

SMITHFIELD TOWN COUNCIL AGENDA
August 2, 2011 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

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| August 2 | - | 7:30 p.m. – Town Council Meeting |
| August 9 | - | 7:00 p.m. – Continued Town Council Meeting |
| August 9 | - | 7:30 p.m. – Planning Commission |
| August 15 | - | 6:00 p.m. - Isle of Wight County Elected Officials Briefing on Emergency Management at the Young-Laine Courts Building |
| August 16 | - | 6:30 p.m. – Board of Zoning Appeals |
| August 16 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| August 22 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| August 23 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue 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

- a. Proclamation for “National Night Out” to be held August 2nd, 2011

TAB # 1

<p>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.</p>

CONSENT AGENDA ITEMS

- C1. **Ordinance to Amend Town Code for Use of Public Water System Mandatory**
Water and Sewer Committee Chair, Andrew C. Gregory **TAB # 2**
- C2. **Motion to Authorize the Town Manager to Accept the Proposal from REW Corporation for Budgeted Consent Order Mandates**
Water and Sewer Committee Chair, Andrew C. Gregory
- C3. **Invoices Over \$10,000 Requiring Council's Consideration:**
Finance Committee Chair, John L. Graham
- | | |
|--|--------------|
| a. English Construction Company | \$434,992.42 |
| b. Excel Paving Corporation | \$ 99,875.76 |
| c. Blair Brothers, Inc. | \$115,275.00 |
| d. J. R. Wills & Son's | \$ 66,687.21 |
| e. Sydnor Hydro Inc | \$ 46,549.00 |
| f. Draper Aden Associates | \$ 29,560.20 |
| g. All Virginia Environmental Solutions (AVES) | \$ 22,600.00 |
| h. REW Corporation | \$ 48,571.67 |
- C4. **Motion to Adopt Appropriation Resolution for Funds for Fiscal Year 2011/2012 Effective July 1st, 2011**
Finance Committee Chair, John L. Graham **TAB # 3**
- C5. **Motion to Adopt Appropriation Resolution to Carry Forward and Restrict Funds Appropriated in Fiscal Year 2010 / 2011**
Finance Committee Chair, John L. Graham **TAB # 4**
- C6. **Ordinance to Amend the Town Code Transient Occupancy Tax Provisions**
Finance Committee Chair, John L. Graham **TAB # 5**
- C7. **Motion to Authorize the Town Manager to Initiate Rezoning of Town Property located at 913 South Church Street**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C8. **Motion to Authorize Sole Source State Contract Purchase of Generator from Womble Generators, Inc. for New Police Department located at 913 South Church Street**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **PUBLIC HEARING: Hampton Roads Regional Water Supply Plan**
- a. Staff Presentation by William T. Hopkins, III, Director of Planning, Engineering, and Public Works
 - b. Public Hearing Opened
 - c. Public Hearing Closed

- d. Consideration: Water and Sewer Committee Chair, Andrew C. Gregory
- e. **Motion to Re-Adopt a Resolution of Support for the Hampton Roads Regional Water Supply Plan Submission to the Virginia Department of Environmental Quality (DEQ) **TAB # 6****
- 2. **Motion to Accept Nominating Committee's Recommendation for the Unexpired Term of Board of Historic and Architectural Review Member Mr. Joseph J. Howell (Term Expires 01/31/2013)**
Nominating Committee Chair, Dr. Milton Cook
- 3. **Motion to Approve the Town Council Minutes for the Meeting of June 27th & July 5th, 2011**
Town Attorney, William H. Riddick, III
- 4. **Old Business:**
- 5. **New Business:**
 - a. **Motion to Accept Deed for 63 Carver Avenue of the Pinewood Heights Relocation Project**
Town Attorney William H. Riddick, III
 - b. **Resolution Authorizing the Issuance, Sale and Award of a General Obligation Bond Regarding Property Acquired from Isle of Wight County for Police Department and Town Manager's Office.**
Town Attorney William H. Riddick, III **TAB # 7**
- 6. **Closed Session: (if necessary)**
- 7. **Adjournment** - Continue to August 9th, 2011 at 7:00 p.m. for Public Hearing on VML/VACo Finance Fixed Rate Loan Program

July 29, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – JULY 2011

TOWN MANAGER'S OFFICE:

- a. Assisted with R. O. Plan Operator interviews and hiring.
- b. Completed annual employee evaluations and conducted management team meeting.
- c. Held an employee luncheon at the center
- d. Prepared and published Windsor Castle RFP
- e. Attended the following meetings: Smithfield 2020, America in Bloom (Leadership IOW) Monday Morning Moan, Windsor Castle Park Foundation Board, Smithfield On The Move community wellness initiative, special meetings on R.O. Plant and streetscape projects, as well as SSO Consent Order, HRPDC TDML Regional Steering Committee, HRCJTA Executive Committee, Pinewood Heights Management Team, Recycling Committee Volunteered at Kiwanis Kids Fishing Day and attended National Park Service workshop on Captain John Smith James River Trail with tourism staff.
- f. Continued oversight of building renovations at 911 & 913 South Church Street.
- g. Participated in VMLIP Investment Committee teleconference
- h. Utilized one day of vacation leave

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes for Town Council, Planning Commission, and Board of Historic and Architectural Review
- b. Attended July 5th Town Council Meeting
- c. Utilized One week of Vacation July 11th – 15th
- d. Attended Windsor Castle Park Foundation Board meeting to take minutes on July 11th
- e. Attended Pinewood Heights Phase I Management Team Meeting on July 18th
- f. Prepared July Town Council Committee Agenda and August Town Council Agenda.
- g. Attended Town Council Committee meetings on July 25th and 26th and prepared summary reports of the committees.

TREASURER'S OFFICE:

- a. Welcomed new employee, Nicole Williams, on July 6.
- b. Took vacation on July 8 and July 15.
- c. Met with Mr. White from Zion Church, Robert Jordan, Jessie Snead, and Barbara Hunter regarding water usage on July 13.
- d. Attended Pinewood Management Team Meeting at the Smithfield Center on July 18.
- e. Communicated with Steve Mulroy of VML VACO regarding loan funds for the RO plant and S. Church Street waterline replacement.
- f. Completed May financial statements and June cash balances for finance committee meeting.
- g. Began evaluation of water and sewer rates. Met with Andrew Gregory on July 25 to discuss preliminary results for water values.
- h. Attended Community Wellness Initiative Meeting at the Smithfield Center on July 27.
- i. Met with Brian Reagan of Community Planning Partners on July 28 to prepare for Pinewood Heights MY2 CDBG audit.
- j. Prepared delinquent tax confirmations for 2011 audit.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace broken meters and install new ones, 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 and Police Department building.
1. **Sewer Line Repairs and Maintenance:**
 - a. Repaired 20 feet of storm drain pipe that had been damaged at Windsor Castle.
 - b. 220 Main St.- used sewer machine - cleaned line from manhole to building to help owner get unplugged.
 - c. Boarded up 79 and 80 Pagan Ave in Pinewood Heights.
 2. **Sewer Pump Station Repairs and Maintenance:**
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Cleaned grease out at Plaza, Minton Way, Smithfield Blvd, Ledford Ln, Scotts Landing, Bradford Mews, Waterford Oaks, Rising Star, Moonefield, Watson, Riverside, Lakeside Pinewood and Jersey Park pump station.

- c. Bradford Mews pump station - pulled pump #1 had to replace the pump.
- d. Washed down the wet- well at Morris creek due to high wet well.
- e. Plaza pump Station - pulled pump #2 cleaned out pump due to clog.
- f. Church Square pump station pulled pump #2 clogged.
- g. James St. pump station had to rebuild a check valve and also check pump #2 check valve.
- h. Have been working on rotating valves at all pump station to ensure they work.

3. Water Line Repairs and Maintenance:

- a. Repaired water leak at 104 S Church St. Old galvanized line developed a hole in it. Old line was replaced with 1" galvanized pipe. This service line is part of the water line project on S. Church St.
- b. Repaired service line at 911 S Church St. Line had been cut by contractor. Line was repaired with ¾ CTS pipe.
- c. Installed a frost free hydrant at the Mason St. entrance of Windsor Castle. This hydrant is to be used for irrigation.
- d. Repaired service line at 223 S Church St. Old copper line was disturbed due to excavation for new storm drain. Line was repaired and will be replaced as part of waterline project on S church St.
- e. Pressure test on main distribution lines was performed on the east side of town to determine the cause and effects of high water pressure when all tanks are at full capacity.

4. Well Repairs and Maintenance

- a. Continued to monitor chlorine levels and complete daily well readings at all well houses.
- b. Drained S. Church st Water Tank. This was so new instrumentation could be installed for RO Plant and Scada system.

5. Water Treatment Plant

- a. Installed RO skid.
- b. Painting of pipes and walls
- c. Cleaning system for RO skid was installed.

- d. Power was turned on inside of treatment facility.
- e. Backup generator was set into place.
- f. Bathroom fixtures were installed.
- g. Town employee's performed several pressure test on various inside piping systems.
- h. Top soil and grass mesh.

6. Safety

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

7. Miscellaneous

- a. Cleaned off walking trails at the Windsor Castle Park once 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 cut grass on the north and south sides of Town weekly and bi-weekly also tractor and side arm work as needed.
- c. Serviced vector truck for state inspection.
- d. Put lime inside Dog Park and filled in wash out's on the walking trails.

PLANNING AND ZONING:

1. Planning Commission – 07/12/11

- A. Final Site Plan Review – Harvest Fellowship Baptist Mission – Scott Overton, Harvest Fellowship Baptist Mission, applicants – Approved.
- B. Entrance Corridor Design Review – Dollar General – Lee Pittman, Par 5 Development Group, LLC, applicants - Approved.
- C. Proposed Zoning Ordinance Amendments – Portable Outdoor Storage, Construction Refuse Containers – Town of Smithfield, applicants – No action taken.

2. Rezoning Applications under review

- None
3. Special Use Permit Applications under review
- None
4. Subdivision and Site Plans under review
- A. Smithfield Foods Test Kitchen
 - B. Harvest Fellowship Baptist Mission
 - C. Dollar General
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 (65% complete)
 - D. Fire Station Building – 1802 South Church Street (85% complete)
 - E. R O Plant – (75% complete)
6. Board of Zoning Appeals 07/19/11
- No meeting held
7. Board of Historic & Architectural Review 07/19/11
- A. Proposed Façade Enhancement – 319 Main Street – Noncontributing – Mark Hall, applicant - Approved.
 - B. Proposed Porcine Statuary – Historic District – Rick Bodson, Smithfield 2020, applicants - No action taken.
 - C. Proposed Sign Change – 112 Main Street – Landmark – Wayne Davis, Smithfield Foods / Smithfield Inn, applicants - Approved.
 - D. Proposed Fence – 336 Main Street – Landmark – Ronny Prevatte, applicant - Approved.

