

The Smithfield Town Council held its regular meeting on Tuesday, October 1st, 2013. The meeting was called to order at 7:30 p.m. Members present were Mr. T. Carter Williams, Mayor; Mr. Andrew Gregory, Vice Mayor, Mrs. Denise N. Tynes, Ms. Connie Chapman, Mr. Michael Smith, Dr. Milton Cook, and Mr. Randolph Pack. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins III, Director of Planning, Engineering, and Public Works; Ms. Lesley King, Town Clerk; Mr. Steven G. Bowman, Police Chief; Ms. Judy Winslow, Director of Tourism, Ms. Ellen Minga, Town Treasurer; and Mr. William H. Riddick III, Town Attorney. There were three (3) citizens present. The media was represented by Ms. Abby Proch of The Smithfield Times.

Mayor Williams – Good evening ladies and gentlemen. Welcome to the Smithfield Town Council meeting of October 1st, 2013. At this time, we will stand for the Pledge of Allegiance. We have a special guest, Mr. Connor Bowman, who will lead us.

All present stood and recited the Pledge of Allegiance to the flag.

Mayor Williams – Thank you. We will start with the Informational Section. Our Town Manager will give us the Manager's Report.

Town Manager – Thank you. Welcome everyone. The September Activity Report was included on Friday with the electronic posting. There is one change regarding the meeting schedule for the month of October and one holiday that I forgot to include. The Planning Commission will not meet next Tuesday. We do have the BZA and BHAR meetings on October 15th. The Committee meetings will be on the 28th and 29th at 4:00 p.m. at the Smithfield Center. The holiday that I spoke of is Columbus Day which is on Monday, October 14th. There will be a few Council members and myself attending the VML Conference at that time. Thankfully there was not a conflict this month between committee meetings and the VML Conference which we have often had in the past. The E-Newsletter was sent out today by Debbie Bennett via email. Hopefully everyone received it. It included a photo of one of our employees that passed away yesterday. Kenny Clark passed away at his home on his 47th birthday. It is a fairly emotional day for us today. I appreciate everybody's support. I also noted a few other employee notes as far as people who are moving on and I have already informed Council of that. Our annual training day is next Thursday, October 10th at the Smithfield Center. Thank you.

Mayor Williams – Next is Public Comments. We do not have any sign ups. Anyone can still come forward and speak. Seeing none, we usually move to a briefing by Mr. Al Casteen with the Board of Supervisors but he could not be here tonight. All council members received his report. Next we have Council Comments. Does any Council member have any comments? I would like to thank Mr. Peter Stephenson and Mr. Jessie Snead for going above what the town usually supplies with helping the county out. They went to all of the county owned parking lots to inspect them to give the county an idea of what will need to be done as far as general maintenance, repairs or replacement. Mr. Snead was with Blair Brothers for many years so he is well versed in that area. Mr. Stephenson is as well. I do not think Mr. Casteen knows about it but I will let him know. Are there any other Council comments? Next is the Consent Agenda. Does any Council member like to pull any of the consent agenda items for further discussion?

Councilwoman Tynes – I do not want to pull an item but I have a correction on one. Item C-1 is the Zombie Walk. They would like to change the time to 4:30 p.m. so that the businesses will be open that Saturday versus thirty minutes later. Everything else is the same except for the time.

Chief Bowman – I have noted that. Thank you.

Mayor Williams – Next we will have the Summary of Consent Agenda Items. Each chair person will discuss what we have already discussed in our committee meetings. At this time, we will move to Councilwoman Tynes for the Police Committee Summary.

Councilwoman Tynes – Police Committee Summary. Again, we have the Zombie Walk which will be Saturday October 19th, 2013. It is an annual event. We had it last year for the first time. They will start around Little's Supermarket then end in the 100 block of Church Street. It will last about thirty minutes. The next item which is C-2 will be discussed by the Vice Mayor.

Vice Mayor Gregory – Item C-2 is a street closure request for the Smithfield High School Homecoming Parade on October 25th, 2013. It is becoming quite the event. Obviously it promotes school camaraderie in support of the annual homecoming game at Smithfield High School. We look forward to the band's participation.

