

SMITHFIELD TOWN COUNCIL AGENDA



December 4th, 2012 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street

A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| December 4 - | 6:00 p.m. - Joint Work Session with Windsor Castle Park Foundation Board and Town Council |
| December 4 - | 7:30 p.m. – Town Council Meeting |
| December 17 - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| December 18 - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue Committee
Public Works Committee
Public Buildings and Welfare Committee |
| December 18 - | 7:30 p.m. – Board of Historic and Architectural Review |
| December 24 th & 25 th | Town Administrative Offices Closed for the Christmas Holiday |

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District
- B. Presentation by Mr. Nelson Lafon of the Virginia Game and Inland Fisheries in Regards to Urban Archery

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.

E. Summary of Consent Agenda items

- a. Police Committee Chair, Connie Chapman
- b. Water and Sewer Committee Chairman, Andrew C. Gregory
- c. Finance Committee Chairman Randy Pack
- d. Public Works Committee Chairman Michael G. Smith
- e. Public Buildings and Welfare Committee Chairman, Dr. Milton Cook

CONSENT AGENDA ITEMS

- C1. Ordinance to Amend Town Code in Regards to Firearm Regulations**
Police Committee Chair, Connie Chapman **TAB # 1**
- C2. Motion to Authorize the Town Manager to Negotiate a Contract with Draper Aden Associates and Kimley-Horn for Annual Engineering Services and Buchart Horn, Inc. for On Call Engineering Services for the Reverse Osmosis Plant**
Water and Sewer Committee Chair, Andrew C. Gregory
- C3. Motion to Authorize Water Line Easement for Smithfield Ice Cream Parlor/ Public Restroom**
Water and Sewer Committee Chair, Andrew C. Gregory
- C4. Invoices Over \$10,000 Requiring Council's Consideration:**
Finance Committee Chair, Randy Pack
- | | | |
|-----------------------------|--|--------------|
| a. Dixon Hughes Goodman | | \$ 18,000.00 |
| b. Draper Aden Associates | | \$ 44,275.00 |
| Additional Invoice | | |
| c. Excel Paving Corporation | | \$ 61,849.65 |
- TAB # 2**
- C5. Motion to Approve 2012 Christmas Holiday Schedule, December 24th and 25th Town Administrative Office Will be Closed**
Finance Committee Chair, Randy Pack
- C6. Motion to Approve Meeting Date Change for the January 2013 Town Council Meeting to Wednesday, January 2nd 2013**
Finance Committee Chair , Randy Pack
- C7. Motion to Approve the 2013 Meeting Schedule as Proposed.**
- C8. Motion to Accept Waterworks Lake Dam Grant Agreement Between Virginia Resources Authority and the Town of Smithfield**
Public Works Chair, Michael G. Smith
- C9. Motion to Extend Lease Agreement with Smithfield Packing Company for 315 Main Street for One Additional Year**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C10. Motion to Approve Charter Two Month Franchise Agreement Extension**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C11. Motion to Approve Windsor Castle Park Playground Design Contribution of \$6,000**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

- C12. **Motion to Extend Windsor Castle Park Farming Operations MOU for Upcoming Planting Season**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Motion to Approve the Town Council Minutes for the Meeting of November 6th, 2012**
Town Attorney, William H. Riddick, III
2. **New Business:**
3. **Old Business:**
4. **Adjournment**

November 30, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – NOVEMBER 2012

TOWN MANAGER'S OFFICE:

- a. Continued to attend multiple Shared Services meetings with IOW County, Public Schools and Windsor. The next staff level meeting will focus on refuse and recycling.
- b. Attended the following: Smithfield 2020, Town Safety Committee, Kiwanis, Windsor Castle Park Foundation Board, IOW Emergency Communication Board, Pinewood Heights Management Team, Farmers market, HRPDC Chief Administrative Officers, Chamber – State of the County breakfast and Leadership Program, Engineering consulting firm interviews, Smithfield on the Move, Pruden Center internship, Hampton Roads VAPA Section training, Hampton Roads Criminal Justice Training Academy Executive Committee
- c. Met with several residents on various topics of interest and concerns. Monitored ongoing projects around town and provided updates to council.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes for Town Council and the Board of Historic and Architectural Review.
- b. Staff attended Windsor Castle Foundation Board Meeting on November 8th.
- c. Continue to work on sorting and labeling Treasurer files
- d. Attended Pinewood Heights Team Management Meeting at the Smithfield Center, November 13th.
- e. Attended State of the County Breakfast, November 14th.
- f. Prepared November Town Council Committee Agenda, and December Town Council Agenda
- g. Attended Town Council Committee meetings on November 26th and 27th and prepared summary reports of the committees.

TREASURER'S OFFICE:

- a. Personal property bills were mailed by BMS Direct on November 1, 2012.

- b. Attended MUNIS demonstration with Peter Stephenson at Isle of Wight County on November 5 as part of potential shared services study.
- c. Attended the Pinewood Heights Management Team Meeting at the Smithfield Center on November 13.
- d. Completed bank reconciliations and financial statements for October 2012.
- e. Took vacation from November 20 through November 21 and enjoyed the Town holidays on November 22 and 23 as well.
- f. Continued working with auditors to finalize audit. Worked on Management Discussion and Analysis as part of the annual audit report.

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 and repair broken water meters, 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. Continued work on manhole inspections and air release valves - both 51% complete.
 - b. 214 Moonfield Dr. - sewer lateral clogged used sewer machine to unclog line
 - c. 310 Smithfield Blvd.- lower above ground sewer cleanout.
 - d. Installed sewer clean-out on Commerce St.
 - e. Repaired broken sewer lateral at 203 Watson Dr.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Performed schedule maintenance at pump station
 - Cleaning of wet -wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair
 - Generator checks / Godwin pump checks
 - Control Panel / Flow monitor checks
 - Fence and Grounds
 - Inspected Structure
 - Inspect and clean pumps

Level system check

Test limit switches

Bar screen cleaning

Rain gauge checks

- c. REW is working on flow meters and scada system at pump stations.
- d. Changed out bad motor saver at Smithfield Blvd pump station.

3. Water Line Repairs and Maintenance:

- a. Replaced a line setter at 124 Barclay Crescent
- b. Inspected a 6" tap, sleeve and valve on Main St. Church.
- c. Repaired a leak at 505 Pagan Rd

4. Well Repairs and Maintenance

- a. All wells except 8A and 10 A (at RO Plant) are off now that RO plant is running. Upgrades to well houses are being planned to keep wells in operating condition in case of an emergency. Emergency wells are flushed once a month.

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Maintenance was completed on South Church St. Water tank.
- c. Samples of concentrate water were taken for HRSD for quarterly nitrification study.
- d. Dates were set to clean 2nd and 3rd stage of RO skid and to install orifice plate in 2nd stage.
- e. Annual meter calibration for concentrate discharge meter was scheduled for HRSD.
- f. Caldwell has almost completed 1st and 2nd year repairs on S.Church St. water tank.

6. Safety

- a. Monthly truck inspections.
- b. 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- 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 and other areas.
- c. Minor repairs at Town Hall and Town Buildings.

PLANNING AND ZONING:

1. Planning Commission – 11/13/12
 - A. No Meeting Held
2. Rezoning Applications under review
 - B. None
3. Special Use Permit Applications under review
 - C. None
4. Subdivision and Site Plans under review
 - D. None
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 (98% complete)
 - E. Smithfield Foods Test Kitchen (98% complete)
 - F. True Value (98% complete)
 - G. Main Street Baptist Church (70% complete)
 - H. Taste of Smithfield (98%)

6. Board of Zoning Appeals 11/20/12

E. No Meeting Held

7. Board of Historic & Architectural Review 11/20/12

A. Proposed Signage Plan – 207 Main Street – Non-Contributing – Michael Jason Peters, Ye Olden Exposures, applicants – Approved.

B. Proposed Porch Reconstruction – 311 Main Street – Contributing – Susan McDonald, applicant – Approved.

ENGINEERING:

A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. 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. Condominiums are under construction at this time.

C. South Church Street Streetscape Project, Verizon continues making final connections from the existing lines to the new system primarily at the Smithfield Station parking lot tie-in point.

D. Blair Bro.'s Contr. started construction of right turn lane at the intersection of John Rolfe Drive and Battery Park Road. Contractor has installed storm drain pipe and three drop inlets as per the approved site plans. Contractor has also installed curb & gutter and concrete entrance to Farmers Bank. Contractor installed backfill to subgrade and also installed 21-A crush & run stone to subbase grade.

**ADDITIONAL
INFORMATION ITEMS**



November 12, 2012

Mr. Peter Stephenson
Town of Smithfield
P. O. Box 246
Smithfield, VA 23431-0246

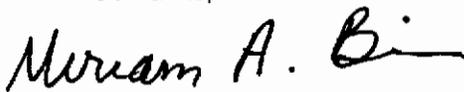
Dear Mr. Stephenson,

On behalf of the patients, volunteers, staff and Board of Directors of Western Tidewater Free Clinic, I thank you for your gift of \$25,000.00 on 11/7/2012. It is the commitment and support of community members like you that allows WTFC to deliver the compassionate care that our patients need and deserve.

Since we began seeing patients in June 2007, our mission has been to provide high-quality, non-emergency health care to the residents of Western Tidewater who cannot otherwise afford it. Our goal is to help patients reach optimal health, achieve a better quality of life for themselves and their families, and to help them remain or become productive members of their communities. We have recently added a comprehensive women's health program and an on-site pharmacy to help meet the growing needs of patients. This is only possible because of thoughtful contributions like yours.

Your helping hands are providing health and hope to those most at risk in our community. I am continually touched by the stories patients share with us. It is a joy to be part of the Clinic and we are honored you have chosen to support the Clinic, thank you!

With heartfelt thanks,


Miriam A. Beiler
Executive Director

*Thanks for your
continuing support!*

Western Tidewater Free Clinic is a not-for-profit, tax-exempt 501(C)3 organization. Your donation is fully tax deductible as permitted by law as no goods or services were received in exchange for this contribution. Please keep this written acknowledgement of your donation for your personal records.

November 30, 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, NOVEMBER 26TH, 2012

The Police Committee met Monday, November 26th, 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, and Mr. Andrew C. Gregory, Vice Mayor. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, 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. Steve Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Police Chief; Mr. William H. Riddick, III, Town Attorney; and Mr. Wayne Griffin, Town Engineer; The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Member Mrs. Tynes called the meeting to order.

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

1. Additional Item Discussed: Amend Ordinance on Firearm Regulations – The Town Attorney stated that he and Chief Bowman have an old business item that they would like to discuss in regards to firearm regulations in the Town Code. A handout was passed out. He stated that if committee recalls the town received a letter back in September from the Second Amendment Foundation in regards to the town being in violation of state law pertaining to firearms. They told us in the letter that the town needed to amend our Town Code. The sections in the Town Code that they make reference to are essentially gun control laws. In the Commonwealth of Virginia the General Assembly has adopted code provisions which effectively prohibit the town from adopting these laws that we already have. The solution is to repeal these laws from the Town Code. Chief Bowman has found an opinion from a York County Sheriff that says state laws in place make town ordinances unnecessary because anything that would occur could be charged under state law. There is no jeopardy or danger to the town to repeal

these laws. Chief Bowman pointed out that if we charge someone under the Town Code and they were innocent the town would have to pay for a court appointed council. It would be in the best interest of the town to have them charged under state law rather than the Town Code. The Town Attorney stated that it is their recommendation for the town to do an ordinance to repeal these laws. The Town Attorney stated that there is one that gives the Mayor the authority to close establishments through emergencies including but not limited to those selling wine, liquor, beer, gasoline and firearms. The analysis there is if the town has a crisis like that the government and state police are going to step in and it will not be up to the Mayor to make this call. The Town Attorney stated that there are three sections in the town's code under weapons dealing with carrying concealed weapons. The town cannot regulate that because it is regulated by state law so we need to repeal those as well. He stated that there is also a provision in our Windsor Castle Park rules and regulations that deals with carrying weapons. The provision says that unauthorized persons shall not carry concealed weapons nor shall they have on or about them dangerous or deadly weapons in a park and recreation facilities, and further no hunting is allowed. The Town Attorney suggested leaving the no hunting provision in the Windsor Castle Park rules and regulations under weapons. This item will be on the Town Council agenda for approval of amending the Town Code.