ENGINEERING:

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans.
- C. Smithfield Manor, contractor has installed E & S controls as required by the Town and the approved site plans. Builder continues construction of town homes within project. Project is now under the one-year warranty period.
- D. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. No condominiums are under construction at this time.
- D. R. O. Plant, contractor English Const. has installed all E. & S. controls as per the approved site plans and required by the Town. Contractor continues installation of control system in building complex. Contractor continues installation of plumbing and electrical systems for building area. Contractor has continues final grading of project site in preparation for paving. Contractor installed curb & gutter as requested by the Town.
- E. Fire Station S. Church St., contractor A. R. Chesson, has erected and is maintaining all E. & S. controls as per the approved site plans and required by the Town. Contractor has completed landscaping of site.
- F. South Church Street Streetscape Project, Contractor also continued installation of Verizon & Charter Cable conduit system from Sta. 116 + 00 to Sta. 120 + 00. Contractor has installed storm water system from Sta. 112 + 75 to Sta. 114 + 00 and accompanying structures 3-6, 3-9 & 3-10. Contractor also installed all connecting and related storm drain pipes. Contractor also started grading for curb & gutter installation from Sta. 117 + 00 to Sta. 124 + 00 west side of project.
- G. Blair Bro.'s Contr. started and completed asphalt overlay of Moone Drive, Underwood Lane and Evans Street.

July 29, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, JULY 25th, 2011

The Police Committee held a meeting on Monday, July 25th, 2011 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; Ms. Constance Chapman and Mr. Andrew C. Gregory. Other Council members present were Mr. T. Carter Williams, Vice Mayor; Dr. Milton Cook, Mr. John L. Graham, and Mr. David M. Hare, 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 Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Mark A. Marshall, Smithfield Police Chief; Mr. William H. Riddick, III, Town Attorney; and Ms. Jimmie Minton, Office Manager for Smithfield Police Department. Also in Attendance was Mr. Steve Mulroy of VML/VACo. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chair, Ms. Denise N. Tynes, called the meeting to order

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

1. Operational Updates – Chief Marshall reported that “National Night Out” is an event that the Police Department has been involved in for many years. The last couple of years unfortunately because of some staffing issues and weather it has not been held. In the past the event has been held in Riverview Park. This year it will be held at Jersey Park and Woods Edge Apartment complex. The Police Department will be doing a series of activities starting at 4:00 p.m. until 7:00 p.m. on August 2nd. Chief Marshall stated that they would like to request for the Mayor to be present to give some remarks. A Proclamation has been prepared to be presented in support of “National Night Out”. This event is held all across the nation where police departments are working with communities to celebrate the crime fighting efforts and crime prevention efforts. Sergeant Rogers has been working on putting this together. The Smithfield Fire Department will be there. State Police will be there with their K-9 unit as well. There will be hot dogs and

snow cones. The Smithfield Police department will be there in full force. Chief Marshall extended an invitation to all of Council to attend.

Chief Marshall stated that recently they had an armed robbery in Jersey Park/Woods Edge complex. A gun was displayed and a struggle did occur with a round fired. Fortunately, no one was struck with the 40 caliber round. Mr. Michael Spratley was arrested in Suffolk and a search warrant was executed. The gun at this time has not been located.

Lastly, as it pertains to an article in the newspaper about the police department's response to Jersey Park/Woods Edge and Christian OutReach. Chief stated that he is in receipt of a letter from Christian Outreach that basically reaffirms our excellent working relationship and they do not endorse any of those viewpoints that were presented in the newspaper.

The Town Manager stated that in regards to personnel the department is still down one officer. Chief Marshall stated that the department had a potential candidate that they were doing a background investigation that was certified but unfortunately after the results of the background investigation we are not proceeding with that particular candidate. Chief Marshall stated that the remainder of the potential candidates are uncertified. The next academy does not start until September. So unless we have a good certified candidate that walks through the door between now and September we will continue with the pool of uncertified candidates and plan to have one ready to start the September academy. In terms of having that position filled on shift it will be sometime next year.

The Town Manager mentioned that last year it took almost the entire fiscal year to get the budgeted police vehicles so we will probably be back next month to request authorization to purchase this fiscal year's budgeted police vehicles to get that ball rolling.

Mrs. Tynes thanked Chief Marshall and his staff for coming out to the Kiwanis Fishing Day with the youth. All the children seemed to have a good time and there was good participation by the parents.

Mr. Graham mentioned that he understands there will be evening Kayak tours and was wondering if that has been coordinated with the Police Department since it will be held after sunset when the park is closed. Chief Marshall stated that Amy Musick has done some coordinating with the Police Department. The Town Manager stated that he had a meeting set up with Amy Henry of Pagan River Outfitters and will reiterate the need to coordinate with the Police Department. Mr. Graham stated that it is a great program if everyone works together.

The meeting adjourned at 4:10 p.m.

July 25, 2011

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, JULY 25th, 2011

The Water & Sewer Committee held a meeting on Monday, July 25th, 2011 at 4:11 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. John L. Graham, and Mr. T. Carter Williams, Vice Mayor; Other Council members present were Ms. Constance Chapman, Mrs. Denise N. Tynes, Dr. Milton Cook, and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins III, Director of Planning, Engineering, and Public Works; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; Mr. Mark. A. Marshall, Smithfield Police Chief; Ms. Jimmie Minton, Office Manager of Smithfield Police Department. Also in Attendance was Mr. Steve Mulroy of VML/VACo. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

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

1. Pre-Public Hearing Discussion: Hampton Roads Regional Water Supply Plan – The Town Manager reported that in the e-packet Council received the same slide show presentation that HRPDC viewed last Thursday. He explained that it was first thought that no public hearing was necessary and a resolution was adopted in support of the submission of the water supply plan. It has been determined since that time that a public hearing is required by all localities prior to adoption of a resolution. Staff at this time has advertised the public hearing to be held at the August 2nd Town Council meeting. The resolution would then need to be readopted. Committee agreed to hold the public hearing. Mr. Gregory asked if a meeting had been scheduled with the Department of Environmental Quality (DEQ). The Town Manager stated that he had received a response back from DEQ stating who town staff needed to meet with. A meeting is in the process of being set up now.

2. Follow-up Discussion on Ordinance to Amend Town Code in Order to Supplement Regulations to the Town's Water Supply System – The Town Manager

stated that this item was previously placed on the July Town Council agenda where it was pulled and referred back to committee for further discussion. There were a couple of Cypress Creek residents present to request the town to grant them an exception to this ordinance. Mr. Gregory stated that it is a very slippery slope when the town starts allowing users to take themselves off our water system. He continued to explain that with all the infrastructure that the town is having to invest in to have clean water for the community if we start reducing the users the cost does not go down because users are coming off the town's water system. This concern is not with just Cypress Creek. It is all over town as far as the cost of the water and what they pay for it. Vice Mayor Williams stated that he agrees with Mr. Gregory that Cypress Creek is not the only development in town that will want the exception. Mr. Graham expressed concern over how the town has to fight over a withdrawal permit and anyone that wants to tap in the aquifer to water their lawns they can get a permit. Also it was mentioned there are a few residents in Smithfield that have older homes that do have their own wells. If properties are ever sold new residents must connect to the town's water system. The Town Attorney stated that the purpose of the ordinance was not to create problem but clarify in the Town Code what is already in the zoning ordinance. Committee recommends placing the ordinance to amend Town Code back on the August agenda for adoption.

3. Authorize Acceptance of Proposal from REW Corporation – Mr. Gregory stated that this item relates back to the town's SCADA system upgrades. The Town Manager stated that this proposal takes care of the first thirteen sanitary sewer pump stations under the consent order this fiscal year. The proposal was budgeted. Mr. Gregory asked if this budgeted amount was part of what Draper Aden Associates budgeted for Sanitary Sewer Overflows (SSO) or is this a separate item. Staff replied that this is a separate item. Work will include removing some of the old radio systems, installing RTU and connecting to existing antennae as well as relocating flow meter electronics to new RTU panel. Committee recommends sending to Council as a motion to authorize the acceptance of the proposal from R.E.W. Corporation.

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

1. Water Treatment Plant Updates – The Town Manager reported that Mr. Jack Reed has been hired as our new Reverse Osmosis Water Treatment Plant Operator. He will begin work next Monday, August 1st. He comes to us from Halifax County Service Authority where he has spent the last six years as a senior operator. He and Mr. Brian Freeman will be the town's two R.O. Plant operators to cover the seven days a week schedule. The Town Manager stated that August 22nd is the targeted startup date. He stated that English Construction has done a very good job and are right on schedule. Substantial completion will be approximately twenty-five days after the August 22nd startup date. A notice will be required to be sent out to all our customers prior to the actual switch over from current ground water to treated water. The Town Manager also mentioned HRSD required sampling procedures. The permit requires that the town take a laundry list of samples for the first 30 days of operation. The Town Manager stated that he appealed this requirement because this permit is for clean concentrate discharge water that will be expelled from the R.O treatment plant. However no exceptions will be made. The Town Manager explained that DEQ has taken no action since we submitted our

permit renewal package in November 2005. The town will be taking five wells around town offline and the new Well 10 that sits inside the R.O. treatment plant with existing Well 8A are not addressed on paper. Staff continues to work on setting up a meeting with DEQ to bring this to a resolution. Committee asked if there was anyone else that was qualified to be used as backup for the R.O. treatment plant. The Town Manager stated that the town has Mr. Jeff Smith who is a Class 4 waterworks operator. He will be involved with the training especially on the maintenance side. He will not be involved as much in the day to day operations but he will certainly be a back up on the maintenance side. At this time the town does not have any other operators. He explained that the plant would not be operated 24/7. It would be operated "X" number of hours per day which is determined by volume of water used. Town staff did not want to over staff R.O. Plant until we determine how much it will need to be operated. Mrs. Tynes asked if Council could plan a field trip to see the plant. The Town Manager stated that he is working on setting up a field trip to do site visits of the R.O. Water Treatment Plant, New Fire Facility, New Police Department & Town Manager's office. He is hopeful to be able to incorporate that in next month's committee meetings. He is also working on a date for the ribbon cutting for the R. O. Plant. This item was for informational purposes only.

2. Additional Item to Discuss: Water & Sewer Rate Study - Mr. Gregory reported that he had met with the Town Treasurer this morning and she has been working on putting some numbers together very quickly on the rate study for water and sewer. It is our hope to be able to implement by the end of the year which will be half way through the fiscal year. Mr. Gregory explained that the issue of how we charge for water and sewer keeps coming up publicly. He explained that from the meeting he learned 89% of the customers that use water use less than 20,000 gallons of water in a two month period of time. So trying to go to a tiered structure you would penalize the heaviest users which most likely would be commercial businesses. The town does not want to over penalize the heavy residential users so much that it offsets the lack of a decent rate on the majority of the users. Mr. Gregory explained that at the end of the day when staff goes through the numbers to what we pay to maintain our water system, what it is going to cost after the R.O. Plant is put in place and what it takes to operate our sewer system and all the cost that go along with the Sanitary Sewer Consent Order rearranging how users pay for these services will make a difference in cost. At this time the Town Treasurer has come up with three options, however the best option at this time would be a flat rate on the first 5 to 10 thousand gallons. There would be a separate charge beyond that. This flat rate option would also help when it comes to budget and expenses to know what we will get. At this time this information is for informational purposes only and will come back to committee in August for further discussion.

