated that department heads are responsible for signing off on overtime/comp time. When comp time is taken Ms. James of payroll requires an accumulative list of what their total comp time is, how they earned it and how their comp time is used. Our policy has been changed significantly to more closely monitor how comp time is earned. Ms. Chapman asked if overtime is approved in advance. The Town Manager stated that it was as much as possible. Mayor Williams asked if the town could request contractor to pay for overtime on jobs performed outside normal operating hours. The Town Attorney stated that the town would have to adopt a policy that states that if they necessitate outside the regular business hours then they have to pay the cost of having town staff present. Mr. Pack asked if staff has the ability to alternate days/hours worked if a job needs to be done on a Saturday/evening to help with keeping overtime at a minimum. Mr. Hopkins stated that he will discuss these suggestions with the Town Manager.

**3. September Cash Balances** – No discussion held on September cash balances. Water = \$217,561.24; Water Debt Service = \$1,336,862.65; Water Capital Escrow Availability Fees = \$202,103.58; Water Development Escrow = \$70,099.98; **Subtotal Water = \$1,826,627.45.** Sewer = \$54,767.07; Sewer Development Escrow = \$321,590.15; Sewer Capital Escrow Availability Fees = \$701,845.25; Sewer Compliance = \$373,194.81; **Subtotal Sewer = \$1,451,397.28.** **Highway = (\$43,622.86).** General Fund = \$1,193,566.71; Payroll = \$44,805.47; Money Market General Fund Town Bank = \$2,168.61; Business Super NOW-General Fund = \$32,922.68; Money Market General Fund Farmers Bank = \$286,911.37; General Fund Capital Escrow = \$50,782.69;

Certificate of Deposit = \$525,352.22; Certificate of Deposit Police Dept = \$36,414.61; Special Project Account (Pinewood) = \$19,873.25; Pinewood Heights Escrow = \$39,750.04; South Church Street Account = \$42,498.27; **Subtotal General Fund = \$2,275,045.92.** Beautification = \$7,811.17; Money Market Beautification = \$61,012.92; **Subtotal Beautification = \$68,824.09; Rising Star = \$63.49. TOTAL ALL FUNDS = \$5,578,335.37.**

4. Exemption of Transient Occupancy Tax – Ms. Minga stated that this item came up when Mr. Pack was working on a retreat with the City of Norfolk. The question was whether we exempt meals tax and transient occupancy tax from other localities. Ms. Minga stated that the Town Code is very specific on meals tax that we do. It is on state level and in the town's code that local, state and federal government employees are exempted from paying meals tax. The transient occupancy tax has a lot more leniency to it. Ms. Minga stated that she was actually kind of surprised because she is a member of the Treasurer's Association Board that you can put out questions through the internet to see how other localities are doing things and she really thought there would be more localities that would be exempting that but there are not very many. A lot of localities are exempting federal, state and their own local employees. For example, if the town was having a snow storm coming up and we had a couple of the public works guys that lived out in the county and we wanted to keep them in town for the night in case they were needed the town could put them up in a hotel in town and we could exempt them from the transient occupancy tax. The Town of Smithfield at this time does not list any exemptions as far as transient occupancy tax is concerned. Ms. Minga stated that she was looking for direction from committee on whether council wanted to make any changes to our transient occupancy tax exemptions. Ms. Minga stated that she did not know why if we exempt local government employees from meals tax why we would not exempt transient occupancy tax as well. Ms. Minga stated that you have to show proof of who you are and it must be paid for by the local government. It cannot be paid for with a personal credit card to be reimbursed. Discussion was held on Mr. Pack being required to purchase a business license from the city of Norfolk to participate in retreat. The Town Attorney explained that Norfolk City Council has a policy in place that says if you are going to use our public facility you must purchase a business license. If you went to a private building or individual event it would not be required. Ms. Minga stated that she feels that goes against state code. The Town Attorney stated that it probably does but they are using that as a control point of who can do business in their facility. Ms. Minga stated that through the Treasurer's Association they have an attorney that she can contact him to see how he feels about this.

The meeting adjourned at 5:40 p.m.

November 2, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FIRE AND RESCUE COMMITTEE  
MEETING HELD ON TUESDAY, OCTOBER 23<sup>RD</sup>, 2012

The Fire and Rescue Committee held a meeting on Tuesday, October 23<sup>rd</sup>, 2012 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise Tynes, Chair; and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, Mr. Andrew Gregory, Vice Mayor; and T. Cater Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Mr. Wayne Griffin, Town Engineer; Mr. William Saunders, Planner/GIS Coordinator; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Lawrence Pitt, Mr. Rick Bodson, Smithfield 2020; Mr. Mark Hall, and Mr. Carl Leebert of the VFW. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

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

1. Operational Updates – Mrs. Tynes reported that the only item on the agenda today was operational updates. Mrs. Tynes stated that she checked with Mr. Carroll and Assistant Chief Hackney and they did not have anything significant to report on. They did say if at any time a question comes up please do not hesitate to give them a call. Dr. Cook asked if the fire ban had been raised. The Town Manager stated that the fire ban was raised at the end of September. Mrs. Tynes stated that the Fire Department is having trouble getting assistance in a reasonable time frame when they need legal counsel through Isle of Wight County. The Fire Department is asking if this is something that the town's attorney might be willing to assist with if necessary. Dr. Cook expressed concern over not knowing how much counsel would be needed. Mrs. Tynes stated that the way she understood it would be limited to matters that might need immediate legal advice. Dr. Cook then asked that if the Fire Department gets advice from the town's attorney does at any point the town become liable for wrong advice or direction from counsel. The Town Manager stated that he would contact the County Administrator to let him know what has been discussed.

The meeting adjourned at 4:06 p.m.

November 2, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE  
MEETING HELD ON TUESDAY, OCTOBER 23<sup>RD</sup>, 2012

The Public Works Committee held a meeting on Tuesday, October 23<sup>rd</sup>, 2012 at 4:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair, Dr. Milton Cook, and Mrs. Denise Tynes. Other Council members present were: Mr. Andrew Gregory, Vice Mayor; Mr. Randy Pack; and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley J. Greer, Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Mr. William Saunders, Planner/GIS Coordinator; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Lawrence Pitt, Mr. Carl Leebert of the VFW; Mr. Rick Bodson, Smithfield 2020; Mr. Mark Hall, and Ms. Florine Moore. The media was represented by Ms. Kelly Barlow of The Smithfield Times and Ms. Allison Williams of the Daily Press.

