

SMITHFIELD TOWN COUNCIL AGENDA
February 2nd, 2016 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report

- a. January Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- February 2 - 7:30 p.m. – Town Council Meeting
February 9 - 6:30 p.m. – Pinewood Heights Neighborhood Meeting
February 9 - 6:30 p.m. – Smithfield Planning Commission Meeting
February 15 - Town Offices will be Closed in Observance of President's Day
February 16 - 6:30 p.m. – Board of Historic and Architectural Review
February 22 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee
February 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 and include your preferred method of contact. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

D. Council Comments

Presentation to Mr. Roger Ealy for 35 Years of Service on the Board of Historic and Architectural Review

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. Finance Committee Chair, Mr. Randy Pack
 - b. Public Works Committee Chair, Mr. Michael Smith
 - c. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

C1. **Invoices Over \$10,000 Requiring Council Authorization**

Finance Committee Chair, Mr. Randy Pack

a.	YMCA	\$50,000.00	
b.	Smithfield Volunteer Fire Department (Crash Truck)	\$10,000.00	
c.	USbancorp	\$84,150.83	
d.	PNC Bank	\$23,754.00	TAB # 1

C2. **Motion to Adopt Procurement Policy Manual**

Finance Committee Chair, Mr. Randy Pack

C3. **Motion to Renew Audit Services Contract with Robinson, Farmer Cox and Associates for One Additional Year**

Finance Committee Chair, Mr. Randy Pack

C4. **Motion to Renew Mowing and Landscaping Contract with Southern Shores Lawn and Landscaping for One Additional Year**

Public Works Committee Chair, Mr. Michael Smith

C5. **Motion to Adopt Program Income Plan for Pinewood Heights Relocation Project Phase III**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Motion to Accept Recommendation from the Nominating Committee to Reappoint Julia Hillegass to the Board of Historic and Architectural Review**

Dr. Milton Cook

2. **Motion to Accept the Deed for 888 West Main Street and Howard Little Farm**

Mr. William H. Riddick, III, Town Attorney

3. **Motion to Approve the Town Council Meeting Minutes of January 5th, 2016**

Mr. William H. Riddick, III, Town Attorney

4. **New Business:**

5. **Old Business:**

6. **Closed Session:**

7. **Meeting Adjourned:**

January 29, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – JANUARY 2016

TOWN MANAGER'S OFFICE:

- a. Hosted HRPDC Chief Administrative Officers lunch meeting at The Smithfield Center
- b. Attended: Smithfield 2020 meeting, Chamber of Commerce Pre-Legislative breakfast, Smithfield Kiwanis board meeting, HRPDC Board meeting in Chesapeake, and VML Legislative Day at the Capital in Richmond.
- c. Attended Isle of Wight Volunteer Rescue Squad annual banquet with my wife Kim.
- d. Utilized 5 days of accrued leave to be with my ailing father who remains hospitalized in Illinois. Was out of state a total of ten days including weekends and holidays.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission, and the Board of Historic and Architectural Review for the month of January
- b. Attended Pinewood Heights Management Team Meeting at Town Hall on February 9th.
- c. Prepared January Town Council Committee Agenda and February Town Council Agenda.
- d. Attended Town Council Committee meetings on January 25th and 26th and prepared summary reports from committees.

TREASURER'S OFFICE:

- a. Attended web meeting with PUBWORKS representatives and Public Works department on January 7 to review possible enhancements to work order system.

- b. Participated in a conference call with Jay Maynard of MUNIS, Peter Stephenson, and Robin Hewett on January 19 to discuss the conversion kickoff.
- c. Completed MD&A and statistical pages for the 2015 audit report. The final draft is in process.
- d. Prepared December 2015 financial statements and bank reconciliations.
- e. Processed and outsourced delinquent real estate notices through BMS Direct.
- f. Prepared and mailed 1099's for the Town's qualifying service vendors.

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 water leaks, repair radio reads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
 - a. Installed new sewer lateral at 718 West Main St.
 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 inspections
 - Inspected Structure
 - Inspect and clean pumps
 - Level system check
 - Test limit switches
 - Bar screen cleaning
 - Rain gauge cleaning
 - c. Moonfield pump station down to one pump – new pump ordered.
 - d. Ledford Lane pump station – number 1 pump is bad will have to replace.
 - e. Rebuilt check valve at James St. pump station.

- f. Morris Creek pump station - pulled and cleaned pump and check valve.

3. Water Line Repairs and Maintenance

- a. Water leak repairs:
Colonial Ave.
200 East St.
- b. Completed installation of 2" water main at the 700 block W. Main St. - will install services as time permits.
- c. Continuing installation of new water meters in Jersey Park Apartments.

4. Well Repairs and Maintenance

- a. All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed 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, monthly sampling and reports for VDH, HRSD, DEQ and RO contractors.
- b. Plant staff greased well pumps, clear well, and concentrate pumps.
- c. Operators pulled nitrification samples for HRSD.
- d. Plant staff winterized emergency wells and town water tanks.

6. Safety

- a. Monthly truck inspections
- b. All Public Works employees attended Defensive Driving/Snowplow Safety training

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. A general inspection of the park is conducted weekly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.

- c. Repairs made to trails after being identified during routine inspections.
- d. Install some of the missing signage. Ordered more signs.

8. Fog/Backflow Programs

- A. Fog inspections on FSE and monitoring of grease disposal is ongoing with a good level of compliance and cooperation from local businesses.
- B. The following locations had FOG inspections conducted this month
 - 1. Taco Bell
 - 2. Wendy's
 - 3. Hardee's
 - 4. Smithfield Ice Cream Parlor
 - 5. Food Lion
 - 6. Dominoes
 - 7. Farm fresh
 - 8. Subway
- C. Backflow test reports are being submitted by residents and business with a good level of cooperation from the public. Plan review and inspections are conducted on all new commercial structures to ensure they meet town requirements

9. Miscellaneous

- a. Grounds crews cut grass at town-owned property and rights-of-way weekly and empty trash cans on Monday and Friday.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Staff took down Christmas decorations.
- d. Staff worked BOB Fest.

PLANNING AND ZONING:

1. Planning Commission – January 12, 2016

- A. Election of Officers: Bill Davidson, Chair; Charles Bryan, Vice Chair.
- B. *Public Hearing* Special Use Permit – Columbarium – 201 Cedar Street (Trinity Methodist Church) - Clay Griffin, Trinity Methodist Church, applicants – Recommended for Approval.

- C. *Public Hearing* Special Sign Exception – Cypress Run Plaza - Detached Sign with Individual Tenant Panels – Christa Pickrell, Cardinal Sign Corp., applicants - Approved.
2. Rezoning Applications under review
 - None
3. Special Use Permit Applications under review
 - A. Columbarium Plan – Trinity Methodist Church – 201 Cedar Street.
4. Subdivision and Site Plans under review
 - A. Parking Lot Expansion – 111 North Church St. – Smithfield Co., applicant.
5. Subdivision and Commercial Sites Under Construction and Inspection
 - A. Church Square, Phase I (95% complete)
 - B. Smithfield Manor Townhomes (95% complete)
 - C. Lakeview Cove Condos (75% complete)
6. Board of Historic & Architectural Review – January 19, 2016
 - A. Election of Officers: Trey Gwaltney, Chair; Jeffrey Yeaw, Vice Chair.
 - B. Proposed Sun Shade – 259 James Street (YMCA) – Contributing – Benjamin Lockwood, Applicant – Approved.
 - C. Proposed Columbarium – 201 Cedar Street (Trinity Methodist Church) - Landmark - Clay Griffin, Trinity Methodist Church, applicants – Approved.
7. Board of Zoning Appeals – January 19, 2016
 - 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 as per market demand.
- C. Lakeview Cove is now under new ownership. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- D. Blair Brother's Contr. performed asphalt pothole and pavement patch repairs on Stratford Lane in the Wellington Estates subdivision, on Red Point Drive and at the intersections of Kendall Haven and Lane Crescent and Kendall Haven and Battery Park Road.
- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active project: Moody Properties. Also Erosion & Sedimentation control field inspections for single family dwellings were performed at 7 locations throughout the Town and required reports were filed.
- F. Field inspections were held this month involving the Smithfield Lake Dam. It should be noted that the repair to the plunge pool area at the outfall of the primary spillway has been completed.
- G. Cypress Creek Development; Contractor C. A. Barrs Constr., all work on project has now been completed including the roadway asphalt surface. The project is now under its one year warranty period

January 29, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, JANUARY 25th, 2016

The Police Committee met Monday, January 25th, 2016 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 Mr. T. Carter Williams, Mayor. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, and Dr. Milton Cook. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven G. Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Police Chief; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Musick, Smithfield Center Director; and Ms. Sonja Eubanks, Office Manager of Public Works. Also in attendance was Mr. Brian Camden of Alpha Corporation. There was no media present.

Police Committee Chair, Mrs. Denise Tynes called the meeting to order.

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

1. Operational Updates – Chief Bowman reported that due to the inclement weather they had a very busy weekend. It started around noon time on Friday, January 22nd until midnight Sunday. There were sixty-four calls for service with sixteen being motor vehicle crashes. There were also a number of welfare checks. During this period of time the department only utilized ten hours of overtime. Chief Bowman stated that Saturday morning the Route 10 bypass was shut down for approximately two hours due to road conditions. Chief Bowman stated that he would like to give kudos to a number of entities. Public Works always does a wonderful job and Fire and Rescue are always there when needed. Ms. Musick at the Smithfield Center did a great job with the planned wedding at the Smithfield Center. The Police Department worked closely with Ms. Musick from a safety standpoint. He also reported that he has drove through most of the neighborhoods in town today and for the most part the roads are in really good shape.

Chief Bowman reported that for a number of years the Police Department has participated in a drug take back program where citizens can turn in unused drugs for disposal. The department recently applied and was awarded through CVS a drop off receptacle. The receptacle will be installed at the police department so citizens can drop off unused drugs for disposal. The unused drugs will be accounted for and logged and destroyed by the Property and Evidence officer which is Lt. Rogers. A press release will be made to get the word out to residents as soon as the receptacle has been installed. Mayor Williams asked if the drug receptacle was going to be on the outside of the Police Department. Chief Bowman replied that the receptacle would be located inside the Police Department where it can be monitored by staff as people come and go.

Chief Bowman reported that Bob Fest went well with only one small guardrail issue that they are working through. Mrs. Tynes thanked Chief Bowman and his staff for keeping our streets safe.

2. Traffic Assistance Request for Mardi Gras Run 4 Beads 5K and 10K Races, Saturday February 6th, 2016 – Mrs. Tynes stated that this item was addressed last month; however the applicant asked that it be brought back to committee for further discussion. The original request required a street closure for the event to take place on Main Street. The event now will only require traffic assistance for the 5K and 10K races because the festival will be held in Joyner Field located behind 315 Main Street. No street closure is needed. The Town Attorney stated that no resolution is needed because no streets will be closed. Mayor Williams asked if the all residents in Jericho Estates have been notified of the event. Ms. Musick stated that she has asked that Mr. Cripps of the Chamber of Commerce notify all residents along the race routes. Mr. Pack stated that for Bob Fest a sign was placed at the end of Jericho Estates that stated what was going on. He felt like it was handled very well. Mrs. Tynes asked if the information could be placed on the town's website as well. Ms. Musick replied that she would make sure that it is posted on the website.

3. Police Evidence Storage Building Renovations: Monthly Update – Mr. Camden of Alpha Corporation reported that a pre-construction meeting was held approximately two weeks ago. The contractor, J&B Hartigan, has got off to a splendid start. They have submitted all of the required paperwork, schedules and quality assurance items necessary to prosecute the work in accordance with the contract documents and approved schedule. The contractor has been very cooperative and the entire team is committed to a successful project completion. The contractor has received a number of requests for information (RFI's) in the system at this time. The architects have been very good at responding to the RFI's. Mr. Camden stated that they have encountered asbestos containing material in the mastic during the removal of the existing carpet. The Vinyl Asbestos Tile (VAT) identified on the original plans was pulled up with the carpet. The tiles were immediately tested and the laboratory results indicate that the tile did not contain asbestos, but the mastic on the back did. Mr. Camden explained that they and the contractor met with Atlantic Environmental to discuss a plan to remove the asbestos material. Atlantic Environmental has given the contractor a cost estimate of \$1,900.00 to resolve the asbestos issue. They have determined that they are not going to take up the existing tiles but will need to remove the asbestos from the areas where the tiles came up with the

carpet. Atlantic Environmental does not feel that their work will impact the schedule of the project and should be completed by the end of this week. The removal of the Asbestos containing material will result in additional project cost; however two areas of existing ceramic tile flooring were identified as being in good, reusable condition. These two areas that were slated for demolition will be left in place and the contractor will issue a credit back to the town. Mr. Camden stated that the interior demolitions are almost complete and the building is in extremely good condition. He explained that with the interior ceilings out you can see that with all the recent rain there are no leaks in the roof. He stated that the facility assessment report that Isle of Wight did was right. This building definitely has another fifty to sixty years in it structurally. Mr. Camden stated that we have a good contractor working on a very stable building and architects are responding well. We will have a meeting out there this Thursday at 10:00 a.m. if anyone would like to join us. They have two meetings a month to discuss the overall project and schedule. Mr. Camden asked if he could get a copy of the executed contract that was approved by Town Council on January 5th for his file. The Town Manager stated that staff would get the contract to him tomorrow, it was delayed due to him being out of state for a family emergency. Dr. Cook asked why the asbestos tiles were not included in the contractors overall project cost when the drawings stated that there were vinyl asbestos tiles (VAT). Mr. Camden stated that on a number of occasions where they have encountered this historically where the drawings designate VAT only half time do they end up being asbestos. Mr. Camden stated that the potential asbestos was not budgeted; however it was part of the overall contingency. They knew that there was a possibility that the asbestos would be there but they did not put a dollar amount on it because they did not know what the extent of it would be. Fortunately, it turned out to be very small. Mr. Camden stated that this may come up again because there was never a roof survey done. Committee thanked Mr. Camden for the update.

The meeting adjourned at 4:16 p.m.

January 29, 2016

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, JANUARY 25TH, 2016

The Water & Sewer Committee held a meeting on Monday, January 25th, 2016 at 4:16 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Michael Smith, and Mrs. Denise Tynes. Other Council members present were Mr. Randy Pack, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; and Ms. Sonja Eubanks, Office Manager of Public Works. There was no media present.

Water and Sewer Committee Member, Mrs. Denise Tynes called the meeting to order.

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

1. Operational Updates – The Town Manager mentioned that he had checked with Jamie Weist of Kimley Horn and Associates in regards to the additional information on the RO Plant and he stated that he did not have anything ready to come back to committee today. The Town Manager reported that Vice Mayor Gregory and Mayor Williams both attended the Board of Supervisor's meeting last Thursday. The Town Attorney had prepared a draft memo that was presented to the Board of Supervisors outlining what Town Council proposes in terms of the renewal and extension of the water and sewer agreement between the Town and County. The water and sewer agreements renewals would be for a period of two years. During the extension period the town would join Isle of Wight County and the Town of Windsor to form a task force and enter into discussions for the long term planning for water and sewer utility services to all current and future customers of the three localities. Also, the County will suspend planning/design/construction of the proposed Gatling Pointe water line. The Town Manager asked Mayor Williams to comment on how the meeting went. Mayor Williams stated that all three new members were excited to be there. He and Vice Mayor Gregory

welcomed them aboard and stated that we look forward to a new relationship between the town and county. Dr. Cook stated that the Board of Supervisors took no action on the Gatling Pointe waterline so theoretically it is still out there. The Town Attorney stated that if they accept the town's offer then that would be part of the deal. He explained that there are all kinds of things in our agreement about water quality that the town does not guarantee. The last proposed term states the agreements are subject to our standard provisions and assurances included in previous agreements. Dr. Cook stated that at this time no action has been taken by the Board of Supervisors in regards to the town's proposal. The Town Attorney stated that the proposal to the Board of Supervisors says that if you choose to accept this proposal please direct your staff to contact town staff to work out the particulars. The Town Manager stated that he knows the new Interim County Administrator and he has already agreed to meet sometime next week.

