



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

A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|---------|---|--|
| June 7 | - | 7:30 p.m. – Town Council Meeting |
| June 14 | - | 7:30 p.m. – Planning Commission |
| June 21 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| June 27 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| June 27 | - | 6:00 p.m. - Continued Town Council Meeting |
| June 28 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue Committee
Public Works Committee
Public Buildings and Welfare Committee |

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

C. Public Comments:

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

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

D. Council Comments

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

CONSENT AGENDA ITEMS

- C1. **Ordinance to Allow Golf Cart Usage on Specified Streets in the Town of Smithfield** **TAB # 1**
Police Committee Chair, Denise N. Tynes
- C2. **Motion to Authorize the Removal of No Parking Signs on Lumar Road Adjacent to Beale Park Just Past the Entrance of Riverside Convalescent Center**
Police Committee Chair, Denise N. Tynes
- C3. **Motion to Extend Underground Utilities Contract with Lewis Construction for one Additional Year**
Water and Sewer Committee Chair, Andrew C. Gregory
- C4. **Motion to Extend Sanitary Sewer Rehabilitation Contract with Tri-State Utilities for one Additional Year**
Water and Sewer Committee Chair, Andrew C. Gregory
- C5. **Motion to Accept Change Order Number One with English Construction Company for the Reverse Osmosis Water Treatment Facility**
Water and Sewer Committee Chair, Andrew C. Gregory
- C6. **Invoices Over \$10,000 Requiring Council's Consideration:**
Finance Committee Chair, John L. Graham
- | | |
|--|--------------|
| a. English Construction Company | \$161,831.75 |
| b. Excel Paving Corporation | \$132,169.70 |
| c. Draper Aden Associates | \$ 35,391.60 |
| d. Sydnor Hydro, Inc. | \$ 28,295.00 |
| e. Afton Pumps, Inc. | \$139,007.80 |
| f. Buchart Horn, Inc. | \$ 21,991.32 |
| g. Black Creek Workshop, LLC | \$ 15,287.50 |
| h. ITT Equipment | \$574,800.00 |
| ADDITIONAL INVOICES | |
| i. Sydnor Hydro, Inc. (received after Finance Committee) | \$149,061.50 |
| j. Southern Dodge (3 budgeted police vehicles) | \$ 63,384.60 |
- C7. **Ordinance to Amend Town Code to Require that the Town of Smithfield Follow Isle of Wight County and State Burn Bans** **TAB # 2**
Fire and Rescue Committee Chair, Vice Mayor T. Carter Williams
- C8. **Resolution to Adopt VDOT's Work Zone Traffic Control Manual to use as Town Guidelines** **TAB # 3**
Public Works Committee Chair, Constance Chapman
- C9. **Resolution to Authorize VDOT Supplemental Signage for No Littering** **TAB # 4**
Public Works Committee Chair, Constance Chapman
- C10. **Resolution to Adopt Fair Housing Certification for the Pinewood Heights Project** **TAB # 5**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C11. **Motion to Formally Accept the Obici Healthcare Foundation Grant**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

- C12. **Motion to Accept Supplemental Proposal from Black Creek Workshop to Complete Budgeted Exterior Maintenance and Repairs at Windsor Castle Park** **TAB # 6**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C13. **Motion to Accept Recorded Deed for 74 Pagan Avenue of the Pinewood Heights Relocation Project**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **PUBLIC HEARING: Adoption of Amended Budget for FY 2010/2011** **TAB # 7**
- a. Staff Presentation by Ellen D. Minga, Town Treasurer
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration: Finance Committee Chair, John L. Graham
2. **PUBLIC HEARING: Proposed Budget for FY 2011/2012**
- a. Staff Presentation by Ellen D. Minga, Town Treasurer
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration: Action to be taken at June 27th continued Meeting
Finance Committee Chair, John L. Graham
3. **Motion to Accept Quotation from Amy Henry dba Pagan River Outfitters for Facilitation and Program Implementation Services for the Community Wellness Grant Program**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
4. **Motion to Accept Nominating Committee's Recommendation for the Expiring Term of Board of Zoning Member Virginia Walker (Term Expires 6/30/2011)**
Nominating Committee Chair, Denise N. Tynes
5. **Appoint Evaluation Committee for Annual Performance Review of Council Appointed Positions – Town Manager, Town Treasurer, Town Attorney & Town Clerk**
Mayor David M. Hare
6. **Motion to Approve the Town Council Minutes for the Meeting of May 3rd, 2011 (forthcoming in supplemental packet)**
Town Attorney, William H. Riddick
7. **Old Business:**
- a. **Motion to Approve Change Order # 4 – Clark Nexsen for the South Church Street Streetscape Project (\$13,620)**
Public Works Committee Chair, Constance Chapman

8. New Business:

- a. Resolution to Authorize Annual Fireworks Display at Clontz Park on July 3rd, 2011 and Cost Sharing (\$2,000) **TAB # 8**

9. Closed Session: (if necessary)

10. Continue Meeting Until June 27th, 2011 @ 6:00 p.m.

June 3, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – MAY 2011

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings: Windsor Castle Park Foundation Board, Regional Hazard Mitigation Team, HRPDC Transportation Technical Advisory Committee and Traffix as an Isle of Wight County representative, Town Safety Committee, Chamber Business Appreciation luncheon, HRPDC CAO luncheon, Council exchange visit to Town of Windsor, Monday Morning Moan meetings, and VML Town Section meeting which we hosted.
- b. Participated in the following activities as Chairman of the Virginia Municipal League Insurance Program (VMLIP) – attended National League of Cities Risk Information Sharing Consortium (NLC-RISC) annual conference in Newport, R.I., and attended quarterly board meeting, and served as Master of Ceremonies for annual membership meeting – both in Richmond.
- c. Utilized one day of sick leave and one day of vacation leave.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes for Town Council
- b. Attended Windsor Castle Park Foundation Board meeting to take minutes on May 2nd
- c. Attended Safety Committee Meeting on May 5th
- d. Attended Budget Work Session on May 10th
- e. Prepared May Town Council Committee Agenda and June Town Council Agenda.
- f. Attended First Aide Training at the Smithfield Center May 23rd and 24th
- g. Attended Town Council Committee meetings on May 23rd and 24th and prepared summary reports of the committees.
- h. Attended Town Section meeting May 26th

TREASURER'S OFFICE:

- a. Prepared full draw down request (\$25000) and close out for Pinewood Heights Phase II Planning Grant.
- b. Took a vacation day on May.
- c. Continued budget analysis for budget workshop on May 10.
- d. Hired Sharon Spivey-Howell as new part-time employee. She began work on May 16.
- e. Met with Police Department with Town payroll clerk Tracy James and Stacy Viles of TFA to go over open enrollment procedures for health and dental insurance plans on May 19.
- f. Attended a query training course offered by Bright and Associates on May 23 in Petersburg.
- g. Attended a meeting at the Obici Healthcare Foundation on May 25 with Gina Ippolito to sign the wellness grant award and receive instruction on reporting requirements.
- h. Attended the VML Town Section meeting held at the Smithfield Center on May 26.
- i. Forwarded additional financial information to TowneBank for renewal of line of credit. The renewal was approved.
- j. Prepared revised 2011 and projected 2012 summary budgets and forwarded them to the Town Attorney for advertisement prior to public hearing.
- k. Began work on meals tax audit files.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace broken meters and install new ones, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings and Police Department building.
1. Sewer Line Repairs and Maintenance:
 - a. Cleaned 3,500ft of sewer main line from Watson pump station to Faye Dr. on 5/16/11
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly checks on all 27 pump stations.
 - b. Cleaned grease out of wet wells at Bradford Mews, Morris Creek , Plaza, Minton Way and Watson pump station using the vactor truck.
 - c. Cleaned pump and check valve on pump #1 at Morris Creek pump station.
 - d. Plaza pump station - pulled pump to replace wear –rings and impeller.
 - e. Main St. pump station - installed air line for bubbler system and flushed out pumps.

- f. Minton Way - pulled pump due to high amps clogged with trash removed the trash and placed the pump back online.
 - g. Watson pump station - pulled pump and unclogged turned the cutters and replaced the lead float.
3. Water Line Repairs and Maintenance:
- a. Repaired water line at 221 N. Church St. Service line had broken due to corrosion. Line was replaced with CTS pipe.
 - b. Inspected repair of broken service line at 346 South Church St. Line was broken by Excel Paving. New 1" CTS service line was installed and inspected by Town staff.
 - c. Ran new service line for 7 Peterson Ave. Made tap on 6" C900 water main for new service line. This is part of the project to abandon the old 2" galvanized main on Peterson.
 - d. Repaired leak on water main in front of 116 S. Mason St. 6" lead joint was repacked and repair clamp was installed.
 - e. Repaired water leak on ¾ galvanized service line at the end of Sykes Ct.
 - f. Performed pressure test on new 8" ductile iron main at the Main St. Baptist Church.
 - g. Installed new ¾ CTS service lines for 103 and 105 Cary St.
4. Well Repairs and Maintenance
- a. Continued to monitor chlorine levels and complete daily well readings at all well houses.
 - b. Made adjustments on the altitude vales at the Wilson Rd. and Battery Park water storage tanks.
5. Water Treatment Plant
- a. Roof was installed and completed.
 - b. Lime feed system was installed.
 - c. Town staff performed pressure test on all inside distribution lines.
 - d. New well pump was installed.
 - e. Booster pumps for clear well have been installed.
6. Safety
- a. Monthly truck inspections.
 - b. All Public Works employees attended First Aid Certification.
 - c. Monthly playground inspections.

7. Miscellaneous

- a. Cleaned off walking trails at the Windsor Castle Park once a week by grounds crew or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. Grounds crew removed pine cones from around wall at Smithfield center and cleaned up behind back deck.
- c. Put lime down for odor control at Dog Park and sprayed for ticks and fleas.
- d. Cut up tree blocking Bike Trail
- e. Removed trash from around the barns at Windsor Castle fix fence and replace some boards along the back side of the fence.
- f. Grounds crew cut grass on the north and south sides of Town weekly and bi-weekly also tractor and side arm work as needed.
- g. Serviced vactor truck, repaired tank float, fixed water tank float and replaced bad tire .

PLANNING AND ZONING:

1. Planning Commission – 05/10/11

- No meeting held

2. Rezoning Applications under review

- A. Pinewood Heights – Phase 1

3. Special Use Permit Applications under review

- None

4. Subdivision and Site Plans under review

- A. Smithfield Foods Test Kitchen
- B. Harvest Fellowship Baptist Mission

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 (65% complete)
- D. Fire Station Building – 1802 South Church Street (65% complete)
- E. R O Plant – (65% complete)

6. Board of Zoning Appeals 05/17/11

- No meeting held

7. Board of Historic & Architectural Review 05/17/11

- No meeting held

ENGINEERING:

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans.
- B. Smithfield Manor, contractor has installed E & S controls as required by the Town and the approved site plans. Builder continues construction of town homes within project. Project is now under the one-year warranty period.
- C. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. No condominiums are under construction at this time.
- D. R. O. Plant, contractor English Const. has installed all E. & S. controls as per the approved site plans and required by the Town. Contractor has completed installation of roofing systems on buildings. Contractor continues installation of plumbing and electrical systems for building area.
- E. Fire Station S. Church St., contractor A. R. Chesson, has erected and is maintaining all E. & S. controls as per the approved site plans and required by the Town. Contractor continues installation of plumbing and electrical facilities within building. Contractor has installed water main tie-in and is now testing same. Contractor installed concrete entrances on S. Church St. Contractor also installed concrete paved areas as per site plans. Contractor started landscaping of site.
- F. South Church Street Streetscape Project, Contractor has continues installation of water main service laterals. Contractor continued removal of existing sidewalk on south bound lane. Contractor also continued installation of Verizon & Charter Cable conduit system from Sta. 116 + 00 to Sta. 120 + 00. Contractor has installed storm water system at Sta. 114 + 25 to Sta. 114 + 50 and accompanying structures 3-15, 3-15A, 3-17, 6-3, 6-4 & 6-5. Contractor also installed all connecting and related storm drain pipes.
- G. Blair Bro.'s Contr. started and completed ditch repair work off of James St. outfall. Contractor also performed pavement patch repairs at various locations throughout the Town.

