

SMITHFIELD TOWN COUNCIL AGENDA

November 5, 2013 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- November 5 - 7:30 p.m. – Town Council Meeting
- November 7 - 2:00 p.m. – Windsor Castle Park Foundation Board – Town Hall
- November 11 - Town Offices will be closed in Observance of Veterans Day
- November 12 - 4:00 p.m. – Pinewood Heights Management Team Meeting
- November 12 - 7:30 p.m. – Smithfield Planning Commission Meeting
- November 19 - 7:30 p.m. – Board of Historic and Architectural Review
- November 18 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
- Police Committee
 - Water and Sewer Committee
 - Finance Committee
- November 19 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
- Parks and Recreation Committee
 - Public Works Committee
 - Public Buildings and Welfare Committee
- November 28th & 29th - Town Offices will be closed for the Thanksgiving Holiday

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

C. Public Comments:

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

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District
- B. Western Tidewater Free Clinic Presentation by Stephe Broadwater

D. Council Comments

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

E. Summary of Consent Agenda items

- a. Finance Committee Chair, Randy Pack
- b. Parks and Recreation Committee Chair, Ms. Connie Chapman

CONSENT AGENDA ITEMS

C1. Invoices Over \$10,000 Requiring Council's Consideration:

Finance Committee Chair, Randy Pack

a. Draper Aden Associates	\$ 11,742.75	
b. Virginia Resources Authority (VRA)	\$ 12,140.58	
c. Lewis Construction of Virginia (REVISED INVOICE)	\$ 20,745.50	TAB # 1
d. REW Corporation	\$ 43,582.00	

C2. Motion to Authorize Encampment at Windsor Castle Park for the Civil War Sesquicentennial January 31st and February 1st, 2014

Parks and Recreation Committee Chair, Connie Chapman

C3. Motion to Accept Captain John Smith Trail Information Kiosk From the National Park Service for Windsor Castle Park

Parks and Recreation Committee Chair, Connie Chapman

ACTION SECTION

1. Ordinance to Amend Loitering Ordinance as it Pertains to Camping on Public Property

Parks and Recreation Committee Chair, Connie Chapman

TAB # 2

2. Motion to Extend the Windsor Castle Park Request for Proposals Negotiation Period for Three (3) Additional Months

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

3. Motion to Approve the Minutes for the Town Council Meeting of October 1st, 2013

Town Attorney, William H. Riddick, III

4. New Business:

5. Old Business:

6. Closed Session:

7. Adjournment

November 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – OCTOBER 2013

TOWN MANAGER'S OFFICE:

- a. Attended VML insurance Programs fall risk management workshop in Williamsburg, and participated in special VMLIP board meeting and quarterly investment committee meeting via conference call.
- b. Attended: Smithfield 2020 meeting, Parade of Homes preview, Eco Counter and Channel 6 software training online, VML annual conference in Arlington County, Leadership IOW Program graduation, Riverview Campus strategic planning session, Hampton Roads Mayors and Chairs meeting in Portsmouth with Mayor Williams, Chamber Isle Fest, etc.
- c. Coordinated another successful employee in service training day held at the Smithfield Center.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, BHAR and BZA
- b. Attended Windsor Castle Park Foundation Board meeting, October 3rd.
- c. Attended Employee Training day, October 10th at the Smithfield Center
- d. Prepared October Town Council Committee Agenda and November Town Council Agenda
- e. Prepared Fall Newsletter and sent to printers
- f. Attended Town Council Committee meetings on October 28th and 29th and prepared summary reports of the committees.

TREASURER'S OFFICE:

- a. Attended employee training day on October 10, 2013 at the Smithfield Center.
- b. Converted personal property file and sent to the printers. Bills should go out the first week of November.
- c. Met with Tracy James and representatives of Old Point Bank on October 24 to discuss changes to their payroll product.

- d. Prepared bank reconciliations, financial statements, and special reports for finance committee meeting on October 28.
- e. Met with Peter Stephenson, Tracy James, Old Point representatives and Southern Payroll representatives on October 31 to confirm payroll software capabilities.
- f. Filed annual unclaimed property report on October 31.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
 - a. Continued work on manhole inspections and air release valves - both 51% complete.
 - b. Cleaned out sewer line in Church Manor Apartments to prevent sewer main blockage.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Performed the following scheduled maintenance at all pump station
 - Cleaning of wet -wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair
 - Generator checks / Godwin pump checks
 - Control Panel / Flow monitor checks
 - Fence and Grounds
 - Inspected Structure
 - Inspect and clean pumps
 - Level system check
 - Test limit switches
 - Bar screen cleaning
 - Rain gauge checks.
 - c. REW installed new control panels at Watson and Cypress pump stations.
 - d. Watson pump station - replaced pull out flange and check valve on pump #1.
 - e. Cleaned out pump #2 at Plaza pump station.
 - f. Pinewood pump station replaced volute cutters, stationary cutters, cap screws and O rings.

