

SMITHFIELD TOWN COUNCIL AGENDA
September 2nd, 2014 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|--------------|---|---|
| September 2 | - | 7:30 p.m. – Town Council Meeting |
| September 9 | - | 4:00 p.m. - Pinewood Heights Management Team Meeting |
| September 9 | - | 7:30 p.m. – Smithfield Planning Commission Meeting |
| September 16 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| September 22 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| September 23 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation 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 and include your preferred method of contact. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District

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

CONSENT AGENDA ITEMS

C1. Accept Proposal for Pump Replacement at Moonefield Pump Station in the Amount of \$10,223.00 from Budgeted Funds

Water and Sewer Committee Chair, Andrew C. Gregory

C2. Invoices Over \$10,000 Requiring Council Authorization

Finance Committee Chair, Randy Pack

- | | | |
|----|--|-------------|
| a. | Xylem (Main Street Bypass Pump) | \$57,932.33 |
| b. | Fonality (phone system at Police Department) | \$23,673.00 |

C3. Resolutions to Open a New Bank Account for Funds from Smithfield VA Events to Preserve the Windsor Castle Manor House

Finance Committee Chair, Mr. Randy Pack

TAB # 1

C4. Motion to Amend Smithfield Center Policies to Restrict the use of Rental Chairs

Parks and Recreation Committee Chair, Connie Chapman

C5. Motion to Adopt Park User Fees

Parks and Recreation Committee Chair, Connie Chapman

C6. Motion to Award HVAC Maintenance and Repairs Contract to Atlantic Constructors

Public Works Committee Chair, Michael Smith

C7. Motion to Authorize the Purchase of Budgeted Public Works Truck under State Contract in the Amount of \$25,595.00

Public Works Committee Chair, Michael Smith

C8. Motion to Approve Annual In-Service Staff Training Day, October 9th, 2014

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

C9. Motion to Accept Deeds for 39 Carver Avenue and 40 Carver Avenue for the Pinewood Heights Relocation Project

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Motion to Approve Invoice in the Amount of \$95,316.00 for Four Budgeted Patrol Vehicle for the Smithfield Police Department** **TAB # 2**
Finance Committee Chair, Mr. Randy Pack
2. **Motion to Approve the Town Council Meeting Minutes of August 5th, 2014**
Mr. William H. Riddick, III, Town Attorney
3. **New Business:**
4. **Old Business:**
5. **Closed Session: Acquisition and Disposition of Real Property, Potential Litigation, and Matters Requiring Advice of Legal Counsel**
6. **Adjournment**

August 29, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – AUGUST 2014

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings and events: Andy Cripps, Executive Director of Chamber of Commerce; Pinewood Heights Management Team; National Night Out; Smithfield 2020; Safety Committee; VML Insurance Programs and VML Executive Committee joint meetings in Lexington; Chamber After Hours at Smithfield Gourmet Bakery, Citizens National Bank representatives re: vacant lot; Kiwanis Capital District Convention in Reston; and Session meeting at church.
- b. Attended SPD Sgt. Bryan Miller's graduation from HRCJTA Leadership Institute, along with Chief Bowman and Deputy Chief Howell, at CNU. Congrats to Bryan!
- c. Utilized a combination of accrued leave to address emergency medical treatment needed by our family pet, all in Leesburg, over multiple days then follow up.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Board of Historic and Architectural Review, and Board of Zoning Appeals
- b. Attended Safety Committee meeting, August 6th.
- c. Prepared August Town Council Committee Agenda and September Town Council Agenda
- d. Attended Town Council Committee meetings on August 25th and 26th and prepared summary reports of the committee.
- e. Attended Pinewood Heights Management Team meeting , August 5th.
- f. Placed items on GovDeals for sale of surplus property and worked with buyers to arrange pick of items sold.

TREASURER'S OFFICE:

- a. Took vacation July 29 through August 1 and a day on August 6.
- b. Attended Pinewood Heights Management team meeting on August 5. Prepared draw down request #4 for \$190,768. The draw request has been approved by Elizabeth Boehringer and forwarded for payment.
- c. Continued close out procedures for FY2014 in preparation for annual audit.
- d. Prepared bank reconciliations and financial statements and graphs for July 2014.
- e. Met with Tracy James and representatives from Old Point Bank on August 7 to discuss issues with payroll processing company.
- f. Began work on annual unclaimed property report.
- g. Prepared line of credit renewals for Farmers Bank and TowneBank.
- h. Completed and submitted Virginia Local Tax Rate Survey requested by the Weldon Cooper Center.
- i. Received real estate file from IOW County and began the conversion process

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. Installed town side sewer clean out at 101 Riverview.
 - b. 807 and 809 Brewer Place - repaired sewer cleanouts.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Performed the following scheduled maintenance at all pump station
 - Cleaning of wet -wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair
 - Generator checks / Godwin pump checks
 - Control Panel / Flow monitor checks
 - Fence and Grounds

Inspected Structure
Inspect and clean pumps
Level system check
Test limit switches
Bar screen cleaning
Rain gauge

C. James St. pump station - REW replaced electric controls on both pumps.

D. Replaced bad float at Jordan pump station.

3. Water Line Repairs and Maintenance

- a. Repaired water leaks at the following:
 - 1. Great Springs Rd and Quail St.
 - 2. 501 Moonfield Dr
 - 3. Behind old Health Dept.
 - 4. Wise Tire
 - 5. 34 Riverside Dr.

4. Well Repairs and Maintenance

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

5. Water Treatment Plant

- a. Daily lab analysis and reports for VDH, HRSD, DEQ and ITT.
- b. Sampling for Lead and Copper began.
- c. Operators sampled system for THM and HAA chlorine byproducts, also MPN samples were pulled from all wells.
- d. Annual servicing was completed on RO Plant generator by Carter Machinery.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Code of Ethics/Departmental Policy and Procedures training.

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. A general inspection of the park is conducted monthly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.

8. Miscellaneous

- a. Grounds crews picked- up trash along Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St. /258 and Waterworks Rd and other areas.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Boarded up 47 Carver.
- d. Repairing and replacing signs in town limits.
- e. Grounds crew trimmed trees along rte10 bypass and Canterbury Lane.

PLANNING AND ZONING:

- 1. Planning Commission – August 12, 2014
 - 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

- A. O'Reilly Auto Parts
 - B. Cypress Creek, Phase 7 B&C
 - C. Cypress Creek, Phase 7A, Berm Plan
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)
6. Board of Zoning Appeals – August 19, 2014
- A. Application for a Special Yard Exception under Article 12 Section D of the Town of Smithfield Zoning Ordinance - 223 Cedar Street - Stuart and Bonnie Resor, applicants/property owners – Approved.
7. Board of Historic & Architectural Review – August 19, 2014
- A. Proposed Exterior Renovation Color Change – 223 Cedar Street, Kenneth W. Pretlow Cultural Center – Contributing – Stuart & Bonnie Resor, applicants - Approved.
 - B. Proposed Exterior Renovation – 215 Chalmers Row - Contributing – Elaine Schweitzer, Applicant – Approved.
 - C. Porch Demolition/Deck Addition (After the Fact) – 211 Clay Street - Contributing – Wyoming Lucille Dowd, applicant – 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 as per market demand.

- C. Lakeview Cove is now in control of the Bank due to financial concerns by the Developer. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- D. Blair Brother's Contractors cleared cross drain pipe of debris and reestablished rip-rap outfall area on Jericho Road. Contractor repaired storm drain drop inlet at storm drain pipe entrance to D.I. on Turnberry in Cypress Creek. Contr. also repaired numerous potholes with asphalt patch material on Battery Park Road. Contractor also cleared entrance storm pipe and regraded ditch section on Battery Park Road. Contractor also added flowable fill to sinkhole area behind curb to cap same on Guillane in Cypress Creek.
- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active projects: Harvest Fellowship Church, Moody Properties, Dollar General (Main St.) & Cypress Creek Parkway extension.
- F. Field inspections were held this month involving the Smithfield Lake Dam. No structural deficiencies were found at this time. It has been noticed that a beaver dam has been constructed in front of the primary spillway. This will require removal and the beavers relocated.
- G. Cypress Creek Development; Contractor C. A. Barrs Constr. started construction of the Cypress Parkway extension, which will complete the Parkway loop. Contractor installed all E & S controls as required by the approved site plans and the Town. Contr. started excavation down to roadway subgrade within designated R/W area between Sta. 94 + 50 to Sta. 104 + 50.

August 29, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, AUGUST 25TH, 2014

The Police Committee met Monday, August 25th, 2014 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; Ms. Connie Chapman, and Mr. Andrew Gregory. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, and 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 G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven Bowman, Chief of Police; Mr. Alonzo Howell, Deputy Chief of Police; Mr. William H. Riddick, III, Town Attorney; and Mr. Jessie Snead, Superintendent of Public Works. Also in attendance was Mr. Andy Snyder of Draper Aden Associates. The media was represented by Ms. Abby Proch of The Smithfield Times.

Police Committee Chair, 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 – Chief Bowman reported that everything has been relatively quiet this past month. People are obviously locking their cars because they have not had any reports on car break-ins recently. He stated that they are in the process of reviewing applications for the one vacancy within the department. Testing for this position will be September 6th at Main Street Baptist Church. Mrs. Tynes asked if Chief Bowman could give committee an update on the purchase of the new patrol vehicles. Deputy Chief Howell stated that the department has received one car so far. The other four patrol vehicles are scheduled to be delivered this Wednesday along with the invoices for all. Mr. Pack asked that the invoices be forwarded to committee for review once they are received so they can be approved at the September 2nd Town Council meeting.

2. Results of Lighting Study at Smithfield Forest – Chief Bowman reported that the results of the lighting survey conducted by Lt. Matt Rogers was included in the packet.

He explained that there is no lighting at the intersection of John Rolfe Drive and Andrews Crossing. There is one light at the entrance of Calvary Way but due to the trees and the landscaping entering Smithfield Forest that light does not transmit through the area to illuminate this intersection. Chief Bowman stated that it is up to committee on whether the town wants to remove trees or install a streetlight. Chief Bowman stated that there is not a whole lot of light going down John Rolfe Drive with the exception of the ambient light provided by the nursing home or the residences along John Rolfe Drive. Mrs. Tynes stated that she would recommend installing a streetlight for safety reasons. She stated that there is a lot of vehicular traffic along with foot traffic on John Rolfe Drive. Vice Mayor Gregory asked if it was possible to put the streetlight on the opposite side of the road because there are no trees on that side of the roadway. The Town Manager stated that staff would take a look at getting cost estimates to install a streetlight on the opposite side of the road away from the trees. This item will come back to committee next month with a precise location to install the streetlight and cost estimates.

