

SMITHFIELD TOWN COUNCIL AGENDA



July 2nd, 2013 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street

A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|---------|---|---|
| July 2 | - | 7:30 p.m. – Town Council Meeting |
| July 4 | - | Town Administrative Offices will be Closed in Observance of Independence Day |
| July 8 | - | 4:00 p.m. – Pinewood Heights Management Team Meeting (Town Hall) |
| July 11 | - | 2:00 p.m. – Windsor Castle Park Foundation Board Meeting (Town Hall) |
| July 16 | - | 7:30 p.m. - Board of Historic and Architectural Review |
| July 22 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| June 23 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
Public Buildings and Welfare Committee |

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

C. Public Comments:

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

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District

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, Mrs. Denise Tynes
- b. Water and Sewer, Chair, Vice Mayor Andrew Gregory
- c. Finance Committee Chair, Randy Pack
- d. Public Works Committee Chair, Mr. Michael Smith
- e. Public Buildings and Welfare Committee Member, Ms. Connie Chapman

CONSENT AGENDA ITEMS

- C1. Motion to Authorize Traffic Assistance Ham-azing Time Trial Event, Sunday, July 14th, 2013 from 9:00 a.m. to 3:00 p.m.**
Police Committee Chair, Denise Tynes
- C2. Resolution for Street Closure Request for Ruritan Car Show at Town and Country Days, Saturday, October 12, 2013**
Police Committee Chair, Mrs. Denise N. Tynes **TAB # 1**
- C3. Motion to Renew Sanitary Sewer Rehabilitation Contract with Tri-State Utilities for One Additional Year**
Water and Sewer Committee Chair, Vice Mayor Gregory
- C4. Motion to Move Forward with Cost Share Proposal for Utilities on Livengood's Property in Phase 1 of the Pinewood Heights Relocation Project**
Water and Sewer Committee Chair, Vice Mayor Gregory
- C5. Invoices Over \$10,000 Requiring Council's Consideration:**
Finance Committee Chair, Randy Pack
- | | |
|--|-------------|
| a. Blair Brothers, Inc. | \$77,959.42 |
| b. Bowditch Ford (budgeted Public Works truck) | \$23,209.00 |
| c. Draper Aden Associates | \$16,333.00 |
| d. IOW County General Obligation Bond | \$36,909.35 |
- C6. Motion to Adopt Appropriation Resolution to Carry Forward Funds and Restrict Funds Appropriated in Fiscal Year 2012/2013**
Finance Committee Chair, Mr. Randy Pack **TAB # 2**
- C7. Motion to Adopt Appropriation Resolution for Funds for Fiscal Year 2013/2014, Effective July 1st 2013**
Finance Committee Chair, Randy Pack **TAB # 3**
- C7. Motion to Renew Underground Utilities Contract with Lewis Construction for One Additional Year.**
Public Works Committee Chair, Mr. Michael Smith
- C8. Motion to Approve License Agreement for Public Restroom Facility Located at 206 Main Street**
Public Building and Welfare Committee Member, Ms. Connie Chapman **(FORTHCOMING)**

ACTION SECTION

1. **Ordinance to Amend Town Code to Prohibit Gasoline Powered Motors in Waterworks Lake**
Police Committee Chair, Mrs. Denise N. Tynes **TAB # 4**
2. **Motion to Approve the Town Council Minutes for the Meeting of June 4th, 2013**
Town Attorney, William H. Riddick, III
3. **Motion to Accept Deed of Gift for Public Restrooms from Smithfield Foods**
Town Attorney, William H. Riddick, III **TAB # 6**
4. **New Business:**
5. **Old Business:**
6. **Closed Session:**
7. **Adjournment**

June 28, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – JUNE 2013

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings: Smithfield 2020, Chamber of Commerce Business Appreciation Luncheon and monthly Leadership Isle of Wight Program, Windsor Castle Park Foundation Board, IOW Emergency Communications Center Board, Regional CAO's at HRPDC in Chesapeake, Southside Mayors and Chairs Luncheon and VLGMA Summer Conference (one day only) both in Virginia Beach, Smithfield on the Move, Joint Tourism Committee, HRCJTA (Police Academy) Executive Committee in Newport News, etc.
- b. Completed annual performance evaluations for supervisory staff, office staff and reviewed and commented on all employee evaluations.
- c. Utilized two and a half days of accrued vacation leave this month.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council
- b. Pulled records to assist the Town Treasurer with Audit by Robinson Farmer Cox
- c. Staff attended Windsor Castle Foundation Board Meeting on June 6th.
- d. Prepared June Town Council Committee Agenda, June 24th Continued Town Council Agenda, and July Town Council Agenda
- e. Attended Town Council Committee meetings on June 24th and 25th and prepared summary reports of the committees.
- f. Met with Town Attorney, William Saunders, Bill Hopkins, and Peter Stephenson to discuss PETA's FOIA request.
- g. Attended Continued Town Council Committee meeting on June 24th.
- h. Continue to work on sorting and labeling Treasurer and Public Works Files

TREASURER'S OFFICE:

- a. Worked with new audit group from Robinson Farmer Cox from June 3 through June 5.
- b. Prepared 2013 Amended Budget and 2014 Proposed Budget presentations for Town Council public hearings on June 4.
- c. Took vacation on June 13 and June 14.
- d. Submitted draw request to VDOT on June 17 for reimbursement of South Church Street expenses totaling \$575,861.71.
- e. Attended the ribbon cutting for the Public Restrooms on June 18. Worked with Bill Hopkins to set up access to the site for cleaning services and stock the facility with needed supplies.
- f. Had lunch with Joycelyn Spight and Joyce Dunning from Old Point National Bank at their request on June 24. They wanted to offer a demonstration of their payroll service that can stand alone from typical banking services.
- g. Prepared May cash balances and financial reports for June 24 finance committee meeting. Prepared brief presentation for public hearing regarding water rates and fees at the continued Town Council meeting.
- h. Finished annual performance evaluations for departmental staff.

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. Used sea snake to view sewer main and locate lateral at 301 West St. Sewer line back up on homeowner side.
 - c. 101 Riverview - sewer backed up, however no town clean out. Back up is on homeowner side.
 - d. 405 Evergreen Way - sewer back up used sewer machine to clean out line.
 - e. Raised a sewer manhole lid to ground level at 329 Smithfield Blvd.
 - f. Used sea snake to camera sewer lines at 403 Watson Dr. and 304 Muirfield Dr.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Performed the following scheduled maintenance at all 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 has almost completed the work on alarms at pump stations.
- d. Minton Way pump station had a bad pump, stations is working on 1 pump and bypass pump sat up at this station until new pump has been received.
- e. Changed the oil in pump 1 at St. Andrews pump station.

3. Water Line Repairs and Maintenance

- a. Repaired water leak at 808 Kerr Place.
- b. 12 Faye Drive, raised a fire hydrant to proper level.

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. Operators installed new Vitec 4000 pump on anti-scalent pump skid.
- c. Repairs were made to chemical room air conditioning.
- d. Plant staff assisted Caldwell Tanks with tanks inspections.
- e. Operators installed new pH probe on RO cleaning system.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Heat Stress Safety.

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.
- d. Cleaned storm drains at Great Springs Rd ,Smithfield Blvd. and Wilson Rd.

PLANNING AND ZONING:

- 1. Planning Commission – 06/11/13
 - 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. Smithfield Foods Test Kitchen (98% complete)
 - E. True Value (98% complete)
 - F. Main Street Baptist Church (98% complete)
- 6. Board of Zoning Appeals 06/18/13
 - E. No Meeting Held
- 7. Board of Historic & Architectural Review 06/18/13
 - F. No Meeting Held

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.

- D. South Church Street Streetscape Project, a walk through inspection was performed with VDOT. Several minor issues were found and a punch list formed noting this work. Work was completed the month of June and the field work is now accepted.

- E. Blair Bro.'s Contr. started and completed ditch repair at 405 Watson Dr. Due to grade of ditch the ditch washout area was repaired and lined with rip-rap stone material. Contractor regraded ditch bank on Underwood Lane, topsoil and seeded same. Contractor repaired storm drain pipe entering drop inlet along with washout areas around top of drop inlet at 228 Wellington Circle. Contractor repaired shoulder area on Battery Park Road near the Villas subdivision. Contractor also installed asphalt overlay on Ledford Lane and Lane Crescent.

June 28, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, JUNE 24TH, 2013

The Police Committee met Monday, June 24th, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew Gregory, Vice Mayor; and Ms. Connie Chapman. 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 G. King, 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; Ms. Amy Musick, Smithfield Center Director; The media was represented by Ms. Abby Proch of "The Smithfield Times".

Committee Member, Andrew Gregory called the meeting to order.

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

1. Traffic Assistance Request for Ham-azing Time Trial Event, Sunday, July 14th from 9:00 am to 3:00 pm – Ms. Musick stated that this is an event that is in our special events process. This bicyclist event takes place Sunday, July 14th. They have a long course and a short course. Most of the event is out in the county however it does start and finish in the town limits. Staff has determined that the organization will pay for one town officer to assist with traffic control. Chief Bowman stated that they have had a number of these events before and recommends as a courtesy that this same package be sent to the Isle of Wight Sheriff's Office so they can determine if officers are needed out in the county as well. Mr. Pack stated that he has had conversation with some of the residents on Mill Swamp Road. They have no problem with the bicyclist but was wondering if there was a way to have only way bicycle traffic during these events. When you have bicyclist going both directions on the road it makes it very difficult to pass. Chief Bowman stated that under the law bicyclist have just as much right to the roadway as a pedestrian in a vehicle. There is nothing that we can do to mandate that on

public highways as long as they are operating in a safe manner. Committee recommended approval of the Ham-azing Time Trial Event.

2. Street Closure Request for Ruritan Car Show at Town And Country Days, Saturday, October 12, 2013 – Ms. Musick stated that this event is one of the many events that makes up Town and Country Days. The Ruritan cars are parked along Main Street therefore the 100, 200 and 300 blocks would be closed for this event. Vice Mayor Gregory stated that they normally have eighty-five to one hundred cars. Mayor Williams asked how much does this event cost the Ruritan Club now that the town has implemented the event policy to recoup money spent for town services. Ms. Musick stated that the only requirement is the cost of one police officer in an approximate amount of \$250. Committee recommended approval of the street closure request.