June 3, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, MAY 23RD, 2011

The Police Committee held a meeting on Monday, May 23rd, 2011 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; Ms. Constance Chapman and Mr. Andrew C. Gregory. Other Council members present were Mr. T. Carter Williams, Vice Mayor; Dr. Milton Cook, Mr. John L. Graham and Mr. David Hare, 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 Greer, Town Clerk; Mr. Mark A. Marshall, Chief of Police; Mr. Alonzo Howell, Smithfield Police Captain; Mr. Wayne A. Griffin, Town Engineer; Mr. William H. Riddick, III, Town Attorney; and Ms. Jimmie Minton, Police Department Office Manager. Also in attendance was Mr. Lee Winslett of the School House Museum Foundation Board. There was no media present.

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

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

1. Review Draft Golf Cart Ordinance – The Town Attorney summarized the draft golf cart ordinance to highlight what needs to be considered by Town Council. He stated that he, Mr. Hopkins, and Captain Howell met last week to go over the ordinance. Captain Howell did a great job gathering information from all over the state. We took the ones that we liked the best and pulled portions out of each one of them to create this draft ordinance. The Town Attorney explained that the town can permit golf carts and utility vehicles. The difference between the two is utility vehicles have the ability to run at a higher rate of speed. The police department's recommendation is to limit to golf carts only. Another recommendation from the police department is to limit driving golf carts from sunrise to sunset for safety purposes. The Town Attorney explained that the responsibility of golf cart inspections should be placed on the golf cart users not town staff to ensure they are properly inspected. The town does not have the staff or the expertise to perform inspections so we need to rely on the State Code and require that it

be done in accordance to the mechanism that is already in place. The Town Attorney explained that another issue that we were trying to avoid was a licensing requirement by the town; However if you do that there is no mechanism to determine if the golf cart is properly inspected and insured. He stated that whether there is a fee or not the town should require a license to be obtained each year. This will give town staff a chance to verify insurance and inspections. It will also give staff an opportunity to give golf cart users a copy of the rules and regulations. The Town Attorney mentioned that the last two sections were very important with one of them being the liability disclaimer. Essentially what it says is that if the town adopts this ordinance we are not endorsing the use of golf carts nor are we recommending that they are a safe object. It says the town is permitting something that is permitted by state law. Also included in the ordinance are penalties for violation. In order to have any level of control to enforce violations there must be a penalty. The police department feels it is very important not to allow golf carts to cross over streets with higher than 25 mph speeds. Town Council needs to determine which area within the town are golf cart zones. Discussion was held on which neighborhoods could be designated as golf cart zones. The Town Attorney stated that the ordinance itself is not complicated the tricky part is determining what areas are golf cart areas. Committee decided to start small with the recommendation to approve the golf cart ordinance with the following neighborhoods to be designated at this time. Cypress Creek, Waterford Oaks, Wellington Estates, Grimesland, Smithfield Forrest and Moone Plantation. The licensing fee was discussed and committee recommends a \$10.00 licensing fee. This item will be revisited if any concerns come forward.

2. Follow-up Request for No Parking Sign Removal – Lumar Road Adjacent to Beale Park – Chief Marshall reported that at the request of the committee last month a survey was conducted at the above location. The original request from Smithfield Recreation Association was to have the no parking signs removed to legally allow cars to park along the road going towards the Smithfield pool when the baseball fields are extremely busy. The biggest issue is whether parking at this location creates a visibility problem because the lane of travel is not wide enough for parking. It is also a public safety issue particularly with the larger vehicles. Chief Marshall explained that the department is still trying to determine who put the no parking signs up and whether they are on private property or the public right-of-way. Chief Marshall stated that it is the police department's recommendation to leave signs and begin to actively enforce the no parking area. Vice Mayor Williams stated that if signs remain in place and the police department is going to be enforcing them a letter needs to be written to Smithfield Recreation Association so that they can notify their members that it will be actively enforced. It has not been enforced in the past and it is habit to park there. Baseball season and pool traffic only overlap for about a month. After a lengthy discussion committee is recommending to Council to have signs beyond the entrance of the nursing home removed to allow more parking; however the no parking sign just as you turn on Lumar Road but before you get to the entrance of the nursing home should remain and be actively enforced.

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

1. Operational Updates – Chief Marshall reported that he had a couple of operational updates. He stated that the department has the pending departure of two of our officers to the Virginia State Police. Since the last committee they have been offered employment with the academy starting the end of June. Officer Jared Vance has tenured his resignation effective as of yesterday, May 22nd. He is also in the Marine Corps Reserves and has done several combat tours over in Iraq and Afghanistan. He has military leave that he will be using over the next couple of weeks. The department also has the pending departure of Tim Davenport. He is scheduled to leave around mid-June to attend the Virginia State Police Academy. Chief Marshall explained with these two vacancies the department has gone to their pull of recent applicants. There were a number of qualified applicants. Background checks have already started on two individuals. Both applicants are police officers with other localities. Chief Marshall also reported that next update was to let committee know that the new fire facility that is still under construction was burglarized this past weekend. Entry was made from the rear of the building. At this time they are still working on inventory of tools so the department does not know how much was stolen. Chief Marshall explained that they have a number of forensic leads due to evidence being left behind and they are following up on that. Dr. Cook asked what Smithfield's involvement was in the recent sailboat accident in the Pagan River. Chief Marshall explained that the Smithfield Police Department did respond to that event. At this time the department is still getting a timeline on accident. Chief Marshall stated that the Smithfield Police Department was never officially notified. We responded from one of our officers hearing the county being dispatched. They were indicated through our supervision that we had a police boat available in the water. The decision was made at that time for us to respond and we were one of the first on the scene. Chief Marshall expressed concern that we have a vessel in the water so we should have been one of the first notified. The town had staff on duty qualified to operate boat. Committee agreed that an incident like this is the reason we have a police boat. Dr. Cook asked if it is the county's primary call of communication on who is dispatched out. Chief Marshall explained that the call came into the E911 center. At that time the call was dispatched to the fire department to respond with their boat and they dispatched the sheriff's office. The Smithfield Police officers accidentally heard the call. Chief Marshall explained they are in the process of determining where the communication failed.

The meeting adjourned at 5:05 p.m.

June 3, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, MAY 23RD, 2011

The Water & Sewer Committee held a meeting on Monday, May 23rd, 2011 at 5:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. John L. Graham, and Mr. T. Carter Williams, Vice Mayor; Other Council members present were Ms. Constance Chapman, Mrs. Denise N. Tynes, Dr. Milton Cook, and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins III, Director of Planning, Engineering, and Public Works; Mr. William H. Riddick, Town Attorney; Mr. Mark A. Marshall, Smithfield Chief of Police; Ms. Jimmie Minton, Office Manager Smithfield Police Department; Mr. Wayne A. Griffin, Town Engineer; Also in Attendance was Mr. Lee Winslett, Schoolhouse Museum Foundation Board. There was no media present.

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

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

1. Contract Renewal for Underground Utilities with Lewis Construction – Mr. Hopkins reported that the town has a contract with Lewis construction for underground utility work to supplement the capabilities of our public works staff and equipment. This contract may be renewed for up to four consecutive years. There will be no change to the existing contract. Staff has been pleased with the work that Lewis Construction has performed and recommends that this contract be renewed for one additional year. Committee recommends approval to Council.

2. Contract Renewal for Sanitary Sewer Rehabilitation with Tri-State Utilities – Mr. Hopkins reported that the town has a contract with Tri-State Utilities for Sanitary Sewer Rehabilitations to supplement the capabilities of our public works staff and equipment. This contract may be renewed for up to four consecutive years. There will be no change to the existing contract. Staff has been pleased with their work and recommends that this contract be renewed for one additional year. Committee recommends approval to Council.

3. ADDITIONAL ITEM DISCUSSED: Reverse Osmosis Water Treatment Facility
– Mr. Stephenson explained that a couple of items had been received in regards to the Reverse Osmosis plant. The first item being a very large invoice from I.T.T. for the reverse osmosis skid. This item is scheduled to be shipped June 7th, however the town per our agreement must cut a check before they put the skid on a truck for delivery. This item is a direct purchase item. The second item would be a change order to cover several different things on the Reverse Osmosis plant. At this time the direct purchase items have not been taken out of the contract. This change order officially acknowledges the Town of Smithfield is directly purchasing the generator, the skid, the pump, etc. to reduce sales tax. Mr. Stephenson stated that the change order gives a total deduction of the overall contract by \$1,323,625.00.

The meeting adjourned at 5:13 p.m.

June 3, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, MAY 23RD, 2011

The Finance Committee held a meeting on Monday, May 23rd, 2011 at 5:14 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. John L. Graham, Chair; Mr. Andrew C. Gregory, and Dr. Milton Cook. Other Council members present were: Ms. Constance Chapman, Mrs. Denise N. Tynes, Mr. T. Carter Williams, Vice Mayor, and Mr. David M. Hare, 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 Greer, Town Clerk; Mr. Mark A. Marshall, Smithfield Chief of Police; Mr. Alonzo Howell, Smithfield Police Captain; and Ms. Jimmie Minton, Office Manager for the Smithfield Police Department; Mr. Wayne A. Griffin, Town Engineer; and Mr. William H. Riddick, Town Attorney; The media was represented by Kelly Barlow of The Smithfield Times.

Councilman John L. Graham called the meeting to order.

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

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

a.	English Construction Company	\$161,831.75
b.	Excel Paving Corporation	\$132,169.70
c.	Draper Aden Associates	\$ 35,391.60
d.	Sydnor Hydro, Inc.	\$ 28,295.00
e.	Afton Pumps, Inc.	\$139,007.80
f.	Black Creek Workshop, LLC	\$ 15,287.50

Mr. Graham reported that all of the above invoices were normal billings for work and services that has been approved by staff. Committee recommended payment of all invoices.

ADDITIONAL INVOICE

g.	ITT Equipment	\$574,800.00
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This invoice is for a direct purchase of the Reverse Osmosis skid. The Town Manager explained that this item is scheduled to be shipped on June 7th and per our agreement a check must be cut before delivery. Committee recommends payment of invoice.

h. Sydnor Hydro, Inc. \$149,061.50

Also please note that two additional invoices were received from Sydnor Hydro, Inc. following the Finance Committee meeting for direct purchase of equipment on the Reverse Osmosis Water Treatment Facility.

2. Pre-Public Hearing Discussion: Budget – The Town Manager explained there are two advertised public hearings for the June 7th Town Council meeting. One is for the amended budget for FY 2010/2011 which Council can take action on at that time. The second public hearing is for the proposed budget for FY 2011/2012. The Council will continue the June 7th Town Council meeting until after the Finance Committee on Monday June 27th to give the public time to review the proposed budget and voice any concerns. Council will then consider at the June 27th continued meeting adoption of the FY 2011/2012 budget. Dr. Cook asked what the purpose was to amend the original adopted budget. Staff explained that it was a requirement by the auditors.

