

SMITHFIELD TOWN COUNCIL AGENDA

May 1st, 2012 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report
 - a. April Activity Report
 - b. Introduction of New Police Officer Nicole Anderson

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
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| May 1 | - | 7:30 p.m. – Town Council Meeting |
| May 8 | - | 4:00 p.m. – Budget Work Session |
| May 8 | - | 7:30 p.m. – Planning Commission Meeting |
| May 15 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| May 21 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive) |
| | | Police Committee |
| | | Water and Sewer Committee |
| | | Finance Committee |
| May 22 | - | 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
- B. Proclamation National Boat Safety Week **TAB # 1**

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 Accept Flow Monitoring Upgrades/Network Expansion Proposal by REW Corporation for Budgeted SSO Consent Order Work
Water and Sewer Committee Chair, Andrew C. Gregory
- C2. Invoices Over \$10,000 Requiring Council's Consideration:
Finance Committee Chair, John L. Graham
- | | |
|---|--------------|
| a. Draper Aden Associates | \$ 45,530.60 |
| b. Excel Paving Corporation | \$292,884.44 |
| c. Clark Nexsen | \$ 8,953.52 |
| d. Gately Communications Co (New Vehicle Equip) | \$ 10,577.46 |
| e. Isle of Wight Volunteer Rescue Squad | \$ 18,750.00 |
- C3. Motion to Authorize the Town Manager to Extend the Town's Contract for Audit Services with Dixon Hughes Goodman for One Additional Year
Finance Committee Chair, John L. Graham
- C4. Motion to Authorize the Town Manager to Advertise Request for Proposals (RFP) for Vehicle Maintenance Services
Public Works Committee Chair, Constance Chapman
- C5. Motion to Accept Pinewood Heights Phase II Contract and Activities as Follows Effective July 1st, 2012
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- a. Accept Contract Between the Town of Smithfield and Virginia Department of Housing and Community Development for Phase II
 - b. Accept Contract Between the Town of Smithfield and Community Planning Partners, Inc. for Management Assistance Services
 - c. Property Acquisition Plan
 - d. Residential Relocation Assistance Plan
 - e. Property Disposition Plan
 - f. Redevelopment Plan
 - g. Program Income Plan
 - h. Accept Professional Appraisal Services by Stephen Edwards
- C6. Motion to Allow the Planning Commission Meeting Scheduled for March 2013 be Moved or Cancelled to Allow the Smithfield Center to be Rented for Three Day Conference
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. Old Business:
2. New Business: Taste of Smithfield Sidewalk & Landscape Island Revision Request – Lawrence Pitt
TAB # 2
3. Adjournment -

April 27, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – APRIL 2012

TOWN MANAGER'S OFFICE:

- a. Interviewed two police officer candidates
- b. Met with Amy Henry on remaining Obici Healthcare Foundation grant work items through end of May
- c. Attended Windsor Castle Park Foundation Board Meeting
- d. Received consultation from Tina Stevens, Director of HR Services for VML to evaluate the town's human resources needs, policies and procedures
- e. Participated in statewide conference call regarding VRS reform legislation
- f. Participated in VML Insurance Programs Investment Committee conference call
- g. Utilized one half day of vacation leave during public school spring break
- h. Volunteered, along with my wife, for Smithfield votes! Initiative
- i. Attended Southside Mayors and Chairs meeting in Va. Beach on behalf of Mayor Hare
- j. Attended lunch meeting on regional economy, along with Town Treasurer, and attended Smithfield Center client appreciation event
- k. Volunteered as a judge at second annual Relay for Life Womanless Pageant
- l. Attended Hampton Roads CAO lunch meeting in Chesapeake
- m. Met with TFA Benefits regarding health insurance renewal options and pricing
- n. Set up meeting with Isle of Wight Public Schools to discuss health insurance and joint services
- o. Submitted ICMA-CM annual training report and initiated required electronic evaluation process
- p. Attended HRCJTA (Police Academy) quarterly Executive Committee meeting
- q. Attended regional emergency preparedness meeting, along with Chief Bowman and Bill Hopkins at Dominion Virginia Power office in Norfolk

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes for Town Council and Board of Historic and Architectural Review.
- b. Attended Windsor Castle Foundation Board Meeting on April 5th.
- c. Received, tabbed and labeled Spring Newsletters. Delivered to Post Office on April 9th
- d. Attended Virginia Municipal Clerks Association Conference, April 19th and 20th

- e. Swore in New Police Officer, Nicole Anderson on April 20th
- f. Prepared April Town Council Committee Agenda and May Town Council Agenda.
- g. Attended Town Council Committee meetings on April 23rd and 24th and prepared summary reports of the committees.

TREASURER'S OFFICE:

- a. Met with PD supervisory staff on April 11 to discuss the budget process and answer questions.
- b. New financial analyst, Comarth Saunders, began work on April 16.
- c. Met with Peter Stephenson, Bill Hopkins, Jessie Snead, Chief Bowman, and Comarth Saunders on April 17 to discuss vehicle maintenance. We agreed to prepare a RFP for these services for the next year to make the charges more consistent and provide better information for analysis.
- d. Attended luncheon with Peter Stephenson at the Hilton Garden Inn hosted by TowneBank on April 18. The keynote speaker from Old Dominion University presented a very interesting analysis/forecast of the economy in the Hampton Roads area.
- e. Continued work on budget projections for 2013 and budget revisions for 2012. Held first budget meeting on April 19.
- f. Met with Stacy Viles of TFA Benefits, Peter Stephenson, and Tracy James on April 20 to discuss health plan renewal options.
- g. Prepared February 2012 financial statements and March 2012 cash balances.
- h. Met with representatives from Draper Aden and the Town's Public Works staff on April 26 to discuss the sewer consent order and ongoing budget concerns.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace 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.
1. Sewer Line Repairs and Maintenance:
 - a. 117 N. Church St. Installed 2" line setter and box.
 - b. 113 N. Church St. changed out copper line setter from a 5/8" to a 1" meter.
 - c. 104 S. Church St. installed sewer clean out box.
 - d. Still working on Manhole Inspections and ARV both 50% done.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.

- b. Began pump downs of pump stations – 100%complete.
- c. Pulled and cleaned pumps at Plaza and Morris Creek.
- d. Crescent Dr. pump station replaced pump from EMR.
- e. Did scheduled maintenance on generators at pump stations Golf Course, Jersey Park, Lakeside, Main St.
- f. Pulled and replaced wear ring and impeller on pump #2 at Jersey Park pump station.

3. Water Line Repairs and Maintenance:

- a. Repaired water leak at 215 Cary St. Service line was leaking in the field beside house. A new shut off valve was installed and a portion of old service line was replaced.
- b. Staff repaired a leak at 921 Andrew Crossing. Service line blew off line set and had to be replaced.
- c. Installed a 2" meter at the old shop on South Church St. for future use of building.

4. Well Repairs and Maintenance

- a. All wells are off now that plant is running. Upgrades to well houses are being planned to keep wells in operating condition in case of an emergency

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. VDH made their final inspection of RO plant construction.
- c. Plans went into effect to alleviate third stage RO scaling by inserting spacers into third stage pressure vessels.
- d. Maintenance was done in concentrate pump station to clear blockage on pump 2.

6. Safety

- a. Monthly truck inspections.
- b. All Public Works employees attended Flaggers Certification Training.
- c. Monthly playground inspections.

7. Miscellaneous

- a. Clean off and repaired walking trails at the Windsor Castle Park twice 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 began grass cutting for the season and trash pick up to keep the Town clean Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St./258 and Waterworks Rd.

- c. Minor repairs at Town Hall and Town Buildings.
- d. Grounds crew completed work on Jersey Park playground
- e. Staff worked Isle of Wight Expo to promote recycling program.

PLANNING AND ZONING:

1. Planning Commission – 04/10/12
 - No meeting held.
2. Rezoning Applications under review
 - A. None
3. Special Use Permit Applications under review
 - B. None
4. Subdivision and Site Plans under review
 - A. McDonald’s Restaurant
5. Subdivision and Commercial Sites Under Construction and Inspection
 - A. Church Square, Phase I (95% complete)
 - B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
 - C. Lakeview Cove Condos (75% complete)
 - D. YMCA (85% complete)
 - E. Smithfield Foods Test Kitchen (95% complete)
 - F. True Value (90% complete)
 - G. Main Street Baptist Church (15% complete)
 - H. Taste of Smithfield (25%)
6. Board of Zoning Appeals 04/17/12
 - No meeting held.
7. Board of Historic & Architectural Review 04/17/12
 - A. Proposed Sign and Exterior Color Change – 315 Main St. – Contributing – Nicole Haga, American Attic, applicants – Approved.
 - B. Proposed Fence – 231 Cary Street – Non-Contributing – Joseph Reish, applicant - Approved.

ENGINEERING:

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. No homes are under construction at this time.

- 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.

- C. South Church Street Streetscape Project, Contractor continued and completed installation of Verizon & Charter Cable conduit system. Contractor continued and completed installation of curb & gutter on the east & west sides of project from Sta. 100 + 00 to St. 107 + 00. Contractor started installation of sidewalk mud slab at various locations on the east and west side of project Sta. 100 + 00 to Sta. 107 + 00. Contractor has started installation of asphalt patching in Detour area. Contractor has now installed and maintains the detour from Cedar St. to Luter Drive. Verizon has started installation of main trunk line in conduit duct bank system. Charter cable has started installation of pull boxes and remaining conduit system for their utility. Dom. Va. Power has installed streetlight poles, pulled wire from pull boxes to lights.

- D. Blair Bro.'s Contr. started and completed pavement patch repairs at Barcroft Drive, Lumar Drive, Main Street, Jamestown Drive and Battery Park Road. Regraded roadside ditch along John Rolfe Dr. and outfall ditch along Lenora Cove.

April 27, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, APRIL 23RD, 2012

The Police Committee met Monday, April 23rd, 2012 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; 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 M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William T. Hopkins, III, Director of planning Engineering and Public Works; Mr. William H. Riddick, Town Attorney; Mr. Steve Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Police Chief; and Ms. Sonja Eubank, Office Manager of Public Works; Others in Attendance were Mr. Randy Pack, Mr. Mike Smith, Mr. Dick Grice, Ms. Connie Rhodes and Mr. Russell Parrish of the Chamber of Commerce. The media was represented by Ms. Kelly Barlow of The SmithfieldTimes.

Committee Chairman, Denise N. Tynes called the meeting to order.