3. Amend Town Code to Prohibit Gasoline Motors in Waterworks Lake – Chief Bowman stated that this item came as a result of an inquiry made by a citizen. Historically for many years there was a sign at Waterworks Lake that said gasoline motors are prohibited. Chief Bowman stated that he presumed that it was prohibited from an environmental and safety prospective. This is a very small body of water and this particular individual wants to put a ten horsepower motor on the back of his boat. The resident pointed out that there is no sign there stating that it is prohibited. Chief continued to explain that at one time there was a sign but when the fees were removed for the use of the lake it was covered up. The resident asked that under what authority was the town prohibiting him from using a gasoline powered motor. This is a very simply housekeeping matter that the town would ask that the Town Attorney to amend the Town Code to include the use of gasoline powered motors are prohibited in Waterworks Lake. The Town Attorney stated that it is town property and the town can put any kind of restrictions on it that we want to. The Town Manager stated that he wanted to see it in writing and it had been very clearly posted before the sign was covered up because of the removal of fees. Dr. Cook stated that he understands that it should be prohibited if it was a town water supply but it is not. Chief Bowman stated that this is a small body of water and in his experience in the maritime sector it is much safer to only allow trolling motors. Mayor Williams stated that the lake is full of stumps and falling trees as well. The Town Attorney stated that from a liability standpoint gasoline powered motors shall not be permitted in this body of water. Chief Bowman stated that if the town was to allow gasoline powered motors what would be the limitation on the size of the motors that are allowed. The Town Attorney stated that the City of Suffolk has limitations on the amount of horsepower that can be used in their lakes and their lakes are huge. The Town Attorney stated that he would make it very specific that no boat shall be outfitted with a gasoline powered motor while in Waterworks Lake. Committee recommended approval of this Town Code amendment.

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

1. Operational Updates - Chief Bowman reported that Olden Days will be held this weekend and the department continues to be gearing up for this event. He also reported

that there has been a slight increase in vandalism on Main Street. A couple of windows have been broken. There have also been another couple of bicycles that end up not being stolen but borrowed as they are found abandoned at other locations. Chief Bowman reported that overall everything seems to be going smoothly in town. Vice Mayor Williams stated that Councilwoman Tynes wanted him to mention the basketball goals that are blocking traffic on Kendall Haven. The basketball goals are being left out there all the time and wanted to know if there is an ordinance on them. Chief Bowman stated that there is an ordinance. He explained that they have things like this that the department knows is going on and even though there are ordinances prohibiting it as long as kids are there playing ball they are not getting into other mischief behavior. He stated that now that they have received a complaint they will go there and address these concerns.

The meeting adjourned at 4:15 p.m.

June 28, 2013

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, JUNE 24TH, 2013

The Water & Sewer Committee held a meeting on Monday, June 24th, 2013 at 4:15 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chair; and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, 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 G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; and Mr. William Saunders, III, Planner/GIS Coordinator. The media was represented by Ms. Abby Proch of "The Smithfield Times".

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

A. MATTERS DISCUSSED BY COMMITTEE WHICH WAS PLACED ON COUNCIL'S CONTINUED MEETING AGENDA

1. Pre Public Hearing Discussion: Water Rates and Debt Service Fee – Ms. Minga stated that the Public Hearing on the water rates and debt service fee was published in the paper. Notices were also sent out to all residents and businesses notifying them of the proposed changes to the water rates and debt service fee. A comparison was given to what the rates are now and what they are proposed to be changed to. At this time staff has not had any feedback or complaints about the change. Ms. Minga did mention that she had received a phone call from a gentleman from Isle of Wight as they are interested in changing their rates as well and was checking around to see what the surrounding rates were. He seemed a little disappointed that this was all we were going up as they were considering going up a dollar. Ms. Minga stated that she would recommend that the water rates be reviewed each year so that adjustments can be made if necessary to avoid larger adjustments at one time if the town only reviewed once every five or six years. Ms. Minga stated that she did send a notice to Isle of Wight County as well because their blended rate increase will go from \$5.95 to \$6.41. At this time she has not received any feedback from the county.

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

1. Contract Renewal for Sanitary Sewer Rehabilitation with Tri-State Utilities for One Additional Year – Mr. Hopkins stated that this is the last remaining year that this contract can be renewed without doing a request for proposals. Tri-State Utilities has the equipment to do the work that town staff is not able to do related to the sanitary sewer consent order. Their contract includes labor and equipment to clean and TV sanitary sewer lines prior to lining, and installing liners in sanitary sewer lines. Staff has been pleased with their work and recommends that this contract be renewed one additional year. There will be no changes in contract terms or prices. Committee recommended approval based on staff's recommendation.

2. Pinewood Heights Phase 1 – Sewer Extension – Mr. Hopkins stated there are four parcels of land in the rear of the Pinewood Heights project that do not have water and sewer available to them. These parcels are owned by Mr. Livengood and he is anxious to build a structure out there. In order to install water and sewer a manhole needs to be installed on the existing sewer line and then an lateral line will need to be extended further down the road to Mr. Livengood's property. The town is proposing to put in a one inch water line down the edge of the road for servicing his property. Other improvements will be done at a later date. The cost of the extension is estimated to be \$18,750.00; however, this extension would likely be capable of servicing two commercial properties across the street in Phase 2 in the future. Mr. Saunders stated that it seems equitable to share the cost of improvements with the property owner. Mr. Livengood's shared portion is based on the number of possible lots to be serviced. He would pay an additional \$3,125.00 to go toward the extension of sewer infrastructure in addition to his tap fees of \$9,080.00 for a 5/8" water meter. Mr. Hopkins stated that town staff is anxious to see something built in Pinewood Heights. The Town Attorney stated that this is really a difficult situation because there is not any money in the budget for this. However past Town Council members have always said that it would be nice to have someone take that property and do something with it. At this time the town has not had money in the budget to do a comprehensive plan, however the town has amended ordinances to try and make it possible to have redevelopment. Mr. Livengood has taken four lots and put them together to make it physically possible to do something in this area but at this time there is no functional infrastructure back there to serve these four lots. Mr. Hopkins stated that this is one of the few properties that stormwater management can be done on their property. Mayor Williams asked if it was possible to run the sewer line without the manhole. Mr. Hopkins replied that that was not possible. The Town Manager stated that the sewer runs along the back of the lots and not along the street. These lines are overgrown by tree roots so staff wants to bring the sewer line out to the streets. This would also eliminate an easement that is in the back of Mr. Livengood's lot which is a request by Mr. Livengood as well. Vice Mayor Gregory stated that the bigger picture is to

show commercial development in the Pinewood Heights area. Mayor Williams asked what the total costs of the improvements were. Mr. Saunders stated that the total cost is \$18,750.00. Mr. Livengood will pay the town \$12,250 so the town would pay the remaining amount of approximately \$7,000. Mayor Williams asked Ms. Minga if the town has the money for this. Mr. Saunders stated that this is a capital improvement so it does not have to come out of operating expenses. Ms. Minga stated that town does not have it in operating but we can do it out of escrow funds. Ms. Saunders stated that all this capital improvement will get this first manhole and line extensions back out in the right-of-ways. Dr. Cook asked how many other properties would the town be expected to share this cost with if we set a precedence with this one. The Town Attorney stated that with the exception of Mr. Livengood's properties and Moody's property all the lots that have been acquired at this time through the Pinewood Heights Relocation process are still owned by the town. The ones that the town has not yet acquired are still zoned residential. The Town Manager stated that we have a future CIP project to do stormwater improvements and other improvements but the town is looking to pass this cost as a pro rata share to whoever the town sells these lots too. Mr. Saunders stated that there are two elements to your question. One is the reason that the town finds ourselves in this position with Mr. Livengood is because he already owns the property in there where he has put four lots together to meet the minimum lot size to get started. The lots that the town has obtained will need to have the lot lines redrawn to get them to the right size. Some improvements to the lots may need to be done as well. Once the town has a plan to upgrade the utilities we can tack on to each lot, as we sell them, a pro rata fee for water, sewer and stormwater infrastructure improvements. Mr. Saunders stated that the other part of your question, will we have to do this at other places? The answer is yes. That is the reason why the town needs to have a master plan on how to upgrade the water, sewer and stormwater. Dr. Cook asked for clarification that the town's plan is to tack the infrastructure cost to each lot as they are sold to make water and sewer improvements. Staff stated that was correct. The Town Attorney stated that Mr. Livengood is quick to remind town staff that he purchased these lots with the anticipation that the town wanted to see commercial development there. Committee recommended approval of proposed cost share of utility extension in the Pinewood Heights Phase I property.

The meeting adjourned at 4:35 p.m.

June 28, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, JUNE 24TH, 2013

The Finance Committee held a meeting on Monday, June 24th, 2013 at 4:35 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman, Ms. Denise 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 G. King, Town Clerk; and Ms. Ellen D. Minga, Town Treasurer. There media was represented by Ms. Abby Proch of "The Smithfield Times".

Committee Chair, Mr. Randy Pack called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WERE PLACED ON THE COUNCIL'S CONTINUED MEETING AGENDA

1. Amendments to Adopted Personnel Policies Manual –

a. Policy 4.1 Pay and Classification Plan – The Town Manager stated that included in the packet was a revised copy of the town's Pay and Classification Plan. It has been color coded for deletions and additions (red for deletion and blue to add). There are a number of new titles proposed by the Public Works Superintendent and Mr. Hopkins for the Public Works Department; however, within the whole Public Works Department there are only two reclassifications. Mr. Snead is hoping that re-titling some of the positions will allow the men to move up within their positions as they acquire skills or certifications. The Town Manager continued to explain that the titles at the water treatment plant were old and have been an issue so some re-titling has occurred in this area as well. The Town Manager also mentioned that under the Police Department there is no longer a need for an Administrative Sergeant so that position has been re-titled to Crime Prevention Specialist. Again budget wise the town only has two reclassifications for existing employees effective July 1st.

b. Policy 4.8 Compensatory Time – The Town Manager stated that the town’s existing comp time policy did not allow comp time to be carried over or accrued from one fiscal year to the next. This language is not acceptable under the Fair Labor Standards Act. He continued to explain that the town is allowed to cap the amount of comp time hours that can be accrued. Staff has discussed and we have decided that the cap for employees will be 80 hours. This amendment to the comp time policy will allow for consistency and bring us into compliance. The Town Manager stated that he has reviewed this with Human Resources at VML Insurance and they are pleased with the amended language.