The meeting adjourned at 4:21 p.m.

January 29, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, JANUARY 25TH, 2016

The Finance Committee held a meeting on Monday, January 25th, 2016 at 4:21 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; and Dr. Milton Cook. Other Council members present were Mr. Michael G. Smith, Mrs. Denise Tynes and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William Riddick, Town Attorney; and Ms. Sonja Eubanks, Office Manager of Public Works. There was no media present.

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

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

1. Invoices Over \$10,000 Requiring Council's Authorization:

a. YMCA \$50,000.00

This invoice is the town's annual budgeted contribution to the YMCA. Dr. Cook asked how many more years the town has on this contribution. Mr. Pack stated the town has seven or eight more years. Committee recommends approval of payment.

b. Smithfield Volunteer Fire Department \$10,000.00

This invoice is the town's annual budgeted contribution to help pay for the Fire Department's crash truck. This is the sixth year of a seven year commitment. Committee recommends approval of payment.

c. USbancorp \$84,150.83

Ms. Minga explained that this invoice is for the second loan that the town took out to pay for the Reverse Osmosis Plant and the waterline replacement on South Church Street. She stated that after this payment is made there will be one payment left due in August. Mrs. Tynes asked if the payment in August would be for the same amount. Ms. Minga replied that it would be. Committee recommends approval of invoice.

d. PNC Bank

\$23,754.00

Ms. Minga explained that staff has issues with PNC Bank. Currently we have only made one payment to them because it is the two loans that we just refinanced through VML/VACo. Last time they were due, in August, PNC Bank never sent us an invoice and she had to wire funds at the last minute to get them paid on time. At this time we have not received invoices for payment due the first of February. Ms. Minga stated that she contacted VML/VACo about not receiving an invoice and they said unfortunately they only send invoices out fifteen days before the due date. By the time you receive it through the mail and staff processes the check it is hard to send payment back by the due date. Ms. Minga stated that she pulled the two invoices from prior payment and looked up the amortization schedule that came with the closing and the first payment matched exactly so she is using that schedule to determine the amounts for the town's second payments. The first loan was for \$6,000 and the second loan was for 17,754.00 for a total payment to PNC Bank in the amount of \$23,754.00. Dr. Cook asked if it would be worth the town looking at refinancing again to get out of these loans with PNC Bank. Mr. Pack stated that these loans were refinanced because the low 1.5% percentage rates on these refinances. These rates would be hard to beat anywhere else. Committee recommends payment.

2. Procurement Policy Manual – This item was referred back to committee for further discussion after Ms. Mulherin had some questions in regards to the policy at the January 5th Town Council Meeting. The Town Attorney stated that he, Ms. Eubanks, and Ms. Minga met to review the policy. He stated that Ms. Mulherin had listed several things that she identified as deficiencies in our policy. The Town Attorney stated that is not true. A lot of the things that she identified as being deficient in the town's policy are not required to be in the policy. They are required to be in the town's general conditions which are separate from the procurement policy manual. He stated that Ms. Eubanks went back and verified with the Department of General Services in Richmond that that the town's policy is in full compliance with state law. Mr. Pack stated that the town's policy is less complicated as well. Ms. Minga stated that this is basically procedures for small purchases. Items that are bid out falls under the Virginia Public Procurement Act. Mr. Pack asked that staff contact Ms. Mulherin prior to the Town Council meeting on February 6th to address her concerns that were brought up at the January Town Council meeting. Committee recommends approval of Procurement Policy Manual.

3. Renew Audit Services Contract with Robinson, Farmer, Cox and Associates for One Additional Year – Ms. Minga explained that the original contract with Robinson, Farmer, Cox and Associates was for three years with the option to renew for two additional years, one year at a time. She reported that she has been very satisfied with their work and their cost is very reasonable. Her recommendation is to renew the contract for one additional year. Mr. Pack asked if they gave us any additional cost for the contract. Ms. Minga stated that the original quote had a tier and it goes up a little bit; however it is still far below what we were paying. Committee recommends approval of renewal.

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

1. December Financial Statements and Graphs – Ms. Minga reported that the financials overall look very good. She mentioned that she would like to point out a few things since the financials were not included in the packet on Friday. Under Real Estate Tax, staff has collected 99.5% of current real estate taxes. Delinquent notices have gone out and they are starting to get phone calls on them now. Ms. Minga stated that it has been an unusual year for Real Estate. They have had a lot of mortgage companies that overpaid so she is working to resolve these issues. Ms. Tynes asked if the Treasurer's Office has received any complaints due to personal property tax booklets from the county being double what they were last year due to a computer error. Ms. Minga stated that she has not received any. Ms. Minga stated that collection for Personal Property Taxes are not as good as in years past. This is mainly due to the tax file going down. At this time she has not received any specific reason from the county as to why it went down. Ms. Minga mentioned that the rest of the revenues are where they were expected to be. Under contributions we have received \$2,797.00 from Historic Smithfield for their portion of the Pierceville work that was done under professional cost. The town has also received \$50,000.00 from Smithfield Foods for two new police motorcycles and \$500,000.00 from Smithfield Foods to go towards the new ballfields. All of these funds are sitting in escrow to be used. Ms. Minga stated that in regards to the E911 bill due to the county she finally received a call back from Mr. Robertson. Ms. Minga stated that the question that she asked the county was why was the comp funding for the E911 operators was included in revenue but it was not offset against the expenses. Mr. Robertson's response to her was that he and Michael Terry had spoken to Ms. Seward because she did the budget last year. She stated that she knows she put the money in but could not remember why. The county's response is that it has never been included to offset expenses before. Ms. Minga stated that she does not understand why if the three localities are funding this together why would it not be used to offset expenses. Mr. Robertson's response was that it is not in the agreement. Ms. Minga stated that she has pulled the agreement and would like for the Town Attorney to look at it as well before next month's committee meeting. It does not specifically state that this comp board money will be applied against the expenses and that is where the county stands on this issue. Ms. Minga feels this explanation is unacceptable. The Town Attorney stated that this is revenue specifically received from the state to fund this project and the funds have been misappropriated by the county. Ms. Minga stated that the reason it became so obvious this year is because the town's portion went up a lot and when she looked at expenses they had not gone up. The Town Manager stated that he has recommended to the Town Treasurer to pay the county what the town thinks we owe them based on the budget that was approved so that we can close out our records for last year and the county can close out their records for last year. Ms. Minga asked if the shared service agreement needs to be amended to make it clearer. The Town Manager stated that the entire agreement needs to be reviewed and updated. The Town Attorney stated that if the town does fiscal planning based on a budget that the county provided they cannot at the end of the year say we did not really mean to include this and put those funds somewhere else. Mr. Pack asked Ms. Minga to determine what we owe the county based on budget and we will look at approving that amount at next

month's committee meeting. The Town Manager stated that they will look at revising the agreement when the county brings on board the new radio system. Committee stated that they are still not excited about paying the county \$3 million dollars for a radio system the town does not need. Ms. Tynes asked what the total was for the new radio system. Mr. Pack stated that he thought it was around \$10 million. The \$10 million was expected to be paid with the same percentages of the E911 service agreement. The town's portion currently is 28.5% so that would be \$2,850,000. The Town Manager stated that the way the recommendations have ended up they are not going that route. The Town of Smithfield would be treated like Poquoson where the town would be a subscriber with an annual radio fee or user fee. Sheriff Marshall has been adamant from day one that this is a county expense.

Ms. Minga also reported that under other Parks and Recreation there is an expense in the amount of \$3,630.00 for work done to the Waterworks Dam that was not budgeted because we had thought the work on the dam would be delayed a little bit. There was also an expense to Spivey Rentals for a specialty sign used at Waterworks dam. Ms. Minga stated that most likely there will be a budget amendment for the dam this year. Ms. Minga stated that we continue to move really slowly on the Pinewood Heights Project. She reported that as far as water and sewer goes consumption is down so charges are down as well. They are down more significantly on the water side. Ms. Minga stated that the county has had some issues with their water meters so she is not sure if all the adjustments have been done so these incorrect readings maybe one of the reason that the waterside is down.

2. December Cash Balances – Ms. Minga mentioned that she was supposed to be attending an investment pool meeting on Friday; however due to the weather it was cancelled. She stated that included in the posting were quarterly reports for the investment pool for committees review. Ms. Minga stated that she feels the pool is doing very well. There has been quite a bit added this last quarter as far as the number of people participating in the pool. Market value was down between November and December; however cost value is up. Ms. Minga reported that cash balances are very stable. She mentioned that because the balances looked pretty healthy she did cut the check for the ball field closing out of the General Fund instead of borrowing on the line of credit. The town will include this amount when we actually do the final loan but did not see any reason to pay interest at this time if we did not have to. Mr. Pack asked where we are with the closing on the ball field property. The Town Attorney stated that they are set to close today at 5:00 p.m. Water = \$511,763.39; Water Debt Service = \$911,836.56; Water Capital Escrow Availability Fees = \$444,629.63; Water Treatment Plant Escrow = \$111,988.14; Water Deposit Account = \$119,898.36; Water Development Escrow = \$100,606.14; **Subtotal Water = \$2,200,722.22.** Sewer = \$(43,403.94); Sewer Development Escrow = \$357,996.61 Sewer Capital Escrow Availability Fees = \$857,547.86; Sewer Compliance = \$1,301,640.81; **Subtotal Sewer = \$2,473,781.34.** **Highway = \$252,141.58.** General Fund = \$4,686,849.78; Payroll = \$250,169.33; Money Market General Fund Town Bank = \$2,192.47; Business Super NOW-General Fund = \$33,190.35; Money Market General Fund Farmers Bank = \$290,428.23; General Fund Capital Escrow = \$215,271.50; Certificate of Deposit = \$520,137.99; Certificate of Deposit Police Dept = \$36,794.63; Special Project Account = \$520,137.99; Pinewood

Heights Escrow = \$34,254.58; SNAP Program = \$2,287.75; Museum Account = \$116,531.98; Windsor Castle Acct \$19,000.00; **Subtotal General Fund = \$6,727,246.58. TOTAL ALL FUNDS = \$11,653,891.72.**

3. Additional Item Discussed: Public Support Needed for New Sports Complex in Smithfield – Mayor Williams stated that at the Board of Supervisors meeting last week he and Vice Mayor Gregory presented a joint funding proposal for a new sports complex in Smithfield from Mr. Joe Luter, III. Mr. Luter, III is willing to donate an additional \$2 million to the project if Isle of Wight County joins the partnership with a \$250,000 funding commitment. The hope was that Supervisor Grice would make a motion to commit to joint funding of a new sports complex; however no motion was made at that time. Supervisor McCarty suggested getting input from the general public in regards to the new sports complex and Supervisor Acree agreed. Mayor Williams stated that he along with staff has drafted a memo requesting public support for a new sports complex in Smithfield. All five of the Board of Supervisor's e-mails and phone numbers are listed so the general public can respond with their comments. Mayor Williams asked that each Town Council member distribute the memo to as many people as possible to hopefully get enough feedback on whether the general public supports the new sports complex or not. Also included with the memo is a conceptual plan of what is being proposed.

The meeting adjourned 4:57 p.m.

January 29, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, JANUARY 26TH, 2016

The Parks and Recreation Committee held a meeting on Tuesday, January 26th, 2016 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was: Ms. Connie Chapman, Chair, Mr. Randy Pack and Mrs. Denise Tynes. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; and Mr. William H. Riddick, III, Town Attorney. There was no media present.

Parks and Recreation Committee Chair, Ms. Connie Chapman called the meeting to order.

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

1. Operational Update – Ms. Musick reported that the Smithfield Center had a busier than normal January. It was booked with business meetings and events on the weekends. Bob Fest was held out at Windsor Castle Park two weekends ago and was very successful. Ms. Musick mentioned that in regards to the wedding that was held this weekend during the inclement weather she wanted to thank all of her coworkers especially the Police Department and Public Works for their help. Chief Bowman kept her alert of the latest weather updates and sent his officers out to check on them and offer rides home if we were not able to drive on the icy roads. Public Works staff salted and sanded the parking lot throughout the day even though they had other things going on. Ms. Musick stated that the wedding was set to go until 1 a.m.; however she had to shut it down at 7 o'clock due to the weather. Ms. Musick also stated that she refunded the bride half the rental fee since they had to wrap up five hours early. Mr. Pack stated that Ms. Musick did a really nice job handling a difficult situation. It was a mess but when the bride left here she said this was a very difficult situation and she would not

change a thing about it. Ms. Musick stated that the bride talked about doing a reunion event here in the summer because they were pleased that everything worked out even though it was not exactly as they had planned. Dr. Cook stated that he would be interested in knowing what the overall economic impact was for the town having an off season wedding with an out of town group. This wedding party and guests booked up every hotel room. They booked every venue from the Smithfield Inn to the Smithfield Little Theater to the Smithfield Center. This wedding stems from a couple that enjoys coming to Smithfield for our events. There were many international guests at the wedding from Germany, Australia, Venezuela, and Japan. Ms. Musick stated that originally 350 guests were expected; however due to the inclement weather there were approximately 200 guests that attended.

Ms. Musick stated that in reference to special events and the article in the Smithfield Times Ms. Winslow has been working behind the scenes to deal with the problems that the Christmas Evening Market created. Even though it was a very special event it did create traffic problems. What they have decided to do is move the Christmas evening market to a Saturday. It will be on the second Saturday of December. The Christmas parade will move to the third Saturday of December. Ms. Musick explained that the reason for this order is because people want to shop earlier in the season and moving the evening market to the third Saturday would be a little late. Mr. Pack asked if the Historic Home Tour would still be the first Saturday of December. Ms. Musick stated that was correct. The first Saturday would be the House Tours and Antique Show here at the Smithfield Center. The second Saturday would be the Christmas Evening Market starting at three in the afternoon and ending at 9 p.m. The third Saturday of December would be the annual Christmas Parade. Ms. Chapman asked when the tree lighting will be held. Ms. Musick stated that she has not talked to anyone with the Woman's Club at this time. She was waiting to see where these other events fell. She would like to see the Woman's Club light the tree earlier in December. Ms. Musick stated that she would like to purchase an artificial tree that the town's Public Works Department would put up each year in front of the Smithfield Times on Main Street. Mr. Pack stated that he knows someone that would be willing to pay for a large artificial tree for the town.

Ms. Chapman stated that a few years ago the Mayor had stated that because of the number of events going on in town it would be nice to have one organization that would keep track of events going on around town. This would be a resource that people could go to before booking an event to see what else might be going on at the same time. She explained that the Chamber of Commerce created a calendar but we need to get the word out to people to utilize the calendar for scheduling events. Ms. Musick stated that Tourism and the Smithfield Center have a pretty good calendar of events that happen on town property but beyond that she does not know how to capture that data. Mrs. Tynes states that the events that are held in Smithfield attract people from all ages and because Smithfield is a small town it is likely that events will overlap. Ms. Musick stated now that the Christmas Parade has moved to the third Saturday of December they need to talk to the Smithfield Kiwanis about moving the Santa Breakfast as well; however this year that is not an option because the center is already booked with a wedding the third Saturday of December 2016. Mrs. Tynes suggested that maybe the Santa Breakfast could be held at Main Street Baptist Church or Trinity Methodist Church. Mr. Pack thought that was a good idea. Ms. Musick stated that she would contact Kiwanis in regards to

moving the Santa Breakfast to a different location this year so that it can be held the same Saturday as the Christmas Parade.