3. Additional Item Discussed: Irrigation Systems – Mr. Gregory mentioned that he would like to get an irrigation specialist to come out and talk about rain sensors that can be installed on irrigation systems so that when it is raining sprinklers are not running. The thought is that if the town is not going to grant sewer credits then we can implement a program where if you upgrade you irrigation system to have at a minimum rain sensors then you can get once a year a \$100.00 - \$150.00 credit towards your water bill. This item is informational only at this time.

The meeting adjourned at 4:38 p.m.

July 29, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, JULY 25th, 2011

The Finance Committee held a meeting on Monday, July 25th, 2011 at 4:39 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. John L. Graham, Chair; Mr. Andrew C. Gregory, and Dr. Milton Cook. Other Council members present were: Ms. Constance Chapman, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, Vice 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 Greer, Town Clerk; Mr. Mark A. Marshall, Smithfield Police Chief; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; and Ms. Jimmie Minton, Office Manager of the Smithfield Police Department. Also in attendance was Mr. Steve Mulroy, VML/VACo. The media was represented by Kelly Barlow of The Smithfield Times.

Councilman John L. Graham called the meeting to order.

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

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

a. English Construction Company \$434,992.42

This invoice is for the continued construction of the Reverse Osmosis Water Treatment Plant. Committee recommends approval of invoice.

b. Excel Paving Corporation \$ 99,875.76

This Invoice is for the South Church Street Streetscape project. Committee recommends payment of invoice.

c. Blair Brothers, Inc. \$115,275.00

Ms. Minga explained that when she first came to the town eleven years ago the town had at the end of every year submitted what was called a U3 report to the Virginia Department of Transportation (VDOT). On that report it showed the revenues that they gave us to spend and what the town had spent. The object there was to spend what you are given. If you did not spend everything by June 30th as long as you had contracts in

place for that you were allowed to carry that forward. A couple of years ago that changed and the Weldon Cooper Center of UVA took over the reporting of that and now requires us to report in a little bit more detailed format to VDOT each year. They no longer require contracts to be in place. The last quarterly payment that the town gets is the last week of June. Obviously, it is hard to spend a quarter of a million dollars in the last week of the fiscal year which is what the Town Engineer struggles with. Ms. Minga stated that she contacted Ms. Sharon King at VDOT and it was confirmed that ultimately the intention of these grant funds are to be done as reimbursement. She continued to explain that for a small locality it is difficult to front a quarter of a million dollars and reimburse ourselves. Ms. King stated that she was aware of that and those localities tend to have a carry forward every year and the town was okay. Ms. Minga stated that she always put in the comments that we have projects in place; however she did want to make council aware of this in case the day comes where it does become an issue and they no longer allow us to do that. Committee recommends approval of invoice.

d. J. R. Wills & Sons \$ 66,687.21

This invoice is for progress billing for the new manager's office and the new police department. Vice Mayor Williams expressed concern that he does not see enough local contractors working on this project and would like to know if they are being contacted at all for work. Staff will let Mr. Wills know of council's concerns. Committee recommends payment of invoice.

e. Sydnor Hydro, Inc. \$ 46,549.00

This invoice is for equipment for the Reverse Osmosis Water Treatment Plant. Committee recommends payment of invoice.

f. Draper Aden Associates \$ 29,560.20

This invoice is for progress billing for consent order, review of Harvest Fellowship Baptist site plan submittal, and Smithfield Foods test kitchen site plan submittal. Committee recommends payment of invoice.

g. All Virginia Environmental Solutions \$ 22,600.00

This invoice is for the demolition of 65 and 66 Carver Avenue, 77 Pagan Avenue, 78 Pagan Avenue, and 85& 86 Pagan Avenue of the Pinewood Heights Relocation project. Committee recommends payment of invoice.

h. REW Corporation \$ 48,571.67

This invoice is for a proposal for Water Tower Scada System upgrades for all four water storage tanks. Work has now been completed. Committee recommends approval of invoice.

2. Annual Appropriation Resolution and Rollovers for the 2012 Budget – Ms. Minga stated that this item was a formality that she and the Town Attorney had overlooked last month. She explained that normally in July the town appropriates the budget that we adopt in June. Ms. Minga stated that the town needs to do this to get it on the books. The Town Attorney stated it will be effective July 1st. Committee recommends approval of resolution.

3. Additional Item Discussed: Transient Occupancy Tax – The Town Manager stated that this item came to committee previously. At that time it was thought that the town needed to hold a public hearing to amend the lodging tax in the Town Code to

extend number of days from thirty days to ninety days. The Town Attorney researched and because it is an existing tax the town does not need a public hearing. Committee recommends forwarding to council for adoption of ordinance to amend the Town Code.

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

1. May Financial Statements – Mr. Graham reported that we still have the shortage under business license. Ms. Minga stated that unless there were questions she did not have anything more to report than what was in the summary notes.

2. June Cash Balances – Ms. Minga stated the loan funds from the General Obligation Bond are down to \$300,000 and will be eliminated by next month. She explained that is why Mr. Steve Mulroy of VML/VACo was present today to discuss financing options. - Water = \$570,417.92; Water Debt Service = \$1,186,872.61; Water Capital Escrow Availability Fees = \$951,187.68; Water Development Escrow = \$223,916.69; Water General Obligation Funds = \$364,141.12; **Subtotal Water = \$3,296,536.02.** Sewer = \$25,823.10; Sewer Development Escrow = \$315,610.71; Sewer Capital Escrow Availability Fees = \$675,821.68; Sewer Compliance = \$528,706.47; **Subtotal Sewer = \$1,545,961.96.** Highway = **\$453,839.19.** General Fund = \$1,274,811.08; Payroll = \$29,361.73; Money Market General Fund Town Bank = \$223,689.28; Business Super NOW-General Fund = \$32,821.17; Money Market General Fund Farmers Bank = \$633,366.73; General Fund Capital Escrow = \$50,466.97; Certificate of Deposit = \$24,263.66; Certificate of Deposit Police Dept = \$35,797.98; Special Project Account (Pinewood) = \$147,328.38; Pinewood Heights Escrow = \$59,023.10; South Church Street Account = \$1,125,916.11; **Subtotal General Fund = \$3,636,846.19.** Beautification = \$7,791.61; Money Market Beautification = \$296,950.68; **Subtotal Beautification = \$304,742.29; Rising Star = \$63.49. TOTAL ALL FUNDS = \$9,237,989.14.**

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

a. Sungard Public Sector \$ 17,787.59

Ms. Minga stated that Chief Marshall asked for this invoice to be removed at this time so that he could verify a couple of items on the invoice. It will come back next month for approval.

4. Continued Discussion on Financing Options for the Reverse Osmosis Plant, South Church Street Waterline Replacement and Building Renovations for Police Department and Town Manager's Office – Ms. Minga reported that Mr. Steve Mulroy was here from VML/VACo to discuss financing. Originally the town had looked at possibly doing a type of lien or lease with the equipment that the town has purchased to date. As we looked at it in more detail that became difficult because the town had not completely paid for all the equipment and VML/VACo funding that was available from the original loan to pay for it. Ms. Minga stated the money is still available the town just needs to go a different route. The town must advertise for it and have a public hearing. Mr. Mulroy stated the first couple of pages of the handout summarizes VML/VACo Finance.

VML/VACo Finance has been in business since 2003 jointly as Virginia Municipal League and Virginia Association of Counties. Mr. Mulroy stated that they have a number of financing services that they offer. Those services include Financing, Pooled OPEB Trust, and Accounting Services. Include in the handout as well was a list of the 2010 Bond Pool participants. Mr. Mulroy explained the fixed rate loan program and outlined the preliminary financing terms for the Town of Smithfield. The Borrower would be the Town of Smithfield. The security pledge would be General Obligation. The purpose of the loan would be Reverse Osmosis Plant, Waterline projects and building renovations. The loan would be tax exempt in the amount of \$765,000. The term for the loan would a fixed rate for five years. The indicative interest rate at this time is 3.125% which is inclusive of servicing fees. Payments would be due semi-annually. For a loan this size there would be no bank closing cost, however there would be a small nominal program closing cost of \$765.00. The average annual debt service would be \$170,000. Mr. Mulroy continued to explain the tentative financing schedule. The 1st notice of a public hearing will be advertised July 27th, 2011 and the 2nd notice August 3rd. Town Council would hold a Special Town Council meeting for the advertised public hearing August 9th. Bond counsel states the town can close August 11th. Mayor Hare expressed concern over the unknown amount of the required bond counseling fee. Mr. Mulroy stated that the average bond counseling fee for this size loan is approximately \$6,400.00. Mr. Gregory asked if the town would be included in a pool with other localities. Mr. Mulroy stated that in this particular program the town will be responsible for our own debt service payments. Committee agreed to advertise for a public hearing for two consecutive weeks, July 27th and August 3rd and the public hearing will be at August 9th at 7:00 p.m.

5. Review of Annual Contributions made to Isle of Wight County and Agreements Related to Volunteer Fire and Rescue and E911 Dispatching – The Town Manager reported that he tried to pull together as much information as he could. Some of the agreements council may remember other payments may be done just because that is the way it has been done every year but we are not required to. The Town Manager stated that in his memo he tried to highlight which items the town has an agreement or Memorandum of Understanding (MOU) and which of those items have just being ongoing. Mr. Graham stated that he had requested this information to be reviewed because the town pays \$225,000.00 annually for emergency services. He feels the taxpaying citizens of Smithfield are paying for these services twice. Dr. Cook stated that in his opinion these contributions were started to help with a special project and every year after that is what the town pays. Mr. Graham stated that he is sensitive to the items such as fuel cost for the fire department. Ms. Minga stated that the town pays the fire department directly a fee based on the number of runs per year to reimburse responders for their gas and mileage. Mayor Hare stated that he remembers that when the town started contributions it was to help fund items that the county was not willing to fund. Instead of them coming to the town every time they needed a new jacket the town decided to contribute \$30,000 to cover those expenses. Mayor Hare mentioned that he likes supporting the volunteer fire department. Maybe the town just needs to have more control over what the funds are used for. A lengthy discussion was held to determine if

town should continue to make annual contributions to Isle of Wight County for these services. Mr. Graham stated it takes a lot less per tax payer to provide fire protection and rescue service in a more densely populated area than out in rural areas yet the citizens of Smithfield are subsidizing to almost a quarter of a million dollars a year. He stated that he would be more willing to contribute to a special project. Mayor Hare stated that it is a tough argument. He stated that everything that is in the county we have a hand in funding already because we pay full county taxes. Mayor Hare stated that the Town of Smithfield is so fortunate to have such a strong Volunteer Fire Department. He stated that he thinks it is important to show a commitment over and beyond the norm. If the town has an engaged volunteer fire department base that is saving us huge dollars in terms of the growing need for paid firefighters. Mayor Hare stated that he would like to see money pulled from Isle of Wight County but in return send it directly to the fire department and continue to show the above the norm support. Mayor Hare stated that the town is very fortunate not to have to depend on more paid firefighters. Dr. Cook asked if it was the town's responsibility to fund a certain percentage to the fire department. Mayor Hare explained there was no formal MOU. Mayor Hare stated that there were two issues one being the money and the other is a matter of the control of where the money goes. Mr. Gregory stated that the point Mr. Graham is trying to make is that whatever the town pays it needs to be portioned to the services being rendered. Everyone that lives in the Town of Smithfield already pays whatever everyone in the county is paying for those services. After a lengthy discussion committee remained divided with some committee members concerned about how much the town spends and others concerned about who actually benefits from the yearly contributions. Vice Mayor Williams suggested inviting the Treasurer and Fire Chief to attend next month's committees to get more background of where their funds come from. Ms. Minga stated that this is a good idea so the town can see what their needs are and how much they are actually being funded. This item will come back next month with more information.

