The Smithfield Town Council held its regular meeting on Tuesday, February 2nd, 2016. The meeting was called to order at 7:30 p.m. Members present were Mr. T. Carter Williams, Mayor; Mr. Andrew Gregory, Vice Mayor; Ms. Connie Chapman, Dr. Milton Cook, Mr. Michael Smith, and Mrs. Denise Tynes. Mr. Randy Pack was absent. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William H. Riddick, III, Town Attorney; Ms. Ellen Minga, Town Treasurer; Mr. Steven Bowman, Chief of Police; Mrs. Lesley King, Town Clerk; Mr. William Saunders, Planning and Zoning Administrator; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, Director of Tourism. There were approximately fifteen (15) citizens present. The media was represented by Mr. Matt Leonard of The Smithfield Times.

Mayor Williams – Good evening ladies and gentlemen. Thank you all for coming out tonight. Welcome to the Smithfield Town Council meeting of February 2, 2016. It is now 7:30 p.m. If you will please stand, we will recite the pledge.

All present stood and recited the Pledge of Allegiance to the Flag.

Mayor Williams – We have some guests here tonight that I would like to introduce. First and foremost, we have our Board of Supervisors member, Mr. Dick Grice. Welcome aboard. He has had his first meeting at Isle of Wight County. I think it went very well. Vice Mayor Gregory and I went out there and kept an eye on him. We also have Mr. Bill Davidson who is the chairman of the Planning Commission as well as Mr. Charles Bryan. It is good to have you all with us. Mr. Ben Anderson is here from Nansemond Suffolk Academy with three of his buddies. It is good to have you with us. I think Ben is going to Virginia Tech since he has the shirt on. Congratulations. I guess all of you are here doing an assignment for Honors Government. They are all seniors at Nansemond Suffolk Academy. As part of their assignment that they are doing for Honors Government, they are here to attend this Town Council meeting tonight. We welcome you here. Thank you all for coming. We hope you learn a whole lot. We now move to our Informational Section with the Manager's Report with Mr. Peter Stephenson.

Town Manager – Thank you, your Honor. Welcome everyone. The January Activity Report was included in the electronic posting on the town's website. There is one deviation from the meeting schedule for the month of February. There will not be a Planning Commission meeting according to the Planning and Zoning Administrator. You

will have next Tuesday off. We do have the Board of Historic and Architectural Review meeting on February 16th at 6:30 p.m. We will have the Town Council Committee meetings on February 22nd and 23rd at 4:00 p.m. at the Smithfield Center. We also have next Tuesday, February 9th at 6:30 p.m. a Pinewood Heights neighborhood meeting regarding Phase III. We are kicking off activities for the next phase of the Pinewood Heights Relocation Project. We also have an award here for National Night Out for the second year. The Town of Smithfield was recognized for our activities. We are very proud of these achievements. Please take a second to check it out before you leave this evening. Also, February is Black History Month. We work with the library each year. I met the new librarian yesterday. He will be coming to the Finance Committee meeting to make a request later this month. We have some funds budgeted for it. The Black History Month program will be here at the Smithfield Center on Sunday, February 28th, at 3:00 p.m. It is called The Story of Daisy Bates. The description is to watch history come alive at the Smithfield Center with The Story of Daisy Bates. She was the backbone of the Little Rock nine. She helped integrate Little Rock schools. It is a free program and opened to the public. Again, it will be on February 28th at 3:00 p.m. Thank you.

Mayor Williams – We now move to Public Comments. The public is invited to speak on any matter that you want except for scheduled public hearings. We do not have a public hearing tonight. Please use the appropriate signup sheet for public comments. We have one signed up. Please include your preferred method of contact if you want to be contacted after the meeting.

Town Manager – We have one sign up for public comments, Ms. Theresa Mulherin. Welcome.

Ms. Mulherin – I live at 206 Washington Street. I just have a request to see if there is any solution for the intersection of Thomas Street and North Church Street. It is particularly difficult to make a right hand turn especially in inclement weather. Most large trucks seem to come out into the other lane when they are turning on Church Street. The landscape patch does not seem to work. I do not expect an answer tonight. It would be helpful. Ninety degrees in the ice is not fun. That is all. Thank you.

Mayor Williams – Thank you. I would like to comment on that while you are here. We had Virginia Department of Transportation do a study on it two times. We knew it

was a problem. It has been a problem. There have been a couple of wrecks there. We know it is a problem. I have a super cab stretch pickup truck. It will not go around it without me running up on the curb and getting into the flower bed. We know it is a problem and thanks for bringing it up again. It is good to hear from the public. Maybe we can get something done with VDOT. I think it would be nice to have a stoplight there myself but they said absolutely not. Are there any other public comments? You can speak on anything you would like. Hearing none, we will close public comments. We will now move to Council Comments.