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

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

1. VDOT Traffic Safety Study for the Intersection of Thomas/Luter and North Church Street – Mr. Smith reported that VDOT has given the town a detailed summary report of their findings and recommendations. Mr. Griffin stated that a traffic signal warrant analysis was performed based on the criteria set forth in the manual on uniform traffic control devices. This criteria consist of eight volume, safety and delay warrants of which one or more must be met before a signal can be considered. Based on VDOT's evaluation and traffic volume data collected, this intersection does not justify signalization at this time. VDOT also looked at the sight distance issues at this intersection. VDOT's recommendation is to remove the tall tree and bushes that are close to the intersection of Thomas Street and Luter Drive. They also recommend the elimination of the first parking space on the side of the street. Mr. Griffin stated that staff would like to leave the parking area there but stripe them so no parking will be allowed there. He explained that the reason for this is the town has a drop inlet that is located in

this area and it would be expensive to relocate. Staff would like for committee to consider putting bicycle parking in these spaces. This was mentioned to VDOT and they were very pleased with that idea. Mr. Griffin also stated that VDOT did an analysis on a four way stop at this intersection. It did not meet the requirement for a four way stop intersection. The Town Engineer stated that VDOT recommended line striping of a stop bar on Luter Drive because there is nothing there now. On Thomas Street VDOT recommends eliminating the exclusive right and left turn lanes and making it just one turn lane. Mrs. Tynes stated that she likes the suggestion of eliminating the two turn lanes and making it one on Thomas Street. Mayor Williams asked if VDOT was recommending eliminating any of the new curb that was put there during the beautification project. The Town Engineer replied that eliminating the two turn lanes on Thomas Street and making it one will allow a wider turn radius when turning right off of Thomas Street on to North Church Street. Mr. Pack stated that Mr. Hall was present as one of the adjacent business owners and he would like his opinion on eliminating parking spots. Mr. Hall stated that he understands the problem and is looking to the experts to do what needs to be done. He stated that he hates to lose those parking spots but it has to be safe. He asked if VDOT's recommendation was to lose two parking spots in front of Mr. Redlin's building. Staff replied that the recommendation was to remove one. Mr. Hall stated that he is not terribly opposed to the idea because he understands the need to do so for safety. Mr. Hall asked if there are some legal spaces on Luther Drive that could be designated as on street parking. Committee expressed concern of making it unsafe for the driveway exit on Luther Drive. Staff will look in Mr. Hall's suggestion of parking on Luther Drive. Mr. Hopkins reported that staff is looking into marking parking spaces at an angle on Wharf Hill so that parking is consistent. This item will come back to committee next month. Committee recommended designating parking spots as bicycle parking only, placing a stop bar on Luther drive and eliminating double turning lane on Thomas Street. Mayor Williams stated that VDOT should be responsible for cost to improve intersection. Town staff will discuss with VDOT.

2. Update on Storm Drain Repairs in Cypress Creek and Waterford Oaks – Mr. Smith stated that he has personally visited these sites on several occasions during the process of repairing these storm drains. It was quite a complicated process. Mr. Hopkins passed out a handout of what work was done. Mr. Hopkins stated that the town was taking the existing pipe and sizing it to fit the new one through it. In a couple of locations they hit something and it was realized that the pipe was buckling from the bottom too. Mr. Hopkins stated that the residents were great to work with and Lewis Construction did an excellent job. They called staff regularly when issues popped up. The Town Manager stated that there was a little bit more work involved than the first estimate that was given. Mr. Smith asked for committee to keep in mind that the originally estimate was just to replace the two ends of the storm drain. Once the work started it was found that the entire pipe needed to be repaired. Mr. Hopkins stated that the storm drain in Waterford Oaks was repaired as well. This particular repair came in under the estimated amount by a thousand dollars. The Town Manager stated that there will be an additional invoice added to the Town Council agenda for the repairs to these storm drains including the additional work that was performed on the pipes. The Town Manager reminded committee that the town's deductible for these repairs is \$25,000 and

VML will cover the rest. Committee recommended approval of adding invoice from Lewis Construction to Council Agenda for payment.

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

1. Update on the South Church Street Beautification Project – The Town Manager stated that he spoke with Mr. Donny Mason today to find out the status of Verizon's work. Mr. Mason stated that they still have a couple more weeks of splicing and then they will be taking down the lines. Mr. Hopkins reported that five poles have been removed by Dominion Virginia Power. Mr. Smith asked if the brick work that needs to be done where the poles are being removed is being done fairly quickly. Mr. Hopkins stated that Excel Paving Corporation will be doing that work. Virginia Power did fill some of the holes but the entrance at the public parking lot will be done by Excel Paving Corporation. The Town Manager stated that the town will be having another invoice coming from Excel Paving Corporation next month. A meeting was held last Friday with Excel Paving Corporation, the Town Treasurer and there is some paperwork on the last draw request that needs to be completed. The Town Engineer stated that the original punch list had fifty-three items on it and it is down to about ten items left to complete the punch list. Committee thanked staff for the update.

2. John Rolfe Turn Lane Project Construction Schedule – Mr. Griffin stated that the town has received the notice to proceed from VDOT. He has talked with Blair Brothers and he has given them verbal notice to proceed on Monday, October 29<sup>th</sup>. Mr. Griffin stated that Blair Brothers is getting their materials lined up so weather permitting they will start Monday morning. Committee thanked staff for the update.

3. Additional Item Discussed: Tree Removal – Mr. Griffin reported that Mr. Edwards stopped by this morning and there is an old tree on Mason Street behind the Old Courthouse that needs to be removed. Kessler's Tree Service is going to take it down. He has requested to have Mason Street blocked off for a couple of hours to remove that tree. This is just an FYI item for council.

The meeting adjourned at 4:34 p.m.

November 2, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE  
COMMITTEE MEETING HELD ON TUESDAY, OCTOBER 23<sup>RD</sup>, 2012

The Public Buildings and Welfare Committee held a meeting on Tuesday, October 23<sup>rd</sup>, 2012 at 4:34 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; and Mr. Michael Smith. Other Council members present were: Mr. Andrew Gregory, Vice Mayor; Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Mr. William Saunders, Planner/GIS Coordinator; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Lawrence Pitt, Mr. Carl Leebert of the VFW; Mr. Rick Bodson, Smithfield 2020; and Mr. Mark Hall. The media was represented by Ms. Kelly Barlow, The Smithfield Times and Ms. Allison Williams, The Daily Press.