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

1. Operational Updates – Chief Bowman reported that they have filled two of the patrol officer vacancies. The first officer was sworn in last Friday and the second will start the first part of May. He stated that they have been very pleased with the caliber of applicants. The Town Manager has been very active in assisting with the hiring process. The new officers will be attending a Town Council meeting soon to be introduced to Council. Chief Bowman stated that they continue to follow up on leads from the Farmers Bank robbery last month. The state crime lab is swamped so some of their evidence that has been submitted to the lab is not being processed as quickly as they would like. Chief Bowman mentioned that there has been a rash of robberies in some of the surrounding areas. Sussex County has had two robberies in the last two days. The requested street closure for a portion of Main Street for filming today from 2:00 to 5:00 p.m. is going

smoothly. Chief Bowman stated that other than these updates he continues to get settled in. Mrs. Tynes stated that since there have been a lot of changes in the police department including a new Chief of Police. She would like to suggest an open house along with the Town Manager's office to allow the public to come and meet town staff. Chief Bowman stated that the Town Manager had sent him an email suggesting an open house as well. He stated that the department is expecting the mobile command unit sometime the middle of May so the plan is to include that as well as the identi-kid program, and car seat safety, etc. Staff will continue to work on putting the open house activities together.

2. Follow-up on Streetlight Request by Resident at 202 Jefferson Avenue – Chief Bowman reported that a street light survey was performed by Lt. Rogers. He continued to explain that he also had visited the site. The resident that made the street light request was having trees and bushes trimmed and a nonfunctional post light in the resident's front yard has now been fixed. It is the police department's recommendation that sufficient lighting is there and no additional lighting is warranted. Committee asked staff to prepare a letter to the resident at 202 Jefferson Drive to let them know.

3. Follow-up on Street Light Request along Battery Park Road from Villas of Smithfield to Royal Farms - Chief Bowman reported that at last month committee meeting a group of Villas residents were present to request a street light survey be done. Since that time a street light survey has been completed in that area. There are no existing light fixtures on that side of the road along the sidewalk. It is completely dark and from a public safety standpoint street lights are warranted. Chief Bowman asked that committee keep in mind that this recommendation is based solely on public safety. It does not take in consideration the expense associated with installing lights on that side of the road. There does not appear to be any existing power sources in that area. Mrs. Tynes mentioned that town staff was also asked to investigate if something could be done on the opposite side of the street that would illuminate the side of the road that has the sidewalk. Chief Bowman stated that there are three lights on the opposite side of the road but it does not reach the sidewalk side of the road. The Town Manager stated that the Town Engineer has been in touch with Dominion Virginia Power to see what the options are in terms of what they would recommend and cost to do it. The Town Manager stated that if committee concurs that street lights are needed as requested they will move forward with Dominion Virginia Power to get that information and bring back to committee for discussion with style, location, and cost. Committee agreed.

4. Review of Emergency Communications Center MOU – This issue came up during the town's budget work session last week. The Emergency Communication Center (ECC) Board is recommending to the Board of Supervisors to add a full time IT position plus some additional expenses that pushes our budget quite a bit higher than it was in the past in terms of our percentage. The Town Manager stated that he did not vote in favor of this however, was out voted by other members. Each of the two towns only has two votes. The way it is structured right now is that if either the Town of Smithfield or the Town of Windsor does not want to participate they do not have much of a choice. The Town Manager continued to explain that the town is concerned that this agreement has been in place for eleven or twelve years and we need to take a look at it and see if it

needs to be revamped in other areas other than the bolded proposed changes. Is there some additional language that needs to be added to protect one party versus the remainder of the group. The amendment to the agreement should protect the minority interest of the Town of Smithfield or Town of Windsor. The Town Manager stated that he does not think the MOU reflexes the fact that the town provides the location for the backup center. That is dedicated space at town hall for that function. He stated that the town provides additional support that should be mentioned in the agreement. Dr. Cook asked if the full time position that they want to add 100% dedicated to the E-911 dispatch center or is it a position that they plan on sharing with the rest of emergency services. The Town Manager replied that new position would support the five fire departments, two rescue squads, sheriff's office, and the emergency communication center. Dr. Cook expressed concern over them not showing justification why our E-911 amounts due from the town doubled since budgeted. They are also proposing that the towns E-911 budget for fiscal year 2012/2013 will be \$136,000 but there is no justification for the increase. At this time there is nothing in the MOU to limit them to what they can bill the town for. There was a lengthy discussion on the concern of the town not having enough control of the county spending money and then billing the town for our percentage. They are hiring a full time IT position to support their county services that the town will have to pay 28% of. Committee agreed that the 28% is calculated on population and the town does have a responsibility there to pay their fair share however, the town needs to know their fair share of what. The Town Attorney agreed the percentages are based on population and the question is what the town is paying their share of. The Town Manager stated that the Town of Windsor voted in favor of adding the new IT position because they do not have an IT staff so their police department will get IT support as part of emergency services. The Town Manager stated that the only leverage the town has is that the county wants to amend the MOU to lessen their percentage and we can disagree. Committee directed staff to advise the county that the Town of Smithfield does not approve of this change and the MOU does not require us to share the cost of this added IT position. This would be a good time for us all to discuss a new fair agreement.

The meeting adjourned at 4:22 p.m.

April 27, 2012

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, APRIL 23RD, 2012

The Water & Sewer Committee held a meeting on Monday, April 23rd, 2012 at 4:22 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 Mrs. Denise N. Tynes, Dr. Milton Cook, 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 J. Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; and Ms. Sonja Eubank, Office Manager of Public Works. Others in Attendance were Mr. Randy Pack, Mr. Mike Smith, Mr. Dick Grice, Ms. Connie Rhodes and Mr. Russell Parrish of the Chamber of Commerce. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

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

1. Flow Monitoring Upgrades / Networking Expansion Proposal by REW Corporation – Budgeted SSO Consent Order Work Item – The Town Manager stated that there was a fairly detailed proposal included in the e-packet. It consisted of a two page summary and then a break down per pump station of the exact work to be done. This work is to capture data from wet weather events and was budgeted under the SSO Consent order for this fiscal year. The Town Manager continued to explain that he had spoken to Mr. Snyder and Mr. Scott Schiller of Draper Aden Associates to be sure they had worked with REW to keep the cost as low as possible and to make sure the proposed work is required. Ms. Eubank stated that this will basically help maintain and update the equipment to be sure we receive the proper data. Mr. Gregory asked the Town Treasurer if the town is still relatively under budget from what the town anticipated spending on SSO. The Town Treasurer stated that we are and that is not just this fiscal year it is cumulative from the beginning to date. At this time staff feels that there has not been as much expense with find and fix items as anticipated. This could change in the future. The purchase of the Vac truck has also helped with savings. Mayor Hare asked where the SSO was being funded from. The Town Treasurer stated that it is being funded solely from the Sewer Compliance Fee. Mayor Hare asked that since we have not expended as

much as anticipated to date have we put any money in reserves. The Town Treasurer stated that she has not moved any funds to reserves because she does not know when that cost might accelerate. She explained that to her because the SSO is the only thing this fund is being used for it is like a reserve. Dr. Cook asked if the SSO program is something that has an end or will the town be continuously forced by the State to do more. Mr. Gregory stated that it is his understanding from Mr. Snyder of Draper Aden Associates the expectation would be that the town would need to budget four to five hundred thousand dollars a year to remain in compliance. Vice Mayor Williams asked if we got a proposal from anyone else for this work. Town staff stated that the town is under contract with REW Corporation for these services. Town staff will assist as much as possible to keep cost down. Committee recommends approval of budgeted proposal.

The meeting adjourned at 4:34 p.m.

April 27, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, APRIL 23RD, 2012

The Finance Committee held a meeting on Monday, April 23rd, 2012 at 4:46 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: 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 J. Greer, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; and Mr. William H. Riddick, Town Attorney; Others in Attendance were Mr. Randy Pack, Mr. Mike Smith, Mr. Dick Grice, Ms. Connie Rhodes and Mr. Russell Parrish. The media was represented by Ms. 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. | Draper Aden Associates | \$ 45,530.60 |
| b. | Excel Paving Corporation | \$292,884.44 |
| c. | Clark Nexsen | \$ 8,953.52 |

Committee asked if the large invoice from Excel Paving was for progress billing on the South Church Street project. The Town Treasurer stated that she has reviewed the invoice and project remains on target. The Town Manager mentioned that they met Friday and feels confident that our contract with Excel Paving Corporation will finish at or below budget. Committee recommends approval on the above invoices.

Additional Invoices:

- | | | |
|----|--------------------------------------|--------------|
| d. | Gately Communications | \$ 10,577.46 |
| e. | Isle of Wight Volunteer Rescue Squad | \$ 18,750.00 |
| f. | Isle of Wight County – Library | \$ 9,000.00 |

The additional invoice from Gately Communication is for equipment that goes on the new police vehicles. The Town Treasurer added two quarterly payments. She explained that the town has only paid two of the four quarterly payments to the rescue squad in the amount of \$18,750.00. The other quarterly invoice is to Isle of Wight County for the Library in the amount of \$9,000. The Town Treasurer stated that it was included in this year's budget so if council decided not to pay it would be on record. Discussion was held on the library contribution going to Isle of Wight County rather than directly to the library. Mr. Graham stated that he has talked to the manager at the local branch. The manager there was receptive to the idea of contribution being paid directly to them to help out with local programs. After a lengthy discussion committee decided to hold quarterly library contribution until they can find out if funds can be directed directly to the local branch.

2. Additional Item of Discussion: Audit Contract – The Town Treasurer stated that this item is in regards to the extension of the town's audit contract with Dixon Hughes Goodman for one additional year. The estimate the town received had increased since last year and the total cost for audit services would be approximately \$48,000. Committee had directed her to go back and negotiate the charges to see if we could get it lowered. They did take off approximately \$2,000. The estimate basically needs to cover their cost. It is approximately \$8,000 more than last year's budget. The Town Treasurer stated that if the town chooses to keep current audit contract this year she will let them know that the town will need to do a RFP in the fall. Committee asked if it was staff's recommendation to continue with current audit contract for this year and put out RFP in the fall. The Town Treasurer replied that was her recommendation. Dr. Cook asked that if he remembered correctly the number of firms doing such audits was limited. When the town did the last RFP for audit services only two firms replied. It is not a very lucrative undertaking for them because there are a lot of man hours involved to meet all the requirements. Committee agreed that switching would be expensive to start from scratch and to do it on such short notice. Committee agreed to keep current audit contract in place with increase until RFP is put out in the fall.

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

1. February Financial Statements – The Town Treasurer stated that the Business Licenses were due on April 15th and same as last year they are coming in very slow. Staff is now working on delinquent notices. The Town Treasurer also stated that in regards to the private funding for the South Church Street project the Town Manager was able to meet with Mr. Ron Pack today. The \$75,000 from Historic Smithfield that was pledged is available. They just need to vote on it at their next meeting to release the funds. There is actually more fundraiser funds from property owner pledges than anticipated. The total for that is \$153,390. This amount is above the \$75,000 from Historic Smithfield and the town should receive those funds very soon. The Town Treasurer stated at this point she has a \$6,000 discrepancy with VDOT on the last draw request from the enhancement grant. The town has received about half of the FED funds and one more draw request will exhaust those funds. Staff has made contact with Mr. Gwaltney in terms of contacting

Mr. Luter on when he will be in town next. It is anticipated that he may be in town early June; however if not the Mayor or Vice Mayor will give him a call.