The Town Attorney asked committee if they have any interest in a new parking lot if someone would give the town the land. He explained that Mr. Henry Layden owns property between Cockes Lane and Drummond Lane that runs between Main Street and Cedar Street and he is interested in giving that property to the town. Mr. Bill and Dot Somerset own property that is adjacent to Mr. Laydens and they may be willing to sell their vacant lot to the town at a very reasonable cost. The Town Attorney stated that with the shortage of parking in the historic district this may be an opportunity for additional parking. Ms. Chapman asked how many parking spaces this would potentially create. Mr. Pack replied that looking at the property it would potentially create approximately 40 parking spaces. Ms. Chapman asked what the town needs to do to investigate this possibility. The Town Attorney stated that Mr. Layden has already contacted the town. Mr. and Mrs. Somerset are very generous and civic minded so he feels they would be open to selling their land at a very reasonable amount. The Town Attorney stated that he does not mind talking with both the property owners but does not want to pursue something that Town Council is not interested in. Dr. Cook stated that he would be curious to know what the cost would be to make it into a parking lot. The Town Attorney stated that the first step would be to see if the property owners are interested in entertaining this idea of additional downtown parking. Step two would include having Jamie Weist of Kimley Horn and Associates figure up a cost estimate to put a parking lot there. Committee agreed to allow the Town Attorney to start discussion with the property owners to see if they are willing to entertain the idea of putting a public parking lot in that area.

Ms. Musick stated that the trail doctors are still removing the English Ivy at the park at this time. Mr. Steve Semkovish that came to last month's committee meeting stated that his plan is to finish up the English Ivy removal in the spring. Once the removal of the English Ivy been completed he has offered to lead the Tree of Heaven removal project with the volunteers. Mr. Semkovish has found this really cool device called a Pullerbear. This will allow them to pull the trees with non-herbal sidle methods so that the town does not need someone certified to be present. Ms. Chapman asked what the town has done to recognize the trail doctors for all their hard work. Ms. Musick explained that they did a work day where the town provided a meal for them and we also invited them to the town employee's annual Christmas luncheon this past year. The Town Manager stated that they were recognized for their hard work and were very appreciative. Ms. Chapman suggested that the town present them with a certificate acknowledging the volunteer efforts. Mayor Williams, as a member of the trail doctors, did not feel that was necessary. Ms. Musick stated that they like gear so she would suggest that the next thing that the town does is give them a hat. Mrs. Tynes agreed that it does not take a lot of time to create a certificate thanking them for their hard work. This could be presented to them at next year's annual employee luncheon.

2. Request to Increase the Number of Bluebird Boxes at Windsor Castle Park – Ms. Chapman stated that Linda Langdon of the Virginia Master Naturalist Historic Southside Chapter has submitted a request for ten to fifteen additional bluebird boxes at the park. The additional boxes would have the same construction appearance as those currently at

the park. She is requesting that the boxes be installed by early March 2016. The group will maintain the boxes indefinitely. Ms. Musick explained that the map that was included in the packet that shows location will not work because of potential construction in these areas. The town will review locations and let the group know which locations will not work. Ms. Musick stated that the Virginia Master Naturalist will pick up and maintain the existing bluebird boxes as well. The previous group that installed the original bluebird boxes is no longer interested in the project so the town needs someone to maintain these existing boxes. Ms. Chapman asked if the group is requesting \$268.62 for this project. Ms. Musick stated that this is something that the group will pay for. It is listed because the town's standard project application requires them to list material cost so the town is aware of what type materials will be used. Mr. Pack asked why the town would want to add more bluebird boxes. Ms. Chapman stated that bluebirds are in serious decline. The presence of these nesting boxes will attract more bluebirds to the park. The boxes provide a habitat for the breeding birds to lay eggs, foster their young, and provide a safe environment to grow and thrive. Visitors to the park will enjoy seeing these beautiful native birds that have been in serious decline due to habitat loss. Mayor Williams stated that bluebirds are insect eating birds not seed eating birds. Dr. Cook asked if all the current bluebird boxes are full. Ms. Musick stated that she would assume that the more boxes there are the more birds they could foster. Mrs. Tynes mentioned that bluebirds do a lot of nesting around here in the spring time. Mr. Smith stated that they have pretty much become full time birds here. They do not do much migrating. Ms. Chapman asked Ms. Musick to let the Virginia Master Naturalist know that we are okay with the additional bluebird boxes at the park. Dr. Cook asked if it needs to be approved at Town Council level. Ms. Musick stated that this was for informational purposes only and she just wanted to make Council aware that someone wanted to add something to the park. The Town Manager stated that some items have required approval from Town Council and some have not. Mayor Williams stated that the underlying problem here is that the original group that installed the existing bluebird boxes no longer wants to maintain them. If this group decides to do the same thing a few years down the road then the town will inherit the boxes. The Town Manager stated that at that point if they become a maintenance issue staff would remove the boxes from the park. The Town Attorney suggested that Ms. Musick could add to their application that they shall maintain the boxes and if they choose to decess to maintain them they will be responsible for removing them. The Town Attorney stated that it plants a seed in their mind that they are responsible for the boxes. Mr. Pack expressed his concerns over allowing too many different things to be placed in the park. He mentioned that if the boxes are not maintained the town can take them down but then we will have citizens complaining that we are removing bluebird nesting boxes. Mrs. Tynes stated that the Virginia Master Naturalist are asking us to put bluebird boxes in the park and it is not costing the town anything so she does not have a problem with allowing additional boxes. Ms. Chapman stated that approvals for items to be placed in the park needs to be on a case by case basis. The consensus from committee was to allow the additional bluebird boxes to be installed.

Dr. Cook stated that a patient came into his office and informed him that the mile markers at the park do not match the signs on the post. Ms. Musick stated that the maps on the post are mile marker maps and they are not the station markers. Dr. Cook asked if

there were two sets of markers at the park. Ms. Musick stated that was correct. Ms. Chapman stated that the station markers are for 911 emergency services. Ms. Music explained that eventually the maps on the post will match and have the station markers on them. They are slowly being replaced due to vandalism Dr. Cook suggested that a sign be placed on the station markers letting people know that these markers identify a location if you should need emergency services at the park. There was some confusion on what markers and signs the patient was referring to so Dr. Cook stated that he would make a trip to the park to see if he could figure what maps the patient was referring to. Mr. Smith asked what kind of vandalism was happening at the park. Ms. Musick stated that signs are being stolen or bent. The Town Manager stated that when the new signs are installed Public Works will be placing a board behind the sign so the signs cannot be bent so easily. Mr. Smith asked if the vandalism was occurring at night. Mayor Williams stated that was correct; however the Police Department feels that they have identified the possible suspects and at this time vandalism around town seems to have stopped.

The meeting adjourned at 4:33 p.m.

January 29, 2016

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, JANUARY 26TH, 2016

The Public Works Committee held a meeting on Tuesday, January 26th, 2016 at 4:33 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; Ms. Lesley King, Town Clerk; Mr. William G. Saunders, IV, Planning and Zoning Administrator; and Mr. William H. Riddick, III, Town Attorney. There was no media present.

Public Works Committee Chair, Mr. Michael Smith, called the meeting to order.

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

1. Renew Mowing and Landscaping Contract with Southern Shores Lawn and Landscaping – Mr. Smith stated that he and staff have been pleased with Southern Shores Lawn and Landscaping for both mowing and landscaping for the town. They are professional and do a good job. Dr. Cook mentioned that in the past we had talked about the mowing at the park. Did we amend the contract for it to be cut more often if necessary in the spring? Mr. Pack stated that staff spoke with Mr. Rudy of Southern Shores early summer last year about cutting more often at the park when needed and after that it was cut in a timely manner. The Town Manager stated that he did not think that the contract was amended at that time. Mr. Smith asked if the parking lot behind the Taste of Smithfield was removed from the contract. The Town Manager stated that was no longer part of the contract moving forward from the end of the summer. Smithfield Foods will be responsible for taking care of this landscaping. Committee recommends approval to renew mowing and landscaping contract for one additional year.

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

1. Additional item Discussed: Volunteer Project - Mr. Pack stated for informational purposes only Smithfield 2020 is organizing a group of students that will likely come before Town Council at some point for a project. The direction they are currently looking at is a group of students coming in and volunteering to weed flower beds and get them ready for the town's contractor to bring new plants and mulch this spring. There may be some need for street closure or traffic assistance during this volunteer work day for safety reasons. Dr. Cook mentioned on that same topic he does not know if the town is interested but Amanda Browder of Smithfield Middle School is trying to organize a Day of Caring where every middle school student will be out in the town volunteering to do something. From what he understands it would be a field trip from the school. He stated that through the Christian Outreach Program he has a spot for approximately 20 students to volunteer there for the full day. If the town has anything that they can organize possibly through public works for some volunteers to do that day that would be great. The Town Attorney stated that there is always plenty of trash that can be picked up. Dr. Cook stated that he would contact Amanda Browder and ask her to contact the town to possibly arrange some students to do some volunteer work around town on a specific day.

2. Additional Item Discussed: Trash on Berry Hill Road – Mr. Smith stated that he has had several people ask him about the amount of trash along Berry Hill Road. He does not know if there is anything that the town can do about it but it is unsightly. The Town Manager stated that most of the trash is on the outside of the town's corporate limits; however because it does typically reflect on us we have worked with Smithfield Foods through the Chesapeake Bay Clean the Bay Day to target that area. Typically, VDOT, for safety concerns, shuts down the road for a couple of hours. You would be amazed at the amount of trash that is collected in that two hour period. Ms. Chapman asked if this would be something that the students would be permitted to do. The Town Manger stated that there is a lot involved with scheduling that road to be closed for any length of time due to Smithfield Packing and Smithfield Transportation. They have a lot of trucks coming and going; however having the road remain open becomes a liability issue. That area is VDOT's responsibility. Ms. Chapman mentioned that a group from Western Tidewater Jail may be a better fit than students from the middle school. The Town Manager stated that the town would still need to coordinate with the county and VDOT about blocking the road with whoever does it.

3. Additional Item Discussed: Maintenance in Town – Mayor Williams mentioned that the landscaping at the Veteran's Memorial needs attention now. The weeds are taking over due to the mild temperatures we have had this winter. Also, the welcome sign in front of Food Lion needs to be power washed. It has black mold and mildew all over it. The Town Manager stated that staff would follow-up on these two items.

The meeting adjourned at 4:42 p.m.

January 29, 2016

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, JANUARY 29TH, 2016

The Public Buildings and Welfare Committee held a meeting on Tuesday, January 26th, 2016 at 4:42 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 G. Smith. Other Council members in attendance were Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William G. Saunders, IV, Planning and Zoning Administrator; and Mr. William H. Riddick, III, Town Attorney. There was no media present.

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

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

1. Pinewood Heights Relocation Project Update – Phase II and Phase III – The Town Manager reported that Michael Dodson of Community Planning Partners monthly progress report for Phase II was included in the committee packet. A Pinewood Heights Management Team meeting held on January 9th for both Phase II and Phase III. A Neighborhood meeting has been scheduled for February 9th at 6:30 p.m. for residents of Phase III. The Town Manager continued to explain that as for Phase II the town continues to work towards closing on 110 and 111 Carver Avenue. 53 Carver and 54 Carver have been given the notice to proceed with demolition. Mr. Saunders went out last week to inspect the demolition work that was done on the duplexes at 39/40 Carver Avenue, 45/46 Carver Avenue and 47/48 Carver Avenue. A follow-up e-mail has been sent to the demolition contractor to follow-up on some things at these locations in order to get paid. The property owners at 44 Carver Avenue have finally agreed to accept the towns offer to move. Mr. Dodson is working with them. The Town Manager stated that the Town Attorney would give you a brief summary on 52 Carver Avenue where Town Council authorized him to start condemnation with owner's permission to clear the title issues. The Town Attorney stated that he has not done a condemnation suit since the town took several properties and easements for the Jersey Park Rehabilitation project. He

stated that he has brought himself up to speed and rough drafted a petition. A public hearing on this matter will need to be held at the March Town Council meeting. Once the public hearing has been held the Town Attorney can proceed to file the petition with the courts. There is a 21 day period after service of process. The Town Attorney continued to explain that he has contacted the judge's office to get a hearing date. This matter should be concluded by the middle of April. The Town Manager stated that this will wrap up Phase II. As far as Phase III, Town Council at the last Town Council meeting authorized the acceptance of the grant and all the activities and documents that go with it. He stated that he has signed everything and is waiting to get a letter from the Suffolk Housing and Redevelopment Authority before sending it to the state for their signature. A meeting has been scheduled with a representative from the Suffolk Housing and Redevelopment Authority on February 5th to hopefully get the letter from them for their intent to continue the Section 8 Program from Isle of Wight County. The next Management Team meeting for both Phase II and III will be held March 8th, 2016.

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

1. Discussion on Board of Historic and Architectural Review Appointments and Reappointments – Dr. Cook stated that this item was referred to committee for discussion on the verbiage in the Town Code and Zoning Ordinance on how the members are appointed. More specifically, it was brought up why the town needs to have a Planning Commission representative on the Board of Historic and Architectural Review (BHAR). Mr. Pack stated that if you look at the requirements for the BHAR it is well written. He understands why an architect and a contractor are required to be on BHAR; however he does not understand why a Planning Commission representative is required to serve on BHAR. The Town Attorney explained that a Planning Commission member is required to be on Town Council to act as a conduit of information between the two bodies. This is most likely the same idea behind having a Planning Commission member serving on the BHAR. In many cases these two boards go hand and hand. They are independent but what happens in one is relevant to the other. The Town Attorney stated that it is not critical but he does not think it is a bad thing. Mayor Williams stated that the question came up that this individual serving on two boards have a double vote. Dr. Cook stated that they do not vote on the same things all the time. He explained that putting up a fence in the historic district does not go to Planning Commission for approval. The Town Attorney stated that in most cases the Planning Commission is just an advisory vote, with a few exceptions such as sign exceptions. Most votes come to Town Council on a recommendation. The BHAR makes a vote yes or not. It would only come to Town Council through an appeal process. Dr. Cook stated that he thinks a lot of thought was put in the bylaws for BHAR. The Town Attorney stated that many people complain about having to go to the BHAR and no one has complained about how they were treated. Mr. Saunders states that the BHAR gets accused of being a rubber stamp but that is

because staff works with the applicant prior to going to the BHAR to make sure that their application meets the requirements of BHAR. Most of the time the complaints from citizens are handled at staff level because we are telling them what type of shingles they must use to get approved by the BHAR. The Town Attorney stated that the town's historic guidelines are fantastic. Dr. Cook stated that at this time they are recommending that the current bylaws requiring a Planning Commission serve on BHAR remain in place. At the February 2nd Town Council meeting the nominating committee will make a recommendation to reappoint Ms. Hillegass to the BHAR for another term.

Meeting adjourned at 4:58 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
January 2016**

Committees and Projects:

01/05 Town Council – Center – Chief Bowman
01/06 Department Head – Tn Hall – Chief Bowman, Lt. Rogers
01/07 Chamber Legislative Breakfast – Center – Chief Bowman
01/12 TRIAD mtg – IOW Courthouse – Sgt. Miller, Kurt Beach
01/13 HRCOPS mtg – Port Authority PD – Chief Bowman, Deputy Chief Howell
01/13 CHIP mtg – School Board office – Kurt Beach
01/13 Interagency Code Enforcement quarterly mtg – Town Hall – Kurt Beach
01/19 Crime Line – Center – Deputy Chief Howell, Sgt. Meier, Kurt Beach, Annette Crocker
01/20 Department Head mtg – Center – Deputy Chief Howell
01/25 Police Committee – Chief Bowman, Deputy Chief Howell
01/26 SART mtg – IOW Courthouse – Sgt. Meier, Officer Pittman
01/27 C.H.I.P. mtg – PD – Kurt Beach
01/30 American Legion High School Oratorical Contest – American Legion Hall – Chief Bowman

Training

01/21 DCJS meeting regarding Defensive Tactics Review and revision – Crater RJTA – Sgt. Araojo
01/26 Basic Defensive Tactics Refresher Training – Norfolk – Sgt. Araojo (4 hrs.)