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

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

1. Ownership of Porcine Statuary – Mr. Bodson was present representing Smithfield 2020. Mr. Bodson stated that this was a housekeeping item. The last step of the public art project was to transfer ownership of the eight porcine statues to the Town of Smithfield. Historic Smithfield technically owes the statues and Smithfield 2020 is a program of Historic Smithfield. Smithfield 2020 managed the project, collected the funds for the project and solicited Smithfield Foods for the underwriting of the pigs. The understanding was that they would transfer ownership of the pigs to the town just like the Lundeen statues. Seven of the eight statues are on town property as it is. The one statue at 319 Main Street is on Mr. Hall's property. Back in June when the statues were unveiled the next step was to deliver to Town Council a letter stating the project was done and the statues have been installed. This item fell through the cracks and it was Chief Bowman that reminded us that this step had not been completed. Smithfield 2020 met last week and the board approved the transfer of ownership of the statues to the town. Mr. Bodson handed out the official letter from Smithfield 2020/Historic Smithfield

saying the statues now belong to the Town of Smithfield. Dr. Cook asked if the maintenance of the pigs fall under tourism. The Town Manager stated that the maintenance and up keep of the pigs would fall on Public Works just like the Lundeen statues. The Town Attorney asked why they want to give the statues to the town. Mr. Bodson explained that according to the vender that we purchased the statues from there is not a lot of maintenance to them unless there is damage done to them. Signs are going to be placed by the pigs stating that it is a piece of art please do not climb on the pigs. Mr. Bodson stated that all the statues have two coats of UV varnish and Knox Automotive donated the clear coating that is on each statue. According to the vender they are maintenance free for about twenty years. Mr. Bodson stated that when Smithfield 2020 first presented it to Town Council we said that most if not all would be placed in public right of ways so they would not retain ownership of statues once the project was completed. Mr. Pack asked how we would go about replacing a pig if one was damaged. Mr. Bodson stated that it depends on the level of damage to the statue. If a car took one out entirely it would probably not be able to be replaced. Smithfield 2020 would have to procure another statue and reopen a competition to have someone repaint a pig. Mr. Bodson reported that statues themselves were approximately \$800 each and the entire project was about \$27,000 across all eight statues. This included the artist time that was donated. He explained that if something happened to one of the statues Smithfield 2020 would be back at the table to figure out how they want to proceed. Is it repairable or replaceable? The Town Manager stated that the town has a special line item in the town's insurance policy to cover art work belonging to the town. Dr. Cook stated that he does not see any reason not to accept the gift. Mr. Bodson stated that he has a file for each porcine statue to include the artist's information. Committee recommended approval of accepting ownership of the porcine statues.

2. Commemorative Brick Program by the VFW – Mr. Carl Leebert was present on behalf of the Commander of the VFW. Mr. Leebert stated that he is the post quartermaster and is responsible for all the money and property of the post. The Town Manager reported that included in the packet was information that was provided by Mr. DeGroft. The request for the commemorative brick program is in the public sidewalk just outside the Veteran's Memorial. He stated that the first question he had for Mr. DeGroft when the request was brought to the town was Mr. Alan Monette okay with this concept. Included in your packet was a letter from Mr. Monette stating that he is in support of the commemorative brick program initiative. This project needs Town Council blessing because it is in the public sidewalks. Mayor Williams stated that he thinks it is a very good project and will be at no cost to the town. Dr. Cook asked if you must be a resident of Isle of Wight to have a brick placed there. Mr. Leebert stated that commemorative bricks are limited to resident's of Isle of Wight or if you are a current or past VFW member of Post 8545 or American Legion Post 49. Mr. Leebert stated that it is their intent to ultimately sell these bricks for \$125.00 each; however initially members of VFW Post 8545 and American legion Post 49 will be offered the commemorative brick at \$100.00. The Town Manager stated that the Post would serve as the committee and the town would not be involved with the exception of granting them permission to do the project. Committee recommended approval of Commemorative brick program.

3. Resolution in Support of Passenger Rail Service (Requested from Southside Mayors and Chairs) – The Town Manager stated that Mayor Fraim of Norfolk handed this out and spoke on this topic at the Southside Mayors and Chairs meeting last week. The town Manager stated that this will be new passenger rail service from Norfolk to Petersburg. Committee recommended supporting passenger rail service.

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

1. Update on Public Restrooms – 206 Main Street by Lawrence Pitt – Mr. Pitt stated that a few months ago he came to Town Council to present a proposal that Smithfield Foods was interesting in constructing public restroom at 206 Main Street. The town was generous enough to accept this gift so Smithfield Foods has moved forward with the project. He stated that if you have been by there lately then you have noticed that the existing building has been taken down. The construction drawings are being developed now. He stated that they just got final approval from Board of Historic and Architectural Review for the design of the material that they we are planning on using. They hope to bid the project out in the next couple of weeks to hopefully start the construction work the latter part of November. Mr. Pitt stated that prior to going to BHAR he met with town staff to go over how we plan to decorate the interior of the building. Mr. Pitt stated that the purpose of coming to committee today was to share with committee items that he and town staff has agreed to. He also wanted to show committee some of the products that will be used. The objective was to standardize the facilities in this building with the same as the ones in other town buildings. If you have a contracted cleaning person all the buildings would use the same types of supplies. One of the things that staff wanted to do was put in air blow dryers and do away with paper towels. The toilets will be auto flush and the water will be auto as well. There will be a push button on the entrance door for the handicap. The doors open out so the push button will be sitting on a pedestal away from the door. There will be a door lock push set that the town using throughout their other facilities. Mr. Pitt stated that in regards to water tanks they had looked at tank less but in order to get one big enough to take care of a public restroom it had to be fed by gas. Arrangements were not made to put gas in the building so they have reverted back to an electric water heater. Soap dispensers will be foam. There will be a baby changing station in both restrooms. For safety purposes there will be plenty of light in this facility. The floors will look like wood however they will be tile as well. The ceiling will be the same as what is in all town buildings. There will be two wash basins in each restroom. The men’s restroom will have two urinals and one toilet. The ladies restroom will have three toilets. There will be a small lobby area for tourism to have an auxiliary site to place pamphlets and brochures. Mayor Williams asked Mr. Pack how the waterless urinals are working out at the Smithfield Station. Mr. Pack stated that he has not had any problems with them. He explained that the tradeoff for the waterless urinals is the cartridges that have to be replaced every so often depending on usage. Water bills are lower. The Town Manger stated that staff did look at that as a possibility. Mayor Williams stated that the town would look good in regards to a water conservation measure. Mr. Pitt

stated that if the town wants to consider it then the decision needs to be made as soon as possible because he hopes to get his construction drawings by the end of this week. Vice Mayor Gregory asked if there will be sensors on the sinks for water usage and instead of paper towels there will be accelerator hand dryers. Mr. Pitt replied that was correct. The Town Manager asked for direction from committee on the male urinals. Mr. Pitt will get with his architect and look into getting waterless urinals for the men's restroom. Committee thanked Mr. Pitt for the update on the public restrooms.