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

1. March Financial Statements – Ms. Minga was not present, however she had highlighted business license permits as an area of concern in her financial notes. The summary reported that renewals were due by April 15th and at this time collections are alarmingly lower than the same time last year. A report has been generated showing all businesses that paid for a license in 2010 compared to 2011. There are some large accounts that have not yet renewed for 2011; however, not enough to account for all of the difference. There are a number of small accounts that do add up that have not renewed as well. The clerks are making courtesy calls to businesses and generating delinquent notices, but it will take a few weeks before we can evaluate the full impact. In her summary she also reported that this was not expected as business license revenue has remained strong even during the past several years of a struggling economy. No other concerns were brought up on March financial statements.

2. Cash Balances - Mr. Graham reported that the biggest change in the cash balances was the large invoices that are coming in now for the Reverse Osmosis Water Treat Facility. – Water = \$580,404.96 \$; Water Debt Service = \$1,115,841.21; Water Capital Escrow Availability Fees = \$1,335,865.54; Water Development Escrow = \$223,726.60; Water General Obligation Funds = \$1,486,392.17; **Subtotal Water = \$4,742,230.48.** Sewer = \$35,266.18; Sewer Bond Escrow = \$38.61; Sewer Development Escrow = \$315,342.77; Sewer Capital Escrow Availability Fees = \$664,501.54; Sewer Compliance = \$530,743.24; **Subtotal Sewer = \$1,545,892.34.** **Highway = \$327,869.31.** General Fund = \$1,620,387.36; Payroll = \$29,334.19; Money Market General Fund Town Bank = \$223,499.38; Money Market General Fund Farmers Bank = \$32,807.67; Money Market General Fund Farmers Bank = \$632,748.72; General Fund Capital Escrow = \$50,424.12;

Certificate of Deposit = \$24,023.28; Certificate of Deposit Police Dept = \$35,624.25; Special Project Account (Pinewood) = \$228,727.90; Pinewood Heights Escrow = \$24,979.01; South Church Street Account = \$1,125,384.74; **Subtotal General Fund = \$4,027,940.62.** Beautification = \$7,789.01; Money Market Beautification = \$298,176.30; **Subtotal Beautification = \$305,965.31; Rising Star = \$63.49. TOTAL ALL FUNDS = \$10,949,961.55.**

3. FY12 Budget Schoolhouse Museum Request – Mr. Winslett of the Schoolhouse Museum Board was present to request a contribution to help fund a part-time position at the schoolhouse museum. Mr. Winslett explained the background of the museum and how it came to Smithfield. A handout was passed out to give Committee a history of their financial status. Mr. Winslett stated that they had also made a request to Isle of Wight County and they were unable to support the schoolhouse museum at the level requested. However the county did agree to donate \$6,500 with the condition that the town donated at the same level. Committee reminded Mr. Winslett that the town already pays for utilities, insurance, internet service, etc. for approximately \$3,000 in cost annually. Mr. Winslett stated that the biggest concern at this time is keeping it opened and this contribution would allow them to pay a part-time person to do that. Committee expressed concern over funding a part-time position and stated that the schoolhouse museum should be able to fall back on volunteers. Committee is committed to keeping the schoolhouse museum there but is unable at this time to contribute additional funds for a part-time position. Mr. Winslett thanked committee for allowing him to speak on behalf of the Schoolhouse Museum Board.

The meeting adjourned at 6:02 p.m.

June 3, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FIRE AND RESCUE COMMITTEE
MEETING HELD ON TUESDAY, May 24TH, 2011

The Fire and Rescue Committee held a meeting on Tuesday, May 24th, 2011 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor T. Carter Williams, Chair; Ms. Constance Chapman, and Mrs. Denise N. Tynes, Other Council members present were: Mr. John L. Graham, Dr. Milton Cook, and Mr. David M. Hare, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Mr. Wayne A. Griffin, Town Engineer; and Mr. William H. Riddick, III, Town Attorney. Others in Attendance were Mr. Gerry Hackney, Smithfield Volunteer Fire Department Assistant Chief; Mr. Brian Carroll, President of the Isle of Wight Volunteer Rescue Squad; Mr. David Bradshaw and Mr. Mike Tippin of Clark Nexsen, and Ms. Gina Ippolito, Windsor Castle Park Foundation Board. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

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

1. Amend Town Code to Clearly state the Town Follows Isle of Wight County & State Burn Ban - Vice Mayor Williams stated that the town needs to amend our town code so that it is clear that the town follows Isle of Wight County and State burn ban when in effect. The Town Manager explained that it has always been a question as to whether the town inside the corporate limits follow County and State. He explained that he has always said yes and others have said no. The Town Manager stated it was Council's decision but to him fires do not know boundaries. The town has an equal opportunity for brush fires. Most burn bans are put in place due to drought conditions; however it is believed that the current summer burn ban restriction is related to Isle of Wight County now being part of the Hampton Roads attainment area regarding air pollution regulations under the Clean Air Act. Updating the town's code would make it less confusing and would clearly state that we all follow the State Code for any burn bans. Committee recommends approval of Town Code amendment.

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

1. Operational Updates – Mr. Carroll reported that there was not a lot to report operationally. There were sixteen individuals that just completed their test from the EMT classes that have been going on. Should know soon what their scores are. Call volume remains about the same. Mr. Carroll reported that he is proud of how the Emergency Management Service agencies came together on the recent boating accident. Nine individuals were treated and transported to area hospitals. Isle of Wight County has approved funds and they are in negotiations for land acquisition for a new rescue squad building. Vice Mayor Williams mentioned that he has seen the bucket drive out at some of the shopping centers. Their members have a positive attitude and are not trying to force anyone to make a donation. Vice Mayor Williams explained that Assistant Fire Chief Hackney was present but had to leave on a fire call. He stated that the new fire facility is just about completed. All the concrete is down and they are getting ready to pave. The fire department is scheduled to start moving in new facility the first part of June.

The meeting adjourned at 4:05 p.m.

June 3, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, MAY 24th, 2011

The Public Works Committee held a meeting on Tuesday, May 24th, 2011 at 4:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, and Mrs. Denise N. Tynes. Other Council members present were: Mr. John L. Graham, Mr. Andrew C. Gregory, Mr. T. Carter Williams, Vice Mayor; and Mr. David M. Hare, Mayor; Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Mr. William H. Riddick, III, Town Attorney; Ms. Lesley Greer, Town Clerk; Mr. Wayne A. Griffin, Town Engineer; Mr. William G. Saunders, Planner/GIS Coordinator; Others in Attendance were Mr. Lawrence Pitt and Ms. Gina Ippolito, Windsor Castle Park Foundation Board; Mr. Trey Gwaltney, Mr. Mark Hall and Mr. Rick Bodson. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chair Constance Chapman called the meeting to order.

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

1. Change Order # 4 – Clark Nexsen for the South Church Street Streetscape Project (\$13,620) – Ms. Chapman reported that Mr. David Bradshaw and Mr. Mike Tippin of Clark Nexsen were present to talk about this change order. Mr. Bradshaw explained that Clark Nexsen was tasked to design the streetscape improvement project. A big part of that project was to work with the private franchise utility owners such as Verizon, Charter Communications, and Dominion Power. Mr. Bradshaw explained what lead up to the change order. He stated that their first submittal to the town was a 90% submittal of the South Church Street plans back in July 2009. In October 2009 a follow-up utility coordination meeting was held with all the utility owners including Verizon. A final submittal was made to the town including any comments from the utility owners in January 2010. At this time all utility owners signed off on the final design of their underground utilities. The project then went out to bid for construction. Mr. Bradshaw

continued to explain that after three to four months in the construction Verizon came to the contractor, Clark Nexsen and the town and said they wanted to make changes. Some of the changes that Verizon wanted to make were as follows: they wanted to add a vault near the Smithfield Station; they wanted to revise the layout of the duct back from the Smithfield Station to Main Street; and they also wanted to revise some of the layouts of the service connections. Mr. Bradshaw stated that this required a lot more coordination with Verizon to redesign most of their conduit layout and this is why we are here today. The change order is just for the hours spent with all the coordination efforts and redesign that we went through with the utility owner after all the plans had been approved. Ms. Chapman asked for clarification that the change order was at the suggestion of Verizon. Mr. Bradshaw stated that the change order is not but the changes of the design were requested by Verizon. Mr. Bradshaw stated what really should of happened was they should of asked us to make changes during the 90% submittal and final submittal before it went out to bid. Committee expressed concern over Verizon requesting the change and the town being responsible for the cost associated with the change. Mrs. Tynes asked if this was a change to upgrade due to technology. Mr. Tippin replied that this was not a technology change. The change is how you get from point "A" to point "B" of the project. Mr. Bradshaw stated a lot of the duct work was also eliminated through the revision. Mr. Bradshaw explained that there is a potential that the actually overall cost of the construction could be less because of less conduit. Committee continued to express concern that the town did not initiate change so Verizon should pay since request to change was after final approval of plans. Committee does not doubt the work was not done but expressed frustration that change order came to Council after the fact. Mr. Bradshaw explained that they are at the town's mercy because they felt like we could not hold off until we got this approved because the contractor would have had a reason for delay and extra charges to the town on the project. Vice Mayor Williams stated this is a win, win situation for Verizon at the cost of the town. Committee decided to go in closed session to discuss in more detail. A motion was made and properly seconded to go into closed session to receive advice from legal counsel. After closed session it was decided that the Town Manager, staff, and Clark Nexsen would schedule a meeting with Verizon before Town Council meeting on June 7th to discuss changes to plans after final approval. This item will be on the Town Council agenda under old business for further discussion after meeting with Verizon.

2. Adopt VDOT's Work Zone Traffic Control Manual to use as Guidelines – Mr. Griffin explained that as the Town Manager had requested staff is trying to do the AWWA assessment for the Public Works department. Part of the assessment asks if the town bides by work zone safety manuals as far as setting up the traffic signs, cones, barrels, etc. when our guys are out working. Mr. Griffin stated that we do, however we need to adopt this manual as guidelines for the assessment process. Mr. Griffin stated that he will be teaching this class for town staff and possibly some individuals from the county. Committee recommends approval of adopting a resolution for use of VDOT's Work Zone Safety Manual as a reference.

3. Continued Discussion on Litter Signage – Mr. Gregory reported that he and Mr. Griffin met with a couple of individuals with the Virginia Department of Transportation (VDOT) in regards to the no littering signs that were brought up at last month's committees. Mr. Gregory stated that he did not want to have signs installed unless we could attach a dollar figure to the signs. Traditionally, VDOT only puts up no littering signs unless municipalities approve sub signage to go under the no littering signs that would specify a dollar amount for violators. Mr. Gregory stated that Town Council needs to adopt a resolution giving VDOT permission to add the supplemental signage under the no littering signs. Once resolution has been passed the town can then work on preparing an ordinance to include fines for the signage. Committee recommends authorization of supplemental signage.

The meeting adjourned at 5:12 p.m.

June 3, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, MAY 24TH, 2011

The Public Buildings and Welfare Committee held a meeting on Tuesday, May 24th, 2011 at 5:13 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chairman; Mr. T. Carter Williams, Vice Mayor; and Mr. John L. Graham. Other Council members present were: Mrs. Denise N. Tynes, Ms. Constance Chapman and Mr. David M. Hare, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Mr. William H. Riddick, Town Attorney; and Mr. Wayne A. Griffin, Town Engineer. Also in attendance was Ms. Gina Ippolito of the Windsor Castle Foundation Board. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

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

1. Pinewood Heights Project – Adopt Fair Housing Certification – The Town Manager explained that there are certain activities when we receive federal funding that the town has to do whether it is attending workshops, adopting a resolution, putting an ad in the paper, etc. This is a housekeeping item to adopt a resolution for the Fair Housing Certification. Committee recommends approval to Council.