Councilwoman Tynes – The next item is a resolution for a street closure request for night time Christmas Farmers Market scheduled for Friday, December 13th, 2013. This is a first time event. We are hoping that it will become an annual event. It is sponsored through tourism. They are planning a nice Christmas time festival downtown.

Mayor Williams – We move to the Water and Sewer committee Chair, Vice Mayor Gregory.

Vice Mayor Gregory – Water and Sewer Committee Summary. We have two items on the agenda for water and sewer. Item C-4 is very important. We are looking at a proposal from Kimley-Horn and Associates to hopefully save as much as a quarter of a million dollars a year in HRSD discharge fees for the discharge from the Reverse Osmosis Plant. They are going to look at the system to see if we can change how we are dealing with that discharge. Item C-5 is a motion to renew a contract with REW Corporation for one additional year. Their main function is work for our sewer pump stations with electrical upgrades throughout the town.

Mayor Williams – Next we have Finance Chair, Mr. Randy Pack.

Councilman Pack – Finance Committee Summary. We have two invoices this evening requiring Council's authorization in excess of \$10,000.00. The first is USbank for \$115,723.13 which is a payment on a bond for our old sewage treatment plant. We discussed at our committee meeting how we would really like to be out of this before long since it is no longer in existence. The second item is for the Western Tidewater Free Clinic for \$33,339.00. This is the town's contribution to the free clinic that was previously budgeted. We would like to approve those two items tonight. We also have a motion to adopt the Personal Property Tax Relief Act Percentages. We have to adopt this tonight even though we do not know exactly what the percentage is going to be. I believe the motion is to allow us to adopt this percentage giving our Town Manager the authority to adopt this on our behalf once we know the percentage.

Town Attorney – I did not have a chance to talk to our Town Treasurer about this. Have you received any information Ms. Minga?

Town Treasurer – We tried to contact the county last week but they were working on the files so they did not respond until late Friday evening. They apologized for not returning our calls but they were trying to finish the file. Mr. Lawson Headley was able to pick up the file yesterday and it is currently being converted so I could not work with the

actual data. He used the model that is in our software that I use just to project it based on the last few year's history data. He came out with fifty percent which is what I calculated when I did it. We will still not know for a few more days until the data has been converted and we can work with it. I still expect it to be around fifty percent.

Town Attorney – My idea would be to adopt this resolution where it says an amount equal to fifty percent same amount not to exceed fifty percent as determined by actual data compiled by the Treasurer.

Councilman Pack – As Mr. Riddick said, let us approve this with an amount not to exceed fifty percent as based on this data.

Vice Mayor Gregory – Do we need to pull this item to do it separately?

Town Attorney – Yes we do.

Councilman Pack – Okay, we will pull that and do it separately.

Mayor Williams – Item C-7 is pulled from the consent agenda. We will discuss it again and vote on it separately with a proper motion. Next we have our Parks and Recreation Committee Chair, Ms. Connie Chapman.

Councilwoman Chapman – Parks and Recreation Committee Summary. We have one item tonight on the consent agenda. Item C-8 is a motion to approve dog agility equipment to be placed in the small dog park at Windsor Castle Park. We have a Boy Scout from Smithfield who is trying to earn his Eagle Scout badge. He wants to prepare the equipment and build it. There will be items that people can utilize with their dogs in the small dog park.

Mayor Williams – Next we move to Public Buildings and Welfare Committee Chair, Dr. Milton Cook.

Councilman Dr. Cook – Public Buildings and Welfare Committee Summary. Our committee has an item to authorize the town to submit a grant application to the Virginia Foundation for Healthy Youth.

Mayor Williams – Do we have a motion to approve the consent agenda items C-1 through C-9 with the exception of C-7?

Councilman Dr. Cook – So moved.

C1. Resolution for Street Closure Request for Zombie Walk, Saturday, October 19th, 2013.

C2. Resolution for Street Closure Request for Smithfield High School Homecoming Parade, Friday, October 25th, 2013.