2. Pinewood Heights Relocation Project – Phase II Update – The Town Manager stated that he has asked Mr. Regan as project manager for the Pinewood Heights project to provide the town with a monthly progress report. He explained that this is the format that Mr. Reagan submits to the Department of Housing and Community Development (DHCD) quarterly and if committee is acceptable to this format it will be provided at each committee meeting going forward. The Town Manager continued to explain that the two tenants that have moved were Section 8 renters. He also stated that staff is keeping an eye on 42 Carver avenue as there has been some vandalism there since the renter has moved out. No properties have been closed on as of this time. Dr. Cook asked if he was correct that we need to be done with Phase II multi-year 1 by March 2013. Staff reported that Phase II multi-year 1 needs to be completed by March 2014. The Town Manager stated that once we do get started thing will move fairly quickly at acquiring property. All residents seem to be on board with the program. The Town Manager reported that the next Management Team meeting will be held Tuesday, November 13<sup>th</sup> 2012. Staff will continue to update committee each month.

3. Closed Session – Disposition of Real Property – The Town Manager stated that Mr. Saunders has been asked to stay for discussion on disposition of real property. The Town Attorney stated that we need a motion to go into closed session for discussion on teh disposition of real property pursuant to section 2.2-3711A-4 of the Code of Virginia. Motion was made by Dr. Cook and properly seconded by Mr. Smith.

*Closed Session began @ 5:14*

*Closed Session ended @ 5:31*

Meeting Adjourned at 5:39 p.m.

## ZONING PERMITS AUGUST 2012

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6119	Privacy Fence	Red Point Heights	316 Red Point Drive	Mark Marshall
6120	Shed		114 Buckingham Way	John Serrano T. D. Disher Construction Tom Disher
6121	Shed	Moonefield	380 Pagan Road	Jeff Bridges
6123	Deck with Gazebo	Wellington	654 Westminster Reach	Noreter Arrington
6124	Shed	Waterford Oaks	208 Winchester Place	Sam Chambers
6125	Single Family Dwelling	Wellington	312 Queen Court	L. R. Hill L. R. Hill Custom Builders
6126	Single Family Dwelling	Wellington	413 Southampton Court	L. R. Hill L. R. Hill Custom Builders
6127	Single Family Dwelling	Wellington	277 Grandville Arch	L. R. Hill L. R. Hill Custom Builders
6128	Single Family Dwelling	Wellington	600 Westminster Reach	L. R. Hill L. R. Hill Custom Builders
6129	Sign Permit – Hardee’s		1909 South Church Street	Hardee’s Boddie Noell – Ron Bridges Allen Industries
6130	Fence		Westside Elementary	IOW County Schools Chesapeake Fence
6131	Single Family Dwelling, porches and retaining wall	Pagan Point	523 Pagan Road	Ryland Barlow Billy Birdsong
6109 (AMENDED)	Pool		12479 Courthouse Highway	Shawn Lemon

## ZONING PERMITS SEPTEMBER 2012

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6132	Deck	Moonefield	215 Moonefield Drive	Bruce & Robin Geary Brian Gillespie Ultimate Hardscapes LLC
6133	Parking lot and site work		19290 Battery Park Road	Harvest Fellowship Baptist Mission Gary Albertson Vico Construction Corporation
6134	Deck	Scotts Landing	778 Ledford Lane	Melissa Savala
6135	Demolish abandoned garage bay		206 Main Street	Smithfield Foods Lawrence Pitt Bryant Excavation
6136	Detached Garage	Willow Oaks	403 Forest View Lane	Elswick Joe Mendel Builders
6137	Sign Permit – Olympia Sports		1274 Smithfield Plaza (Benn's Church Boulevard	Olympia Sports Neokraft Sign Company
6138	Shed	Waterford Oaks	412 Huntington Way	David Gonda
6139	Pool and Deck	Scotts Landing	779 Ledford Lane	Judy Savage
6140	Sign Permit – John Ducote		928 South Church Street	Smithfield Auto and Truck Center John Ducote Sign Media Inc.
6141	Addition and Renovation	Red Point Heights	505 Jordan Avenue	Randy Pack Walton Bondurant Old Dominion Construction Inc
6142	Addition		112 Lumar Road	Marvin Meredith
6143	Shed	Waterford Oaks	703 Canterbury Lane	Ronald and Barbara Smith
6144	Fence	Red Point Heights	218 Red Point Drive	Donnia Morris

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

**Committees and Projects:**

10/02 Town Council meeting – Chief Bowman  
10/03 Department Head – Chief Bowman, Deputy Chief Howell  
10/06 Open House – PD – Chief Bowman, Deputy Chief Howell, Lt. Rogers, Lt. Valdez, Sgt. Miller, Sgt. Brady, Officer Adams, Officer Phillips, Officer Anderson, Officer Wright, Kristi Jenkins and Lorrie Porter  
10/09 TRAIID meeting – IofW Courthouse – Lt. Rogers  
ECC meeting – IofW Courthouse – Chief Bowman, Deputy Chief Howell  
10/16 Crime Line meeting – Smd Center – Deputy Chief Howell, Sgt. Meier, Annette Crocker  
10/17 Department Head – Chief Bowman, Deputy Chief Howell  
10/22 Police Committee meeting – Chief Bowman, Deputy Chief Howell  
10/24 Event/Christmas Parade meeting – Lt. Rogers  
10/31 Department Head – Chief Bowman; Deputy Chief Howell and Lt. Rogers

**Training**

10/01 – 05 1<sup>st</sup> Line Supervisors School – Richmond, VA – Sgt. Brady (40 hrs.)  
10/09 – 12 VALEAC Conference – Lynchburg, VA – Lt. Rogers, Kristi Jenkins (20 - 24 hrs.)  
10/10 – 12 Patrol Rifle Instructor Development Program – HRCJTA – Sgt. Jones (40 hrs.)  
10/15 – 16 Crime Prevention Conference – Culpepper, VA – Lt. Beach (16 hrs.)  
10/18 Novel Synthetics Symposium – Virginia Beach – Lt. Valdez, Sgt. Meier (8 hrs.)  
10/22 Gang Specialist Certification Conference – Virginia Beach – Officer Adams (8 hrs.)  
10/22 – 26 Patrol Officer/Detective – HRCJTA – Officer Cook (40 hrs.)  
10/24 Firearms Instructor Recert – HRCJTA – Deputy Chief Howell (2 hrs.)