2. Windsor Castle Park Updates:

a. Obici Healthcare Foundation Grant Award - The Town Manager reported that this item is to formally accept the Obici Healthcare Foundation Grant. Ms. Minga and Ms. Ippolito will be attending the grantee orientation tomorrow afternoon. The orientation will be on how the town accepts the funds and what reporting the town will need to do. A kickoff meeting in terms of the first phase of the grant will be to come up with a five year Community Wellness Strategic Plan. The meeting will be held June 7th at 6:00 p.m. at the Smithfield Center. Ultimately Town Council will approve a 5 year Community Wellness Plan and within the next year there will be several actionable items

that the town will need to accomplish that have some measurable goals to getting people out walking, biking, and losing weight. There will be two things for June 7th Town Council meeting. The first item is to accept the grant. The second item would be the Town Manager making a recommendation of a facilitator of the program from proposals that are due May 27th. Town Council would then need to accept recommendation. Ms. Tynes asked for town staff to write a thank you from Council to Ms. Mitchell for her support and help with the Obici Healthcare Foundation Grant.

b. Manor/Plantation House exterior Maintenance Update – The Town Manager reported that we had \$50,000 in the budget and the town's commitment to the State is to keep the buildings in as good of shape as we got them when we received the property. At this point all the repairs and improvements have been focused on the outside of the plantation house and nothing has been done to the old tenant farm house. We are trying to accomplish just about everything on the list that the State had approved. The Town Manager reported that the underground drainage system that was recommended have been taken out due to cost. Mr. Hopkins reported that at this time we have spent \$28,300 of the \$50,000. He passed out a handout that shows the cost to paint the front and rear porch, and replace the rear decking. Staff's recommendation is to accept the 1st three cost estimates from Black Creek Workshop and the one for the detached kitchen to repair/replace siding and paint the exterior wood work. Dr. Cook asked if the town will be budgeting any funds next year for continued repairs/improvements. The Town Manager replied no. He explained however that we did increase our overall park maintenance by \$20,000. The outbuildings have all been tested for lead paint and the results came back that no lead paint exist so town staff will be able to paint those ourselves to cut cost. The next item to tackle would be the old tenant farm house. The Town Manager stated that Ms. Ann Allen said that it was not their intent to have the language in there where it could not be removed. He continued to explain that she has said that she would be willing to go to Richmond to say that if we cannot do anything with it. It needs to be moved or removed. Ms. Elizabeth Tune of the Virginia Department of Historic Resources is responsible for administering the historic easement of Windsor Castle. A site visit has been scheduled for Monday, June 6th for a property inspection.

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

1. Request for Proposals – Preservation/Conservation Easement – The Town Manager mentioned that council had authorized him to prepare an RFP. He explained that while in the process of preparing the RFP a number of questions have come up that need further clarification from committee. The Town Manager asked if the RFP should address lease and sale. Selling would require selling the entire 46.09 acres of the conservation easement because by easement the town cannot subdivide ownership. Also we have discussed in the past Mr. McMurrin has the right of first refusal for ten years from the date the town purchased the property. The Town Manager stated that before we go through a lot of work the town should talk to Mr. McMurrin to see what his intentions are. Mayor Hare said that he had spoken to Mr. McMurrin in the past and at that time he did not have an interest in buying the property back; however he would contact him once

again because the RFP will need to include a disclaimer that he has right of first refusal if we are in fact putting it up for sale. Committee suggested getting something in writing waiving his right of first refusal. If property is sold it would also have to have a disclaimer that property must be open to the public at least one day a year. The Town Manager explained you can lease public property for up to 40 years. A lease would allow a portion of the property to be leased without subdividing the property. The Town Manager asked if committee wants a proposal received on the entire property or if leased on a portion of the property. Obviously the town does have to disclose that we have an annual farm lease currently thru next April. At this time staff is starting to book events for next spring so do we ask staff to hold off on scheduling events? Are we going to try to preserve an area for public use? The Town Manager also asked where committee would like to have RFP advertised and how long to get the most response to the RFP. The Town Manager stated that these are some of the issues he would like direction on. Committee agreed that the RFP is the beginning of the process. Once we receive some proposals for the use of the property Council at that point can negotiate any ideas. The Town Attorney suggested that the RFP should ask for proposals for all or part of the property. Ms. Ippolito stated that the RFP does not need to be so detailed that it makes it impossible for anyone to bid on. The concept of the RFP is to get ideas. Committee directed the Town Manager to keep the RFP as open ended as we can. The RFP would be for sale or lease and for all or part of the property. Mayor Hare will make contact with Mr. McMurrin in reference to right of first refusal to see if he has any interest in the property. Committee discussed where to advertise the RFP. It was suggested to start locally for now.

2. Urban Chicken Talk - Mr. Hopkins reported that chickens are currently permitted in Community Conservation (C-C) districts. Discussion was held on what sections of the town is zoned community conservation. The Town Manager did mention that the Town of Windsor does not allow chickens either in residential neighborhoods. He also explained the petitioner at the Town Council meeting was obviously a new resident that brought chickens with her. A neighbor complained and the town's code compliance officer came out to verify that there were chickens there. By code they are not allowed in that area so a letter of violation was sent out. Committee held a discussion on whether to allow or not to allow chickens in the Town of Smithfield. The Town Manager suggested allowing staff to research more on how other localities have addressed request like this. If permitted how many and male verses female. This item will come back to committee with more information at a later date.

Meeting Adjourned at 6:01 p.m.

ZONING PERMITS APRIL 2011

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
5908	STORAGE SHED		705 WEST ANDREW CROSSING	JORDAN HARE
5909	ADDITION	GRIMESLAND	1101 MAGRUDER ROAD	JONATHAN SCHEURMANN ROBERT TALLY BUILDERS CORPORATION
5910	STORAGE SHED	LAKESIDE HEIGHTS	622 QUAIL STREET	THELMA CLARKE
5911	ADDITION	WATERFORD OAKS	105 MANCHESTER COURT	PAUL & TERRI KROHN
5912	STORAGE SHED	WATERFORD OAKS	302 NOTTINGHAM PLACE	ORLANDO PASTOR
5913	STORAGE SHED	SMITHFIELD FOREST	317 CALVARY WAY	SHAWN HUFFAKER
5914	SHED	MORRIS CREEK LANDINGS	882 SYCAMORE SPRINGS COURT	JULIAN EVANS MARTHA JACKSON
5915	SWIMMING POOL	CYPRESS CREEK	303 ROYAL DORNOCH	TOM POPE ASHLEY WELTY THE POOL GUYZ
5916	SCREENED PORCH	MOONE PLANTATION	416 KENDALL HAVEN LANE	PATRICIA WEISBARTH RUSSELL HILL HILL'S ENHANCEMENT INC.
5917	SINGLE FAMILY DWELLING	WELLINGTON ESTATES	308 QUEEN COURT LOT 136	J.F. SCHOCH JOSHUA SANDERS J.F. SCHOCH BUILDING CORP.
5918	COMMERCIAL BUILDING		401 NORTH CHURCH STREET	SMITHFIELD HAM & PRODUCT WILLIAM BRITT MEB GENERAL CONTRACTOR
5919	POOL FENCE	CYPRESS CREEK	303 ROYAL DORNOCH	THOMAS POPE
5920	DECK	WELLINGTON CIRCLE	248 WELLINGTON CIRCLE	ANDREA SMIDDY
5921	CARPORT	SCOTTS LANDING	100 MINTON WAY	CHARLES BASEY
5922	PIER & BOATHOUSE		243 RIVER OAKS LANE	AUYN JULIEN ROBERT LIVENGOOD L & L MARINE
5923	SINGLE FAMILY HOME	JERICO ESTATES	100 JOSHUA ROAD LOT 19	LEHAN CRANE LAURIE COYNE CLASSIC CONTRACTORS OF VIRGINIA
5924	SHED	MOONE PLANTATION	921 ANDREWS CROSSING	DARRYL ELZIE
5925	FRONT PORCH ADDITION	COLONIAL ACRES	1603 COLONIAL AVENUE	JOSH NELMS
5926	RETAINING WALL	CYPRESS CREEK	303 ROYAL DORNOCH	THOMAS POPE
5927	FENCE	MOONEFIELD ESTATES	8 FAYE DRIVE	DEBORAH STEPP
5928	SIGN PERMIT – DECORABLES		932 SOUTH CHURCH STREET	CARDINAL SIGN CORPORATION
5929	SHED	GRIMES LAND	920 WILSON ROAD	MARVIN MEREDITH
5930	REBUILD FENCE, FRONT PORCH RAILINGS, SHED	GRIMES LAND	1104 WILSON ROAD	JERRY TENNEY

ZONING PERMITS MAY 2011

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
5931	FENCE	WELLINGTON PARK	212 SALISBURY COURT	STEVE MCGREW MAX CROSSON ADVANTAGE FENCE
5932	FENCE	WELLINGTON PARK	705 BRISTOL STREET	SEAN SUPKO MAX CROSSON ADVANTAGE FENCE
5933	FENCE	WELLINGTON PARK	117 DOVER COURT	RAYMOND DEPLATCHETT MAX CROSSON ADVANTAGE FENCE
5934	SUNROOM ADDITION	WELLINGTON PARK	616 WESTMINSTER REACH	BILL ALBERT EDWARD CAMPBELL III ECCO REMODELING, INC
5935	SHED	WILLOW OAK	207 FOREST VIEW LANE	LORI NICHOLS
5936	COMMERCIAL STRUCTURE ADDITION		259 JAMES STREET	ISLE OF WIGHT BOARD OF SUPERVISORS RON HOUSER HENDERSON INC
5937	DETACHED GARAGE	RED POINT HEIGHTS	310 JORDAN DRIVE	JOHN GIENGER
5938	DETACHED GARAGE	CYPRESS CREEK	1416 CYPRESS CREEK PKWY	MARKLEY KATHRYN WRIGHT ABT CUSTOM HOMES
5939	DECK	MOONE PLANTATION	136 LANE CRESCENT	THOMAS KACENSKY JOSEPH FULTZ AVIAN CONSTRUCTION CO.
5940	DECK	WATERFORD OAKS	700 CANTEBERRY LANE	KEVIN REED
5941	COMMERCIAL BUILDING		13500 BENNS CHURCH BLVD.	LAYDEN TKC CXXXIX, LLC THE KEITH CORPORATION
5942	ADDITION, DECK	MOONEFIELD PARK	430 WATSON DRIVE	WILLIAM GLEDHILL 3 D'S CONSTRUCTION
5943	DECK	GRIMESLAND	909 MAGRUDER ROAD	BRANDI SMITH
5944	FENCE		1204 SOUTH CHURCH STREET	JOSEPH BUNTING
5945	SHED AND GREENHOUSE	MOONEFIELD ESTATES	1 FIELD DRIVE	JOSEPH AND KRISTI PONSETI

Smithfield Police Department Activity Report

April 2011

	This Month April 2011	Last Month March 2011	YTD 2011	April 2010	YTD 2010	YTD % Change
Incidents Reported						
Calls for Police Service	1,099	1,143	4,344	1,093	3,816	13.84%
Traffic						
Traffic Stops	217	280	970	423	1,497	-35.20%
Traffic Summons	83	144	418	152	653	-35.99%
Accidents	22	18	66	18	76	-13.16%
Criminal Process						
Misdemeanor Arrests	14	18	60	20	85	-29.41%
Felony Arrests	7	4	50	9	27	85.19%
Fines Collected	\$6,182.37	\$6,201.27	\$22,964.57	\$7,618.12	\$25,299.89	-9.23%
Property Report						
Stolen Property Reported	\$4,079.00	\$8,448.00	\$60,436.00	\$44,596.00	\$309,289.00	-80.46%
Stolen Property Recovered	\$2,164.00	\$808.00	\$39,913.00	\$25,358.00	\$228,259.00	-82.51%
Property Damage Reported	\$4,655.00	\$4,161.00	\$15,472.00	\$8,201.00	\$12,386.00	24.92%
Other						
Total Mileage Police Units	23,316	25,810	97,996			
False Alarms-Police	7	18	45	14	68	-33.82%
Police Escorts	6	3	29	5	26	11.54%

NOTES:

Property totals are rounded to the nearest whole dollar.