3. Water Line Repairs and Maintenance

- a. Repaired water leaks at the following addresses :
 - A. 120 Cockes Ln
 - B. 221 Washington St.
 - C. 29-31 Riverside Dr.
 - D. 304 Wainwright Dr.
 - E. 271 S. Church St.

4. Well Repairs and Maintenance

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

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Operators replaced internal pump in fluoride analyzer.
- c. The RO plant welcomed new waterworks operator Dale Wall.
- d. Operators replaced RO cartridge filters.
- e. Operators took samples of concentrate water for HRSD nitrification study.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended annual Employee Training Day.

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails twice per week or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. Worked Aiken Fest and Isle Fest.

8. Miscellaneous

- a. Grounds crew- trash pick up to keep the Town clean: Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St./258 and Waterworks Rd and other areas.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Cleaned storm drains at Great Springs Rd ,Smithfield Blvd. and Wilson Rd.
- d. Worked Town and Country Days and Downtown Trick or Treat.

PLANNING AND ZONING:

- 1. Planning Commission – 10/08/13
 - A. No Meeting Held
- 2. Rezoning Applications under review
 - B. None
- 3. Special Use Permit Applications under review
 - C. None
- 4. Subdivision and Site Plans under review
 - D. Dollar General, W. Main St. (Smithfield Lumber Co. property)
- 5. Subdivision and Commercial Sites Under Construction and Inspection
 - A. Church Square, Phase I (95% complete)
 - B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
 - C. Lakeview Cove Condos (75% complete)
 - D. True Value (98% complete)
- 6. Board of Zoning Appeals 10/15/13
 - A. Special Yard Exception - 30 Riverside Drive - Michael Szymanski, applicant/property owner – Approved.
- 7. Board of Historic & Architectural Review 10/15/13
 - A. Proposed Signage Plan – 315 Main Street – Contributing – Nansi Strickland, When Pigs Fly, applicants – Approved.

ENGINEERING:

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

- C. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. Condominiums are under construction at this time.

- C. Blair Bro.'s Contr. repaired outfall ditch on Greenbrier Lane and installed rip-rap stone in ditch. Contractor reestablished shoulder area on Edgewood Drive installing approx. 3 tons of material, topsoiling and seeding same. Contractor installed concrete invert in existing drop inlet on Battery Park Rd. near Kendall Haven. In the Jersey Park subdivision, replaced approx. 14 feet of damaged sidewalk, also repaired adjacent drop inlet at leaking joint areas internally. Contractor also replaced a damaged section, 5 foot, of sidewalk near the intersection of S. Church St. and Heptinstall Avenue.

November 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, OCTOBER 28th, 2013

The Police Committee met Monday, October 28th, 2013 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; Mr. Andrew Gregory, Vice Mayor; and Ms. Connie Chapman. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Steve Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Chief; Lieutenant Matt Rogers; Officer Edmond Cook; Ms. Amy Musick, Smithfield Center Director; Mr. Wayne Griffin, Town Engineer; Mr. Jack Reed, Waterworks Operator; Mr. Dale Wall, Waterworks Operator; and Ms. Comarth Saunders, Financial Analyst. Also in attendance were three citizens. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Recognition of Smithfield's Top Cop – Chief Bowman reported that every year the Hampton Roads Regional Crime Line asks police departments to nominate a Top Cop from their locality. Deputy Chief Howell was nominated by the Crime Line last year because he had not been in the position as Chief long enough to nominate an individual. Deputy Chief Howell was awarded last year's Top Cop Award. Chief Bowman stated this year he decided to do things a little bit different. He explained that he thinks it is important that you engage your peers and fellow officers in the process. So this year he asked his officers to nominate who they believe should be the Top Cop for the Town of Smithfield. Lt. Rogers, Deputy Chief Howell and I endorsed the nominee. Chief Bowman stated that he is pleased to present Officer Edmond Cook as Smithfield's Top Cop nominee for this year. Officer Cook has been with the department over five years. He has been a military officer for over eleven years. Prior to coming to Smithfield Officer

Cook was with the Hampton Police Department. Officer Cook works primarily day shift. He patrols around a lot of the local businesses. He also works a lot with the home work station at Jersey Park apartments. He is very dedicated to school and highway safety. He is very aggressive in school zone enforcement.