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

1. Operational Updates – Chief Bowman reported that approximately three months ago there were a rash of thefts from vehicles within Cypress Creek. Through the diligence of a couple of our officers they were able to pull a partial finger print from one of the vehicles. We now have a suspect in that case. Warrants have been obtained but no arrest have been made as of yet. Chief Bowman stated that they are also in preparation of the Annual Christmas Parade on December 8th. He also stated that they are increasing patrol at our shopping centers and retail outlets in advance of the Christmas Holiday. Chief Bowman stated that Deputy Chief has an update on urban archery. Deputy Chief Howell reported that he had the pleasure to meet with Mr. Lafon of the Game and Inland Fisheries and he will be present at the December 4th Town Council meeting to make a presentation. He will be happy to answer any questions that the Town Council may have at that time. Chief Bowman stated that Mr. Lafon was the Biologist that came and toured Smithfield while we explained our concerns of the increasing number of deer in residential areas. He will be giving the town some alternatives or possibilities of which direction you might want to go to reduce the size of the deer herds in Smithfield. Mayor Williams asked if a deer had got caught in the fence behind Main Street Baptist Church. Chief Bowman stated that it did. They have had to euthanize approximately six deer in Smithfield recently. Mayor Williams stated the problem with the number of deer is serious and getting worse. Chief Bowman stated that committee was provided the overtime report and although Hurricane Sandy set us back a little bit we still feel that we are running on schedule and on budget.

2. Additional Item Discussed: Signage – Jericho Road – Mrs. Tynes stated that Mr. Delk had contacted her to find out if the town was considering his request from last month to have the no left turn sign removed at Jericho Road and South Church Street now that the construction is near completion. Mr. Griffin stated that the signs have been ordered to restrict no left turn to only during morning and evening rush hours. They will be installed as soon as they come in. Committee asked that the Town Manager notify Mr. Delk to let him know what has been decided.

The meeting adjourned at 4:09 p.m.

November 30, 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, NOVEMBER 26TH, 2012

The Water & Sewer Committee held a meeting on Monday, November 26th, 2012 at 4:09 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. Michael G. Smith, and Mrs. Denise Tynes. Other Council members present were Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, 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, III, Town Attorney; and Mr. Wayne Griffin, Town Engineer. 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. Engineering Annual Service Contracts – Vice Mayor Gregory reported that he, Mr. Smith, Mr. Griffin, Mr. Hopkins, and Mr. Stephenson met to interview three firms that had responded to the town's request for proposals for annual engineering services. The Town Manager explained that they unanimously recommend Draper Aden Associates as the top ranked firm. They have done very good work for the town and the town would like to continue to have them as our primary engineering firm. The Town Manager mentioned that Clark Nexsen who is our current secondary engineering firm missed the deadline and did not submit a proposal. Town Staff is recommending Kimley-Horn to be on standby as our secondary engineering firm. They put together a very good proposal and interviewed very well. They have offices in Virginia Beach and Chesapeake. Kimley-Horn's staff was very familiar with all the areas that the town might need assistance with. The Town Manager stated that one area that they have some expertise in is water treatment facilities. Currently the town has had all of our eggs in one basket with Buchart Horn in regards to the new water treatment facility. Town Staff would like to keep Buchart Horn on for a while longer until we can get all the kinks worked out and for consultation at the new water treatment facility since they are the ones that designed it. Vice Mayor Gregory stated that Draper Aden Associates did a very good job at summarizing what they have done and what they plan to do to keep the town

on track. He also stated that he was very impressed with Kimley-Horn's proposal and was glad to see that they are going to be added to the team. This item will be placed on the agenda to authorize the Town Manager and staff to negotiate annual services contracts with Draper Aden Associates and Kimley-Horn. Once contracts have been drafted it will come back to Town Council for approval. All large scopes of work and fees on specific jobs will come back to council for approval. Buchart Horn will continue to assist the town on a on call basis at the Reverse Osmosis Plant.

2. Water Line Easement for Smithfield Ice Cream Parlor – Mr. Hopkins reported that the waterline for the Ice Cream Parlor is behind Linda Gwaltney's place. It is a very narrow strip that is not a good location for any type of utility including the town's. The waterline cannot be put in the front part of the Ice Cream Parlor so the only logical place to put it is under the new building. It will have another pipe that it will run through so if there are problems in the future we will not need to dig it up. Staff will be able to pull it out and do all the necessary repairs. The Superintendent of Public Works did not have any problems with it. Mrs. Tynes asked if it was going to cost the town anything. Mr. Hopkins stated that it would be at no cost to the town. Vice Mayor Gregory asked what action does staff need from council. The Town Attorney stated that Town Council will need to authorize execution of an easement. This item will be on the agenda for authorization of easement.

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

1. Additional Item discussed: Groundwater Withdrawal Permit/ Water Treatment Facility - The Town Manager stated that he had forwarded an e-mail to Vice Mayor Gregory earlier today from Ms. Brenda Brown of the Virginia Department of Environmental Quality stating that they are still working on our groundwater withdrawal permit. He also reported that the orifice plates at the water treatment plant are being installed tomorrow. According to Mr. Cargnel of Buchart Horn the effective recovery rate currently is 82% and with the new orifice plates it might bump the recovery rate to 84%. The Town Manager stated that Mr. Cargnel mentioned that the only other thing that the town may want to look at is adding a concentrator to possibly bump it up further. The town would have to pay Buchart Horn to figure out if it would be cost efficient to add a concentrator. This item was for informational purposes only.

2. Additional Item discussed: Waterline at Main Street Baptist Church - Vice Mayor Williams asked Mr. Griffin if Main Street Baptist Church had installed a new waterline. Mr. Griffin stated that they made a tap for their waterline and their fire suppression. Mayor Williams stated that they have very bad ground settlement there. Staff will look into what needs to be done to get it addressed.

The meeting adjourned at 4:18 p.m.

November 30, 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, NOVEMBER 26TH, 2012

The Finance Committee held a meeting on Monday, November 26th, 2012 at 4:18 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew C. Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, 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; and Mr. Wayne Griffin, Town Engineer. Also in attendance was Mr. Richard "Dick" Grice. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Member Mr. Randy Pack 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. Dixon Hughes Goodman \$18,000.00

This invoice is for annual audit services. Mr. Pack asked if the town would be receiving any additional invoices for their services. Ms. Minga stated that there may be another small one, but they are on budget from what they had quoted the town. The entire \$18,000 does not come out of the General Fund. It comes from Water and Sewer fund as well. Committee recommended payment of invoice.

b. Draper Aden Associates \$44,275.00

This invoice is for various consent order items. Committee recommends payment of invoice.

The Town Manager stated that we may have one additional invoice from Excel Paving, Inc. that Mr. Hopkins has been working on for quite awhile. Mr. Pack asked if this was a final payment. Staff stated that it was not. It is for some of the final work that was done for approximately \$63,000. The amount is fine but it is the way it is detailed out that we are trying to work out. Mr. Hopkins stated that once he has it finalized he will get with

Mr. Pack to go over and review prior to next week's Town Council meeting so that it may be approved December 4th for payment.

2. 2012 Christmas Holiday Schedule – Mr. Pack reported that the Town Manager had included in the packet a memo stating that currently town staff is scheduled to work a half a day Christmas Eve and he is requesting that Town Council approve letting town employees have a full day off on Christmas Eve. Mr. Pack asked if Town Offices are normally closed on December 31st? The Town Manger stated that town offices are normally just off on January 1st. He explained that the state holiday schedule does give another four day weekend for New Year's Eve and New Year's Day. He stated that he is not asking for Town Council to follow that but would like to have the four day weekend for the Christmas Holiday. Mrs. Tynes stated that we have very good staff working for us and this has been a rough year for everyone financially and since we have not been able to give raises in the past few years giving staff Christmas Eve off would be a thank you for their work throughout the year. Town would work a full day on New Year's Eve. Discussion was held on whether to give town staff New Year's Eve off as well. Mr. Pack asked the Town Manager what his thoughts were for December 31st. The Town Manager stated that he is proposing for December 31st to be a regular workday. His only request was to have Christmas Eve as a full day holiday for employees. Dr. Cook stated that instead of two half days on December 24th and 31st employees will get one full day off on Christmas Eve and work a full day New Year's Eve. He thought this was a good compromise. Mr. Pack stated that committee would send to Town Council a recommendation that town offices will be closed on December 24th and 25th; however they will be open on December 31st and closed on January 1st. Mr. Pack stated that the next item for discussion is the 2013 meeting schedule. Due to the fact that town offices are closed on Tuesday, January 1st it was be recommended by staff to move our January Town Council meeting to Wednesday, January 2nd. This item will be listed on the agenda for final approval. Mr. Pack also stated that there are a number of changes to the 2013 meeting schedule due to holidays in 2013. May committees will be moved a week earlier for the Memorial Day holiday, a week early in November for the Thanksgiving Holiday, and a week early in December for the Christmas Holiday. Mrs. Tynes brought up the possibility that meetings may need to be moved for the Annual VML Conference. Staff will check to see when the Annual VML Conference is scheduled to be held. After Committees staff confirmed that the 2013 Annual VML Conference will be held October 13th – 15th and would not interfere with regularly scheduled committee meetings. The Town Attorney mentioned that staff will need to advertise the meeting date change for the January Town Council meeting. Committee agreed to move January Town Council meeting to Wednesday, January 2nd and adopt the 2013 meeting schedule as proposed.

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

1. October Financial Statements and Graphs – The Town Treasurer stated that the only thing that she wanted to point out was a very small item. The town paid for some trophies for the annual Christmas Parade. Apparently the town and county both got billed so they were paid twice. The town has been reimbursed but the reimbursement did not come in until November so that will be reflected in next month's financial statements. The town will not be over budget under annual Christmas Parade. Mrs. Tynes asked if the town pays any part of that. Ms. Minga explained that it comes out of the tourism budget so ultimately the town pays half for this event. Dr. Cook asked if there was any direct oversight on invoices before they are paid. Ms. Minga explained that there is a lot of oversight. Invoices received are reviewed by each department head and signed off by the Town Manager. She explained that she then goes over them again to make sure everything has been properly coded. This invoice for the Christmas Parade was questioned but it was addressed to the town, there was a line item for it, and it was a small amount. This was an unusual invoice that was submitted to both town and county. Ms. Minga stated that as a FYI she will be putting out a request for proposals (RFP) for banking services and audit services the end of December. She would like for a couple of the Finance Committee members to sit in on the interviews once proposals have been received back. Ms. Minga stated that the town may have difficulty in getting an interest as we did the last time a audit RFP was put out. The hope is to have proposals back by the end of January. Audit firms like to start planning out their work by the beginning of March. Mr. Pack and Mr. Gregory stated that they would both be interested in participating in the interview process. Ms. Minga stated that she will need to do a budget amendment to increase the budget for meals tax. At this time meals tax is tracking above budget because we budgeted the 1% meals tax and then adopted in July to increase the meals tax to 2%. Dr. Cook asked what the expense was for a light tower at Windsor Castle. Mayor Williams stated that is a portable light system. It was divided among several accounts because it will be used for special events, night time water and sewer repairs, etc. In the past the town has borrowed from county if needed and now the town has our own. Mayor Williams asked who was in charge of the light tower. The Town Manager stated that Mr. Snead, Superintendent of Public Works, was. Mayor Williams suggested putting some tools on the light tower incase adjustments are needed when set up.