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

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

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

Committees and Projects:

05/02 TRIAD Conference – Smithfield Center – St. Clarke, Sgt. Bryan, Sgt. Valdez, Officer Meier, Office Seamster
05/03 Town Council – Chief Marshall
05/05 Meeting with FBI Deputy Director Timothy Murphy – Chief Marshall
05/06 Meeting with Gess Wills
05/08 – 13 ACCP Conference – Chief Marshall
05/09 Emergency Communications Center Board of Directors meeting – Captain Howell
05/10 Budget Session – Captain Howell and Jimmie Minton
05/16 – 18 Accreditation Assessment – Mecklenburg SO – Jimmie Minton
05/17 Crime Line Meeting – Annette Crocker
0517 – 20 Meeting with Columbian Police – Chief Marshall
05/23 Police Committee – Chief Marshall and Captain Howell
05/23 Finance Committee – Chief Marshall and Jimmie Minton
05/24 Mock Accreditation Assessment – York-Poquoson SO – Lt. Clarke and Jimmie Minton
05/26 IACP SLT 101 (Virginia Fusion Center – Richmond) – Chief Marshall
05/27 D Block meeting – Smithfield Station – Chief Marshall

Training

04/29 Livestock Emergency – 4-H Camp Wakefield – Captain Howell and Sgt. Fox (5 hrs.)
05/16 – 20 Leadership School- CNU – Sgt. Bryan (40 hrs.)

In-House Training:

05/26 Weapons Qualifications – Dominion Power – Lt. Beach, Sgt. Bryan, Sgt. Fox, Officer Meier, Office Jones, Officer Seamster, Officer Finelli, Officer Cook, Officer Hatfield, Officer Epps, Officer Adams, Officer Miller

Community Policing

05/04 Homework Station – Jersey Park Apts – Officer Davenport
05/11 Homework Station – Jersey Park Apts – Officer Cook
05/14 Mustang Car Show – Main Street – Lt. Clarke, Sgt. Evans, Officer Finelli, Officer Jones

05/14 Windsor Castle Anniversary – Windsor Castle Park – Lt. Clarke, Sgt. Evans, Officer Finelli, Officer Jones
05/14 Relay for Life – Windsor Capt Park – Officer Jones, Officer Finelli, Officer Araojo
05/18 Isle of Wight Academy Tour – PD – Officer Meier, Officer Seamster
05/22 Smithfield Recreation Association – Beale Park – Officer Meier, Officer Epps
05/25 Homework Station – Jersey Park Apts. – Officer Powell
05/27 – 30 Operation Logan’s Charge – Pagan River/Cypress Creek – Sgt. Fox, Sgt. Bryan, Sgt. Valdez, Officer Epps, Officer Powell, Officer Davenport

Investigations:

Case#: 2011-00419
Location: 900 Block John Rolfe Drive
Offense: Attempted Rape/ Assault & Battery
Disposition: Arrest Made

On 05/06/2011 officers responded to the above address in reference to an assault and battery. Upon arrival officers made contact with a female victim who stated that she had been raped. Upon interviewing the victim it became apparent that she had been raped, but an attempt was made. The victim stated that she and a male friend had been drinking alcohol for most of the day and that later in the evening they both smoked a small amount of “crack” cocaine, and then continued to drink. It was after smoking the illicit narcotic that the male friend made a sexual advance to the victim. She denied his advance and they continued to drink and watch pornography. The victim states when she got up to go to the restroom, the suspect approached her from behind, grabbed her by the back of the neck and threw her to the ground. The suspect then held her down while he removed her pants and underwear. The victim was able to fight off the attack and escape from the residence, running to neighbors for help. The suspect was interviewed and subsequently arrested for the attempted rape and assault and battery. Case is cleared by arrest.

Case#: 2011-00463
Location: 800 block Peterson Avenue
Offense: Grand Larceny
Disposition: Cleared by Arrest

On 05/18/2011 officers responded to the above address in reference to a larceny of jewelry. Upon arrival the victim, who stated a diamond ring and gold bracelet were taken from her jewelry box. The victim stated the only other person with access to the jewelry box was the hospice care nurse who visited daily in taking care of her mother. The information was gathered and a report was taken. Investigators began checking local pawn shop for the suspects name and identified the suspect as pawning two pieces of jewelry at Goodman and Sons in Hampton for approximately \$560. The property was recovered from the jewelry store and positively identified as the property stolen. The suspect was also positively identified as the person who pawned the jewelry by one of the stores employees. The suspect was subsequently charged with grand larceny and arrested. Case is cleared by arrest.

Case#: 2011-00375
Location: Cattail Lane (Bradford mews apartments)
Offense: Fugitive apprehension
Disposition: Arrest Made

On 04/26/2011 officers responded to the Bradford Mews Apartment complex in reference to a call for suspicious activity in the parking lot. Upon arrival officers observed a vehicle sitting in the parking lot occupied by two people. When the officers approached the vehicle, the passenger was quickly identified by the officers as a known thief that has previously committed larcenies from vehicles in the same apartment complex. Officers asked both parties to exit the vehicle and as soon as the suspect exited from the passenger's side of the vehicle, he took off on foot, leading officers on a foot pursuit. Officers continued pursuing the suspect for approximately 10 minutes before he was found hiding on a porch of a nearby apartment. The suspect had active warrants out of Hampton, VA. For probation violation and was subsequently arrested. Case is cleared by arrest Morris Creek Landing apartments in reference to a possible stolen vehicle. Upon arrival officers observed a Chevrolet Tahoe within the apartment's parking lot with all four tires and rims removed. Officers also noted the trunk area of the vehicle as well as the windows was all opened. The vehicles license information was run through central dispatch and officers were advised that the vehicle was stolen out of Hampton. The vehicle was transported to the Smithfield Police Department impound lot, where officers began processing it for evidence. Officers were able to recover multiple fingerprints from the vehicle, along with the tools used to remove the vehicle's tires. This evidence will be submitted to the state lab for processing. This case is pending further investigation.

Reporting Period: 5/1/2011 thru 5/31/2011

Total deposits for May 2011 - \$15,643.87 and \$375.00 for Windsor Castle

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	5/9/2011	1307			Windsor High School	Windsor Prom	945		0.00
Invoice	5/9/2011	1308			Connell and Merilic Wedding and Reception	Connell and Merilic Wedding and Reception	1097		0.00
Invoice	5/9/2011	1309			Wrenn-Brown Reception	Wrenn-Brown Reception	1139		0.00
Invoice	5/9/2011	1310			Smithfield Women's Club	Smithfield Women's Club	1248		155.00
Invoice	5/9/2011	1311			Bradshaw and Rountree Reception	Bradshaw and Rountree Reception	1349		0.00
Invoice	5/9/2011	1312			Smithfield Packing	Pork 101	1408		526.00
Invoice	5/9/2011	1313			Hobbs-Hamilton Reception	Hobbs-Hamilton Reception	1410		0.00
Invoice	5/9/2011	1314			OA Spady	Hokies Banquet	1451		0.00
Invoice	5/9/2011	1315			Relay for Life Womanless Pageant	Relay for Life Womanless Pageant	1470		0.00
Invoice	5/9/2011	1316			Smithfield Packing	Smithfield Top Gun Training	1480		844.75
Invoice	5/9/2011	1317			Chris Holloman	Holloman Anniversary Celebration	1497		0.00
Invoice	5/9/2011	1319			Smithfield Foods	Ethics Training	1541		200.00
Invoice	5/12/2011	1320			Isle of Wight Social Services	Foster Parent Appreciation Dinner	1543		100.00
Invoice	5/25/2011	1321			Dunlop and Williams Wedding and Reception	Dunlop and Williams Wedding and Reception	1327		234.15
								Total	2,059.90
Payment	5/13/2011	1291	Check	1695	Smithfield Rotary Club	Smithfield Rotary Club	1383		500.00
Payment	5/31/2011	1281	Check	246	Isle of Wight Academy	IOW Academy Fundraiser	942		148.00
Payment	5/31/2011	1305	Check	1437	Pilot Club	Virginia District Pilot Club Conference	1119		1,295.00
Payment	5/31/2011	1310	Check	7628	Smithfield Women's Club	Smithfield Women's Club	1248		155.00
Payment	5/31/2011	1316	Check	2070723	Smithfield Packing	Smithfield Top Gun Training	1480		844.75
Payment	5/31/2011	1320	Check	509231	Isle of Wight Social Services	Foster Parent Appreciation Dinner	1543		100.00
								Total	3,042.75
Deposit	5/6/2011	1321	Master Card	MC	Dunlop and Williams Wedding and Reception	Dunlop and Williams Wedding and Reception	1327		406.00
Deposit	5/6/2011	1321	Visa	visa	Dunlop and Williams Wedding and Reception	Dunlop and Williams Wedding and Reception	1327		407.65
Deposit	5/9/2011		Check	1582423	American Cancer Society - South Atlantic Division	Relay for Life Banquet	1479		150.00
Deposit	5/9/2011		Check	7619	Smithfield Women's Club	New Year's Eve Gala	1459		500.00

Reporting Period: 5/1/2011 thru 5/31/2011

Total deposits for May 2011 - \$15,643.87 and \$375.00 for Windsor Castle

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	5/9/2011		Check	2355	Smithfield Little Theater	Smithfield Little Theater Anniversary Celebration	1570		300.00
Deposit	5/9/2011	1307	Check	29045	Windsor High School	Windsor Prom	945		400.00
Deposit	5/11/2011	1322	Master Card	Master Card	Spratley-Eley Reception	Spratley-Eley Reception	1457		750.00
Deposit	5/12/2011		Visa	Visa	Elkins and Powell Wedding and Reception	Elkins and Powell Wedding and Reception	1391		500.00
Deposit	5/12/2011		Master Card	Master Card	Quillin and Trude Wedding and Reception	Quillin and Trude Wedding and Reception	1578		500.00
Deposit	5/13/2011		Check	509115	Isle of Wight Social Services	Staff Development Day	1549		100.00
Deposit	5/16/2011		Visa	Visa	Tynes & Hatchett Wedding & Reception	Tynes-Hatchett Wedding & Reception	1580		500.00
Deposit	5/18/2011		Check	9094	Camp and Chavis Wedding and Reception	Camp and Chavis Wedding and Reception	1416		400.00
Deposit	5/19/2011		Visa	Visa	Kohnert and Gross Wedding and Reception	Kohnert and Gross Wedding and Reception	1584		640.00
Deposit	5/20/2011		Visa	Visa	Armstrong-Hall Wedding and Reception	Armstrong-Hall Wedding and Reception	1163		200.00
Deposit	5/23/2011		Check	3348	Brimer-Turner Wedding & Reception	Brimer-Turner	1381		375.00
Deposit	5/25/2011		Check	510	Isle of Wight Commission on Aging	Senior Health Screen and Fish Fry	1056		50.00
Deposit	5/31/2011		Master Card	Master Card	Lowe and Hooper Wedding and Reception	Lowe and Hooper Wedding and Reception	1592		600.00
Deposit	5/31/2011		Visa	Visa	Armstrong-Hall Wedding and Reception	Armstrong-Hall Wedding and Reception	1163		6.30
Deposit	5/31/2011		Master Card	Master Card	Knight and Pongratz Reception	Knight and Pongratz Reception	1521		400.00
								Total	7,184.95
Adjustment	5/31/2011	1281	Check		Isle of Wight Academy	IOW Academy Fundraiser	942		-2.40
								Total	-2.40
								Grand Total	-8,170.20