2. Operational Updates – Chief Bowman reported that they have a number of investigations going on. They are all individual in nature and the public as a whole has nothing to worry about. They are still trying to solve the Council Sales and Services burglary. The department has not had a whole lot of success but they did have some trace evidence that they are hoping the lab will be able to help with. Chief Bowman stated that they have Halloween coming up and they will be participating in the safe trick or treating on Main Street. Most all of the officers will be in the neighborhoods insuring children's safety during Halloween night as far as trick or treating is concerned. Chief Bowman also stated that the Smithfield High School's homecoming parade went very well. Deputy Chief Howell just got back from the International Association Chiefs of Police conference in Philadelphia. He picked up a lot of good information/technology updates. The police department has been busy. Mrs. Tynes stated that she heard about a concern with the timing of the homecoming parade and a bus stop. Chief Bowman stated that they heard the same concerns and will be working with the parade committee next year to delay the parade by thirty minutes to resolve this issue.

3. Request to Launch Hot Air Balloon from Main Street - Mr. Pack stated that he had received a phone call today from Mr. Mark Nelson who is the hot air balloon operator. Next week they are going to be in town shooting a movie for the Virginia Historical Society on November 4th, 5th and 6th. He would like permission to launch a small one man hot air balloon at sunrise on Main Street. He is going to inflate it in Joyner field and then move it to Main Street to launch. The shot for the movie will be looking towards the water. Mr. Nelson was not able to be present to request however Mr. Pack stated that he would bring it up to committee for discussion. Chief Bowman stated that he had a few concerns. He asked if Mr. Pack knew if the balloon would be tethered. Mr. Pack did not know. Chief Bowman also stated that he was concerned about FAA regulations in launching the balloon in such a confined space. Without going out and looking at the site where Mr. Nelson plans to launch from he could not make a recommendation. Chief Bowman asked again of when the launch was being planned for. Mr. Pack stated that he wants to do it next Tuesday, November 5th with a rain delay of Wednesday, November 6th. Chief Bowman suggested that town staff, Mr. Nelson and himself should get together to discuss FAA requirements and regulation concerns. Mrs. Tynes expressed her concerns over it being launched on a week day morning rather than a weekend when there is less traffic on the roadway. The Town Attorney arrived at the meeting and Mayor Williams asked for Mr. Pack to explain Mr. Nelson's request to launch a hot air balloon from Main Street. The Town Attorney stated that the town has a license agreement with Mr. Nelson. Mr. Nelson also has insurance. The Town Attorney stated that this is not a typical launch and is a onetime thing to shoot a movie to possibly benefit the town in some fashion. The Town Attorney stated that as long as everyone knows what is going on it will not be a problem. Mr. Pack stated that Chief Bowman had expressed some FAA concerns. The Town Attorney stated that Mr. Nelson has all of this

covered. Mr. Nelson is very knowledgeable of what he needs and the regulations he needs to follow. The Town Attorney stated that the fact that he has insurance and he has told the town about the event ahead of time everything should be fine. The town has given him permission to launch balloons out of the V.W. Joyner Field, Clontz Park, and Windsor Castle Park. Mrs. Tynes asked if a temporary street closure was needed for approximately thirty minutes. The Town Attorney stated that he did not think it was going to take that long. Mr. Pack stated that if this is going to be done Tuesday morning they do not have time to take it to Town Council for approval. Committee agreed that this could be coordinated administratively through the Town Manager and the Chief of Police.

4. Light Study Request for the area of Paul D. Camp Community College/ Riverview Playground – Chief Bowman explained that this request came to the Police Department by Mr. Frank Wells and his family that are present today. Mr. Wells has family that attends Paul D. Camp Community College at night time. Mr. Wells expressed concern of the lighting in the area of the gravel parking lot beside the VFW building. Lt. Rogers conducted the light study and the results were included in the committee packet. Lt. Rogers stated that as you can see from the diagram Washington Street and James Street have sufficient street lighting. The issue is the parking lot beside the VFW building. The two large trees at the corner of James and Washington do cut down on some of the ambient light that would show on the parking lot from that street light. He stated that he would not make a recommendation to cutting down those trees because they are very large beautiful trees. Lt. Rogers continued to explain that the three trees in front of the VFW building are very tall and removing them would allow ambient lighting from the streetlight that is approximately 75 feet away. Lt. Rogers stated that he would recommend putting more pole lighting in the parking lot. Mrs. Tynes asked if the existing pole in the parking lot has a single lamp or does it have two arms with lamps on it. Lt. Rogers stated that the existing pole has two arms for lighting but they are not working at this time. Ms. Tynes if the town got that light fixed if that would be sufficient lighting in the parking lot. Lt. Rogers stated that he would also recommend one more pole be installed in the parking lot closer to Washington Street. Lt. Rogers also recommended additional flood lights be installed on the exterior of the VFW building. Dr. Cook asked if the additional flood lights are added to the VFW building and the pole lights were fixed and installed in the parking lot if those three trees in front of the VFW building could stay. Lt. Rogers agreed that with the additional lighting in the parking lot the trees could remain in front of the VFW building. Mayor Williams suggested putting additional dusk to dawn lights on the VFW building and repairing the existing pole light that is currently in the parking lot now. Once this has been done a secondary lighting study can be conducted to see if an additional pole is still necessary in the parking. Mr. Wells stated that he was very concerned about the lighting. He has a wife and daughter that attend Paul D. Camp Community College twice a week. Most of the time they have to park in the gravel parking lot and they are very nervous when they come out and have to walk to their vehicles in the dark. Mrs. Tynes thanked Mr. Wells for coming with his concerns and town staff will address these concerns. Ms. Wells stated that she would like to personally thank Chief Bowman for his assistance in this matter.