3. Additional Item Discussed: Villas Request for Streetlights Along Battery Park Road - Mrs. Tynes stated that the residents of Villas of Smithfield had requested streetlights be installed along Battery park road a couple of years ago. At that time a cost estimate was prepared and it was decided to hold off to hopefully incorporate it in the Park to Park Bike Trail project with Isle of Wight County. Vice Mayor Gregory stated that if he remembers correctly the town should be able to reassign Urban Funds to pay for the streetlights. Mrs. Tynes stated that she would let the residents of Villas, that had contacted her, know that this project continues to move forward in conjunction with the Isle of Wight County Park to Park Trail project.

4. Additional Item Discussed: Fire Department Reflectors – Mrs. Tynes stated that the Fire Department is in the process of installing blue reflectors in the town’s roadways to identify where fire hydrants are located along side of the road. The reflectors were approved by Town Council at their May 6th, 2014 meeting. Mrs. Tynes stated that she had no idea that the town had so many fire hydrants.

5. Additional Item Discussed: Privacy Fence at Health Department – Ms. Chapman expressed concern in regards to fencing that is being installed in the back of the parking lot and behind the Health Department on South Church Street. In the past this building has had graffiti painted on the back of it and her fear is that it will essentially create an ally way that will encourage people to hang out there. With the fence there will be no visibility from the parking lot or the houses to see them. Ms. Chapman stated that she is not sure if this is a town or county concern. She would like to see some kind of barrier placed at each end of the fence to deter people from hanging out in this ally way. Chief Bowman stated that he was not sure of what the zoning requirements are in regards to fences; however his Officers can certainly walk thru there to help deter it from being used as a hangout area. Chief Bowman suggested meeting on site to see what type of fence is

being built and discuss what might need to be done to deter people from using this area as a place to hangout.

The meeting adjourned at 4:15 p.m.

August 29, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, AUGUST 25TH, 2014

The Water & Sewer Committee held a meeting on Monday, August 25th, 2014 at 4:15 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor Gregory, Chair; Mrs. Denise N. Tynes, and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; and Mr. Jessie Snead, Superintendent of Public Works. Also in attendance was Mr. Andy Snyder of Draper Aden Associates. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Proposal for Pump Replacement at Moonefield Pump Station from Budgeted Funds – Vice Mayor Gregory stated that he is assuming that this replacement is very similar to the recent pump replacement at Lakeside Pump Station. Mr. Snead stated that was correct. It will be more cost efficient to purchase the entire pump including the impeller than to fix and/or buy separately. Mr. Snead stated to repair just the motor it will cost \$6,330 and the town will still need to purchase the impeller for \$4,224 for a total cost of \$10,554. Staff received a quote to purchase a replacement pump which includes impeller in the amount of \$10,223. Mr. Snead stated that this motor is fourteen years old. The adopted budget included \$100,000 for Sewer Capital Repairs as a requirement of the Sanitary Sewer Consent Order and this replacement will be paid for out of this budgeted amount. Committee recommends approval of entire pump replacement including the impeller in the amount of \$10,223.00.

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

1. Regional Consent Order Update by Andy Snyder of Draper Aden Associates – Vice Mayor Gregory asked if anything had changed in regards to the regionalization study that was done. Mr. Snyder stated that this is part B of that process. He explained that the original Special Order by Consent that the town has been working on for approximately seven years finally culminated into a proposal of what is called the Regional Hybrid Approach. This approach basically proposes that the Hampton Roads Sanitation District (HRSD) take over meeting the Sanitary Sewer Overflow (SSO) requirements. The mechanism that HRSD is doing this is through their Regional Wet Weather Management Plan which was part of the original consent order. HRSD will go through all the systems within the Hampton Roads area and put together what areas are in the worst shape. He stated that as far as he knows Smithfield is not one of these. There are other localities that have some real serious problems. HRSD will work to fix these problems first and then turn the assets back over to the localities. Part of the process of the Hybrid approach is how localities will deal with the original consent order. Everyone agreed that they wanted to stay under the state consent order because it protects localities from clean water act violations and suits. HRSD has moved forward with the Hybrid proposal. They have been in touch with the Environmental Protection Agency (EPA) to get it codified and from everything that he has heard this is going well. Legally the Hybrid proposal should be in place within the next couple of months. In moving forward with the original consent order it has been determined that instead of modifying the existing consent order the state will offer a new consent order that will supersede the existing Special Order by Consent. Mr. Snyder stated that he has reviewed the draft consent order and prepared a summary to the town on his recommendations. He explained that there are two major components that the new draft consent order obligates localities to do. First it targets the Management, Operations, and Maintenance (MOM) programs. The MOM program must be enforced moving forward. The second is Flow Monitoring Programs must be kept enforced for data collection. Mr. Snyder stated that signing the new consent order codifies these obligations. The town is not obligating its self to anything that we are not already committed too. The Department of Environmental Quality (DEQ) has always felt that the problems that localities have is because localities are not taking care of their systems. This new draft consent order is how things will move forward in the future on the entire SSO problems. Mr. Snyder stated that he would recommend that sometime in the near future the town look at the programs and make sure we have good programs in place. This may eventually result in staffing changes because of the amount of work that will need to be done. Mr. Snyder stated that he recommends that the town move forward with adopting the new consent order once a final consent order has been prepared. At this time he does not see anything that would change from that draft that committee has before them today. The Town Manager stated that the final consent order should be at the October Town Council meeting for adoption after final is received. Vice Mayor Gregory asked Mr. Snyder asked if there were any localities that

might have concerns about adopting the new consent order because it does not benefit them. Mr. Snyder stated that he has not heard any localities that have been against it. The Hybrid proposal was a huge step forward. The fact that the SSO requirements are now being vested in HRSD is absolutely huge for localities. Under the old consent order localities were moving to have their own rehabilitation plan. Initial estimates were that this would be a \$4 million dollar expenditure. This has been removed from the table by going to the Hybrid proposal. The cost associated with the new consent order will be based on find and fix and localities will be required to be more diligent in monitoring the programs. Vice Mayor Gregory asked when the town should expect to see a rate increase now that HRSD has agreed to take on these responsibilities. Mr. Snyder stated that he would not be surprised if there was not some kind of adjustment within a year. He also stated that with everything that has been talked about he expects that there will be several adjustments. Vice Mayor Gregory stated that he brought this up to committee because whether HRSD charges the rate or not it all comes back on the town. Citizens will automatically assume that the town is increasing rates and that will not be correct. Committee thanked Mr. Snyder for coming and giving an update on the draft consent order.

2. Additional item Discussed: Update on Main Street Pump Station - Mr. Snead reported that the pump for the Main Street Pump Station has arrived REW will begin installing the bypass pump by the end of this week or the first of next week. Vice Mayor Gregory asked how long it will take to complete the installation. Mr. Snead replied it would take approximately three weeks. They will have to pour a slab on concrete to set the pump on. Mr. Hopkins stated that the cost of the pump is on Finance Committee for approval. Committee thanked Mr. Snead for the update.

The meeting adjourned at 4:29 p.m.

August 29, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, AUGUST 25TH, 2014

The Finance Committee held a meeting on Monday, August 25th, 2014 at 4:29 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; and Mr. Andrew Gregory, Vice Mayor. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; and Mr. William H. Riddick, III, Town Attorney. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

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

a. Xylem \$57,932.33

This invoice is for the bypass pump at the Main Street pump station that Mr. Snead updated Council on at the Water and Sewer Committee. An additional invoice will come later for the installation of the pump. Committee recommends payment of invoice.

b. Southern \$

This invoice for the four new patrol vehicles that have not yet been received but will be placed on the Town Council agenda under the Action Section for discussion and approval if received prior to the Town Council meeting on September 2nd, 2014.

c. Fonality \$23,673.00

This invoice is for the new phone system for the Smithfield Police Department that was approved at the August 5th, 2014 Town Council meeting. The Town Manager stated that

the equipment has been received and should be installed very soon. Committee recommends approval of invoice.

2. Open New Bank Account for funds from Smithfield VA Events to Preserve the Windsor Castle Manor House – Mr. Pack stated that he has recently had a conversation with Ms. Ippolito to determine how the town wants to handle funds raised to help preserve the Windsor Castle Manor house. Beginning with Bob Fest, February 2015 there will be a five dollar surcharge that will be donated directly to the Town of Smithfield for the Manor House and grounds. Mr. Pack stated that this may be premature to open an account with the events not taking place until 2015 but he wanted to bring it up. The Town Manager suggested getting authorization from Town Council to open the account now so that when the time comes we will already have Town Council's approval. Committee agreed.

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

1. July Financial Statement and Graphs – Ms. Minga stated that she had planned to do an update on the June Financial Statements; however there is still a lot of data that she does not have yet. She explained that she has to wait until the 31st of August to complete some of the accruals. Ms. Minga reported that as far as the July statement goes there is not a lot of stuff there because so much has been accrued for June. Ms. Minga explained how revenues on some of the items such as Transient Occupancy, Meals Tax and Utility Tax are accrued. These changes became effective last year with the new audit firm. Salaries at this time show as a low budget because accruals are done at the end of the year for payroll that is paid in July that really pertain to hours worked in June. Ms. Minga stated that committee may have noticed in the graphs particularly water and sewer what the billings are and what the consumption is. She does not want it to be the middle of September before committee knows what we have collected for July and August. Ms. Minga stated that the town does not really know how we ended June until the end of August after all the accruals are done. Vice Mayor Gregory stated that he just wanted to make a comment in regards to water and sewer. He said that last year Ms. Minga on her own did a rate study for the town and looking at the number she was pretty much on the mark. The revenue levels have been brought up to where they need to be and so far they are not too excessive either. Vice Mayor Gregory complimented Ms. Minga on her hard work so the town would not have to outsource this type of work. Ms. Minga stated that she actually likes to do special projects like this and feels that the town does have the ability to do these things in house if we have the time. Ms. Minga stated that the new Financial Analyst is starting to take on more and more responsibilities however it is a slow process.