C3. Resolution for Street Closure Request for Night Time Christmas Farmers Market Scheduled for Friday, December 13th, 2013.

C4. Motion to Accept Budgeted Reverse Osmosis Plant Proposal from Kimley-Horn and Associates.

C5. Motion to Approve Contract Renewal of Mechanical, Electrical, and Utility Service with REW Corporation for One Additional Year.

C6. Invoices Over \$10,000 Requiring Council's Consideration:

a. USbank	\$115,723.13
b. Western Tidewater Free Clinic	\$ 33,339.00

C7. Pulled from Consent Agenda.

C8. Motion to Approve Dog Agility Equipment to be Placed in the Small Dog Park at Windsor Castle Park.

C9. Motion to Authorize Submittal of Grant Application to the Virginia Foundation for Healthy Youth.

Councilwoman Chapman – Second.

Mayor Williams – A motion has been made and properly seconded to approve items C-1 through C-9 with the exception of C7. Roll call vote.

On call for the vote, seven members were present. Councilman Smith voted aye, Councilman Dr. Cook voted aye, Councilman Pack voted aye, Councilwoman Chapman voted aye, Vice Mayor Gregory voted aye, Councilwoman Tynes abstained, and Mayor Williams voted aye. There was one abstention vote. The motion passed.

Mayor Williams – Now we will move to item C-7 a motion to Adopt Personal Property Tax Relief Act (PPTRA) Percentage.

Councilman Pack – I am trying to figure out the best way to put this in a motion.

Town Attorney – I would suggest that the resolution be that the Town Council of the Town of Smithfield pursuant to the Personal Property Tax Relief Act for personal property tax relief shall be applied to an individual tax bill at a percentage of an amount not to exceed fifty percent of the tax liability with the actual amount to be determined by data compiled by the Town Treasurer.

Councilman Pack – So moved.

Vice Mayor Gregory – Second.

Mayor Williams – A motion has been made and properly seconded. Are there any further questions? 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.

Mayor Williams – The motion passed. Thank you. Next we will move to the Action Section. We have Additional Invoices Received since the September 23rd, 2013 Finance Committee Meeting. Our Town Treasurer will speak on these.

Town Treasurer – Both of these invoices are from Isle of Wight County. They were for the last fiscal year which ended June 30th. The first one is the E911 True-up for \$10,066.06. The second one is the Tourism True-up for \$25,630.29. They were accrued in last year's financial statements. I had to send the auditors a notice this week to reduce those accruals because as I pointed out on the invoices they came in significantly lower than what our budget was for those items. I was actually very pleased with the amount that we ended up with for the year. We had a significant savings on both of those. You will not see those reflected on this year at all these were for last year.

Mayor Williams – Does anyone have any questions for Ms. Minga? Thank you.

Vice Mayor Gregory – I will make a motion to approve item one on the action section to pay both of these invoices.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion or questions? 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.

Mayor Williams – Next we have action section item two. Councilman Pack will speak on this.

Councilman Pack – This is a Continued Discussion on Virginia Retirement System – Hybrid Plan and VLDP. We had fairly significant discussions at the committee

meeting. I ask that we take a step back to gather our facts to see what these two plans are. In doing so it seems pretty clear to me that the Virginia Retirement System Hybrid Plan appeared to be a better plan for the Town's employees. It is at lower cost to the town itself and also seems to be a better plan for that. Are there any questions or discussion before I make a motion?

Town Manager – We have obtained additional information in addition to VML that Virginia Association of Counties has also thrown in a proposal or solution.