2. October Cash Balances Ms. Minga stated that next month the Rising Star account will be gone. It was approved at the November meeting to close that account. Some of the operating funds for water and sewer are improving due to the new rates. Consumption has stayed where the town had anticipated they would. Dr. Cook asked what account the additional 1% meals tax is going in for the Pinewood Heights Project. Ms. Minga stated that those funds will be placed in the Pinewood Heights Special project account. – Water = \$225,316.14; Water Debt Service = \$1,375,629.42; Water Capital Escrow Availability Fees = \$233,999.59; Water Development Escrow = \$70,131.59;

Subtotal Water = \$1,905,076.74. Sewer = \$(63,402.63); Sewer Development Escrow = \$321,735.16; Sewer Capital Escrow Availability Fees = \$739,250.17; Sewer Compliance = \$387,013.53; **Subtotal Sewer = \$1,384,596.23.** Highway = **\$38,609.55** General Fund = \$1,268,236.94; Payroll = \$55,219.72; Money Market General Fund Town Bank = \$2,169.59; Business Super NOW-General Fund = \$32,929.56; Money Market General Fund Farmers Bank = \$287,029.28; General Fund Capital Escrow = \$50,805.59; Certificate of Deposit = \$525,352.22; Certificate of Deposit Police Dept = \$36,414.61; Special Project Account (Pinewood) = \$19,876.67; Pinewood Heights Escrow = \$38,511.21; South Church Street Account = \$42,517.43; **Subtotal General Fund = \$2,359,062.82.** Beautification = \$7,812.50; Money Market Beautification = \$61,025.76; **Subtotal Beautification = \$68,838.26; Rising Star = \$63.49. TOTAL ALL FUNDS = \$5,756,247.09.**

The meeting adjourned at 4:41 p.m.

November 30, 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, NOVEMBER 27TH, 2012

The Fire and Rescue Committee held a meeting on Tuesday, November 27th, 2012 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise Tynes, Chair; Ms. Connie Chapman and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Mr. Andrew Gregory, Vice Mayor; and T. Cater Williams, 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; and Mr. Wayne Griffin, Town Engineer. Also in attendance were Mr. Lawrence Pitt, and Ms. Debra Church of the Windsor Castle Park Foundation Board. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chair, Mrs. 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 – Mrs. Tynes reported that as far as the Fire Department goes they do not have anything to report this month. Assistant Chief Hackney has stated that if the Fire Department has anything to report they will contact committee chair. Mrs. Tynes did mention that Mr. Carroll of the Isle of Wight Volunteer Rescue Squad had informed her that they received fourteen pre-bid proposals for the construction of the new rescue building today. At this time everything is on schedule and looking good. Mayor Williams stated that the Fire Department did have a pancake breakfast fundraiser on Saturday, November 17th that was very well attended.

The meeting adjourned at 4:02 p.m.

November 30, 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, NOVEMBER 27TH, 2012

The Public Works Committee held a meeting on Tuesday, November 27th, 2012 at 4:02 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair, Dr. Milton Cook, and Mrs. Denise Tynes. Other Council members present were: Mr. Andrew Gregory, Vice Mayor; Mr. Randy Pack; Ms. Connie Chapman and Mr. T. Carter Williams, 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, Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Lawrence Pitt, Ms. Debra Church, Ms. Sue Ivy, and Ms. Gina Ippolito of the Windsor Castle Park Foundation Board; and Mr. Richard "Dick" Grice. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chair Michael G. Smith called the meeting to order.

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

1. Acceptance of Waterworks Lake Dam Grant Agreement between Virginia Resources Authority and the Town of Smithfield - The Town Manager reported that the grant agreement was included in the e-packet. He explained that if committee remembers during the budget process the town budgeted \$17,500 hoping to get a matching grant for \$17,500 from the Department of Conservation and Recreation (DCR). The Virginia Resource Authority (VRA) is the state granting authority. The town has been dealing with DCR in regards to the dam. The grant amount that was received was for much less in the amount of \$8,500. He stated that most all localities were under funded. The town was hoping to accomplish the required certification report or engineering's report in one year to get it done. The grant agreement that they sent back still reflects the \$35,000 and they are only giving us the \$8,500. The Town Manager stated that he directed Draper Aden Associates to amend the agreement to reflect that it is going to be a matching of \$8,500. The total grant will be for \$17,000. The scope of work will also change as the

town is not going to accomplish the whole thing in one year. DCR realizes that if they fund us at that level again next year then the town may be able to accomplish it in the next two years. This is the first step of the process to do the inundation study. Mr. Griffin stated that the town was issued a conditional permit based on gathering this information. Once we have this information we will submit it back to DCR. This study will tell the town what improvements if any will be required to the dam. DCR at that time will give the town a period of time to get these improvements completed to receive our final permit. A final permit is normally good for five to six years. Mr. Griffin stated that DCR is generally pretty flexible as long as they see that you are progressing with the improvements. Mayor Williams asked the Town Manager to give some background on why we own the Waterworks Dam. Mr. Griffin explained the town limits are about half way across the length of the dam. The Town Manager explained that the town owns property on both sides of the road as well. As you are going over the dam on the left about half way through is our corporate limit line, but there is a little pull off on the left before you get to the lake and there used to be a house there. The town purchased this property essentially for parking and access to the lake. If you go past the lake where the outfall is that used to be where the water company was located in the World War I era. Continued discussion was held on where the property lines were for the lake. The Town Manager stated that through the research that we did after the storm in 2006 was that we acquired the lake in the 1950's. It served as a water reservoir as well as the power for the water works. At this time it is only used for fishing. The town is not allowed to issue fishing permits so there is no fee to use it. It is free and open to the public. The town does not stock the lake. Staff has talked about stocking it in the past. DCR has come out and did a survey on what types of fish are in the lake. DCR has also offered to help if the town has algae growth in the lake. Mayor Williams asked if it would be possible to give it to the county. Mrs. Tynes suggested trading it with the county. Dr. Cook stated that everything south of the Waterworks Road is county and everything north of Waterworks Road is the town. Also everything south of the creek is town and everything north of the creek is county. The Town Manager stated that once you get out of the town corporate limits the road is owned and maintained by VDOT. The dam and lake are owned by the town. The spillway is on town owned property outside the corporate limits. The Town Manager stated that the problem comes in two years when the study is done and the town will need to make these improvements to receive final certification instead of being certified conditionally. The study could identify very costly repairs to come in compliance. The Town Manager explained that the study would be done with matching grant funds. There will be grants out there in the future to help with the necessary improvements but at this time we do not know what improvements may be needed. Mr. Griffin stated that if it comes to the fact that the town is responsible for replacing just the spillway pipes it will be extremely expensive. Mayor Williams asked committee how they feel about giving this property to the county. The consensus from most of committee was that if the county was willing to take it then it would be in the best interest of the town to give it to them. Mr. Pack stated that if it serves no purpose he does not understand why we would want to keep it and maintain it. Mrs. Tynes asked why the

town would want to just give away property. Mayor Williams stated that this is a liability to the town. Mr. Smith stated that if we give them the lake the town would still own the dam so what have we done. Committee agreed that the study needs to be done to determine what improvements will be needed to get final certification. The Town Manager stated that we can keep in perspective while doing the study what our alternatives might be with either selling it or decommissioning it. Dr. Cook asked how much is the lake utilized. This is not known due to the fact that the town is unable to require fishing permits to use the lake. Dr. Cook stated that he was just wondering how much the lake was used before the town starts talking about decommissioning it. Committee recommends approval of Waterworks Lake Dam Grant Agreement.

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

1. Public Comments – Ms. Chapman mentioned that she would like to commend Mr. Darryle Warren of Public works for granting a friend of hers a wish to see Windsor Castle Park for her 88th Birthday. On several occasions she has reiterated how much she enjoyed the tour that Mr. Warren gave on his own time. Ms. Chapman stated that she would like to see Mr. Warren recognized for going above and beyond. The Town Manager stated that nothing has been done as of yet but we have our upcoming holiday luncheon that includes service awards where he will be recognized.

2. Additional Item Discussed: John Rolfe Drive Turn Lane – Mr. Gregory asked when the paving was going to be completed on this project. Mr. Griffin stated that it scheduled to be paved tomorrow depending on temperature. At the latest it should be completed by Friday.

3. Additional Item Discussed: South Church Street Paving – Ms. Tynes asked that staff look into the paving that was done on South Church Street once you come through the stoplight at Battery Park Road/South Church Street. When the road was repaved VDOT extended the merging lane to almost Ransdell Lane with no arrows stating that the lane is coming to an end. Staff will follow-up with VDOT on this concern.

The meeting adjourned at 4:25 p.m.

November 30, 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, NOVEMBER 28TH, 2012

The Public Buildings and Welfare Committee held a meeting on Tuesday, November 27th, 2012 at 4:25 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Connie Chapman and Mr. Michael Smith. Other Council members present were: Mr. Andrew Gregory, Vice Mayor; Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, 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; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Lawrence Pitt, Ms. Debra Church, Ms. Sue Ivy, and Ms. Gina Ippolito of the Windsor Castle Park Foundation Board; and Mr. Richard "Dick" Grice. The media was represented by Ms. Kelly Barlow, The Smithfield Times.

Committee Chairman, Dr. Milton Cook called the meeting to order.

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

1. One Year Lease Extension with Smithfield Foods for 315 Main Street – Dr. Cook stated that this item was discussed in closed session and committee would like to recommend to Town Council that the lease at 315 Main Street with Smithfield Foods be extended for another year.

2. Charter Franchise Agreement Extension – The Town Manager reported that in the e-packet was a two month extension. Our franchise agreement currently expires December 9th. He stated that he has been working with Charter out of South Carolina to get something to committee before the deadline. The Town Manager stated that he has asked Charter for the town's franchise agreement to have some of the same language as Isle of Wight County. Isle of Wight County's franchise agreement is about a year and a half old. There is no reason to treat the Town of Smithfield any differently than the county. He explained that there are a couple of things that he is asking for and at this time it has not been included in the new franchise agreement. One is free basic service to public buildings. Currently the town pays for everything and spends approximately

\$65,000 a year on Charter business services. The county was successful in getting that language in there for free basic cable service for all public buildings. Also the county got in there agreement a capital fee for a PEG channel, like our channel 6. With a capital fee subscribers would pay nominal fee each month that would go toward helping to maintain the town cable channel. At this time the town desperately needs to update our channel 6. Our twelve year old software cannot be updated due to the age of the equipment. This capital fee would help pay for updating this. Staff continues to work out getting these items worked out but in the meantime Charter has given us a two month extension of the current agreement. Committee recommended approval of the two month extension. Committee asked if there are any other franchises other than Charter around. Mayor Williams stated that Charter owns all the cables that run down our streets. The Town Manager stated that the way technology is changing there is competition out there now but the other companies in the regional market are not interested in entering Suffolk and Isle of Wight County at this time. The Town Attorney stated that this is typical for cable companies. You do not normally find two different companies in one location. The Town Manager did point out though that this is a non-exclusive franchise. Committee recommends approval of two month extension until language in new franchise agreement can be agreed upon.