In-House Training

01/13 Color Guard Training – PD – Sgt. Meier, Officer Johnson, Officer Bancroft, Officer Wright (1 hr)

Motorcycle Utilization

Bicycle Utilization

Community Relations

12/31 Security – Smfd Skate – Sgt. Miller
01/01 Security – Smfd Skate – Sgt. Araojo
01/06 - 31 School Zone – Westside – Sgt. Araojo, Officer Bancroft, Officer Adams, Officer Wright, Officer Pittman, Officer Powell, Officer Johnson, Officer Phillips, Officer Fordham, Officer R. Howell
01/06 Homework Station – Jersey Park/Woods Edge Apts – Officer Bancroft

01/06 Ride Along – Mark Ogle – Officer Fordham
01/06 Security check – Quality Time Child Care – Officer R. Howell
01/08 Security – Smfd Skate – Officer Powell
01/15 Security – Smfd Skate – Officer Johnson
01/16 Security – Bob Fest – Lt. Rogers, Sgt. Jones, Sgt. Meier, Officer R. Howell,
Officer Phillips, Officer Pittman
01/17 NAACP 16th Dr. Martin Luther King, Jr. commemorative banquet – Center –
Deputy Chief Howell
01/20 Homework Station – Jersey Park/Woods Edge Apts. – Officer R. Howell
01/20 Boy Scout Tour - PD – Officer R. Howell, Officer Pittman
01/21 Women’s Health Expo/Senior Scams/Fraud Education Seminar – Center – Kurt
Beach

Investigations:

Case#: 2016-00008
Location: Jersey Park Apartments
Offense: Shooting into Occupied Dwelling
Disposition: Cleared by Arrest

On 1/3/16 Officers were called out to Jersey Park Apartments for shots fired call. Officers arrived on scene found bullet impact points at three apartments and one vehicle. A victim from one of the apartments stated that they had a house guest who became unruly and was kicked out. As he was walking away he began to fire shots at the apartment. Deshawn Lyons was charged and arrested for three (3) counts of shooting into an occupied dwelling.

Case#: 2016-00017
Location: 603 W. Main St
Offense: Robbery
Disposition: Cleared by Arrest

On 1/6/16 Officers responded to 7-Eleven for an armed robbery in progress. Officers arrived on scene and found a customer arguing with an individual outside the store. The customer told officers that the individual was with the robber. The robber came into the store with a firearm and demanded money and cigarettes. He then took off on foot towards Church Manor Apartments. The second individual was seen on video casing the store and then talking with the robber before the robber entered the store. The second individual was arrested for conspiracy to commit robbery and robbery.

Smithfield Center - January 2016 Monthly Report

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
1/1/2016	Town Sites	OTS	Smithfield Skate	Smithfield Skate -Officer Requet	Smithfield	Returning Client	D.) Resident -Weekday	0.00%		\$180.00
1/5/2016	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
1/5/2016	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
1/5/2016	Center	MH	Smithfield Foods Executive Office a	Smithfield Meeting	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
1/6/2016	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
1/6/2016	Center	C&D	Town of Smithfield	HRPDC CAO Meeting	Smithfield	Town Event	h.) Town	100.00%		
1/7/2016	Center	MH	Isle of Wight Chamber of Commerce	Chamber Legislative Breakfast	Smithfield	Returning Client	Resident -Weekday	0.00%	\$400.00	
1/9/2016	Center	MH	Briana's 16th Birthday	Briana's 16th Birthday	Surry	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,255.30	
1/12/2016	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
1/15/2016	Center	Suites	Spencer and Bayse Wedding and Reception	Spencer and Bayse Rehearsal	Newport News	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%		
1/16/2016	Center	MHSu	Spencer and Bayse Wedding and Reception	Spencer and Bayse Wedding and Reception	Newport News	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,206.13	
1/16/2016	WCP	Riverfront	Smithfield VA Events	BOB Festival		Recurring Event	Resident-Saturday	0.00%	\$375.00	\$3,324.10
1/17/2016	Center	MHSu	NAACP	MLK Banquet		Returning Client	g.) Sponsored	100.00%		
1/18/2016	Center	MHSu	Smithfield Foods Executive Offices	Smithfield Foods Town Hall Meeting	Smithfield	Returning Client	D.) Resident -Weekday	100.00%		
1/19/2016	Center	A&B	Town of Smithfield	BHAR	Smithfield	Town Event	h.) Town	100.00%		
1/19/2016	Center	C&D	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
1/19/2016	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
1/20/2016	Center	C&D	Smithfield Foods Executive Offices	P&L Meeting	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$200.00	
1/20/2016	Center	MH	Tourism Isle of Wight - Smithfield	Farmers Market Dinner	Smithfield	Recurring Event	h.) Town	100.00%		
1/21/2016	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Event	Resident -Weekday	0.00%	\$206.36	
1/23/2016	Center	MHSu	Murphy and Newman Wedding and Reception	Murphy and Newman Wedding and Reception	Hampton	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$1,533.32	
1/25/2016	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
1/29/2016	Center	MH	Isle of Wight Rescue Squad	IOW Rescue Squad	Smithfield	Returning Client	g.) Sponsored	100.00%		
1/30/2016	Center	MHSu	Standley and Longo Wedding and Reception	Standley and Longo Wedding and Reception	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,630.00	
1/31/2016	Center	C&D	Sharon Elizabeth Photography	Sharon Elizabeth Photography Class	Smithfield	Word of Mouth	D.) Resident -Weekday	0.00%	\$200.00	

Deposit totals for January 2016:

\$14,963.72 Venue Rental Deposits

\$5,619.10 Town Services Deposits

\$8,406.11 \$3,504.10

January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					New Year's Day -Saturday Rate 7:00 PM - 11:00 PM OTS 7:00 PM Smithfield Skate -Officer Requet	
3	4	5	6	7	8	9
		10:00 AM - 3:00 PM MH 12:00 PM Smithfield Meeting 5:00 PM - 6:30 PM C&D 5:30 PM WCFB Meeting 6:00 PM - 7:00 PM Kitchen 6:00 PM Kitchen Inventory 7:00 PM - 9:30 PM A&B 7:30 PM Town Council	10:30 AM - 1:30 PM C&D 11:30 AM HRPDC CAO Meeting 1:30 PM - 4:00 PM C&D 2:00 PM Staff Meeting	Amy Off 6:00 AM - 12:00 PM MH 8:00 AM Chamber Legislative Breakfast	Amy Off Carpet Cleaning 7:00 PM - 11:00 PM OTS 7:00 PM Smithfield Skate -Officer Requet	Amy Off 4:00 PM - 1:00 AM MH 7:00 PM Briana's 16th Birthday
10	11	12	13	14	15	16
Amy Off	Amy Off 7:00 AM - 5:00 PM MHSu 12:00 PM Smithfield Meeting	7:00 AM - 5:30 PM MHSu 8:00 AM Smithfield Meeting 6:00 PM - 9:30 PM A&B 6:30 PM Planning Commission	7:00 AM - 5:00 PM MHSu 8:00 AM Smithfield Meeting	7:00 AM - 5:00 PM MHSu 8:00 AM Smithfield Meeting	Lee-Jackson Day -Sat Rate 9:00 AM - 5:00 PM Kitchen 9:00 AM BOB Festival Food Prep 4:00 PM - 6:00 PM Suites 5:00 PM Spencer and Bayse Rehearsal 7:00 PM - 11:00 PM OTS 7:00 PM Smithfield Skate -Officer Requet	6:00 AM - 8:00 PM Riverfront 11:00 AM BOB Festival 12:00 PM - 11:00 PM MHSu 3:30 PM Spencer and Bayse Wedding and Reception
17	18	19	20	21	22	23
12:00 PM - 9:00 PM MHSu 4:00 PM MLK Banquet	MLK Day 4:00 AM - 3:00 PM MHSu 9:00 AM Smithfield Foods Town Hall Meeting	8:30 AM - 10:00 AM C&D 9:00 AM Schoolhouse Committee 11:30 AM - 1:00 PM C&D 12:00 PM Crime Line Meeting 7:00 PM - 8:30 PM A&B 7:30 PM BHAR	9:00 AM - 3:00 PM C&D 10:00 AM P&L Meeting 1:30 PM - 4:00 PM A&B 2:00 PM Staff Meeting 2:00 PM - 10:00 PM MH 6:00 PM Farmers Market Dinner	9:00 AM - 3:00 PM Suites 12:00 PM Smithfield Women's Club	7:00 PM - 11:00 PM OTS 7:00 PM Smithfield Skate -Officer Requet	10:00 AM - 1:00 AM MHSu 4:00 PM Murphy and Newman Wedding and Reception

January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
	3:30 PM - 6:30 PM C&D 4:00 PM Committee Meetings	3:30 PM - 6:30 PM C&D 4:00 PM Committee Meetings			12:00 PM - 12:00 AM MH 6:00 PM IOW Rescue Squad 7:00 PM - 11:00 PM OTS 7:00 PM Smithfield Skate -Officer Requet	12:30 PM - 10:30 PM MHSu 3:00 PM Standley and Longo Wedding and Reception
31						
9:00 AM - 5:00 PM C&D 10:00 AM Sharon Elizabeth Photography Class						

Smithfield/Isle of Wight Tourism Activity Report –January 2016

- New Year's Holiday 1/1/16
- Director attended BOS meeting 1/4/16 and 1/21/16.
- Director attended Smithfield Town Council Meeting 1/5/16
- New County Concert Series meeting with Parks & Rec Staff 1/5/16
- Historic Saint Luke's Development Committee meetings 1/5/16; 1/7/16; 1/19/16; 1/25/16.
- Tourism Budget meetings with staff 1/5/16;
- Smithfield 2020 Meeting 1/6/16.
- CPR Training for staff 1/7/16.
- Held "live" HAM CAM tourism minute on the web 1/7,14,21, 28/16. Museum will be broadcasting a Museum Minute on every Tuesday at 12:05 p.m. and Tourism will be broadcasting a Tourism Minute on every Thursday at 12:05 p.m. to highlight something special going on! Highlighted Restaurant Week and New Winery opening.
- Attended Chamber Legislative Breakfast 1/7/16.
- Wellness Lunch & Learn 1/7/16. (Yoga)
- Conference call with Airsage Research 1/7/16.
- Met with Public Works regarding Docent Desk improvements for Visitor Center lobby 1/7/16.
- Met with Town Manager and Planning & Zoning in Windsor to assist with Arts District planning 1/8/16.
- Tourism Monthly Staff meeting 1/11/16.
- Met with Historic Garden Week committee about upcoming Spring Tour in Isle of Wight County 1/11/16. Attended HGW event 1/31/16.

- Attended VACVB Task Committee meeting in Richmond. Budget and Strategic Planning meeting 1/12/16.
- Met with Isle of Wight Arts League regarding creating, planning and promoting a new Art Event for 2016 1/12/16.
- Attended 5 days of Isle Lead Management Training 1/13/16; 1/14/16; 1/20/16; 1/21/16; 1/27/16. Diploma Awarded 1/28/16.
- BOB FEST Committee meeting 1/13/16. Set up for BOB FEST 1/14-1/16. Clean-up for BOB FEST 1/16-1/18. BOB FEST held. Sold out event. 1500 Attendees.
- Historic Smithfield Board Meeting 1/13/16
- Completed FY Tourism Budget for submittal 1/14/16.
- Staff attended CVTA meeting 1/20/16.
- Held Farmer's Market Annual Dinner for vendors. Final Year Presentation made. 1/20/16.
- Worked Smithfield Music Concert 1/22/16. Sold out show at SLT. Snow Day called for County for noon.
- Worked PIO duties for County during Winter Storm event 1/22/16-1/25/16.
- Held Burlap Trails meeting to form new Tourism "Trail" with surrounding localities 1/28/16.
- Attended Terrific Kids event at Hardy Elementary 1/28/16. Taught Theater Skills class.
- Smithfield Staff Meeting 1/6/16 and 1/20/15.
- County Staff Meeting 1/7/16; 1/25/16.
- Tourism Facebook postings and tweets throughout month. 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.VisitSmithfieldVa.com for more details!