5. Closed Session – The Town Manager stated that staff would like to have a brief closed session in regards to personnel issues in the Treasurer's office. The Town Attorney stated that we need a motion to go into closed session in regards to discussion of personnel matters pursuant to Section 2.2-3711.A.1 of the Code of Virginia. A motion was made by Mr. Gregory and properly seconded by Ms. Chapman to go into closed session at 5:28 p.m. A motion was made by Mr. Graham and seconded by Mr. Gregory to go back into open session at 5:40 p.m.

6. Additional Item Discussed: Travel and Training Expenses for Town Council – Mrs. Tynes stated that it had been brought to her attention that there were some concerns from citizens about the town paying for her lodging during her trip to Orlando, Florida to support Chief Marshall as the Police Committee Chair at the IACP Conference. She stated that she had paid for everything personally except for lodging. Mrs. Tynes stated that if council has a problem with the lodging being paid for by the town she would gladly reimburse the town. Mayor Hare stated that it was not an issue of inappropriate use of funds because our policy is very broad. There are no guidelines on what is reasonable and what is not reasonable. He explained that the town needs a more detailed policy that clearly defines what is covered. Mr. Graham suggested any travel and training go before

the Finance Committee for approval. Mayor Hare stated that he does not want the process to discourage attendance to conferences. Discussion was held on whether there should be a limit to what is paid for if conference is within a certain distance from town. The Town Attorney suggested adopting reimbursement guidelines by the State for hotels and travel. Committee directed staff and the Town Attorney to work together to get State guidelines for reimbursement or payment of lodging and travel.

The meeting adjourned at 6:10 p.m.

July 29, 2011

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, JULY 26, 2011

The Fire and Rescue Committee held a meeting on Tuesday, July 26th, 2011 at 4:01 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor T. Carter Williams, Chair; Ms. Constance Chapman, and Mrs. Denise N. Tynes, Other Council members present were: Mr. Andrew C. Gregory; Mr. John L. Graham, Dr. Milton Cook, and Mr. David M. Hare, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Mr. Wayne A. Griffin, Town Engineer; and Mr. William H. Riddick, III, Town Attorney. Others in Attendance were Mr. Gerry Hackney, Smithfield Volunteer Fire Department Assistant Chief; Also present was Mr. Rick Bodson of Smithfield 2020. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman T. Carter Williams called the meeting to order.

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

1. Operational Updates – Assistant Chief Hackney reported that he had with him a copy of their last quarter's operating report and a summary of the operating report for the entire year as far as run volume. From July 1st, 2010 to June 30th, 2011 the Fire Department ran 505 calls. The new heavy rescue truck has been outfitted. There are a few items that have been ordered but have not been received yet. The truck is in service. The old fire truck has been stripped of equipment and put on the new rescue truck. The old rescue truck has been delivered to Windsor. It has been re-titled and is now officially their truck. Assistant Chief Hackney reported that the new fire station is coming along nicely. At this time the department still has not moved in due to the fact no permanent certificate of occupancy has been received. There have been issues with the radio system. Gately is working on getting that ironed out. Assistant Chief Hackney also reported that the radio traffic in the station is very poor. The alerting devices in the station that let us know that we have a call are not functioning properly. He stated that the biggest thing that is holding up the certificate of occupancy is the HAVAC system. Testing has been performed and the results have not been received. Assistant Chief Hackney mentioned that at last month's committee meeting

Mrs. Tynes had questioned the staffing at the fire stations and he wanted to apologize for not answering her question properly. He stated that both fire station will be staffed exactly how they are now with only one paid firefighter. Assistant Chief Hackney asked if the old fire house on North Church Street has been sold. The Town Manager reported that it is currently under contract. He also asked about the old fire siren on top of the building. Vice Mayor Williams stated that stays as it was part of the sales contract. Assistant Chief Hackney asked what the process was to have the wooden bay doors repaired and repainted on the existing fire station. The Town Manager stated that town staff would get with the fire department to determine what needed to be done. The Town Manager asked if the fire department could generate a report to track the number of calls in town verses out in the county. Assistant Chief Hackney stated that through their firehouse reporting software there may be a way to develop a query in there to geographically say these calls are actually in the town limits. Vice Mayor Williams asked if the fire department was notified of the recent road closure on South Church Street. Assistant Chief Hackney stated that the fire department was continuously informed until it was reopened. Vice Mayor Williams stated that Mr. Brian Carroll of the Isle of Wight Volunteer Rescue Squad express concern that they were not notified. Staff will follow up and both emergency agents will be informed of future road closures. Vice Mayor Williams asked if the issues with the concrete floor at the new fire station had been resolved. Assistant Chief Hackney stated that the contractor has tried at least four things to fix and hide the blemishes. Everything they did was worse than the previous. The fire department has determined that the only thing to fix the floor would be to completely sand it down and reapply an epoxy coating. At this point the fire department has asked them to clean up their test patches and leave it alone. At this item the fire department does not want to delay getting into the fire station because of the concrete bay floors. The Town Manager asked Assistant Chief Hackney if it would be possible to start committees next month with a tour of the facility. Assistant Chief Hackney replied that would not be a problem at all.

The meeting adjourned at 4:14 p.m.

July 29, 2011

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, JULY 26th, 2011

The Public Works Committee held a meeting on Tuesday, July 26th, 2011 at 4:14 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Constance Chapman, Chair; Dr. Milton Cook, and Mrs. Denise N. Tynes. Other Council members present were: Mr. John L. Graham, Mr. T. Carter Williams, Vice Mayor; Mr. Andrew C. Gregory, and Mr. David M. Hare, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Mr. William H. Riddick, III, Town Attorney; Ms. Lesley Greer, Town Clerk; Mr. Wayne A. Griffin, Town Engineer; Mr. Mark A. Marshall, Smithfield Police Chief; and Ms. Judy Winslow, Tourism Director; Also in Attendance was Mr. Rick Bodson, Smithfield 2020; The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chair Constance Chapman called the meeting to order.

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

1. Follow-up Discussion on Request from Dominion Virginia Power on South Church Street Project - Ms. Chapman reported that Dominion Virginia Power is proposing to relocate all their power poles to the south side of South Church Street. The Town Manager reported that Clark Nexsen did a visual of what is there now and what is being proposed. Currently there are existing Verizon poles on the Little Creek side of the street and opposing that are six Dominion Power poles on the opposite side. The Town Manager explained that the proposed change would relocate the six Dominion Power poles to the Little Creek side of the street and replace the Verizon poles which will be removed. Dominion Virginia Power stated there would be no cost to the town and the request would not cause a delay in the overall project. The Town Manager mentioned that the graphic has been displayed on the South Church Street Beautification's website. Residents of South Church Street have copies and will be going door to door to get input

from citizens along the construction zone. He stated that committee meets every Monday so the town should know if there are any objections after next Monday's meeting. Mr. Hopkins stated that Ms. Hines had requested more exact locations of where the poles would be placed. Essentially, they will be placed where the Verizon poles are being removed but will be on the inside of the sidewalk in the public right-of-way. Mayor Hare stated that he wanted to be absolutely certain that all the lateral service lines will be placed underground. The Town Manager stated that right now as it is designed the thirteen service lines that cross the street will be placed underground and the ones on the same side as the poles will be above ground. Mrs. Tynes stated that originally all lines were to be placed underground. Committee held a lengthy discussion on what Dominion Power lines would be above ground and what would be underground. The Town Manager stated that if it was committees desire to have all service lines placed underground on both sides of the road staff would have Clark Nexsen get a cost to have all placed underground. Mrs. Tynes stated that we need to revisit contract where it was discussed that all lines would be placed underground. The Town Manager stated staff would review minutes to see what was originally represented. Committee asked if there was any cost savings to the town moving the poles to the opposite side of the street due to less houses are on the north side of South Church Street. Mr. Hopkins stated that Mr. Sleasman of Dominion Power said there would be some savings. Staff suggested getting cost to have all lines placed underground and bring back to committee for further discussion. Committee would also like staff to verify number of lines that will be on the power poles and why a guideline is needed in the vicinity of 379 South Church Street. This item will come back to August committee once town staff gathers more information to answer committee's questions. The Town Manager concluded that originally the project included a lot more with everything being placed underground and improvements to Jericho Road. Along the way Jericho Road and undergrounding Dominion Power lines was cut from the project. At this time the plans got revised by Landmark Design Group and a new engineering firm came on board. The Town Manager stated if the town represented that all service lines to residents would be underground then staff will get that priced and bring that back to committee.

2. Additional Item Discussed: Update on John Rolfe Drive – Mr. Gregory asked what the status of the John Rolfe Drive turn lane. Mr. Griffin reported that once the lines have been transferred to the new poles he will contact Charter Cable to have their lines moved as well. Mr. Griffin stated that he is hoping to advertise for the project within the next 30 days.

3. Additional Item Discussed: Litter Signage – Mr. Gregory asked if the town had received a response back from the Virginia Department of Transportation (VDOT) on the litter signage. Mr. Griffin replied that he has not heard anything but will contact VDOT to check on status.

4. Additional Item Discussed – Mrs. Tynes asked if town staff could notify property owner of the entrance to the Hampton Inn and CVS off of Route 10 to clean up that area. The Town Manager replied that he would have staff take a look at the area of concern.

The meeting adjourned at 4:41 p.m.

July 29, 2011

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, JULY 26TH, 2011

The Public Buildings and Welfare Committee held a meeting on Tuesday, July 26th, 2011 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; Mr. T. Carter Williams, Vice Mayor; and Mr. John L. Graham. Other Council members present were: Mrs. Denise N. Tynes, Mr. Andrew C. Gregory, Ms. Constance Chapman, and Mr. David M. Hare, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Mr. William H. Riddick, Town Attorney; Mr. Wayne A. Griffin, Town Engineer; Mr. Mark A. Marshall, Smithfield Police Chief; and Ms. Judy Winslow, Tourism Director; Also in attendance was Mr. Rick Bodson, Smithfield 2020. The media was represented by Ms. Kelly Barlow, The Smithfield Times.