3. Windsor Castle Park Playground Design Contribution Request – Ms. Ivy stated that she hopes everyone is a little bit aware of the playground that the Windsor Castle Park Foundation Board (WCPFB) is looking at doing. The Foundation Board has been researching playgrounds for a year and has finally decided to go with a natural playground concept. A company that does natural playground designs is here today to do site work. This is the first phase of getting this playground moving. The second phase is the design phase and the third phase is the construction phase. The Windsor Castle Park Foundation Board is paying for the first phase which is the site visit. On completion of the site visit the company will design a plan based on safety, amenities that the town desires, the construction feasibility and cost. Phase three will be the expensive piece of the project. Ms. Ivy stated that currently they have a cost estimate of the design which is \$16,000. Kiwanis of Smithfield has generously donated \$10,000 towards the design of the project. The Foundation Board is respectfully requesting the town to contribute the remaining \$6,000 for the design phase. Once we have the design the Windsor Castle Park Foundation Board will go out to organizations, community leaders and people to try and raise money for the construction of the playground. We anticipate that estimate to be around \$250,000 to \$300,000 to build the playground. A presentation by the playground company is scheduled for tomorrow evening at 6:30 p.m. here at the Smithfield Center. They will be going over the differences between the natural playgrounds and a manufactured playground. Dr. Cook asked the Town Manager if we knew where these funds would come from. The Town Manager stated that he had anticipated this question and had spoken to the Town Treasurer about where these funds would come from. He explained that the town has a total in park maintenance \$85,000. Last year the town did not come close to maxing out on those funds so he would recommend creating a separate line item in the budget to transfer \$6,000 out of park maintenance and put in playground design. Mrs. Tynes stated that she feels that the Town Council should approve this

request. A playground in Windsor Castle Park is needed for the kids. Ms. Ivy stated that she would anticipate having some designs for the playground early March. Dr. Cook stated that he agrees that if you have a park you need a playground; however he has a hard time visualizing what a \$300,000 playground will look like. Mr. Hopkins stated that ten years ago a small playground was installed in Jersey Park and at that time it cost \$16,000. Ms. Ippolito stated that attending the presentation tomorrow night might help with visualizing what it will look like. The box playground at Nike Park is a \$300,000 playground. Natural playgrounds sometimes are cheaper to buy than a manufactured playground but until we have the design work done it is difficult to give a cost estimate. This is the foundation's guess at the cost after researching numerous playgrounds. Ms. Ippolito stated that she would rather come back later and tell us it is going to be less than anticipated rather than more. The hope is to also include citizens that will come together and volunteer to help with the construction. Dr. Cook reiterated that the \$6,000 will get them through the design phase? Ms. Ivy stated that was correct and they will come back with pictures of what they have designed. Dr. Cook asked where the proposed site for the playground located. Ms. Ivy stated that it is anticipated to be near the picnic area and elsewhere. Dr. Cook asked if it was out of the historic easement area. The Town Manager replied yes. Ms. Chapman asked if there has been any discussion on plans to add a public restroom at Windsor Castle Park? Ms. Ivy stated that the Foundation Board and Town Council will be having a joint work session on December 4th and as we start to add amenities that is a topic of discussion that will need to be started very soon. No matter how many amenities you put in the park if there is no place to go to the bathroom then it is an inconvenience. Mr. Hopkins stated that the town does have water lines out there; however there are no sewer lines or electricity. Dr. Cook asked if the design company will provide estimates on the cost to maintain the playground once it has been completed? Ms. Ivy stated that they were going to give an estimate if it is a total build out by them and how much it would cost if the town decides to use volunteer labor. The Foundation Board will ask them to provide an estimate on the maintenance cost. Ms. Winslow stated that one thing that committee may want to keep in mind while discussing the playground. This is the first ever natural playground and the town will see quite a bit of economical impact from it from the local citizens and tourist. Mr. Pitt referenced an article that came out of the Wall Street Journal last week. When the town first started talking about the playground the reason for doing a natural playground was that we could spread it out over a larger area and the children would get more exercise moving around the playground equipment. Manufactured or boxed playgrounds keep all the playground equipment in a smaller more confined location. Mr. Pitt stated that this type of playground challenges you to do something different. The manufactured/boxed playgrounds offer little thrill. The result is that children are less compelled to play outside which potentially stunts emotional and physical development which leads to childhood obesity. Even though this playground is a natural playground it has safety built into it. Dr. Cook suggested that the Foundation Board talk at their next meeting the possibility of Frisbee Golf as an amenity in the future. This would attract the 18 to 25 year olds to the park. Frisbee Golf is a very low maintenance amenity. The people playing in the area take care of the maintenance. Ms. Ippolito stated that the town has a park and if you are going to add amenities to it the town is going to have to bring on

bathroom facilities. There is a comprehensive picture and commitment that we need to discuss. Mayor Williams asked for Mr. Hopkins to check to see if a septic tank can be put in that area. Mr. Hopkins stated that a septic tank can be installed. All the residents in Jericho Estates have septic tanks. The Town Attorney stated that there is no legal reason you cannot put a septic tank out there. He explained that all of our sewer requirements have to do with the development of homes. Committee directed staff to look into what it would take to get sewer and electricity to the park for future bathroom facilities. Mrs. Tynes asked if staff could also get a cost estimate to have sewer line brought over to the park just to compare cost between the two. Committee recommends approval of the requested \$6,000 contribution for the design phase of the playground.

4. Windsor Castle Park Farming Operations MOU – Dr. Cook stated this item was discussed in closed session and committee would like to recommend to Town Council extending Mr. Stalling current farming agreement for Windsor Castle Park, to allow him to proceed with planting the next crop.

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

1. Pinewood Heights Relocation Project – Phase II Update – The Town Manager reported that included in the packet was the minutes and map from the last Management Team meeting on November 13th. Also supplemental information was posted yesterday from Mr. Reagan with an updated map since the meeting was held. The Town Manager stated that the town has still not closed on any of the properties as of yet. Two Section 8 rental properties have been relocated thanks to Ms. Ross of Isle of Wight County. At this time the town has not started expending much of anything other than moving cost for the two Section 8 renters. The Town Manager stated that the Police Department is already dealing with people breaking into the vacant units and conducting illegal activities. The sooner we can get these properties acquired the sooner we can have them demolished. The demo agreement has been extended with AVES for Phase II of the project. Ms. Tynes mentioned that at the meeting discussion was held on the requirement for a Habitat for Humanity home. Mayor Williams stated that there is a couple that wants to build a house for someone in Isle of Wight County. They were not aware of the Pinewood Heights Project so he let them know about it. They gave money to Habitat for Humanity in 2006 and the money is still sitting there. Mayor Williams stated that if Habitat for Humanity gets into it they will build a house in Isle of Wight but through the application process it might not benefit an Isle of Wight County resident. The application that is picked might be from a resident of Newport News or Virginia Beach. Staff will keep this in mind as we move forward with the project.

2. Draft Boundary Line Adjustment Agreement – This item was discussed in closed session and tabled until next committee meeting.

3. Closed Session – Disposition of Real Property – The Town Attorney stated that we need a closed session for the purpose of discussing the potential disposition and potential acquisition of real property for public purposes and legal matters pertaining to the boundary line settlement issues pursuant to Section 2.2 - 3711A3 of the Code of Virginia. A motion was made by Vice Mayor Gregory and seconded by Ms. Chapman.

Closed Session began @ 5:03

Closed Session ended @ 5:28

The Town Attorney stated that we need a motion that during closed session the only items discussed were the acquisition/disposition of real property for public purposes and discussion of legal matters. A motion was made by Dr. Cook and Seconded by Ms. Tynes.

Meeting Adjourned at 5:29 p.m.

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

Committees and Projects:

- 11/03 TOP COP Awards Dinner – Virginia Beach – Deputy Chief Alonzo Howell and wife, Lt. Matthew Rogers and wife
- 11/06 Town Council – Chief Bowman
- 11/08 Promotional Process – Franklin PD – Lt. Rogers
- 11/13 TRIAD meeting – Lt. Rogers
ECC meeting – Chief Bowman and Deputy Chief Howell
- 11/14 Department Head – Chief Bowman and Deputy Chief Howell
Hampton Roads Chiefs of Police meeting – Walters – Chief Bowman and Deputy Chief Howell
- 11/20 Crime Line meeting – Chief Bowman, Lt. Valdez and Annette Crocker
- 11/26 Police Committee – Chief Bowman and Deputy Chief Howell
- 11/28 Department Head – Deputy Chief Howell

Training

- 11/02 Intox Recert – Richmond – Officer E. Cook
- 11/05 – 09 Patrol Officer/Detective – HRCJTA – Officer N. Anderson
- 11/13-15 Field Training Officer School – HRCJTA – Officer J. Powell
- 11/15 DUI Summit – Virginia Beach – Officers D. Adams and Officer E. Phillips
- 11/26 – 30 Mid Manager Training – HRCJTA – Lt. M. Rogers and Lt. P. Valdez
- 11/27 – 29 Surveillance Detection – Glen Allen – Officer C. Seamster
- 11/28 – 30 Victims and Witnesses of Crime – Williamsburg – Officer N. Anderson

In-House Training:

- 11/14 – 16 Weapons Annual Qualification – Franklin PD range – PD
- 11/21 Boat Training – Team B – Officer Powell, Officer Woods and Officer Anderson

Community Relations

- 11/01 Playing ball with juveniles – Church Manor Apts. – Officer D. Wright
- 11/04 Community Servants (EMS/Fire/Police) Appreciation – Emmanuel Baptist Church – Deputy Chief Howell
- 11/07 Homework Station – Jersey Park Apts. – Officer J. Adams
- 11/09 Serving breakfast to Veterans – Westside Elementary – Chief Bowman
- 11/09 Escorted Smithfield Foods trucks through Town/County to Newport News – Chief Bowman; Lt. Rogers; Sgt. Araojo; Officers Cook and Phillips
- 11/10 Speaking to Smithfield High School Football team – Main Street Baptist Church – Chief Bowman and Deputy Chief Howell
- 11/11 Veterans Day Ceremony – Veterans Memorial – Chief Bowman

Investigations:

Case#: 2012-01077
Location: 220 Smith Dr
Offense: Residential Burglary
Disposition: Cleared by Arrest

On 11/06/12 officers were called out to 220 Smith Dr for someone breaking into the complainant's home. When they arrived on scene the victim stated that her children's father had climbed in through a window and would not leave. When she called the police he left. Officers found him hiding out in a shed on the property. He was arrested for burglary and other warrants already on file.

Case#: 2012-01112
Location: Wellington Estates
Offense: Robbery
Disposition: Pending

On 11/11/12 officers were called out for a strong arm robbery. A juvenile was riding his bike through Wellington Estates when a black male wearing a black hoodie jumped out of the woods and knocked him off his bike. The suspect demanded that he gave him his backpack. When the juvenile gave up the backpack the suspect jumped into a vehicle and sped off. Investigation is pending.