May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Courtney Off John Off Prom Cleanup 2:00 PM IOW TRIAD	Courtney Off 8:00 AM IOW TRIAD 6:30 PM Fire Department Training	Courtney Off 8:00 AM Hazard Mitigation Team Meeting 7:30 PM Town Council	Courtney Off 10:30 AM Smithfield Foods Banker's Meeting 3:15 PM Staff Meeting 6:30 PM Fire Department Training	Courtney Off 10:00 AM Membership Luncheon 10:00 AM Safety Committee Meeting	3:30 PM Smithfield Prom	9:00 AM YMCA Senior Group 8:00 PM Smithfield Prom
8	9	10	11	12	13	14
Mother's Day Melissa Off Prom Cleanup	Melissa Off Cabinet Installation	Melissa Off Set Change 3:00 PM Finance Committee Meeting 5:00 PM School Board Meeting	Amy-Off Melissa Off 6:00 PM Fire Department Training	Amy-Golf Tournament Melissa Off 5:00 PM School Board Meeting 6:30 PM Quad City Rotary Meeting	Melissa Off 6:30 PM Pauley-Perkinson Reception	Courtney Off Melissa Off Mustang Show-Downtown 9:00 AM WC Anniversary Celebration 2:00 PM Brooks-Salmon Wedding & Reception 2:00 PM Relay for Life Event
15	16	17	18	19	20	21
Courtney Off Melissa Off	Courtney Off	Courtney Off Wash and Seal Deck 9:00 AM Board of Director's Schoolhouse Committee 11:30 AM Crime Line Meeting 6:30 PM Fire Department Meeting	10:00 AM Staff Meeting 6:30 PM Foster Parent Appreciation Dinner	7:00 AM Senior Health Screen and Fish Fry	Staff Retreat-Chanco 5:30 PM Brimer-Turner	1:00 PM Brimer-Turner 2:00 PM Dunlop and Williams Rehearsal
22	23	24	25	26	27	28
4:30 PM Dunlop and Williams Wedding and Reception	Amy-First Aid Training 9:00 AM Brimer-Turner 9:00 AM Town First Aid Training 4:00 PM Committee Meetings	Staff-First Aid Training 9:00 AM Town First Aid Training 4:00 PM Committee Meetings	7:00 AM 4th Quarter Plant Review 8:00 AM Town First Aid Training 11:00 AM RSVP Luncheon	7:00 AM 4th Quarter Plant Review 11:00 AM Virginia Municipal League Meeting 3:00 PM Smithfield High ROTC Banquet	Amy off at 12 PM Saturday Rate 9:00 AM Hare-Grime Setup	5:00 PM Hare-Grime Rehearsal

May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31				
Saturday Rate 3:30 PM Hare-Grime Wedding & Reception 5:00 PM Spratley-Eley Reception	Memorial Day 9:00 AM Memorial Day Service -Restrooms 11:00 AM Memorial Day Rainsite	9:00 AM Hare-Grime Takedown 5:30 PM Relay for Life Banquet				

Smithfield Center Discounts - May 2011

Booking Date	Event Name	Room Code	Discount Percent
5/1/2011	IOW TRIAD	MH	100%
5/2/2011	Fire Department Training	A&B	100%
5/3/2011	Town Council	A&B	100%
5/3/2011	Hazard Mitigation Team Meeting	C&D	100%
5/3/2011	Smithfield Foods Banker's Meeting	MH	0%
5/4/2011	Staff Meeting	A&B	100%
5/4/2011	Fire Department Training	A&B	100%
5/4/2011	Smithfield Foods Banker's Meeting	MH	0%
5/5/2011	Safety Committee Meeting	A&B	100%
5/5/2011	Membership Luncheon	MH	50%
5/6/2011	Smithfield Prom	MH plus Suites	50%
5/7/2011	Smithfield Prom	MH plus Suites	50%
5/10/2011	School Board Meeting	A&B	50%
5/10/2011	Planning Commission	A&B	100%
5/10/2011	Finance Committee Meeting	C&D	100%
5/11/2011	Fire Department Training	C&D	100%
5/12/2011	School Board Meeting	A&B	50%
5/12/2011	Public Works Meeting	A&B	100%
5/12/2011	Quad City Rotary Meeting	MH	50%
5/13/2011	Pauley-Perkinson Reception	MH plus Suites	0%
5/14/2011	Brooks-Salmon Wedding & Reception	MH plus Suites	0%
5/14/2011	Relay for Life Event	Riverfront	50%
5/14/2011	WC Anniversary Celebration	Riverfront	100%
5/17/2011	Board of Director's Schoolhouse Committee	C&D	100%
5/17/2011	Fire Department Meeting	C&D	100%
5/17/2011	Crime Line Meeting	C&D	100%
5/18/2011	Staff Meeting	A&B	100%
5/18/2011	Foster Parent Appreciation Dinner	C&D	50%
5/19/2011	Senior Health Screen and Fish Fry	MH plus Suites	0%
5/20/2011	Brimer-Turner	Riverfront	0%
5/21/2011	Brimer-Turner	Riverfront	0%
5/22/2011	Dunlop and Williams Wedding and Reception	MH plus Suites	0%
5/22/2011	Brimer-Turner	Riverfront	0%
5/23/2011	Committee Meetings	A&B	100%
5/23/2011	Town First Aid Training	A&B	100%
5/23/2011	Brimer-Turner	Riverfront	0%
5/24/2011	Committee Meetings	A&B	100%
5/24/2011	Town First Aid Training	A&B	100%
5/25/2011	RSVP Luncheon	A&B	0%
5/25/2011	Town First Aid Training	A&B	100%
5/25/2011	4th Quarter Plant Review	C&D	0%
5/25/2011	RSVP Luncheon	MH	0%
5/26/2011	Virginia Municipal League Meeting	A&B	100%
5/26/2011	4th Quarter Plant Review	C&D	0%
5/26/2011	Smithfield High ROTC Banquet	MH	100%

Smithfield Center Discounts - May 2011

5/27/2011	Hare-Grime Setup	Riverfront	0%
5/28/2011	Hare-Grime Rehearsal	Riverfront	0%
5/29/2011	Spratley-Eley Reception	MH plus Suites	0%
5/29/2011	Hare-Grime Wedding & Reception	Riverfront	0%
5/30/2011	Memorial Day Rainsite	MH	100%
5/31/2011	Relay for Life Banquet	MH plus Suites	0%
5/31/2011	Hare-Grime Takedown	Riverfront	0%
	Discounts - 100%	24	
	Discounts - 50%	6	
	Discounts - 20%	0	

Smithfield/Isle of Wight Tourism Activity Report – May 2011

- Director attended Isle of Wight Board of Supervisors Meeting 5/12/11.
- Director attended Smithfield Town Council Meeting 5/03/11.
- Gave AAA ladies FAM Tour, Sunday 5/1/11. Excellent response!
- Monthly Staff Meeting held 5/2/11.
- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 5/2/11, 5/9/11, 5/16/11, 5/23/11. Meeting will be held each Monday morning to allow citizens and merchants to make public comments and to discuss communicating the project issues to all concerned-residents, merchants and visitors.
- Met with Smithfield Station to create a 7-night stay package to be featured on THE PRICE IS RIGHT 5/2/11.
- Worked with local interested parties on potential new Ham Shop designs 5/2/11 and 5/4/11.
- Met with VTC and VHTA on VA-1 2011 planning session in Richmond 5/3/11.
- Attended BOS Budget Meeting 5/4/11.
- Attended Smithfield Wine & Brewfest Weekend Planning Meeting 5/5/11. Event will be held April 14th at WCP in Smithfield.
- Attended Virginia Beach National Tourism Week Awards Ceremony and Luncheon 5/6/11.
- Farmer's Market held Saturdays...5/7/11; 5/14/11; 5/21/11; 5/28/11. Excellent turn-outs!
- Prepped for Smithfield & IOW Tourism Hospitality Hero, Community Ambassador and Pork-a-razzi Contest Winners event for National Tourism Week 5/9-11/11
- Attended Norfolk National Tourism Week luncheon and rally 5/10/11.
- Attended Town Council Finance Committee budget work session 5/10/11.

- Blitzed Williamsburg Timeshares 5/11/11.
- Smithfield 2020 Meeting 5/11/11. The project's initiatives range from attracting new businesses to developing activities that celebrate Smithfield's cultural heritage. Check out the website at www.smithfield2020.org . All 2010 initiatives and accomplishments have been listed on the website.
- Attended SHDBA Meeting 5/12/11.
- Filmed The County Beat 5/12/11.
- Attended Thank the Visitor Day as part of Coastal Virginia Tourism Alliance initiative at Norfolk Airport 5/13/11.
- Held National Tourism Week Event/smARTS 5/13/11. Smithfield & IOW Tourism Hospitality Hero, Community Ambassador and Pork-a-razzi Contest Winners awarded at Art Opening and Reception.
- Held Mustang Show on Main Street, Smithfield Saturday, 5/14/11.
- Assisted with and attended Windsor Castle Park 1 Year Anniversary Celebration Saturday, 5/14/11.
- Attended Schoolhouse Museum Board Meeting 5/17/11.
- Attended Eastern Primitive Rendezvous Meeting 5/17/11 for upcoming September event.
- Attended Coastal Virginia Tourism Alliance Meeting in Norfolk 5/18/11.
- Staff attended Bike & Ped Committee Meeting 5/18/11.
- Attended IOW Museum Foundation Meeting 5/18/11.
- Met with Sandy Godwin with HR Magazine to review FY2012 advertising 5/19/11.
- Director VACATION 5/24-5/30/11
- Attended Safe Routes to School Meeting 5/31/11 for Westside Elementary Public Hearing.
- Unable to attend Council Committee meetings.

- Attended IOW Staff Meeting 5/16/11.
- Attended Smithfield Staff Meeting 5/4/11 and 5/18/11 (Staff).
- 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!

AN ORDINANCE TO AMEND CHAPTER 78 OF THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA, AS AMENDED, IN ORDER TO REGULATE THE USE OF GOLF CARTS UPON THE PUBLIC STREETS.

WHEREAS, the Town Council of the Town of Smithfield deems it necessary and in the best interest of its citizens to amend the provisions of Chapter 78 of the Town Code to regulate the use of golf carts upon the public streets of the town.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA:

1. That Section 78 of the Code of the Town of Smithfield, Virginia is hereby amended by the inclusion of Article VII, Sections 78-300 through 78-309 as follows:

CHAPTER 78

TRAFFIC AND VEHICLES

ARTICLE VII. GOLF CARTS

Sec. 78-300. Authority to regulate.

