



SMITHFIELD TOWN COUNCIL AGENDA
December 7, 2010 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street

A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- December 7 - 7:30 p.m. – Town Council Meeting
December 11 - Smithfield Christmas Parade
December 14 - 7:30 p.m. – Planning Commission Meeting
December 21 - 7:30 p.m. – Board of Historical and Architectural Review
December 23 & 24 - Merry Christmas! – Town Administrative Office's Close at 10:00 a.m. on December 23rd through December 24th
December 27 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee
December 28 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue Committee
Public Works Committee
Public Buildings and Welfare Committee
December 31 - Town Administrative Offices Closed for New Years

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 Supervisor, Smithfield District

C. Council Comments

- A. Resolution of Appreciation to Noah Dunningham

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. **Invoices Over \$10,000 Requiring Council's Consideration:**
Finance Committee Chair, John L. Graham
- | | |
|--|--------------|
| a. English Construction Company | \$108,276.48 |
| b. Clark Nexsen | \$ 11,038.00 |
| c. Draper Aden Associates | \$ 21,222.50 |
| d. Blair Brothers, Inc. | \$ 25,906.74 |
| e. Tidewater Free Clinic (Budgeted Request) | \$ 15,000.00 |
- C2. **Motion to Remove Fishing Permit Fees Effective January 2011**
Public Works Committee Member, Dr. Milton Cook
- C3. **Motion to Renew Leases for 315 Main Street and 224 Main Street**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C4. **Motion to Authorize the Town Manager to Prepare an RFP for Town Own Property at 223 Washington Street**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C5. **Motion to Extend the Receipt of Proposals for Use and Redevelopment of 113 North Church Street Until January 3rd, 2011**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C6. **Motion to Accept the Bid for Exterior Maintenance on the Plantation House at Windsor Castle Park in the amount of \$21,000**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C7. **Motion to Accept an License Agreement for Recreational Vendor Services at Windsor Castle Park**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C8. **Motion to Adopt 2011 Meeting Schedule**
Mayor Hare
- C9. **Motion to Accept Deeds for 66 Carver Avenue and 68 Carver Avenue for the Pinewood Heights Relocation Project**
- C10. **Motion to Accept Deed for Drainage Easement in Grimesland**

ACTION SECTION

1. **PUBLIC HEARING: Special Use Permit – Dog Grooming at 308 Main Street**
(Info included in Committee Packet)
 - a. Staff Presentation by Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration : Public Buildings and Welfare Committee Chair, Dr. Milton Cook
2. **Motion to Approve the Town Council Minutes for the Meetings of November 2nd, 2010.**
Town Attorney, William H. Riddick
3. **Old Business:**
4. **New Business:**
 - a. Additional Invoice – YMCA (Budgeted Commitment) \$50,000.00
 - b. Appointment of Nominating Committee to Appoint / Reappoint Expiring Terms (1/31/2011) for Planning Commission Members Virginia Smith, Julia Hillegass, and Norma Odom Leonard
 - c. Appointment of Nominating Committee to Appoint/Reappoint Expiring terms (1/31/2011) for the Board of Historic and Architectural Review Members Roger Ealy and Virginia Smith
5. **Closed Session:**
6. **Adjournment**