Town Treasurer – Yes. I was not really aware of this until the end of last week. It is called the Standard that is the company that they are using. I was actually very impressed with it. I think it is very comparable to the VRS Hybrid Plan. It is actually a lower cost whereas VRS is .91% and they are .79%. It only covers the hybrids so we do not have to pay for all employees. Even though VML Insurance did come in at the last minute and reduce their number of eligible employees for the Option 2 so we could have gone that route and only paid for the new employees. The Standard actually has some advantages that the VRS Plan does not have. For example, it pays three times the value of the long term disability to a survivor if there is a death from the disability. It also offers up to \$25,000.00 benefit to the locality if we needed to make accommodations for a disabled employee due to a disability. I find it to be very comparable. I also called the Town of Windsor and spoke with Mr. Michael Stallings this afternoon to see what way they were leaning. He was definitely recommending that they not go with VRS because of the price and the fact that it was irrevocable. He was going to recommend VML Insurance but now he is looking at the VACORP Standard as well. Truthfully, my recommendation is the VACORP Standard. I feel that it is very comparable if it actually exceeds VRS and the price is comparable to VRS. We do not have to cover everybody. Even though the VRS portion is irrevocable the VACORP Standard is not. If we are not satisfied with it then we can go to VML or shop around. The price is locked in for three years whereas VML Insurance and VRS are only locked in for a year. I feel like it is very similar to VRS but I actually feel that it is actually a little better than VRS.

Councilwoman Tynes – It is called the Standard?

Town Treasurer - It is called the Standard. I sent a copy with the memo that was sent. They had a PowerPoint presentation with the VACORP Standard.

Town Manager – It is through the Virginia Association of Counties. I apologize because like with the Line of Duty Act coverage you had to have other lines with either VML or VACORP in order to get Line of Duty Act coverage. With this, you do not have to have other lines of coverage with VML or VACORP. You can opt in. We are a town which is part of Isle of Wight County. The county is going with the VACORP Standard with the Virginia Association of Counties.

Town Treasurer – One of the things that they had put in their packet was why choose the Standard? They have experience in the public sector. They are financially strong. They are “A” rated. They have a customized policy to meet code requirements. They have enhanced benefits such as 70% benefits while participating in rehab programs. They have a work incentive so that the first twelve months that you are on disability they will pay 100% whereas Virginia Local Disability Program (VLDP) reduces the benefit by 60% of your work earnings. They have the \$25,000.00 reasonable accommodation. The survivor benefit is three times the long term disability benefit. They have coordination for the claims. The pension contribution which is the 1% mandatory that the Town has to pay is covered with this. We do not have to pay that separately. The rates are guaranteed for three years. I was actually very pleasantly surprised. I thought it was very comparable to what VRS has. It is a little scary when you know that if you opt out of VRS then you cannot go back. When we compared VRS and VML obviously, VRS was the more inexpensive plan especially with VML we had to go with Option 1 where it had to take all employees into consideration in the rate. Even though VML has dropped that I still feel that this is the better plan. For example, I calculated if we have two employees come in at \$25,000.00 a piece then I would calculate what the rate would be under VML. Even though they still have per employee per month charge the actual percent of covered payroll went up from .49% to .75%. VML would come out at about \$435.00 per year compared to \$395.00 per year for VACORP Standard. VRS would be even a little bit higher than the VACORP Standard because they are at .91% instead of .79%. I really do feel like it is a good way to go.

Councilwoman Tynes – So the Standard is with VACORP?

Town Treasurer – Yes, it is through VACORP. They would help administer it. She told me today that we would actually make payment to VACORP. I think they would be collecting everybody’s payment then they would pass it through to the Standard.

Councilwoman Tynes – Who is the underwriter? Is it a company called Standard?

Town Treasurer – It is called Standard Insurance.

Councilman Dr. Cook – You explained to me earlier that the advantage of VRS was that employees would have to opt in to it but you did not really see too many employees opting into the VRS because you have to drag retirement in with it. If we choose to go with the Standard, what is stopping all employees from going into their system? Are they pulling the retirement from VRS also?