Pursuant to § 46.2-676(F) of the Code of Virginia (1950) as amended, the Town of Smithfield is authorized, by ordinance, to impose limitations and restrictions on the operation of golf carts upon public highways within the town.

Sec. 78-301. Definitions.

The following terms, wherever used herein, shall have the respective meanings assigned to them unless a different meaning clearly appears from the context: Golf cart means a self-propelled vehicle having at least four wheels, which is designed to transport persons playing golf and their equipment on a golf course.

Sec. 78-302. Required safety equipment.

In addition to any safety equipment required by the Code of Virginia for golf carts, such shall have the following safety equipment installed:

- (1) Speed governor if gasoline powered.
- (2) Safety lap belts.

Sec. 78-303. Town safety inspection.

Golf carts shall pass a safety inspection at least once yearly. Such safety inspection shall be conducted by an official inspection station as such are designated in accordance with § 46-2-1163 of the Code of Virginia (1950) as amended or by a business which is engaged in the sale of golf carts. Such safety inspection shall only cover the following items:

- (1) Rubber or equivalent tires.
- (2) Windshield wipers if equipped with permanent windshield.
- (3) Horn, adequate steering gear, brakes, emergency or parking brake, one mirror, adequately fixed driver's seat.
- (4) All other factory installed safety or mechanical systems, including checking for gasoline or propane leaks.
- (5) Speed governor if gasoline powered.
- (6) Safety lap belts.

Sec. 78-304. Insurance required.

Every golf cart and driver thereof shall be covered by an insurance policy. Such policy shall meet the minimum liability amounts contained in § 46-2-427 of the Code of Virginia (1950) as amended, and provide coverage during the operation of the golf cart upon public highways.

Sec. 78-305. Operation on public highways.

It is unlawful to operate a golf cart on a public highway within the Town of Smithfield unless the following requirements are met.

- (1) Golf carts may be operated on the highways of the Town of Smithfield that allow a maximum speed of 25 mph in areas of permitted operation as set forth in Sect. 78-307 of this ordinance..
- (2) Golf carts must display a slow-moving vehicle emblem in conformity with § 46-2-1081 of the Code of Virginia (1950) as amended.
- (3) Golf carts shall be operated only between sunrise and sunset.
- (4) No person may operate a golf cart unless that person is licensed to drive upon highways of the Commonwealth of Virginia and then, only in accordance with such driver's license.
- (5) Golf carts must be operated in accordance with all applicable state and local laws and ordinances, including all laws, regulations and ordinances pertaining to the possession and use of alcoholic beverages.
- (6) Only the number of people the golf cart is designed to seat may ride on a golf cart. Additionally, passengers shall not be carried on the part of a golf cart designed to carry golf bags.
- (7) Golf carts must be operated to the extreme right of the roadway and must yield to all vehicular and pedestrian traffic.
- (8) Golf carts shall not be operated in bicycle lanes or on sidewalks.
- (9) Golf carts shall not be operated during inclement weather, nor when visibility is impaired by weather, smoke, fog, or other conditions.
- (10) Golf carts may not cross over the highways of the Town of Smithfield that allow a speed of more than 25 mph.

(11) The chief of police, or his designee, may prohibit the operation of golf carts on any highway if the chief determines that the prohibition is necessary in the interest of safety.

Sec. 78-306. Local vehicle license.

No golf cart shall be used on the public highways unless it has obtained a Town of Smithfield Vehicle License. No vehicle license shall be issued until the owner of the golf cart presents evidence that the golf cart is insured in accordance with the requirements of § 78-304 and the golf cart has been received and passed a safety inspection required by § 78-303. The golf cart license shall be issued by the Town Treasurer. The fee for such license shall be \$10.00 per year.

Sec. 78-307. Golf cart zones.

Golf carts are permitted on the public highways in the following areas or zones within the Town:

Waterford Oaks
Grimesland
Cypress Creek
Wellington
Smithfield Forest/Moone Plantation

These zones are shown on the map attached hereto as Exhibit "A":

Sec. 78-308. Liability disclaimer.

This chapter is adopted to address the interest of public safety. Golf carts are not designed or manufactured to be used on the public streets and the Town of Smithfield in no way advocates or endorses their operation on public streets or roads. The Town of Smithfield has no liability under any theory of liability and the Town assumes no liability for permitting golf carts to be operated on public streets and roads under special legislation granted by the Virginia General Assembly. The Town of Smithfield, by regulating such operation is merely trying to address obvious safety issues and adoption of this article is not to be relied upon as a determination that operation on public streets is safe or advisable if done in accordance with this article. All persons who operate or ride upon golf carts upon public streets or roads do so at their own risk and peril, and must be observant of, and attentive to the safety of themselves and others, including their passengers, other motorists, bicyclists and pedestrians. Any person who operates a golf cart is responsible for procuring liability insurance sufficient to cover the risk involved in using a golf cart on the public streets and roads.

Sec. 78-309. Penalties for violation.

A violation of any provision of this article shall be punishable as follows:

The first violation shall be deemed a civil matter and shall be punishable by a fine of not more than \$150.00

The second violation within a twelve (12) month period shall be punishable as a class 2 misdemeanor.

The third or subsequent violation within a twelve (12) month period shall be punishable as a class 1 misdemeanor.

2. This ordinance shall become effective immediately upon adoption.

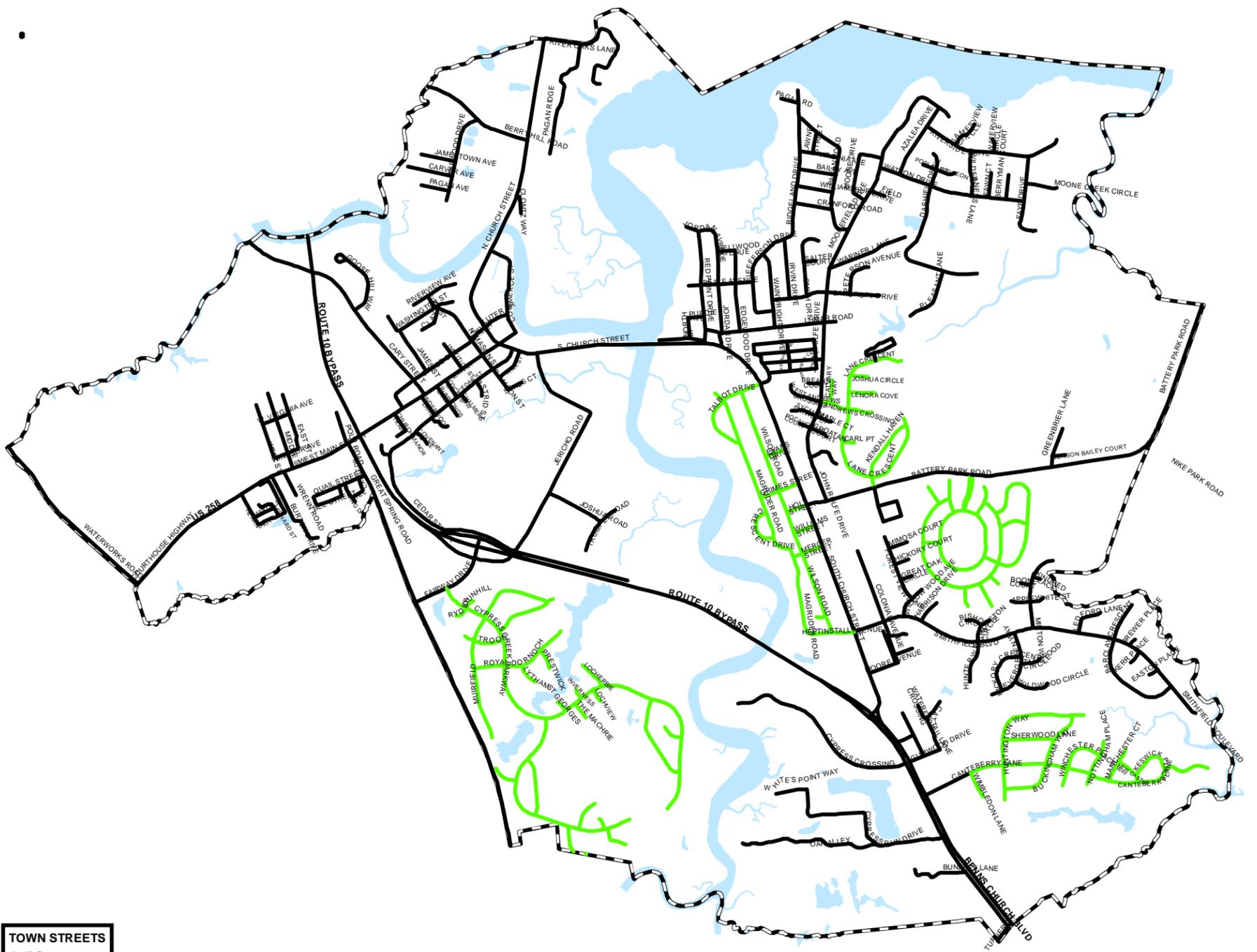
ADOPTED this 7th day of June, 2011.

Clerk

Town of Smithfield

Exhibit "A"

Golf Cart Allowed Streets



AN ORDINANCE AMENDING ARTICLE IV, OF CHAPTER 42 OF THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA, AS AMENDED, IN ORDER TO SUPPLEMENT OPEN BURNING REGULATIONS.

WHEREAS, the Town Council of the Town of Smithfield deems it necessary and in the best interest of its citizens to amend and supplement the provisions of Article IV of Chapter 42 of the Town Code pertaining to open burning within the town.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA:

1. That Article IV, Section 42 of the Code of the Town of Smithfield, Virginia is amended and enacted by the inclusion of Sections 42-100 and 42-101 as follows:

Chapter 42.

FIRE PREVENTION AND PROTECTION

Article IV: Open Burning

42-100 Enforcement of fire code

The Isle of Wight County Coordinator of Fire/EMS is hereby appointed as fire code official for purposes of Article IV of Chapter 9. of this Code and shall be vested with the authority to enforce those provisions of the Virginia Statewide Fire Prevention Code, or such other more restrictive regulations as the Town Council of the Town of Smithfield may deem appropriate pertaining to fire and other related laws and regulations.

42-101. Open Burning may be prohibited in all or part of the Town.

(a) Whenever the fire code official, after consultation with appropriate agencies and the Town Manager, declares that a drought condition or other condition exists so as to create an extraordinary fire hazard or other hazard endangering health and safety of the citizens of the town, the fire code official may declare that open burning is prohibited in part or all of the town. Following such declaration, it shall be unlawful for any person to burn brush, grass, leaves, debris or any other flammable material or to ignite or maintain any open fire within the town or within any part of the town subject to the prohibition. The declaration of the fire code official shall remain effective until the fire code official declares the condition and the prohibition to have terminated.

(b) When any such declaration is issued, amended or rescinded, the fire code official shall promptly post a copy the declaration, amendment or rescission at the front door of the Town Hall, the police department and at each fire station in the town. In addition, the fire code official shall cause to be published the notice, amendment or rescission in a newspaper of general circulation.

2. This ordinance shall become effective immediately upon adoption.

ADOPTED this 7th day of June, 2011.