2. July Cash Balances – Ms. Minga reported that cash balances are looking pretty strong. She pointed out that the museum account has been added to the cash balance report as well. The balance is almost \$26,000. This is reflective of a \$21,000 check that the town received from Isle of Wight Historical Society. Ms. Minga explained how it would be shown on the financial statements. Salaries and benefits will show more than \$100,000 because the custodial position was taken from operating expenses and now it is paid through the town's payroll fund. The museum's operating expenses has been reduced by the amount for custodial services. The Town Manager reported that the town had received a \$1,000 check from someone that lives in Tennessee that is a relative of someone that lives here in Smithfield. August 1st the museum went to a \$2 suggested donation box for adults and it has been received very well from the public. Ms. Minga stated that she also included the bank statement from Regions Bank that shows the towns investment with VML VACo. Ms. Minga stated that it did go down a little bit since last month but we are not in the whole. There will be ups and downs with this type of investment. Water = \$406,495.38; Water Debt Service = \$971,147.58; Water Capital Escrow Availability Fees = \$327,104.66; Water Treatment Plant Escrow = \$111,512.38; Water Deposit Account = \$57,804.90; Water Development Escrow = \$85,013.04; **Subtotal Water = \$1,959,077.94.** Sewer = \$42,291.70; Sewer Development Escrow = \$338,189.86; Sewer Capital Escrow Availability Fees = \$838,723.28; Sewer Compliance = \$611,988.16; **Subtotal Sewer = \$1,831,193.00.** Highway = **\$130,791.30.** General Fund = \$2,765,183.94; Payroll = \$107,867.94; Money Market General Fund Town Bank = \$2,183.15; Business Super NOW-General Fund = \$33,071.50; Money Market General Fund Farmers Bank = \$289,152.94; General Fund Capital Escrow = \$214,302.32; Certificate of Deposit = \$525,905.53; Certificate of Deposit Police Dept = \$36,619.71; Special Project Account (Pinewood) = \$19,947.16; Pinewood Heights Escrow = \$54,007.49; SNAP Program = \$2,880.75; Museum Account = \$25,380.76; **Subtotal General Fund = \$4,076,503.19.** Beautification = \$7,839.88; Money Market Beautification = \$47,803.93; **Subtotal Beautification = \$55,643.81; TOTAL ALL FUNDS = \$8,053,209.24.**

The meeting adjourned at 4:43 p.m.

August 29, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, AUGUST 26TH, 2014

The Parks and Recreation Committee held a meeting on Tuesday, August 26th, 2014 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; and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Vice Mayor; 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 G. King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; Mr. William Riddick, III, Town Attorney; Mr. Mr. Wayne Griffin, Town Engineer; Mr. Jessie Snead, Superintendent of Public Works; Ms. Ellen Minga, Town Treasurer; and Ms. Sonja Eubank, Office Manager of Public Works. Also in attendance were Mr. Rick Bodson of Historic Smithfield; and Mr. Jamie Weist of Kimley-Horn and Associates. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Connie Chapman called the meeting to order.

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

1. Smithfield Center Policy Update Restricting the Use of Rental Chairs – Ms. Musick stated that included in the packet was an invoice that she had to submit to a rental company for cost of damage caused by rental chairs. This rental company is one of the town's listed vendors and they always do a great job. In this particular incident they subbed out chairs to complete the order and those chairs did not have the plastic footings on them. Those ten chairs made it look like someone played tic-tac-toe with a knife on the floor. As you can see the cost of the damage was approximately \$1,800. Ms. Musick stated to avoid this happening again she would like to restrict rental chairs from being allowed in the building. Ms. Chapman asked if the Smithfield Center did not have enough chairs for their purpose. Ms. Musick stated that the Smithfield Center had enough chairs however the client decided to use a different style chair. Mr. Pack stated that he understands that the purpose is to protect the floors but wanted to know if there was a way to say they are not allowed unless granted special permission. Ms. Musick stated that normally the style of chair that is brought in is fine but because these ten had broken plastic footings that is what caused the damage. Ms. Musick stated that they were

lucky that there was no event on Sunday so they had time to repair the damage before the next event. Ms. Musick stated that the wedding where the damage occurred was the rental company's daughter's wedding. Ms. Musick stated that when she told the rental company that the town was going to have to restrict rental chairs moving forward to protect the Smithfield Center floors the rental company was disappointed but understood why they were being restricted. Ms. Musick stated that the rental company was very apologetic and does plan to pay for the repairs made to the floor. Ms. Chapman asked how this would be any different from any other piece of rental equipment such as tables. Ms. Musick explained that tables are stationary and do not typically move during an event. Chairs are constantly being moved as people slide to and from the table. Mr. Pack asked if she thought these restrictions would interfere with brides. Ms. Musick does not think so since the town switched over to the sand chairs the Smithfield Center has not had to use rental chairs as often. She stated that less than 25% of their clients rent chairs. Ms. Musick stated that the Smithfield Center also offers a rental chair cover that has been made for this chair. There are options to cover the chairs if you do not like the look of the chairs. Ms. Chapman asked if all agreements have some kind of disclaimer that if damage is caused due to your event you are required to pay for these damages. Ms. Musick stated that was correct. The town keeps a credit card on file to cover any damages that may occur. Mr. Pack asked if the town has ever had to charge a credit card that was placed on file. Ms. Musick stated that she has had to use them for events going over their allotted time. Mr. Pack wanted to let Ms. Musick know of some of the things that he has run into with having credit cards on file. If a client disputes a charge that has been charged to their credit card most of the time the credit card company will be in favor of the client. If authorization forms are not on file then the credit card could also be cancelled. He stated that he knows what Ms. Musick is trying to do he just wanted to let her know about some of the things that he has run into with credit cards on file for payment of extra charges. Ms. Musick also stated that with rental chairs they do not have an auxiliary storage area to put chairs while staff starts the setup for the next event so not allowing rental chairs solves this problem as well. Committee recommends approval of Smithfield Center policy change to restrict rental chairs.

2. Park User Fees – Ms. Musick reported that she brought this to committee a couple of months ago and there was some discussion on the proposed rates. Since that time she has done some research with other facilities like Isle of Wight Parks and Recreation and Gloucester Parks and Recreation to see what they do as far as charging park usage fees. Ms. Musick stated that the proposed rates are based on a for profit and not for profit fee structure. Ms. Musick explained that she is recommending for the profit organizations a 10% fee of the ticket price/admissions fee. This is the formula we used for the fitness class being held at Windsor Castle Park. The not for profit fee structure would be for events like the Optimist Run. These fees will be somewhat on the honor system for the number of participants for these events. Ms. Musick stated that she does not have a problem with doing that until someone proves otherwise. Mr. Pack asked about the festivals such as the Bob Fest, Wine Fest, etc. Ms. Musick stated that it was her

suggestion that the Riverfront area is maxed out with open to the public events. These open to the open events take a toll on the site. Even if groups offer to recover the site it may not be done before the next event takes place out there. She stated that she recommends leaving these events that have already been established out there but no longer accept application for any additional open to the public event. Mr. Pack asked what the park user fees would be for the Manor House Riverfront. Ms. Musick stated that currently the fee structure is \$750.00; however they only pay half that fee because they are a not for profit event. Mr. Pack stated for clarification the park user fee proposal includes no more additional open to the public events at the Manor House Riverfront site and keeping the fee structure for weddings and private events at \$750.00 until we do anything additional on the riverfront site. Ms. Musick stated that was correct. Ms. Chapman stated that no other events could submit applications for open to the public events at the riverfront site in Windsor Castle Park. Ms. Musick explained that for an example they had a food fest apply for an event in October this year but because it was too close to the Bacon Fest at the end of September it would most likely be denied. The Special Events Committee looks at applications to be sure there are not similar events held within thirty days of each other. Mr. Pack stated that he agrees with what Ms. Musick is saying; however the town needs to be careful because it may appear that the town will be given exclusive rights to these current events and no one else is allowed to apply for an event to be held at Windsor Castle Park. He does not know if there is a more fair or diplomatic way to handle this. Ms. Musick stated that private events are going to bring 150 to 200 people where as an open to the public events can bring 2,000 people. Ms. Chapman asked if these six open to the public events are the events that would donate a small percentage of their ticket sells to go to the Windsor Castle Manor House restoration. Ms. Musick replied that only three of these events would incur that ticket fee. These events are the BOB Fest, the Wine and Brew Fest, and the Bacon Fest. The other three events do not clear enough net to take that percentage from their sales. Smithfield VA Events which are the larger three voluntarily offered to donate a portion of their proceeds to be placed in a fund for the preservation of the Windsor Castle Manor House. Ms. Chapman expressed that voluntarily donating a portion of their tickets sales is one way to justifies them being grandfathered in to being held each year; however when you think of the other three how can the town not look like we are giving these events exclusive rights. Ms. Musick stated that she wants to be consistent because that is important for her to do her job. Aiken Fest and Country Que would severely cut into their profits if the town required them to pay the percentage from ticket sales. Discussion was held on how to limit large open to the public events to protect the grounds so that it is suitable for small private events. Also having too many large events that are a lot alike will dilute the attendance of all of them. Mr. Pack suggested taking application for these events at the beginning of the year and let the Special Events Committee decide which one is the best one to have at Windsor Castle Park. Ms. Musick stated that she plans to come up with a discount for local civic clubs to do events here at the Smithfield Center. Ms. Musick asked if committee was okay with putting the proposed rate increases for park user fees on the agenda for approval. Committee stated that they have no problem

with the park user fees and would recommend those to be placed on the Town Council agenda for approval. Ms. Musick will work on some policy and procedures for limiting open to the public events at Windsor Castle Park and bring back to committee next month.

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

1. Operational Update – Ms. Musick reported that they have not had any outdoor weddings or receptions because of the warmer weather outside this time of year. Outdoor events will pick back up in September. Kayak rentals are still going very well. The town has made over \$4,000 and only paid \$1,500 in staff time. The kayak building should be arriving next week. It will be placed on the site by the end of September so it will be ready for next season. Mr. Pack asked how late in the season does the town rent kayaks. Ms. Musick replied that September 28th will be their last day for this season. Ms. Musick explained that last year the town kept it open to mid-October and there were no rentals in October. The fitness classes have increased at the Windsor Castle site. They offer Yoga on Tuesday and Thursday mornings. There has been a lot of excitement about the program however there has not been overwhelming attendance. At this time Fortified Fitness has paid the town fifty-eight dollars for park user fees to date which is a dollar per person. Ms. Musick stated that at the end of each month Fortified Fitness sends her a report of the number of people that attended the classes. Ms. Musick reported that the Eco Counter is still located at the station bridge. It continues to show the busiest day of the week as Sunday and the busiest time is the middle of the day.

2. FYI – Removal of Sale of Deep Fryer from the Smithfield Center Kitchen – Ms. Musick stated that she would like to remove the deep fryer from the Smithfield Center kitchen for a couple of different reasons. She explained that at the moment it is not operable because there is something wrong with the igniters. She stated that the staff constantly has the igniters lit because they are so difficult to light and this has corroded the igniters. The igniters had to be fixed last year as well. The fryer also makes a mess for staff to clean up and get ready for the next day event. The grease is too hot to have the caterer dispose of it at the end of an event. It stays in the fryer overnight to cool and staff cleans the next morning. Also whatever the caterers are deep frying leaves a scent in the building. Mr. Pack expressed his concerns about disposing of the deep fryer from the Smithfield Center kitchen. He agreed that deep fryers are a difficult piece of equipment to have in the kitchen however he feels it is a piece of equipment that is needed in the kitchen. He stated that several items have been removed from the kitchen and at some point it will no longer be able to be called a kitchen. It will only be good as a work area for warming food items. He explained that when the Smithfield Station does large events here they like to use the deep fryer. He stated that it is difficult to fry food off site and bring to a location and have it turn out the way fried food is supposed to be like. Mr. Pack

stated that Ms. Musick's concerns can be addressed to eliminate disposal of the deep fryer. He explained that fryers get hot but it is not necessary for them to cool down over night. If the deep fryer is the last thing the caters clean when they finish cooking it should be cool enough to dispose of at the end of the event. Running the exhaust hoods should keep the smell down throughout the building. Mr. Pack stated that in his personal opinion the deep fryer is an asset to the Smithfield Center kitchen. Ms. Musick stated that she has looked at portable fryers that could be used outdoors and wanted to know if this would be an option for caters. Mr. Pack asked what happens when it rains. The Town Manager stated that when the building was constructed it was debated on whether to have a deep fryer or not. It was ultimately decide to have a deep fryer. Mr. Pack stated that he has no doubt that the deep fryer is not a pain for staff but as a caterer he really likes the deep fryer being part of the Smithfield Center kitchen. Ms. Musick asked what committees feelings were on getting an electric deep fryer to eliminate the gas igniter issues that they have currently. Mr. Pack stated that a new commercial fryer will cost approximately \$10,000. Committee asked for staff to look at other options that would be adequate for professional caters to use before disposing of deep fryer. Ms. Musick stated that she would hang on to it for another year and bring it back to committee with other options. Ms. Musick stated that currently caters are being told that the fryer is not operable until it can be repaired.