Hampton Roads Economic Forecast

2016

Hampton Roads Planning District Commission

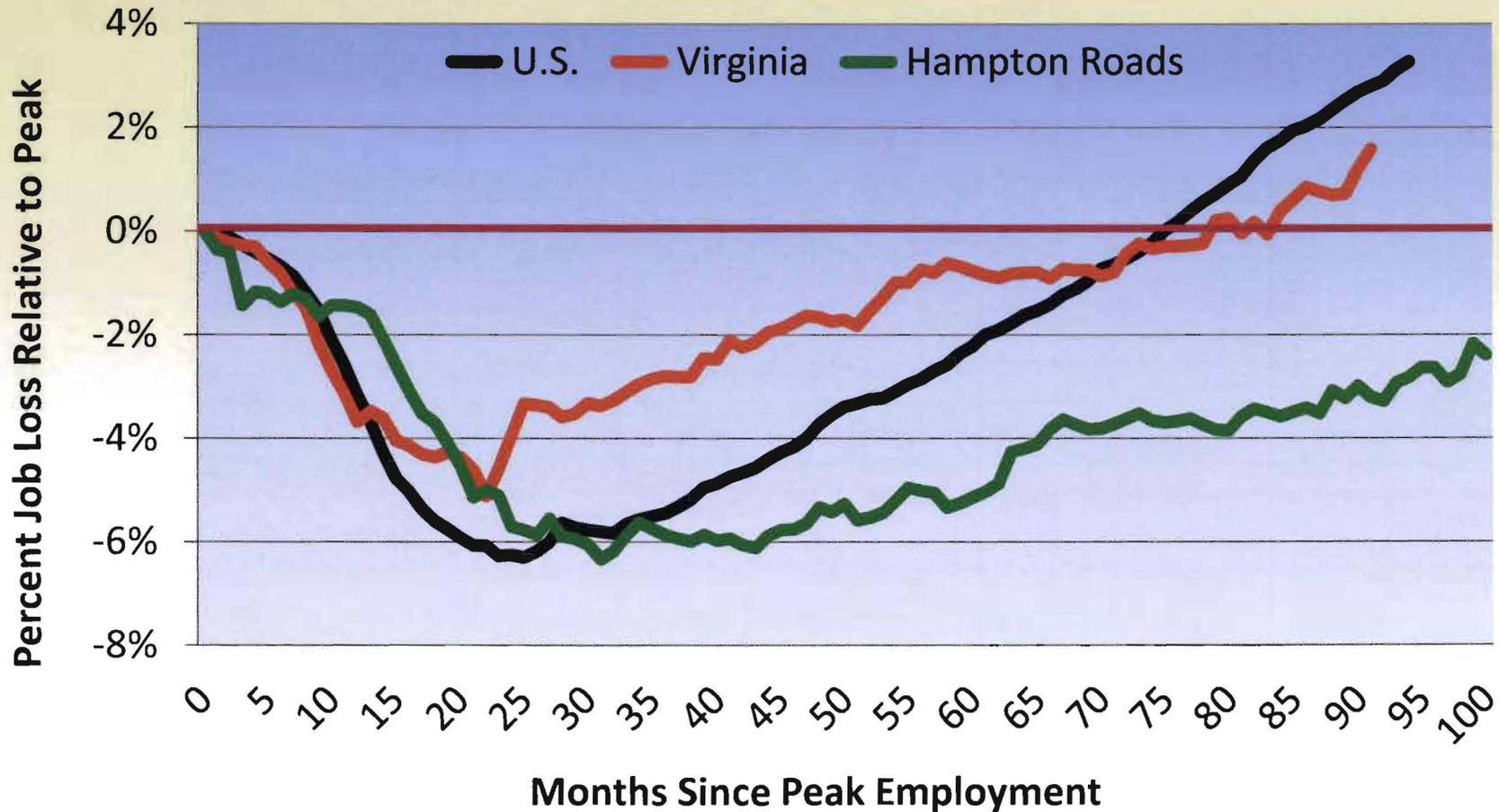
James Clary

Senior Economist

January 21, 2016

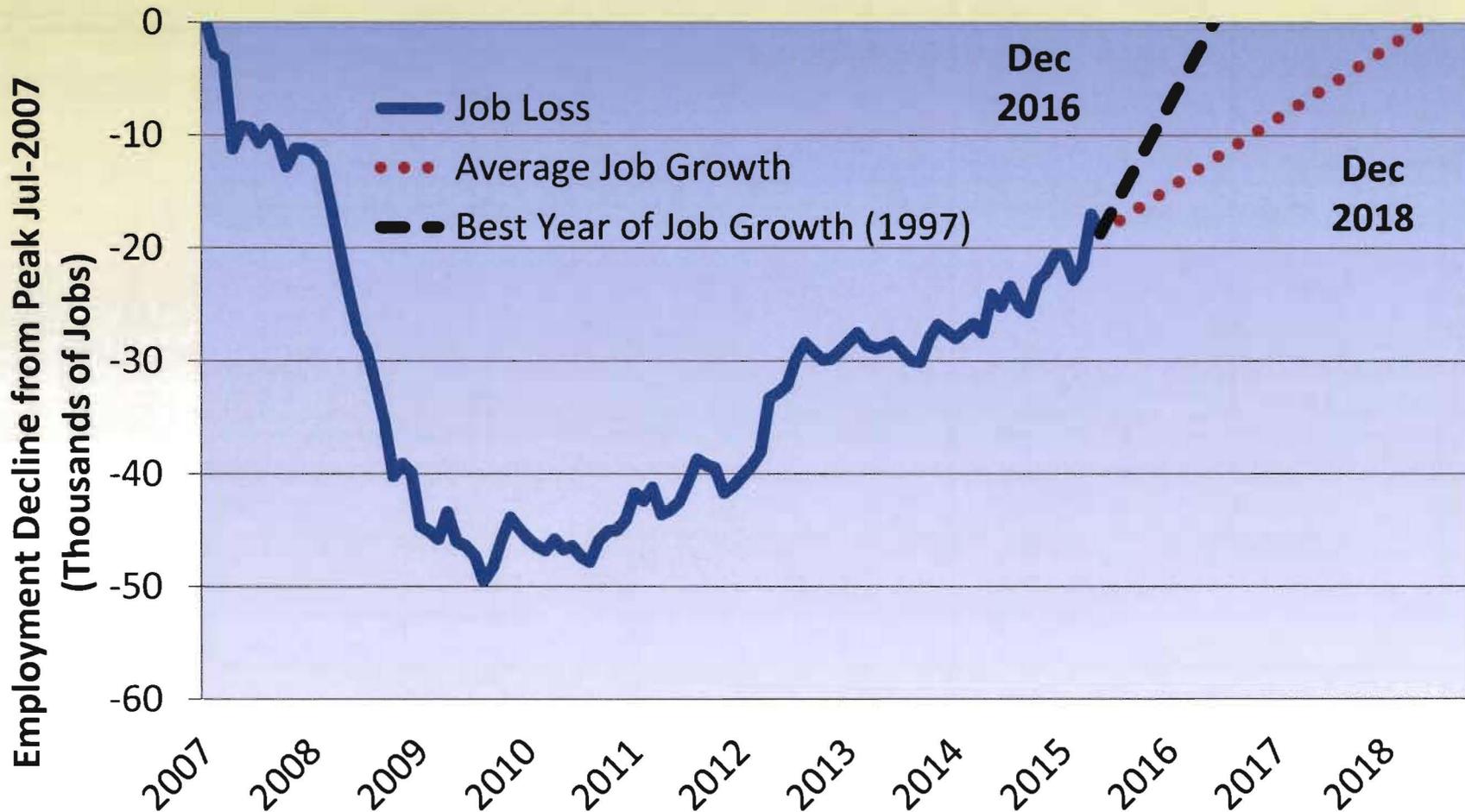


Employment Since the Great Depression



Source: Bureau of Labor Statistics, HRPDC

Hampton Roads Projected Return to Peak Employment

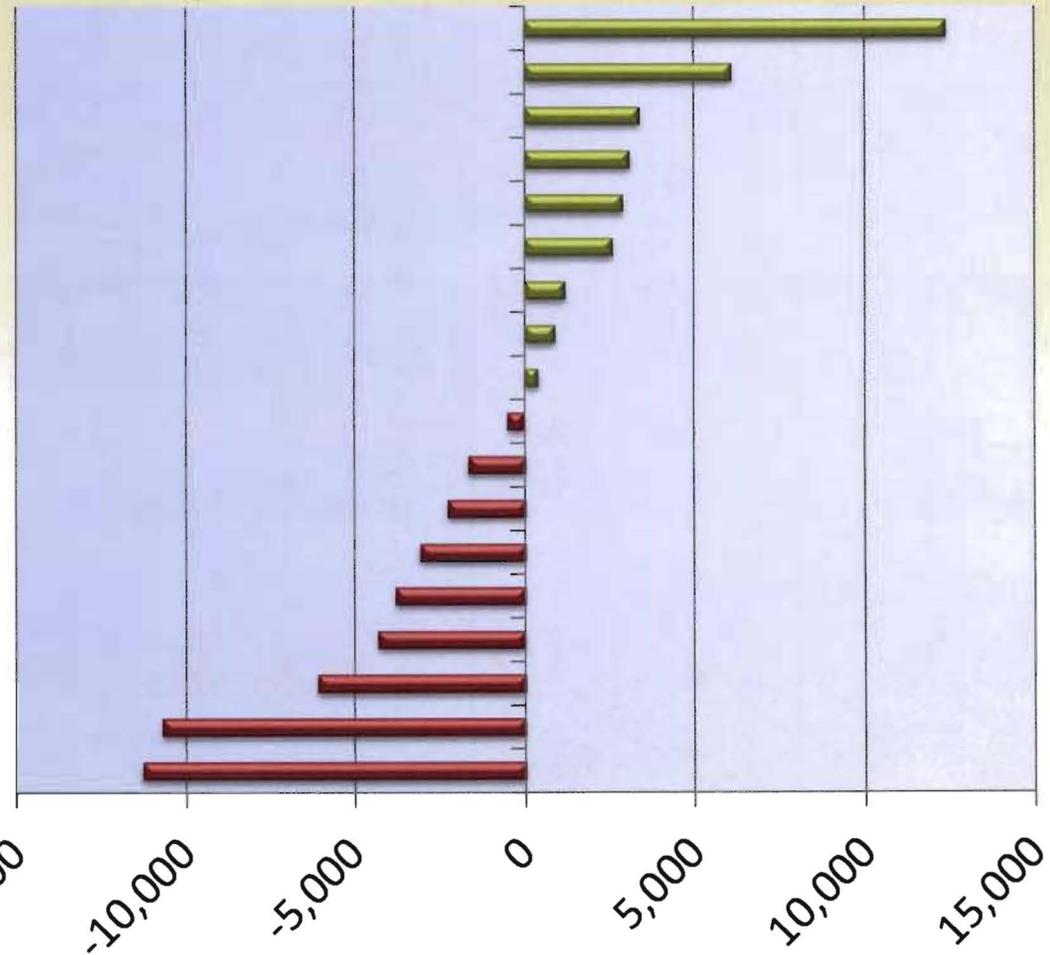


Source: Bureau of Labor Statistics, HRPDC

Hampton Roads Employment Change:

Nov '07 - Nov '15

- Healthcare & Social Assistance
- Leisure & Hospitality
- Federal Government
- Other Services
- Scientific & Technical Services
- Education Services
- State Government
- Management
- Finance & Insurance
- Administrative & Support
- Transportation & Utilities
- Real Estate, Rentals, & Leasing
- Manufacturing
- Wholesale Trade
- Information
- Local Government
- Retail Trade
- Construction

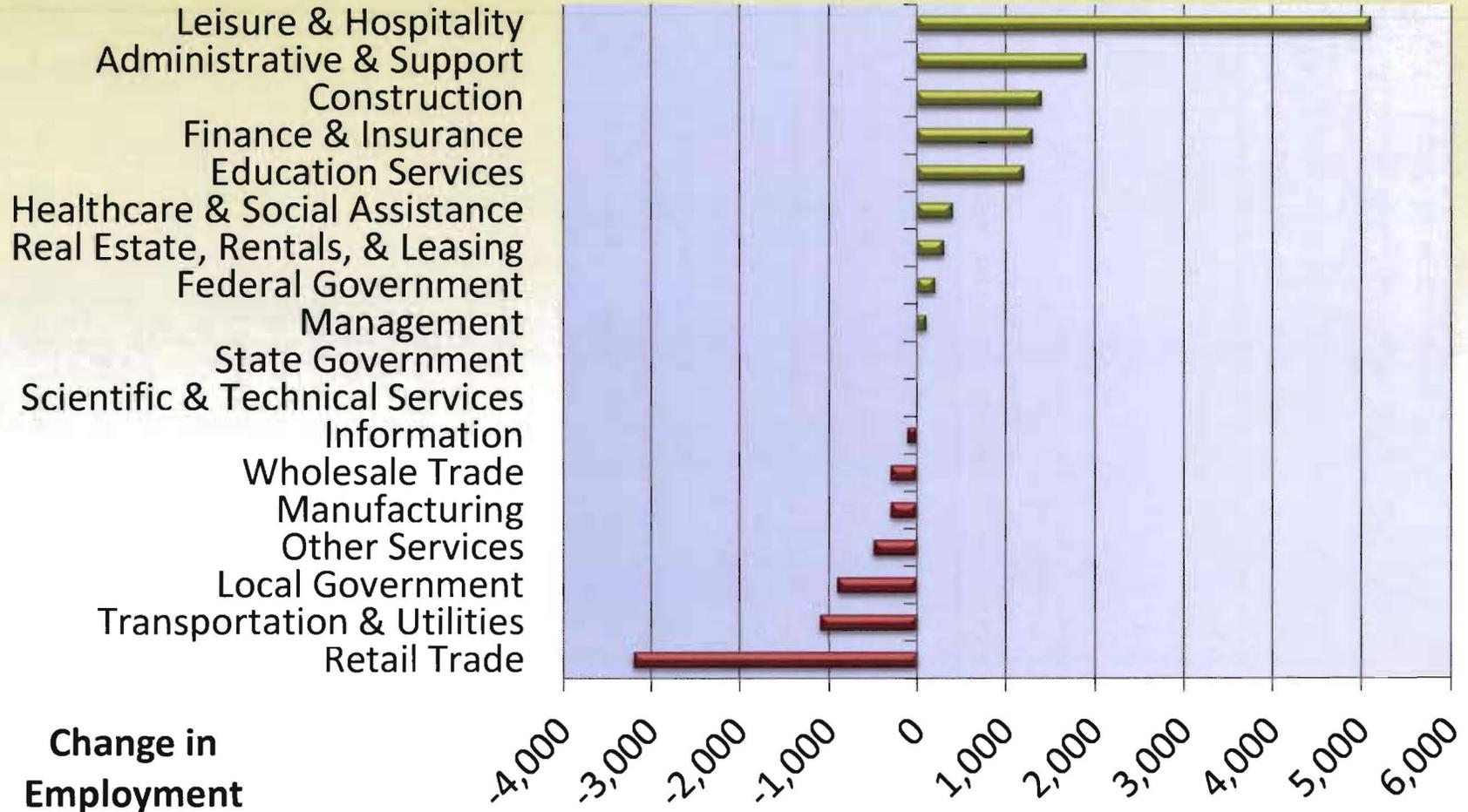


Change in
Employment

Source: Bureau of Labor Statistics, HRPDC

Hampton Roads Employment Change:

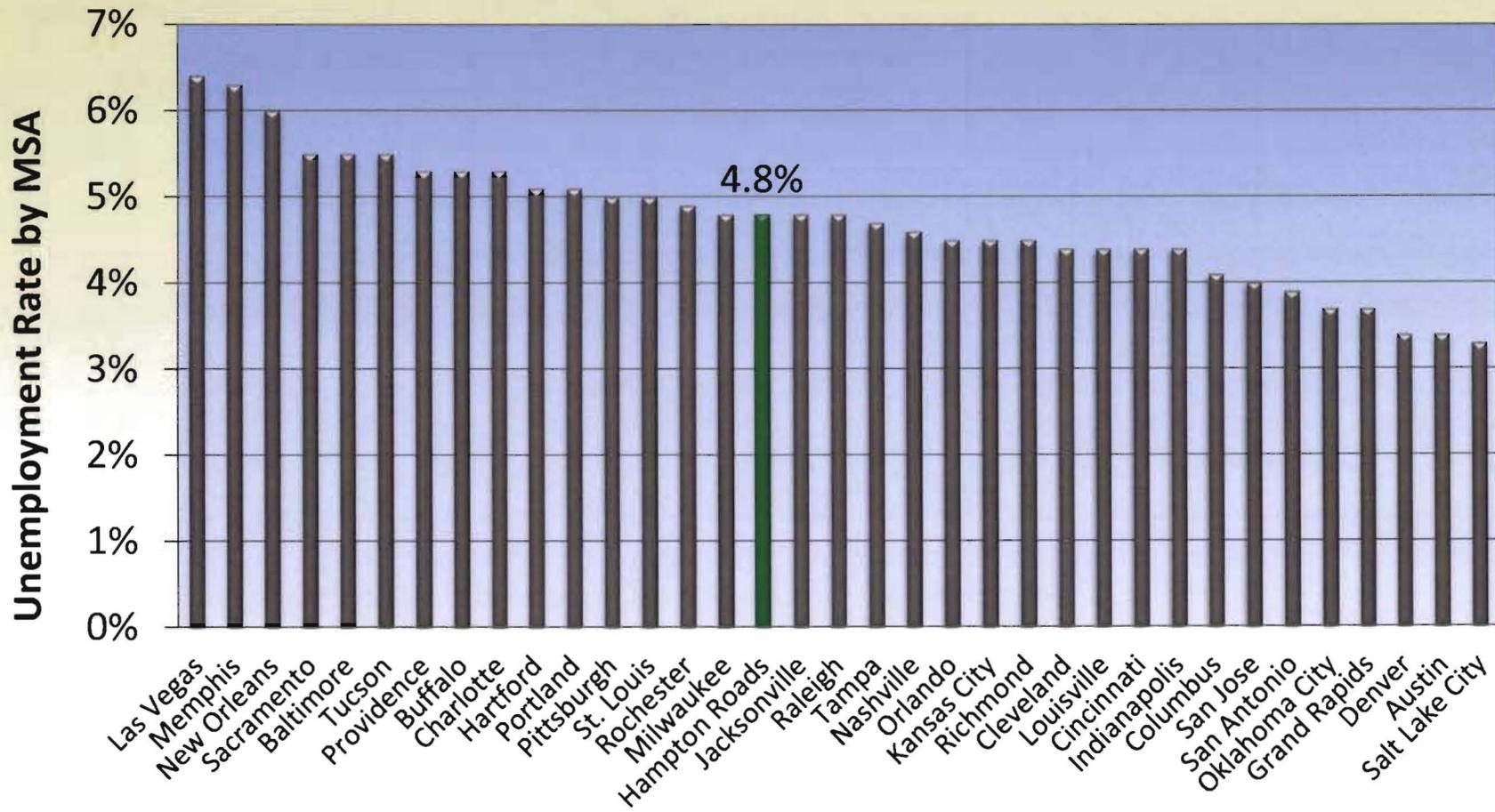
Nov '14 - Nov '15



Source: Bureau of Labor Statistics, HRPDC

Unemployment Rate in Nov 2015

MSAs with Population between 1-3 Million

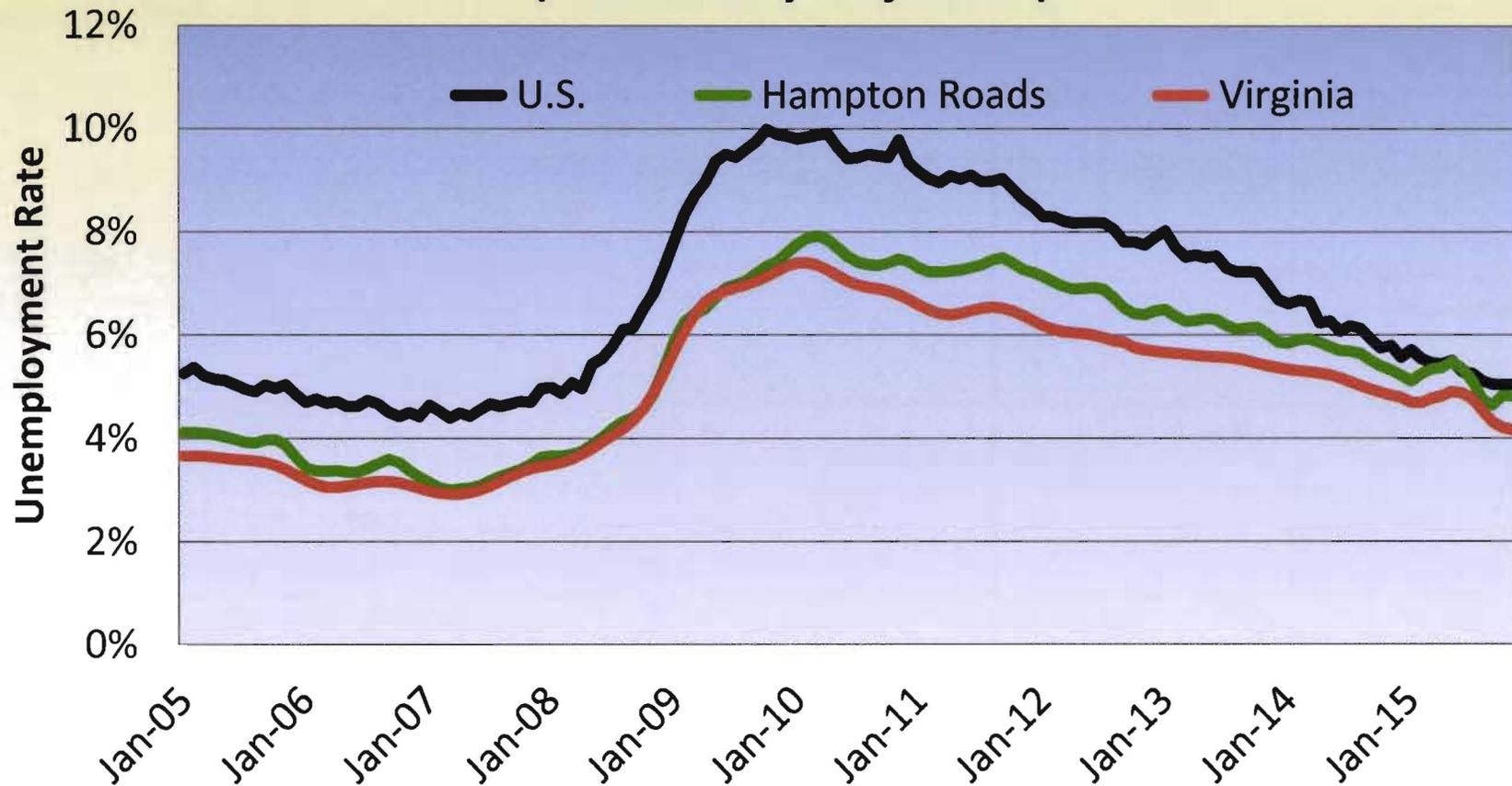


MSAs

Source: Bureau of Labor Statistics, HRPDC

U.S., Virginia, & Hampton Roads Unemployment Rate

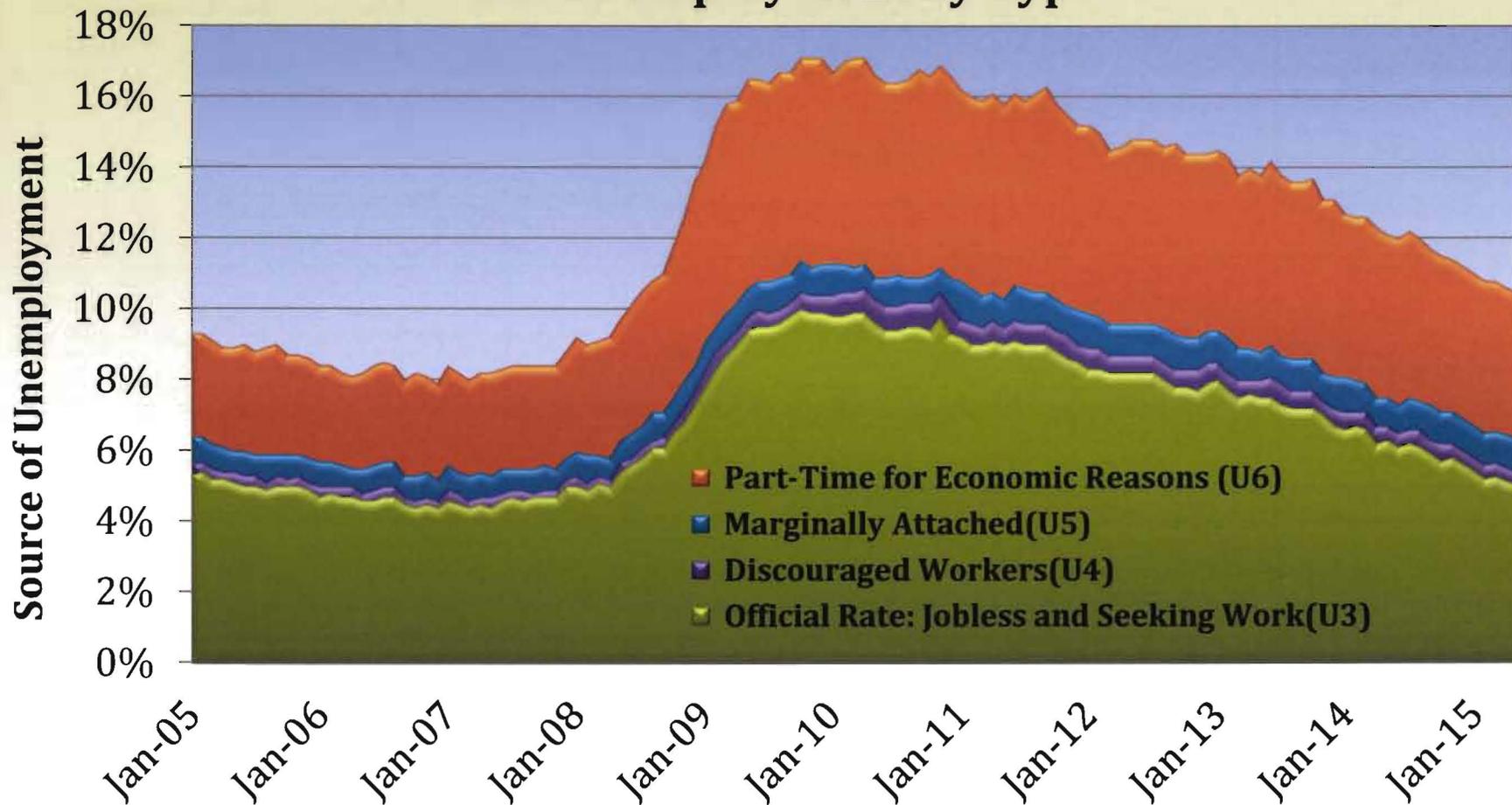
(Seasonally Adjusted)



Source: Bureau of Labor Statistics, HRPDC

The Real Unemployment Rate

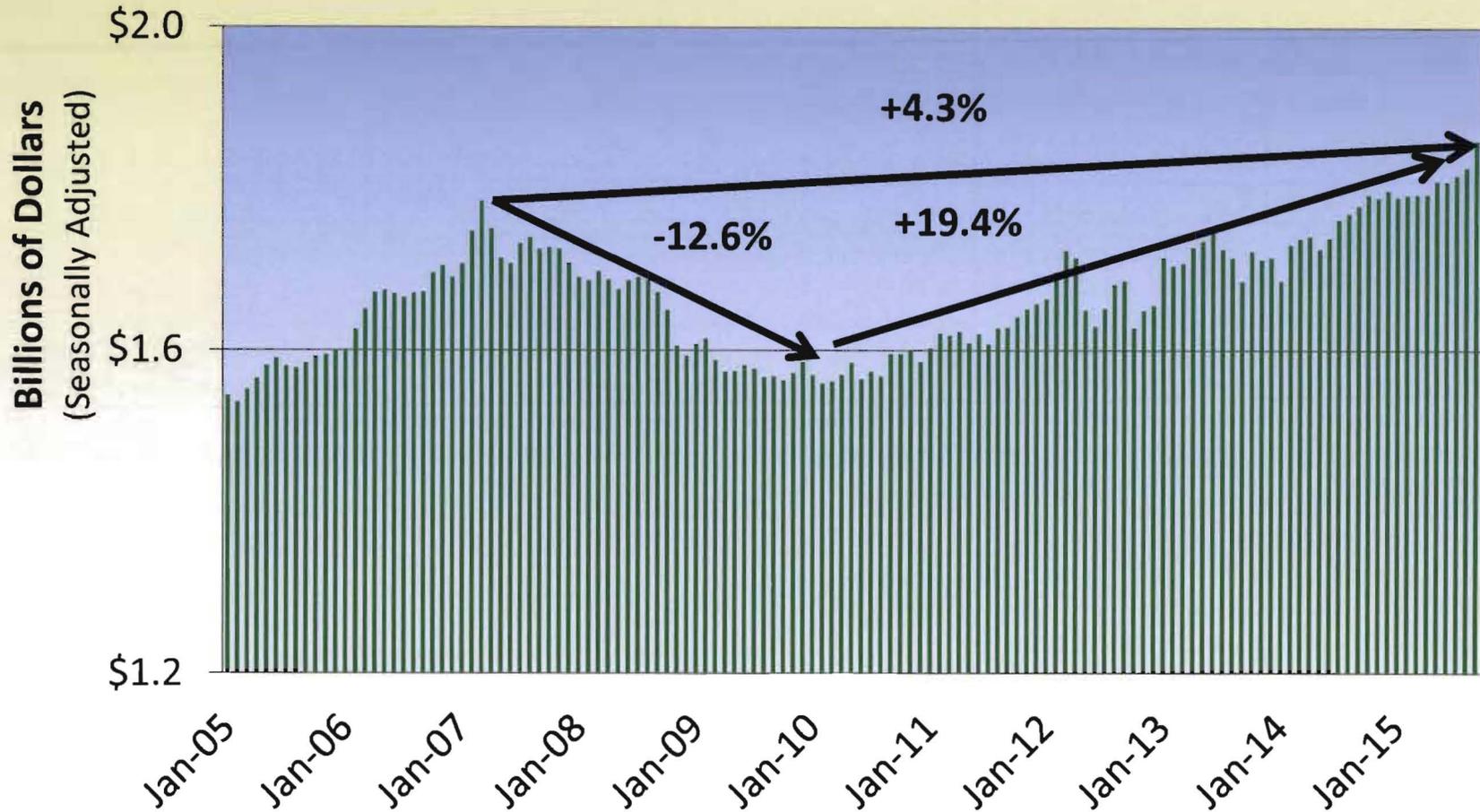
U.S. Unemployment by Type



Source: Bureau of Labor Statistics, HRPDC

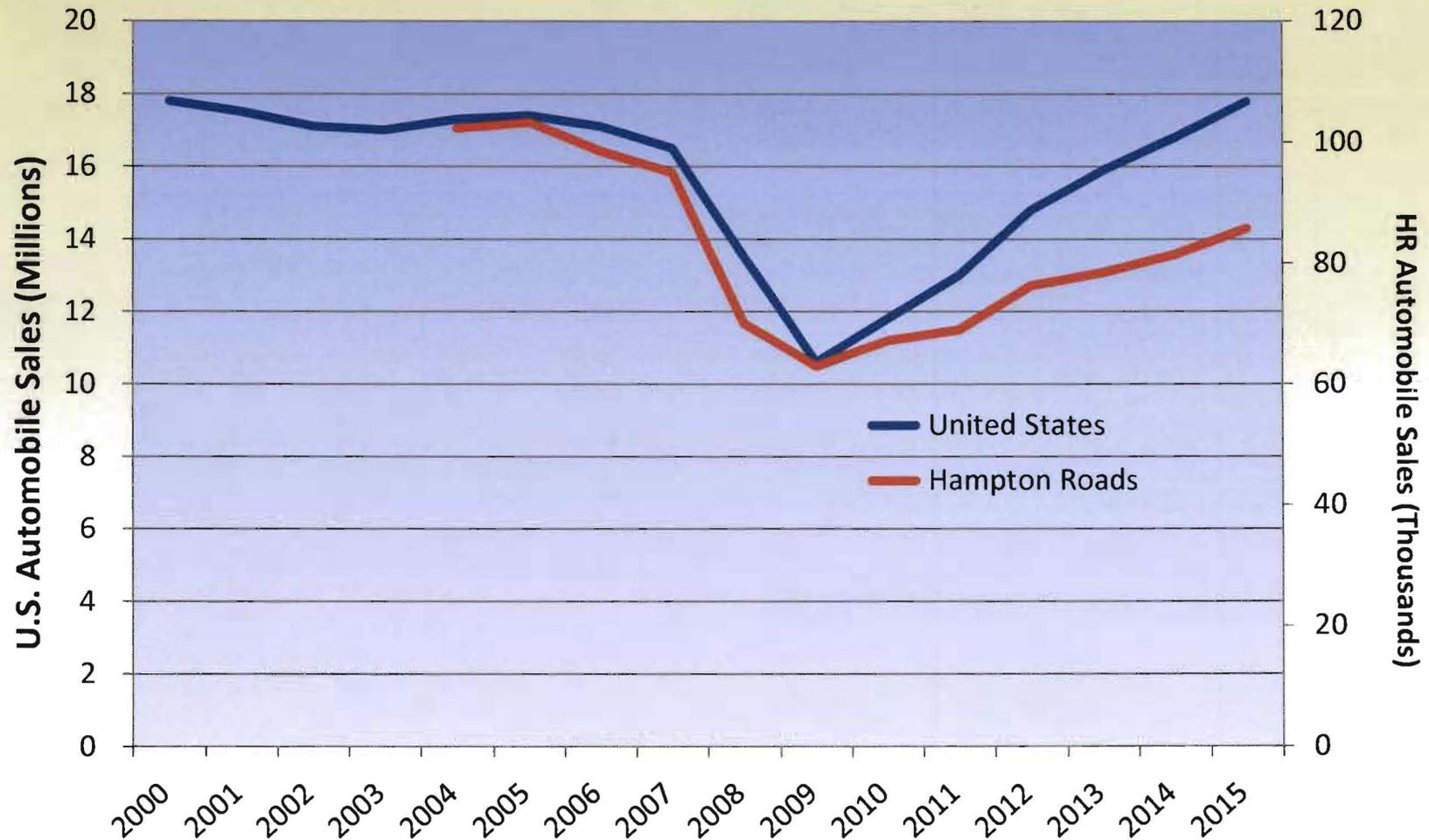
Hampton Roads Retail Sales

(3 Month Moving Average)