Case#: 2012-01129
Location: 745 Wrenn Rd. (Jersey Park Apts)
Offense: Robbery
Disposition: Cleared by Arrest

On 11/18/12 officers responded to Jersey Park Apartments for robbery. The victim had let the suspect into his home to sell the suspect an Ipad. Once the suspect was in the home he pulled out a knife and demanded the victim give him all his money. The victim stated that he gave him about \$500. The victim knew the suspect by name and warrants were secured for the suspect. The suspect turned himself. Cleared by arrest.

Case#: 2012-01044
Location: 1119 S. Church St.
Offense: Robbery
Disposition: Cleared by Arrest (Update)

On 11/6/12 detectives identified the individual who robbed a female making a money drop at Farmer's Bank. The subject agreed to speak with detectives about the matter. During his interview the subject admitted to robbing the victim. He was charged with robbery and use of a firearm in commission of a felony. Cleared by arrest.

Case#: 2012-00822
Location: Cypress Creek
Offense: Vehicle Larcenies & Burglary
Disposition: Cleared by Arrest (Update)

In early September officers responded to multiple addresses in the Cypress Creek Neighborhood regarding a large number of vehicle break-ins. Officers lifted some latent prints from the different vehicles. The prints were sent off to the State Lab and returned with a name of the individual whom they matched. Twenty-one warrants in total were secured on the individual and he was subsequently arrested in Newport News.

Reporting Period: 11/1/2012 thru 11/30/2012

Total deposits for November 2012 - \$6,894.98

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	11/5/2012	1593			Isle of Wight Public Schools Education Foundation	IOW Schools Fundraiser	1292		1,540.00
Invoice	11/5/2012	1594			German Club	German Club	1297		800.00
Invoice	11/5/2012	1595			McGavran and Scott Wedding and Reception	McGavran and Scott Wedding and Reception	1736		0.00
Invoice	11/5/2012	1596			Torbic and Prather Reception	Torbic and Prather Reception	1792		0.00
Invoice	11/5/2012	1597			Watts-Campbell Wedding and Reception	Watts- Campbell Wedding and Reception	1806		0.00
Invoice	11/5/2012	1598			Howard-Vanpeeren Wedding & Reception	Howard-Vanpeeren Wedding & Reception	1825		0.00
Invoice	11/5/2012	1599			Norton and Debord Reception	Norton and Debord Reception	1875		0.00
Invoice	11/5/2012	1600			Allen and Witten Wedding and Reception	Allen and Witten Wedding and Reception	1932		0.00
Invoice	11/5/2012	1601			Isle of Wight Social Services	Staff Development Day	2018		25.00
Invoice	11/5/2012	1602			Gay-Newell Wedding & Reception	Gay-Newell Wedding & Reception	2022		0.00
Invoice	11/5/2012	1603			Smithfield Packing	Open Enrollment Benefits Boot Camp	2058		200.00
Invoice	11/5/2012	1604			Rushmere Community Development Corporation	Rushmere CDC Fundraiser	2081		150.00
Invoice	11/5/2012	1605			Smithfield Corporate	Corporate Service Awards Dinner	2083		400.00
Invoice	11/5/2012	1606			Smithfield Foods	Safety Training	2089		978.50
Invoice	11/5/2012	1607			Connie Chapman	Rhonda Ralph Memorial Services	2100		0.00
Invoice	11/13/2012	1608			Smithfield Recreation Association	Smithfield Rec Pig Picking	1953		175.00
Invoice	11/14/2012	1609			Relay for Life Womanless Pageant	Relay Womanless Pageant	2020		-100.00
Invoice	11/16/2012	1610			Stephenson-Knightnor Wedding & Reception	Stephenson-Knightnor Wedding & Reception	1878		-350.00
Invoice	11/20/2012	1611			Sentara Princess Anne	Diabetes Symposium	1803		635.00
Total									4,453.50
Payment	11/14/2012	1594	Check	246	German Club	German Club	1297		800.00
Payment	11/14/2012	1609	Check	Refund	Relay for Life Womanless Pageant	Relay Womanless Pageant	2020		-100.00
Payment	11/15/2012	1585	Check	7908	Smithfield Women's Club	Smithfield Women's Club	1963		156.00
Payment	11/16/2012	1610		Refund	Stephenson-Knightnor Wedding & Reception	Stephenson-Knightnor Wedding & Reception	1878		-350.00
Payment	11/26/2012	1593	Check	2053	Isle of Wight Public Schools Education Foundation	IOW Schools Fundraiser	1292		1,540.00
Payment	11/26/2012	1603	Check	2117464	Smithfield Packing	Open Enrollment Benefits Boot Camp	2058		200.00
Payment	11/29/2012	1606		Electronic	Smithfield Foods	Safety Training	2089		978.50

Reporting Period: 11/1/2012 thru 11/30/2012

Total deposits for November 2012 - \$6,894.98

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
					Transfer				
								Total	3,224.50
Deposit	11/1/2012		Master Card	Master Card	Foshee-Carroll Wedding & Reception	Foshee-Carroll Wedding & Reception	1849		431.84
Deposit	11/1/2012		Check	5637	Lester and Crocker Wedding and Reception	Lester and Crocker Wedding and Reception	2116		600.00
Deposit	11/1/2012		Discover	Discover	Kelly-Wilk Wedding & Reception	Kelly-Wilk Wedding & Reception	2118		425.00
Deposit	11/14/2012		Master Card	Master Card	Foshee-Carroll Wedding & Reception	Foshee-Carroll Wedding & Reception	1849		38.64
Deposit	11/16/2012		Check	4310	Cordero-Burnett Wedding & Reception	Cordero-Burnett Wedding & Reception	1968		500.00
Deposit	11/16/2012		Visa	Visa	Cordero-Burnett Wedding & Reception	Cordero-Burnett Wedding & Reception	1968		150.00
Deposit	11/20/2012		Visa	Visa	Haynie-Bell Wedding & Reception	Haynie-Bell Wedding & Reception	2131		700.00
Deposit	11/26/2012		Check	149114	Isle of Wight County	Isle of Wight County Holiday Party	1815		800.00
								Total	3,645.48
								Grand Total	-2,416.48

November 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
Melissa Off Sims Wedding & Reception MH plus Suites 120	HVAC Installation	HVAC Installation	Halloween HVAC Installation	Soteria Christian Center International Woman's Conference MH plus Suites 250	Soteria Christian Center International Woman's Conference MH plus Suites 250	Soteria Christian Center International Woman's Conference MH plus Suites 250
4	5	6	7	8	9	10
		Election Day Herbert Off Elections MH 200 Kitchen Inventory Kitchen 2 Town Council A&B 20	Joann Hall TV Show A&B 5 Joint School Board and Board of Supervisors Meeting A&B 20 Pipeline Safety Training A&B 20		Helen Off Dobbins and Clements Rehearsal Deck 20	Helen Off Dobbins and Clements Reception MH plus Suites 186
11	12	13	14	15	16	17
Helen Off Veterans Day Service MH 150 VFW Veterans Service Memorial Lawn, Suites 150	Veterans Day Observed Helen Off	Pinewood Heights Meeting C&D 20	Diabetes Symposium MH plus Suites 250	Quarterly Update MH 200 Smithfield Women's Club B,C&D 80	Amy Off Melissa Off Festival of Trees MH plus Suites 200	Amy Off Courtney Off Melissa Off Festival of Trees MH plus Suites 200
18	19	20	21	22	23	24
Amy Off Courtney Off Melissa Off Foshee-Carroll Wedding & Reception MH plus Suites 80	Amy Off Courtney Off Melissa Off Engineering Consultant Interviews A 8	Courtney Off Melissa Off BHA&R A&B 15 Crime Line Meeting C&D 15 Schoolhouse Committee C&D 15 Smithfield on the Move Meeting C&D 20	Courtney Off	Thanksgiving Day Courtney Off	Thanksgiving Weekend -Saturday Rate Courtney Off Herbert Off	Courtney Off
25	26	27	28	29	30	1
Herbert Off	Committee Meetings C&D 20	Committee Meetings C&D 20	Community Playground Community Meeting A&B 30 Staff Meeting C&D 12	Courtney Off at 4 PM		Isle of Wight County Holiday Party MH 150

November 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Smithfield Center Discounts - November 2012

Booking Date	Event Name	Room Code	Discount Percent
11/1/2012	Soteria Christian Center International Woman's Conference	MH plus Suites	20.00%
11/2/2012	Soteria Christian Center International Woman's Conference	MH plus Suites	20.00%
11/3/2012	Soteria Christian Center International Woman's Conference	MH plus Suites	20.00%
11/3/2012	Smithfield Rec Pig Picking	Riverfront	50.00%
11/6/2012	Town Council	A&B	100.00%
11/6/2012	Elections	MH	100.00%
11/7/2012	Pipeline Safety Training	A&B	0.00%
11/7/2012	Joint School Board and Board of Supervisors Meeting	A&B	50.00%
11/7/2012	Safety Committee	A&B	100.00%
11/7/2012	Joann Hall TV Show	A&B	100.00%
11/10/2012	Dobbins and Clements Reception	MH plus Suites	0.00%
11/11/2012	Veterans Day Service	MH	100.00%
11/11/2012	VFW Veterans Service	Suites	100.00%
11/13/2012	Planning Commission	A&B	100.00%
11/13/2012	Pinewood Heights Meeting	C&D	100.00%
11/14/2012	Diabetes Symposium	MH plus Suites	0.00%
11/15/2012	Smithfield Women's Club	B	50.00%
11/15/2012	Smithfield Women's Club	C&D	50.00%
11/15/2012	Quarterly Update	MH	0.00%
11/16/2012	Festival of Trees	MH plus Suites	20.00%
11/17/2012	Festival of Trees	MH plus Suites	20.00%
11/18/2012	Foshee-Carroll Wedding & Reception	MH plus Suites	0.00%
11/19/2012	Engineering Consultant Interviews	A	100.00%
11/20/2012	BHA&R	A&B	100.00%
11/20/2012	Schoolhouse Committee	C&D	100.00%
11/20/2012	Crime Line Meeting	C&D	100.00%
11/20/2012	Smithfield on the Move Meeting	C&D	100.00%
11/26/2012	Committee Meetings	C&D	100.00%
11/27/2012	Committee Meetings	C&D	100.00%
11/28/2012	Community Playground Community Meeting	A&B	100.00%
11/28/2012	Staff Meeting	C&D	100.00%

100% discount	17
50% discount	3
20% discount	2

Smithfield/Isle of Wight Tourism Activity Report – November 2012

- Director attended the Isle of Wight Board of Supervisors Meeting 11/15/12.
- Director attended Smithfield Town Council Meeting 11/6/12.
- Held monthly Tourism Staff Meeting 11/5/12. All staff in attendance.
- Mike Aiken & Friends Music Fest debriefing held 11/6/12.
- Met with Hampton Roads Magazine/Vista Graphics 11/6/12.
- Met with Ron Pack regarding Smithfield Station/Windsor Castle Park signage to discourage park parking in majority of Smithfield Station lot. Signage plan agreed upon with owner, Town Manager, Bill Hopkins and Wayne Griffin. Signage ordered and is currently being produced. Signage will be installed in December.
- Smithfield 2020 Meeting 11/7/12. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Attended SHDBA 11/8/12.
- AIB and PPP Awards featured in the Suffolk Sun 11/8/12.
- Met with IOW County Fair Event Coordinator to assist with award submissions for this year's fair 11/8/12.
- Met with Suffolk Tourism to discuss beginning a Smithfield/IOW Restaurant Week 11/8/12.
- Filmed THE COUNTY BEAT 11/8/12.
- Attended VACO Conference as exhibitor for VA Association of Convention & Visitors Bureaus 11/10-12/12.
- Attended State of the County Breakfast hosted by the Chamber 11/14/12.
- Attended 2013 Smithfield Wine & Brew Fest meeting 11/14/12.