The meeting adjourned at 4:33 p.m.

August 29, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, AUGUST 26TH, 2014

The Public Works Committee held a meeting on Tuesday, August 26th, 2014 at 4:33 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was: Mr. Michael G. Smith, Chair. Other Council members present were: Ms. Connie Chapman, Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William Riddick, Town Attorney; Mr. Wayne Griffin, Town Engineer; Ms. Ellen Minga, town Treasurer; Mr. Jessie Snead, Superintendent of Public Works; and Ms. Sonja Eubank, Office Manager for Public Works. Also in attendance were Mr. Rick Bodson of Historic Smithfield; and Mr. Jamie Weist of Kimley-Horn and Associates. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Award of HVAC Maintenance and Repairs Contract - Mr. Hopkins reported that the town issued a request for proposals (RFP) for qualified contractors to provide HVAC Maintenance and Repair services. There were a total of eight proposals that were submitted to the town. Staff reviewed the proposals in detail and narrowed the selection to four. The four firms that were interviewed were Atlantic Constructors of Newport News, Coastal Heating and Cooling of Norfolk, Comfort Systems of Chesapeake, and Harrison Mechanical in Smithfield. The scope of work for this contract includes HVAC maintenance and repair services on town properties including the Water Treatment Plant AAON heating and cooling products, Contractor must be able to provide 24 hour service and must be able to arrive on site within 2 hours after notification of emergency, they must perform comprehensive equipment inspection and maintain inspection logs on all repairs, replacements and adjustments and quarterly and annual inspections on Water Treatment Plant HVAC equipment. Mr. Hopkins stated that one of the most important items included in the scope of work is the Water Treatment Plant AAON heating and

cooling product. This type product is not around everywhere and must be maintained. If problems occur to the system someone must be available within two hours to repair because it could affect the water usage and plant operations. Mr. Hopkins stated that of the four Atlantic Constructors were the cheapest, most reliable for responding within the two hour window for emergencies and very familiar with AAON system at the Water Treatment Plant. Mr. Hopkins reported that staff's recommendation is to award contract to Atlantic Constructors. Mr. Smith asked for Mr. Hopkins to explain the urgency of the two hour response time for emergencies. Mr. Hopkins stated that if response time is longer it could cause the water treatment plant to be shut down because of the rise in the temperature. Mr. Snead stated the plant will automatically shut down if temperatures reach 104 degrees. Mr. Pack stated that the town normally tries to keep these types on contracts in town but the only contract that submitted a proposal in town was Harrison Mechanical. Mr. Smith stated that they were not comfortable with the two hour response time. Harrison Mechanical also submitted a higher cost for service that was nonnegotiable. Mr. Pack stated that he has used Atlantic Constructors and they are very good and very professional. In some cases they have been able to do a few things that others have not been able to do. Committee recommends approval of staff's recommendation and will forward to Town Council for consideration.

2. Authorization to Purchase Budgeted Public Works Truck under State Contract in the Amount of \$25,595.00 – Mr. Snead stated that the Public Works Department would like to replace their 2001 Truck with a 2015 F350. The old truck has 169,000 miles on it and it is worn out. The new truck would be purchased under state contract pricing with budgeted funds in the amount of \$25,595.00. Mayor Williams asked what will happen to the old truck. The Town Manager stated that the town will sell the old truck as surplus property on GovDeals. Mr. Pack asked how many more trucks need to be replaced in the Public Works Department. Mr. Snead stated that he has approximately four more trucks to replace and will continue to request one per year. Committee recommends approval purchasing the budgeted Public Works truck.

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

1. Main Street Parking Between Church Street and Commerce Street – The Town Manager stated that staff has held a couple of meetings since this item was tabled at the August 5th Town Council meeting to have further discussion with adjacent property owners on the two hour parking restrictions. The immediate need was to allow Mr. Duncan access to the front of his building once he received his building permit. The Town Manager stated that he has authorized a temporary construction zone to allow unobstructed access to his building for the work to be performed and materials to be unloaded. Mr. Duncan seems to be very appreciative of this consideration while he is doing this construction work. At this time Mr. Duncan is not requesting any further

action be taken by Town Council to change parking on Wharf Hill. The Town Manager stated that while on site looking at the situation staff did notice that the property adjacent to the cleaners and the town's pump station is one of several parcels that were under a special use permit at one time. At this time Citizens National Bank owns the small parcel shown on the graphic that was included in your electronic posting. This particular lot would have some value to the town for additional parking and access to perform work at the town's Main Street Pump Station. The Town Manager made a suggestion that if Town Council was interested we could bring this item up next week at the September 2nd Town Council meeting for possible acquisition in closed session. Mr. Smith asked the Town Engineer to comment on the discussions they have had with VDOT. Mr. Griffin stated that staff had met with VDOT to verify that no changes have been made to design specifications per federal and state standards. The bottomline is that what we currently have right now meets the standards and there is no other way to modify the street without making it a one way traffic flow. The Town Manager stated that with the new standards even delineating angled, compact cars only does not allow enough space to meet the standards. Ms. Chapman asked if Wharf Hill was a VDOT street. The Town Engineer stated that the town receives VDOT funding to maintain this road. Ms. Chapman stated that even though we had diagonal parking there for years we cannot go back that way. The Town Manager stated that the town could have the delineation removed and go back to the way it was with no markings. The town cannot formally delineate something that does not meet the standards. Mr. Smith stated that Chief Bowman was not in favor of the two parking restrictions because of enforcement issues. He stated that he thought the two hour parking would eliminate the employees from Smithfield Foods parking here; however with the additional of the new parking lot on Luter Street this issue will soon be eliminated. Mr. Pack stated that in regards to Town Code the Town Manager has the ability to do whatever he feels is best along Wharf Hill. He suggested letting the Town Manager handle this parking issue and use his best judgment. Committee agreed to allow the Town Manager to continue to monitor parking issues on Wharf Hill and make changes that he feels is best.

The meeting adjourned at 4:50 p.m.

August 29, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, AUGUST 26TH, 2014.

The Public Buildings and Welfare Committee held a meeting on Tuesday, August 26th, 2014 at 4:50 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council members in attendance were 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 G. King, Town Clerk; Mr. William Riddick, III, Town Attorney; and Ms. Ellen Minga, Town Treasurer; and Mr. Jessie Snead, Superintendent of Public Works. Also in attendance was Mr. Jamie Weist of Kimley-Horn and Associates. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Motion to Approve Annual In-Service Staff Training Day, October 9th, 2014 – The Town Manager stated that when Town Council approved the meeting schedule for 2014 at the beginning of the year staff did not have a date pinned down for the In-Service Staff Training day which is typically in the Fall so he is now requesting approval. The agenda has been set up for October 9th. He and staff are looking forward to this annual training day. The morning is always pretty intense with training. The training always involves an element on safety and Ms. Megan Ryan from the Virginia Coalition of Government will do a section on the Freedom of Information Act and Open Government. Flu shots for all employees and elected officials will be offered that day and Mr. Flores will be updating ID cards for all employees. The town has a number of new employees so in the afternoon we will break up in groups and tour all the town facilities. If it is a nice day we also plan to offer some kind of activity out at Windsor Castle Park. The Town Manager stated that this is just housekeeping if Council continues to support staff doing this annual training day. Committee recommends approval of annual training day set for Thursday, October 9th, 2014.

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

1. Pinewood Heights Phase II Update – Multi-Year 1 and Multi-Year 2 – The Town Manager reported that Mr. Dodson of Community Planning Partners monthly report was included in the agenda packet. He stated that the town has closed on two additional properties and those deeds will be on the consent agenda on Tuesday, September 2nd for the town to accept the deeds. The Town Manager stated that the town has had quite a bit of activity this past month between closings, boarding up properties, relocating tenants and helping an evicted family from elsewhere in the neighborhood temporarily relocate into a unit that the town just acquired. There is also a unit that the mother has been relocated but we are still working with the daughter to be relocated. The Town Attorney has prepared Indemnity Agreements for these tenants holding the town harmless while they continue to stay in these units for a brief period of time. These tenants will also be responsible for the utilities while they are there. The Town Manager stated that Mr. Dodson had expressed concern that the town was going to be in the same situation with 48 Carver but as of today Ms. Wiggins is working with the renter at 48 Carver and a possible relocation has been found. The Town Treasurer stated that the town will need to do a budget amendment to request the final drawdown for multi-year 1. There is approximately \$48,400 left that the town cannot draw because it was allocated to owner acquisition. Due to credit issues one owner acquisition unit in multi-year 1 was switched with a renter acquisition in multi-year 2. The Town Manager commented that without a Housing and Redevelopment Authority it is amazing to see everyone work together to pull off this large redevelopment project.