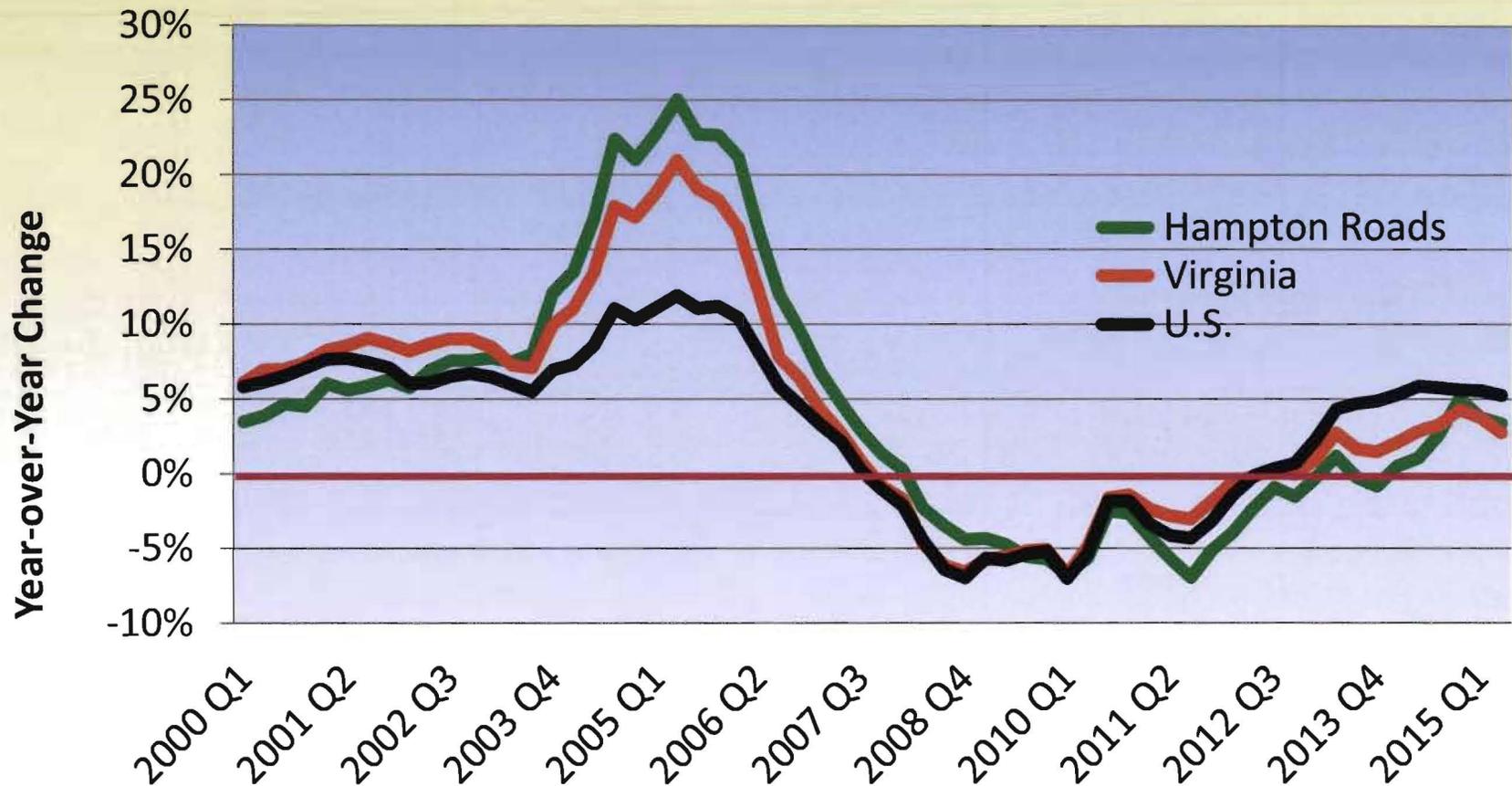
Source: Virginia Department of Taxation, HRPDC

Automobile Sales



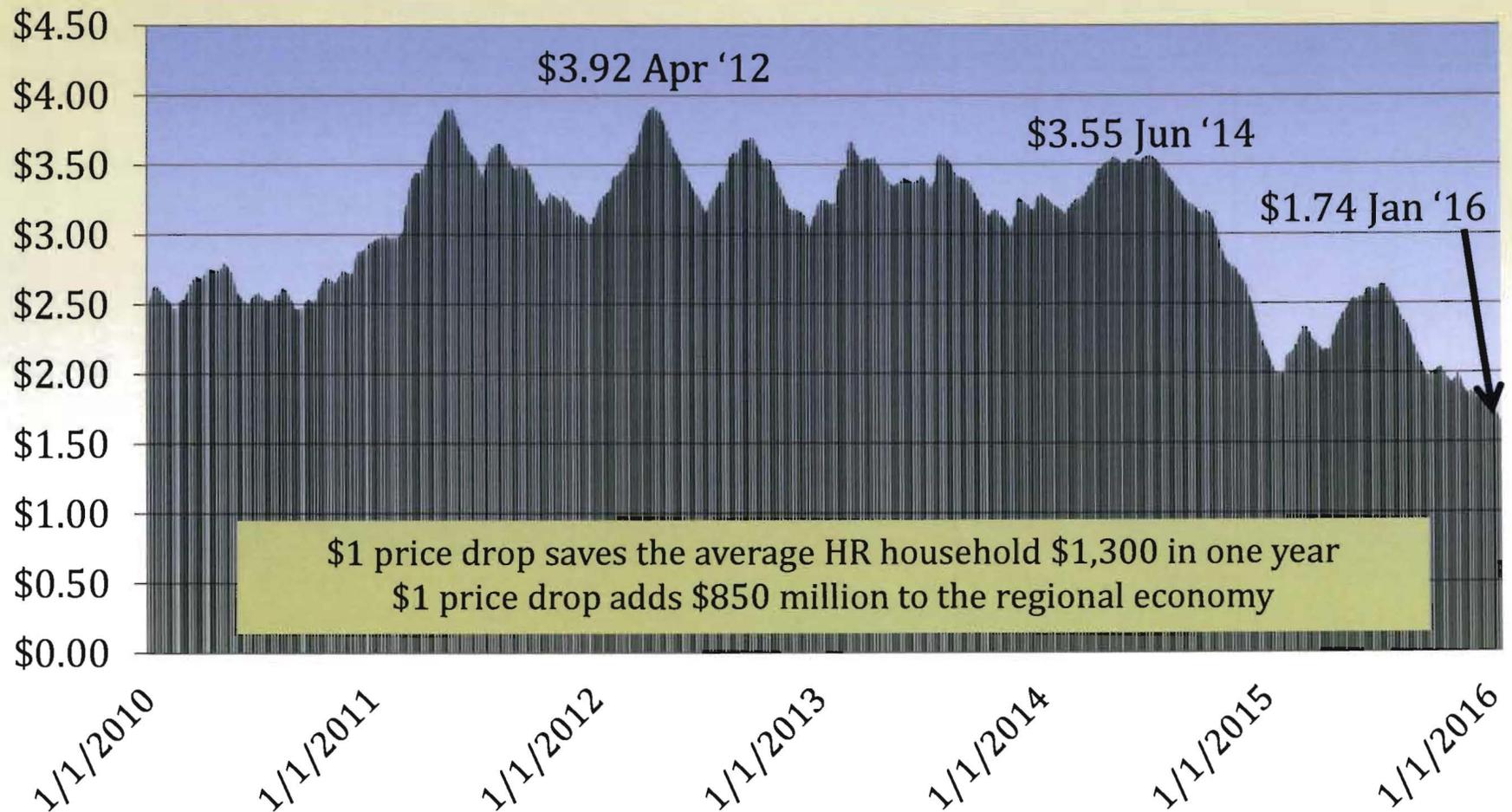
Sources: Bureau of Economic Analysis, Virginia Automobile Dealers Association, HRPDC

Home Price Index Growth in Hampton Roads, Virginia, and the U.S.



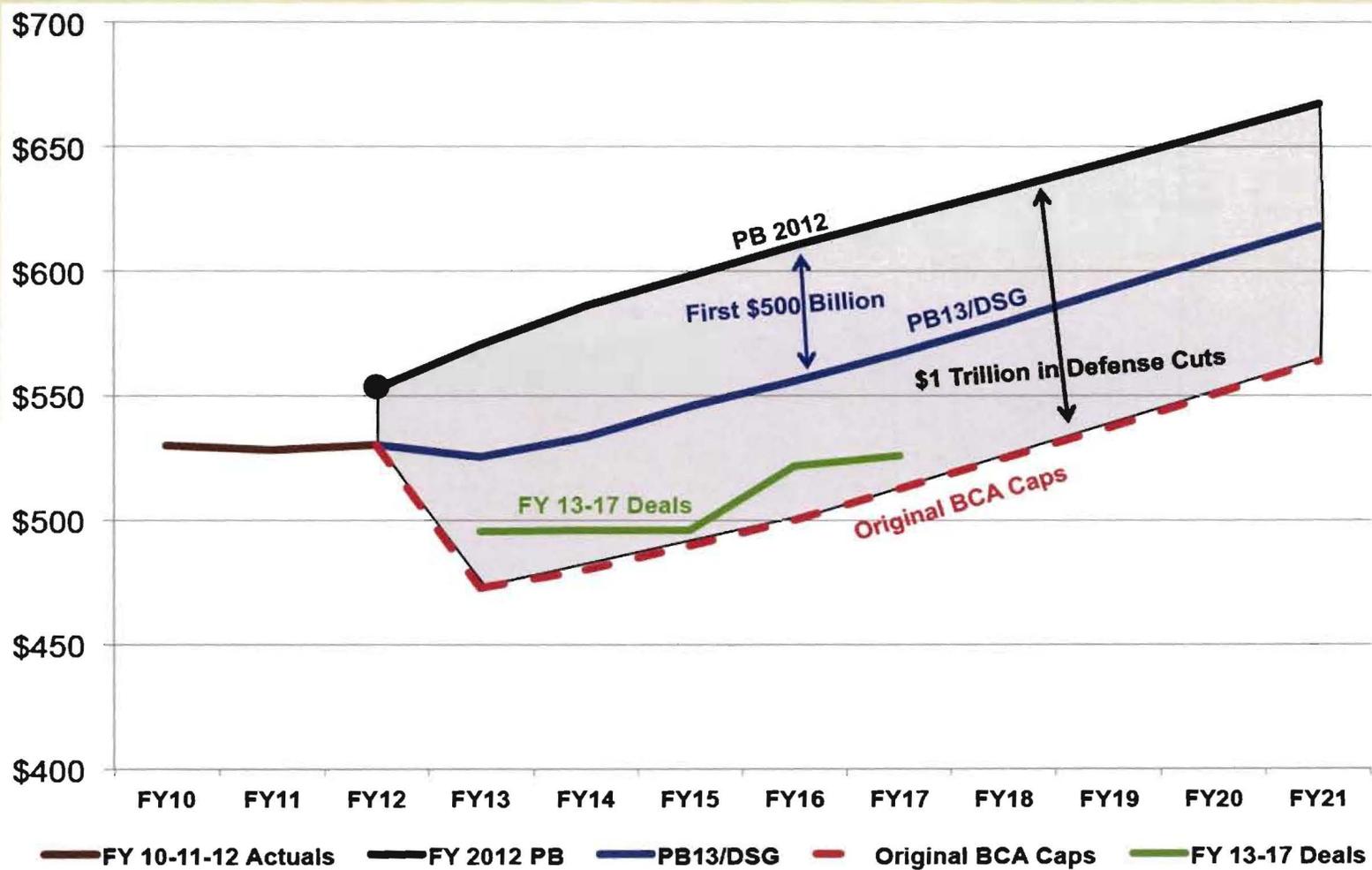
Source: Federal Housing Finance Agency, HRPDC

Gasoline Prices in Hampton Roads

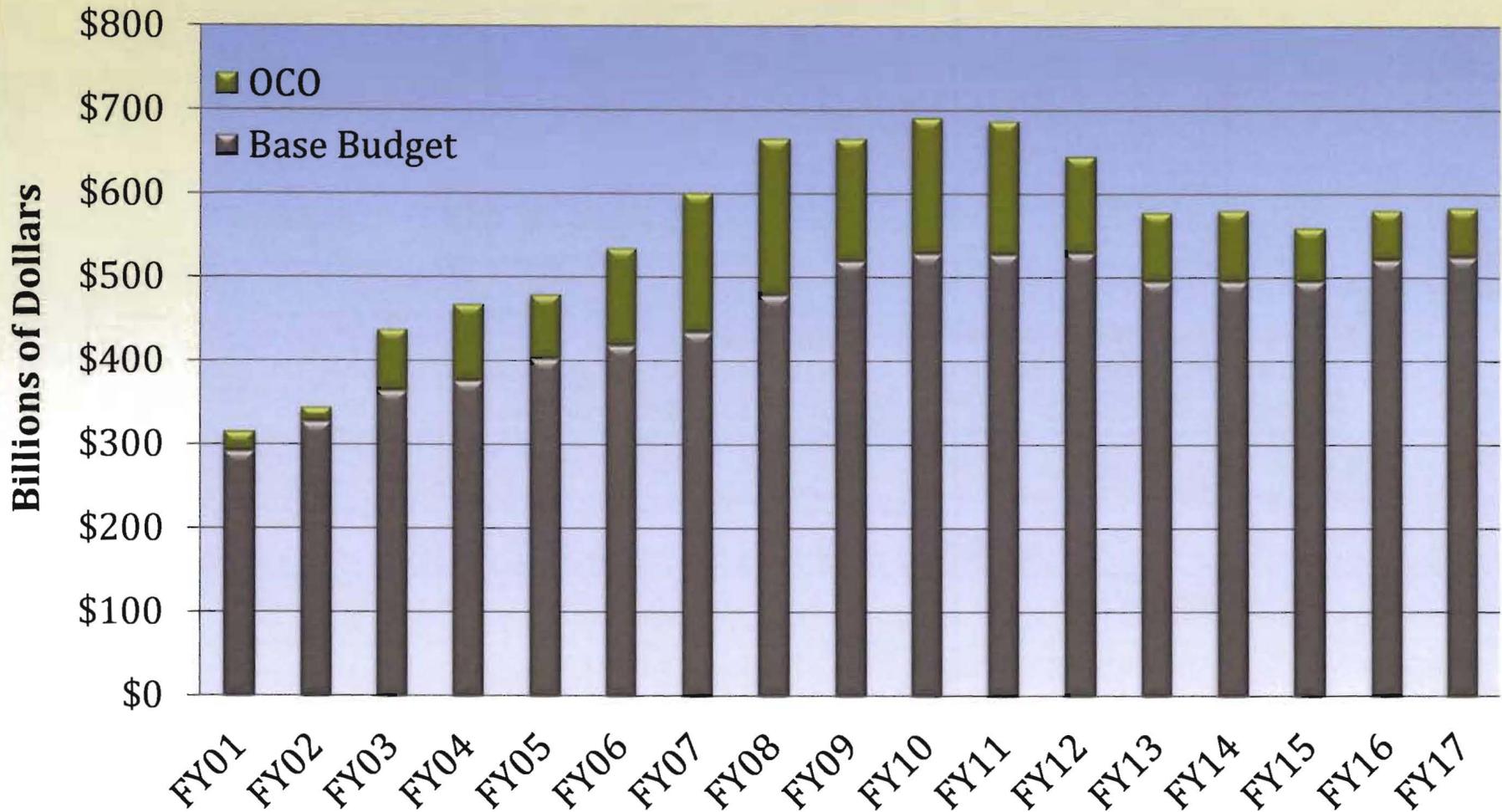


Source: AAA Fuel Gauge Report, HRPDC

DoD Budget- Deals Don't Close Gap



National Defense Expenditures



The Year Ahead...