The meeting adjourned at 4:23 p.m.

November 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, OCTOBER 28TH, 2013

The Water & Sewer Committee held a meeting on Monday, October 28th, 2013 at 4:24 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chair; Mrs. Denise N. Tynes and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Mr. Jack Reed, Reverse Osmosis Plant Manager; Mr. Dale Wall, Waterworks Operator; and Ms. Comarth Saunders, Financial Analyst. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Regionalization Study Update – The Town Manager recognized Mr. Jack Reed and our new Waterworks Operator Mr. Dale Wall. Mr. Wall started working for the town last Monday. He has experience here in Hampton Roads as well as the state of Texas. The Town Manager stated that the packet included a letter that he received from the Hampton Roads Sanitation District (HRSD) earlier this month. He stated that there is no action to be taken at this time he just wanted to keep committee in the loop of where we are on the regionalization study. Also included in the packet were letters from Isle of Wight County and the City of Williamsburg with their areas of concerns. As it was anticipated many localities including us had concerns about donating our assets to HRSD. HRSD in turn are proposing a Plan B where HRSD will shoulder the burden for some of the big ticket items moving forward and everyone keeps their own assets. HRSD is going to meet with the Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) to see how they feel about the Plan B approach. No action has been taken by anyone yet. This item will come back in the next couple of months for Council to decide what the town wants to do by the February deadline.

2. Policy Changes to Utilities - Ms. Minga stated that these changes are just for consideration at this time. She explained that in the past they have discussed how the town has issues with people skipping out on bills, especially on rental properties. She stated that she has checked with some of the surrounding localities such as Isle of Wight, Suffolk, Chesapeake and Windsor. Surprisingly, the City of Suffolk and Chesapeake have policies that are very similar to the Town of Smithfield's. They do not require deposits, they have significant write-offs and their setup fees are very low. The most aggressive out of the group was Isle of Wight County as far as what they require in fees and collection efforts. Ms. Minga stated that one thing that she thinks that the town should add regardless of what the town decides to do with deposits is landlord authorizations. This form will let the town know who is authorized to be in the home. Hopefully this will eliminate these situations where we have people continuing to live there and we put the account in their brother or boyfriends name so that they do not have to pay the bill. Mrs. Tynes asked if the landlord can be held responsible for the bill if the tenants skip out. Ms. Minga stated that it can be done but there is a process for that. Isle of Wight County has service fees of \$35.00 to establish an account. The Town of Smithfield's is \$28.00. Isle of Wight County has a transfer fee of \$30.00; whereas the Town of Smithfield does not have a fee at all if they are current on their bill. Isle of Wight County has a \$120.00 fee to establish service for water and \$90.00 to establish service for sewer. If they are establishing a combined water and sewer account the deposit would be \$210.00 to establish. This deposit is kept for a year and if they account has had no delinquencies in a year then the deposit is applied towards the bill. If the account becomes delinquent then the year starts over from the point of delinquency. If the deposit is applied to the bill and then a delinquency occurs another deposit would be required for another year. Mrs. Tynes asked if we have a major problem with people skipping out on unpaid water and sewer bills. Ms. Minga stated that the problem continues to get bigger. The auditors have mentioned that the town needs to consider an allowance for doubtful accounts. Ms. Minga stated that in the ordinance the town is not allowed to charge a deposit for individuals that are receiving assistance. Ms. Minga asked committee how aggressive they want to be with collection of some of these unpaid bills. The Town Attorney asked about speeding up the cut-off list. Ms. Minga explained that the town bills bimonthly so when you get a second bill you are then on the cut-off list. Residents will call and make arrangement to pay the past due but it still leaves them owing for the current months. These residents are always behind and on the cut-off list. Isle of Wight County has a policy that if you have not paid within ten days of the due date you are delinquent and on the cut-off list. To break this cycle residents that are behind would need to pay two billing at once to get caught up. Mayor Williams asked if we could hold the owners of the dwellings responsible for unpaid bills. Ms. Minga stated that the town can but there is a process. The Town Attorney stated that you can make the landlord responsible but because the notice requirement is so long by the time they could do anything about it would be three or four billing cycles. He stated that he thinks that the town is better off getting the deposit and be aggressive on the cut-off list. Ms. Minga