1

- Held Farmer's Market meeting with Mayor, Town Manager, Smithfield 2020 Project Manager to discuss possible permanent locations and logistical issues 11/15/12.
- Attended Historic District "Brand Jam" meeting to brainstorm new branding for the Smithfield Historic District Merchants and Residents 11/15/12.
- Held budget meeting with Tourism Office Manager 11/16/12.
- Holiday Food & Crafts Farmers Market held 11/17/12. Excellent attendance!
- Attended YMCA Festival of the Trees 11/17/12.
- Met with Jeff's Sir Cakes A Lot to advise regarding marketing and advertising 11/19/12.
- Met with Smithfield 2020 Project Manager to put together project plan for Smithfield Historic District Brand Jam 11/19/12.
- Held Smithfield/IOW Restaurant Week planning session meeting 11/20/12. Restaurant Week will be held February 1-8, 2013.
- Schoolhouse Museum Board Meeting 11/20/12.
- Attended Smithfield on the Move meeting 11/20/12. Restaurant Week will partner with Smithfield on the Move to promote the "Ordering Healthy Project"
- Attended Farmers Market Board meeting 11/20/12.
- Met with Boardwalk Shops to brainstorm increasing customer volume 11/26/12.
- Attended Coastal Virginia Tourism Alliance meeting 11/27/12.
- Attended Council Committee meetings 11/27/12.
- Attended Country Boys Grand Opening in Windsor 11/27/12.
- Met with Chamber about April Historic Garden Week Tour 11/27/12.
- Attended Windsor Castle Park Natural Playground meeting 11/27/12.
- Attended VACVB Conference Call 11/30/12.
- Tourism Facebook postings throughout month.

- Attended Smithfield Staff Meeting 11/14/12 and 11/28/12.
- Attended IOW Staff Meeting 11/19/12.
- 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!

AN ORDINANCE TO AMEND OR REPEAL PROVISIONS OF THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA, FOUND TO BE IN CONFLICT WITH SECTION 15.2-915 OF THE CODE OF VIRGINIA

WHEREAS, pursuant to Section 15.2-915 of the Code of Virginia of 1950, as amended, no locality may adopt or enforce any ordinance resolution of motion governing the purchase, possession transfer, ownership carrying, storage, or transportation of firearms, ammunition other than those expressly authorized by statute; and,

WHEREAS, the Town Council has made a review of the Code of the Town of Smithfield and found certain ordinances to be in conflict with this provision of state law; and,

WHEREAS, the Town Council of the Town of Smithfield desires to bring its Code into compliance with the aforesaid Section 15.2-915 of the Code of Virginia of 1950, as amended.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA:

1. That Section 30-1 (a) (2) of Chapter 30. Civil Emergencies of the Code of the Town of Smithfield, Virginia is hereby repealed.
2. That Section 50-101, Carrying Concealed Weapons of Article III. Weapons, of Chapter 50. Offenses and miscellaneous provisions of the Code of the Town of Smithfield, Virginia is hereby repealed.
3. That Section 50-102, Carrying dangerous weapon to place of religious worship. of Article III. Weapons, , of Chapter 50. Offenses and miscellaneous provisions of the Code of the Town of Smithfield, Virginia is hereby repealed.
4. That Section 50-104, Discharging firearms, airguns or slingshots. of Article III. Weapons, of Chapter 50. Offenses and miscellaneous provisions of the Code of the Town of Smithfield, Virginia is hereby repealed.
5. That paragraph (4) of Section 70-221. Rules and regulations of Windsor Castle Park, of Article V. Windsor Castle Park, of Chapter 70. Streets, parks and other public places, of the Code of the Town of Smithfield, Virginia is hereby repealed and re-enacted as follows:

Section 70-221. Rules and regulations of Windsor Castle Park

- (4). Hunting. No hunting is allowed.

6. That this ordinance shall become effective immediately upon adoption.

ADOPTED this 4th day of December, 2012.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD, VIRGINIA

T. Carter Williams Mayor

Attest:

Clerk

APPLICATION AND CERTIFICATE FOR PAYMENT

SUBMITTED TO: THE TOWN OF SMITHFIELD
P O BOX 246
SMITHFIELD VA 23430

PROJECT: SOUTH CHURCH STREET
STREETSCAPE IMPROV.
PHASE V
SMITHFIELD, VA

APPLICATION NO.: 29
APPLICATION DATE: 11.5.2012
PERIOD TO: 10.31.2012

SUBMITTED FROM: Excel Paving Corporation
1132 Harmony Road
Norfolk, Virginia 23502

JOB #: 1189

EN03-300-108, C502, UPC95571/93722

ARCHITECT:

CONTRACT DATE: 11/4/2010

CONTRACT FOR:

INVOICE NO: 1189-20

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL		\$ -	\$ -
Approved this Month			
Date Approved			
CO #3		\$ -	\$ -
CO #4		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTALS		\$ -	\$ -
Net Change by Change Orders		\$ -	\$ -

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, attached.

ORIGINAL CONTRACT SUM \$ 2,583,555.50

Net Change by Change Orders To..... \$ -
(Line 2)

Contract Sum To Date..... \$ 2,583,555.50

Total Completed and Stored To Date..... \$ 2,524,558.17
(Column G)

Retainage:

0% of Completed Work \$ -
(Column D + E)

10% of Stored Material \$ -
(Column F)

Total Retainage..... \$ -

Total Earned Less Retainage..... \$ 2,524,558.17
(Line 4 less Line 5 Total)

Less Owner Direct Pymt by Purchase Ord.. \$ -

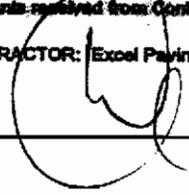
Less Previous Payments..... \$ 2,512,228.17
(Line 6 from prior Certificates)

Current Payment Due..... \$ 12,330.00

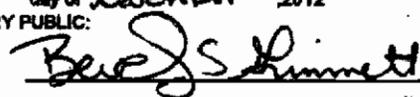
Balance to Finish including Retainage..... \$ 88,997.23
(Line 3 less Line 4)

The undersigned Subcontractor certifies that to the best of the Subcontractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Subcontractor for Work for which previous Certificates for Payment were issued and payments received from Contractor, and that current payment shown herein is now due.

CONTRACTOR: Excel Paving Corporation

By: 

Date: 11/5/12

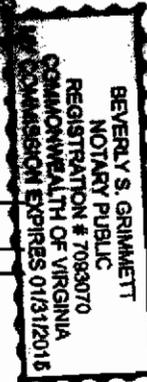
State of Virginia
City of Norfolk
Subscribed and sworn to before me this
5th day of November 2012
NOTARY PUBLIC:
Signed: 
My Commission Expires: 1/31/2016

VENDOR #

ACCOUNT #

DEPT #

TOWN MANAGER



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ -
(Attach explanation if amount certified differs from Amount applied for.)
ARCHITECT:

By:

Date:

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

(To Be Accompany By "Subcontractor's Application for Payment")

PROJECT: SOUTH CHURCH STREET
STREETSCAPE IMPROV. PHASE V
SMITHFIELD, VA

APPLICATION: 20
INVOICE NO.:

EN03-300-106, C502, UPC85571/83722

ESTIMATE FOR PERIOD ENDING:
10.1.2012 thru 10.31.2012

SUBCONTRACTOR:

EXCEL PAVING CORP.