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

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

1. New Manager's Office and Police Department Site Issues and Recommendations
The Town Manager reported that he would begin with discussion on the existing and proposed site improvements. There are multiple non-conformities on the properties. The Town Manager stated that although it looks to be one parcel there are actually four parcels. There are two different zoning districts that these four parcels are comprised of. He stated that the town was aware of these non-conformities from the beginning. The town needs to play a stewardship role and bring this site in conformance to the fullest extent possible. Some of the items to bring into conformity are stormwater water regulations, zoning regulations, setbacks, and entrance corridor regulations. The Town Manager explained that as stated in his memo the rezoning and boundary line vacate process should be initiated immediately. The parking spaces that are located in front of the new police department do not meet code in anyway so they will need to be removed. This will allow an opportunity to provide some much needed green space in the front of the building. The Town Manager continued to explain other ways to add more green

space. Staff is recommending that the four parcels become one lot and the vacant house be demolished. The rezoning issue needs to have a motion approved by council to initiate and it would then go to Planning Commission and then back to Council for final approval. Mr. Graham expressed concern of completely vacating property lines. The Town Manager explained that the Police Department cannot come anywhere close to compliance without being part of the Town Manager's parcel. Vice Mayor Williams asked if town has permission to close off the entrance behind Mr. Bailey's property and the town's property. The Town Manager stated that staff would verify. This closure would make the police department more secure as well. Mayor Hare asked if staff has been in house to determine if it could be used for anything in the future. The Town Manager stated that it has wood rot, water intrusion and mold & mildew. Vice Mayor Williams stated that at point we need it demolish to allow more green space. Committee agreed to proceed with initiating rezoning of town property.

2. Budgeted Generator for New Police Department – Mr. Graham stated that staff had given him R.E.W. Corporation's phone number. He contacted them and it was determined that the existing generator would work, however an extra panel would need to be installed for \$10,000. Town staff has received state contact pricing for a 100 kilowatt generator from Womble Generator Service, Inc. in the amount of \$28,574.00. Staff at this time would recommend the town to proceed with ordering the new generator as a sole source purchase directly through Womble Generator under state contract pricing. This purchase will remain well under budgeted amount of \$50,000.00. The existing generator will be relocated to the new Manager's office.

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

1. Additional Item Discussed: Isle of Wight & Smithfield Tourism Public Art Project – Porcine Statuary – Ms. Winslow stated that she was present for informational purposes only. She stated that they still have a number of things to work out but want to let Council know what is in the pipeline. Ms. Winslow stated that this proposal went before the Board of Historic and Architectural Review, Tuesday, July 19th and it was very well received. Ms. Winslow explained the porcine statuary is basically part of a broader Tourism initiative to brand the Historic District and Smithfield. She stated that everyday people walk in the visitor's center and ask where the pigs are. This initiative is much like when you go to Hershey and there is chocolate everywhere. Tourists are envisioning porcine stuff here in Smithfield. Ms. Winslow mentioned the proposal highlights. There are six statues that are being proposed. They are constructed of fiberglass and mounted on fixed bases. The project cost for the six porcine statuarities is \$5,000 which will be paid for through fundraising efforts and sponsorships. Ms. Winslow stated that they have one civic organization that is willing to pay for one pig and we have a large entity in town that is very interested in paying for the rest of them. The locations are as follows: top of Main Street, Little's Market area; 319 Main Street, Visitor & Art Center; Hayden's Lane; Mason Street entrance to Windsor Castle Park; 100 Main Street, Chamber of Commerce area; and Smithfield Station, parking lot side. Ms. Winslow explained that the statues will

be painted by local artist selected by an Isle of Wight Art League jury. Once they are selected they would go to the Board of Historic and Architectural Review for approval. Ms. Winslow stated that the Town of Smithfield is not the first to try something like this and listed other localities that are using branding efforts for tourism. Mrs. Tynes stated she would like to see a pig at the entrance of South Church Street and Route 10 by the welcome sign. Ms. Winslow stated they were trying to start small with the initial porcine statuary. If it is popular it will be expanded to include other locations in the town limits. Ms. Winslow stated that she would try to get a couple more pigs to be placed at the welcome sign entrance corridor at South Church and Route 258. This item is for informational purposes and no action is required at this time.

Meeting Adjourned at 5:04 p.m.

Smithfield Police Department Activity Report

June 2011

	This Month June 2011	Last Month May 2011	YTD 2011	June 2010	YTD 2010	YTD % Change
Incidents Reported						
Calls for Police Service	1,188	1,237	6,769	1,320	6,359	6.45%
Traffic						
Traffic Stops	159	242	1,371	276	2,174	-36.94%
Traffic Summons	78	135	631	117	994	-36.52%
Accidents	12	21	99	19	119	-16.81%
Criminal Process						
Misdemeanor Arrests	13	16	89	22	136	-34.56%
Felony Arrests	6	4	60	2	33	81.82%
Fines Collected	\$4,293.15	\$5,165.01	\$32,422.73	\$5,140.75	\$35,312.29	-8.18%
Property Report						
Stolen Property Reported	\$19,095.00	\$261,647.00	\$371,675.00	\$24,351.00	\$555,148.00	-33.05%
Stolen Property Recovered	\$4,321.00	\$8,125.00	\$52,359.00	\$2,019.00	\$230,529.00	-77.29%
Property Damage Reported	\$1,925.00	\$15,754.00	\$33,151.00	\$3,600.00	\$17,947.00	84.72%
Other						
Total Mileage Police Units	23,873	26,375	148,244			
False Alarms-Police	18	14	77	25	111	-30.63%
Police Escorts	5	7	41	8	44	-6.82%

NOTES:

Property totals are rounded to the nearest whole dollar.

Totals may vary between reporting periods due to ongoing investigations, case updates, and late reporting.

We are no longer receiving court dockets from Isle of Wight District Courts.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
July 2011**

Committees and Projects:

07/05 Management Team meeting – Chief Marshall
07/05 Town Council meeting – Chief Marshall
07/13 Hampton Roads Association of Chiefs' of Police meeting – Chief Marshall
07/14 Meeting with contractors and Carter Williams – Chief Marshall/Captain Howell
07/17 – 19 NOBLE Conference – Chief Marshall
07/20 Washington DC meeting – Chief Marshall
07/25-26 Accreditation Assessment – Gloucester Sheriff's Office – Sgt. Evans
07/25 Police Committee – Chief Marshall
0725 Finance Committee – Chief Marshall and Jimmie Minton

Training

07/18-22 VA Victim Assistance Academy – Longwood University – Officer Epps (30 hrs.)

In-House Training:

Community Policing

06/30 Fred Walls Day Camp – Carrollton Baptist – Officer Meier, Officer Brady
07/03 Fireworks – Town – PD
07/11-15 4-H Camp – Wakefield – Officer Meier
07/18 Youth Conference – Little Zion Baptist – Lt. Clarke
07/19 Kiwanis Fishing – James River – Sgt. Fox, Kristi Jenkins
07/21 Fred Walls Day Camp – Smithfield Baptist – Officer Jones

Investigations:

Case#: 2011-00705
Location: 100 Block Bishops Reach
Offense: Attempted Suicide
Disposition: Inactive/ Turned over to other Department

On 07/22/2011 officers responded to the 100 block of Bishops Reach in reference to a 911 hang up call that was later identified as a domestic situation upon the officers arrival. The responding officers spoke with all parties on scene and were advised everything was okay and that no further assistance was needed. However upon speaking with the victim, who was identified when she was seen exiting a room at the rear of the residence with what appeared to be abrasions/cuts to her neck. Further investigation showed the subject had been in a verbal altercation with her family and stated she wanted to hurt herself. The subject entered one of the rear bedrooms of the

residence and commenced to attempt cutting herself on the neck with some broken glass shards. Officers detained the subject to prevent further harm to herself and transported her to the Western Tidewater Community Services Board, where she was subsequently evaluated then released. This case is inactive.

Case#: 2011-00711
Location: 700 Block Wrenn Road
Offense: Armed Robbery
Disposition: Cleared by Arrest

On 07/23/2011 officers responded to the 700 Block of Wrenn Road in reference to an armed robbery. Upon arrival contact was made with the victim, who stated that he had been robbed at gunpoint and knew who the suspect was. Further investigation showed that a verbal encounter between the suspect and victim had quickly escalated when the suspect brandished a firearm at the victim. The victim charged the suspect and a physical altercation ensued, here one shot of the suspect's weapon was fired. The shot did not strike the victim or any of the surrounding buildings. The suspect then ran from the scene. He was identified through a photo lineup and was subsequently arrested and charged with, Robbery, Use of a Firearm in the Commission of a Felony, and Possession of a Firearm by a Convicted Felon. Case is cleared by arrest.

Case#: 2011-00723
Location: 200 Block Great Springs Road
Offense: Burglary
Disposition: Pending

On 07/25/2011 officers responded to the 200 block of Great Springs Road in reference to a Burglary of a residence. Upon arrival officers observed the front door of the residence ajar and after clearing the residence of possible suspects, were notified by the homeowner of several items that were missing, and subsequently requested an investigator. The investigation showed that the homeowner does not normally stay at the residence, due to the illness of a child that requires her to live in Newport News. The victim states she goes by the house every 2nd or 3rd day to check the mail, but rarely enters the residence. She advised the investigator that it could have been as long as 3 to 4 months since she has been in the residence. The items taken included a refrigerator, stove and washer and dryer. Based on statements given by the neighbors a timeline of approximately mid to late May was established as when the theft may have occurred. The scene was processed and this case is currently being investigated. Case is pending.

Reporting Period: 7/1/2011 thru 7/26/2011

Total Deposits for July 2011 - \$13,203.76

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	7/7/2011	1338			Holland Vow Renewal	Holland Vow Renewal	1167		-360.00
Invoice	7/8/2011	1339			Armstrong-Hall Wedding and Reception	Armstrong-Hall Wedding and Reception	1163		0.00
Invoice	7/8/2011	1340			Wheeler and Marshall Wedding and Reception	Wheeler and Marshall Wedding and Reception	1165		0.00
Invoice	7/8/2011	1341			BC Heritage Choir	BC Heritage Choir Banquet	1194		0.00
Invoice	7/8/2011	1342			Langhals-Fisher Wedding & Reception	Langhals-Fisher Wedding & Reception	1197		0.00
Invoice	7/8/2011	1343			Smithfield Packing	Quarterly Update	1254		400.00
Invoice	7/8/2011	1344			Camp and Chavis Wedding and Reception	Camp and Chavis Wedding and Reception	1416		15.12
Invoice	7/8/2011	1345			Walker and Addison Reception	Walker and Addison Reception	1418		0.00
Invoice	7/8/2011	1346			Alva VanTassel	A Family Celebration	1430		0.00
Invoice	7/8/2011	1347			Oaks Vet Clinic	Oaks Vet Equine Dinner	1505		0.00
Invoice	7/8/2011	1348			Ackley-Carter Wedding & Reception	Ackley-Carter Wedding & Reception	1519		0.00
Invoice	7/8/2011	1349			Latanya Clarke	Jaylen Clarke Graduation Party	1530		0.00
Invoice	7/8/2011	1350			Wolverines	BWSL Fundraiser	1532		0.00
Invoice	7/8/2011	1351			Isle of Wight Schools	IOW Schools Retirement Banquet	1571		200.00
Invoice	7/8/2011	1352			Smithfield Corporate	President's Awards Dinner	1576		400.00
Invoice	7/8/2011	1353			Smithfield Foods	Finance Building Town Hall Meeting	1685		200.00
Invoice	7/15/2011	1354			Virginia Government Communicators	Virginia Government Communicators	1595		400.00
								Total	1,255.12
Payment	7/1/2011	1029	Check	2073810	Smithfield Packing	Corporate Employee Appreciation Day	984		400.00
Payment	7/7/2011	1338		Refund	Holland Vow Renewal	Holland Vow Renewal	1167		-360.00
Payment	7/26/2011	1343	Check	2075783	Smithfield Packing	Quarterly Update	1254		200.00
Payment	7/26/2011	1354	Check	844	Virginia Government Communicators	Virginia Government Communicators	1595		400.00
								Total	640.00
Deposit	7/1/2011		Check	1015	Barnes-Green Wedding and Reception	Barnes-Green Wedding & Reception	1333		774.00
Deposit	7/5/2011		Visa	Visa	Jordan and Sosnowski Wedding and Reception	Jordan and Sosnowski Wedding and Reception	1693		600.00