Town Treasurer – No. The Hybrid Plan that VRS is starting up is mandatory for all new employees excluding your hazardous duty employees as of January 1st, 2014. Other employees have the ability to opt in. If you opt in to the Hybrid Plan then you have to fall under the change with the disability. Those who are in Plan 1 and Plan 2 will still not have short term disability coverage. They have long term disability retirement. These employees under the Hybrid Plan will not have disability retirement at all. We have to offer them short term disability and long term disability. The retirement part of it does not come into play. If you opt to move into a hybrid then it changes how your retirement is calculated. For example, someone who is a Plan 1 employee now the factor that is used to calculate their retirement benefit is 1.7%. If you go to the Hybrid Plan then it is 1% so that is a significant difference. The years that you were in as a Plan 1 would still be calculated at 1.7% but anything going forward would be at 1%. There are also different factors that play in as to how you can take your money out whether you have survivor benefits. There are different ways that you can do it. It is all still considered a Hybrid Plan but for the disability part that is the only thing we have control over. We have certain standards that we have to meet that were set by the legislature but we can choose how to administer those. We can do it through VRS or we can shop for an alternative.

Councilman Dr. Cook – So the change in retirement calculations would be the same no matter if they were VRS or another plan.

Town Treasurer – Exactly. It is not going to affect the pension change at all.

Vice Mayor Gregory – Maybe you will be repeating yourself but I just wanted to hear it a different way. If we go with the VACORP Standard then it is not really an opt in

type of deal. This is how we would administer short and long term disability for all of our employees except for law enforcement.

Town Treasurer – Yes and no. It is right off the bat. Obviously, we do have options to change those things as we go along regardless of whether we eventually decide to offer all employees short term disability or not. Because that is an option that the Standard offers that is why they had a reduced benefit rate if you decided to do everybody it would lower the rate a little bit. It is certainly not mandatory. As I was telling Dr. Cook earlier today, a lot of our employees that are in Plan 1 or Plan 2 that do not have short term disability have opted for plans like Aflac that will cover them for sick leave. Even with our long term disability it is more of a long term disability retirement with VRS.

Vice Mayor Gregory – If our employees want short term or long term disability then this would be the option that they would have available to them.

Town Treasurer – They would have to right now because we do not offer it. They would be giving up things on the other end. They would be taking a risk let's put it that way. It is not to say that somebody might not want to because of the way that the benefit plan will change. It is no longer just a Define Benefit it is a Define Benefit and Define Contribution which ultimately allows them to put a little bit more into the plan than what we do under the Define Benefit portion. There is more market risk to it.

Vice Mayor Gregory – That is speaking of VRS, correct?

Town Treasurer – That will be regardless of what plan we go with. If you want short term disability and you decide to do that then you have to become a hybrid to do it. You will not have it otherwise. The other thing about that too was the Standard at no charge has a consultant who will work with us on ways to revise our sick leave policy because that is going to change. The new employees after seven days of a waiting period they would be eligible for short term disability. So they do not need to bankroll sick leave for when they go out if they have to stay in the hospital, maternity leave, or whatever. It would fall under short term disability. Our current plan is not really going to work for everybody that is something we will have to figure out how we want to change going forward. They will help us do that.

Vice Mayor Gregory – Let's say we go with the Standard are there a minimum number of employees that we have to have?

Town Treasurer – I asked them that because they were not specific. With the VML Plan they dropped the limit but they still said you had to have two by January 1st, 2015 or you would revert back to Option 1 which would cover everyone. Standard said no because they realized that we were small and for us it could be a while before we have two.

Vice Mayor Gregory – Okay. You referenced the Plan 1 and Plan 2 where the factor goes from 1.7% to 1%.

Town Treasurer – Plan 2 is actually different than 1.7%. There is Plan 1, Plan 2 and then Hybrid. The Hybrid is 1%.

Vice Mayor Gregory – With the Defined Contribution, have they specified how much that would be?

Town Treasurer – Are you asking about the Defined Contribution for the Hybrid?

Vice Mayor Gregory – Yes.

Town Treasurer – The Defined Contribution kind of varies. We have to put in 1% and they have to match 1% that part is like the Defined Benefit portion. The plan is for them to put in 5% like the other employees are doing but their 4% would be under Defined Contribution. Where this becomes enticing to anybody that is currently not in the Hybrid Plan is that they can actually increase that value. I believe it is up to 8% or 9%. The Town's value would still not be any higher than what they are contributing now. It is just that more of it would be on the Defined Contribution side instead of the Defined Benefits side.

Vice Mayor Gregory – So it is going into a different pot.