stated that she does not know if the town can manage a ten day cut-off with HRSD. The Town Attorney stated that all new accounts going forward would be required to pay a deposit and any accounts that become delinquent could be required to make a deposit as well. Ms. Minga mentioned that instead of taking the deposit amount that the county uses she would like to calculate a deposit based on the town's average billing of 10,000 gallons. She stated that the town needs to be able to support the deposit fee. Ms. Minga stated that she needs to calculate including the HRSD fees because when the town collects HRSD will take their portion. Ms. Minga stated that in two billing cycles some residents have built up huge bills. Sometimes these large bills are due to leaks. That is one of the issues that we do run into with some of the landlords. They do not want to fix the leak. The Town Attorney asked if the town notifies the landlords when we identify a leak that is on the resident's side. Ms. Minga stated that staff looks at anything that is abnormally high or low in a billing cycle. If they are abnormally high Public Works staff is sent back out to check the meter and determine if there may be a leak. If a leak is determined a leak notification is put on the door letting them know that there is a leak. If it is a bad leak we will cut the water off until the resident notifies us. It is the resident's responsibility to notify the landlord. The Town Attorney suggested that if the landlords are notified of leak and they do not fix then the town could hold them responsible for the bill. Vice Mayor Gregory stated that he has heard three things that we need to give Ms. Minga guidance on. There is a consensus from committee that a deposit makes sense in the two hundred dollar range. The second item is that the town wants faster cut-offs with what is doable with our relationship with HRSD. The third item is something that gives the town some teeth for landlord if they refuse to repair leaks. Mr. Pack stated that he does not want to see landlords held responsible for water bills on people that are just refusing to pay; however if renters have huge water bills because the landlord refuses to fix a water leak then the landlord shall be held responsible. Mr. Smith asked what happens when you cut the water off and they continue to live in the house. Ms. Minga stated that they contact Mr. Art Berkley of Isle of Wight County Inspections. If the problem is not resolved they get an eviction notice because it becomes a health issue. Committee directed Ms. Minga to work with Mr. Riddick and staff and come back with specific changes to be reviewed by Town Council next month.

The meeting adjourned at 4:58 p.m.

November 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, OCTOBER 28TH, 2013

The Finance Committee held a meeting on Monday, October 28th, 2013 at 4:59 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman, Ms. Denise Tynes and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; Mr. Wayne Griffin, Town Engineer; and Ms. Comarth Saunders, Financial Analyst; The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

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

a. Draper Aden Associates \$ 11,742.75

This invoice is for Livengood's contractor trailer site plan review and sanitary sewer consent order related items. Committee recommended approval of invoice.

b. Virginia Resources Authority \$ 12,140.58

Ms. Minga stated that this invoice is completely reimbursable from Smithfield Foods. She mentioned that there are only a couple more years on this loan. It is paid semiannually and the balance is approximately \$56,000. Committee recommended approval of invoice.

c. Lewis Construction of Virginia \$ 20,745.50

This invoice is for approved storm pipe repairs at 204 Nottingham Place in Waterford Oaks. The original proposal amount that Town Council approved was \$19,395.50. Lewis Construction is requesting an additional \$2,700 for additional time and labor that was incurred due to utility conflicts that was not anticipated in the original proposal. The

Town Engineer was out there on site on a daily basis. A lot of the digging had to be done by hand due to the utilities in that area. Staff was very pleased with the end results. Mr. Hopkins stated that the total invoice amount of 22,095.50 is still approximately \$3,000 under the town's next lowest proposal. Mr. Pack stated his concerns of having a contract approved as an amount not to exceed and then they come back and ask for more money. Mr. Smith stated that looking at the pictures that were provided he does not feel that it is unreasonable for them to ask for compensation for their extra time and labor. Mr. Hopkins explained that Miss Utility can be called to mark lines prior to construction but not for getting proposals. The consensus from committee was that Lewis Construction does good work for the Town of Smithfield and sometime unforeseen things do come up when doing a job. Committee recommended approval of invoice with additional cost for additional time and labor. Staff will also ask if Lewis Construction to consider lowering this added amount. Since committee Mr. Hopkins has spoken with Lewis Construction and they have agreed to reduce the additional money requested for time and labor by fifty percent and is now asking that the town consider an invoice in an amount of \$20,745.50.

d. REW Corporation \$ 43,582.00

This invoice is for labor and materials for the Cypress Creek and Watson pump station control panel upgrades. Ms. Minga stated that this was a budgeted item for last fiscal year. It was rolled over in this fiscal year because it was not completed at the end of last fiscal year. Discussion was held on where the Cypress Creek pump station is located. It is not located in Cypress Creek. It is located across the Smithfield Station lighthouse. The pump station in Cypress Creek subdivision is known as the Golf Course pump station. Committee recommends approval of invoice.