Councilwoman Tynes – Thank you, Mayor Williams. What I wanted to say this evening, I guess concerns all of Council as far as our local police officers. This coming June, I will be completing eight years on the Smithfield Town Council. I know that we do not as a Council, actually agree or decide when the staff gets raises but we do vote on a budget for them. For the season coming up for us, we will be thinking about our budget for next year. I want to say something about our police officers for the Town of Smithfield. Our officers in the Town of Smithfield have the best character that you could pretty much find in the Hampton Roads area. They are very assertive in doing their job. They volunteer. We see them in and out of the community. This community is safe because of them. I do not recall, since I have been here, the officers actually receiving a raise to say thank you and we know you are doing a great job and we appreciate that. We want them to live in our community in which we all are comfortable living in. A lot of them are not able to because of their salary. I feel that if they are working here and working hard to keep our community safe then their salaries should at least be to the point that they can afford housing in Isle of Wight County if they choose to. That is pretty much what I wanted to say. I just wanted you all to be thinking about it and maybe this month when we come back to the Police Committee meeting that we could discuss it more in detail. Thank you.

Mayor Williams – Are there any other Council comments? I have one thing. In Windsor Castle Park, the Girl Scouts went in there and spent a lot of time producing a short clip video about identifying trees. It is really cute. It is absolutely perfect. I am a tree hugger myself. They got them all right. If you want to, go on there. It is pretty neat. It shows the trees and all of the leaves. They did a really good job. It shows that the park is being used a lot. We are very proud of that area.

Ms. Musick – It is on the Windsor Castle Park website.

Mayor Williams – Next we have a Presentation to Mr. Roger Ealy for Thirty-Five (35) Years of Service on the Board of Historic and Architectural Review. He has decided to finally retire after thirty five years. I do not understand why. It is not very long when you look back on it. We would like for Mr. Ealy to come forward please. For those of you who do not know Mr. Ealy, he has been a contractor in this area since he was two years old. He was hanging doors when he was four years old. He beat me. I started hanging doors when I was eleven years old. He knows a whole lot about the architecture and the historic area of the Town of Smithfield. He was very, very valuable to the Board of Historic and Architectural Review. I do not know how in the world we are going to get along without him. We do have some good people coming in behind him. He told me he would be available for any comments if we ran into a snag. We are presenting him with a plaque tonight. It is a presentation to Mr. Roger Ealy. It states: thank you for thirty five years of dedicated service, devotion, and commitment to the Town of Smithfield, May 1980 through January 2016, on the Board of Historic and Architectural Review. Roger, thank you very, very much for your time here.

Mr. Ealy – Colonel Harris is the one that created the BHAR. He asked me to be on it thirty-five years ago.

Mayor Williams – Thank you very much Roger. We will now move to the Summary of the Consent Agenda Items. We have six committees that meet two days every month. On those committees, we have three Town Council members on each one. We have a Chair and two members. At these committees meetings, they discuss everything that we need to discuss on a particular topic. If it is recommended for approval at the committee, they send it on to the Town Council. When they send it to Council, we create what we call the consent agenda items. They have already been recommended by the committee and then it becomes a consent agenda item. So that is where we are now. We are at the consent agenda items and will be discussing them. We have five items on the consent agenda. Would any Council member like to pull any of the items off of the consent agenda? Hearing none, we will start with Finance Committee Chairman, Mr. Randy Pack. Mr. Pack is not here tonight so we will hear from Vice Mayor Gregory.

Vice Mayor Gregory – Finance Committee Summary. Thank you, Mr. Mayor. We have a few items under finance. First, we have our normal section of invoices over

$10,000.00 that requires Council authorization. The first is our annual contribution to the YMCA expansion for $50,000.00. The next item is to the Smithfield Volunteer Fire Department for their crash truck. Item C and D are to USbancorp and PNC Bank which are loan payments. They are for $84,150.83 and $23,754.00. Item C-2 is a motion to adopt the Procurement Policy Manual. If I remember correctly, we looked at this last month and wanted to send it back to committee to make sure it was in compliance with state code. It is back before us tonight. The last item is a motion to renew the audit services with Robinson, Farmer, Cox Associates for one additional year. We have been working with them for about two years now. This will be our third year. That is all for finance, Mr. Mayor.

Mayor Williams – Next, we will move to the Public Works Committee Chairman, Mr. Michael Smith.

Councilman Smith – Public Works Committee Summary. Thank you, Mr. Mayor. We have one item tonight for public works. It is a motion to renew our mowing and landscaping contract with Southern Shores Lawn and Landscaping for one additional year. They have done an excellent job. Staff is well pleased with them. You can really tell that they take pride in their work. We would like to move this forward.

Mayor Williams – We now move to the Public Buildings and Welfare Committee Chairman, Dr. Milton Cook.

Councilman Dr. Cook – Public Buildings and Welfare Committee Summary. We have one item for public buildings and welfare tonight. It is for Phase III of the Pinewood Heights Relocation project. It is to adopt the program income plan.

Mayor Williams – That takes care of the consent agenda items. Do I hear a motion?

Councilman Dr. Cook – I make a motion to approve the agenda.