2. Draft Infrastructure Master Plan by Kimley-Horn and Associates for Redevelopment of the Pinewood Heights Neighborhood – The Town Manager reported that Mr. Jamie Weist was present to give an overview of the infrastructure master plan that his firm designed for the redevelopment of the Pinewood Heights Neighborhood. The infrastructure master plan was designed to start moving forward with getting cost estimates for redevelopment. The Town Manager stated that three graphics for Phase 1, 2 and 3 were posted today along with cost estimates for Phase 1. Mr. Weist reported that the current infrastructure in Pinewood Heights has an eight inch water main that does not serve all three phases. It is adequate to serve the first two phases to a certain extent. As far as fire suppression it will limit the height of potential buildings that can be built there for industrial or commercial users based on the amount of water needed. He stated that another thing they considered when laying out the design of the infrastructure was leaving it more open so that if a big user wanted to come in and purchase the whole thing they could develop the entire thing the way they want it. The purpose of this is to let the market drive how the land is developed rather than the town dictating how the land is to be developed. Mr. Weist stated that although the existing sewer lines are adequate in size

to accommodate the parcels out there for industrial and commercial use the location of these sewer lines are not advantageous. A lot of these sewer lines bisect properties and are in the back of the properties. This really impacts that buildable area for any type of industrial or commercial development. There is also little to no stormwater management on the site. Some preliminary calculations have been done to come up with approximate sizes for stormwater management and that was broke down into three phases. Mr. Weist explained that for Phase 1 they tried to show where they would propose putting new sewer lines and abandon existing sewer lines. They also looked at abandoning the smaller water lines that go through the individual lots and leaving the eight inch water main that runs along the roadway that services the three fire hydrants. They also propose a stormwater BMP shown in the lower part of Phase 1. The estimate cost to put infrastructure in to service Phase 1 would be \$258,000. The Town Manager stated that the only other cost for Phase 1 would be after putting utilities in the right of ways the town would need to use Highway Funds to repair the roadways. Mr. Weist explained the infrastructure plan for Phase 2. It is the same type of process as Phase 1 to minimize the infrastructure that would have to be installed to serve the area while still trying to eliminate the sewer lines within the properties. He stated that they did add in the proposed private property development for Mr. Livengood's property. Mr. Livengood's plans have been approved and he is getting ready to start construction. Mr. Weist then explained infrastructure plans for Phase 3. This would be the final phase for water and sewer extensions. He stated that in Phase 3 the town would actually have to extend the eight inch water main to Phase 3 to provide service to those properties. This is where the town is at this time with this project. Mr. Weist asked if committee had any comments or concerns that they would like him to take back and review. Mr. Pack asked about the waterline to service Mr. Livengood's property. Mr. Hopkins stated that Mr. Livengood will share the cost with the town to have sanitary sewer line installed and the town will extend a one inch service line from the fire hydrant on Carver Avenue to his private property. Mr. Weist stated that this infrastructure plan is approximately 50% complete. Before they complete the infrastructure master plan they wanted to bring it to committee for any comments or concerns. Mayor Williams asked what the total acreage for the project is. The Town Manager replied that he thought it was approximately 18 acres. Mr. Weist stated that the Moody's property has an existing stormwater management pond that might be able to be utilized if it falls within a drainage area to help cut cost. Mayor Williams asked if any upgrades are going to be needed for the Pump Station there. Mr. Weist replied that no upgrades to the pump station were necessary. Typically most industrial and commercial properties use less utilities as far as water and sewer than most residential houses. Committee thanked Mr. Weist for the update.

3. Additional Item Discussed: Miscellaneous Items – Ms. Chapman stated that she had a couple of items that she was not sure where they needed to be discussed. Recently the Town Manager had to take some time off and go out of town for some family issues and it was mentioned that his vacation time benefits had not been adjusted and increased as his tenure has. She feels that this needs to be discussed at committee soon. And the second item she wanted to mention was there has been a lot of progress on the house on

Washington Street. Mr. Hopkins confirmed that they are working on both houses on Washington Street and Riverview Avenue; however the progress is most noticeable on the one on Washington Street. The Town Attorney stated that in regards to the Verizon issue he has advised their lawyer about the town's position and she will call him back after Labor Day.

Meeting adjourned at 5:13 p.m.

**SMFD POLICE DEPARTMENT
MANAGER'S REPORT
August 2014**

Committees and Projects:

08/05 Town Council mtg – Smfd Center – Chief Bowman
08/06 Safety Committee mtg – Kurt Beach
08/07 Sgt. Miller Leadership School Graduation – CNU - Chief Bowman, Deputy Chief Howell, Mr. Peter Stephenson
08/12 National Night Out Art Award Presentation – YMCA – Kurt Beach
08/13 Hampton Roads Chiefs of Police Association mtg – Newport News/Williamsburg Airport – Deputy Chief Howell
08/13 Regional Robbery Investigators mtg – Smfd Center – Lt. Valdez, Sgt. Meier
08/13 Greater Hampton Roads Regional Crime Line mtg – Smfd Center – Lt. Valdez, Sgt. Meier
08/15 Isle of Wight Bar Association mtg – Smfd Station – Chief Bowman
08/19 Crime Line mtg – Smfd Center – Chief Bowman, Annette Crocker
08/20 Department Head mtg – Smfd Center – Chief Bowman
08/21 Isle of Wight County Sheriff's Accreditation Ceremony – Jury Chambers – Chief Bowman
08/22 Convocation – Smithfield High School – Chief Bowman
08/25 Training mtg – HRCJTA – Annette Crocker
08/28 School Safety mtg – School Board office – Chief Bowman, Deputy Chief Howell

Training

08/04 – 08 Basic Active Shooter Level 1 Train the Trainer – James City County PD – Sgt. Araojo (40 hrs.)
08/04 – 07 Leadership Institute – CNU – Sgt. Miller (32 hrs.)
08/04 – 05 Outlaw Motorcycle Gang – Virginia Beach – Officer Phillips (16 hrs.)
08/04 Intox Recert – Virginia Beach – Officer Powell (4 hrs.)
08/05 Firearms Instructor Pre-shoot – Hampton PD range – Officer D. Adams (3 hrs.)
08/05 Intox Recert – Virginia Beach – Officer Seamster (4 hrs.)
08/06 Intox Recert – Virginia Beach – Officer D. Adams (4 hrs.)
08/13 – 15 The Reid Technique of Interviewing and Interrogation – Portsmouth – Sgt. Brady (18 hrs.)
08/12 Incident Based Reporting Level 1 Training – Norfolk – Lorrie Porter (8 hrs.)
08/14 DMV Grant Writing – Norfolk – Lt. Rogers, Kristi Jenkins (4 hrs.)
08/18 – 21 Sunguard Records Management Conference – Greensboro, NC – Lorrie Porter (32 hrs.)
08/26 – 27 Basic Public Information Officer – Gloucester – Lt. Rogers, Sgt. Meier (16 hrs.)
08/27 Federal Equitable Sharing Training – Chesterfield PD – Lt. Valdez (3.5 hrs.)

In-House Training:

08/27 Sexual Assaults Involving Children – PD – Deputy Chief Howell, Sgt. Brady, Officer Cook, Officer Wright

Community Relations

08/03 Football mtg – PD – Sgt. Jones
08/05 National Night Out – Downtown Smfd – PD
08/7 – 08/27 Passing out Business Watch Packets – Officer Powell, Officer Wright
08/15 Bike Patrol Summer Concert Series – Downtown – Sgt. Araojo
08/27 National Night Out Pizza Party – PD – Chief Bowman, Deputy Chief Howell,
 Officer Wright, Kurt Beach

Investigations:

Case#: 2014-00644
Location: Domino's Pizza
Offense: Attempted Robbery
Disposition: Cleared By Arrest

On 8/1/14 a juvenile male walked into Domino's Pizza and attempted to purchase an eight piece chicken meal with a prepaid credit card. The card was declined and the juvenile demanded that the clerk give him all his money. The clerk then observed that the juvenile had a gun on his hip. The clerk did not give any money to the juvenile. After several demands for money the juvenile fled on a bicycle. The subject was located in Bradford Mews and has been charged with attempted robbery

Case#: 2014-0668
Location: Cedar Street Apts
Offense: Robbery
Disposition: Cleared By Arrest

On 8/9/14 officers responded to the Smithfield Station for a report of a robbery. The victim stated that he received a call from a friend to ask for a ride. The friend was located at Cedar St Apts. When the victim pulled into the parking lot the friend and another male got into the vehicle. The male in the back seat put the victim into a choke hold while the front passenger reached over and held the victim's arms down. While he was being held down two more subjects came to the car and stole stuff from the vehicle. After taking about \$350 worth of stuff from the vehicle all the subjects fled on foot. One individual has been arrested and has been charged with robbery.

Case#: 2014-00728
Location: 603 W Main St (7-Eleven)
Offense: Embezzlement
Disposition: Warrants Obtained

On 8/25/14 the manager of 7-Eleven reported that an employee of his had stolen \$2,310 in scratch lottery tickets and \$359 in cash over the weekend. The employee was working the midnight shift and was observed on camera taking both the money and the lottery tickets. Two warrants for felony embezzlement have been obtained on the individual.

August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Herbert Off	Chris off at 12 PM Coates and Pierce Reception MHSu 110
3	4	5	6	7	8	9
	Lifeline Screenings C&D 25	Town Council A&B 20 WCFB Meeting MH 10	Lamarre and Cullen Rehearsal Deck 20 Staff Meeting MH 10 VDOT TAP Applicant Workshop C&D 50	Courtney Off Morgan Moore Meeting A&B 40	Courtney Off Lamarre and Cullen Wedding and Reception MHSu 99	Courtney Off Marian Off at 3 PM Scipio Brown Family Reunion MHSu 120
10	11	12	13	14	15	16
Courtney Off	Courtney Off Citizens Association Meeting A&B 25 FEMA Open House MH 100	Marian Off Shelby's Last Day	Carpet Cleaning Crimeline Meeting MH 30 Regional Crime Meeting MH 20	Carpet Cleaning	Melissa Off Staff AV Training	Melissa Off Stacey and McFather Reception MHSu 200
17	18	19	20	21	22	23
Melissa Off Conyers and Tierney Wedding and Reception MHSu 90	Amy -in at 1 PM Farm Bureau Dinner MHSu 250	BHA&R A&B 20 BZA A&B 20 Crimeline C&D 20 Schoolhouse Meeting C&D 20 WCFB Capital Campaign C&D 6	Staff Meeting C&D 10	Set Friday Event Conner and McCormick Rehearsal Deck 25 Newsome-Johnson Rehearsal Deck 25	Amy-Kiwanis Convention Conner and McCormick Wedding and Reception MHSu 76	Chris Off Marian Off Newsome-Johnson Wedding & Reception MHSu 125
24	25	26	27	28	29	30
Chris Off	Herbert Off Committee Meetings C&D 20	Herbert Off Committee Meetings C&D 20 WCFB Birthday A&B 6	Herbert Off Backflow Work	Amy Off Herbert Off	Amy Off Herbert Off Army Band Concert MHSu 300 Godwin-Scott Rehearsal Deck 20 Westmoreland-Scott Rehearsal Deck 20	Reception at WCP on Sunday Amy Off Chris Off Herbert Off Godwin-Scott Wedding & Reception MHSu 150

August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31						
Amy Off Chris Off Herbert Off Westmoreland-Scott Wedding & Reception MHSu 200						