2. March Cash Balances – The Town Treasurer reported that you can definitely see that balances have decreased a lot in the Escrow Funds. She explained that as she gets reimbursements from some of the federal money and the private funds those balances may flip flop a little bit in the next month or so. Water = \$556,361.82; Water Debt Service = \$1,389,329.88; Water Capital Escrow Availability Fees = \$304,125.28; Water Development Escrow = \$69,930.00; **Subtotal Water = \$2,319,746.98.** Sewer = \$188.78; Sewer Development Escrow = \$320,796.48; Sewer Capital Escrow Availability Fees = \$691,902.90; Sewer Compliance = \$356,676.34; **Subtotal Sewer = \$1,369,564.50.** **Highway = \$301,773.07.** General Fund = \$1,369,494.59; Payroll = \$45,607.80; Money Market General Fund Town Bank = \$2,163.21; Business Super NOW-General Fund = \$32,882.08; Money Market General Fund Farmers Bank = \$286,189.26; General Fund Capital Escrow = \$50,656.58; Certificate of Deposit = \$524,934.40; Certificate of Deposit Police Dept = \$36,342.09; Special Project Account (Pinewood) = \$19,853.07; Pinewood Heights Escrow = \$47,014.34; South Church Street Account = \$577,942.34; **Subtotal General Fund = \$2,993,079.76.** Beautification = \$7,803.34; Money Market Beautification = \$145,408.88; **Subtotal Beautification = \$153,212.22; Rising Star = \$63.49. TOTAL ALL FUNDS = \$7,137,440.02.**

3. Presentation by Chamber of Commerce for Contribution Request – Ms. Connie Rhodes and Mr. Russell Parrish were present to give an update on why the town should invest in the Chamber of Commerce. Ms. Connie Rhodes stated that the Chamber of Commerce has made a request for a contribution from the town as they do every year. Mr. Parrish stated that he came on board a year and a half ago with the America in Bloom program. The committee for the Smithfield in Bloom 2012 has been growing every month because it is a community effort outreach program, beautification program, and Tourism program. The goal is marketing and showing off what Smithfield and Isle of Wight have to offer. Mr. Parrish thanked the town for paying the entry cost of this community effort. A part of this effort is a goal to enhance part of the Chamber of Commerce from the study that was done by Carlton Abbitt. The judging will happen one week prior to the grand re-opening of South Church Street. Mr. Graham stated that he gets regular updates on the America in Bloom program and knows that there is a lot of enthusiasm for the program. Mr. Parrish stated that in the next eight weeks there will be a lot more public relation efforts to get everyone on board with the program to keep their yards cut and plant an extra flower or two if possible. Ms. Rhodes stated that this is just one small part of what the Chamber of Commerce does. Ms. Rhodes mentioned some of the things that the Chamber does as follows: Recently had a breakfast reception for the School Board and the Chamber's Board of Directors; held the Isle Expo in March where approximately 450 people came through highlighting their goods and services in Smithfield and Isle of Wight County; the Chamber offers a leadership program which is held every other year and currently they are working on putting together a youth leadership program; the Chamber also holds two legislative breakfasts a year. One is held here in Smithfield and the second is held in Windsor. Ms. Rhodes stated that June 4th has been designated as small business week. The Chamber will partner with the Department of Economic Development to have a luncheon here at the Smithfield Center on June 7th. The Chamber signed a contract to have new maps produced. It has been ten years since that last map was done. The Chamber will work with town, county and

Windsor staff to be sure all streets are accurate. The Chamber also just partnered with Retail Merchants Alliance of Hampton Roads. They will assist the Chamber with bringing educational programs to our small businesses here. Ms. Rhodes stated that it has been very hard on the businesses the last couple of years so they have initiated a travel program with a company called Chamber Discoveries. Ms. Rhodes stated that the Chamber of Commerce hopes the town will consider investing in the Chamber of Commerce. Dr. Cook asked if the Smithfield in Bloom group have a plan to encourage long term maintenance of whatever is done for the competition. Mr. Parrish stated that in most cases Smithfield in Bloom is a continued effort to enhance something that the town already has to make people proud of what they have. Ms. Rhodes stated that she is very interested in the architectural landscaping study that was done by Carlton Abbott. Mr. Graham asked what the amount of the contribution from Isle of Wight County and the Town of Windsor was to the Chamber of Commerce. Ms. Rhodes reported that the Town of Windsor amount is \$3,500 and Isle of Wight County is \$20,000. Committee thanked Ms. Rhodes and Mr. Parrish for coming and giving an update.

4. Additional Item Discussed: C.H.I.P.S. Contribution – the Town Treasurer stated that the majority of the contribution received for C.H.I.P.S. was from Isle of Wight County. We also have small contributions from Kiwanis, Smithfield Women’s Club, etc. At this time the town has not received anything from Isle of Wight County. This money is normally used to pay for the 4-H Camp cost in July. Ms. Tynes stated that C.H.I.P.S. total budget for next year is \$3,572.00 as of today.

5. Set Date for Next Budget Work Session – Committee set the next budget work session for May 8th at 4:00 p.m. Water and Sewer budget will be the topic of discussion. Location of meeting will be the Smithfield Center

The meeting adjourned at 5:24 p.m.

April 27, 2012

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, APRIL 24TH, 2012

The Fire and Rescue Committee held a meeting on Tuesday, April 24th, 2012 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, and Dr. Milton Cook, 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 J. Greer, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; and Mr. Brian Carroll, President of the Isle of Wight Volunteer Rescue Squad, and Mr. Gerry Hackney, Assistant Chief for the Smithfield Volunteer Fire Department. Others in attendance were Mr. Randy Pack, Mr. Richard Grice, Mr. Mike Smith, Mr. Richard Hoeflaak and Mr. Eric Markowski of Excel Paving. 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 NOT BE ON THE COUNCIL'S AGENDA.

1. Operational Updates – Assistant Chief Hackney reported that it has been a busy month. The majority of the calls have been outside the town limits. There have been a lot of small brush fires. The fire department responded to a structure fire at Burwells Bay. The structure was heavily involved when the fire department got there and was a total loss. They also assisted Windsor with a large brush fire a couple weeks ago. Nothing significant in town to report. Assistant Chief Hackney stated that budget wise there have been no updates from the county. A budget work session is scheduled for tomorrow. At this point they will operate off a flat budget which for the fire department is \$59,000. He stated that he informed them at the last meeting this amount would not carry them through the first of the year. Assistant Chief Hackney stated that the county is aware of this and is hopeful budget will change but at this time it remains flat from last year.

Mr. Carroll reported that the Isle of Wight Volunteer Rescue Squad has been extremely busy this month as well. He stated that Saturday, April 28th will be the EMS appreciation night at Smithfield High School sponsored by Sentara. Mr. Carroll stated it was

the same story as the fire department as far as budget goes. Mr. Carroll reported that in the revenue and recovery program Isle of Wight Volunteer Rescue recovers more funds than the County provides in their operating budget. Revenue and recovery is the fee for services. The average transport call is \$700.00 and the rescue squad has approximately 1800 transports a year. Non transport calls are not billed. These funds go into the County's General Fund. Mr. Carroll stated that not many governmental departments can say they bring their operating cost back into reserves. Mr. Carroll reported that they continue with their EMT classes. Another class will be started in the fall of the year. Vice Mayor Williams asked if the county has approached the rescue squad about the new facility. Mr. Carroll stated that their space needs have been identified and they are moving forward with the building project. The question seemed to be on the looks of the outside of the building. Mr. Carroll stated that he has been very clear that it does not matter what the exterior of the building looks like as long as it does not affect the integrity of the building. Committee asked for them to consider placing signs to show the citizens where the new facility will be relocated to. Mr. Carroll stated that he would pass along to the county. Vice Mayor Williams stated that the fire department is having a pancake breakfast fundraiser sponsored by the Ladies Auxiliary May 12th from 7:00 a.m. to 11:00 a.m. Ms. Chapman asked if all the proceeds would stay at the fire department. Assistant Chief Hackney replied that they would. Mrs. Tynes stated that she would like to see more of her colleagues out that day to show support for the fire department. Ms. Chapman asked for it to be placed on Channel 6 to help get the word out to the public. Mr. Carroll stated that the other organizations in the county have agreed to allow us to go through central supply for EMS supplies so that will be done from out station. This will be a significant cost savings to the citizens in the future. They are also moving to bring all of our EMS agencies under one operational medical director. At this time all agencies work under different policies and procedures. Isle of Wight Volunteer Rescue Squad has a long standing procedure to be out the door in 90 seconds. The goal is to have everyone meet that standard. Isle of Wight Volunteer Rescue Squad got that standard through an effort with Col. Harris, Town Council, and town staff. Assistant Chief Hackney asked if the town has an expected completion date for the South Church Street project. Vice Mayor Williams replied June 22nd.

The meeting adjourned at 4:10 p.m.

April 27, 2012

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, APRIL 24TH, 2012

The Public Works Committee held a meeting on Tuesday, April 24th, 2012 at 4:10 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Constance Chapman, Chair, Dr. Milton Cook, and Mrs. Denise Tynes. Other Council members present were: Mr. John L. Graham, Mr. T. Carter Williams, Vice Mayor, and 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 J. Greer, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. William Saunders, Planner/GID Coordinator; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, IOW/Smithfield Tourism Director. Others in attendance were Mr. Richard Hoeflaak and Mr. Eric Markowski of Excel Paving Corporation; Mr. Randy Pack, Mr. Dick Grice, Mr. Mike Smith, Mr. Brian Reagan of Community Planning Partners. 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. REP Authorization for Vehicle Maintenance Services – The Town Manager stated this was discussed a little bit last week at the budget work session. The town currently utilizes multiple vendors around town along with town staff to perform maintenance of town vehicles. He explained that in an effort to get our hands around our vehicle maintenance with the best labor rate and quality of work staff would like to put out an RFP for vehicle maintenance. At this time the cost would be greater to hire staff and purchase equipment. The RFP would allow staff to consistently know who is doing what on our vehicles. Ms. Chapman asked how long the contract would be for. The Town Manager replied it would be an annual contract. Staff agreed that we should not leave it wide open for vendors throughout Hampton Roads. It is staff's recommendation to limit

it to a ten mile radius outside town limits. Committee agrees with staff's recommendation and will forward to Town Council agenda for authorization.