C1. Invoices Over $10,000 Requiring Council Authorization:

a. YMCA	$ 50,000.00
b. Smithfield Volunteer Fire Dept. (crash truck)	$ 10,000.00
c. USbancorp	$ 84,150.83
d. PNC Bank	$ 23,754.00

C2. Motion to Adopt Procurement Policy Manual.

C3. Motion to Renew Audit Services Contract with Robinson, Farmer, Cox Associates for One Additional Year.

C4. Motion to Renew Mowing and Landscaping Contract with Southern Shores Lawn and Landscaping for One Additional Year.

C5. Motion to Adopt Program Income Plan for Pinewood Heights Relocation Project Phase III.

Vice Mayor Gregory – Second.

Mayor Williams – A motion has been made and properly seconded to accept the consent agenda items. Roll call vote.

On call for the vote, six members were present. Councilman Smith voted aye, Councilman Dr. Cook voted aye, Councilwoman Chapman voted aye, Vice Mayor Gregory voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – We will now move to the Action Section. Item 1 is Dr. Milton Cook with a Motion to Accept Recommendation from the Nominating Committee to Reappoint Julia Hillegass to the Board of Historic and Architectural Review.

Councilman Dr. Cook – This is a continuation from last month where we held it back. It is a nominating committee recommendation for the Board of Historic and Architectural Review. We discussed, during committee, all of the rules and the set up for BHAR. After vetting those out and deciding that our founding fathers went through a lot of work and knew what was best, we decided to stay with the current rules. With that being said, we need somebody from the Planning Commission to sit on the Board of Historic and Architectural Review. We would like to make a motion to reappoint Ms. Julia Hillegass to that position.

Councilman Smith – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, six members were present. Councilwoman Tynes voted aye, Councilman Smith voted aye, Vice Mayor Gregory voted aye, Councilman Dr. Cook voted aye, Councilwoman Chapman voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Our next item is a Motion to Accept the Deed for 888 Main Street and the Howard Little Farm.

Town Attorney – Mr. Mayor and members of Council, at the December meeting of Town Council you agreed to purchase the property. We have since concluded that transaction but we neglected to adopt a resolution in January. We need a resolution, effective January 5th, to accept the deed for the 888 West Main Street property and the balance of the Howard Little Farm.

Vice Mayor Gregory – So moved.

Councilwoman Chapman – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion?

Town Manager – Your Honor, just for the record, we did have a new boundary survey performed for the property. For the record, it is dated January 26th, 2016. It was stamped today by Edwards C. (MO) Canada of Canada Land & Marine Surveying. It includes tax map parcel #21-01-051 at 88.20 acres and tax map parcel #21-01-051B at an area at 8.46 acres. I believe the total is 96.66 acres.

Mayor Williams – Does that survey include topography?

Town Manager – No sir. The topography is still being performed. The boundary survey is complete but the topographical survey is still being worked on as well as the wetlands delineation. It is being wrapped up right now so that we can move forward.

Mayor Williams – Is there any further discussion? Roll call vote to accept the deed for the Howard Little Farm.

On call for the vote, six members were present. Councilman Smith voted aye, Vice Mayor Gregory voted aye, Councilwoman Chapman voted aye, Councilwoman Tynes voted aye, Councilman Dr. Cook voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Our next item is a Motion to Approve the Town Council Meeting Minutes of January 5th, 2016.

Town Attorney – Mr. Mayor and members of Council, I have reviewed the minutes and recommend they be approved as presented.

Vice Mayor Gregory – So moved.

Councilman Dr. Cook – Second.

Mayor Williams – A motion has been made and properly seconded. All in favor say aye, opposed say nay.

On call for the vote, six members were present. Councilwoman Tynes voted aye, Councilman Smith voted aye, Vice Mayor Gregory voted aye, Councilman Dr. Cook voted aye, Councilwoman Chapman voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – We now move to New Business.

Town Attorney – I have one piece of new business. Mr. Mayor and members of Council, as you may know, the town public works staff found it necessary to relocate a water main on West Main Street from Mr. Chapman's Funeral Home going towards the courthouse. We were able to obtain the signatures of all of the property owners along there. I finally received the fully executed deed. We need a motion by the Town Council to accept it so we can record the deed and the plat.

Councilwoman Tynes – So moved.

Councilwoman Chapman – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion to accept the deed and record the plat? Hearing none, roll call vote.

On call for the vote, six members were present. Councilwoman Chapman voted aye, Councilman Dr. Cook voted aye, Councilman Smith voted aye, Councilwoman Tynes voted aye, Vice Mayor Gregory voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Is there any other new business? Hearing none, we now move to Old Business. Hearing none, do the Nansemond Suffolk Academy students have any questions for any of us?

Mr. Ben Anderson – No sir, not right now.

Mayor Williams – We do not have a closed session tonight.

Town Manager – I would also like to thank Mr. Clem Batten from the Board of Zoning Appeals for being here this evening.

Mayor Williams – It is good to have you here. Is there anything else to come before Council? Hearing none, we stand adjourned.

The meeting adjourned at 7:52 p.m.

Mr. T. Carter Williams
Mayor

Peter Stephenson, AICP, ICMA-CM
Town Manager