2. Resolution to Approve Fiscal Year 2013/2014 Budget – Ms. Minga mentioned that she had brought some copies of the proposed budget; however the only change to the budget since the public hearing presentation was the changes to the water rate increase and debt service fee going down. This item is on the continued Town Council meeting agenda for adoption tonight.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL’S AGENDA

1. Invoices Over \$10,000 Requiring Council Consideration:

a. Blair Brothers Inc. \$77,959.42

Mr. Pack reported that these two invoices from Blair Brothers, Inc. are for street maintenance work that has been completed on Ledford Lane and Lane Crescent. Original proposals were approved by Town Council April 2nd, 2013. Mr. Pack asked Mr. Hopkins if staff was satisfied with work. Mr. Hopkins replied that they were. Committee recommended payment of invoice.

b. Bowditch \$23,209.00

Mr. Pack reported that this invoice is for a 2013 Ford F-350 budgeted Public Works truck. Mr. Pack questioned why the body of the truck was deleted. It was explained that the body of the truck will be outfitted by Wilbur Trucks; however it was under the threshold to require approval from council. The invoice for the body of the truck will be approximately \$5,000. Committee recommended approval of invoice.

c. Draper Aden Associates \$14,454.00

This invoice is for consent order related work and committee recommends payment of invoice.

d. IOW County Bond Obligation \$36,909.35

Mr. Pack asked that Ms. Minga to explain this invoice. Ms. Minga stated that she will pay this invoice before the July 2nd meeting. It is for the General Obligation Bond that the town has with Isle of Wight County for the town’s portion of the Police Department and Town Manager’s Office buildings that the town purchased from the county. This invoice must be paid five days prior to their due date which is July 1st. This payment will go out tomorrow.

2. Appropriation Resolution to Carry Funds Forward – The Town Attorney explained that the town has money that does not get spent in this fiscal year must to be rolled forward into the next fiscal year. There will be a resolution on the July 2nd Town Council meeting stating that this money is to be rolled over into Fiscal Year 2013/2014. This resolution cannot be adopted until after the budget for Fiscal Year 2013/2014 has been adopted and that will be done at the continued Town Council meeting on June 24th, 2013.

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

1. May Financial Statements and Graphs – Ms. Minga stated that she had just a few things to point out. She stated that next month's financials for June will be preliminary. The books will need to stay open until August with the new audit firm that the town has. There will still be things that the town has to wait on to be accrued such as E911 and Tourism. The town will not know these figures until we get the true-up from the county. Ms. Minga asked Mr. Hopkins if there was still work to be done on the BSV parking lot. Mr. Hopkins stated that the fence is on order and should be installed by the first or second week of July. He stated that he is also working on the electrical portion of the improvements. Ms. Minga stated that in the Capital section the South Church Street improvements is under budget and was not revised because there are some utilities that have not been paid. These funds will be accrued as well. She explained that she may not have enough in the budget for the public restroom facility based on what was first anticipated and what it actually came in at. Ms. Minga explained that this will be a wash because the town has the donation side and the expense side so it will have a zero effect on the bottomline. The Town Manager stated that Mr. Pitt is in the process of getting an appraisal and anticipates it being in excess of the \$250,000. Ms. Minga also stated that under the SCADA expenses on Sewer there was some repairs that were done that were first thought to be Capital repairs and they ended up being just under the threshold for capital repairs so it should have been shifted out of capital repairs to normal operating repairs. This will make the normal operating repairs over budget however the overall budget will not be over budget. Ms. Minga mentioned that she had spoken to the auditors on the bad debt depreciation. She stated that the town may be able to save a little bit of money because a lot of their customers use excel to track their fixed assets. The town has been using Asset Works which is a software that we pay a couple thousand dollars to use every year. When Maximus came in and did our initial evaluation of all of the town's assets that is what they loaded it into and we continue to use. It is not that user friendly especially with some of the adjustments the town needs to make. We are in the process of trying to down load all of that so we will not have to renew it next year. This is a non cash issue and will not impact what is being spent; however it might show up on the financial statements. Ms. Minga mentioned that she had received some rather large legal fees related to the boundary line adjustments. The Town Attorney stated that some of

those fees are reimbursable. Ms. Minga stated that she was not sure how that was being handled. The Town Attorney explained that all fees associated with the boundary line adjustment on Battery Park Road would be reimbursed to the town from the escrow fund that the developer set up to cover these cost. The invoices for the boundary line adjustment on Great Springs Road is in the process of being reviewed. Ms. Minga asked for the Town Attorney to let her know before she has to close her book out for the end of the fiscal year. Dr. Cook asked if the leveling off of the reverse osmosis plant expenses was due to excess rain or is it from us being more efficient with our use of it? Ms. Minga stated that she is not sure why it has leveled off because the cost to HRSD has not gone down. The Town Manager reminded committee that HRSD will have a rate increase of 9% effective July 1st. Ms. Minga stated that this 9% was figured into the budget. HRSD has asked all localities to plan on a 9% increase every year. The Town Manager stated that the regionalization study on the collection system will be out next month.

2. May Cash Balances – Ms. Minga mentioned that there is \$42,000 left in the South Church Street Beautification account that she plans to close out and move those funds back to the General Fund. The town had more in that account when it was started than the town was allocated to spend on the South Church Street Beautification project so staff will be looking at whether all remaining funds should be place in one beautification fund. – Water = \$226,523.98; Water Debt Service = \$1,308,423.56; Water Capital Escrow Availability Fees = \$278,191.96; Water Treatment Plant Escrow = \$111,122.61; Water Development Escrow = \$76,731.02; **Subtotal Water = \$2,000,993.13.** Sewer = \$(127,343.73); Sewer Development Escrow = \$329,022.90; Sewer Capital Escrow Availability Fees = \$807,241.34; Sewer Compliance = \$265,645.92; **Subtotal Sewer = \$1,274,566.43.** **Highway = \$24,817.88.** General Fund = \$2,608,175.79; Payroll = \$51,847.58; Money Market General Fund Town Bank = \$2,175.51; Business Super NOW-General Fund = \$32,976.65; Money Market General Fund Farmers Bank = \$287,862.38; General Fund Capital Escrow = \$213,607.71; Certificate of Deposit = \$525,635.03; Certificate of Deposit Police Dept = \$36,523.66; Special Project Account (Pinewood) = \$144,426.06; Pinewood Heights Escrow = \$30,025.12; South Church Street Account = \$42,633.74; **Subtotal General Fund = \$3,975,889.23.** Beautification = \$7,821.59; Money Market Beautification = \$61,113.68; **Subtotal Beautification = \$68,935.27; TOTAL ALL FUNDS = \$7,345,201.94.**

The meeting adjourned at 4:56 p.m.

June 28, 2013

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, JUNE 25TH, 2013

The Fire and Rescue Committee held a meeting on Tuesday, June 25th, 2013 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; and T. Carter Williams, Mayor. Other Council members present were: Mr. Michael G. Smith, and Dr. Milton Cook. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Ms. Amy Musick, Smithfield Center Director. Also in attendance was Mr. Jeff Smith, Smithfield Volunteer Fire Department Member. The media was represented by Ms. Abby Proch of "The Smithfield Times".

Committee Chair, Denise 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 stated that in the future the Fire and Rescue Committee will be placed on the agenda on a quarterly basis to give committee updates on their operations. Mr. Jeff Smith, Second Vice President, was present to give an update on operations as Assistant Chief Hackney was out of town on business. He reported that the department has responded to 226 calls since the first of the year which averages to approximately 40 calls a month. Call volume for the month of June is up a bit with already responding to 50 calls. They have had a number of structure fires this year. Mr. Smith also stated that the Fire Department would like to thank the town for their recent donation. This money will be used to purchase new turnout gear for new members. Currently they are averaging one to two new members a month. Average cost per new member for turnout gear, pager and physical is \$2,500. Mr. Smith also mentioned that they plan to hold another pancake breakfast fundraiser this fall. Mrs. Tynes stated that she and six other individuals visiting the Town of Smithfield from the cities of Roanoke and Richmond had an opportunity to tour of fire station last Friday. She stated that she would like to commend volunteer Justin Bates for giving this private tour. She stated that she learned a lot about the equipment and what the different types of fire trucks are used for. Mrs. Tynes stated that these other individuals are from areas that have paid fire fighters

and were amazed at the number of individuals that volunteer their time to run the Smithfield Volunteer Fire Department. She asked that if anyone has extra change at the end of the day to think of making a donation to the Fire and Rescue organization as they are here to serve the community. Mr. Smith stated that at the last two pancake breakfast fundraisers approximately 50% of the people that attended had no idea that they are a volunteer fire department. Mr. Smith also mentioned that they now offer a junior fire fighter program. They are accepting up to eight junior members at one time. Mrs. Tynes stated that in working with the Police Department and the CHIPS Program they may have individuals that could be mentored into the junior fire fighter program. Mrs. Tynes thanked Mr. Smith for the update from the Fire Department.

The meeting adjourned at 4:08 p.m.

June 28, 2013

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, JUNE 25TH, 2013

The Public Works Committee held a meeting on Tuesday, June 25th, 2013 at 4:08 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair, Mrs. Denise Tynes, and Dr. Milton Cook. Other Council members present were: 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 G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Ms. Amy Musick, Smithfield Center Director. The media was represent by Ms. Abby Proch 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. Contract Renewal for Underground Utilities with Lewis Construction for One Additional Year – Mr. Hopkins reported that town staff has been pleased with Lewis Construction’s work and would recommend their contract be renewed one additional year. Lewis Construction performs scheduled and emergency repairs/replacement to sanitary sewer and water system over six feet deep because the town does not own equipment required to do this type of work. Committee recommended approval based on staff’s recommendation.