**In-House Training:**

10/10 Employee Training Day – PD (8 hrs.)  
10/17 Boat Training – Policy Procedure; Rules and Regulations; Operations; Navigation; Docking – Lt. Valdez, Sgt. Meier, Sgt. Miller, Officer Powell, Officer Adams, Officer Phillips, Officer Woods, Officer Anderson (5 hrs.)  
10/24 ERT Training – Lt. Rogers, Sgt. Jones, Sgt. Brady, Sgt. Araojo, Sgt. Meier, Officer Powell, Officer Adams (4 hours)

**Community Relations**

09/24 Pinewood Heights – playing ball with kids – Officers Johnson, Wright  
09/26 Jersey Park Apts – Homework Station – Officer Woods  
Smithfield High School – football practice – Sgt. Jones  
10/06 Smithfield PD – Mobile Command – Open House – Officer Adams  
10/06 Smithfield High School – football practice – Sgt. Jones  
10/10 Jersey Park Apts. – Homework Station – Officer Cook  
10/12 Powerhouse Equipment – Haunted Hayride – Officer Woods

10/19 Powerhouse Equipment – Haunted Hayride – Officer Woods  
 10/20 Smithfield High School – football practice – Sgt. Jones  
 Smithfield Center - Educational Fund Auction – Officer Wright  
 Main Street/Church Manor – Zombie Walk – Sgt. Jones  
 10/21 Wellington Estates – playing football with kids – Officer Phillips  
 10/24 Hardy Elementary - Pumpkin Patch – Lt. Valdez  
 Jersey Park Apts. - Homework Station – Officer Wright  
 10/31 Smithfield Plaza – Safe Trick or Treating – Sgt. Meier and Officer Cook  
 10/31 Main Street/Grace Street – Safe Trick or Treating – PD

**Investigations:**

**Case#:** 2012-00937  
**Location:** 1810 S. Church St. (Anna’s Restaurant)  
**Offense:** PWID Marijuana, Concealed Weapon  
**Disposition:** Cleared by Arrest

On 10/2/12 Officers conducted a traffic stop on a silver Chevy Impala in the parking lot of Anna’s Restaurant. Officers saw pills in a plastic bag in the cup holder. The Officers conducted a search of the vehicle and found 6 oz of Marijuana in the vehicle and a Glock 27 hidden behind the driver’s seat of the vehicle. Officers also found \$682.00 in the offender’s pocket. The money, car, and firearm were seized. The Offender was charged with PWID marijuana and carrying a concealed weapon

**Case#:** 2012-00977  
**Location:** 818 S. Church St. (American Legion)  
**Offense:** Commercial Burglary  
**Disposition:** Pending

On 10/11/12 Officers responded to The American Legion for a Breaking and Entering. There were fresh pry marks found on the outside back door and the deadbolt was unlocked. Candy bars, some money, and a pack of red solo cups were taken. A dust for latent prints was done but none were found. Investigation is pending.

**Case#:** 2012-00996  
**Location:** 501 N Church St.  
**Offense:** Identity Theft and Forgery  
**Disposition:** Cleared by Arrest

On 9/26/12 an Officer conducted a traffic stop on an individual who gave the Officer a driver’s license belonging to another person. The Officer wrote a ticket under the name on the ID. The owner of the ID called the Police Department and stated that their license has been suspended for a ticket they never got. After conducting an investigation it was found the offender was given the ID card by a friend and was using it when she got stopped to avoid a driving suspended charge. The offender was charged with forgery, identity theft, and driving suspended. When the offender was arrested it was found that she had stolen license plates on her vehicle.

**Case#:** 2012-01044  
**Location:** 1119 S. Church St.  
**Offense:** Robbery  
**Disposition:** Pending

On 10/27/2012 Officers responded to Farmers Bank for an armed robbery. The victim works for Southern Foods on Benn's Church Blvd. and was doing a business drop at approximately 10:00 am. When she stepped out of her vehicle a black male came up to her and told her to give him the money. He had a gun in the waistband of his pants. She gave him the money and he took off on foot towards John Rolfe Drive. The investigation is still pending.

**Case#:** 2012-01052  
**Location:** 603 W. Main St.  
**Offense:** Brandish a Firearm  
**Disposition:** Pending

On 10/31/12 Officers responded to 7-11 on W Main Street for an individual who had brandished a gun. The Offender was highly intoxicated and was attempting to purchase more alcohol. The store refused to sell him more due to the fact that he was intoxicated. He became very irate and started to threaten the employees. He then lifted up his shirt where he had a gun tucked into the waistband of his pants. He then knocked some items off the shelves and left the store without further incident. Officers do have a suspect in the case. Investigation is pending suspect identification.

Reporting Period: 10/1/2012 thru 10/31/2012

Total Deposits for October 2012 - \$14,411.74

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	10/3/2012	1573			Blizzard and Jones Reception	Blizzard and Jones Wedding and Reception	1466		0.00
Invoice	10/3/2012	1574			Shipton and Vaughan Wedding and Reception	Shipton and Vaughan Wedding and Reception	1476		0.00
Invoice	10/3/2012	1575			Quillin and Trude Wedding and Reception	Quillin and Trude Wedding and Reception	1578		0.00
Invoice	10/3/2012	1576			Baker-Freeman Wedding & Reception	Baker-Freeman Wedding & Reception	1702		0.00
Invoice	10/3/2012	1577			Yourkvitch-Autice	Yourkvitch-Autice Wedding & Reception	1704		0.00
Invoice	10/3/2012	1578			Fate-Baylor Wedding & Reception	Fate-Baylor Wedding & Reception	1796		0.00
Invoice	10/3/2012	1579			Smithfield Station	NAIL Meeting	1811		0.00
Invoice	10/3/2012	1580			Boykin's Tavern Advisory Committee	Garden Shed Creations - A Flower Symposium	1843		0.00
Invoice	10/3/2012	1581			Ferguson-Needly Weddig & Reception	Ferguson-Needly Wedding & Reception	1893		0.00
Invoice	10/3/2012	1582			Kent-Smith Wedding & Reception	Kent-Smith Wedding & Reception	1909		0.00
Invoice	10/3/2012	1583			Evans-Cummings Wedding & Reception	Evans-Cummings Wedding & Reception	1914		0.00
Invoice	10/3/2012	1584			Taylor Fellowship	Taylor Fellowship	1923		0.00
Invoice	10/3/2012	1585			Smithfield Women's Club	Smithfield Women's Club	1963		156.00
Invoice	10/3/2012	1586			Small-Cooper Wedding & Reception	Small-Cooper Wedding & Reception	1965		0.00
Invoice	10/3/2012	1587			Believer's Church	Believer's Church Banquet	2028		0.00
Invoice	10/3/2012	1588			Kiwanis Club of Smithfield	Smithfield Kiwanis Annual Banquet	2033		200.00
Invoice	10/3/2012	1589			Isle of Wight Schools	School Board Retreat	2049		145.00
Invoice	10/26/2012	1590			Lear and Parker Wedding and Reception	Lear and Parker Wedding and Reception	1851		-300.00
Invoice	10/30/2012	1591			Linkous and Edwards Wedding and Reception	Linkous and Edwards Wedding and Reception	1793		-50.00
Invoice	10/30/2012	1592			Sims Wedding & Reception	Sims Wedding & Reception	1904		-100.00
Total									51.00
Payment	10/24/2012	1589	Check	324490	Isle of Wight Schools	School Board Retreat	2049		145.00
Payment	10/26/2012	1590	Check	Refund	Lear and Parker Wedding and Reception	Lear and Parker Wedding and Reception	1851		-300.00
Payment	10/30/2012	1591	Check	Refund	Linkous and Edwards Wedding and Reception	Linkous and Edwards Wedding and Reception	1793		-50.00
Payment	10/30/2012	1592	Check	Refund	Sims Wedding & Reception	Sims Wedding & Reception	1904		-100.00