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

1. September Financials and Graphs – The Town Manager stated that he wanted to recognize Comarth Saunders as she will be leaving town employment as of October 31st. Ms. Saunders has accepted a position at Norfolk State University. Committee wished her well and thanked her for her time here at the town. Ms. Minga stated that she went through the financials and did not have many comments to make on them. She explained that Real Estate bills have been sent out however very little has come in. Sometimes you think you are getting a jump on things by sending bills out early so that we can start collecting revenue but people are waiting until the due date. Ms. Minga also mentioned that when looking at how much water and sewer has been billed we are at twenty-nine percent. The graphs pro-rate the budget differently because of the seasonal cycles. The town is still less than where we want to be consumption wise. Ms. Minga stated that we are still really early in the fiscal year and most things that have been paid up front are for dues, subscriptions, and insurance.

2. September Cash Balances Ms. Minga stated that the Sewer Fund looks really low at this time. The reason it is so low is because we had our semiannual debt service

payment. It is the large debt service payment that the town makes for the water treatment plant. This fund will recover some as it goes through the year. - Water = \$188,025.91; Water Debt Service = \$1,177,560.19; Water Capital Escrow Availability Fees = \$289,349.44; Water Treatment Plant Escrow = \$111,234.10; Water Development Escrow = \$76,808.00; **Subtotal Water = \$1,842,977.64.** Sewer = \$(194,299.83); Sewer Development Escrow = \$329,352.99; Sewer Capital Escrow Availability Fees = \$824,528.76; Sewer Compliance = \$304,474.74; **Subtotal Sewer = \$1,264,056.66.** **Highway = \$204,809.80.** General Fund = \$2,530,508.33; Payroll = \$60,498.78; Money Market General Fund Town Bank = \$2,177.69; Business Super NOW-General Fund = \$33,033.78; Money Market General Fund Farmers Bank = \$288,277.44; General Fund Capital Escrow = \$213,822.00; Certificate of Deposit = \$525,708.91; Certificate of Deposit Police Dept = \$36,560.48; Special Project Account (Pinewood) = \$118,183.05; Pinewood Heights Escrow = \$25,171.66; SNAP Program = \$514.75; **Subtotal General Fund = \$3,834,426.87.** Beautification = \$7,826.83; Money Market Beautification = \$47,677.53; **Subtotal Beautification = \$55,504.36; TOTAL ALL FUNDS = \$7,201,775.33.**

3. Discussion on Minimum Tax Threshold for Bills - Ms. Minga stated that this is not something that we need to make a code change to. It is just a Treasurer's Office policy. Isle of Wight County's minimum threshold is ten dollars; however their tax rate is a lot higher than the town's. The town has a lot of small balance accounts. Ms. Minga stated that her handout was based on 2012 tax bills. Ms. Minga explained revenues lost by abating the bills less than \$1.00 would be \$676.19 but when you subtract the postage/processing savings and the clerks processing/posting time per item the town would save \$313.89. Ms. Minga also explained what the revenues lost would be by abating bills under \$5.00 and \$10.00. In the end waiving bills under \$5.00 would be a net loss to the town of approximately \$3,000.00 and waiving bills under \$10.00 would be a net loss to the town of approximately \$9,000.00. Dr. Cook asked if the town has to write these amounts off or can it be carried over to the next billing. The Town Treasurer stated that it cannot be carried over so it must be written off. Ms. Minga explained that if you have an item on a bill under \$1.00 with four other items on an account with a value over a dollar then that single item under the dollar threshold would be included on the entire bill. Ms. Chapman asked if the town has the capability of letting people go online to make payments. Ms. Minga replied that they could however there is a convenience fee. Ms. Chapman also asked about online billing. Ms. Minga stated that she can see lots of issue with that if someone's e-mail changes and the town is not notified. Ms. Minga explained with the town considering changing software systems in the near future now would not be the time to address this option. Committee agreed to \$1.00 as the minimum threshold for tax bills. This item is an office procedure and does not require action by Town Council.