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

1. Request from Villas of Smithfield to Transfer Ownership of the Two Private Roads within their Association to the Town of Smithfield Making them Public Road ways - The Town Manager stated that included in the agenda packet was a letter from

the Villas of Smithfield for the above mentioned request. He stated that at this point it is more of an informational item as staff is not ready to make a recommendation on this. The Town Manager continued to explain that the town wants to make sure from VDOT, if the town is going to consider this request, that it would meet standards and the town would receive maintenance funding for the roads. The Town Manger continued to explain that there are also considerations that are unique to this neighborhood as well as Church Square in terms of utilities. Mr. Hopkins will check with other localities where condominium associations have made this request to see how it was handled. Mr. Hopkins stated that some of the other issues besides the roads are the amount of right-of-way that is necessary. Some of the properties have no right-of-way and the road is part of their property. Another issue would be the street lights, sanitary sewer lines, manholes and storm drains that currently belong to the Villas. Mrs. Tynes asked if all these things come with the roads? Mr. Hopkins stated that they will be looking into all these things but the first question is whether the streets meet VDOT's standards. If they do not then the town would not receive funding to maintain the roads. Mr. Hopkins stated that he has discussed this issue with the Town Engineer and the roadway was inspected by town staff during construction. The roads were required to be built to VDOT's standards; however when he says standards that was more for the depth of the asphalt not the curb and right-of-way widths. Mr. Smith asked if a time would come that it would be the town's responsibility to take these roads over? The Town Manager replied no. Committee also expressed concern over setting precedence for other associations such as Church Square to make the same request. Discussion was held on why the town would want to take over the responsibilities of these roads and it was decided that the town has no obligation to take them over so no action shall be taken at this time. Committee directed the Town Manager to send a letter to the Villas of Smithfield denying their request.

The meeting adjourned at 4:21 p.m.

June 28, 2013

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, JUNE 25TH, 2013.

The Public Buildings and Welfare Committee held a meeting on Tuesday, June 25, 2013 at 4:21 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. 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 G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Ms. Amy Musick, Smithfield Center Director. The media was represented by Ms. Abby Proch of "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. Public Restroom Facility Draft License Agreement – The Town Attorney stated that a draft agreement was included in your packet. He has been working with Smithfield Foods Attorney to prepare a license agreement between the Town of Smithfield and Ms. Margaret Carroll for the operation of the new public restroom on Main Street. A license agreement means it is not an ownership interest but a right that the town is granting to her that she will continue to exercise unless she chooses to terminate it. Ms. Carroll is making a deal with the town that says as long as she maintains the restroom facility every day and keeps it clean the way it is supposed to be she has contractual rights to access. If Ms. Carroll decides to sell the property the license agreement will follow the new property owner. Town staff will clean the facility once a day and the town will provide soap, toilet paper and janitorial supplies. At this time the property has not been conveyed to the town but the Town Attorney is working on this now. The Town Attorney stated that the Town Manger had given him some corrected insurance information and he would amend the agreement before Tuesday night's meeting. Ms. Tynes asked for clarification that Ms. Carroll will only be responsible for maintaining the supplies in the facility

during her regular business hours and town staff will clean every evening to be sure it is kept clean. Dr. Cook stated that he sees in the agreement that Ms. Carroll can terminate the agreement and wants to know if the town can terminate the agreement. The Town Attorney stated not unless Ms. Carroll breaches the agreement. Mrs. Tynes asked if the facility will be locked after business hours. The Town Attorney stated that Ms. Carroll's intentions are to keep the restrooms open until her business closes; however the restroom facility doors will be locked when it gets dark so that you must go through her restaurant to access restrooms for safety purposes. Dr. Cook asked if there would be a sign that says enter through ice cream parlor? The Town Manager stated that it is on the list to get one. Mayor Williams asked who will be responsible for opening up the facility before the Ice Cream Parlor opens at 10:00 a.m. At this time Ms. Winslow from Tourism will be opening it up in the mornings. Committee suggested that Public Works staff could open it up in the mornings when they are out checking pumps first thing in the morning. Ms. Chapman suggested putting a sign inside the restrooms stating that if this restroom is in need of attention please call this number. It could have contact information for before and after business hours. Committee recommended approval of the license agreement with revisions made to the insurance language of the agreement.

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 stated that there was an update in the packet from Mr. Dodson of Community Planning Partners. He explained that even though the update says the demolition should be completed for 41 and 42 Carver by the end of June he does not know if Mr. Moody has started that process yet. Mr. Moody was concerned with the level of activity now that school is out and had suggested waiting until after Labor Day when kids are back in school. The Town Manager stated that 43 Carver is vacant. Mr. Dodson is working on the relocation process for 44 Carver and 45 Carver. The Town Manager stated that he will check with the Town Treasurer on what funds the town has to move forward with the dedicated meals tax and this information will come back at July's committee meeting. Dr. Cook stated that if Mr. Moody's argument for waiting on demolishing a unit is safety then he feels letting it stay there another couple of months vacant would be a bigger safety issue. Committee agreed and directed town staff to have Mr. Moody move forward with demolishing 41 and 42 Carver Avenue as soon as possible.

2. Additional Item Discussed: Update on New Parks and Recreation Committee - Ms. Musick stated that she would like to give an update on the new Parks and Recreation Committee. In the future it will be listed on the agenda as a separate committee. Ms. Musick reported that the energy savings to the Smithfield Center for the new HVAC system have been great. It has saved on their budget and the system is working well. She stated that some AV work has been done in the hall and sound quality has improved a lot.

Currently the Smithfield Center is working on getting a quote to upgrade all the projectors and screens in all the rooms. The upgrade will be from 35 lumens to 65 lumens which will really improve the quality. Smithfield Foods is planning to help with at least fifty percent of the funding for this improvement. She does not know what their exact portion of the contribution will be at this time. The total cost of these upgrades is approximately \$23,000. Dr. Cook asked if this was budgeted. Ms. Musick stated that the towns portion is budgeted which she is hoping is around \$10,000. Ms. Musick also reported that rental revenues for the Smithfield Center, Windsor Castle Park and Clontz Park will be around \$160,000. This is a little better than last year. Ms. Musick reported that kayak rentals have been going very well at Windsor Castle. The town has made over a thousand dollars so far in the four weekends that this service has been open to the public. Approximately \$500 has been paid out in staffing so the town has netted \$500. Dr. Cook asked what her projections were going in. Ms. Musick replied that they needed to do at least 25 rental hours each weekend to break even. She reported that last weekend they did over 40 hours of rentals and the weekend before around 35 hours of rentals. Mayor Williams stated that he had some concerns about the change in not accepting cash at this site. He explained that if they are renting them like this with people using cash will accepting only credit card deter people from wanting to rent out the kayaks. Ms. Musick stated that her theory is that people are just assuming that they are just a cash operation because there is no electricity out there. She explained that most people use credit cards for everything now and this would make it easier for them as well. Dr. Cook stated that we have a history and if staff sees that not accepting cash becomes an issue and we are losing people then we can always go back to accepting cash. Ms. Chapman asked if rentals were from prior reservations. Ms. Musick replied that they have had on an average three reservations a week and the rest are just walk ups. Ms. Musick stated that this becomes a safety issue to staff when they accept cash because they are in an isolated area. The Town Manager stated that for staff safety and auditing purposes credit card payments are better. Ms. Musick stated that there is nothing on the iPhone that stores their credit card number. Mr. Pack stated that he has checked other localities that offer kayak rentals and it is a pretty standard operation to require a credit card on file regardless whether you are paying with credit card or not. Ms. Musick mentioned that all the kayaks have been numbered and the safety vest and paddles have been labeled with the Town of Smithfield Logo. At this time a member of the group kayaking must leave a driver's licenses to insure that all items are returned. Mrs. Tynes mentioned that if tourists are in town and really want to rent a kayak and all they have is cash they could go to the local 7-11 and get a money order and make it payable to the Town of Smithfield. Ms. Musick stated that would be acceptable. Ms. Musick also mentioned that Mr. Gary Parsons and Ms. Judy Winslow are meeting currently to discuss doing moonlight paddles. This would be done after normal business hours from 8:00 p.m. to 11:00 p.m. Groups would rent the kayaks from the town and sign our waiver form and then pay Mr. Parsons for his guide fee. She is very optimistic that this will go well. Ms. Musick reported that they had three wedding receptions at Windsor Castle and a wedding at Clontz Park for May and June. The picnic area was reserved at Windsor Castle Park for an Eagle Scout

Ceremony. There currently is not charge to use the picnic area; however it is recommended that large groups reserve it so if other groups are interested staff can let them know if it has already been reserved. She suggested that having a dedicated shelter in that area would be great and could be a revenue source as well when rented. Ms. Musick gave an update on special events starting in May. All of these special events required town services. Smithfield High School Prom and Kings Fork High School was charged \$205 each for town services. The Optomist Club 5K was charged \$152 in town services. The Mustang Show the town charged \$262 in town services. If these events also used a venue such as the Smithfield Center or Windsor Castle Park those fees were collected as well. Upcoming events include Olden Days this weekend and the Fireworks Display the following weekend. Town serves for these two events are not charged. Committee suggested that staff implement a way of collecting donations for the use of the park when fees are not required. The Town Manager stated that some state parks have donation boxes and this topic has been discussed at the Windsor Castle Park Foundation Board. Dr. Cook asked if the kayaks are being rented out all at once where if we had more they would be used as well. Ms. Musick replied that most of the time two kayaks are rented at a time. She did mention that a lot of people like the two man kayak so if the town was to consider purchasing anymore kayaks she would recommend a two man kayak. Mrs. Tynes suggested putting in the next newsletter that the town accepts donation for the use of the kayak launch. Ms. Musick stated that they are researching structures to hold the kayaks and keep them secure. Ms. Chapman stated that in the future it would be nice to have a small shed that the kayaks could be stored in that could also serve as a place to take payment. Committee thanked ms. Musick for the update.

Meeting Adjourned at 4:47 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
June 2013**

Committees and Projects:

06/03 ECC meeting – Courthouse – Chief Bowman
06/05 Safety Subcommittee meeting – Center – Sgt. Meier, Kurt Beach
06/11 10 cases of water donated by Chief Bowman and delivered to Westside Elementary by Chief Bowman and Deputy Chief Howell
06/18 Dedication of Restrooms – Main Street – Chief Bowman, Deputy Chief Howell, Lt. Rogers
06/18 Crime Line meeting – Sgt. Meier and Annette Crocker
06/18 C.H.I.P. Steering Committee meeting – Officer J. Adams, Annette Crocker and Kurt Beach
06/21 Isle of Wight Bar Association - Chief Bowman
06/24 Police Committee meeting – Smfd Center – Chief Bowman, Deputy Chief Howell
06/25 Olden Days meeting – Chief Bowman
06/26 Certified Crime Prevention Committee (CCPC) meeting – PD – Chief Bowman, Deputy Chief Howell, Lt. Rogers, Lt. Valdez
06/26 Department Head meeting – Chief Bowman, Deputy Chief Howell

Training

06/06 Bomb Threat Response Online v1 – Officer Phillips (4 hrs.)
06/11 Bias-Based Policing – online – Sgt. Miller (2 hrs.)
06/12 Bias-Based Policing – online – Officer D. Adams (2 hrs.)
06/10 – 13 Radar Instructor Class – Newport News PD – Officer Powell (32 hrs.)
06/21 Leadership School – Smithfield Center – Kristi Jenkins (8 hrs.)