Reporting Period: 10/1/2012 thru 10/31/2012

Total Deposits for October 2012 - \$14,411.74

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
								Total	-305.00
Deposit	10/1/2012		Master Card	MC	Gay-Newell Wedding & Reception	Gay-Newell Wedding & Reception	2022		540.00
Deposit	10/1/2012		Check	Check	Sandum and Joyner Wedding and Reception	Sandum and Joyner Wedding and Reception	1921		400.00
Deposit	10/2/2012		Visa	Visa	Community Electric Cooperative	Reynolds Retirement Party	2095		400.00
Deposit	10/4/2012	1591	Visa	Visa	Linkous and Edwards Wedding and Reception	Linkous and Edwards Wedding and Reception	1793		500.00
Deposit	10/5/2012		Check	3279	Ferguson-Fernaays Wedding & Reception	Ferguson-Fernaays Wedding & Reception	2024		425.00
Deposit	10/11/2012		Visa	Visa	Torbic and Prather Reception	Torbic and Prather Reception	1792		206.50
Deposit	10/11/2012		Visa	Visa	Torbic and Prather Reception	Torbic and Prather Reception	1792		225.00
Deposit	10/11/2012		Master Card	MC	Watts-Campbell Wedding and Reception	Watts- Campbell Wedding and Reception	1806		868.92
Deposit	10/14/2012		Check	5618	Miskiel-Pothier Wedding & Reception	Miskiel-Pothier Wedding & Reception	2102		720.00
Deposit	10/16/2012		Master Card	Master Card	Truitt and Ragsdale Wedding and Reception	Truitt and Ragsdale Wedding and Reception	2103		700.00
Deposit	10/16/2012		Master Card	MC	Norton and Debord Reception	Norton and Debord Reception	1875		100.00
Deposit	10/16/2012		Master Card	MC	Norton and Debord Reception	Norton and Debord Reception	1875		500.00
Deposit	10/16/2012		Master Card	MC	Norton and Debord Reception	Norton and Debord Reception	1875		200.00
Deposit	10/17/2012		Visa	Visa	Berdick and Rhoads Reception	Berdick and Rhoads Reception	1860		600.00
Deposit	10/17/2012		Check	3144	Kiwanis Club of Smithfield	Smithfield Kiwanis Annual Banquet	2033		200.00
Deposit	10/17/2012		Visa	Visa	Thompson and Pittman Wedding and Reception	Thompson and Pittman Wedding and Reception	2106		425.00
Deposit	10/17/2012		Check	1010	Connie Chapman	Rhonda Ralph Memorial Services	2100		100.00
Deposit	10/17/2012		Check	5025	Connie Chapman	Rhonda Ralph Memorial Services	2100		100.00
Deposit	10/17/2012		Check	3167	Connie Chapman	Rhonda Ralph Memorial Services	2100		50.00
Deposit	10/17/2012		Check	21124	Connie Chapman	Rhonda Ralph Memorial Services	2100		50.00
Deposit	10/17/2012		Check	12930	Connie Chapman	Rhonda Ralph Memorial Services	2100		100.00
Deposit	10/17/2012		Master Card	MC	Norton and Debord Reception	Norton and Debord Reception	1875		200.00
Deposit	10/19/2012		American Express	American Express	Pittman and Riddick Reception	Pittman and Riddick Reception	2107		640.00
Deposit	10/19/2012	1591	Visa	Visa	Linkous and Edwards Wedding and Reception	Linkous and Edwards Wedding and Reception	1793		381.60
Deposit	10/19/2012	1592	American Express	Amex	Sims Wedding & Reception	Sims Wedding & Reception	1904		874.72

Reporting Period: 10/1/2012 thru 10/31/2012

Total Deposits for October 2012 - \$14,411.74

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	10/22/2012		Visa	Visa	Kitchen and Castro Wedding and Reception	Kitchen and Castro Wedding and Reception	2108		600.00
Deposit	10/22/2012		Visa	Visa	McCracken and Jones Reception	McCracken and Jones Reception	2109		600.00
Deposit	10/22/2012		Visa	Visa	Soteria Christian Center International	Soteria Christian Center International Woman's Conference	1605		960.00
Deposit	10/24/2012		Visa	Visa	Norton and Debord Reception	Norton and Debord Reception	1875		100.00
Deposit	10/26/2012		Check	3511	Dobbins and Clements Reception	Dobbins and Clements Reception	1763		750.00
Deposit	10/30/2012		Master Card	MC	Penfield-Adam Wedding & Reception	Penfield-Adam Wedding & Reception	2112		500.00
								Total	13,016.74
								Grand Total	-12,660.74

