

The Smithfield Town Council held its continued meeting on Monday, June 24th, 2013. The meeting was called to order at 6:00 p.m. Members present were Mr. T. Carter Williams, Mayor; Dr. Milton Cook, Mrs. Denise N. Tynes, Ms. Connie Chapman, Mr. Michael Smith, Mr. Andrew Gregory, Vice Mayor; and Mr. Randolph Pack. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins III, Director of Planning and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer. There was one (1) citizen present. There was no media present.

Town Council went into closed session at 5:00 p.m. which was voted on at the Committee Meeting which began at 4:00 p.m. on June 24th, 2013.

Town Council went back into the continued meeting at 5:57 p.m.

Mayor Williams – We need a motion to come out of closed session.

Councilwoman Tynes – So moved.

Councilwoman Chapman – Second.

Mayor Williams – A motion has been made and properly seconded. Roll call vote.

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

Town Attorney - We need a motion that during the closed session there was only a discussion of personnel matters in particular personnel evaluations.

Councilwoman Chapman – So moved.

Councilwoman Tynes – Second.

Mayor Williams – A motion has been made and properly seconded. Roll call vote.

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

Mayor Williams – Good evening ladies and gentlemen. At this time we will have our Continued Town Council Meeting from the June 4th meeting. Next are Upcoming Activities and Meetings. We will start with the Town Manager.

Town Manager – We have your regular Council meeting on Tuesday, July 2nd at 7:30 p.m. We will have the fireworks on July 3rd at 9:30 p.m. at Clontz Park. Our administrative offices will be closed in observance of Independence Day. I have heard that the Isle of Wight County Board of Supervisors had their public hearing that was required on the Boundary Line Adjustment on June 20th. They did vote affirmatively to proceed with the Boundary Line Adjustment. We will be following up on that with a Circuit Court date. It passed 3-2. We had a public hearing earlier this month during your regular meeting.

Mayor Williams – Does anyone have any questions? We now move to the Public Hearing: Water Rates and Debt Service Fee Amendments. Ms. Ellen Minga will give us a staff report.

Town Treasurer – Good evening. As you know, the water and sewer rates were adjusted as of January 1st, 2012. At that time, we were starting to see a decline in water consumption that has continued into FY 2013. After re-evaluating consumption for this fiscal year we determined that the water rate would need to be adjusted again from \$4.85 to \$5.68 per 1000 gallons to cover operating costs before capital and debt service. In order to offset some of this increase we are recommending a decrease in the debt service fee from \$19.30 to \$8.95 per bi-monthly billing. Based on our balances in the debt service reserve account at this time this reduction will still allow us to pay off the general obligation debt at maturity. With this scenario, those accounts using under 15,000 gallons will see no change in their bills or maybe even a slight decrease. For those above 15,000 gallons will experience an increase. We felt like this was really important to do and we will have to monitor this on an annual basis.

Mayor Williams – We now declare the public hearing open. Is there anyone who would like to speak? Hearing none, we consider the public hearing closed. We will hear from Vice Mayor Gregory for consideration.

Vice Mayor Gregory – I will make a motion that we adopt the amended rate structure for the water and debt service fee as presented.

Councilwoman Tynes – Second.

Mayor Williams – A motion has been made and properly seconded. Roll call vote.

On call for the vote, seven members were present. Councilman Pack voted aye, Councilman Smith voted aye, Vice Mayor Gregory voted aye, Councilwoman Chapman

voted aye, Councilwoman Tynes voted aye, Councilman Dr. Cook voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Next we have the Resolution to Adopt Budget for Fiscal Year 2013/2014. Finance Chair, Mr. Randy Pack.

Councilman Pack – Thank you, Mr. Mayor. This is a continued meeting related to our budget. We have a resolution to adopt a budget for FY 2013/2014 that reads as follows:

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2013-2014; and,

WHEREAS, the budget has been advertised in accordance with the law and a public hearing was held at the regular meeting of Town Council on June 4th, 2013; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit “A”, properly reflects the proposed revenues and expenditures for Fiscal Year 2013-2014; and,

NOW, THEREFORE, BE IT RESOLVED that the budget for Fiscal Year 2013-2014 and attached hereto as Exhibit “A” is hereby adopted.

Adopted this 24th day of June, 2013.

Mayor Williams – Thank you. This is a motion. Do I have a second?

Councilwoman Chapman – Second.

Mayor Williams – A motion has been made and properly seconded to adopt the FY 2013/2014 budget. Is there any discussion? Roll call vote.

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

Mayor Williams – Next we have a Motion to Amend the Town’s Personnel Policy 4.1 and 4.8. Finance Chair, Mr. Randy Pack.

Councilman Pack – Thank you, Mr. Mayor. We have two adjustments to the Town’s Personnel Policy Manual. We discussed these at committee level. Policy 4.1 some additional classifications to the Town’s pay scale and Policy 4.8 is an adjustment that brings our policy into compliance with the Fair Labor and Standards Act. I will make

a motion that we make both of these amendments to the Town's Personnel Policy as proposed by Mr. Stephenson.

Councilwoman Tynes – Second.

Mayor Williams – A motion has been made and properly seconded. Roll call vote.

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

Mayor Williams – Next is New Business. Does anyone have any new business? Hearing none, we move to Old Business. Is there any old business? Next is a Closed Session.

Town Attorney – We need a motion to go into closed session for the purpose of discussing personnel matters in particular the Town Manager's contract and the discussion of the acquisition and disposition of real property for public purposes.

Vice Mayor Gregory – So moved.

Councilwoman Chapman – Second.

Mayor Williams – A motion has been made and properly seconded. Roll call vote.

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

Town Council went into closed session at 6:09 p.m.

Town Council went back into regular session at 6:50 p.m.

Town Attorney – We need a motion to come back into open session.

Councilwoman Chapman – So moved.

Vice Mayor Gregory – Second.

Mayor Williams – A motion has been made and properly seconded. Roll call vote.

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

Town Attorney – Mr. Mayor, we need a motion that during the closed session there was only a discussion of personnel matters and a discussion of the acquisition and disposition of real property for public purposes.

Councilwoman Chapman – So moved.

Councilman Dr. Cook – Second.

Mayor Williams – A motion has been made and properly seconded. Roll call vote.

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

Mayor Williams – Next is a Motion to Approve the Town Manager's Annual Employment Contract. This contract includes a 2.5% raise which is the same as the rest of staff is receiving. Also the town will pay for his out of state travel for the annual ICMA Conference on September 22 through September 25 in Boston, Massachusetts.

Councilman Smith – I will make a motion to approve.

Councilwoman Tynes – Second.

Mayor Williams – A motion has been made and properly seconded. Roll call vote.

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

Mayor Williams – Are there any other items to come before Council? We stand adjourned.

The meeting adjourned at 7:00 p.m.