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

1. South Church Street Streetscape Project Update with Richard Hoeflaak of Excel Paving Corporation – Mr. Hoeflaak reported that the project is moving along. In the detour area the milling operations have proceeded. The paver guys are coming in tomorrow to start putting down brick sidewalks. The relocation of utilities as far as the pedestals should be completed this Friday. Everything is going as expected. The plan is to pave the detour area middle of next week. The pavers can do approximately 700 square feet a day. There is approximately 4,000 square feet in the detour area. In front of the Antique shop and Bed and Breakfast all the concrete is 100%. Mr. Hoeflaak stated that as far as scheduling the project will be completed by the planned grand re-opening event on June 29th. Mr. Hoeflaak stated that an area of concern is the landscaping. This is not the time of year to plant trees so Mr. Hoeflaak is awaiting word from his landscaping company to see if the tree farms will release trees this time of year and if they will have the year warranty to cover any trees that do not survive planting during the off season. The tree farm may have an issue with digging them up this time of year. After some discussion most of committee was in favor of waiting until the fall to plant trees so warranty would be guaranteed. Mr. Hoeflaak stated that he will let Mr. Hopkins know as soon as he hears from his landscaper and Town Council can decide at Council meeting if they want to wait or not. Mr. Hoeflaak stated that their deadline is June 22nd; however all equipment should be out of there the first week of June and from June 7th until June 22nd the landscaping crew will be in doing the landscaping as far as sod and ground cover. Ms. Chapman asked how things were going with Charter Communications. Mr. Eric Markowski stated that Charter Communications will be putting in all their boxes this week. Mr. Hopkins stated that it sounds like from the most recent email received from Charter they should be finishing up all their work in the next ten days or so. Mr. Eric Markowski stated they are meeting with Verizon tomorrow morning. They will be working on pulling their lines down and placing in the underground conduit. Mr. Pack asked when the detour area would be open. Mr. Eric Markowski stated that as Mr. Hoeflaak had stated VDOT is coming in tomorrow morning and it could take them as much as four days to put their loop detectors in the ground. Then it can be paved. Excel will work with town administration as to when they feel the detour should come down. Some of the work remaining can be done even if the road is open. Mr. Hoeflaak suggested putting the stamped crosswalks in before the detour is removed. Mr. Hoeflaak apologized for the delay in the re-opening of the detour area but when they got to Cedar Street they had to redesign the entire storm drain. Mr. Hoeflaak stated that they will do everything in their power to reopen the detour within the next two weeks. Mr. Hopkins stated that staff plans on walking down the entire project with the landscaping architect,

landscape contractor, and Vice Mayor Williams to finalize how landscaping is to be done. Ms. Chapman stated that if it is done next week she would like to be part of that. Committee thanked Mr. Hoeflaak and Mr. Eric Markowski for the update.

Following the meeting, Mr. Hoeflaak confirmed with the landscaping contractor that the planting can be performed in June under a full warranty period.

2. Update on the “Grand Re-Opening” of South Church Street Plans for June 29th – Ms. Winslow reported that there are a lot of activities planned for June 29th. Official invitations will be sent out to council and your attendance would be very much appreciated. Ms. Winslow asked if Mayor Hare could plan a very short speech that would be great. The Chamber of Commerce is planning a ribbon cutting and we want to do a grand march up the street on Main Street to where the street will be closed for the big street party that opens Olden Days. Tourism will be christening the pigs on that night as well. The Taste of Smithfield will also be doing their grand re-opening. There will be tours along Wharf Hill and Mr. Hall hopes to have at least the downstairs portion of the old fire station shops open as well. Ms. Winslow stated that this is just a preliminary idea of what is planned for this event. The Rondells will be playing that night too. Mrs. Tynes asked how this event was going to be advertised for the public. Ms. Winslow stated it would be in the paper, everyone on the route gets a direct letter, posters, advertising, and on our website. Committee thanked Ms. Winslow for all she is doing for this event.

The meeting adjourned at 4:32 p.m.

April 27, 2012

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, APRIL 24TH, 2012

The Public Buildings and Welfare Committee held a meeting on Tuesday, April 24th, 2012 at 4:52 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Mr. T. Carter Williams, Vice Mayor; and Mr. John L. Graham. Other Council member present was: Ms. Constance Chapman, Mrs. Denise N. Tynes, and Mr. David M. Hare, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. William Saunders, Planner/ GIS Coordinator; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, IOW/Smithfield Tourism Director. Others in attendance were Mr. Brian Reagan of Community Planning Partners; Mr. Randy Pack, Mr. Dick Grice, and Mr. Mike Smith. The media was represented by Ms. Kelly Barlow, The Smithfield Times.

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

1. Pinewood Heights – Phase II – Update by Brian Reagan of Community Planning Partners – Mr. Reagan was present to give an update on the budget of town funds for Phase II of the Pinewood Heights project. He explained that he was going to go through some items so that committee could see how they came to certain budgetary figures. He explained that Phase II includes the northern side of Carver Avenue. There are sixteen units with nine being owner occupied and seven are renter occupied, of the seven renter occupied four are Section 8 properties and three are market rate rental properties. There are also two vacant lots in Phase II that the town will acquire. The town applied for funding through the Virginia Department of Housing and Community Development (VDHCD) in March 2011. We were notified that it was a successful application and DHCD decided to fund the town one million dollars in July 2011. At the end of February 2012 the Virginia Department of Housing and Community Development came to Smithfield for a contract negotiation meeting. At that time they also completed a contract compliance review. The Town Clerk and Town Treasurer kept immaculate records so that went very well. Since this meeting DHCD has issued a contract between DHCD and the town which was about mid March 2012. After this quick summary of where we are today with Phase II Mr. Reagan began with budget justifications. He started with the project budget for Phase II (I-2) that was included in the agenda packet. It includes all the

properties and activities that the town plans on doing, In terms of Community Development Block Grant this is about as simple and straight forward as budgets go. There are only four line items and they are administration, property acquisition, resident relocation, and demolition/site clearance. Administration (II-4) is a task that Community Planning Partners will handle. DHCD allows a maximum of \$100,000 in administration cost. Our total is only about \$55,000 since we have been through this process before in Phase I. Acquisition (II-4) - Mr. Reagan explained how they came up with acquisition cost. We took the assessed value of each property in Phase II and used a multiplier of 1.5. These values are extremely similar to what was in Phase I. Mr. Graham asked who the acquisition specialist was. Mr. Reagan replied that would be himself from Community Planning Partners. This is a separate line item from administration. Administration covers more of the monthly reports you have to send to DHCD and dealing with the compliance reviews. There is a fee for acquisition specialist associated with each property. Mayor Hare pointed out that on the project budget under property acquisition it appears as if some dollars were double counted. If you add together the nine owner occupied units at \$588,000 and the seven renter occupied units at \$561,900 you come up to the total amount of \$1,149,900. On the sheet with the proposed acquisition program cost estimates this is the estimated total value of all properties and lots. Then you have \$36,000 for two lots. So it seems the \$36,000 is double counted. In terms of the total cost of acquisition we are \$36,000 over on that budget figure. Mayor Hare also mentioned a typo in the paragraph above the estimated value of Phase II (II-4). Mr. Reagan reported that the next two items are memorandums from the Town Treasurer. It gives the average of legal fees as well as closing cost from Phase I. Relocation Cost - Mr. Reagan explained the way owner occupied relocation works. It is the difference between the unit that we find as a comparable unit minus the acquisition cost. He stated that they looked back at the Phase I properties and the typical property that they found to relocate residents to was an average of \$150,000. So they used that as a base amount and subtracted the acquisition cost. Mayor Hare asked if Phase I had some units over \$150,000. Mr. Reagan stated there were but the majority were under \$150,000. A lengthy discussion was held on how acquisition/relocation works with funding residents a comparable unit and what portion of that the town funds. Mr. Reagan explained that we are obligated under the uniform relocation act to find at least one comparable unit, however DHCD likes to have three. We must have Mr. Berkley from the county inspect it to make sure it is a decent, safe, and sanitary dwelling. If current homeowner decides that they wanted to move in with family rather than relocate to a new home alone they would receive the acquisition cost of their current resident. Mr. Graham questioned if an incentive could be offered to encourage other owner occupied residents to do this. The rest of committee did not feel that would be allowed through the program but Mr. Reagan would ask DHCD because Phase II does have a large number of elderly owner occupied. Dr. Cook asked if there was a limit on how quickly they can sell the house they are relocated to. Mr. Reagan did not think there was. The Town Manager stated that in doing rehab projects in the past there was a limit of ten years that they could not sell the house but that is not the case with relocation projects. Discussion was held on how it was determined which residents would go first in Phase II. It was decided to start with one end of Carver Avenue and move towards the other end. Mr. Reagan did state that one of components in determining this was the fact that the town wanted to avoid if all possible having half duplexes vacated while the other half was still occupied. This became a safety concern in Phase I. DHCD also requires a certain number of owner occupied and a certain number of rentals to be done in multi-year 1 of Phase II. Mr. Reagan continued with the rental relocation

assistance. It works similar to acquisition where as the town will make up the difference in rental payments. If they pay \$1,000 in rent and find a comparable unit for \$1,500 the town for forty-two month will make up the \$500 difference. They based these estimates on the overages from Phase I. There are three market rate rental units and with a \$500 average for forty-two months that gives you a total of \$63,000. The renters that are Section 8 are not eligible; however the town is able to use the value of their voucher as leverage. Section 8 renters are only eligible for moving cost. Mayor Hare stated that he was not able to reconcile the resident relocation where it says seven renter occupied units \$215,800. Mr. Reagan explained that this is a combination of market rate rental relocation assistance, the Section 8 vouchers and the Stop Organization. Mr. Reagan explained the unique situation where the Stop Organization is building a new home for one of the Section 8 renters. The town will be able to use the money to build the new house as leverage towards relocation. Mayor Hare stated that when we tie this back to budget the figure of \$1,367,506 non CDBG funds includes this \$89,800 so town's portion is actually \$1,277,706. Mr. Reagan stated that you would also subtract the \$63,000 for Section 8 vouchers and the town's portion would be \$1,214,706. Mr. Reagan then explained that every household is entitled to a moving payment. Currently based on the number of rooms of furniture for Phase II the rate is \$1,550. This rate has not been changed since 2008 and previous to that it was changed in 2005. He stated that the last change increased \$300 so anticipating a change in the near future he increased each household moving cost to \$1,850. Once the town cuts them a check for moving cost it is the household's responsibility to decide how it is to be used. Mr. Reagan stated that the final budget justification sheet he has is (II - 13) the estimate he received from A.V.E.S. for demolition services. They are currently contracted to demolish units at a rate of \$5,800 for a full duplex unit. Mr. Reagan mentioned that DHCD has already approved continuing to use A.V.E.S. for demolition services as well as Mr. Edward for appraisal services since they were used in Phase I. Mayor Hare stated that he was curious as to why the majority of the expense of the project is in multi-year 1. Mr. Reagan explained that DHCD will front load more in multi-year 1 contract as to multi-year 2 because if for some reason the town does not meet it multi-year 1 at least most of the work was done in multi-year 1. The town does have twenty-four months to complete multi-year 1. Mayor Hare explained that he looked at Phase II multi-year 1 budget, meals tax (1% increase) and time allowed to complete multi-year 1 (18 months) and that generates \$582,000. If the town sells the two buildings (ham shop and Old Twins) estimated at \$85,000 each that would meet the towns funding portion of Phase II multi-year 1. These calculations were based on eighteen months not twenty-four months and the funds from the Stop Organization and Section 8 housing was not subtracted as well. Mayor Hare stated that he would like to see this project funded from its own revenue stream so the town does not rely on our reserves. Mayor Hare stated that he would be happy to get with Mr. Reagan and break this down as we just went over so council can decide if we are going to proceed with the project or not. Dr. Cook asked how long we should expect to see this project continue until it is completed. Mr. Reagan explained that due to budgetary restraints and cutting Phase II in half he anticipates at least two more phases which are normally four years each. Will the town receive grant funding for the next two phases? Mr. Reagan stated that if the town completes Phase II he does not see DHCD denying the town grant funding to complete the next phases of the project. Dr. Cook stated that he is trying to get his hands around what we are spending on the Pinewood Heights Project. If the 1% meals tax gets us through Phase II what do we do with the next phases coming after this one. Mayor Hare explained that one of the functions of a government is to take