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
8/2/2014	Center	MHSu	Coates and Pierce Wedding and Reception	Coates and Pierce Reception	Newport News	Word of Mouth	Resident-Saturday	10.00%		
8/2/2014	WCP	Courtyard	Fortified Fitness	Exercise Classes	Smithfield	Word of Mouth	Resident -Weekday	0.00%		
8/2/2014	WCP	Riverfront	Coates and Pierce Wedding and Reception	Coates and Pierce Wedding	Newport News	Word of Mouth	Resident-Saturday	0.00%	\$1,473.75	
8/4/2014	Center	C&D	Lifeline Screenings	Lifeline Screenings		Returning Client	Resident -Weekday	0.00%	\$199.00	
8/5/2014	Center	A&B	Town of Smithfield	Town Council	Smithfield		h.) Town	100.00%		
8/5/2014	Center	MH	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
8/5/2014	WCP	Riverfront	Fortified Fitness	Yoga Classes	Smithfield	Word of Mouth	Resident -Weekday	0.00%		
8/6/2014	Center	C&D	VDOT-Local Assistance Division	VDOT TAP Applicant Workshop	Richmond	Returning Client	Resident -Weekday	0.00%	\$200.00	
8/6/2014	Center	MH	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
8/7/2014	Center	A&B	Smithfield Corporate	Morgan Moore Meeting	Smithfield	Returning Client	Resident -Weekday	0.00%	\$200.00	
8/8/2014	Center	MHSu	Lamarre and Cullen Wedding and Reception	Lamarre and Cullen Wedding and Reception	Chesapeake	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$1,532.84	
8/9/2014	Center	MHSu	Scipio Brown Family Reunion	Scipio Brown Family Reunion	Smithfield	Recurring Client	Resident-Saturday	0.00%	\$1,600.00	
8/11/2014	Center	A&B	Isle of Wight Citizens Association	Citizens Association Meeting		Returning Client	g.) Sponsored	100.00%		
8/11/2014	Center	MH	Town of Smithfield	FEMA Open House	Smithfield	Town Event	h.) Town	100.00%		
8/13/2014	Center	MH	Town of Smithfield	Crimeline Meeting	Smithfield	Town Event	h.) Town	100.00%		
8/13/2014	Center	MH	Town of Smithfield	Regional Crime Meeting	Smithfield	Town Event	h.) Town	100.00%		
8/16/2014	Center	MHSu	Stacey and McFather Reception	Stacey and McFather Reception	Smithfield	Word of Mouth	(none)	0.00%	\$1,600.00	
8/17/2014	Center	MHSu	Conyers and Tierney Wedding and Reception	Conyers and Tierney Wedding and Reception	Suffolk	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$1,200.00	
8/18/2014	Center	MHSu	Farm Bureau Insurance Company	Farm Bureau Dinner	Smithfield	Recurring Client	Resident -Weekday	0.00%	\$600.00	
8/19/2014	Center	A&B	Town of Smithfield	BZA	Smithfield		h.) Town	100.00%		
8/19/2014	Center	A&B	Town of Smithfield	BHA&R	Smithfield		h.) Town	100.00%		
8/19/2014	Center	C&D	Schoolhouse Committee	Schoolhouse Meeting		Town Event	h.) Town	100.00%		
8/19/2014	Center	C&D	Town of Smithfield	Crimeline	Smithfield	Town Event	h.) Town	100.00%		
8/19/2014	Center	C&D	Windsor Castle Foundation Board	WCFB Capital Campaign		Town Event	h.) Town	100.00%		
8/21/2014	Center	Deck	Conner and McCormick Wedding and Reception	Conner and McCormick Rehearsal	Portsmouth	Word of Mouth	Nonresident-Friday/Sunday	100.00%		
8/21/2014	Center	Deck	Newsome-Johnson Wedding & Reception	Newsome-Johnson Rehearsal	Rescue	Word of Mouth	Resident-Saturday	100.00%		
8/22/2014	Center	MHSu	Conner and McCormick Wedding and Reception	Conner and McCormick Wedding and Reception	Portsmouth	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$1,450.00	
8/23/2014	Center	MHSu	Newsome-Johnson Wedding & Reception	Newsome-Johnson Wedding & Reception	Rescue	Word of Mouth	Resident-Saturday	0.00%	\$1,400.00	
8/25/2014	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield		h.) Town	100.00%		
8/26/2014	Center	A&B	Windsor Castle Foundation Board	WCFB Birthday		Town Event	h.) Town	100.00%		
8/29/2014	Center	MHSu	Smithfield Times	Army Band Concert	Smithfield	Town Event	h.) Town	100.00%		
8/30/2014	Center	MHSu	Godwin-Scott Wedding & Reception	Godwin-Scott Wedding & Reception	Suffolk	Word of Mouth	Nonresident-Saturday	0.00%	\$1,400.00	
8/31/2014	Center	MHSu	Westmoreland-Scott Wedding & Reception	Westmoreland-Scott Wedding & Reception	Virginia Beach	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$2,034.24	
8/31/2014	WCP	Riverfront	Segrin and Gwaltney Reception	Segrin and Gwaltney Reception	Newton	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$850.00	

\$15,739.83

Deposit Totals for August 2014
\$13,543.40 - Smithfield Center
\$00.00 - Town Services

Smithfield/Isle of Wight Tourism Activity Report – August 2014

- Director attended the Isle of Wight Board of Supervisors Meeting 8/21/14.
- Director attended Smithfield Town Council Meeting 8/5/14.
- Met with Asst. to the County Administrator regarding creating a County Citizen Survey 8/1/14, 8/5/14, and 8/6/14.
- Attended the YMCA Camp Luncheon 8/1/14
- Evaluations completed for all FT staff 8/1/14.
- Smithfield Farmer's Markets held 8/2/14, 8/9/14, 8/16/14, 8/22/14, and 8/29/14. Great attendance and sales to date.
- Monthly Tourism staff meeting held 8/4/14.
- County Branding meeting 8/4/14.
- National Night Out held on Main Street 8/5/14.
- Top 40 Nomination sent to Inside Business 8/5/14.
- Smithfield 2020 Meeting held 8/6/14. Banner project completed. Awaiting installation.
- Staff attended IOW Agenda Review Committee 8/8/14.
- Attended state Sesquicentennial Meeting 8/12/14.
- Met with Smithfield P.D. about logistics for upcoming Bacon, Bourbon and Beach Music Festival 8/12/14.
- Hambassador Program project meeting 8/13/14. Relaunched with Smithfield 2020 scholarship program.
- Attended IOWC Marketing Committee meeting 8/13/14 to review branding changes going forward and way finding signage on County Campus.
- Attended Historic Saint Luke's Board meeting 8/13/14.

- New computer received from County IT 8/14/14!
- Attended Chamber Youth Leadership Meeting for pre-planning for annual program 8/14/14.
- Met with Lanny Hinson 8/18/14 regarding The Old Courthouse of 1750.
- Attended Schoolhouse Museum Board Meeting 8/19/14.
- Attended VA-1 Education Committee meeting 8/19/14.
- Attended Windsor Castle Park meeting 8/19/14.
- Attended Bacon, Bourbon & Beach Music committee planning session 8/20/14.
- Met with Hampton Inn & Suites regarding Aiken & Friends Music Fest 8/21/14.
- Attended Wellness Committee meeting 8/21/14.
- Attended Sheriff's Office Accreditation Ceremony 8/21/14.
- BBB Planning Session with Smithfield Public Works 8/22/14.
- Met with Anne Seward re: Branding signage approval 8/22/14.
- Director vacation 8/25-29/14.
- Staff Attended County Staff Meeting 8/25/14.
- Attended Smithfield Staff Meeting 8/6/14 and 8/20/14.
- Tourism Facebook postings throughout month.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

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

ZONING PERMITS JULY 2014

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6383	ABOVE GROUND POOL	ASPEN WOODS	108 THURSTOW CIRCLE	EAST COAST POOLS JOHN JAMES
6384	SIGN PERMIT	DOLLAR GENERAL	651 WEST MAIN STREET	RANDY DRESSLER
6385	ADDITION AND DECK	SCOTTS LANDING	799 SMITHFIELD BLVD.	COLLINS BUILDING CO. INC. RICKY BILLINGS
6386	PRIVACY FENCE	DEER RUN	111 FAWN COURT	KIMBERLY GRIFFEY SCOTT WURZBURGER
6387	DETACHED GARAGE	MOONEFIELD	119 MOONE DRIVE	FORREST NEWHALL STEVE AUSTIN
6388	ABOVE GROUND POOL AND DECK	RED POINT HEIGHTS	316 RED POINT DRIVE	EAST COAST LEISURE MARK MARSHALL
6389	SINGLE FAMILY HOME	RED POINT HEIGHTS	308 WAINWRIGHT DRIVE	ASHETT CONSTRUCTION LLC ROBERT LITTLE
6390	DEMOLISH DUPLEX	PINEWOOD HEIGHTS	45 CARVER AVENUE 46 CARVER AVENUE	TOWN OF SMITHFIELD
6391	SINGLE FAMILY HOME	SCOTTS LANDING	90 BARCLAY CRESCENT	DAVID RHODES
6392	SUNROOM	HALSTEAD LANDING	204 SMITHFIELD BLVD.	ELCHIN INC. VERNON CRAIG
6393	FENCE	WELLINGTON ESTATES	208 SALISBURY COURT	JAMES EANES
6394	SINGLE FAMILY HOME	CYPRESS CREEK	121 ST. ANDREWS	LES ORE CONSTRUCTION CO. CYPRESS CREEK DEVELOPMENT
6395	ABOVE GROUND POOL	MOONEFIELD	205 BARCROFT DRIVE	TIMOTHY CUNNINGHAM
6396	PRIVACY FENCE	RED POINT HEIGHTS	130 LUMAR ROAD	ALAN CASTEEN
6397	PRIVACY FENCE	RED POINT HEIGHTS	506 JORDAN AVENUE	ALAN CASTEEN MARION MAJOR COOK
6398	STORAGE SHED	RIVERVIEW	209 CLAY STREET	HOVRIGAN CONSTRUCTION MAGNOLIA MANOR
6399	TEMP. CONSTRUCTION TRAILER	MAGNOLIA MANOR	101 JOHN ROLFE DRIVE	HOVRIGAN CONSTRUCTION MAGNOLIA MANOR

RESOLUTION
TO ESTABLISH BANK ACCOUNT FOR
WINDSOR CASTLE MANOR HOUSE PRESERVATION

WHEREAS, the Town Council has determined that it is in the best interest of the Town and its citizens to accumulate funds for the preservation of the Windsor Castle manor house; and,

WHEREAS, the Town Treasurer has advised that it is necessary and property to establish a separate banking account to segregate funds for use this purpose..

NOW, THEREFORE, be it resolved by the Town Council that the Town Treasurer is authorized to open a new account with Farmers Bank and to transfer such of the Town's funds as may be appropriated by Town Council or received by the Town from other sources for the preservation of the Windsor Castle manor house.