In-House Training:

06/08 ERT Training: Joint Exercise, Multiple Jurisdiction/Medical Response Training – Windsor Castle – Lt. Valdez, Sgt. Araojo, Sgt. Jones, Sgt. Brady, Officer Powell, Officer Adams (4 hrs.)
06/18 ERT Training – Distraction Devices – Lt. Rogers, Lt. Valdez, Sgt. Araojo, Sgt. Jones, Officer D. Adams, Officer Powell

Community Relations

05/31 Kids in the Area – Bradford Mews – Officer Wright
06/01 Relay for Life – Smithfield High School – Officer Fordham, Officer Phillips
06/04 Hostage Intruder - Soteria Christian Church Training – Lt. Rogers, Officer D. Adams, Officer Powell

06/05 Career Day – Westside Elementary – Chief Bowman
 06/06 Career Day – Westside Elementary – Chief Bowman
 06/05 Chamber of Commerce luncheon – Smithfield Center – Chief Bowman, Officer Cook
 06/06 Smithfield Center – Lt. Valdez
 06/06 Reading Carnival – Hardy Elementary – Lt. Valdez
 06/11 Field Day – Westside Elementary – Officer J. Adams, Officer Cook
 06/11 Traffic Control - Westside Elementary – Officer J. Adams
 06/12 Traffic Control - Westside Elementary – Officer J. Adams
 06/12 Watch DOG – Hardy Elementary – Lt. Valdez
 06/13 Graduation – Hardy Elementary – Lt. Valdez
 06/14 Traffic Control - Westside Elementary – Chief Bowman
 06/15 Traffic Control – Smithfield High School Graduation – Sgt. Jones
 06/20 Citizen Assist – Hillcrest/Quail Street – Officer Wright
 06/22 Football Camp – Nike Park – Sgt. Jones
 06/26 Summer Reading Program - Smithfield Library - Sgt. Miller, Officer Wright
 06/24 – 28 4-H Camp – Wakefield – Officer J. Adams

Investigations:

Case#: 2013-00462
Location: 775 Ledford Lane
Offense: Perjury
Disposition: Cleared by Arrest

On April 21, 2013 an Officer stopped a vehicle for excessive tint. The driver was given three tickets and released. The driver went to court on May 22, 2013 and swore under oath that he had removed the tint from the vehicle. The Officer then observed the vehicle multiple times after the trial date with the tint still applied to the window. The Officer consulted with the Commonwealth’s Attorney and obtained Felony warrants for perjury.

Case#: 2013-00469
Location: Taste of Smithfield
Offense: Embezzlement
Disposition: Cleared by Arrest

On 6/3/13 the Head Manager of Taste of Smithfield reported to the Smithfield PD that a waitress had been adding extra tips to customers credit card receipts. If a customer had put \$3.00 on the receipt for a tip the waitress would put \$30.00 into the computer. The total amount of the extra tips came out to \$188.86. Warrants were obtained for Larceny and the waitress turned herself in to the Smithfield PD.

Case#: 2013-00457
Location: McDonald's
Offense: Embezzlement
Disposition: Pending

On 6/1/13 Officers responded to McDonald's for a report of grand larceny. The manager stated that a deposit of \$5,883.31 was missing. She reported that another Manager had been counting the deposit and left it on the desk in the back office. The office does not have a door and the business does not have a camera system. The investigation is still pending.

Case#: 2013-00553
Location: Route 10 Westbound
Offense: Assault on Law Enforcement, Pursuit, and PWID Cocaine
Disposition: Warrants Obtained

On 6/23/13 an Officer observed a vehicle speeding down Route 10 near S. Church St. As the Officer attempted to pull the vehicle over the vehicle failed to yield. The vehicle wrecked into a guardrail and continued to travel down Rte 10. The vehicle led the Officer down to Old Jersey Park where he stopped. The vehicle then went into reverse and slammed into the Officers vehicle. The driver then got out of the vehicle and fled on foot. During a search of his vehicle Officers found approximately 5 ounces of Cocaine. Warrants have been obtained on the Suspect.

Reporting Period: 6/1/2013 thru 6/26/2013

Total deposits for June 2012 - \$11,255.34 / Town Services - \$246.00

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	6/4/2013	TS1671			Freeman and Collins Wedding and Reception	Freeman and Collins Wedding and Reception	2157		-350.00
Invoice	6/5/2013	SC1672			Windsor High School	Windsor Prom	1649		0.00
Invoice	6/5/2013	SC1673			Isle of Wight TRIAD	TRIAD	1650		50.00
Invoice	6/5/2013	SC1674			Smithfield High School	Smithfield Prom	1651		955.00
Invoice	6/5/2013	SC1675			Isle of Wight Commission on Aging	Senior Fish Fry	1652		0.00
Invoice	6/5/2013	SC1676			Smith-Reid Wedding & Reception	Smith-Reid Wedding & Reception	1827		50.00
Invoice	6/5/2013	SC1677			Berdick and Rhoads Reception	Berdick and Rhoads Reception	1860		0.00
Invoice	6/5/2013	SC1678			Moody and Jaffeux Reception	Moody and Jaffeux Reception	1866		0.00
Invoice	6/5/2013	SC1679			Travis and Roberts	Travis and Roberts Wedding and Reception	1869		0.00
Invoice	6/5/2013	SC1680			Morningstar and Janisse	Morningstar and Janisse Reception	1872		0.00
Invoice	6/5/2013	SC1681			Harris Vow Renewal	Harris Vow Renewal	1900		0.00
Invoice	6/5/2013	SC1682			Morrone-Tillie Wedding & Reception	Morrone-Tillie Wedding & Reception	1905		0.00
Invoice	6/5/2013	SC1683			Smithfield Packing	Quarterly Update	1922		400.00
Invoice	6/5/2013	SC1684			Spink-Goss Wedding & Reception	Spink-Goss Wedding & Reception	1943		0.00
Invoice	6/5/2013	SC1685			Porter and Phelps Reception	Porter and Phelps Reception	1948		0.00
Invoice	6/5/2013	SC1686			Surry Public Schools	Surry High School Prom	1961		0.00
Invoice	6/5/2013	SC1687			Smithfield Women's Club	Smithfield Women's Club	1963		156.00
Invoice	6/5/2013	SC1688			Hollinden and Burns Wedding and Reception	Hollinden and Burns Wedding and Reception	2053		0.00
Invoice	6/5/2013	SC1689			Reynolds-Bayer Reception	Reynolds-Bayer Reception	2087		0.00
Invoice	6/5/2013	SC1690			Community Electric Cooperative	Reynolds Retirement Party	2095		0.00
Invoice	6/5/2013	SC1692			Penfield-Adam Wedding & Reception	Penfield-Adam Wedding & Reception	2112		0.00
Invoice	6/5/2013	SC1693			Case and Piske Wedding and Reception	Case and Piske Wedding and Reception	2139		0.00
Invoice	6/5/2013	SC1694			Smith-Rodgers Wedding & Reception	Smith-Rodgers Wedding & Reception	2142		0.00
Invoice	6/5/2013	SC1695			OA Spady	Hokies Banquet	2145		0.00
Invoice	6/5/2013	SC1696			Angela and Savvas Engagement Party	Angela and Savvas Engagement Party	2159		0.00
Invoice	6/5/2013	SC1697			Smithfield Youth Wrestling Club	Smithfield Youth Wrestling	2204		0.00
Invoice	6/5/2013	SC1698			Isle of Wight Schools	IOW Schools Retirement Banquet	2210		200.00
Invoice	6/5/2013	SC1699			Katrina Boone	Katrina Boone	2266		399.00
Invoice	6/5/2013	SC1700			Relay for Life	Relay Survivors Banquet	2099		150.00

Reporting Period: 6/1/2013 thru 6/26/2013

Total deposits for June 2012 - \$11,255.34 / Town Services - \$246.00

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	6/14/2013	SC1701			Morse and DePrinzio Reception	Morse and DePrinzio Reception	2187		-250.00
Invoice	6/21/2013	SC1702			Isle of Wight Chamber of Commerce	Chamber Business Appreciation Event	2226		400.00
								Total	2,160.00
Payment	6/4/2013	TS1671	Check	Refund	Freeman and Collins Wedding and Reception	Freeman and Collins Wedding and Reception	2157		-350.00
Payment	6/14/2013	SC1701	Check	Refund	Morse and DePrinzio Reception	Morse and DePrinzio Reception	2187		-250.00
Payment	6/24/2013	SC1687	Check	7973	Smithfield Women's Club	Smithfield Women's Club	1963		156.00
Payment	6/25/2013	SC1674	Check	30389	Smithfield High School	Smithfield Prom	1651		955.00
Payment	6/25/2013	SC1698	Check	326322	Isle of Wight Schools	IOW Schools Retirement Banquet	2210		200.00
								Total	711.00
Deposit	6/4/2013		Master Card	Master Card	Stacey and McFather Reception	Stacey and McFather Reception	2269		600.00
Deposit	6/4/2013		Master Card	Master Card	Young and Purdy Wedding and Reception	Young and Purdy Wedding and Reception	2268		600.00
Deposit	6/4/2013		Visa	Visa	Tate Vow Renewal	Tate Vow Renewal	2207		100.00
Deposit	6/4/2013		Check	0002508738	Jones and Philipps Reception	Jones and Philipps Wedding & Reception	2065		1,100.00
Deposit	6/5/2013		Check	1248	Raiford and Warnick Wedding and Reception	Raiford and Warnick Wedding and Reception	1954		50.00
Deposit	6/6/2013		Master Card	Master Card	Harris and Jones Wedding and Reception	Harris and Jones Wedding and Reception	2088		100.00
Deposit	6/6/2013		Master Card	Master Card	Knowles and Simms Wedding and Reception	Knowles and Simms Wedding and Reception	1837		105.00
Deposit	6/11/2013		Visa	Visa	Wells and Gray Wedding and Reception	Wells and Gray Wedding and Reception	2199		100.00
Deposit	6/13/2013		Visa	Visa	Oglesby and Yarbrough Wedding and Reception	Oglesby and Yarbrough Wedding and Reception	2274		600.00
Deposit	6/13/2013		Master Card	MC	Tate Vow Renewal	Tate Vow Renewal	2207		75.00
Deposit	6/14/2013		Check	5942	Graduation Party for Larry and Tiqua	Graduation Party-Larry and Tiqua	2227		100.00
Deposit	6/14/2013		Check	1679	Graduation Party for Larry and Tiqua	Graduation Party-Larry and Tiqua	2227		100.00
Deposit	6/17/2013		Check	528	Bobovych and Miller Wedding and Reception	Bobovych and Miller Wedding and Reception	2138		858.30
Deposit	6/19/2013		Visa	Visa	Hansler and Steele Wedding and Reception	Hansler and Steele Wedding and Reception	2176		726.00
Deposit	6/20/2013		Check	1253	Raiford and Warnick Wedding and Reception	Raiford and Warnick Wedding and Reception	1954		50.00