4. Update on Outstanding Loan Balance for Old Sewer Treatment Plant - Ms. Minga stated that this particular loan for the obsolete sewer treatment plant was one of the town's more complicated loans to get out of. The annual debt service payments are

between \$130,000 and \$140,000. The maturity date is November 1st, 2022. The town has nine years remaining on the loan. The current principal balance on the loan is \$975,000. Ms. Minga stated that according to this loan the locality may not defeas, redeem, prepay or refund the local bond without the written consent of the Virginia Resource Authority (VRA) for approval. Any of the above that are approved by VRA shall occur in such a manner, amount and shall be subject to such conditions as VRA shall determine. Ms. Minga went over some of the conditions. Ms. Minga stated that if the town refinanced the loan with VRA it would be an estimated net present value savings of approximately \$51,000. The negative arbitrage on the loan the previous time they looked at refinancing was around \$20,000. Negative arbitrage is where the interest rate that you borrowed on is higher than the interest rate on the money you have invested to pay the debt. The town would also have to pay bond counsel and that could be around \$15,000.00. Ms. Minga stated that the bottom line is she is not sure that with nine years left it would be worth refinancing. With the balance of \$975,000 it would probably not be financed for anything less than ten years. Five year loan would be tight because the sewer fund is not over flowing with money. VRA will continue to monitor the loan and let us know if the market changes and there is more net present value savings and the negative arbitrage continues to go down as we get closer to the call date. Committee agreed that the town needs to let it be at this time.

The meeting adjourned at 5:32 p.m.

November 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, NOVEMBER 1ST, 2013

The Parks and Recreation Committee held a meeting on Tuesday, October 29th, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mrs. Denise Tynes, and Mr. Randy Pack. Other Council members present were: Mr. Andrew C. Gregory, Vice Mayor; Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Musick, Smithfield Center Director; Mr. Wayne A. Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Ms. Jennifer Williams England, Historic Resources Manager for Isle of Wight County Museum. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee member, Randy Pack called the meeting to order.

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

1. Presentation on the Battle of Smithfield and Civil War Sesquicentennial by Jennifer Williams England, Historic Resources Manager for Isle of Wight County - Ms. England was present to give an update on the upcoming Sesquicentennial and the Battle of Smithfield. In 2006 the State formed a Sesquicentennial Committee to talk about the 150th anniversary of the Civil War. Virginia is the largest state with the most history. Shortly after the Sesquicentennial Committee was formed they asked that each locality to form their own individual committees. Isle of Wight County did form a committee and she is the Chair of this committee. Ms. England stated that the event that they chose to focus on for the commemoration of the civil war is the Battle of Smithfield. This event is coming up January 31st and February 1st, 2014. On Friday, January 31st they would like to do an event just for students. A package has been put together for students to bring to the museum. Some of the activities include an exhibit from the Virginia Historical Society about the Civil War, we will do some walking tours, provide a lot of information on the Battle of Smithfield itself and an overall view of what was going on during the Civil War to meet SOL standards. The History Mobile will be brought in. It is a 53 foot

long tractor trailer that meets all the SOL standards throughout Virginia. It gives kids and adults a view of the Civil War. Some re-enactors will be coming from Petersburg National Park and they are requesting to do an encampment at Windsor Castle Park. Approximately 180 students have registered at this time to come on that Friday. This number will increase as we get closed to the event. On Saturday the event will be open to the public. The History Mobile representatives will be coming to town tomorrow to discuss where they are going to locate this 53 foot tractor trailer. Ideally it would be best if they could park it in the parking lot beside the Isle of Wight County Museum. She does not know what their requirements are on how level the unit must be. It could potentially be placed on Main Street in front of the museum. Ms. England wanted know if there were any special requirements for the Civil War re-enactors to camp out at Windsor Castle Park. Isle of Wight County did update its black powder policy and the town normally follows the counties black powder policy. Ms. England asked if committee had any questions or concerns. Dr. Cook asked how wide the tractor trailer was and would it fit in front of the museum on Main Street and still allow traffic to pass. The Town Manager stated that they would find out this information when they meet tomorrow with representatives of the History Mobile. Ms. Musick stated that if it is determined that a street closure is needed this item would come back to the Police Committee. Committee stated that if unit could not be placed in the parking lot then maybe it could be placed on Mason Street rather than Main Street. The Town Attorney stated that in regards to the encampment at Windsor Castle Park he could amend the ordinance to allow by permission of the Town Council. The Town Attorney stated that Town Council will need to consider what they are going to require if they are allowed to do an encampment as far as sanitation is concerned. Ms. England stated that last time they had re-enactors they were Revolutionary War and they used they used the port-a-potties that were there. They try to stay in character as much as possible but not that much. Ms. England stated that they will fire cannons and weapons safely and there will be no actual battle. Mrs. Tynes asked how large the encampment group was. Ms. England stated that there are approximately twenty re-enactors for the encampment. Discussion was held on where the encampment would be in the park. It was determined that it would be in the wooded area behind the port-a-potties. Mayor Williams asked that the re-enactors not block the trails in anyway. Ms. Chapman asked how long would they be encamped there? Ms. England stated that they would be there Friday night and Saturday and would pack up Sunday morning. Mayor Williams stated that they would need to check with Isle of Wight County in regards to having a campfire. At this time there is a fire ban. Ms. England stated that a fire would be for cooking purposes only. Ms. Chapman asked if any Police presence was needed at this event. Ms. England stated that she knows the History Mobile does require security so that may require a police drive by from time to time. Ms. England stated that they plan to have a VIP party Friday night on January 31st and hopes everyone will be able to attend. This item will be placed on the agenda for an amendment to the Loitering Ordinance and it will also be placed on the consent agenda for approval of event. Since committee staff has met with the History Mobile representatives to determine where the History Mobile will be setup. It was