Adopted this 2nd day of September, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. CARTER WILLIAMS, Mayor

ATTEST:

Clerk



SOUTHERN Dodge-Chrysler-Jeep-Ram
at Norfolk Airport
 2747 North Military Highway, Norfolk, VA 23518
 (757) 855-2277

Cust #: FF4028

STOCK NO.
FF4028

DATE OF SALE **08/27/2014**

PURCHASER'S NAME TOWN OF SMITHFIELD				HOME ADDRESS PO BOX 246			
CO/PURCHASER'S NAME				CITY, STATE, ZIP SMITHFIELD VA 23431			
PLEASE ENTER MY ORDER FOR THE FOLLOWING: <input type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> DEMO Deal #: 136648				COUNTY		E-MAIL ADDRESS	
				HOME PHONE		BUS. PHONE	
YEAR 2014	MAKE DODGE	MODEL CHARGER	TYPE/DOORS SD		COLOR PW7 Bright White Clear Coat		
MILEAGE 25	VIN				IN SERVICE DATE 08/26/14		
PRICE INCLUDING FREIGHT, HANDLING & DELIVERY				TOTAL PURCHASE PRICE		23829	00
BASE CASH PRICE: 23829.00				3% VA TITLE TAX		N/A	
				DEALER'S BUSINESS LICENSE TAX		N/A	
				Purchaser's On-Line Systems FILING FEE		N/A	
				23829.00		PROCESSING FEE	N/A
						LICENSE & TITLE FEE	N/A
						LVR FEE	N/A
							N/A
				LICENSE FEE _____ TITLE FEE _____			
				TOTAL DELIVERED PRICE		23829	00
				SUBMITTED WITH ORDER (1)		23829	00
				ALLOWANCE FOR USED CAR TRADE-IN AS APPRAISED		N/A	
*LESS BALANCE OWING TO -				PURCHASER RESPONSIBLE FOR PAYOFF ACCURACY.) APPROXIMATELY		N/A	
FOR "AS IS" SALE ONLY: I UNDERSTAND THAT THIS VEHICLE IS BEING SOLD "AS IS" WITH ALL FAULTS AND IS NOT COVERED BY ANY DEALER WARRANTY. I UNDERSTAND THAT THE DEALER IS NOT REQUIRED TO MAKE ANY REPAIRS AFTER I BUY THIS VEHICLE. I WILL HAVE TO PAY FOR ANY REPAIRS THIS VEHICLE WILL NEED. (SEE #16 ON REVERSE SIDE)				EQUITY ON TRADE-IN (2)		N/A	
				ADDITIONAL DOWN PAYMENT ON DELIVERY (3)		N/A	
				(4)		N/A	
DATE _____	SIGNATURE _____			TOTAL DOWN PAYMENT (1+2+3+4)		23829	00
DESCRIPTION OF TRADE-IN				EXTENDED SERVICE CONTRACT		N/A	
YEAR	MAKE	MODEL	COLOR	TYPE/DOORS		INCLUDING	
MILEAGE	VIN			TAG NO.		TAX OF N/A	
SALESPERSON				BALANCE DUE ON DELIVERY		N/A	

The front and back of this buyer's order, along with other documents signed by Purchaser(s) in connection with this order, comprise the entire agreement between the parties affecting this purchase. No oral agreements or understandings shall be binding. Purchaser(s) acknowledges that he/she has been given the opportunity to review all documents prior to signing them and that he/she has not signed any documents in blank. By executing this Order, Purchaser(s) acknowledges he/she has read all of its terms and has received a fully completed copy. Purchaser(s) certifies he/she is 18 years of age or older. Until made effective, this order is not binding and Purchaser(s) may cancel and recover deposit.

NO LIABILITY INSURANCE INCLUDED UNLESS SPECIFICALLY INDICATED

SECURITY AGREEMENT: Purchaser hereby grants Seller, its successors and assigns, a security interest in the motor vehicle, equipment and accessories to be purchased pursuant to this agreement, and such security interest shall remain in effect until all sums due hereunder have been paid in full.

IF YOU ARE FINANCING THIS VEHICLE PLEASE READ THIS NOTICE. YOU ARE PROPOSING TO ENTER INTO A RETAIL INSTALLMENT SALES CONTRACT WITH THE DEALER. PART OF YOUR CONTRACT INVOLVES FINANCING THE PURCHASE OF YOUR VEHICLE. IF YOU ARE FINANCING THIS VEHICLE AND THE DEALER INTENDS TO TRANSFER YOUR FINANCING TO A FINANCE PROVIDER SUCH AS A BANK, CREDIT UNION OR OTHER LENDER, YOUR VEHICLE PURCHASE DEPENDS ON THE FINANCE PROVIDER'S APPROVAL OF YOUR PROPOSED RETAIL INSTALLMENT SALES CONTRACT. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS APPROVED WITHOUT A CHANGE THAT INCREASES THE COST OR RISK TO YOU OR THE DEALER, YOUR PURCHASE CANNOT BE CANCELLED. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS NOT APPROVED THE DEALER WILL NOTIFY YOU VERBALLY OR IN WRITING. YOU CAN THEN DECIDE TO PAY FOR THE VEHICLE IN SOME OTHER WAY OR YOU OR THE DEALER CAN CANCEL YOUR PURCHASE. IF THE SALE IS CANCELLED, YOU NEED TO RETURN THE VEHICLE TO THE DEALER WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR. ANY DOWN PAYMENT OR TRADE-IN YOU GAVE THE DEALER WILL BE RETURNED TO YOU. IF YOU DO NOT RETURN THE VEHICLE WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE OF CANCELLATION, THE DEALER MAY LOCATE THE VEHICLE AND TAKE IT BACK WITHOUT FURTHER NOTICE TO YOU AS LONG AS THE DEALER FOLLOWS THE LAW AND DOES NOT CAUSE A BREACH OF THE PEACE WHEN TAKING THE VEHICLE BACK. IF THE DEALER DOES NOT RETURN YOUR DOWN PAYMENT AND ANY TRADE-IN WHEN THE DEALER GETS THE VEHICLE BACK IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR, THE DEALER MAY BE LIABLE TO YOU UNDER THE VIRGINIA CONSUMER PROTECTION ACT.

IF YOU ARE LEASING THIS VEHICLE, THE SAME PROCEDURES, RIGHTS, AND OBLIGATIONS APPLICABLE TO TRANSACTIONS INVOLVING A RETAIL INSTALLMENT SALES CONTRACT STATED ABOVE APPLY TO THIS LEASE TRANSACTION.

Approved: Dealer or Authorized Representative

Signed (1) _____ Purchaser

This Order is not valid unless signed and accepted by the Dealer or his authorized representative.

Date: **08/27/2014**

(2) _____ Purchaser



SOUTHERN Dodge-Chrysler-Jeep-Ram
at Norfolk Airport
 2747 North Military Highway, Norfolk, VA 23518
 (757) 866-2277

Cust #: FF4241

STOCK NO.
FF4241

DATE OF SALE **08/28/2014**

PURCHASER'S NAME TOWN OF SMITHFIELD		HOME ADDRESS PO BOX 246	
CO/PURCHASER'S NAME		CITY, STATE, ZIP SMITHFIELD VA 23431	
PLEASE ENTER MY ORDER FOR THE FOLLOWING: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> DEMO Deal #: 136668		COUNTY	E-MAIL ADDRESS GO@GO.COM
		HOME PHONE	BUS. PHONE
YEAR 2014	MAKE DODGE	MODEL CHARGER	TYPE/DOORS SD
		COLOR WHITE	
MILEAGE 25	VIN		IN SERVICE DATE

PRICE INCLUDING FREIGHT, HANDLING & DELIVERY	TOTAL PURCHASE PRICE	23829	00
BASE CASH PRICE: 23829.00	3% VA TITLE TAX	N/A	
	DEALER'S BUSINESS LICENSE TAX	N/A	
	Purchaser's On-Line Systems FILING FEE	N/A	
	23829.00	PROCESSING FEE	N/A
	LICENSE & TITLE FEE	N/A	
	LVR FEE	N/A	
	LICENSE FEE		TITLE FEE
	TOTAL DELIVERED PRICE		23829 00
	SUBMITTED WITH ORDER	(1)	N/A
	ALLOWANCE FOR USED CAR TRADE-IN AS APPRAISED	N/A	
*LESS BALANCE OWING TO -	(PURCHASER RESPONSIBLE FOR PAYOFF ACCURACY.) APPROXIMATELY	N/A	
FOR "AS IS" SALE ONLY: I UNDERSTAND THAT THIS VEHICLE IS BEING SOLD "AS IS" WITH ALL FAULTS AND IS NOT COVERED BY ANY DEALER WARRANTY. I UNDERSTAND THAT THE DEALER IS NOT REQUIRED TO MAKE ANY REPAIRS AFTER I BUY THIS VEHICLE. I WILL HAVE TO PAY FOR ANY REPAIRS THIS VEHICLE WILL NEED. (SEE #15 ON REVERSE SIDE)		EQUITY ON TRADE-IN (2)	N/A
DATE _____ SIGNATURE _____		ADDITIONAL DOWN PAYMENT ON DELIVERY (3)	N/A
DESCRIPTION OF TRADE-IN		(4)	N/A
YEAR	MAKE	MODEL	COLOR
		TYPE/DOORS	TOTAL DOWN PAYMENT (1+2+3+4)
MILEAGE	VIN	TAG NO.	N/A
SALESPERSON BENJAMIN L TATE		EXTENDED SERVICE CONTRACT INCLUDING TAX OF N/A	N/A
		BALANCE DUE ON DELIVERY	23829 00

The front and back of this buyer's order, along with other documents signed by Purchaser(s) in connection with this order, comprise the entire agreement between the parties affecting this purchase. No oral agreements or understandings shall be binding. Purchaser(s) acknowledges that he/she has been given the opportunity to review all documents prior to signing them and that he/she has not signed any documents in blank. By executing this Order, Purchaser(s) acknowledges he/she has read all of its terms and has received a fully completed copy. Purchaser(s) certifies he/she is 18 years of age or older. Until made effective, this order is not binding and Purchaser(s) may cancel and recover deposit.

NO LIABILITY INSURANCE INCLUDED UNLESS SPECIFICALLY INDICATED

SECURITY AGREEMENT: Purchaser hereby grants Seller, its successors and assigns, a security interest in the motor vehicle, equipment and accessories to be purchased pursuant to this agreement, and such security interest shall remain in effect until all sums due hereunder have been paid in full.