Reporting Period: 6/1/2013 thru 6/26/2013

Total deposits for June 2012 - \$11,255.34 / Town Services - \$246.00

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	6/21/2013		Check	1296	David-Page Reception	David-Page Reception	1967		50.00
Deposit	6/21/2013		Check	1297	David-Page Reception	David-Page Reception	1967		16.80
Deposit	6/24/2013		Visa	Visa	Patricia's 50th Birthday Party	Patricia's 50th Birthday Party	2281		500.00
Deposit	6/24/2013		Visa	Visa	Elledge-Santosa Reception	Elledge-Santoso Reception	2282		400.00
Deposit	6/24/2013		Visa	Visa	Hill and Blythe Reception	Hill and Blythe Reception	2239		1,003.60
Deposit	6/25/2013		Visa	Visa	Kurtyka and Montfort Wedding and Reception	Kurtyka and Montfort Wedding and Reception	2283		700.00
								Total	7,934.70
								Grand Total	-6,485.70

June 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						Courtney Off
2	3	4	5	6	7	8
3:00 PM Hancock and Brooks Wedding and Reception 3:00 PM Spink-Goss Wedding & Reception		8:00 AM American Heart Association 6:45 PM Kitchen Inventory 7:30 PM Town Council	10:00 AM Chamber Business Appreciation Event 2:00 PM Staff Meeting 3:00 PM Smithfield Meeting	10:00 AM Pittman and Riddick Reception	Courtney Off 7:00 PM Pittman and Riddick Reception	Calvin Off Courtney Off Helen Off 4:00 PM Knowles and Simms Wedding and Reception 4:30 PM Knowles and Simms Wedding and Reception
9	10	11	12	13	14	15
Courtney Off 1:00 PM Powers and Fincham Wedding and Reception	6:30 PM Teacher of the Year Banquet	Courtney Off 6:00 AM Election Day	6:00 PM Lions District Meeting	10:00 AM Jones and Philipps Setup 6:30 PM Raiford and Warnick Rehearsal	Melissa Off 7:00 PM Jones and Philipps Wedding & Reception	Melissa Off 4:30 PM Raiford and Warnick Wedding and Reception
16	17	18	19	20	21	22
Father's Day Melissa Off 5:30 PM Morse and DePrinzio Reception		8:30 AM American Heart Association 9:00 AM Schoolhouse Meeting 12:00 PM Crimeline 4:00 PM Smithfield on the Move		11:00 AM Smithfield Foods Meeting 5:00 PM McGrew and Dougherty Wedding and Reception 6:30 PM Lester and Crocker Rehearsal	6:00 PM McGrew and Dougherty Wedding and Reception	6:00 PM Waue-Riddick Reception

June 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
4:00 PM Lester and Crocker Wedding and Reception	Herbert Off 4:00 PM Committee Meetings 6:00 PM TC Continued Meeting	Herbert Off Speaker Adjustment & Podium Mics 2:00 PM VDOT Awards Ceremony 4:00 PM Committee Meetings	Herbert Off 2:00 PM Staff Meeting	Herbert Off 6:00 PM Graduation Party-Larry and Tiqua	Olden Days Herbert Off 12:00 PM Bobovych and Miller Wedding and Reception	Olden Days Amy Off 5:00 PM David-Page Reception
30						
Amy Off 2:00 PM Hansler and Steele Wedding and Reception						

Smithfield Center Discounts - June 2013

Booking Date	Event Name	Room Code	Discount Percent
6/1/2013	Travis and Roberts Wedding and Reception	MH plus Suites	0.00%
6/2/2013	Spink-Goss Wedding & Reception	MH plus Suites	0.00%
6/2/2013	Hancock and Brooks Wedding and Reception	Riverfront	0.00%
6/4/2013	Town Council	A&B	100.00%
6/4/2013	American Heart Association	A&B	100.00%
6/5/2013	Staff Meeting	C&D	100.00%
6/5/2013	Chamber Business Appreciation Event	MH	0.00%
6/5/2013	Smithfield Meeting	MH	0.00%
6/6/2013	Pittman and Riddick Reception	MH plus Suites	20.00%
6/7/2013	Pittman and Riddick Reception	MH plus Suites	0.00%
6/8/2013	Knowles and Simms Wedding and Reception	Clontz	10.00%
6/8/2013	Knowles and Simms Wedding and Reception	MH plus Suites	0.00%
6/9/2013	Powers and Fincham Wedding and Reception	MH plus Suites	0.00%
6/10/2013	Teacher of the Year Banquet	MH	50.00%
6/11/2013	Planning Commission	B	100.00%
6/11/2013	Election Day	C&D	100.00%
6/12/2013	Lions District Meeting	MH plus Suites	50.00%
6/13/2013	Raiford and Warnick Rehearsal	Deck	0.00%
6/13/2013	Jones and Philipps Setup	MH plus Suites	20.00%
6/14/2013	Jones and Philipps Wedding & Reception	MH plus Suites	0.00%
6/14/2013	Jones and Philipps Wedding	Riverfront	10.00%
6/15/2013	Raiford and Warnick Wedding and Reception	MH plus Suites	0.00%
6/16/2013	Morse and DePrinzio Reception	MH	50.00%
6/18/2013	American Heart Association	A	100.00%
6/18/2013	BZA	A&B	100.00%
6/18/2013	BHA&R	A&B	100.00%
6/18/2013	Schoolhouse Meeting	C&D	100.00%
6/18/2013	Crimeline	C&D	100.00%
6/18/2013	Smithfield on the Move	C&D	100.00%
6/20/2013	Smithfield Foods Meeting	C&D	0.00%
6/20/2013	Lester and Crocker Rehearsal	Deck	0.00%
6/20/2013	McGrew and Dougherty Wedding and Reception	Deck	0.00%
6/21/2013	McGrew and Dougherty Wedding and Reception	MH plus Suites	0.00%
6/22/2013	Waue-Riddick Reception	MH plus Suites	0.00%
6/23/2013	Lester and Crocker Wedding and Reception	MH plus Suites	0.00%
6/24/2013	TC Continued Meeting	A&B	100.00%
6/24/2013	Committee Meetings	C&D	100.00%
6/25/2013	Committee Meetings	C&D	100.00%
6/25/2013	VDOT Awards Ceremony	MH	0.00%
6/26/2013	Staff Meeting	C&D	100.00%
6/27/2013	Graduation Party-Larry and Tiqua	MH	0.00%
6/28/2013	Bobovych and Miller Wedding and Reception	MH plus Suites	0.00%
6/29/2013	David-Page Reception	MH plus Suites	0.00%
6/30/2013	Hansler and Steele Wedding and Reception	MH plus Suites	0.00%
	100% discounts		15

Smithfield Center Discounts - June 2013

50% discounts	3
20% discounts	2
10% discounts	1

Smithfield/Isle of Wight Tourism Activity Report – June 2013

- Director Vacation 5/30/13-6/7/13.
- Director did not attend the Isle of Wight Board of Supervisors Meeting 6/20/13 due to conflicting event.
- Director did not attend Smithfield Town Council Meeting 6/4/13 due to vacation.
- Held monthly Tourism Staff Meeting 6/17/13. All FT staff in attendance.
- Smithfield 2020 Meeting 6/5/13. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Envision the James meeting 6/11/13. Presentation and meeting at which the vision that emerged from the Envision The James initiative was presented and opportunities for fulfilling the vision discussed. The meeting was geared towards tourism and economic development partners of the Lower James.
- Farmers Markets held 6/1/13, 6/8/13, 6/15/13 and 6/22/13 and 6/29/13. FABULOUS attendance numbers! Its gonna be a great season!!!! The Farmers Market is open every Saturday until the end of October and for specialty markets in November and December. Market started accepting SNAP on 6/22/13.
- Olden Days planning meeting 6/12/13,
- Attended DCR Water Trails Conference planning session (conference will be on 9/11/13 at the Smithfield Center) 6/12/13.
- Attended Historic Saint Luke's Board Meeting 6/12/13.
- Attended Chamber Business After Hours 6/12/13.
- Attended County benefit meeting 6/13/13.
- Met with Anne Williams from Green Mountain Coffee Roasters regarding volunteer opportunities for their employees 6/13/13.
- Attended informal Parks & Rec Committee formation meeting 6/13/13.
- Recorded IOW County Automated Attendant voice prompts for new phone system 6/14/13.