Town Treasurer – Right, it would go into a different pot. The employee himself could put in more than the 5% that we are limited to in the Plan 1 and Plan 2. If you are a young employee and not too worried about market risk because you have a long time to be in the pool then it maybe enticing because you could have a higher return on your plan. If you are closer to retirement age then you probably do not want to mess around with that.

Town Manager – We will probably be amending the agenda for next Thursday for our Employee Training Day to spend half the day trying explain this to them.

Town Treasurer – I do not profess to be an expert on this. It was taught to us really quickly with a couple of webinars. Most of the time you can see people's heads

spinning because they are trying to absorb it all. We tried to get a VRS representative to come and speak to the employees for training day but because we are so small then they will not do it. It is really up to us to do it. We have to present this to the employees because they have to make a decision by April whether or not they want to convert to the plan. I do not know if I will be able to help anyone understand what they are deciding upon.

Councilman Pack – Are there any other questions? Thank you, Ms. Minga. I would like to make a motion based on our Town Treasurer’s recommendation and knowledge of the plan that we adopt the Standard Plan as our disability plan for the Town of Smithfield.

Vice Mayor Gregory – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? 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.

Mayor Williams – Next is a Motion to Approve the Minutes for the Town Council Meeting of September 3rd, 2013.

Town Attorney – Mr. Mayor and members of Council, I would recommend that the minutes be approved with minor revisions and corrections.

Councilwoman Tynes – So moved.

Councilman Pack – 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.

Mayor Williams – Next we move to New Business. Does any Council member have any new business to discuss?

Councilman Dr. Cook – Ms. Winslow, it was brought to my attention by a couple of business owners in town that Tourism does not have a booth at the Parade of Homes.

Ms. Winslow – We do not have a booth at the Parade of Homes at this time.

Councilman Dr. Cook – Apparently it was not in the counties limited tourism budget to purchase a table at the event. Do you know how much it cost?

Ms. Winslow – Correct. Originally when they asked us they wanted us to sponsor the entire amount for over \$10,000.00. A booth would cost approximately \$2,500.00.

Councilman Dr. Cook – It is also my understanding that you went to the county to try to get more funds to have a Tourism booth at the Parade of Homes.

Ms. Winslow – Actually I tried to partner with the Economic Development Department and the Chamber of Commerce and I was unsuccessful with both.

Councilman Dr. Cook – What I see here is what could be a potentially huge missed opportunity for reaching 20,000 people who will be coming to Town limits as far as providing an avenue to tell them about our town. People who might not know anything about Smithfield will be coming here. If we could just reach a fraction of those 20,000 people for \$2,500.00 then we should. Can we find a way to reappropriate \$2,500.00 to help out our Tourism?

Ms. Winslow – Let me stop you for a second please. At this late date, I might be able to get something for less than that.

Councilman Dr. Cook – Okay. We will say up to \$2,500.00. I really see it as a missed opportunity potentially that we can do before it is too late to get in on. Our return investment on this could be huge from our hotels, restaurants, and hot air balloon flights. I think we really need to try to get something at the Parade of Homes.

Councilwoman Tynes – I agree with Dr. Cook on this but I would like to ask Ms. Winslow a question. The town is giving up a lot too. The sponsors came to us and ask us to do some things for them and we agreed to it. The citizens will probably be sort of inconvenienced as far as traffic and things like that. Could you ask the sponsors if they would give us a free booth? If not, we could go from there.

Ms. Winslow – No. The reason that I can speak clearly on that is because I have already asked them.

Councilman Dr. Cook – I know she will try to get it as cheaply as she can. I do not want to say that \$2,500.00 is only a little bit of money but in the scope of advertising it is probably cheaper than a magazine advertisement.

Ms. Winslow – Just coincidentally we have just put together a restaurant brochure that we have never had before that would be perfect to distribute out there.

Councilwoman Chapman – Are there covered tents? Do you know how many vendors are going to be in there?

Ms. Winslow – I do not. There is always room for one more.

Mayor Williams – I thought it was more than 20,000 people visiting.