Reporting Period: 7/1/2011 thru 7/26/2011

Total Deposits for July 2011 - \$13,203.76

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	7/22/2011		Visa	Visa	Head-Bonser Wedding and Reception	Head-Bonser Wedding and Reception	1367		31.50
Deposit	7/25/2011		Money Order	14-288346672	Delk Family Banquet	Delk Family Banquet	1707		300.00
Deposit	7/25/2011		Check	4887	Janice Butler	Lucreita Mason Birthday Celebration	1706		150.00
Deposit	7/25/2011		American Express	American Express	MacCorkle and Sweatman Wedding and Reception	MacCorkle and Sweatman Wedding and Reception	1708		250.00
Deposit	7/26/2011		Visa	Visa	Davis and Blackwell Wedding and Reception	Davis and Blackwell Wedding and Reception	1617		88.60
Deposit	7/26/2011		Visa	Visa	Jackson and Brinkley Wedding and Reception	Jackson and Brinkley Wedding and Reception	1445		790.00
								Total	11,981.16
								Grand Total	-11,366.04

July 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Amy Off Saturday Rate	8:00 AM Chiles and Myers Wedding and Reception
3	4	5	6	7	8	9
Saturday Rate 6:30 PM Chiles and Myers Wedding and Reception	July 4th Saturday Rate	Treyvon First Day Deep Cleaning 3:00 PM Town-End of Fiscal Year Meeting 6:45 PM Kitchen Inventory 7:30 PM Town Council	Deep Cleaning	Deep Cleaning		Courtney Off
10	11	12	13	14	15	16
Courtney Off 2:00 PM Thompson-Dayton Wedding & Reception	Courtney Off Herbert Off	Courtney Off 5:00 PM Amy-Van-Richmond 7:30 PM Planning Commission	Courtney Off Amy IACCA Marian 9-5 8:00 AM Amy-Van-Richmond 8:00 AM Staff Development Day 8:00 AM Virginia Government Communicators 10:00 AM Staff Meeting	Courtney Off Amy IACCA Melissa 9 A-5 P 8:00 AM Amy-Van-Richmond 11:30 AM Barnes-Green Wedding & Reception 11:30 AM Public Works Meeting	Courtney Off Marian 9-5 8:00 AM Amy-Van-Richmond 6:00 PM Barnes-Green Wedding & Reception	Calvin Off Courtney Off 2:00 PM Byrd and Bailey Reception
17	18	19	20	21	22	23
Courtney Off	Courtney Off 8:00 AM William Saunders - Van 2:30 PM Piinewood Heights Management Team Meeting	Courtney Off Change Kitchen Water Filters 9:00 AM Schoolhouse Board of Directors Meeting 7:30 PM BHA&R	Courtney Off 8:00 AM BOBJ Training 12:00 PM Crime Line Meeting 7:00 PM McGovern and Anderson Rehearsal	Courtney Off Melissa 9A-5 P 10 AM Rekey Maintenance Closet 6:30 PM Head-Bonser Rehearsal	Amy-in at 10 AM Courtney Off Marian Off 6:00 PM Head-Bonser Wedding and Reception	5:00 PM McGovern and Anderson Wedding and Reception

July 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
5:00 PM Grant and Jackson Wedding 6:00 PM Grant and Jackson Wedding and Reception	8:00 AM Smithfield Wellness Initiatives 4:00 PM Committee Meetings	Marian Off Russ Off All Star Glass-Replace Service Door Panels 8:00 AM Joseph-Van Request 4:00 PM Committee Meetings	Amy in at 10 AM Russ Off 8:00 AM Joseph-Van Request 10:00 AM Staff Meeting 3:00 PM Smithfield Wellness Initiatives	Russ Off 8:00 AM Joseph-Van Request 12:00 PM Intern Presentations 12:00 PM Smithfield Foods 401K Education 3:00 PM Davis and Blackwell Wedding and Reception	Amy Off Russ Off 8:00 AM Joseph-Van Request 7:00 PM Lloyed and Linda Guy Anniversary Party	Russ Off 5:00 PM Elkins and Powell Wedding and Reception
31						

Smithfield Center Discounts - July 2011

Booking Date	Event Name	Room Code	Discount Percent
7/2/2011	Chiles and Myers Wedding and Reception	MH plus Suites	20.00%
7/3/2011	Chiles and Myers Wedding and Reception	MH plus Suites	20.00%
7/5/2011	Town Council	A&B	100.00%
7/5/2011	Town-End of Fiscal Year Meeting	C&D	100.00%
7/10/2011	Thompson-Dayton Wedding & Reception	MH plus Suites	0.00%
7/12/2011	Planning Commission	A&B	100.00%
7/13/2011	Staff Meeting	A&B	100.00%
7/13/2011	Staff Development Day	C&D	50.00%
7/13/2011	Virginia Government Communicators	MH	0.00%
7/13/2011	Virginia Government Communicators	MH	100.00%
7/14/2011	Barnes-Green Wedding & Reception	MH plus Suites	20.00%
7/15/2011	Barnes-Green Wedding & Reception	MH plus Suites	20.00%
7/16/2011	Byrd and Bailey Reception	MH plus Suites	0.00%
7/16/2011	Byrd and Bailey Reception	MH plus Suites	0.00%
7/18/2011	Piinewood Heights Management Team Meeting	C&D	100.00%
7/19/2011	BHA&R	A&B	100.00%
7/19/2011	Schoolhouse Board of Directors Meeting	C&D	100.00%
7/20/2011	Crime Line Meeting	A&B	100.00%
7/20/2011	BOBJ Training	C&D	0.00%
7/20/2011	McGovern and Anderson Rehearsal	Deck	0.00%
7/21/2011	Head-Bonser Rehearsal	Deck	0.00%
7/22/2011	Head-Bonser Wedding and Reception	MH plus Suites	20.00%
7/23/2011	McGovern and Anderson Wedding and Reception	MH plus Suites	20.00%
7/24/2011	Grant and Jackson Wedding	Clontz	0.00%
7/24/2011	Grant and Jackson Wedding and Reception	MH plus Suites	0.00%
7/25/2011	Smithfield Wellness Initiatives	A&B	100.00%
7/25/2011	Committee Meetings	C&D	100.00%
7/26/2011	Committee Meetings	C&D	100.00%
7/27/2011	Staff Meeting	A&B	100.00%
7/27/2011	Smithfield Wellness Initiatives	A&B	100.00%
7/28/2011	Intern Presentations	A&B	0.00%
7/28/2011	Smithfield Foods 401K Education	C&D	0.00%
7/29/2011	Llloyd and Linda Guy Anniversary Party	MH	20.00%
7/30/2011	Elkins and Powell Wedding and Reception	MH plus Suites	0.00%
	100% Discount	14	
	50% Discount	1	
	20% Discount	5	

Smithfield/Isle of Wight Tourism Activity Report – July 2011

- Director attended Isle of Wight Board of Supervisors Meeting 7/7/11.
- Director attended Smithfield Town Council Meeting 7/5/11.
- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 7/11, 7/18, 7/25. Meeting will be held each Monday morning to allow citizens and merchants to make public comments and to discuss communicating the project issues to all concerned-residents, merchants and visitors.
- Attended Eastern Primitive Rendezvous meeting 7/5/11. This is a large living history event happening in Carrsville in September. They are expecting around 2500 visitors.
- Attended Town of Smithfield Management meeting 7/5/11.
- Attended Smithfield Olden Days After Action meeting 7/5/11. Olden Days was a huge success this year with even higher attendance!
- Smithfield 2020 Meeting held 7/6/11. Smithfield License Plates tabled for now. All interested parties have agreed to keep their paperwork active until the issue is renewed in spring of 2012. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Attended Town staff picnic 7/6/11.
- Organized and hosted Isle of Wight County Animal Shelter Opening 7/7/11.
- Filmed County Beat 7/7/11. (staff member)
- VACVB Conference Call regarding upcoming Summer Quarterly Meeting 7/7/11. Prepped on 7/13/11.
- Attended Coastal Virginia Tourism Alliance –Value of Tourism Committee meeting 7/8/11.
- Held VACVB Conference Call regarding upcoming election slate 7/8/11.
- Farmer’s Market held Saturdays...7/2, 7/9, 7/16, 7/23, 7/30. Excellent turn-outs!

- Attended Smithfield Wine and Brew Fest Meeting 7/11/11 and 7/25/11.
- Held monthly Tourism Staff Meeting 7/12/11.
- Spoke for the Virginia Government Communicators Group at the Smithfield Center 7/13/11.
- Hosted DCR group looking for signage locations for the Capt. John Smith Water Trail 7/13/11.
- Attended SHDBA Meeting 7/14/11.
- Civil War Scanning Day at the IOW Museum 7/16/11.
- Attended Schoolhouse Museum Board Meeting 7/18/11.
- Attended Capt. John Smith Water Trail meeting in Williamsburg with Peter Stephenson, Mark Furlo, Lois Chapman 7/19/11. Excellent meeting and Smithfield will be one of the first 5 selected trail locations!
- Presented Porcine Statuary concept to the Smithfield Board of Historic and Architectural Review on behalf of Tourism and Smithfield 2020 as an information item 7/19/11. The presentation was well received.
- Met with Larry Pope of Smithfield Foods regarding the creative re-use of the Ben Franklin property 7/20/11. Excellent meeting! High hopes for a new presence there SOON!
- Met with the Boykin's Tavern Advisory Committee 7/20/11. Board Report to come regarding financial rollover issue.
- Attended IOW Bike & Ped Committee Meeting 7/20/11.
- Attended Aikenfest Music Festival meeting 7/21/11.
- Filmed *Smithfield Today* with representative from the Eastern Primitive Rendezvous 7/21/11.
- Met with Budget & Finance Director regarding BTAC rollover issues 7/21/11.
- Worked on IOW County Fair advertising 7/21, 7/25.

- Continued working with WVEC to have Smithfield & Isle of Wight featured on the ½ show “Dialogue” 7/22/11. Filming will take place 7/27/11. The show will feature Tourism, Windsor Castle Park, the Smithfield Station and the IOW County Fair. Initial contact was made through Supervisor Stan Clark. Thanks Stan!
- IOW Fair Committee meeting 7/25/11.
- Attended Windsor Castle Park branding meeting 7/26/11.
- Attended Council Committee meetings 7/26/11. Informational overview of Tourism/Smithfield 2020 Porcine Statuary initiative given.
- Attended Zuni Historical Society meeting 7/26/11.
- Attended Stakeholder Meeting for Town Obici Grant for Wellness and programs at WCP 7/27/11.
- Attended Conference Call with Senator Warner regarding Virginia Tourism 7/27/11.
- Attended Smithfield Staff Meeting 7/13/11 and 7/27/11.
- Attended IOW Staff Meeting 7/11/11.
- 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!