Clerk

RESOLUTION TO ADOPT VIRGINIA DEPARTMENT OF TRANSPORTATION'S
VIRGINIA WORK AREA PROTECTION MANUAL

WHEREAS, the Town Council of the Town of Smithfield, in order to assure a safe work environment for construction projects within the Town; and,

WHEREAS, the Town's staff has proposed adoption of the Virginia Work Area Protection Manual which has been prepared by the Virginia Department of Transportation; and,

WHEREAS, the Town Council deems the Virginia Work Area Protection Manual to be an important tool for the Town Council and its staff in assuring safe work environment for construction projects within the Town.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Smithfield does hereby adopt the Virginia Work Area Protection Manual which has been prepared by the Virginia Department of Transportation".

Adopted this 7th day of June, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Clerk

RESOLUTION TO AUTHORIZE SUPPLEMENTAL SIGNAGE ON “NO LITTERING” SIGNAGE WITH IN THE TOWN OF SMITHFIELD

WHEREAS the Town Council of the Town of Smithfield recognizes the need to address the problem of littering within the Town; and,

WHEREAS the Town Council has requested the Virginia Department of Transportation to erect signage prohibiting littering within the Town; and,

WHEREAS, the Town Council desires that in addition to signage which prohibits littering there shall be supplemental signage specifying the penalty for littering.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Smithfield that the Virginia Department of Transportation is hereby authorized to include supplemental signage, in addition to signage which prohibits littering, specifying the penalty for littering within the Town.

Adopted this 7th day of June, 2011.

TOWN COUNCIL OF THE TOWN OF SMITHFIELD

BY _____
Mayor

Attest:

Clerk

**FAIR HOUSING RESOLUTION
TOWN OF SMITHFIELD, VIRGINIA**

WHEREAS, the Congress of the United States has enacted the Federal Fair Housing Act of 1968, as amended; and

WHEREAS, federal and state law provide equal housing opportunity for all citizens regardless of race, color, religion, national origin, sex, age, familial status, or handicap; and

WHEREAS, the Town of Smithfield has provided programs to assist the development of decent, affordable housing for citizens of all incomes;

NOW, THEREFORE, We, the Town Council of the Town of Smithfield, Virginia, do endorse the concept of Fair Housing and call upon the citizens of this locality and governmental officials along with those in banking and housing industries to join together in this observance and work together in this observance and work together for free and equal housing treatment for all.

TOWN OF SMITHFIELD

David M. Hare, Mayor

Date

ATTEST:

Lesley Greer, Clerk of Council

Black Creek Workshop LLC

Preservation Carpentry, Joinery & Historic Restoration

113. N. Main St., Franklin, VA, 23851 blackcreekworkshop@gmail.com 757-784-0449

Contact: William Hopkins
Town of Smithfield
Smithfield, VA 23431

May 27th 2011

Windsor Castle- Exterior Maintenance & Repairs Proposal

Main House

- Paint woodwork (excl. porch) white:
Rakes & window frames will be scraped, primed & top coated with two finish coats of latex Aura™ \$3,335
- Painting front and back porches \$2,530
- Replacement of porch decking \$5,250

Kitchen / Laundry Building

- Repair/ replace sills & siding \$3,200
- ~~● Repair/ replace 12 window sashes \$3,850~~
- Paint exterior woodwork \$5,060

#19,375

This job will be treated as a lead containment job and guidelines established by the EPA and HUD will be adhered to.

Respectfully submitted: _____ for Town of Smithfield
Benjamin H. Bristow

Acceptance of Proposal (please sign and return one copy)

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted (Signature): _____

Name (Please Print): _____

Date: _____

RESOLUTION
AMENDED BUDGET FOR FISCAL YEAR 2010-2011

WHEREAS, the Town Council, through its staff and finance committee, has prepared an amended budget for Fiscal Year 2010-2011; and,

WHEREAS, the budget has been advertised in accordance with the law and a public hearing was held at the regular meeting of Town Council on June 7, 2011; and,

WHEREAS, after hearing public comment, the finance committee and the Town Manager have recommended adoption of the proposed amended budget for the 2010-2011 fiscal year; and,

WHEREAS, the revised budget, a copy of which is attached hereto as Exhibit "A", properly reflects the revenues and expenditures for Fiscal Year 2010-2011.

NOW, THEREFORE, BE IT RESOLVED that the amended budget for Fiscal Year 2010-2011, and attached hereto as Exhibit "A" is hereby adopted; and

Adopted this 7TH day of June, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Clerk

18072 Leaman Lane
Windsor, Virginia 23487
May 26, 2011

Peter Stephenson, Town Manager
Town Manager's Office
315 Main Street
Smithfield, Virginia 23430

Dear Mr. Stephenson:

In response to the request for quotations please consider the following quote on behalf of Pagan River Outfitters to provide both facilitation and program implementation services for the Smithfield Community Wellness Initiative (CWI). The goals of Pagan River Outfitters (PRO) align with the purpose of the CWI. This creates a win-win situation for all should I, Amy Henry, as owner of PRO be awarded this contract to provide service. My background in health and wellness and currently in outdoor programming has equipped me with unique skill sets that will ensure successful implementation of this wellness initiative. As no great program depends entirely upon one person I will rely on other highly qualified individuals such as stake holders, employees, and volunteers alike to complete the task at hand. The foundation provided through the detailed layout of the grant application provides a definitive road map and thus instills in me the confidence needed to guide this program to successful completion.

The goal of Pagan River Outfitters is to utilize outdoor recreation and physical activities to improve the overall health and well-being among individuals. This goal aligns perfectly with the purpose of the wellness initiative to improve the knowledge of the benefits of a healthy lifestyle and increase participation in walking and biking activities within all age groups of the Smithfield and Isle of Wight county residents. Being a part of the Community Wellness Initiative will bring about, more quickly, the development of PRO's five year plan to include walking, jogging, and biking programs.

It is with great enthusiasm that I realize my background and experience has perfectly prepared me for this opportunity. As past Health & Wellness Director of the Luter Family YMCA I developed skills as a supervisor, mentor, and leader while building wellness programs and overseeing the daily operation of the wellness center. Currently I continue at the YMCA as a Group Exercise Instructor and Personal Trainer. For the last two and a half years as Program Coordinator for Airfield 4-H Center I have learned how to incorporate my love of the outdoors

into fun active programs for youth and adults alike. These unique experiences have prepared me to provide leadership for this exciting opportunity with the Community Wellness Initiative.

Much help will be needed in order to move this program forward into a sustainable future. I am pleased to see that the town is working hard to organize an advisory committee that represents a diverse cross section of our local population. As owner of PRO I will be able to hire additional help and support once more needs are determined. Volunteer development is a huge piece of the wellness initiative puzzle. Having been a part of the Smithfield and Isle of Wight communities most of my life I have experienced the commitment to giving back that this community enjoys. Many individuals are committed to helping others participate in physical activity and claim, for themselves, healthier lifestyles.

The opportunity to provide consulting services for this initiative will meet my personal goal of developing wellness activity within my own community. If selected, I will immediately give a two-week notice at my current job. This will allow me to focus on both the kayak/canoe and the community wellness initiative. I am available part-time during the two-week period at times that will have to be coordinated. The estimated date of my full availability would be between the dates of June 14 - 21, depending on contract award date. I do have two commitments with my present employer that I will need to follow-through on, but I do not anticipate those creating a scheduling conflict for this agreement.

PRO has been awarded the service agreement for kayak/canoe rentals and recreational programming. The development of the walking programs that are identified in the Obici grant proposal match the mission and intent of PRO existing agreement. Pagan River Outfitters is prepared to offer their services for either/or both of the parts of the Facilitation and Program Implementation Services.

Part 1: Development of a Community Wellness Strategic Plan

PRO will offer the services for Community Wellness Plan development within the estimated 100 hours and timeline in the grant proposal for the total sum of \$2500. Work will be performed by me as the lead, and other PRO employees or consultants as needed to facilitate all stakeholders meetings, recruit guest speaker experts, take notes, process stakeholders input, and provide both a draft and a final strategic wellness plan prepared for adoption by the Smithfield Town Council.

Part 2: Program Implementation

PRO will provide all staff to develop and implement the identified Obici grant programs. PRO will meet outlined grant goals and objectives within the estimated 900 hours for a total sum of \$20,250. The program development will be lead and supervised by Amy Henry, owner PRO, at the hourly rate of \$22.50 per hour. Hourly rates for additional staff will vary, depending on the job they perform. Total fee for services (\$20,250) includes additional staff or consultant services required. PRO will also prepared for the Town the grantor's forms for reporting and data collection. PRO will also recruit volunteers, and as part of the reporting process, make recommendations that will address future sustainability, concepts, programs or capital needs that arise from the development of the Community Wellness Strategic Plan.

For both the facilitation and the program implementation, it will be the responsibility of PRO to pay all wages, payroll withholding and insurance for the principal, Amy Henry, and all employees/consultants that perform work.

As this is a planning grant, the future wellness needs of the Town of Smithfield have yet to be determined. PRO is available for additional wellness related work that may develop in the future. Fee for work outside scope of grant can be negotiated later as other projects are identified.

In conclusion, although I would be ecstatic to serve as consultant for both facilitation services and programming implementation for Smithfield's Community Wellness Initiative I would also be happy to provide programming implementation alone should another more qualified candidate submit a quotation for the facilitation services. Please contact me with any questions at 757-621-9925.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Amy Henry". The signature is written in a cursive, flowing style.

Amy Henry, Owner

Pagan River Outfitters

RESOLUTION TO AUTHORIZE FIREWORKS DISPLAY

WHEREAS, for several years the citizens of and visitors to the Town of Smithfield have enjoyed a fireworks display in celebration of Independence Day; and,

WHEREAS, the Isle of Wight County Parks and Recreation Department has offered to coordinate a fireworks display on the third of July in observance of Independence Day and has requested that the Town allow the use of the public park on the north side of the Pagan River for the staging of the fireworks display; and,

WHEREAS, the Isle of Wight County Parks and Recreation Department has requested that the Town contribute a sum not to exceed Two Thousand Dollars (\$2,000.00) to help defray the cost of the fireworks display; and,

WHEREAS, the Town Council deems it to be in the best interests of the Town and its citizens to honor our nation on Independence Day.

NOW, THEREFORE, BE IT RESOLVED that the Town Council does hereby confirm the Town Manager's decision to authorize the Isle of Wight Parks and Recreation Department to make use of the Town's public park on the north side of the Pagan River for the purpose of staging a fireworks display on the third of July, 2011 in observance and celebration of Independence Day provided that the Isle of Wight Parks and Recreation Department coordinate such a fireworks display with the Town's Police Chief, Fire Chief and Town Manager; and,

BE IT FURTHER RESOLVED, that the sum of Two Thousand Dollars (\$2,000.00) is hereby appropriated as the Town's contribution to defray the cost of the fireworks display

Adopted this 7th day of June, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Clerk

ADDITIONAL
INFORMATION
ITEMS



Isle of Wight TRIAD

P. O. Box 80 • Isle of Wight, Virginia 23397

May 19, 2011

**Mr. Peter Stephenson
Smithfield Town Manager
315 Main Street
Smithfield, VA 23430**

Dear Mr. Stephenson:

On behalf of the S.A.L.T. Council of the Isle of Wight TRIAD, we would like to thank the Town of Smithfield for their continued funding of the TRIAD Program. It is through your understanding of the importance of this program, and your generosity in approving an annual budget, that we have the funding each year to present a conference that brings important information to the seniors. Thanks to your foresight in providing annual funds, we just successfully completed our 12th TRIAD conference on May 2nd to 350 Isle of Wight County citizens.

Sincerely,

**Eileen B. Smith, Chairman
TRIAD S.A.L.T. Council**