## October 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
Langhorn and Ricks Reception MH plus Suites 255	Allen and Witten Wedding and Reception MH plus Suites 126	Kitchen Inventory Kitchen 2 Town Council A&B 20	Staff Meeting A&B 12	Senior Health Fair MH plus Suites 200	Courtney Off	Courtney Off German Club MH 200
7	8	9	10	11	12	13
Courtney Off Howard-Vanpeeren Wedding & Reception MH plus Suites 130	Columbus Day	Corporate Service Awards Dinner MH 100	Town Training Day Town Training Day MH 60	Herbert Off Gay-Newell Rehearsal Deck 20 Open Enrollment Benefits Boot Camp C&D 40 Rhonda Ralph Memorial Services MH 200 Watts- Campbell Rehearsal Deck 20	Gay-Newell Wedding & Reception MH 140	Hog Jog and Town and Country Day Watts- Campbell Wedding and Reception MH plus Suites 150
14	15	16	17	18	19	20
Fall Special Occasion Show MH plus Suites 100		Herbert Off BHA&R A&B 15 Crime Line Meeting MH 15 Soteria Christian Center International Woman's Conference MH 9	Amy-VML Class Staff Development Day C&D 40 Staff Meeting MH 12	Rushmere CDC Fundraiser MH plus Suites 300	IOW Schools Fundraiser Setup MH plus Suites 20	IOW Schools Fundraiser MH plus Suites 200
21	22	23	24	25	26	27
Amy-IACCA Linkous and Edwards Wedding and Reception MH plus Suites 100	Amy-IACCA Committee Meetings C&D 20 Soteria Christian Center International Woman's Conference MH 30	Herbert Off Amy-IACCA Committee Meetings C&D 20 Safety Training MH 60	Amy-IACCA Safety Training MH 60	Amy-IACCA	Amy Off Melissa Off Isle Fest Torbic and Prather Reception MH 100	Courtney Off Melissa Off Norton and Debord Reception MH plus Suites 100

## October 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
<b>Melissa Off Sims Wedding &amp; Reception MH plus Suites 120</b>	<b>HVAC Installation</b>	<b>HVAC Installation</b>	<b>Halloween HVAC Installation</b>	<b>Soteria Christian Center International Woman's Conference MH plus Suites 250</b>	<b>Soteria Christian Center International Woman's Conference MH plus Suites 250</b>	<b>Soteria Christian Center International Woman's Conference MH plus Suites 250</b>

Smithfield Center Discounts - October 2012

Booking Date	Event Name	Room Code	Discount Percent
10/1/2012	Allen and Witten Wedding and Reception	MH plus Suites	0.00%
10/2/2012	Town Council	A&B	100.00%
10/3/2012	Staff Meeting	A&B	100.00%
10/4/2012	Senior Health Fair	MH plus Suites	100.00%
10/5/2012	Sandum and Joyner Wedding and Reception	Riverfront	0.00%
10/6/2012	German Club	MH	0.00%
10/6/2012	Sandum and Joyner Wedding and Reception	Riverfront	0.00%
10/7/2012	American Diabetes Walk	Courtyard	100.00%
10/7/2012	Howard-Vanpeeren Wedding & Reception	MH plus Suites	0.00%
10/7/2012	Sandum and Joyner Wedding and Reception	Riverfront	0.00%
10/8/2012	Sandum and Joyner Wedding and Reception	Riverfront	0.00%
10/9/2012	Corporate Service Awards Dinner	MH	0.00%
10/10/2012	Town Training Day	MH	100.00%
10/11/2012	Open Enrollment Benefits Boot Camp	C&D	0.00%
10/11/2012	Watts- Campbell Rehearsal	Deck	100.00%
10/11/2012	Rhonda Ralph Memorial Services	MH	0.00%
10/12/2012	Gay-Newell Wedding & Reception	MH	0.00%
10/13/2012	Watts- Campbell Wedding and Reception	MH plus Suites	0.00%
10/14/2012	Fall Special Occasion Show	MH plus Suites	100.00%
10/16/2012	BHA&R	A&B	100.00%
10/16/2012	Crime Line Meeting	MH	100.00%
10/17/2012	Staff Development Day	C&D	50.00%
10/17/2012	Staff Meeting	MH	100.00%
10/18/2012	Rushmere CDC Fundraiser	MH plus Suites	50.00%
10/19/2012	IOW Schools Fundraiser Setup	MH plus Suites	20.00%
10/19/2012	Ferguson-Fernaays Setup	Riverfront	0.00%
10/20/2012	Suffolk Humane Society Event	Courtyard	0.00%
10/20/2012	IOW Schools Fundraiser	MH plus Suites	0.00%
10/20/2012	Ferguson-Fernaays Wedding & Reception	Riverfront	0.00%
10/21/2012	Strevig-Marshall Wedding	Haydens	100.00%
10/21/2012	Linkous and Edwards Wedding and Reception	MH plus Suites	0.00%
10/21/2012	Ferguson-Fernaays Wedding & Reception	Riverfront	0.00%
10/22/2012	Committee Meetings	C&D	100.00%
10/22/2012	Ferguson-Fernaays Clean-up	Riverfront	0.00%
10/23/2012	Committee Meetings	C&D	100.00%
10/23/2012	Safety Training	MH	0.00%
10/24/2012	Safety Training	MH	0.00%
10/26/2012	Torbic and Prather Reception	MH	0.00%
10/27/2012	Norton and Debord Reception	MH plus Suites	0.00%
10/28/2012	Sims Wedding & Reception	MH plus Suites	0.00%
	100% Discount	13	
	50% Discount	1	
	20% Discount	1	

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

- Director attended the Isle of Wight Board of Supervisors Meeting 10/18/12.
- Director attended Smithfield Town Council Meeting 10/2/12.
- Mike Aiken & Friends MUSIC Festival held at Windsor Castle Park September 28 and 29<sup>th</sup>.
- Held monthly Tourism Staff Meeting 10/9/12. All staff in attendance.
- Smithfield 2020 Meeting 10/3/12. For more info and minutes of Smithfield 2020 meeting, please visit [www.smithfield2020.org](http://www.smithfield2020.org)
- Attended Saint Lukes Board meeting 10/10/12. Attended Saint Lukes Development Committee meeting 10/11/12.
- 1
- Farmers Markets held 10/6, 10/13, 10/20, 10/27. Good attendance!
- Held Agri-Tourism Food Tour meeting with County Staff and interested parties 10/9/12.
- Held meeting with restaurant stakeholders about future marketing and events 10/9/12.
- Smithfield Employee Training Day 10/10/12.
- Windsor Castle Park/Smithfield Station parking issues meeting held 10/12/12.
- Town & Country Day held 10/13/12. Incredible turn-out for Hog Jog, Souper Saturday, Farmer's Market, Classic Car Show, Court Day!
- Meeting with Lawrence Pitt @ new public restrooms 10/16/12.
- Tour Smithfield Foods VIP's from the Food Network (Iron Chef and Chopped) 10/16/12.
- Attended Smithfield on the Move meeting 10/16/12.
- Attended Coastal Virginia Tourism Alliance meeting 10/17/12.