PROCLAMATION

**SMITHFIELD POLICE DEPARTMENT
NATIONAL NIGHT OUT 2011**

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug, and violence prevention program on Tuesday, August 2nd, 2011 called "National Night Out"; and

WHEREAS, the "28th Annual National Night Out" provides a unique opportunity for Smithfield, Virginia to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, Community Help in Progress (C.H.I.P.) plays a vital role in assisting the Smithfield Police Department through joint crime, drug and violence prevention efforts in Smithfield and is supporting "National Night Out 2011" locally: and

WHEREAS, it is essential that all citizens of Smithfield, Virginia be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Smithfield: and

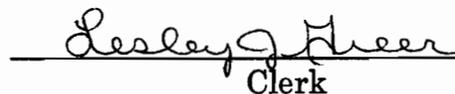
WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the "National Night Out" program;

NOW, THEREFORE WE, THE SMITHFIELD TOWN COUNCIL MEMBERS, do hereby call upon the citizens of Smithfield to join C.H.I.P. and the National Association of Town Watch in supporting the "28th Annual National Night Out" as "NATIONAL NIGHT OUT" in Smithfield, Virginia.

By:



Mayor



Clerk

AN ORDINANCE AMENDING ARTICLE II, OF CHAPTER 82 OF THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA, AS AMENDED, IN ORDER TO SUPPLEMENT REGULATIONS AS TO THE TOWN'S WATER SUPPLY SYSTEM.

WHEREAS, the Town Council of the Town of Smithfield deems it necessary and in the best interest of its citizens to amend and supplement the provisions of Article II of Chapter 82 of the Town Code pertaining to the Town's water supply.

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

1. That Article II, Section 82 of the Code of the Town of Smithfield, Virginia is amended and enacted by the inclusion of Section 82-43 as follows:

Chapter 82.

UTILITIES

Article II: Water Supply

82-43 USE OF PUBLIC WATER SYSTEM MANDATORY

Where a public water supply is available in the town it shall be unlawful to connect a residential or commercial structure to a private well or other water supply except as may be approved by the Town Manager on a temporary basis or by approval of a special use permit in accordance with the provisions of the Town's zoning ordinance.

2. This ordinance shall become effective immediately upon adoption.

ADOPTED this 2nd day of August, 2011.

Clerk

APROPRIATION RESOLUTION
FISCAL YEAR 2011-2012

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 2011-2012, beginning July 1, 2011:

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, 2011, and ending on the 30th day of June, 2012:

A. From General Corporate Taxes and Revenue:

Operating expenses:

For general government	\$480,220
For treasurer	318,705
For public safety	2,419,665
For planning, engineering & public works	820,858
For public buildings	140,720
For community development	302,762
For parks, recreation & cultural	563,520
For debt service	<u>70,076</u>
Total	\$5,116,526

Capital outlay:

For public safety	112,000
For planning, engineering & public works	1,998,069
For public buildings	439,705
For parks, recreation & cultural	20,000
For community development	359,041
For operating reserves	107,257
For road maintenance	<u>951,555</u>
Total	\$3,987,627

GRAND TOTAL \$9,104,153

Appropriated for the foregoing expenses from the following sources:

Taxes:

Real Estate	\$1,737,000
Personal Property	900,000
Penalties & interest	32,315

Franchise	137,620
Sales	259,000
Utility	200,000
Meals-4%	776,000
Meals-1%	194,000
Cigarette	140,000
Transient Occupancy	130,000
Short term rental	1,300
Rolling stock	25
Consumption	51,000
Communications	<u>258,000</u>
	Total \$4,816,260
<u>Licenses:</u>	
Privilege licenses	338,800
Permits	14,985
Motor vehicles	<u>130,000</u>
	Total \$483,785
Fines	71,000
Revenue from use of money and property	168,935
Other revenue	5,600
Revenue from Commonwealth of Virginia	204,058
Revenue from Federal Government	<u>991,095</u>
	Total \$1,440,688
<u>Other Financing Sources:</u>	
Contributions	765,341
Restricted reserves – beautification	596,524
Capital lease acquisition	50,000
Road maintenance	951,555
	Total <u>\$2,363,420</u>
Grand Total	\$9,104,153

B. From Water and Sewer Revenues

For water operating expenses	\$1,216,678
For sewer operating expenses	603,846
For interest expense-water	121,700
For interest expense-sewer	46,515
For water debt service principal	159,450
For sewer debt service principal	70,550
For water capital expense	1,965,250
For sewer capital expense	<u>1,017,750</u>
Grand Total	\$5,201,739

Appropriated for the foregoing expenses from the following sources:

Operating revenue:

Charges for services-water	817,850
Charges for services-sewer	669,500
Water Debt Service Revenue	401,000
Sewer Compliance Revenue	488,255
Connection fees-water	13,200
Connection fees-sewer	31,600
Application fees-water	5,000
Miscellaneous – water	500
Miscellaneous – sewer	<u>500</u>
Total	\$2,427,405

Non-operating revenue (expenses)

Availability fees-water	54,400
Availability fees-sewer	82,400
Interest revenue-water	5,925
Interest revenue-sewer	3,250
Contribution – capital	<u>19,700</u>
Total	\$165,675

Reserves

Water reserves	\$2,165,203
Sewer reserves	<u>443,456</u>
Total	\$2,608,659

Grand Total \$5,201,739

SUMMARY

Appropriated from general corporate taxes and revenue	\$9,104,153
Appropriated from water and sewer revenues & reserves	<u>\$5,201,739</u>

TOTAL: \$14,305,892

These appropriations shall be effective as of July 1, 2011.

Adopted: August 2, 2011

Mayor

Attest:

Clerk

APPROPRIATION RESOLUTION TO CARRY FORWARD AND RESTRICT FUNDS
APPROPRIATED IN FISCAL YEAR 2010-2011

WHEREAS, the Town Council, in its 2010-2011 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 2010-2011 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 2010-2011 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	\$195,000.00
Streetscape improvements – S. Church Street	\$1,100,000.00

SEWER FUND

Sewer consent order compliance funds	\$150,000.00
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HIGHWAY FUND

None.

WATER FUND

Waterline replacement	\$125,000.00
Water treatment plant	\$250,000.00

Adopted: August 2, 2011

Mayor

Attest:

Clerk

AN ORDINANCE TO AMEND ARTICLE VI. SECTION 74-151 OF THE TOWN CODE
PERTAINING TO THE COLLECTION OF TRANSIENT OCCUPANCY TAX

WHEREAS, the Town Council of the Town of Smithfield finds it necessary to amend Section 74-151 of Article VI.: Transient Occupancy Tax of the Code of the Town of Smithfield.

NOW, THEREFORE, be it ordained by the Town Council of the Town of Smithfield, Virginia:

1. That Section 74-151 of Article VI.: Transient Occupancy Tax of the Code of the Town of Smithfield is hereby repealed and reenacted as follows:

Sec. 74-151. Levy of tax.

In addition to all other taxes and fees of any kind now or hereafter imposed by law, a tax is hereby imposed and levied on hotels, motels, boardinghouses, travel campgrounds and other facilities offering guestrooms rented out for continuous occupancy of fewer than 90 consecutive days, at the rate of five percent of the amount of the charge for the occupancy of any room or space occupied. The tax impose hereunder shall not apply to rooms or spaces rented and continuously occupied by the same individual or same group of individuals for 90 days or more.

This ordinance shall become effective immediately upon adoption.

Adopted this 2nd day of August, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Clerk

A RESOLUTION APPROVING THE HAMPTON ROADS REGIONAL WATER
SUPPLY PLAN FOR SUBMISSION TO THE VIRGINIA DEPARTMENT OF
ENVIRONMENTAL QUALITY

WHEREAS, pursuant to Virginia Code Section 62.1-44.38:1 local governments are required to undertake a comprehensive water supply planning process for the development and establishment of a water supply plan; and,

WHEREAS, the Virginia State Water Control Board Regulation 9VAC 25-780, Local and Regional Water Supply Planning, requires all counties, cities and towns in the Commonwealth of Virginia to prepare and submit a water supply planning program to the Department of Environmental Quality (DEQ); and,

WHEREAS, the Town of Smithfield is part of the Hampton Roads Regional Water Supply Plan which includes the Counties of Gloucester, Isle of Wight, James City, Southampton Surry and York, the Cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg and the Town of Boykins, Branchville, Capron, Claremont, Courtland, Dendron, Ivor, Newsoms, Smithfield, Surry and Windsor; and,

WHEREAS, the Hampton Roads Regional Water Supply Plan was developed in accordance with State Water Control Board regulation and has been the subject of a public hearing pursuant to the applicable regulations;

NOW, THEREFORE BE IT RESOLVED that the Town of Smithfield hereby adopts the Hampton Roads Regional Water Supply Plan and approves the plan for submittal to the Virginia Department of Environmental Quality.

Adopted this 2nd day of August 2011.

Town Council OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Clerk

The undersigned Town Clerk of the Town of Smithfield, Virginia (the "Town"), certifies as follows:

1. A regular meeting of the Town Council of the Town of Smithfield, Virginia, was held on _____, 2011, at the time and place established by the Town Council for such meetings, at which the following members were present and absent during the voting on the resolution referred to below:

PRESENT:

ABSENT:

2. A resolution entitled "Resolution Authorizing the Issuance, Sale and Award of a General Obligation Bond, Series 2011, of the Town of Smithfield, Virginia, in the Maximum Aggregate Principal Amount of \$638,907.50, Providing for the Form, Details and Payment Thereof," was duly adopted by an affirmative roll call vote of a majority of all members of the Council, the ayes and nays being recorded in the minutes of the meeting as shown below:

MEMBER

VOTE

3. Attached hereto is a true, correct and complete copy of such resolution as adopted at such meeting and recorded in the minutes.

4. The foregoing resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the Town of Smithfield, Virginia, this ____ day of _____, 2011.

(SEAL)

Town Clerk, Town of Smithfield, Virginia

**RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND
AWARD OF A GENERAL OBLIGATION BOND, SERIES 2011, OF
THE TOWN OF SMITHFIELD, VIRGINIA, IN THE MAXIMUM
AGGREGATE PRINCIPAL AMOUNT OF \$638,907.50,
PROVIDING FOR THE FORM, DETAILS AND PAYMENT
THEREOF**

WHEREAS, the issuance of general obligation bonds of the Town of Smithfield, Virginia (the "Town"), in a principal amount not to exceed \$950,000 was authorized by an ordinance adopted by the Council of the Town (the "Town Council") on April 5, 2011, to provide funds for various public improvement projects located in the Town, including, but not limited to, the acquisition of land for public safety and administration offices for the Town (collectively, the "Project"), and to borrow money for such purpose and issue the Town's general obligation bonds therefor;

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF
SMITHFIELD, VIRGINIA:**

1. Issuance and Sale. Pursuant to the Town Charter and the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991, there shall be issued and sold a general obligation bond of the Town to provide funds, together with other available funds, to finance the Project.