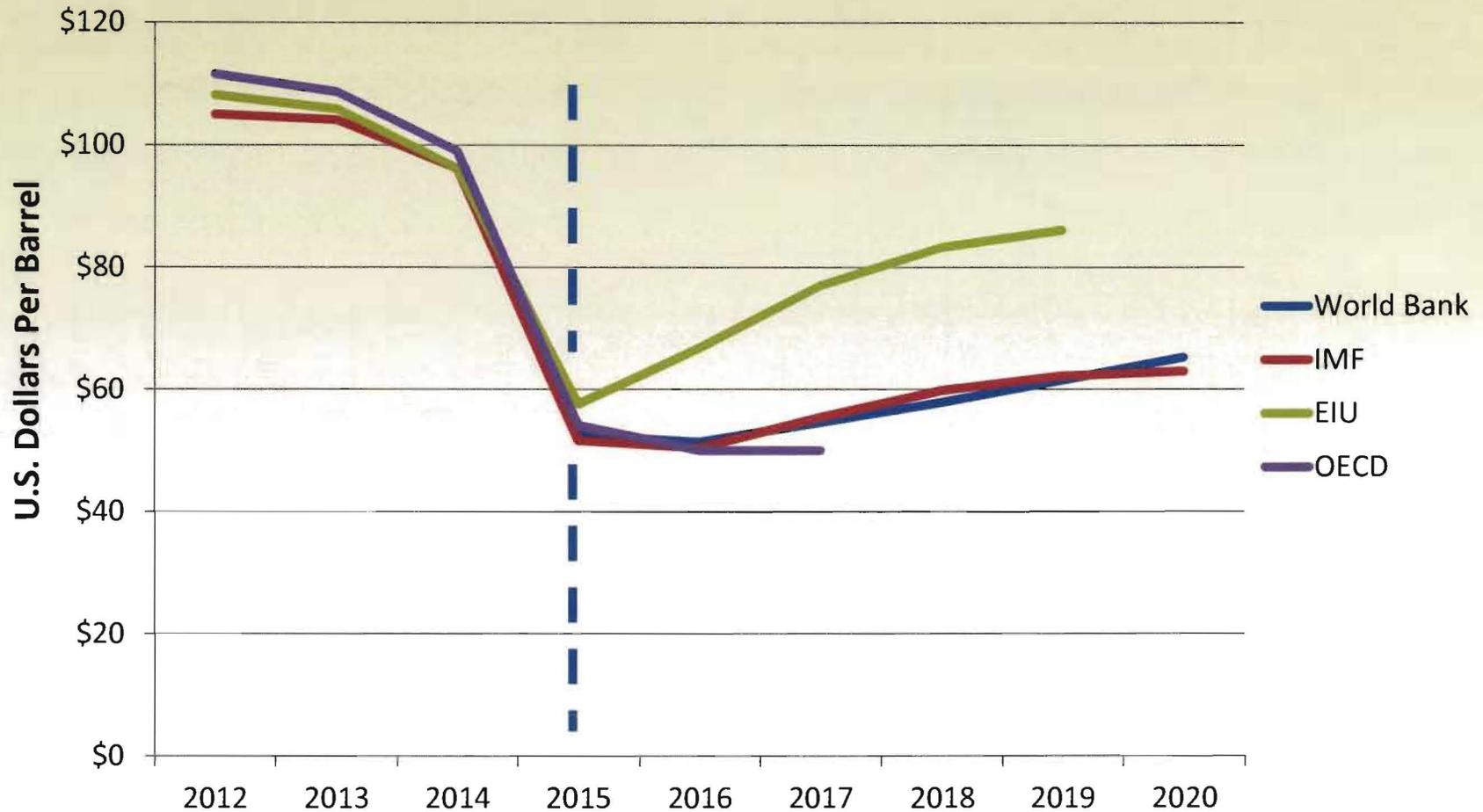
The Good:

- Federal budget adds a degree of certainty
- Growing national economy
- Consumer spending is strong
- Low energy prices
- Interest rates continue to remain low
- Corporate investment and office space leasing is up

The Bad:

- Federal spending continues to be tight
- Loss of local Navy personnel
- Region's housing market remains weak
- Dollar is high
 - Tourism impacts
 - Factory activity is down
- Slow growth outside of the U.S.

Crude Oil Price Forecast



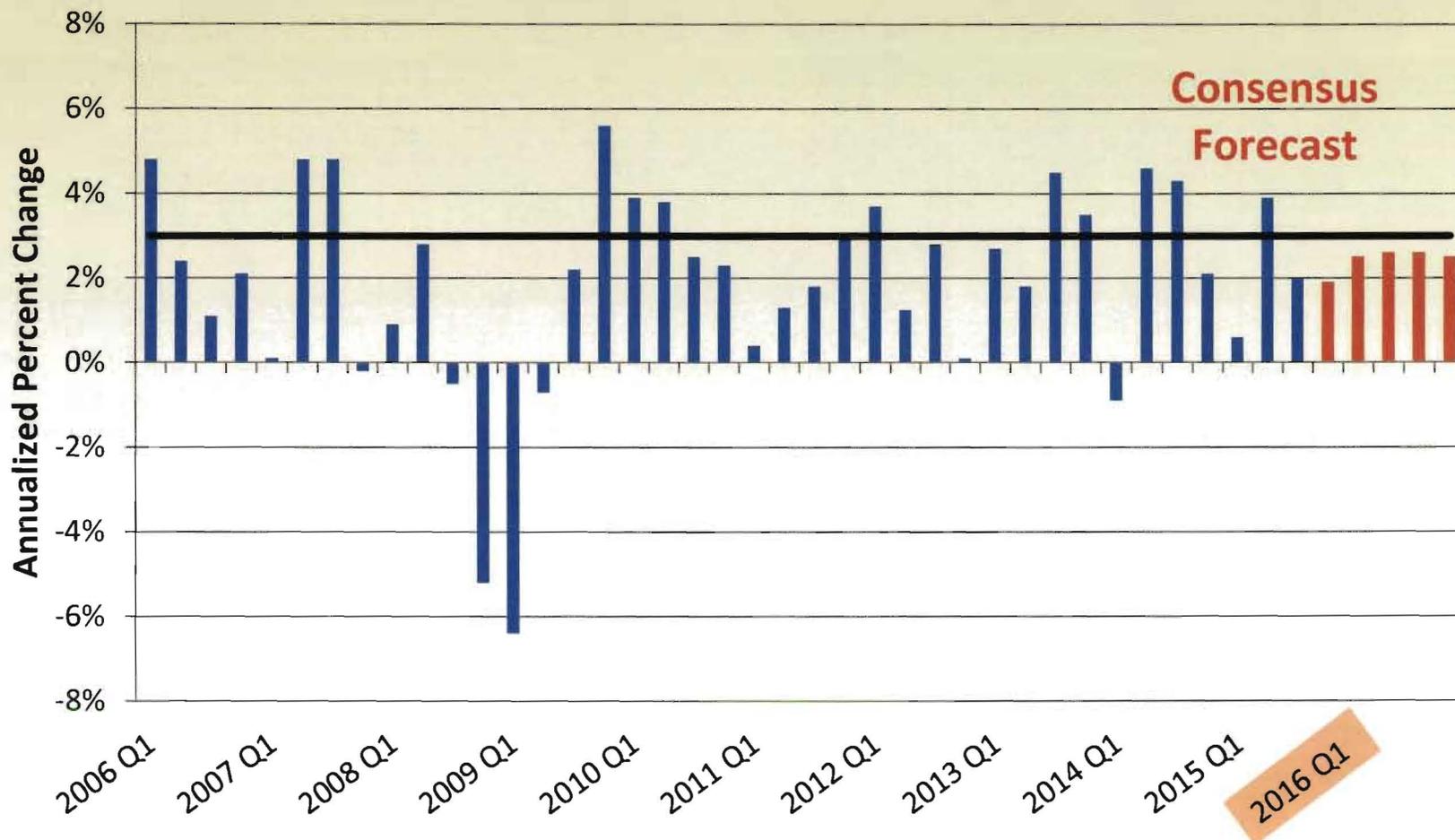
Sources: Knoema.com, HRPDC

Impact of Fed Rate Hike

- Mortgage Rates
- Auto Loans
- Credit Cards
- Saving rates
- Investment Market



Annualized Percent Change in U.S. Gross Domestic Product



HRPDC Forecast for 2016

	2015 (Year to Date)	2016 Forecast
U.S.		
Real GDP	2.6%	2.5%
Interest Rates		
Short Government Rates	0.0%	0.7%
Long Government Rates	2.1%	2.7%
Hampton Roads		
Gross Product	NA	1.3%
Civilian Employment	0.8%	0.8%
Unemployment Rate	4.8%	4.7%
Retail Sales	3.6%	4.1%
Auto and Truck Sales	5.2%	4.5%
Value of Single-Family Residential Building Permits	7.6%	2.3%

Discussion

James Clary
HRPDC Senior Economist
jclary@hrpdcva.gov

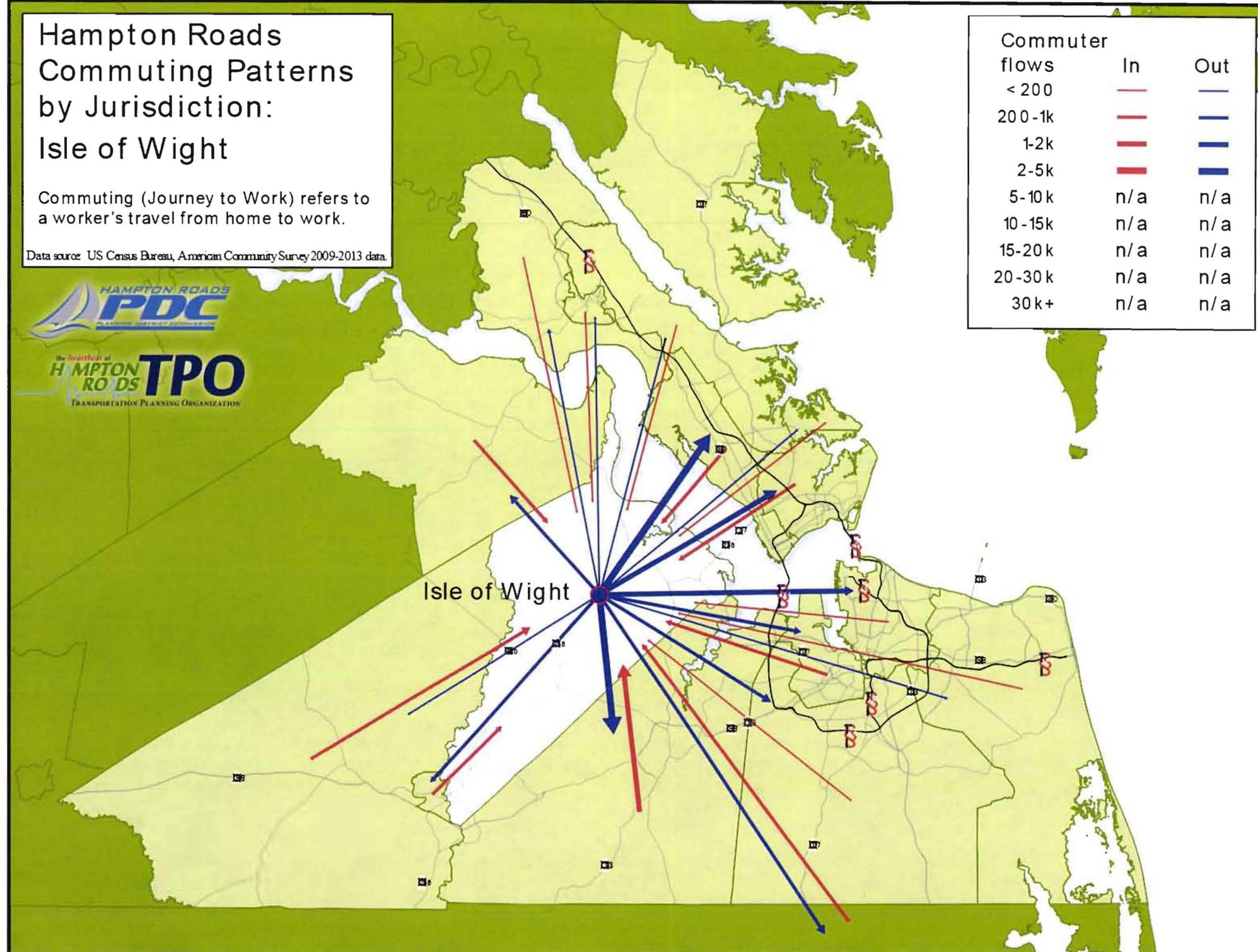
Hampton Roads Commuting Patterns by Jurisdiction: Isle of Wight

Commuting (Journey to Work) refers to a worker's travel from home to work.

Data source: US Census Bureau, American Community Survey 2009-2013 data.



Commuter flows	In	Out
< 200		
200-1k		
1-2k		
2-5k		
5-10 k	n/a	n/a
10-15k	n/a	n/a
15-20 k	n/a	n/a
20-30 k	n/a	n/a
30 k+	n/a	n/a



TOWN OF SMITHFIELD

REQUISITION

CO 2

SUGGESTED VENDOR			OFFICE USE ONLY	
PNC Bank, NA			DATE ORDERED	
REQUESTED BY	DATE REQUESTED	DATE WANTED	ORDER NO.	
	1-29-16			
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	Semi-annual interest Series 2015A			6000.00
	Semi-annual interest Series 2015B			17754.00
	Total			23754.00

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD



VML/VACo Finance, Town of Smithfield

Series 2015A

Debt Service Schedule

Fiscal Yr	Coupon Date	Principal Payment	Coupon Rate	Interest Payment	Periodic Debt Service	Fiscal Debt Service	Outstanding Debt
2015	3/12/2015	-		-	-	-	918,000.00
2016	8/1/2015	118,000.00	1.50	5,316.76	123,316.76	-	800,000.00
	2/1/2016	-		6,000.00	6,000.00	129,316.76	800,000.00
2017	8/1/2016	119,000.00	1.50	6,000.00	125,000.00	-	681,000.00
	2/1/2017	-		5,107.50	5,107.50	130,107.50	681,000.00
2018	8/1/2017	121,000.00	1.50	5,107.50	126,107.50	-	560,000.00
	2/1/2018	-		4,200.00	4,200.00	130,307.50	560,000.00
2019	8/1/2018	123,000.00	1.50	4,200.00	127,200.00	-	437,000.00
	2/1/2019	-		3,277.50	3,277.50	130,477.50	437,000.00
2020	8/1/2019	123,000.00	1.50	3,277.50	126,277.50	-	314,000.00
	2/1/2020	-		2,355.00	2,355.00	128,632.50	314,000.00
2021	8/1/2020	124,000.00	1.50	2,355.00	126,355.00	-	190,000.00
	2/1/2021	-		1,425.00	1,425.00	127,780.00	190,000.00
2022	8/1/2021	129,000.00	1.50	1,425.00	130,425.00	-	61,000.00
	2/1/2022	-		457.50	457.50	130,882.50	61,000.00
2023	8/1/2022	61,000.00	1.50	457.50	61,457.50	61,457.50	-
		918,000.00		50,961.76	968,961.76	968,961.76	

FINAL



VML/VACo Finance, Town of Smithfield

Series 2015B

Debt Service Schedule

Fiscal Yr	Coupon Date	Principal Payment*	Coupon Rate	Interest Payment	Periodic Debt Service	Fiscal Debt Service	Outstanding Debt
2015	3/12/2015	-		-	-	-	2,182,000.00
2016	8/1/2015	30,000.00	1.65	13,901.16	43,901.16	-	2,152,000.00
	2/1/2016	-		17,754.00	17,754.00	61,655.16	2,152,000.00
2017	8/1/2016	200,000.00	1.65	17,754.00	217,754.00	-	1,952,000.00
	2/1/2017	-		16,104.00	16,104.00	233,858.00	1,952,000.00
2018	8/1/2017	206,000.00	1.65	16,104.00	222,104.00	-	1,746,000.00
	2/1/2018	-		14,404.50	14,404.50	236,508.50	1,746,000.00
2019	8/1/2018	206,000.00	1.65	14,404.50	220,404.50	-	1,540,000.00
	2/1/2019	-		12,705.00	12,705.00	233,109.50	1,540,000.00
2020	8/1/2019	212,000.00	1.65	12,705.00	224,705.00	-	1,328,000.00
	2/1/2020	-		10,956.00	10,956.00	235,661.00	1,328,000.00
2021	8/1/2020	212,000.00	1.65	10,956.00	222,956.00	-	1,116,000.00
	2/1/2021	-		9,207.00	9,207.00	232,163.00	1,116,000.00
2022	8/1/2021	218,000.00	1.65	9,207.00	227,207.00	-	898,000.00
	2/1/2022	-		7,408.50	7,408.50	234,615.50	898,000.00
2023	8/1/2022	898,000.00	1.65	7,408.50	905,408.50	905,408.50	-
		2,182,000.00		190,979.16	2,372,979.16	2,372,979.16	

* 10-year amortization period with balloon payment due on seventh anniversary