on projects like these. This has been a big project for a small town because we do not have a redevelopment and housing authority. We debated for twenty years and the town finally saw the opportunity to try and do something about it. We learned a lot in Phase 1 and the homeowners were reluctant but at this phase you cannot argue that this has been a huge success. Look at the quality of living we have elevated these people. Sometimes you spend money for the social good. Dr. Cook replied that you cannot go into a project like this blind. Mayor Hare replied that is why the town is being responsible in identifying funding sources for the project. Mayor Hare stated that in his opinion we should continue down this road. The town has accomplished a lot and it would be detrimental to the town and community to pull out. Mr. Reagan stated that everyone at DHCD is aware that the Town of Smithfield has accomplished this as a small town. They are very excited about the town's commitment to the project. Mr. Pack asked if it would be cost efficient to remove lagoon and rehab houses in the Pinewood Heights neighborhood rather than relocate. The Town Manager stated that the town asked DHCD before the project got going if they would invest State and Federal money to fix up the neighborhood and the answer was no. They felt that the living conditions were not good and relocation was the only option. They would not invest federal dollars to fix it up. Mr. Grice expressed his concern on having a long term plan to financially fund this project so the town does not raise taxes every time a new phase begins. Mayor Hare recalculated the budget and reported that the 1% increase in meals tax over the twenty-four months rather than the 18 month as first calculated more than covers the budget without selling the two pieces of real-estate mentioned earlier. Mrs. Tynes stated that town needs to put this information in a master plan for Pinewood Heights. It would explain what we are planning on doing and how we plan on replenishing what we take out. Mr. Reagan handed out as a FYI item the power point presentation that he will be showing at the next Pinewood Heights Neighborhood meeting if council chooses to move forward with the project. Dr. Cook stated that the next step would be to take this contract to Town Council to accept the grant. The Town Manager stated that the contract is the key item; however there are more record keeping items that will need to be approved as well. The Town Manager stated that in terms of working toward a master plan some background information as far as what the Planning Commission has done so far with the rezoning will be posted for your review. It summarizes Planning Commissions action for the last couple of years. Mrs. Tynes thanked staff for all their work on the project. Committee thanked Mr. Reagan for coming.

2. Smithfield Center 2013 Meeting Date Request – Ms. Musick reported that the center has had a request for a three day conference coming up in March 2013. The request is to use the entire building so they would like for the Planning Commission meeting be cancelled or moved. Committee agreed that conference would bring in revenue so cancelling or moving meeting would not be a problem as long as staff gave notice of meeting change. Town Attorney stated that in the future he did not recommend moving Town Council meetings but the other boards would be fine.

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

1. Additional Item Discussed: Vacant Commercial Property – Dr. Cook mentioned that he has observed a lot of vacant commercial properties in town. Has the town thought about creating a position for economic development to actively work on filling these

spaces? The Town Manager stated that Smithfield 2020 is probably the closest in terms of getting a list together and identifying some uses in the historic district. Dr. Cook stated that he does not know exactly what an economic director would do in a small town like this but with the amount of opportunities available here it might be well worth investigating. Vice Mayor Williams stated that Ms. Perry is the Economic Director for Isle of Wight County and we are part of the county so she should be able to help us. Mr. Graham suggested that the town consult with her about our concerns. Staff will contact Ms. Perry to ask her for assistance with economic development.

Meeting Adjourned at 5:38 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
April 2012**

Committees and Projects:

04/02 Fire Department Dinner – Smfd – Chief Bowman
04/03 Nicole Anderson – hired
Law Enforcement Heads meeting – Franklin – Chief Bowman
Town Council meeting – Chief Bowman
04/10 TRIAD meeting – Isle of Wight Courthouse – Chief Bowman
04/12 Smithfield Rotary Club meeting – Chief Bowman
04/16 Danelle Wright – hired
04/17 Crime Line meeting – Smfd Center – Chief Bowman, Sgt. Meier, Annette Crocker
04/18 – 19 Accreditation – final report – Charlottesville – Chief Bowman, Lt. Col. Howell, Kristi Jenkins
04/20 Nicole Anderson swearing in – Smfd PD
04/23 Police Committee – Chief Bowman, Lt. Col. Howell
04/23 Finance Committee – Chief Bowman
04/24 Applicant Testing – PD – Annette Crocker

Training

04/04 Coast Guard Committee meeting/training – Smithfield Center – Lt. Valdez, Sgt. Meier, Officer Powell, Office Adams (8 hrs.)

In-House Training:

04/17 Firearms Qualification – Franklin PD range – All patrol officers (8 hrs.)
04/18 Firearms Qualification – Franklin PD range – All ERT officers (8 hrs.)
04/20 Firearms Qualification – Franklin PD range – Officer Seamster, Officer Anderson

Community Relations

04/04 Homework Station – Officer Fordham
04/09 Relay for Life Bank Escort – Sgt. Araojo
04/13 Wine/Beer Festival Midnight Security – Officer Powell
04/14 Wine/Beer Festival – Chief Bowman, Lt. Rogers, Lt. Valdez, Sgt. Miller, Sgt. Meier, Officer Fordham, Officer Woods
04/18 Homework Station – Officer Phillips
04/20 Surry Prom – Sgt. Meier, Officer Adams
04/23 Pickle-Zilla Filming/Main Street Closure – Chief Bowman, Lt. Col. Howell, Lt. Roger, Sgt. Miller, Sgt. Araojo, Sgt. Meier, Officer Phillips

Investigations

Case Number: 2012-00326
Offense Type: Possession of Marijuana/ Driving Under the Influence
Offense Date: 04/01/2012
Case Status: Cleared by Arrest

On April 1, 2012 at approximately 3:00 am officers observed a red Chevrolet blazer as it was making a right hand turn onto John Rolfe Drive from Battery Park Road. The suspect vehicle broke traction while in the turn and quickly accelerated quickly onto John Rolfe Drive. Officers caught up with the suspect vehicle as it entered a residential driveway on Pocahontas Court. The driver of the suspect vehicle was identified and a strong odor of an alcoholic beverage was observed coming from his person. The suspect was very unstable on his feet and was unable to complete the field sobriety tests offered. The suspect was taken into custody and while conducting a search of his person, a small baggie containing suspected marijuana was recovered from his right front pocket. During a search of the suspect vehicle a small glass smoking device with apparent marijuana residue was recovered as well. Warrants were secured for DUI and possession of Marijuana.

Case Number: 2012-00369
Offense Type: Possession of Marijuana
Offense Date: 04/14/2012
Case Status: Cleared by Arrest

On April 14, 2012 at approximately 2:00 am officers observed a black four door Cadillac parked in front of a residence in the 200 block of Middle Street. The vehicle was occupied by two occupants and as the officer drove by the occupants ducked down so as not to be seen. The officer returned to the vehicle and noted the occupants of the vehicle had laid the front seats of the vehicle flat and were lying down as he approached. The occupants of the vehicle were identified and while speaking with them the officer noted a strong odor of marijuana coming from within the vehicle. Both occupants were removed from the vehicle, detained, and searched for further narcotics. None were found on the suspects, however a plastic baggie was found in the vehicle with apparent marijuana residue. One of the occupants admitted to dumping a small amount of marijuana from the baggie between the seats as the officer approached the vehicle. Both suspects were issued summonses for the possession of marijuana. Case is cleared by arrest.

Case Number: 2012-00384
Offense Type: Felony Check Fraud
Offense Date: 04/20/2012
Case Status: Warrants Obtained

On April 20, 2012 officers responded to the Smithfield Police Department in reference to a citizen requesting assistance with a bad check matter. Upon arrival officers made contact with the manager of Powerhouse Equipment, who stated a customer had given the company a \$2,000 dollar check on 4/13/2012 for repairs made to a tractor, however when the check was deposited it was returned with a stop payment notice. Contact was made by the business manager to the suspect and he was reassured the matter would be rectified. After the matter not being taken care of over a week's time the business manager reported the matter to law enforcement. Officers were able to identify the suspect in the matter from the business's paperwork and secured a warrant for felony bad check. Case is pending warrant service.

Case Number: 2012-00395
Offense Type: Possession of Marijuana, Illegal use of License Tags
Offense Date: 04/26/2012
Case Status: Cleared by Arrest

On April 26, 2012 at approximately 1:00 am while on routine patrol, officers observed a 2-door Chrysler, gold in color parked in front of a residence within the Jersey Park apartment complex. The vehicle's brake lights were on but no occupants were observed when the officer first passed by. The officer parked and approached the vehicle on foot. As he neared the vehicle it reversed from the parking spot it was located in and headed for the exit of the complex. As the suspect vehicle exited the apartment complex it accelerated quickly and failed to stop at the posted stop sign at the entrance. Officers caught up with the suspect vehicle as it entered the parking lot of the 7-11 located at 601 West Main Street. The occupants of the vehicle were identified and an odor of marijuana was coming from the vehicle. It was also noted that the license plates on the vehicle did not belong to the vehicle. A search of the occupants and vehicle was conducted and small amounts of marijuana along with two marijuana smoking devices were recovered. The license plates were also removed from the vehicle. Summonses were issued to both occupants for the possession of marijuana and summonses were issued to the driver for the illegal use of the license tags.