2. Bond Details. The bonds shall be issued in the form of a single, typewritten bond, designated "Taxable General Obligation Bond, Series 2011" or, as determined by the Town Manager, issued in more than one series of typewritten bonds with such designations as the Town Manager may determine. Such bond or bonds (herein referred to as the "Bond") shall be in registered form, shall be dated the date of delivery and shall be numbered R-1 and upward. The Bond shall be sold to the County of Isle of Wight, Virginia (the "County") pursuant to a Sales Contract dated as of February 25, 2011, between the Board of Supervisors of the County and the Town (the "Sales Contract") and (a) shall have an principal amount not to exceed \$638,907.50, (b) shall have a "true" or "Canadian" interest cost not to exceed 6.0% and, further, shall match the interest rates corresponding to the principal amounts as set forth in Exhibit B to the Sales Contract, (c) shall be sold at a price not less than 95% of the original aggregate principal amount thereof and (d) shall mature in annual installments ending no later than December 31, 2019. Interest on the Bond shall be payable on dates determined by the Town Manager to be in the best interest of the Town and in accordance with the Sales Contract. Principal on the Bond shall be payable in installments in amounts and on dates determined by the Town Manager to be in the best interest of the Town and in accordance with the Sales Contract. The actions of the Town Manager in delivering the Bond shall be conclusive, and no further action with respect to the sale and issuance of the Bond shall be necessary on the part of the Town Council.

If the date on which any payment is due with respect to the Bond is not a Business Day (as hereinafter defined), the payment shall be made on the next succeeding Business Day. "Business Day" shall mean a day on which banking business is transacted, but not including a

Saturday, Sunday or legal holiday, or any other day on which banking institutions are authorized by law to close in the Commonwealth of Virginia.

Principal and interest shall be payable by the Registrar (as hereinafter defined) by check or draft mailed to the registered owner at the address as it appears on the registration books kept by the Registrar on the last Business Day of the month preceding each interest payment date; provided, however, that at the request of the registered owner of the Bond, payment will be made by wire transfer pursuant to the most recent wire instructions received by the Registrar from such registered owner. Principal and interest shall be payable in lawful money of the United States of America.

3. Prepayment of Bond. The Bond may be subject to prepayment prior to maturity at the option of the Town on or after dates, if any, determined by the Town Manager, in whole or in part at any time, at a prepayment price equal to the principal amount of the portion of the Bond to be prepaid, together with any interest accrued to the date fixed for prepayment.

4. Execution and Authentication. The Bond shall be signed by the manual signature of the Mayor or Vice Mayor, and the Town's seal shall be affixed thereto and attested by the manual signature of the Town Clerk. The Bond shall be issued as a typewritten bond in substantially the form of Exhibit A attached hereto, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the Mayor or Vice Mayor, whose approval shall be evidenced conclusively by the execution and delivery of the Bond.

5. Pledge of Full Faith and Credit. The full faith and credit of the Town are irrevocably pledged for the payment of principal of and premium, if any, and interest on the Bond. Unless other funds are lawfully available and appropriated for timely payment of the Bond, the Town Council shall levy and collect an annual *ad valorem* tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all locally taxable property in the Town sufficient to pay when due the principal of and premium, if any, and interest on the Bond.

6. Registration, Transfer and Owners of Bonds. The Bond shall be issued in registered form without coupons, payable to the registered holders or registered assigns. The Town Manager is authorized to appoint either the Town Treasurer or a bank or trust company to act as paying agent and registrar for the Bond (the "Registrar"). The Registrar shall maintain registration books for the registration and exchange of the Bond. Upon presentation and surrender of the Bond to the office of the Registrar, together with an assignment duly executed by the registered owner or his duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the Town shall execute and deliver in exchange, a new Bond or Bonds having an equal aggregate principal amount of the same form and maturity, bearing interest at the same rate and registered in the names as requested by the then registered owner or its duly authorized attorney or legal representative. Any such exchange shall be at the expense of the Town, except that the Registrar may charge the person requesting such exchange the amount of any tax or governmental charge required to be paid with respect thereto.

The Registrar shall treat the registered owner as the person exclusively entitled to payment of principal and interest and the exercise of all other rights and powers of the owner,

except that interest payments shall be made to the person or entity shown as owner on the registration books on the last Business Day of the month preceding each payment date.

7. Preparation and Delivery of the Bond. The officers of the Town are authorized and directed to take all proper steps to have the Bond prepared and executed in accordance with its terms and to deliver the Bond to the County upon payment therefor.

8. Arbitrage Covenants.

(a) The Town represents that there have not been issued, and covenants that there will not be issued, any obligations that will be treated as part of the same issue of obligations as the Bond within the meaning of Treasury Regulations Section 1.150-1(c).

(b) The Town covenants that it shall not take or omit to take any action the taking or omission of which will cause the County's General Obligation Public Improvement Bonds, Series 2008B (the "County Bonds") which originally financed the acquisition of the land to be used for the Project, to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and regulations issued pursuant thereto (the "Code"), or otherwise cause interest on the County Bonds to be includable in the gross income of the registered owner thereof under existing law. Without limiting the generality of the foregoing, the Town shall comply with any provision of law that may require the Town at any time to rebate to the United States any part of the earnings derived from the investment of the gross proceeds of the Bond, unless the Town receives an opinion of nationally recognized bond counsel that such compliance is not required to prevent interest on the County Bonds from being includable in the gross income of the owners thereof under existing law. The Town shall pay any such required rebate from its legally available funds.

9. Non-Arbitrage Certificate and Elections. Such officers of the Town as may be requested are authorized and directed to execute an appropriate certificate setting forth the expected use and investment of the proceeds of the Bond in order to show that such expected use and investment will not violate the provisions of Section 148 of the Code and regulations issued pursuant thereto and any elections such officers deem desirable regarding rebate of earnings to the United States for purposes of complying with Section 148 of the Code. Such certificate shall be in such form as may be requested by bond counsel for the Town.

10. Limitation on Private Use. The Town covenants that it shall not permit the proceeds of the Bond or the facilities financed with the proceeds of the Bond to be used in any manner that would result in more than (a) 5% of such proceeds or the facilities financed or refinanced with such proceeds being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 5% of such proceeds or the facilities financed with such proceeds being used with respect to any output facility (other than a facility for the furnishing of water) within the meaning of Section 141(b)(4) of the Code, or (c) 5% of such proceeds being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code; provided, however, that if the Town receives an opinion of nationally recognized bond counsel that any such covenants need not be complied with to prevent the interest on the County Bonds from being includable in the gross income for federal income tax purposes of the registered owner thereof under existing law, the Town need not comply with such covenant.

11. Other Actions. All other actions of officers of the Town and the Town Council in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the Bond are ratified, approved and confirmed. The officers of the Town are authorized and directed to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the issuance, sale and delivery of the Bond.

12. Repeal of Conflicting Resolutions. All resolutions or parts of resolutions in conflict herewith are repealed.

13. Effective Date. This Resolution shall take effect immediately.

EXHIBIT A -- FORM OF BOND

Interest on this bond is intended by the issuer thereof to be included in gross income for federal income tax purposes.

REGISTERED

REGISTERED

R-1

_____, 2011

**UNITED STATES OF AMERICA
COMMONWEALTH OF VIRGINIA**

TOWN OF SMITHFIELD

**Taxable General Obligation Bond
Series 2011**

The Town of Smithfield, Virginia (the "Town"), a municipal corporation of the Commonwealth of Virginia, for value received, acknowledges itself in debt and promises to pay to Isle of Wight County, Virginia, or its registered assigns or legal representative (the "County"), solely from the sources hereinafter described and pledged to the payment of this bond the principal sum of **[SIX HUNDRED THIRTY EIGHT THOUSAND NINE HUNDRED SEVEN DOLLARS AND FIFTY CENTS (\$638,907.50).]** Principal of this bond shall be payable in annual installments in the amounts and on the dates set forth in Schedule I attached hereto. Interest on this bond shall be payable on each January 1 and July 1, commencing January 1, 2011, computed on the basis of a 360-day year of twelve 30-day months at the rates set forth in Schedule I.

So long as this bond is held by the County or its registered assigns or legal representative, interest is payable by check or draft mailed to the registered owner of this bond at the address that appears on the 15th day of the month preceding each interest payment date on the registration books kept by the Town Treasurer, who has been appointed registrar and paying agent, or any successor bank or trust company (the "Registrar"). Principal of and premium, if any, and interest on this bond shall be payable in lawful money of the United States of America. In case any payment date on this bond shall not be a Business Day (as defined below), then payment of principal, premium, if any, and interest need not be made on such date, but may be made on the next succeeding Business Day, and, if made on such next succeeding Business Day, no additional interest shall accrue for the period after such payment date. "Business Day" means any Monday, Tuesday, Wednesday, Thursday or Friday on which commercial banking institutions generally are open for business in New York and Virginia.

This bond has been authorized by an ordinance adopted by the Town Council of the Town (the "Town Council") adopted on April 5, 2011 and a resolution adopted by the Town Council on _____, 2011 (the "Resolution"), and is issued pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991 (but without regard to the Town Charter). Proceeds of this bond will be used to provide funds to finance the acquisition of land from the County for public safety and administration offices for the Town.

The full faith and credit of the Town are irrevocably pledged for the payment of principal of and premium, if any, and interest on this bond. Unless other funds are lawfully available and appropriated for timely payment of this bond, the Town Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all taxable property within the Town sufficient to pay when due the principal of and premium, if any, and interest on this bond.

[redemption provisions, if any]

This bond is issuable as a fully registered bond. Upon surrender of this bond at the Registrar's office, together with an assignment duly executed by the registered owner or such owner's duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the Town shall execute, and the Registrar shall authenticate and deliver in exchange, a new bond or bonds in the manner and subject to the limitations and conditions provided in the Resolution, having an equal aggregate principal amount, in authorized denominations, of the same series, form and maturity, bearing interest at the same rates and in the same manner, and registered in such names as requested by the then registered owner of this bond or such owner's duly authorized attorney or legal representative. Any such exchange shall be at the Town's expense, except that the Registrar may charge the person requesting such exchange the amount of any tax or other governmental charge required to be paid with respect to it.

The Registrar shall treat the registered owner of this bond as the person exclusively entitled to payment of principal, premium, if any, and interest and the exercise of all other rights and powers of the owner, except that regular installment payments of principal and interest shall be made to the person shown as owner on the 15th day of the month preceding each payment date.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this bond have happened, exist and have been performed, and this bond, together with all other indebtedness of the Town, is within every debt and other limitation prescribed by the Constitution and statutes of the Commonwealth of Virginia.

[Remainder of page intentionally blank.]

IN WITNESS WHEREOF, the Town of Smithfield, Virginia, has caused this bond to be signed by the Mayor and the Town's seal to be affixed hereto and attested by the signature of the Clerk to the Town Council.

TOWN OF SMITHFIELD, VIRGINIA

By: _____
Mayor

(SEAL)

ATTEST:

Clerk to the Town Council

**SCHEDULE I TO
TOWN OF SMITHFIELD, VIRGINIA
TAXABLE GENERAL OBLIGATION BOND
SERIES 2011**

Payment Date	Principal Installment Amount	Interest Installment Amount	Interest Rate
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