



SMITHFIELD TOWN COUNCIL AGENDA
November 3rd, 2009 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street

A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

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| Nov. 3 | - | 4:00 p.m. – Pinewood Heights Management Team Meeting |
| Nov. 3 | - | 7:30 p.m. – Town Council Meeting |
| Nov. 10 | - | 7:30 p.m. – Planning Commission Meeting |
| Nov. 17 | - | 6:30 p.m. – Board of Zoning Appeals |
| Nov. 17 | - | 7:30 p.m. – Board of Historic and Architectural Review Meeting |
| Nov. 17 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Public Works Committee
Water & Sewer Committee
Police Committee |
| Nov. 19 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue Committee
Public Buildings & Welfare Committee
Finance Committee |
| Nov. 26 & 27 | - | Town Hall Administrative Offices Closed in Observance of Thanksgiving |

NOTE: NOVEMBER COMMITTEE MEETINGS ARE BEING HELD OUT OF ORDER DUE TO HOLIDAY

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.

1. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisor, Smithfield District
2. Downtown Revitalization Study Presentation

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. **Motion to Adopt Amendments to the Smithfield Center Policy and Procedure Manual Allowing Senior Health Fair and Fish Fry as Annual Complimentary Event**
Public Buildings & Welfare Committee Chair, Harry G. Dashiell, Jr.
- C2. **Motion to Adopt Amendments to the Smithfield Center Policy and Procedure Manual Effective January 1st, 2010 a \$50 Fee for Kitchen Use to all Complimentary Events**
Public Buildings & Welfare Committee Chair, Harry G. Dashiell, Jr.
- C3. **Motion to Authorize the Town Manager to Accept the Planning Grant Award of \$3,000 for Phase Two of Pinewood Heights CDBG Redevelopment Project**
Public Buildings & Welfare Committee Chair, Harry G. Dashiell, Jr.
- C4. **Motion to Authorize the Town Manager to Make Purchase Offers on Two Pinewood Heights Properties: 77 Pagan Avenue and 92 Pagan Avenue**
Public Buildings & Welfare Committee Chair, Harry G. Dashiell, Jr.
- C5. **Motion to Authorize the Town Manager to Request a Six Month's Extension with the Virginia Department of Housing And Community Development for the Pinewood Heights Redevelopment Project Phase One**
Town Manager, Peter M. Stephenson
- C6. **Motion to Authorize the Town Manager to Pay Invoices Over \$10,000 Requiring Council Consideration:**
- | | |
|---------------------------------|-------------|
| a. Utility Service | \$25,995.00 |
| b. Blair Brothers, Inc. | \$61,375.58 |
| c. R.E.W. Corporation | \$19,754.00 |
| d. Draper Aden Associates | \$37,292.50 |
| e. CB & I, Inc. | \$46,180.93 |
| f. Smithfield/Isle of Wight CVB | \$52,028.00 |
| g. IOW Volunteer Rescue Squad | \$18,750.00 |
- C7. **Resolution to Authorize the Town Manager to Enter into a Contract with REW Corporation for the Mechanical, Electrical, and Utility Contract**
Water and Sewer Committee Chair, Andrew C. Gregory
- C8. **Resolution for Street Closure and Traffic Assistance for the Christmas Parade on December 12th, 2009**
Police Committee Chair, Vice Mayor Kaye H. Brown
- C9. **Resolution of Support for the 2011 Olden Days Sanctioned BBQ Event as well as Street Closure and Traffic Assistance as Deemed Appropriate by Smithfield Police Department**
Police Committee Chair, Vice Mayor Kaye H. Brown
- C10. **Motion to Adopt the Basic Park Rules and Regulations for Windsor Castle Public Park**
Public Buildings & Welfare Committee Chair, Harry G. Dashiell, Jr.

ACTION SECTION

1. **PUBLIC HEARING: Amendment to Sign Ordinance: A-Frame / Sandwich Board Signs**
 - a. Staff Presentation by William T. Hopkins III, Director of Planning, Engineering & Public Works
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration: Public Buildings & Welfare Committee Chair, Harry G. Dashiell, Jr.

2. **Ordinance to Amend the Smithfield Town Code Article II, Chapter 70, Section 70-47 Regarding Signs**
Public Buildings & Welfare Committee Chair, Harry G. Dashiell, Jr.

3. **Motion to Approve the Brick Wall Entrance at Windsor Castle Public Park Contingent Upon Department of Historic Resources Approval**
Public Buildings & Welfare Committee Chair, Harry G. Dashiell, Jr.

4. **Motion to Authorize the Town Manager to Enter into a Supplemental Agreement for Recycling Services with AVES**
Public Works Committee Chair, Denise N. Tynes

5. **Motion to Create a 500 Ft. No Wake Zone at the Kayak / Canoe Launch Area on Cypress Creek and to remove the Existing No Wake Zone along Cypress Creek**
Police Committee Chair, Vice Mayor Kaye H. Brown

6. **Approval of Minutes for the Town Council Meeting of October 6th, 2009**

7. **Closed Session for Discussion Regarding Acquisition and/or Disposition of Real Property for Public Purposes, Personnel Matters, and Matters Requiring Legal Advice**

8. **Old Business**
 - a. **Offer to Build Lighted Ball Fields at Windsor Castle Public Park**

9. **New Business**
 - a. **Motion to Approve the Second Amendment to the Deed of Gift of Easement for Windsor Castle and Between the Town of Smithfield and the Commonwealth of Virginia, Board of Historic Resources**
Public Buildings & Welfare Committee Chair, Harry G. Dashiell, Jr.

10. **Adjournment**