Ms. Winslow – That is the conservative estimate. Founder's Point came up with that estimate. I think we will get a lot more at Cypress Creek. Just to be on the conservative side I think that is a good number.

Councilman Dr. Cook – If it is alright, I will make a motion.

Mayor Williams – I think we need more discussion.

Councilwoman Chapman – Is this for three weekends?

Ms. Winslow – It is actually two full weeks and three weekends.

Councilwoman Chapman – Do you have adequate staff to be out there?

Ms. Winslow – We might need some help.

Councilwoman Tynes – We can get some volunteers that will not be a problem.

Ms. Winslow – Staffing the booth would be the most difficult thing at this point. There are times out there that I think having our propaganda on the table would be adequate. I know when the high points are that the people will be coming through that is the times we absolutely have to staff the table.

Councilman Dr. Cook – I would like to make a Motion to Appropriate Funds, not to exceed \$2,500.00, to Fund the Tourism Booth at the Parade of Homes.

Vice Mayor Gregory – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Roll call vote.

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

Mayor Williams – Is there any other new business? Next is Old Business. We will hear from our Town Manager on action section number five an Expiration of Windsor Castle RFP Negotiation Period.

Town Manager – As a point of record the expiration for the Windsor Castle RFP negotiation period expires tomorrow. This is an item that needs your attention one way or another this evening. I would request that it first be discussed under disposition of real property during closed session prior to making a motion to either extend or terminate the negotiation period. We also have one other closed session item.

Mayor Williams – We will hold item five from the action section until after closed session. Is there any other old business? At this time, we will go into Closed Session.

Vice Mayor Gregory – I will make a motion that we go into closed session to discuss disposition of real property.

Town Attorney – Also, the acquisition of real property and a briefing by legal counsel as to actual or pending litigation.

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

Town Council went into closed session at 8:11 p.m.

Town Council went back into regular session at 8:42 p.m.

Mayor Williams – I need a motion to go back into regular session.

Vice Mayor Gregory – 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 Chapman voted aye, Councilman Dr. Cook voted aye, Councilman Smith voted aye, Councilman Pack voted aye, Councilwoman Tynes voted aye, Vice Mayor Gregory 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 the disposition of publicly held real property, the

discussion of the acquisition of real property for public purposes, and a briefing by legal counsel as to actual or pending litigation under Section 2.2-3711.A.3 and 2.2-3711.A.7 Code of Virginia.

Councilwoman Tynes – So moved.

Councilman Pack – Second.

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

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

Mayor Williams – We will return to the action section item five an Expiration of Windsor Castle RFP Negotiation Period.

Councilman Dr. Cook – I would like to make a motion that we extend the Windsor Castle RFP negotiation period until the next Town Council meeting to enable the parties to meet and come up with a plan to move forward.

Vice Mayor Gregory – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Roll call vote.

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

Mayor Williams – Is there any other old business to come before Council?

Vice Mayor Gregory – I have some new business. I had a couple of constituents call me about a previously discussed spot for the homeless day center a place for the homeless to go during the day for shelter. The concept of having the place that is known as “the Garage” which is behind Ringo’s be used for the homeless day center. There is a question about the garage not having water service. The property that it is attached to has water but it does not run to the garage. Would there be any cost associated with extending that same water to that building to install a bathroom and possibly a shower?

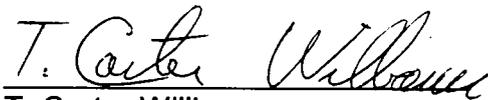
Town Manager – Between us, zoning, and the county building officials, we could probably do it.

Vice Mayor Gregory – They asked that if there was any sort of additional tap fee could we consider waiving it.

Director of Planning, Engineering, and Public Works – They discussed that with staff. There is nothing unusual about having one meter and three or four buildings on one parcel of land. There is more of a parking issue and use.

Mayor Williams – Is there anything else to come before Council? We are adjourned.

The meeting adjourned at 8:42 p.m.



T. Carter Williams
Mayor



Peter Stephenson, AICP, ICMA-CM
Town Manager