- Attended 2013 Smithfield Wine & Brew Fest meeting 10/10/12. Planning has begun!
- Attended SHDBA meeting 10/11/12.
- Schoolhouse Museum Board Meeting 10/17/12.
- Meeting with Wharf Hill Properties stakeholder group 10/17/12.
- Met with Smithfield Times @ new “Slice of Smithfield” distribution 10/18/12.
- Met with St. Lukes and Bacon’s Castle about possible partnerships with marketing and block tickets 10/18/12.
- America In Bloom webinar 10/18/12.
- VACVB Board Conference Call 10/18/12.
- Attended Historic Smithfield Board meeting 10/18/12.
- Attended Council Committee meetings 10/23/12.
- Attended VA-1 Virginia Tourism Conference 10/24-26/12 in Richmond.
- Attended Islefest 10/26/12.
- Tourism Facebook postings throughout month.
- Attended Smithfield Staff Meeting 10/3/12 and 10/17/12.
- No IOW Staff Meeting October.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer’s Market information.
- Weekly individual meetings with staff to address concerns and review projects.

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



## RESOLUTION OF PARTICIPATION

WHEREAS, The governing body of the Town of Smithfield is interested in the safety and security of its citizenry and the community at large; and,

WHEREAS, The governing body is prepared to support appropriate efforts within the community to become totally prepared to promote crime prevention and community safety; and,

WHEREAS, The Department of Criminal Justice Services offers a program which is specifically designed to recognize Virginia communities committed to crime prevention and community safety while providing a framework for those communities to institutionalize crime prevention at the local level; and,

WHEREAS, This program is entitled the Certified Crime Prevention Community Program,

NOW THEREFORE, BE IT RESOLVED by the Town Council. That our community, Smithfield, Virginia wishes to participate in the Certified Crime Prevention Community Program, and that the leadership of this community fully supports all reasonable efforts to meet the DCJS requirements to become designated as a Certified Crime Prevention Community; and

BE IT FURTHER RESOLVED, that the program requires the existence or formation of a local community crime prevention/community safety council or coalition, and this governing body designates the Chief of Police as representing our community for the purpose or participating in this program.

This resolution is in full effect upon its adoption this \_\_\_ day of \_\_\_\_\_, 20\_\_

SEAL:

\_\_\_\_\_  
Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Title



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# TOWN OF SMITHFIELD

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*"The Ham Capital of the World"*

November 2, 2012

TO: SMITHFIELD TOWN COUNCIL  
FROM: AMY MUSICK, SMITHFIELD CENTER DIRECTOR  
SUBJECT: INSTALLATION OF HVAC SYSTEM

Of the three responding bids to overhaul the HVAC system at the Smithfield Center which included replacing all five of the original RTUs and providing new controls, Colonial Webb presented the lowest cost estimate and was awarded the job. The job was scheduled to start Monday, October 29th but was delayed a day to the winds and rain brought to us by Hurricane Sandy. Work began on Tuesday, October 30th and was completed Thursday, November 1st. All those involved with the project from Webb's project managers down to the technicians were easy to work with and made sure all units came on-line before our Thursday night event. The new control panel is now a website that can be logged onto from anywhere and there are also thermostat controls in each space that allow for adjustment of temperatures right inside that space. There will be a large learning curve on this for staff as it is my preference to lock out the in-room thermostats and only use the online controls. Everyone on staff is eager to learn it though. The major difference is the absence of constant fans and the huge vibrations heard when the old units were turning on. I am confident our energy savings will greatly increase.

## **TOWN MANAGER'S OFFICE**

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

# APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: SMITHFIELD CENTER  
220 N CHURCH ST  
SMITHFIELD, VA 23430

PROJECT: SMFD CTR - 5 RTU'S & BAS  
220 N CHURCH ST  
SMITHFIELD, VA 23430

APPLICATION NO: 1  
PERIOD TO: 09/30/12  
PROJECT NOS:

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

FROM CONTRACTOR: COLONIALWEBB CONTRACTORS  
2820 ACKLEY AVENUE  
RICHMOND, VA 23228

VIA ARCHITECT:

CONTRACT DATE: 08/14/12  
INVOICE NUMBER: 11724-001  
JOB ID: 11724

CONTRACT FOR: SIGNED PROPOSAL

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. ORIGINAL CONTRACT SUM .....	\$	<u>80,175.00</u>
2. Net change by Change Orders .....	\$	<u>0.00</u>
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	<u>80,175.00</u>
4. TOTAL COMPLETED & STORED TO DATE .....	\$	<u>70,924.00</u>
(Column G on Detail Sheets)		
5. RETAINAGE		
a. <u>0.00</u> % of Completed Work	\$	<u>0.00</u>
(Columns D + E on Detail Page)		
b. <u>0.00</u> % of Stored Material	\$	<u>0.00</u>
(Column F on Detail Page)		
Total Retainage (Line 5a + 5b or		
Total in Column I of Detail Page) .....	\$	<u>0.00</u>
6. TOTAL EARNED LESS RETAINAGE .....	\$	<u>70,924.00</u>
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate) .....	\$	<u>0.00</u>
8. CURRENT PAYMENT DUE	\$	<u>70,924.00</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 less Line 6)	\$	<u>9,251.00</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order		0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: \_\_\_\_\_ Date: 9/30/12

State of: VIRGINIA  
County of: NORFOLK  
Subscribed and sworn to before  
me this 30th day of September, 2012

Notary Public: *Shauna Lee Taylor*  
My Commission expires: 10/31/12



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 70,924.00

(Attach explanation if the amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: \_\_\_\_\_ Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT  
 containing Contractor's signed Certification, is attached.  
 Use Column 1 on Contracts where variable retainage for line items may apply.  
 (Version 11.1.1)

APPLICATION NO: 1  
 APPLICATION DATE: 09/30/12  
 PERIOD TO: 09/30/12  
 ARCHITECT'S PROJECT NO:  
 INVOICE NUMBER: 11724-001

JOB ID: 11724

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)		
10	HVAC EQUIPMENT	68,000.00	0.00	68,000.00	0.00	68,000.00	100.00	0.00	0.00
15	HVAC MATERIALS	400.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00
20	HVAC LABOR	3,500.00	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00
25	HVAC SUBCONTRACTORS	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
30	BAS EQUIPMENT	2,924.00	0.00	2,924.00	0.00	2,924.00	100.00	0.00	0.00
35	BAS MATERIALS	300.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00
40	BAS LABOR	2,051.00	0.00	0.00	0.00	0.00	0.00	2,051.00	0.00
VENDOR #									
ACCOUNT #									
DEPT HEAD									
TOWN MANAGER									
	Page Total	80,175.00	0.00	70,924.00	0.00	70,924.00	88.46	9,251.00	0.00
	Grand Total	80,175.00	0.00	70,924.00	0.00	70,924.00	88.46	9,251.00	0.00

VENDOR # \_\_\_\_\_  
 ACCOUNT # \_\_\_\_\_ (Capital)  
 DEPT HEAD KR  
 TOWN MANAGER FMS