Reporting Period: 4/1/2012 thru 4/30/2012

Total Deposits for April 2012 - \$8,926.20 Smithfield Center and \$425.00 Windsor Castle

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	4/4/2012	1472			Isle of Wight Academy	IOW Academy Fundraiser	1273		1,690.40
Invoice	4/4/2012	1473			Isle of Wight Chamber of Commerce	Chamber Day Trade Show	1274		315.00
Invoice	4/4/2012	1474			Isle of Wight Commission on Aging	Commission on Aging Educational Event	1454		50.00
Invoice	4/4/2012	1475			Tuck and Delia Wedding and Reception	Tuck and Delia Wedding and Reception	1493		0.00
Invoice	4/4/2012	1476			Hoult-Walker Wedding & Reception	Hoult-Walker Wedding & Reception	1557		0.00
Invoice	4/4/2012	1477			Paschal and Council Wedding and Reception	Paschal and Council Wedding and Reception	1568		0.00
Invoice	4/4/2012	1478			Kohnert and Gross Wedding and Reception	Kohnert and Gross Wedding and Reception	1584		0.00
Invoice	4/4/2012	1479			Smithfield Women's Club	Smithfield Women's Club	1632		105.00
Invoice	4/4/2012	1480			Hendrickson and Mummert Wedding and Reception	Hendrickson and Mummert Wedding and Reception	1699		0.00
Invoice	4/4/2012	1481			Browns AME Church	Browns AME Banquet	1814		0.00
Invoice	4/4/2012	1483			American Cancer Society - South Atlantic Division	Relay for Life Survivors Banquet	1784		150.00
Invoice	4/23/2012	1484			Smithfield Youth Wrestling Club	SYWC Banquet	1868		300.00
Total									2,610.40
Payment	4/9/2012	1470	Check	1419	Delta Sigma Theta Sorority	Delta Sigma Theta Ball	1504		150.00
Payment	4/16/2012	1474	Check	2236	Isle of Wight Commission on Aging	Commission on Aging Educational Event	1454		50.00
Payment	4/19/2012	1479	Check	7791	Smithfield Women's Club	Smithfield Women's Club	1632		105.00
Total									305.00
Deposit	4/4/2012		Check	1008	Kent-Smith Wedding & Reception	Kent-Smith Wedding & Reception	1909		500.00
Deposit	4/4/2012	1483	Visa	Visa	American Cancer Society - South Atlantic Division	Relay for Life Survivors Banquet	1784		150.00
4715 6300 0221 3439 exp 7/14 137 Suburban Drive Suffolk 23434 lorynda.myles@cancer.org									
Deposit	4/5/2012		Check	251	Holloway- Washington Wedding & Reception	Holloway-Washington Wedding & Reception	1604		456.30
Deposit	4/6/2012		Check	5964	Call-Dixon Reception	Call-Dixon Reception	1465		750.00
Deposit	4/11/2012		Check	1110	Bell and Reese Wedding and Reception	Bell and Reese Wedding and Reception	1537		600.00
Deposit	4/16/2012		Check	Check	Backhus-Glei Wedding & Reception	Backhus-Glei Wedding & Reception	1913		100.00

Reporting Period: 4/1/2012 thru 4/30/2012

Total Deposits for April 2012 - \$8,926.20 Smithfield Center and \$425.00 Windsor Castle

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	4/17/2012		Master Card	Master Card	Towns Vow Renewal	Towns Vow Renewal	1915		600.00
Deposit	4/17/2012		Master Card	Master Card	Langhorn and Ricks Reception	Langhorn and Ricks Reception	1824		500.00
Deposit	4/17/2012		Check	1211	Voices for Kids CASA	CASA Banquet	1885		100.00
Deposit	4/17/2012		Money Order	MO	Evans-Cummings Wedding & Reception	Evans-Cummings Wedding & Reception	1914		500.00
Deposit	4/17/2012		Money Order	MO	Evans-Cummings Wedding & Reception	Evans-Cummings Wedding & Reception	1914		100.00
Deposit	4/18/2012		Money Order	Money Order	Allen and Austin Wedding and Reception	Allen and Austin Wedding and Reception	1918		300.00
Deposit	4/20/2012		Master Card	MC	Minga-Blackwell Wedding & Reception	Minga-Blackwell Wedding & Reception	1564		100.00
Deposit	4/20/2012		Visa	Visa	Mays-Deemer Reception	Mays-Deemer Reception	1705		115.10
Deposit	4/22/2012		Check	1288	Hansin-Thomas Wedding & Reception	Hansin-Thomas Wedding & Reception	1711		550.00
Deposit	4/23/2012		Visa	Visa	Ross and Stephenson Wedding and Reception	Ross and Stephenson Wedding and Reception	1919		300.00
Deposit	4/24/2012		Check	1067	Sandum and Joyner Wedding and Reception	Sandum and Joyner Wedding and Reception	1921		425.00
Deposit	4/25/2012		Master Card	Master Card	Taylor Fellowship	Taylor Fellowship	1923		200.00
Deposit	4/26/2012		Check	1417	Brown and Topic Wedding and Reception	Brown and Topic Wedding and Reception	1766		25.20
Deposit	4/26/2012		Check	1222	Voices for Kids CASA	CASA Banquet	1885		100.00
								Total	6,471.60
								Grand Total	-4,166.20

April 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Herbert Off Brown and Matthews Wedding and Reception MH plus Suites 150		Kitchen Inventory Kitchen 2 Town Council A&B 20	Coast Guard Training-Town PD C&D 30 Staff Meeting A&B 12	Adams and McKoy Setup MH plus Suites 150	Adams and McKoy Wedding and Reception MH plus Suites 150	Vanderhelm and Coleman Wedding and Reception MH plus Suites 150
8	9	10	11	12	13	14
Easter		757 Wedding Professionals Vendor Blender MH 150	Herbert Off	Courtney Off National Wild Turkey Federation Banquet MH plus Suites 160	Courtney Off Bingham and Hollandsworth Wedding and Reception MH plus Suites 150	Courtney Off Kirkby and Lotts Wedding and Reception MH plus Suites 150
15	16	17	18	19	20	21
Courtney Off Melissa Off Holloway-Washington Wedding & Reception MH plus Suites 150	Ethics Training C&D 25	BHA&R A&B 15 Crime Line Meeting MH 15 Relay for Life Womanless Pageant - Rehearsal MH 25 Schoolhouse Committee MH 15	Client Appreciation Night MH 150 Staff Meeting MH 12	Bell and Reese Rehearsal Deck 20 Relay for Life Womanless Pageant MH 150 Smithfield Women's Club B 20 Smithfield Women's Club C&D 80	Surry High School Prom MH 200	Melissa Off Call-Dixon Reception MH plus Suites 150 Call-Dixon Wedding Clontz 150
22	23	24	25	26	27	28
Melissa Off Bell and Reese Wedding and Reception MH plus Suites 150	Committee Meetings A&B 20	757 Fashion Shoot Prep A&B 20 Committee Meetings A&B 20 International Budget Review Meeting C&D 15	International Budget Review Meeting C&D 15		Windsor Prom Setup MH 20	Calvin Off Hope Ham History Hospitality Bike Tour Memorial Lawn 200 Windsor Prom MH 150 Windsor Prom Setup MH 152
29	30					
Calvin Off Prom Cleanup Mays-Deemer Reception MH 120						

Smithfield Center Discounts - April 2012

Booking Date	Event Name	Room Code	Discount Percent
4/1/2012	Brown and Matthews Wedding and Reception	MH plus Suites	0.00%
4/3/2012	Town Council	A&B	100.00%
4/4/2012	Staff Meeting	A&B	100.00%
4/4/2012	Coast Guard Training-Town PD	C&D	100.00%
4/5/2012	Adams and McKoy Setup	MH plus Suites	20.00%
4/6/2012	Adams and McKoy Wedding and Reception	MH plus Suites	20.00%
4/7/2012	Vanderhelm and Coleman Wedding and Reception	MH plus Suites	0.00%
4/8/2012	Sunrise Walk	Riverfront	0.00%
4/10/2012	Planning Commission	A&B	100.00%
4/10/2012	Pinewood Heights Team Management Meeting	C&D	100.00%
4/10/2012	757 Wedding Professionals Vendor Blender	MH	100.00%
4/12/2012	National Wild Turkey Federation Banquet	MH plus Suites	20.00%
4/12/2012	Wine Festival	Riverfront	0.00%
4/13/2012	Bingham and Hollandsworth Wedding and Reception	MH plus Suites	0.00%
4/13/2012	Wine Festival Setup	Riverfront	0.00%
4/14/2012	Wine Festival	Courtyard	0.00%
4/14/2012	Kirkby and Lotts Wedding and Reception	MH plus Suites	0.00%
4/14/2012	Wine Festival	Riverfront	100.00%
4/15/2012	Holloway-Washington Wedding & Reception	MH plus Suites	0.00%
4/15/2012	Holloway-Washington Wedding & Reception	MH plus Suites	0.00%
4/15/2012	Wine Festival	Riverfront	0.00%
4/16/2012	Ethics Training	C&D	0.00%
4/16/2012	Wine Festival	Riverfront	0.00%
4/17/2012	BHA&R	A&B	100.00%
4/17/2012	Relay for Life Womanless Pageant - Rehearsal	MH	100.00%
4/17/2012	Schoolhouse Committee	MH	100.00%
4/17/2012	Crime Line Meeting	MH	100.00%
4/18/2012	Client Appreciation Night	MH	100.00%
4/18/2012	Staff Meeting	MH	100.00%
4/19/2012	Smithfield Women's Club	B	50.00%
4/19/2012	Smithfield Women's Club	C&D	50.00%
4/19/2012	Relay for Life Womanless Pageant	MH	50.00%
4/20/2012	Surry High School Prom	MH	0.00%
4/21/2012	Call-Dixon Wedding	Clontz	0.00%
4/21/2012	Call-Dixon Reception	MH plus Suites	0.00%
4/22/2012	Bell and Reese Wedding and Reception	MH plus Suites	0.00%
4/23/2012	Committee Meetings	A&B	100.00%
4/24/2012	Committee Meetings	A&B	100.00%
4/24/2012	757 Fashion Shoot Prep	A&B	100.00%
4/24/2012	International Budget Review Meeting	C&D	0.00%
4/25/2012	International Budget Review Meeting	C&D	0.00%
4/27/2012	Windsor Prom Setup	MH	50.00%
4/28/2012	Windsor Prom	MH	50.00%
4/29/2012	Mays-Deemer Reception	MH	0.00%

100% Discounts - 16
 50% Discounts - 3
 20% Discounts - 2

Smithfield/Isle of Wight Tourism Activity Report – April 2012

- Director was excused from the Isle of Wight Board of Supervisors Meeting 4/19/12.
- Director attended Smithfield Town Council Meeting 4/3/12.
- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 4/2, 4/9, 4/16, 3/23, 4/30. 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.
- Held Tornado Safety Drill for all Visitor/Art Center staff 4/3/12.
- Tourism Department Staff meeting 4/3/12.
- Attended Tourism Industry Day in Virginia Beach 4/3/12.
- Smithfield 2020 Meeting 4/4/12. Façade improvement project, demolition by neglect and porcine statuary initiatives moving forward. Porcine Statuary will be painted throughout the next several months. The “herd” will be unveiled during the Grand Re-Opening of the Historic District June 29, 2012. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org Porcine Statuary Plaques ordered 4/26/12.
- Attended Smithfield Wine & Brew Fest meeting 4/4/12, 4/11/12, 4/18/12. Worked on site at WCP 4/11, 4/12 and 4/13 for set-up. 4/16 and 4/17 for clean-up. The 4/14/12 event sold out and was a popular and critical success. ½ of attendees were visitors and many stayed overnight or spent the entire weekend. Tourism was responsible for advertising, PR and logistics. For more info go to www.smithfieldvawinebrewfest.com
- Met with Town Staff regarding porcine statuary public art project to confirm locations and permissions 4/5/12 and 4/16/12. Met with Mike Smith about statuary bases 4/20/12.
- Director attended BOS Budget Work Session 4/5/12 and 4/26/12.
- MOU completed to retain Marketing and PR Manager, Lois Chapman as a telecommuting employee. Lois will begin this new phase in June 2012.