- Attended Certified Crime Prevention Community Committee 6/14/13.
- Held IOW County Fair Marketing Committee meeting 6/17/13.
- Core Branding Team Meeting to prep for upcoming “Inside the Merchants Studio” 6/17/13.
- Met with Patrick Walsh from Metro Video/The Vacation Channel @ new video production 6/17/13.
- Attended HeartChase Event meeting (AHA) for potential new event 6/18/13.
- Schoolhouse Museum Board meeting 6/18/13.
- Attended and participated in new Public Restroom Grand Opening/Ribbon Cutting 6/18/13.
- Attended Smithfield on the Move meeting 6/18/13.
- Attended Coastal Virginia Tourism Alliance meeting 6/19/13.
- Held Joint Tourism Committee meeting 6/19/13. Budget discussion and year’s highlights.
- Met with Treasurer’s Department about Farmer’s Market cash procedures 6/20/13.
- Attended IOW County Wellness Committee meeting 6/20/13.
- Taped THE COUNTY BEAT TV show 6/20/13.
- Held Aiken & Friends Music Festival Green Room Sponsors event 6/20/13.
- Gave presentation on Tourism to the Chamber Leadership Class 6/21/13.
- Attended The Painted Garden Gallery Grand Re-Opening event 6/21/13.
- Provided Westside 50th Reunion Tourism Welcome bags 6/21/13.
- Attended County Staff Meeting 6/24/13
- Attended Continued Town Council Meeting 6/24/13. Budget passed.

- Hosted Inside the Merchants Studio Program at Smithfield Little Theater 6/25/13. Guests were Will Brunt from Smithfield Packing and Lois Tokarz from Tourism. Topic was BRANDING.
- Meet with Studio Center about new video production 6/25/13.
- Met with Gary Parsons about Kayak Tours 6/25/13.
- Director was Guest Speaker at Smithfield Rotary Club 6/27/13.
- SMITHFIELD OLDEN DAYS 6/28-29/13!!!!
- Tourism Facebook postings throughout month.
- Staff attended Smithfield Staff Meeting 6/5/13.
- Attended Certified Crime Prevention Community Committee 5/24/13.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

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

ZONING PERMITS APRIL 2013

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6210	STORAGE SHED	COLONIAL ACRES	1620 COLONIAL AVENUE	RICHARD BENNETT
6211	FENCE	CROATAN LANDING	106 CROATAN COURT	HOLLIE PARTER
6212	FENCE	JERSEY PARK	305 EAST STREET	LAVORES WHITE
6213	SINGLE FAMILY DWELLING	CYPRESS CREEK	105 GULLANCE	ED SADLER SADLER BUILDING COMPANY
6214	FENCE	RED POINT HEIGHTS	305 JORDAN DRIVE	TIM MINOR
6215	RENOVATE COMMERCIAL BUILDING		1617 SOUTH CHURCH STREET	GAYLE TERWILLIGER SOUTH CHURCH LLC
6216	SHED – GAZEBO	MOONEFIELD	9 FAYE DRIVE	JIM HYDE
6217	FENCE	WELLINGTON ESTATES	224 GRANDVILLE ARCH	BOSCH MAX CROSSON ADVANTAGE FENCE
6218	DECK	GRIMESLAND	1503 MAGRUDER ROAD	JAIME PAGES
6219	DEMOLISH PORTION OF BUILDING		501 NORTH CHURCH STREET	SMITHFIELD PACKING COMPANY DAVID ERVIN MEB GUNURAL CONTRACTING
6220	FENCE		18417 BATTERY PARK ROAD	BELL KATHERINE DANIELS
6221	SHED	MOONE PLANTATION	217 LANE CRESCENT	DEAN HOLLAR
6222	SIGN PERMIT – BURGERS INC		13416 BENNS CHURCH ROAD	DICK SHIVELY ARTLITE SIGN INC
6223	SINGLE FAMILY DWELLING	CYPRESS CREEK	1022 CYPRESS CREEK PARKWAY	CYPRESS CREEK DEVELOPMENT COMPANY LLC TODAY HOMES/CHESAPEAKE HOMES

ZONING PERMITS MAY 2013

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6224	Shed	MOONE PLANTATION	917 ANDREWS CROSSING	WILLIAM LAWRENCE
6225	SIGN-COME AND GO DELI & CONVENIENCE		1007 SOUTH CHURCH STREET	NADER FARAH VISUAL SIGNS AND GRAPHICS
6226	FENCE	RED POINT HEIGHTS	331 BELLWOOD AVENUE	CHARLES CATLETT
6227	FENCE	SMITHFIELD MANOR	SMITHFIELD MANOR TOWNHOMES BERKLEY STREET	SMITHFIELD MANOR DOMINION BUILDING WESLEY EATON
6228	SINGLE FAMILY DWELLING	CYPRESS CREEK	107 NAIRN	STEPHEN ALEXANDER HOMES LLC ANDREW GIRD
6229	SINGLE FAMILY DWELLING	WELLINGTON ESTATES	300 QUEEN COURT	L. R. HILL L. R. HILL CUSTOM BUILDERS PAUL PYATT
6230	SHED	WELLINGTON ESTATES	658 WESTMINSTER REACH	JOSEPHAT MBOYI
6231	SINGLE FAMILY DWELLING CHARITY HOUSE	CYPRESS CREEK	106 NAIRN	ED SADLER SCOTT CARR SADLER BUILDING CORPORATION
6232	DEMOLISH DUPLEX STRUCTURE	PINEWOOD HEIGHTS	41 & 42 CARVER AVENUE	TOWN OF SMITHFIELD WILLIAM SAUNDERS
6233	RENOVATE SINGLE FAMILY DWELLING	RIVERVIEW	211 WASHINGTON STREET	RUSSELL HILL HILL ENHANCEMENTS
6234	SHED	PATRIOTS LANDING	214 DRUMMOND LANDE	MARK BROWN ASHETT CONSTRUCTION LLC SCOTT DEESE
6235	SHED	MOONEFIELD	52 FAYE DRIVE	MATT THOMAS
6236	SIGN – MID ATLANTIC TACO LLC		1294 BENNS CHURCH STREET	TACO BELL
6237	SHED	WATERFORD OAKS	810 CANTEBERRY LANE	KERRY ASKEW
6238	WROUGHT IRON FENCE		HAYDENS LANE	CAROLYN BURKE COUNTRY LANDSCAPING INC JOSEPH SLABINSKI
6239	POLE BARN		293 CARY STREET	TOWN OF SMITHFIELD PUBLIC WORKS
6240	SINGLE FAMILY DWELLING	CYPRESS CREEK	103 NAIRN	WILLIAM WIRT CONSTRUCTION INC WILLIAM WIRT
6241	GARAGE	MOONEFIELD ESTATES	119 MOONE DRIVE	STEVE AUSTIN STURDEUANT CONSTRUCTION KIM BEATLEY
6242	INGOUND POOL AND PATIO	WELLINGTON	805 EDINBURGH COURT	JENNIFER VINCENT
5777 AMENDED	FENCE	MOONEFIELD	11 JAMESVIEW CIRCLE	M. R. TRULL
6030 AMENDED	FENCE	SCOTS LANDING	87 BARCLAY CRESCENT	JAMES NEEL

FYI

Informational Items



COUNTY of ISLE OF WIGHT

THE COURTHOUSE

June 12, 2013

Town Of Smithfield
P. O. Box 246
Smithfield, VA 23431

RE: Field Activities Notice-Smithfield to Nike Park Shared-use Path; Isle of Wight Co. Project #20110324-000

Dear Property Owner:

Isle of Wight County, with assistance from the engineering firm of Kimley-Horn and Associates, Inc., is continuing with design and development of construction plans for Segments 1 and 2 of the Smithfield to Nike Park Trail project. In general, the project consists of developing a 10' wide bicycle and pedestrian path that will ultimately connect the Historic District of the Town of Smithfield to Carrollton--Nike Park. The project has been segmented into the following general limits:

- Segment 1 - Battery Park Road, between South Church Street and Nike Park Road
- Segment 2 - Nike Park Road, between Battery Park Road and Nike District Park
- Segment 3 - S. Church Street, from the Cypress Creek Bridge to Battery Park Road

At this time it is necessary to obtain additional survey and geotechnical samples within the project area. We anticipate this work to begin the week of June 10, 2013 and continue through July 26, 2013. The geotechnical work will generally consist of obtaining soil borings to a depth of 6' (12' depth near Jones Creek) using a power drill rig and obtaining other shallow soil samples intermittently throughout the limits of Segment 1 and 2. The survey work will mainly consist of supplementary topographic survey in the area of Jones Creek.

The following sub-consultants will be working with Kimley-Horn for this phase of design:

- GET Solutions, Inc. – geotechnical investigations
- NXL Construction Services Inc., (NXL) – ground surveys and mapping
- KDR Real Estate – right of way acquisition services

In addition to the power drill rig, field personnel may utilize various personnel, small vehicles and other equipment necessary to complete their tasks. Your cooperation with the field personnel is appreciated. If at any time you feel that your property is being unnecessarily disturbed, please do not hesitate to call. Please note that all field personnel representing the County, Kimley-Horn, and their sub-consultants, have been instructed to have a generic copy of this letter and personal identification in their possession at all times during field activities.

Should you have any questions concerning this project or these associated field activities, please feel free to contact me at (757) 365-1653, or by email at joliver@isleofwightus.net.

Sincerely,

Jamie Oliver, Project Manager
General Services, Engineering Division
Isle of Wight County



TOWN OF SMITHFIELD

"The Ham Capital of the World"

COPY

June 28, 2013

Mr. Larry Spears
1415 Cypress Creek Parkway
Smithfield, Virginia
23430

Dear Mr. Spears,

Thank you for sharing your comments and questions with the Smithfield Town Council at their regular meeting earlier this month on June 4th during the public hearing comment period regarding the proposed boundary line adjustment between the town and county. With the assistance of Vice Mayor Gregory we have attempted to answer the questions that you posed that evening to the best of our ability at this time as follows.

Three engineering firms will be interviewed by Smithfield Recreation Association (SRA) within the next couple of weeks. The selected firm will be asked to perform an environmental and storm water impact analysis on the property to be received from the county. That work must be completed before it can be determined how much of the land is actually usable and where for ball field construction. Once that analysis is complete, a design engineer will be hired to work on an official layout, size, and scope of the complex. Included in this work will be answers to many of your questions regarding annual maintenance, equipment, tournament schedule, etc. so that a thorough financial analysis can be completed.

Donated funds will be deposited in escrow at a local bank once the final memorandums of understanding have been signed by all parties involved. Expenditures will be requested by SRA but there will be some level of town review and approval prior to payments being made. There are no "conditions" for the sale of Beale Park by SRA. Both SRA and the town will do whatever it can to ensure a positive outcome from that future transaction. To ensure accountability for the municipal investment in this project, both the Mayor and Vice Mayor will be directly involved with the construction committee that will be in charge of the project.