IF YOU ARE FINANCING THIS VEHICLE PLEASE READ THIS NOTICE. YOU ARE PROPOSING TO ENTER INTO A RETAIL INSTALLMENT SALES CONTRACT WITH THE DEALER. PART OF YOUR CONTRACT INVOLVES FINANCING THE PURCHASE OF YOUR VEHICLE. IF YOU ARE FINANCING THIS VEHICLE AND THE DEALER INTENDS TO TRANSFER YOUR FINANCING TO A FINANCE PROVIDER SUCH AS A BANK, CREDIT UNION OR OTHER LENDER, YOUR VEHICLE PURCHASE DEPENDS ON THE FINANCE PROVIDER'S APPROVAL OF YOUR PROPOSED RETAIL INSTALLMENT SALES CONTRACT. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS APPROVED WITHOUT A CHANGE THAT INCREASES THE COST OR RISK TO YOU OR THE DEALER, YOUR PURCHASE CANNOT BE CANCELLED. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS NOT APPROVED THE DEALER WILL NOTIFY YOU VERBALLY OR IN WRITING. YOU CAN THEN DECIDE TO PAY FOR THE VEHICLE IN SOME OTHER WAY OR YOU OR THE DEALER CAN CANCEL YOUR PURCHASE. IF THE SALE IS CANCELLED, YOU NEED TO RETURN THE VEHICLE TO THE DEALER WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR. ANY DOWN PAYMENT OR TRADE-IN YOU GAVE THE DEALER WILL BE RETURNED TO YOU. IF YOU DO NOT RETURN THE VEHICLE WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE OF CANCELLATION, THE DEALER MAY LOCATE THE VEHICLE AND TAKE IT BACK WITHOUT FURTHER NOTICE TO YOU AS LONG AS THE DEALER FOLLOWS THE LAW AND DOES NOT CAUSE A BREACH OF THE PEACE WHEN TAKING THE VEHICLE BACK. IF THE DEALER DOES NOT RETURN YOUR DOWN PAYMENT AND ANY TRADE-IN WHEN THE DEALER GETS THE VEHICLE BACK IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR, THE DEALER MAY BE LIABLE TO YOU UNDER THE VIRGINIA CONSUMER PROTECTION ACT.

IF YOU ARE LEASING THIS VEHICLE, THE SAME PROCEDURES, RIGHTS, AND OBLIGATIONS APPLICABLE TO TRANSACTIONS INVOLVING A RETAIL INSTALLMENT SALES CONTRACT STATED ABOVE APPLY TO THIS LEASE TRANSACTION.

Approved:
 Dealer or Authorized Representative

Signed (1)
 Purchaser
 (2) _____
 Purchaser

This Order is not valid unless signed and accepted by the Dealer or his authorized representative.
 Date: **08/28/2014**



SOUTHERN Dodge-Chrysler-Jeep-Ram
at Norfolk Airport.
 2747 North Military Highway, Norfolk, VA 23518
 (757) 855-2277

Cust #: FF4027

STOCK NO.
FF4027

DATE OF SALE **08/27/2014**

PURCHASER'S NAME TOWN OF SMITHFIELD				HOME ADDRESS PO BOX 246			
CO/PURCHASER'S NAME				CITY, STATE, ZIP SMITHFIELD VA 23431			
PLEASE ENTER MY ORDER FOR THE FOLLOWING: <input type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> DEMO Deal #: 136647				COUNTY		E-MAIL ADDRESS	
				HOME PHONE		BUS. PHONE	
YEAR 2014	MAKE DODGE	MODEL CHARGER	TYPE/DOORS SD	COLOR PW7 Bright White Clear Coat			
MILEAGE 25	VIN			IN SERVICE DATE 08/26/14			
PRICE INCLUDING FREIGHT, HANDLING & DELIVERY				TOTAL PURCHASE PRICE		23829 00	
BASE CASH PRICE: 23829.00				3% VA TITLE TAX		N/A	
				DEALER'S BUSINESS LICENSE TAX		N/A	
				Purchaser's On-Line Systems FILING FEE		N/A	
				23829.00		PROCESSING FEE	
						LICENSE & TITLE FEE	
						N/A	
						LVR FEE	
						N/A	
				LICENSE FEE		TITLE FEE	
						N/A	
				TOTAL DELIVERED PRICE		23829 00	
				SUBMITTED WITH ORDER (1)		23829 00	
				ALLOWANCE FOR USED CAR TRADE-IN AS APPRAISED		N/A	
*LESS BALANCE OWING TO				PURCHASER RESPONSIBLE FOR PAYOFF ACCURACY. APPROXIMATELY		N/A	
FOR "AS IS" SALE ONLY: I UNDERSTAND THAT THIS VEHICLE IS BEING SOLD "AS IS" WITH ALL FAULTS AND IS NOT COVERED BY ANY DEALER WARRANTY. I UNDERSTAND THAT THE DEALER IS NOT REQUIRED TO MAKE ANY REPAIRS AFTER I BUY THIS VEHICLE. I WILL HAVE TO PAY FOR ANY REPAIRS THIS VEHICLE WILL NEED. (SEE #15 ON REVERSE SIDE)				EQUITY ON TRADE-IN (2)		N/A	
DATE _____ SIGNATURE _____				ADDITIONAL DOWN PAYMENT ON DELIVERY (3)		N/A	
DESCRIPTION OF TRADE-IN				(4)		N/A	
YEAR	MAKE	MODEL	COLOR	TYPE/DOORS	TOTAL DOWN PAYMENT (1+2+3+4)		23829 00
MILEAGE	VIN			TAG NO.	EXTENDED SERVICE CONTRACT		N/A
SALESPERSON				INCLUDING TAX OF N/A		N/A	
				BALANCE DUE ON DELIVERY		N/A	

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NO LIABILITY INSURANCE INCLUDED UNLESS SPECIFICALLY INDICATED

SECURITY AGREEMENT: Purchaser hereby grants Seller, its successors and assigns, a security interest in the motor vehicle, equipment and accessories to be purchased pursuant to this agreement, and such security interest shall remain in effect until all sums due hereunder have been paid in full.

IF YOU ARE FINANCING THIS VEHICLE PLEASE READ THIS NOTICE. YOU ARE PROPOSING TO ENTER INTO A RETAIL INSTALLMENT SALES CONTRACT WITH THE DEALER. PART OF YOUR CONTRACT INVOLVES FINANCING THE PURCHASE OF YOUR VEHICLE. IF YOU ARE FINANCING THIS VEHICLE AND THE DEALER INTENDS TO TRANSFER YOUR FINANCING TO A FINANCE PROVIDER SUCH AS A BANK, CREDIT UNION OR OTHER LENDER, YOUR VEHICLE PURCHASE DEPENDS ON THE FINANCE PROVIDER'S APPROVAL OF YOUR PROPOSED RETAIL INSTALLMENT SALES CONTRACT. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS APPROVED WITHOUT A CHANGE THAT INCREASES THE COST OR RISK TO YOU OR THE DEALER, YOUR PURCHASE CANNOT BE CANCELLED. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS NOT APPROVED THE DEALER WILL NOTIFY YOU VERBALLY OR IN WRITING. YOU CAN THEN DECIDE TO PAY FOR THE VEHICLE IN SOME OTHER WAY OR YOU OR THE DEALER CAN CANCEL YOUR PURCHASE. IF THE SALE IS CANCELLED, YOU NEED TO RETURN THE VEHICLE TO THE DEALER WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR. ANY DOWN PAYMENT OR TRADE-IN YOU GAVE THE DEALER WILL BE RETURNED TO YOU. IF YOU DO NOT RETURN THE VEHICLE WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE OF CANCELLATION, THE DEALER MAY LOCATE THE VEHICLE AND TAKE IT BACK WITHOUT FURTHER NOTICE TO YOU AS LONG AS THE DEALER FOLLOWS THE LAW AND DOES NOT CAUSE A BREACH OF THE PEACE WHEN TAKING THE VEHICLE BACK. IF THE DEALER DOES NOT RETURN YOUR DOWN PAYMENT AND ANY TRADE-IN WHEN THE DEALER GETS THE VEHICLE BACK IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR, THE DEALER MAY BE LIABLE TO YOU UNDER THE VIRGINIA CONSUMER PROTECTION ACT.

IF YOU ARE LEASING THIS VEHICLE, THE SAME PROCEDURES, RIGHTS, AND OBLIGATIONS APPLICABLE TO TRANSACTIONS INVOLVING A RETAIL INSTALLMENT SALES CONTRACT STATED ABOVE APPLY TO THIS LEASE TRANSACTION.

Approved: Dealer or Authorized Representative

Signed (1) _____ Purchaser

This Order is not valid unless signed and accepted by the Dealer or his authorized representative.

(2) _____ Purchaser

Date: **08/27/2014**



SOUTHERN Dodge-Chrysler-Jeep-Ram
at Norfolk Airport
 2747 North Military Highway, Norfolk, VA 23518
 (757) 855-2277

Cust #: FF4240

STOCK NO.
FF4240

DATE OF SALE **08/28/2014**

PURCHASER'S NAME TOWN OF SMITHFIELD		HOME ADDRESS PO BOX 246	
CO/PURCHASER'S NAME		CITY, STATE, ZIP SMITHFIELD VA 23431	
PLEASE ENTER MY ORDER FOR THE FOLLOWING: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> DEMO Deal #: 136667		COUNTY	E-MAIL ADDRESS GO@GO.COM
		HOME PHONE	BUS. PHONE
YEAR 2014	MAKE DODGE	MODEL CHARGER	TYPE/DOORS SD
		COLOR WHITE	
MILEAGE 25	VIN	IN SERVICE DATE	

PRICE INCLUDING FREIGHT, HANDLING & DELIVERY	TOTAL PURCHASE PRICE	23829	00
BASE CASH PRICE: 23829.00	3% VA TITLE TAX	N/A	
	DEALER'S BUSINESS LICENSE TAX	N/A	
	Purchaser's On-Line Systems FILING FEE	N/A	
	23829.00	PROCESSING FEE	N/A
		LICENSE & TITLE FEE	N/A
		LVR FEE	N/A
			N/A
	LICENSE FEE _____ TITLE FEE _____		
	TOTAL DELIVERED PRICE	23829	00
	SUBMITTED WITH ORDER	(1)	N/A
	ALLOWANCE FOR USED CAR TRADE-IN AS APPRAISED	N/A	
*LESS BALANCE OWING TO -	(PURCHASER RESPONSIBLE FOR PAYOFF ACCURACY.) APPROXIMATELY	N/A	

FOR "AS IS" SALE ONLY: I UNDERSTAND THAT THIS VEHICLE IS BEING SOLD "AS IS" WITH ALL FAULTS AND IS NOT COVERED BY ANY DEALER WARRANTY. I UNDERSTAND THAT THE DEALER IS NOT REQUIRED TO MAKE ANY REPAIRS AFTER I BUY THIS VEHICLE. I WILL HAVE TO PAY FOR ANY REPAIRS THIS VEHICLE WILL NEED. (SEE #15 ON REVERSE SIDE)

DATE _____	SIGNATURE _____	EQUITY ON TRADE-IN (2)	N/A
		ADDITIONAL DOWN PAYMENT ON DELIVERY (3)	N/A
		(4)	N/A
DESCRIPTION OF TRADE-IN		TOTAL DOWN PAYMENT (1+2+3+4)	N/A
YEAR	MAKE	MODEL	COLOR
TYPE/DOORS			
MILEAGE	VIN	TAG NO.	
SALESPERSON BENJAMIN L TATE		BALANCE DUE ON DELIVERY	23829 00

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Approved _____
 Dealer or Authorized Representative

Signed (1) _____
 Purchaser
 (2) _____
 Purchaser

This Order is not valid unless signed and accepted by the Dealer or his authorized representative.
 Date: **08/28/2014**