- Director attended Saint Luke's Board meeting 4/11/12.
- Attended SHDBA meeting 4/12/12.
- Luncheon with Susan Allen at Smithfield Gourmet Bakery to discuss Tourism as an election platform 4/16/12.
- Schoolhouse Museum Board Meeting 4/17/12.
- America in Bloom Judges Itinerary Planning Meeting 4/17/12 and full committee meeting 4/19/12.
- Staff attended Coastal Virginia Tourism Alliance meeting 4/18/12. This organization has received its 501c6. Director is the current Secretary of the organization which encompasses Coastal Virginia CVB's from the Eastern Shore to Williamsburg.
- Held Aikenfest Music Festival planning meeting 4/19/12. Festival is September 28 and 29 at WCP.
- Worked Smithfield VOTES phone banks to encourage voter awareness and increased voter turn-out 4/1, 4/5, 4/12, 4/19, 4/26. Voter turnout initiative for Town Council elections.
- Attended Council FY13 Budget meeting 4/19/12.
- Judged Relay for Life Womanless Pageant 4/19/12.
- 4/23/12 200 block of Main Street closed for filming of DILLZILLA, tongue in cheek horror flick by local filmmaker. Good turnout of "extra's" and excellent publicity about the project!
- Director attended United Way Board Fund dispersal meeting 4/24/12.
- Grand Re-Opening of S. Church Street event planning meeting held 4/25/12.
- 4/28/12 Hams, History, Hospitality, Heart and Hope Bike Tour and Great American Clean-Up Day.
- Isle of Wight Fair Committee meeting 4/30/12.
- ***10th Anniversary Smithfield Farmer's Market held 4/28/12!!!***
- Attended Council Committee Meetings 4/24/12.

- Attended Smithfield Staff Meeting 4/4/12 and 4/18/12.
- Attended IOW Staff Meeting 4/23/12.
- Visitor Center Manager, Cheryl Whitener gave notice. Moving to NYC. Will replace as soon as approved by Board of Supervisors.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

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

ZONING PERMITS MARCH 2012

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6039	SIGN PERMIT – MAICO AUDIOLOGICAL SERVICES		1702-B SOUTH CHURCH STREET	MAICO AUDIOLOGICAL SERVICES CARDINAL SIGNS
6040	DECK		329 HUNTER WAY	SCOTT DEESE ASHETT CONSTRUCTION LLC
6041	SHED	SCOTTS LANDING	911 SMITHFIELD BOULEVARD	JOHN LAMB
6042	ADDITION	WATERFORD OAKS	206 BUCKINGHAM WAY	JIMMY MURPHY H W ROBERSON CO INC
6043	SHED		2 HEARN DRIVE	MARK WILSON
6044	SINGLE FAMILY RESIDENCE	WELLINGTON ESTATES	316 QUEEN COURT	AFFORDABLE HOMES LLC ALFRED NORMAN
6045	SINGLE FAMILY RESIDENCE	WELLINGTON ESTATES	309 QUEEN COURT	AFFORDABLE HOMES LLC ALFRED NORMAN
6046	SIGN PERMIT – IOW BOARD OF SUPERVISORS – SMFD VOL FIRE DEPARTMENT		1804 SOUTH CHURCH STREET	IOW BOARD OF SUPERVISORS SMFD VOL FIRE DEPARTMENT ADVANCED DESIGN
6047	FENCE		378 PAGAN ROAD	GEORGE DICK
6048	DEMOLISH DUPLEX STRUCTURE	PINEWOOD HEIGHTS	91 & 92 PAGAN AVENUE	TOWN OF SMITHFIELD WILLIAM SAUNDERS
6049	DEMOLISH DUPLEX STRUCTURE	PINEWOOD HEIGHTS	95 & 96 PINEWOOD DRIVE	TOWN OF SMITHFIELD WILLIAM SAUNDERS
6050	DEMOLISH DUPLEX STRUCTURE	PINEWOOD HEIGHTS	97 & 98 PINEWOOD DRIVE	TOWN OF SMITHFIELD WILLIAM SAUNDERS
6052	DECK	WELLINGTON	420 SOUTHAMPTON COURT	JUAN DE ALIBA ASCENCIO
6053	DECK	RED POINT HEIGHTS	202 JORDAN DRIVEQ	SARA REYNOLDS
6054	GARAGE		15433 WATERWORKS ROAD	ROBERT D. CORBITT
6055	CONDO UNIT	LAKEVIEW COVE	100 LAKESIDE COVE UNIT 101	LAKESIDE PROPERTIES LLC WOLF CONTRACTORS INC
6056	CONDO UNIT	LAKEVIEW COVE	100 LAKESIDE COVE UNIT 102	LAKESIDE PROPERTIES LLC WOLF CONTRACTORS INC
6057	CONDO UNIT	LAKEVIEW COVE	100 LAKESIDE COVE UNIT 103	LAKESIDE PROPERTIES LLC WOLF CONTRACTORS INC
6058	CONDO UNIT	LAKEVIEW COVE	100 LAKESIDE COVE UNIT 104	LAKESIDE PROPERTIES LLC WOLF CONTRACTORS INC
6059	CONDO UNIT	LAKEVIEW COVE	100 LAKESIDE COVE UNIT 105	LAKESIDE PROPERTIES LLC WOLF CONTRACTORS INC
6060	SHED	GOOSE HILL	117 GOOSE HILL WAY	RONALD SIMS

PROCLAMATION

National Safe Boating Week

May 19th – May 25th

WHEREAS, As Americans anticipate the warm weather of the summer months, we look at our waterways for relaxation and recreation. Smithfield is an historic river town with beautiful calm waterways for paddle boating; and has a new launch site that welcomes visitors from all over Hampton Roads to kayak and canoe. Smithfield's waters are also a gateway to the James River and Chesapeake Bay for power and sail recreational boating and fishing; and

WHEREAS, National Safe Boating Week is an opportunity to highlight the importance of safety precautions and sensible behavior when spending time on the water. To prevent accidents and drowning while on the water, boaters should take boating safety courses, remain aware of weather conditions, perform vessel safety checks, ensure each passenger wears a life jacket, be sure all required safety equipment is on board and avoid drinking alcohol. Alcohol use is the leading factor in fatal boating accidents, so limiting alcohol use while on or operating a boat can save lives; and

WHEREAS, each year the United States Coast Guard partners with other boating organizations to raise awareness on the importance of taking proper precautions while boating. By embracing responsible boating practices, Americans can avoid preventable injuries and enjoy the majesty of our Nation's waterways; and

NOW, THEREFORE, I, David M. Hare, Mayor of the Town of Smithfield, Virginia, do hereby proclaim May 19th through May 25th, 2012, as National Safe Boating Week. I encourage all Citizens who participate in boating activities to observe this occasion by learning more about safe boating practices and taking advantage of boating education.

David M. Hare, Mayor

**STAFF REPORT FOR
THE TOWN COUNCIL**

SIDEWALK & LANDSCAPE ISLAND REVISION

May 1, 2012

Applicant Name & Address Joseph Luter, III / Smithfield Foods
c/o Lawrence Pitt
3305 Sawyer Way
Toano, VA 23168

Property Owner Name & Address Joseph W. Luter, III
c/o Lawrence Pitt
3305 Sawyer Way
Toano, VA 23168

Property Location & Description 217 Main Street, the old Ben
Franklin Building; Across Main
Street from Hayden's Lane

Statistical Data

Property Classification No designation

Current Zoning D, Downtown District

Surrounding Land Uses/Zoning D, Downtown District;
DN-R, Downtown Neighborhood
Residential District

Staff Comments

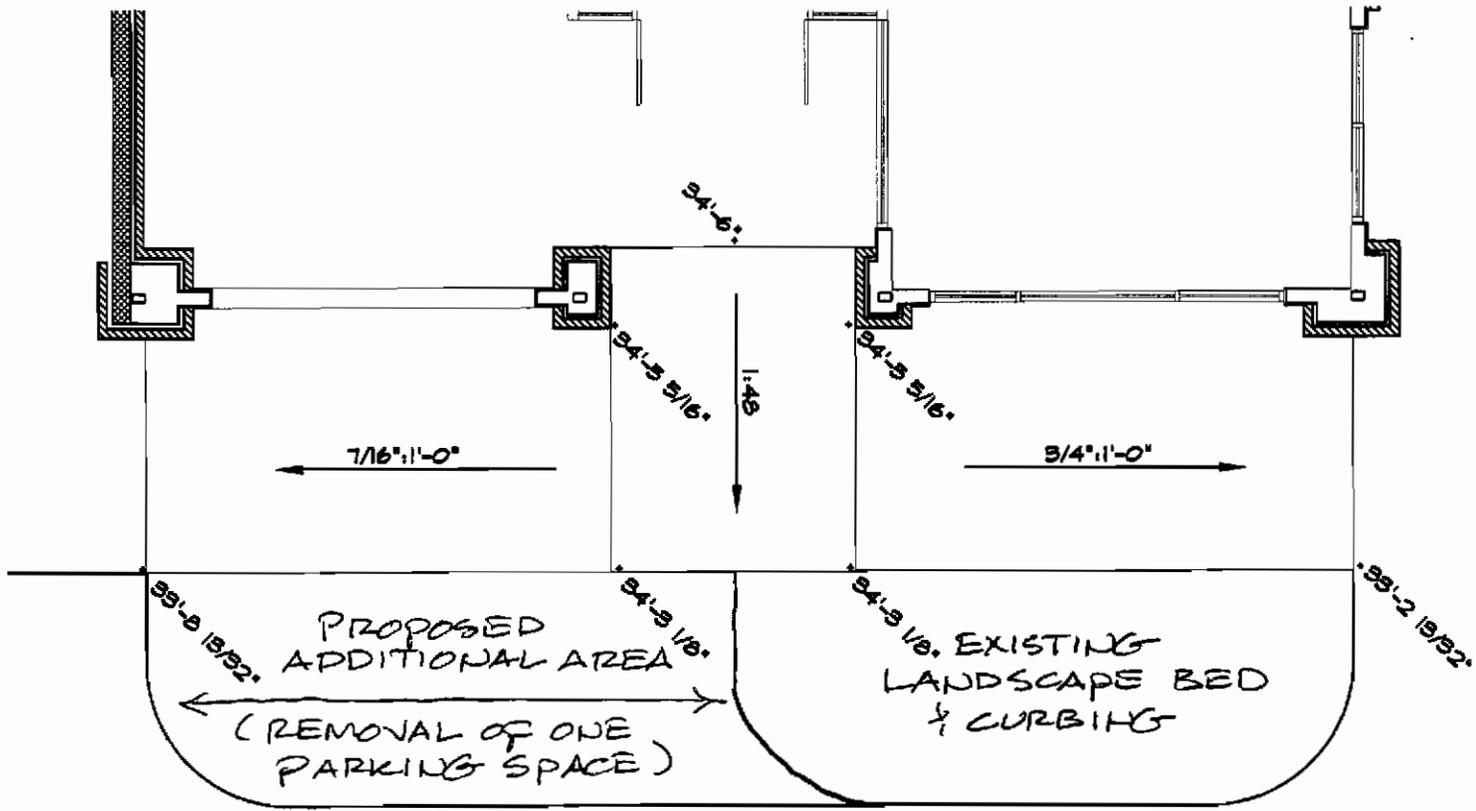
The applicant desires to revise the layout of the sidewalk and landscape island in front of 217 Main Street, the Taste of Smithfield. The proposed revision would allow for pedestrians to enter the main entrance of the establishment without a step up, which would enable the entrance to be handicapped accessible, as is the rear entrance.