We look forward to keeping you and the Cypress Creek Home Owners Association updated as this endeavor moves forward.

Sincerely,

Peter M. Stephenson, Town Manager

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 6

RESOLUTION

STREET CLOSURE FOR ANTIQUE & CLASSIC CAR SHOW

WHEREAS, the Smithfield Ruritan Club has proposed to hold a antique and classic car show in the Town in connection with Town and Country day; and,

WHEREAS, the event will provide entertainment and recreation to visitors and to the citizens of the Town without working undue hardship on the residents; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the proposed car show by closing off certain of the Town's streets in order to allow a safe and convenient environment for the proposed car show.

NOW, THEREFORE, be it resolved that on Saturday, October 12, 2013 the following portion of Main Street shall be closed from 8:00 a.m. until 4:00 p.m.: Main Street from its intersection with Underwood Lane to its intersection with S. Church Street.

BE IT FURTHER RESOLVED, that said street closure shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 2nd day of July, 2013.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk

APPROPRIATION RESOLUTION TO CARRY FORWARD AND RESTRICT FUNDS
APPROPRIATED IN FISCAL YEAR 2012-2013

WHEREAS, the Town Council, in its 2012-2013 appropriation resolution, appropriated funds for certain capital improvements and projects which have not been completed; and,

WHEREAS, funds for these capital improvements have been set aside by the Town Council to insure the completion of these capital improvements; and,

WHEREAS, the Town Council deems it necessary to set aside and restrict these funds appropriated in Fiscal Year 2012-2013 to make certain that appropriated funds are available and to segregate said funds from the general fund:

NOW, THEREFORE, BE IT RESOLVED that the following sums of money appropriated for Fiscal Year 2012-2013 and remaining unspent, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated, set aside and restricted for the completion of certain capital improvement projects, as follows:

GENERAL FUND

Pinewood Heights Relocation Project	\$991,634.00
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SEWER FUND

Sewer consent order compliance funds	\$91,000.00
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Sewer capital repairs	\$50,000.00
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Adopted: July 2, 2013

T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk

APROPRIATION RESOLUTION
FISCAL YEAR 2013-2014

WHEREAS, in order to provide for the operation of the government of the Town of Smithfield, the Town Council of the Town of Smithfield finds it necessary to appropriate the funds budgeted for fiscal year 2013-2014, beginning July 1, 2013:

NOW, THEREFORE, BE IT RESOLVED that the following sums of money, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated for the corporate purposes and objects of the Town as hereinbelow specified for the fiscal year commencing on the 1st day of July, 2013, and ending on the 30th day of June, 2014:

A. From General Corporate Taxes and Revenue:

Operating expenses:

For general government	\$569,006
For treasurer	425,150
For public safety	2,371,501
For planning, engineering & public works	802,095
For public buildings	121,950
For community development	884,373
For parks, recreation & cultural	721,785
For debt service	<u>164,179</u>
Total	\$6,060,039

Capital outlay:

For Town Council	\$7,650
For Treasurer	45,000
For public safety	111,700
For planning, engineering & public works	505,875
For public buildings	7,000
For parks, recreation & cultural	159,000
For community development	436,226
For road maintenance	<u>1,003,770</u>
Total	\$2,276,221

GRAND TOTAL \$8,336,260

Appropriated for the foregoing expenses from the following sources:

Taxes:

Real Estate	\$1,680,000
Personal Property	873,000
Penalties & interest	37,385
Franchise	119,855
Sales	243,000

Utility	194,500
Meals-4%	794,270
Meals-2%	397,135
Cigarette	130,000
Transient Occupancy	142,000
Short term rental	1,300
Rolling stock	13
Consumption	47,500
Communications	<u>245,000</u>
Total	\$4,904,958

Licenses:

Privilege licenses	337,065
Permits	20,200
Motor vehicles	<u>135,500</u>
Total	\$492,765

Fines	57,000
Revenue from use of money and property	173,195
Other revenue	18,561
Revenue from Commonwealth of Virginia	208,624
Revenue from Federal Government	<u>506,194</u>
Total	\$963,574

Other Financing Sources:

Contributions	27,500
Notes payable – Parks, recreation & cultural	400,000
Escrow reserve- Pinewood Heights	14,618
Operating reserves	529,075
Road maintenance	<u>1,003,770</u>
Total	\$1,974,963

Grand Total \$8,336,260

B. From Water and Sewer Revenues

For water operating expenses	\$1,299,363
For sewer operating expenses	545,652
For bad debt expense-water	7,500
For bad debt expense-sewer	5,000
For depreciation & amortization expense- water	365,000
For depreciation & amortization expense- sewer	772,720

Grand Total \$2,995,235

Appropriated for the foregoing expenses from the following sources:

Operating revenue:

Charges for services-water	1,453,834
Charges for services-sewer	699,025
Water Debt Service Revenue	187,896
Sewer Compliance Revenue	489,559
Connection fees-water	13,200
Connection fees-sewer	31,600
Application fees-water	5,000
Miscellaneous – water	500
Miscellaneous – sewer	<u>500</u>
Total	\$2,881,114

Non-operating revenue (expenses)

Availability fees-water	54,400
Availability fees-sewer	82,400
Interest revenue-water	5,925
Interest revenue-sewer	3,250
Interest expense – water	(123,720)
Interest expense – sewer	(39,351)
Contribution – capital	<u>21,733</u>
Total	\$4,637

Reserves

Water Reserves	74,828
Sewer Reserves	<u>34,656</u>
Total	\$109,484

Grand Total \$2,995,235

SUMMARY

Appropriated from general corporate taxes and revenue	\$8,336,260
Appropriated from water and sewer revenues & reserves	<u>\$2,995,235</u>
TOTAL:	\$11,331,495

These appropriations shall be effective as of July 1, 2013.

Adopted: July 2, 2013

T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk

AN ORDINANCE TO AMEND CHAPTER 70 OF THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA, AS AMENDED, IN ORDER TO REGULATE THE USE OF BOATS UPON WATERWORKS LAKE.

WHEREAS, the Town Council of the Town of Smithfield deems it necessary and in the best interest of its citizens to amend the provisions of Chapter 70 of the Town Code to regulate the use of boats upon Waterworks Lake.

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

1. That Section 70 of the Code of the Town of Smithfield, Virginia is hereby amended by the inclusion of Article V, Section 70-225 as follows:

CHAPTER 70

STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

ARTICLE V. WATERWORKS LAKE

Sec. 70-225. **Operation of boats on Waterworks Lake.**

It is unlawful to operate a boat on Waterworks Lake with a gasoline motor of any size or description mounted thereon.

2. This ordinance shall become effective immediately upon adoption.

ADOPTED this 2nd day of July, 2013.

Clerk

CONSIDERATION: \$ -0- GIFT

GRANTEE'S ADDRESS: P.O. Box 246
Smithfield, VA 23431

THIS INSTRUMENT PREPARED BY: WILLIAM H. RIDDICK, III
Riddick Babineau, P.C.
P.O. Box 190
Smithfield, VA 23430

MAP NO. 21A-01-101B VSB #24217

THIS DEED OF GIFT, made and entered into this the 2ND day of July, 2013, by and between SMITHFIELD FOODS, INC., a Virginia corporation, of the first part, hereinafter called Grantor; and the TOWN OF SMITHFIELD, a Virginia municipal corporation, of the second part, hereinafter called Grantee:

WITNESSETH:

That in consideration of the sum of One (\$1.00) Dollar, cash in hand paid by Grantee to Grantor, and other good and valuable consideration, receipt of which is here acknowledged, Grantor does hereby give, grant and convey unto Grantee, with GENERAL WARRANTY and ENGLISH COVENANTS OF TITLE, the following described real estate:

All of that certain lot, piece or parcel of land designated as Parcel 101B, on that certain plat entitled "PLAT SHOWING SUBDIVISION OF THE RONALD S. JONES PROPERTY LOCATED AT 204 MAIN STREET IN THE TOWN OF SMITHFIELD ISLE OF WIGHT COUNTY, VIRGINIA SCALE: 1" = 10' NOV. 28, 1995" with a total area of 1,494 Sq. Ft., which plat is incorporated herein by reference and to which reference is hereby made for a more detailed description of the property herein conveyed, and which is recorded in the Clerk's Office of the Circuit Court for Isle of Wight County, in Plat Cabinet 2, Slide 28, page 14.

Together with all and singular the buildings and improvements, thereon, the rights and privileges, tenements, hereditaments, easements and appurtenances unto the said land belonging or in anywise appertaining.

Being the same property as that conveyed to Grantor by deed of David G. Carroll and Phyllis F. Carroll, husband and wife, dated June 25, 2012, and recorded as Instrument No. 120003492 in the Clerk's Office aforesaid.

This conveyance is made expressly subject to the easements, conditions, restrictions and reservations contained in duly recorded deeds, plats and other instruments constituting constructive notice in the chain of title to the property hereby conveyed, which have not expired by a limitation of time contained therein or have not otherwise become ineffective.

WITNES the following signature of _____ as
_____ of Smithfield Foods, Inc. with due corporate authority.

SMITHFIELD FOODS, INC.

By _____

COMMONWEALTH OF VIRGINIA,

COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing instrument was acknowledged before me this _____ day of
_____, 2013 by _____ as _____
of Smithfield Foods, Inc.

Notary Public

My commission expires: _____

ACCEPTANCE OF DEED

Pursuant to Section 15.2-1803 of the Code of Virginia (1950), as amended, and as authorized by the Town Code, William H. Riddick, III, Town Attorney for the Town of Smithfield, hereby accepts the foregoing Deed of Gift dated July 2, 2013 from Smithfield Foods, Inc. to the Town of Smithfield, this acceptance being executed on behalf of the Town Council of the Town of Windsor by William H. Riddick, III, Town Attorney.

Given under my hand as Town Attorney and authorized representative for the Town Council of the Town of Smithfield.

TOWN OF SMITHFIELD

BY _____
William H. Riddick, III, Town Attorney

COMMONWEALTH OF VIRGINIA
COUNTY OF ISLE OF WIGHT, TO-WIT:

The foregoing instrument was acknowledged before me this _____ day of _____, 2013, by William H. Riddick, III, Town Attorney.

My commission expires: _____.

Notary Public