SUBCONTRACTOR'S ADDRESS/CONTACT:
1132 HARMONY ROAD
NORFOLK, VA 23502

ITEM NO.	FROM SCHEDULE OF PRICES			TOTAL QUANTITIES REQUESTED			UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN	FED FORM	HIGHWAY
	LINE ITEM DESCRIPTION	UNIT	QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding Breakdown					
General Items																
1	Mobilization	LS	1.00	1.00	0.00	1.00	\$176,500.00	\$176,500.00	\$ -	\$176,500.00	\$58,245.00	\$ -	\$54,765.26		\$63,489.74	\$ -
2	Construction Surveying	LS	1.00	1.00	0.00	1.00	\$12,000.00	\$12,000.00	\$ -	\$12,000.00	\$ -	\$ -	\$12,000.00		\$ -	\$ -
3	SM-9.5 A Surface Course	TN	840.00	1,046.85	0.00	1046.85	\$94.00	\$76,960.00	\$ -	\$98,403.90	\$ -	\$ -	\$98,403.90		\$ -	\$ -
4	M-19.0 Intermediate Course	TN	1,000.00	170.19	0.00	170.19	\$96.00	\$96,000.00	\$ -	\$16,338.24	\$ -	\$ -	\$16,338.24		\$ -	\$ -
5	EM-25 Base Course	TN	1,000.00	1,292.87	0.00	1,292.87	\$96.00	\$96,000.00	\$ -	\$124,115.52	\$ -	\$ -	\$124,115.52		\$ -	\$ -
6	Aggregate Material Size 21-A Combination 4" Curb and Gutter	LF	4,800.00	4,209.00	0.00	4,209.00	\$29.00	\$133,400.00	\$ -	\$122,061.00	\$6,403.88	\$74,017.26	\$6,275.34		\$ -	\$ -
6	4" Curb	LF	450.00	657.00	0.00	657.00	\$22.80	\$10,260.00	\$ -	\$14,979.80	\$ -	\$14,979.80	\$ -		\$ -	\$ -
9	NDOT Std CO-2	LF	110.00	191.00	0.00	191.00	\$23.00	\$2,530.00	\$ -	\$4,393.00	\$ -	\$2,645.00	\$1,748.00		\$ -	\$ -
10	NDOT Std CO-6	LF	190.00	190.00	0.00	190.00	\$29.00	\$4,940.00	\$ -	\$5,510.00	\$ -	\$5,510.00	\$ -		\$ -	\$ -
11	3" Valley Gutter	LF	800.00	883.89	0.00	883.89	\$27.50	\$13,790.00	\$ -	\$18,798.25	\$ -	\$18,798.25	\$82.80		\$ -	\$ -
12	Residential Drive	SY	255.00	786.22	0.00	786.22	\$98.50	\$34,825.00	\$ -	\$76,537.36	\$ -	\$38,386.33	\$43,171.08		\$ -	\$ -
13	Commercial Drive	SY	200.00	272.54	0.00	272.54	\$182.00	\$30,400.00	\$ -	\$41,428.08	\$ -	\$ -	\$28,678.82		\$15,747.26	\$ -
14	Striped Asphalt Crosswalk	SY	800.00	560.00	0.00	560.00	\$65.00	\$33,000.00	\$ -	\$36,300.80	\$ -	\$ -	\$ -		\$36,300.00	\$ -
15	Painted Biking Pavement	SY	250.00	65.00	0.00	65.00	\$117.80	\$2,376.00	\$ -	\$7,980.00	\$ -	\$ -	\$ -		\$7,980.00	\$ -
16	Paver Placement	SY	2,100.00	2,334.00	0.00	2,334.00	\$94.85	\$135,785.00	\$ -	\$150,893.10	\$ -	\$ -	\$ -		\$150,893.10	\$ -
16A	Modular for Pavers	SY	2,100.00	2,361.10	0.00	2,361.10	\$30.00	\$63,000.00	\$ -	\$70,533.00	\$ -	\$ -	\$ -		\$70,533.00	\$ -
17	Unit Paver Accessible Ramp	SY	50.00	43.00	0.00	43.00	\$175.00	\$8,750.00	\$ -	\$7,525.00	\$ -	\$ -	\$ -		\$7,525.00	\$ -
18	Reinforce Existing Brick Wall with 6in. Invd. Inghit, and Jagch	ASF	1,800.00	1,257.00	368.00	1,257.00	\$30.00	\$48,000.00	\$11,640.00	\$49,360.00	\$ -	\$21,210.00	\$16,500.00		\$ -	\$ -
19	Regular Excavation	CY	3,200.00	3,820.00	0.00	3,820.00	\$38.00	\$112,000.00	\$ -	\$126,700.00	\$11,340.00	\$120.00	\$14,280.00		\$100,980.00	\$ -
20	Select Fill	CY	1,000.00	377.00	0.00	377.00	\$18.00	\$6,800.00	\$ -	\$6,032.00	\$ -	\$5,182.00	\$880.00		\$ -	\$ -
21	4" Topsoil Class A	AC	1.00	1.00	0.00	1.00	\$17,850.00	\$17,850.00	\$ -	\$17,850.00	\$ -	\$2,489.00	\$15,361.00		\$ -	\$ -
22	12" Storm Drainage Pipe	LF	165.00	210.00	0.00	210.00	\$105.00	\$17,325.00	\$ -	\$22,050.00	\$ -	\$22,050.00	\$ -		\$ -	\$ -
23	18" Storm Drainage Pipe	LF	1,430.00	1,141.00	0.00	1,141.00	\$105.00	\$150,190.00	\$ -	\$118,805.00	\$13,440.00	\$78,707.00	\$ -		\$29,698.00	\$ -
24	18" Storm Drainage	LF	270.00	222.00	0.00	222.00	\$108.00	\$28,180.00	\$ -	\$23,976.00	\$23,976.00	\$ -	\$ -		\$ -	\$ -
25	24" Storm Drain	LF	690.00	587.00	0.00	587.00	\$135.00	\$78,140.00	\$ -	\$81,008.00	\$ -	\$81,008.00	\$ -		\$ -	\$ -
26	24" Storm Drain	LF	895.00	690.00	0.00	690.00	\$99.00	\$64,065.00	\$ -	\$67,579.80	\$ -	\$67,579.80	\$ -		\$ -	\$ -
27	24" EA	EA	6.00	6.00	0.00	6.00	\$3,720.00	\$22,320.00	\$ -	\$22,320.00	\$ -	\$22,320.00	\$ -		\$ -	\$ -
28	24" EA	EA	9.00	9.00	0.00	9.00	\$3,715.00	\$33,435.00	\$ -	\$33,744.00	\$ -	\$33,744.00	\$ -		\$ -	\$ -
29	24" EA L=4'	EA	4.00	3.00	0.00	3.00	\$2,940.00	\$11,760.00	\$ -	\$5,820.00	\$2,940.00	\$4,410.00	\$1,470.00		\$ -	\$ -
30	24" EA L=6'	EA	7.00	6.00	0.00	6.00	\$2,982.00	\$20,694.00	\$ -	\$17,712.00	\$ -	\$17,712.00	\$ -		\$ -	\$ -
31	24" EA L=8'	EA	2.00	1.00	0.00	1.00	\$3,208.00	\$6,412.00	\$ -	\$3,208.00	\$ -	\$3,208.00	\$ -		\$ -	\$ -
32	24" EA L=8'	EA	2.00	2.00	0.00	2.00	\$2,862.00	\$5,784.00	\$ -	\$5,784.00	\$ -	\$5,784.00	\$ -		\$ -	\$ -
33	24" EA L=4'	EA	2.00	3.00	0.00	3.00	\$4,251.00	\$6,902.00	\$ -	\$12,763.00	\$ -	\$12,763.00	\$ -		\$ -	\$ -
34	24" EA L=6'	EA	8.00	10.00	0.00	10.00	\$4,314.00	\$34,512.00	\$ -	\$43,140.00	\$ -	\$43,140.00	\$ -		\$ -	\$ -
35	24" EA L=6'	EA	1.00	1.00	0.00	1.00	\$5,217.00	\$5,217.00	\$ -	\$5,217.00	\$ -	\$5,217.00	\$ -		\$ -	\$ -
36	18" Flared End Section	EA	1.00	1.00	0.00	1.00	\$1,957.00	\$1,957.00	\$ -	\$1,957.00	\$1,957.00	\$ -	\$ -		\$ -	\$ -
37	Select Fill For Trench	CY	1,700.00	1,267.00	0.00	1,267.00	\$16.00	\$27,200.00	\$ -	\$20,272.00	\$4,828.00	\$15,344.00	\$ -		\$ -	\$ -
38	Adjust Rim to Finished Grade	EA	7.00	7.00	0.00	7.00	\$800.00	\$5,600.00	\$ -	\$5,800.00	\$ -	\$1,800.00	\$4,000.00		\$ -	\$ -
39	Timber Bulkhead Modification	LS	1.00	1.00	0.00	1.00	\$7,500.00	\$7,500.00	\$ -	\$7,500.00	\$ -	\$7,500.00	\$ -		\$ -	\$ -
40	Temporary Filter Barrier	LF	1,100.00	1,556.00	0.00	1,556.00	\$2.00	\$2,200.00	\$ -	\$3,112.00	\$720.00	\$2,392.00	\$ -		\$ -	\$ -
41	Tree Fence	LF	450.00	813.00	0.00	813.00	\$7.50	\$3,375.00	\$ -	\$6,097.50	\$1,072.50	\$5,025.00	\$ -		\$ -	\$ -
42	Inlet Protection	LF	29.00	29.00	0.00	29.00	\$100.00	\$2,900.00	\$ -	\$2,800.00	\$ -	\$2,800.00	\$ -		\$ -	\$ -
43	Construction Entrance	LS	1.00	1.00	0.00	1.00	\$2,900.00	\$2,900.00	\$ -	\$2,900.00	\$ -	\$2,900.00	\$ -		\$ -	\$ -

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

(To Be Accompany By "Subcontractor's Application for Payment")

PROJ: SOUTH CHURCH STREET
STREETSCAPE IMPROV. PHASE V
SMITHFIELD, VA

APPLICATION: 20
INVOICE NO.:

EN03-300-108, C502, UPC95571/93722

ESTIMATE FOR PERIOD ENDING:
10.1.2012 thru 10.31.2012

SUBCONTRACTOR:

EXCEL PAVING CORP.

SUBCONTRACTOR'S ADDRESS/CONTACT:

1132 HARMONY ROAD
NORFOLK, VA 23502

ITEM NO.	LINE ITEM DESCRIPTION	ED UNIT	TOTAL QUANTITIES REQUESTED				UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN	FED FORM	HIGHWAY
			SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding Breakdown					
44	Demolition	LS	1.00	1.32	0.00	1.32	\$ 108,639.00	\$ 108,639.00	\$ -	\$ 140,763.48	\$ 15,960.64	\$ -	\$ 60,802.84	\$ -	\$ 64,000.00	\$ -
45	4" Solid Double Yellow Line	LF	2,360.00	2,273.00	0.00	2,273.00	\$ 0.80	\$ 1,888.00	\$ -	\$ 1,818.40	\$ -	\$ -	\$ 1,818.40	\$ -	\$ -	\$ -
46	6" Solid White Lane Line	LF	270.00	403.00	0.00	403.00	\$ 0.50	\$ 135.00	\$ -	\$ 201.50	\$ -	\$ -	\$ 201.50	\$ -	\$ -	\$ -
47	4" White Mini Strip Line	LF	310.00	20.00	0.00	20.00	\$ 0.50	\$ 155.00	\$ -	\$ 10.00	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -
48	4" Solid White Parking Stripe	LF	300.00	99.00	0.00	99.00	\$ 0.50	\$ 150.00	\$ -	\$ 49.50	\$ -	\$ -	\$ 49.50	\$ -	\$ -	\$ -
49	24" Solid White Stop Bar	LF	85.00	61.00	0.00	61.00	\$ 2.50	\$ 212.50	\$ -	\$ 152.50	\$ -	\$ -	\$ 152.50	\$ -	\$ -	\$ -
50	Single Arrow	EA	3.00	3.00	0.00	3.00	\$ 47.00	\$ 141.00	\$ -	\$ 141.00	\$ -	\$ -	\$ 141.00	\$ -	\$ -	\$ -
51	Double Arrow	EA	4.00	1.00	0.00	1.00	\$ 80.00	\$ 320.00	\$ -	\$ 80.00	\$ -	\$ -	\$ 80.00	\$ -	\$ -	\$ -
52	Only	EA	1.00	1.00	0.00	1.00	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -
53	Handicap Parking Symbol	EA	1.00	0.00	2.00	2.00	\$ 60.00	\$ 60.00	\$ 120.00	\$ 120.00	\$ -	\$ -	\$ 120.00	\$ -	\$ -	\$ -
54	Handicap Parking Sign	EA	2.00	0.00	2.00	2.00	\$ 135.00	\$ 270.00	\$ 270.00	\$ 270.00	\$ -	\$ -	\$ 270.00	\$ -	\$ -	\$ -
55	Stop Sign	EA	1.00	1.00	0.00	1.00	\$ 180.00	\$ 180.00	\$ -	\$ 180.00	\$ -	\$ -	\$ 180.00	\$ -	\$ -	\$ -
56	Attach Stop Sign to Existing	EA	1.00	1.00	0.00	1.00	\$ 125.00	\$ 125.00	\$ -	\$ 125.00	\$ -	\$ -	\$ 125.00	\$ -	\$ -	\$ -
57	Retain Sign	EA	4.00	1.00	3.00	4.00	\$ 100.00	\$ 400.00	\$ 300.00	\$ 400.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -
58	Installation of Traffic	LS	1.00	1.00	0.00	1.00	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00	\$ 17,293.00	\$ -	\$ 3,750.00	\$ 54,000.00	\$ -	\$ -
59	Other Signs	EA	3.00	0.00	0.00	0.00	\$ 580.00	\$ 1,740.00	\$ -	\$ 4,980.00	\$ -	\$ -	\$ 4,980.00	\$ -	\$ -	\$ -
60	Drain Markings	EA	20.00	28.00	0.00	28.00	\$ 260.00	\$ 4,480.00	\$ -	\$ 5,720.00	\$ -	\$ -	\$ 5,720.00	\$ -	\$ -	\$ -
61	Chassis Tree	EA	24.00	28.00	0.00	28.00	\$ 220.00	\$ 6,160.00	\$ -	\$ 6,160.00	\$ -	\$ -	\$ 6,160.00	\$ -	\$ -	\$ -
62	Sign	EA	3.00	0.00	0.00	0.00	\$ 390.00	\$ 990.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63	Autism Bakers Azalea	EA	48.00	48.00	0.00	48.00	\$ 36.00	\$ 1,728.00	\$ -	\$ 1,882.00	\$ -	\$ -	\$ 1,882.00	\$ -	\$ -	\$ -
64	Shrubbing Bride Hydrangea	EA	10.00	10.00	0.00	10.00	\$ 28.00	\$ 280.00	\$ -	\$ 280.00	\$ -	\$ -	\$ 280.00	\$ -	\$ -	\$ -
65	Red Tush Holly	EA	31.00	31.00	0.00	31.00	\$ 27.00	\$ 837.00	\$ -	\$ 837.00	\$ -	\$ -	\$ 837.00	\$ -	\$ -	\$ -
66	Indian Hawthorne	EA	42.00	42.00	0.00	42.00	\$ 27.00	\$ 1,134.00	\$ -	\$ 1,134.00	\$ -	\$ -	\$ 1,134.00	\$ -	\$ -	\$ -
67	Ground Cover Periwinkle	EA	720.00	1,288.00	0.00	1,288.00	\$ 55.00	\$ 38,000.00	\$ -	\$ 70,888.00	\$ -	\$ -	\$ 68,750.00	\$ 1,815.00	\$ -	\$ -
68	Rocking	EA	5,000.00	750.00	0.00	750.00	\$ 3.50	\$ 17,500.00	\$ -	\$ 2,825.00	\$ -	\$ -	\$ 2,825.00	\$ 2,825.00	\$ -	\$ -
69	5" Valves	LF	370.00	50.00	0.00	50.00	\$ 40.00	\$ 14,800.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -
70	Pipe Hydrant Assembly	EA	5.00	5.00	0.00	5.00	\$ 4,474.00	\$ 22,370.00	\$ -	\$ 22,370.00	\$ 4,470.00	\$ -	\$ -	\$ 17,900.00	\$ -	\$ -
71	60" Sewer MH	EA	2.00	0.00	0.00	0.00	\$ 6,440.00	\$ 12,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	60" Water Service	EA	8.00	0.00	0.00	0.00	\$ 1,874.00	\$ 14,992.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73	Hydrant Offset	EA	1.00	0.00	0.00	0.00	\$ 4,789.00	\$ 4,789.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74	Hydrant Offset	EA	2.00	1.00	0.00	1.00	\$ 4,828.00	\$ 4,828.00	\$ -	\$ 4,828.00	\$ 2,825.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
75	Hydrant Box	EA	1.00	0.00	0.00	0.00	\$ 880.00	\$ 880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
76	Hydrant Box	EA	0.00	5.00	0.00	5.00	\$ 976.00	\$ 4,880.00	\$ -	\$ 4,880.00	\$ -	\$ -	\$ 4,880.00	\$ -	\$ -	\$ -
77	5" Valve and Box	EA	1.00	0.00	0.00	0.00	\$ 1,464.00	\$ 1,464.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78	Welder Joint	EA	2.00	2.00	0.00	2.00	\$ 903.00	\$ 1,806.00	\$ -	\$ 1,806.00	\$ -	\$ -	\$ 1,806.00	\$ -	\$ -	\$ -
79	Red Tee	EA	3.00	1.00	0.00	1.00	\$ 530.00	\$ 530.00	\$ -	\$ 530.00	\$ -	\$ -	\$ 530.00	\$ -	\$ -	\$ -
80	5" Sewer	LF	100.00	0.00	0.00	0.00	\$ 220.00	\$ 22,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81	4" Schedule 80 Pvc with	LF	32,000.00	28,358.00	0.00	28,358.00	\$ 6.25	\$ 200,000.00	\$ -	\$ 177,243.75	\$ -	\$ -	\$ 177,243.75	\$ -	\$ -	\$ -
82	Light Pole Foundation	EA	45.00	20.00	0.00	20.00	\$ 682.00	\$ 30,860.00	\$ -	\$ 13,840.00	\$ -	\$ -	\$ 13,840.00	\$ -	\$ -	\$ -
83	4" Schedule 80 pvc (Street	LF	4,920.00	4,630.00	0.00	4,630.00	\$ 16.80	\$ 82,656.00	\$ -	\$ 77,784.00	\$ -	\$ -	\$ 77,784.00	\$ -	\$ -	\$ -
84	Splice Box	EA	45.00	60.00	0.00	60.00	\$ 525.00	\$ 23,525.00	\$ -	\$ 31,500.00	\$ -	\$ -	\$ 31,500.00	\$ -	\$ -	\$ -
85	Utility Vault	EA	6.00	5.00	0.00	5.00	\$ 10,500.00	\$ 53,000.00	\$ -	\$ 52,500.00	\$ -	\$ -	\$ 52,500.00	\$ -	\$ -	\$ -
86	Addendum 8" water line	LF	30.00	30.00	0.00	30.00	\$ 65.00	\$ 1,950.00	\$ -	\$ 1,950.00	\$ -	\$ -	\$ 1,950.00	\$ -	\$ -	\$ -
87	Addendum 8x5 Tee	EA	1.00	1.00	0.00	1.00	\$ 903.00	\$ 903.00	\$ -	\$ 903.00	\$ -	\$ -	\$ 903.00	\$ -	\$ -	\$ -

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

(To Be Accompany By "Subcontractor's Application for Payment")

PROJECT: SOUTH CHURCH STREET STREETSCAPE IMPROV. PHASE V SMITHFIELD, VA						APPLICATION: <u>20</u> INVOICE NO.:										
EN03-300-106, C502, UPC86571/83722						ESTIMATE FOR PERIOD ENDING: 10.1.2012 thru 10.31.2012										
SUBCONTRACTOR: EXCEL PAVING CORP.						SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502										
FROM SCHEDULE OF PRICES			TOTAL QUANTITIES REQUESTED			UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN	FED FORM	HIGHWAY	
ITEM NO	LINE ITEM DESCRIPTION	ED UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding Breakdown					
88	Addendum B&B Rectangular	EA	1.00	1.00	0.00	1.00	\$ 476.00	\$ 476.00	\$ -	\$ 476.00		\$ -	\$ 476.00			
89	Addendum DI-3A	EA	2.00	3.00	0.00	3.00	\$ 4,881.00	\$ 9,722.00	\$ -	\$ 14,583.00		\$ -	\$ 14,583.00			
TOTALS:							\$2,593,555.50	\$12,330.00	\$2,524,558.17	\$ 185,329.00	\$ 719,859.94	\$ 648,936.38	\$ 352,667.75	\$ 352,195.00	\$ 273,241.10	
ADDITIONAL WORK																
		LS	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -						
		LS	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -						
		LS	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -						
		LS	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -						
TOTALS:							\$2,593,555.50	\$12,330.00	\$2,524,558.17	\$ 185,329.00	\$ 719,859.94	\$ 648,936.38	\$ 352,667.75	\$ 352,195.00	\$ 273,241.10	

APPLICATION AND CERTIFICATE FOR PAYMENT

SUBMITTED TO: THE TOWN OF SMITHFIELD
P O BOX 246
SMITHFIELD VA 23430

PROJECT: SOUTH CHURCH STREET
STREETSCAPE IMPROV.
PHASE V
SMITHFIELD, VA

APPLICATION NO.: 1
APPLICATION DATE: 11.5.12
PERIOD TO: 10.31.2012

SUBMITTED FROM: Excel Paving Corporation
1132 Harmony Road
Norfolk, Virginia 23502

JOB #: 1189

EN03-300-108, C502, UPC95571/83722

CONTRACT FOR:

ARCHITECT:

CONTRACT DATE:

INVOICE NO: 1189-10

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS		DEDUCTIONS	
Change Orders approved in previous months by Owner		TOTAL	\$	\$	-
Approved this Month					
	Date Approved				
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
TOTALS		\$	-	\$	-
Net Change by Change Orders		\$	-	\$	-

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet attached.

ORIGINAL CONTRACT SUM \$ 49,519.85

Net Change by Change Orders To..... \$ -
(Line 1± 2)

Contract Sum To Date..... \$ 49,519.85

Total Completed and Stored To Date..... \$ 49,519.85
(Column G)

Retainage:

0% of Completed Work \$ -
(Column D + E)

10% of Stored Material \$ -
(Column F)

Total Retainage..... \$ -

Total Earned Less Retainage..... \$ 49,519.85
(Line 4 less Line 6 Total)

Less Owner Direct Pymt by Purchase Ord.. \$ -

Less Previous Payments..... \$ -
(Line 6 less prior Certificates)

Current Payment Due..... \$ 49,519.85

Balance to Retain including Retainage..... \$ -
(Line 8 less Line 6)

State of Virginia

City of Norfolk

Subscribed and sworn to before me this

5th day of November, 2012

NOTARY PUBLIC:

Signed: *Beverly S. Grinnett*

My Commission Expires: 11/31/2016

AMOUNT CERTIFIED: \$

(Attach explanation if amount certified differs from Amount applied for.)

ARCHITECT:

By:

Date:

VENDOR #
ACCOUNT #
DEPT HEAD *[Signature]*
TOWN MANAGER *[Signature]*

The undersigned Subcontractor certifies that in the best of the Subcontractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Subcontractor for Work for which previous Certificates for Payment were issued and payments received from contractor, and that current payment shown herein is now due.

CONTRACTOR: Excel Paving Corporation
By: *[Signature]*

Date: 11/5/12

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

BEVERLY S. GRINNETT
NOTARY PUBLIC
REGISTRATION # 7083070
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES 07/31/2016

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

(To Be Accompany By "Subcontractor's Application for Payment")

PROJECT SOUTH CHURCH STREET STREETScape IMPROVE. PHASE V SMITHFIELD, VA	APPLICATION: 1 INVOICE NO.:
EN03-300-108, C502, UPC95571/93722	ESTIMATE FOR PERIOD ENDING: 10/31/2012
SUBCONTRACTOR: EXCEL PAVING CORP.	SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502

FROM SCHEDULE OF PRICES				TOTAL QUANTITIES REQUESTED			UNIT PRICES			
ITEM NO.	LINE ITEM DESCRIPTION	SCHEDULED UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE
	344 South Church St Extension of Sidewalk	LS	1.00	0.00	1.00	1.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
1	Material for Mr. Harris driveway	LS	1.00	0.00	1.00	1.00	\$ 1,067.26	\$ 1,067.26	\$ 1,067.26	\$ 1,067.26
3	Additional labor to reroute sidewalk	LS	1.00	0.00	1.00	1.00	\$ 517.00	\$ 517.00	\$ 517.00	\$ 517.00
4	Remove 30lf of curb per Engineer	LS	1.00	0.00	1.00	1.00	\$ 333.50	\$ 333.50	\$ 333.50	\$ 333.50
5	Per sketch SKC-11 R&R asphalt -Betty Clark	LS	1.00	0.00	1.00	1.00	\$ 1,828.24	\$ 1,828.24	\$ 1,828.24	\$ 1,828.24
6	Soilard installation	LS	1.00	0.00	1.00	1.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00
	BRICK PAVERS & RETAINING WALL MORTAR & FLARE									
7	345 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 840.00	\$ 840.00	\$ 840.00	\$ 840.00
8	386 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
9	382 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00
10	366 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
11	362 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 220.00	\$ 220.00	\$ 220.00	\$ 220.00
12	373 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00
13	223 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 135.00	\$ 135.00	\$ 135.00	\$ 135.00
14	315 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 860.00	\$ 860.00	\$ 860.00	\$ 860.00
	SAND SET PAVES WORK COMPLETED	LS								
15	379 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
16	372 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
17	368 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00
18	340 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
19	338 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
20	Jerico Road	LS	1.00	0.00	1.00	1.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
21	130 South Church Street	LS	1.00	0.00	1.00	1.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Page Totals:									\$ 13,401.00	\$ 13,401.00