The proposed revisions would include the following:

1. The elevation of the sidewalk would be raised at the entranceway to meet the ramp into the front door and it would slope down to the curb at a slope that would meet the ADA standards.
2. The sidewalk, on both sides of this slope would gradually slope down laterally across the entire width of the storefront, again at a slope that would meet the ADA standards.
3. Currently, the northern end of the landscape island is in front of the store entrance, which would place it adjacent to the highest point of elevation of the raised sidewalk and the southern end is at the end of the storefront, the lowest point of elevation. The proposal is to extend the landscape island to encompass the entire store frontage, which would solve the elevation issues, as each end of the island would then be at a corresponding low elevation point.
4. If the enlargement of the landscape island were allowed, it would result in one parallel parking space on Main Street being lost; however, its loss would be more than offset by the additional 28 parking spaces provided at the rear of this project.
5. If the enlargement of the landscape island were allowed, the applicant would offer to install two Crepe Myrtles in the added area, to balance the two that exist in the current landscape area, or preferably, would remove the existing Crepe Myrtles and replace them with four new trees of a type more appropriate for the space.

If you have any questions about this item, please call William Saunders at (757) 365-4266.

TASTE OF SMITHFIELD BUILDING

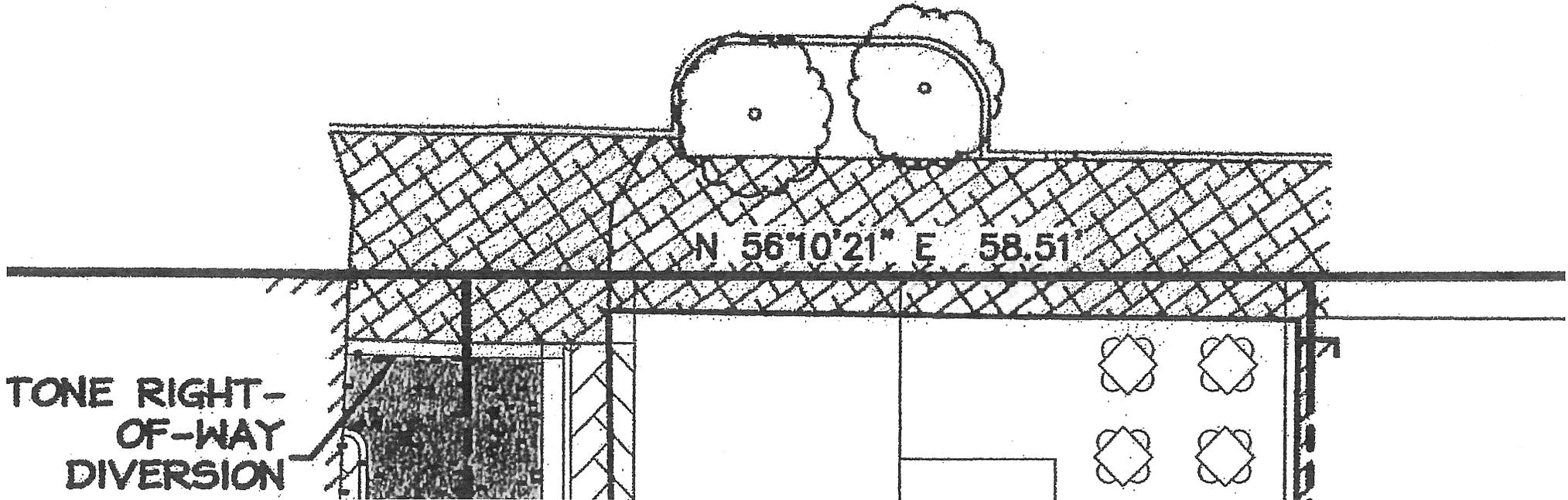


MAIN STREET

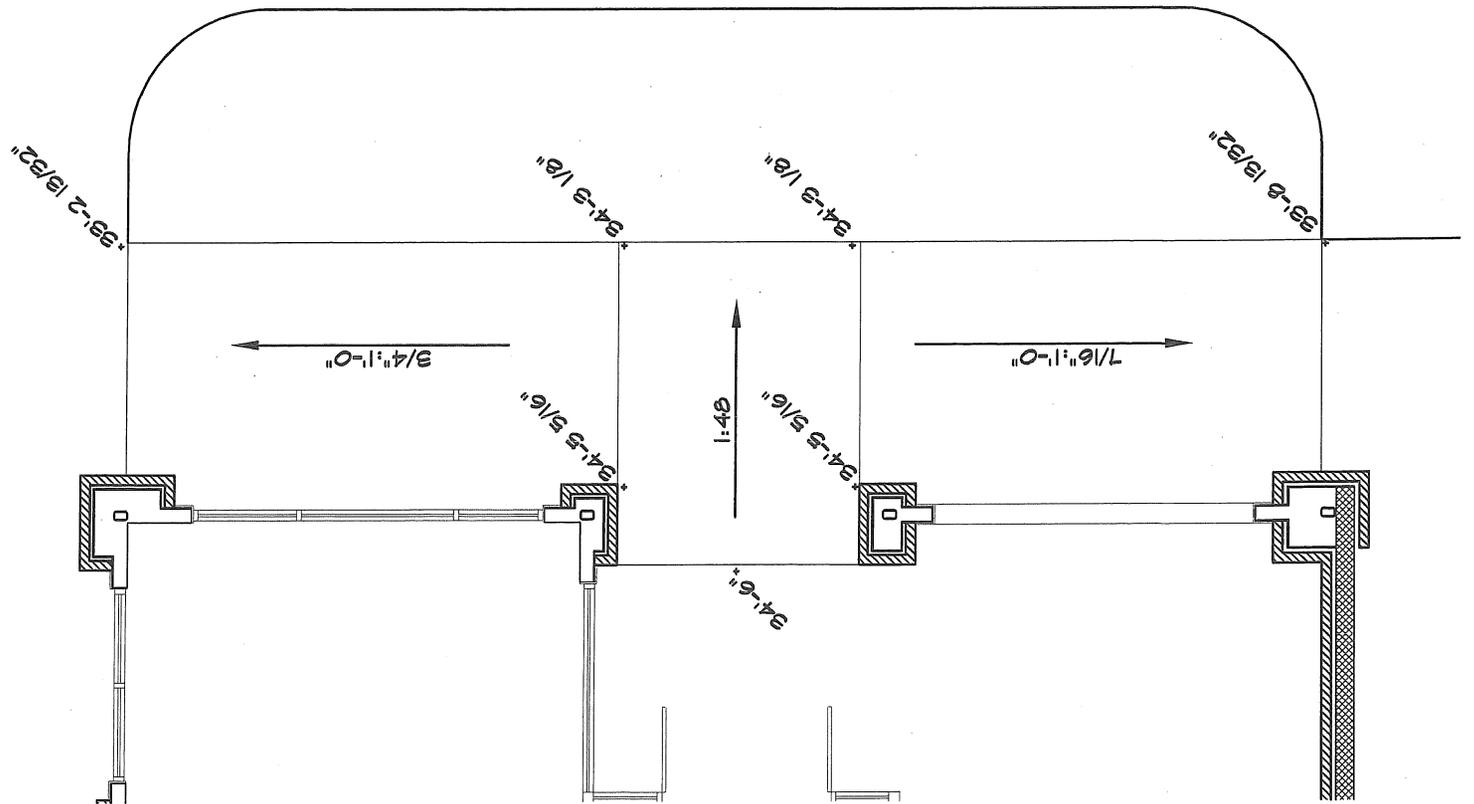
EXISTING

MAIN STREET

(56' R/W)



PROPOSED
MAIN STREET



Additional Information Item



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
HAMPTON ROADS DISTRICT
1700 NORTH MAIN STREET
SUFFOLK, VIRGINIA 23434

Gregory A. Whirley
Commissioner

April 12, 2012

Mr. Peter M. Stephenson
Town Manager,
Town of Smithfield
315 Main Street
Smithfield, Virginia 23431

Dear Mr. Stephenson:

The Commonwealth Transportation Board will conduct a public hearing in our area to give citizens the opportunity to review and provide comments on projects and programs to be included in the Fiscal Year 2013-2018 Six-Year Improvement Program (FY13-18 SYIP), including highway, rail and public transportation initiatives.

These projects and programs represent important improvements to address safety, congestion and preservation of Virginia's transportation network. It is important that we hear from you and your constituents about those projects you feel are the highest priority for the state's limited transportation funds.

The public hearing for citizens in our region will start at 6:00 PM on Monday, May 7th, at the Hampton Roads Planning District Commission, located at 723 Woodlake Drive in Chesapeake. Written comments may also be submitted during the hearing, or they may be mailed or E-mailed afterwards.

I encourage you to attend the public hearing in our region, or one of the other hearings listed on the enclosure if it is more convenient for you. If you cannot attend the briefing or hearing, you may send your comments to Programming Director at 1401 E. Broad Street, Richmond, VA 23219 or E-mail them to Six-YearProgram@vdot.virginia.gov.

I truly appreciate your attendance at this session. If you have any questions prior to the meeting, please contact Adam Jack, District Preliminary Engineering Manager, at (757) 925-2415 or via E-mail at Adam.Jack@VDOT.Virginia.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dennis W. Heuer".

Dennis W. Heuer, P.E.
District Administrator

**FY2013-2018 SYIP
Public Hearings**

Districts (Host districts are bolded)	Locations	Date
Richmond, Culpeper, Fredericksburg	VDOT Central Office Auditorium 1401 East Broad St. Richmond, VA 23219	May 2, 2012, 6 PM
Northern Virginia	VDOT District Office Potomac Conference Center, 4975 Alliance Drive, Suite 1N201, Fairfax, VA 22030	May 3, 2012, 6 PM
Hampton Roads	Hampton Roads Planning District Commission 723 Woodlake Drive, Chesapeake, VA 23320	May 7, 2012, 6 PM
Salem, Bristol, Lynchburg, Staunton	Northside High School 6758 Northside High School Road Roanoke, VA 24019	April 24, 2012, 6 PM