decided that it would be able to setup in the parking lot beside the Isle of Wight Museum so therefore there is no request for a street closure.

2. Captain John Smith Trail Information Kiosk - The Town Manager stated that included in the committee packet were pictures of the three sided/panel kiosk. He explained that one of the panels will be a local information panel in regards to Windsor Castle Park. He continued to explain that this process started approximately three years ago with the National Park Service when they kicked off their Captain John Smith Trail initiative. It was discussed by the Windsor Castle Park Foundation Board back in March and April 2012. He continued to explain that the Captain John Smith Chesapeake National Historic Trail along the Chesapeake Bay and its tributaries in Virginia, Maryland, Pennsylvania, Delaware and DC traces the 1607 and 1609 exploratory voyages of Captain John Smith. This is a multi-state project working with localities to put up kiosks for educational purposes. The kiosk would need to be placed near the water so staff has picked a site near the canoe/kayak launch for the kiosk to be installed. The local information panel is under design and once all art work has been approved by their folks the town will get to review. In the process of preparing to install the kiosk it was realized that the new Parks and Recreation Committee was probably not aware of it and the recent discussion about signage at the park prompted staff to bring this before the committee for approval before installing. The Town Manager stated that the basic commitment is five years. They town would be required to maintain it for five years but after five years the town can choose to take down the signage with sixty days' notice to the National Park Service. The Town Manager stated that the actual sign even though it is a National Park Service Initiative the fabrication of the sign was donated by Smithfield Foods. There was no expense to the town for this initiative; however the town is responsible for maintaining if for the five year commitment. Dr. Cook asked if there was any historical evidence that Captain John Smith came up the Pagan River. Ms. Winslow stated that according to the National Park Service the answer would be yes. Committee recommended approval of Captain John Smith Kiosk.

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

1. Parks and Recreation Committee Report – Ms. Musick reported that the town has had a busy month since last month's Parks and Recreation Committee. The town has had a lot of open to the public events. The Parade of Homes in Cypress Creek finished up October 20th. There were two walks out at Windsor Castle Park. On October 5th the Genieve Shelter 5K walk and October 6th the Walk to Stop Diabetes. The Aiken Fest took place on October 5th and Town and Country Days was October 12th. Several events took place during Town and Country Days despite the bad weather such the Annual Hog Jog, Ruritan Car Show and Smithfield Recreation Country Que. The Zombie Walk in support of Polio was on October 19th. The Chamber of Commerce Isle of Fest was held on October 23rd at its new location at Windsor Castle Park. The Smithfield Homecoming

parade was last Friday, October 25th. Ham-o-ween is coming up this Thursday, October 31st. Ms. Musick mentioned some of the highlights from the Windsor Castle Foundation Board that took place on Thursday, October 3rd. Historic Smithfield has decided to allow the Foundation Board to accept credit card payments for their campaign. This is a huge step and will be a big part of their campaign drive. The Comprehensive Plan by the Natural Playground Company has come back but it needs a few more revisions. The cost estimate should be received soon. After the revised Comprehensive Plan is received it will still need to be prepared and packaged for the campaign. Lois Tokarz from tourism has developed some campaign ideas and is willing to assist with the marketing material for this campaign drive. Ms. Musick reported that kayak rentals started out strong but finished a little soft. Overall the program netted money and was very successful. She explained that next year they plan to start the season on May 1st and end the season on September 30th. The extended season this year did not make any money. The most popular rental day overall was Saturday and the most popular rental times were 10:00 a.m. and 3 p.m. The plan for next year is to adjust the hours and not open as early or stay open as late. The kayaks have been stored at the Public Works facility and the life jackets are being washed so they can be stored as well. Ms. Chapman asked if staff sees any need for any of the equipment to be replaced at this time. Ms. Musick stated that all the items are in good condition; however she would like to add a couple of kayaks to the town's inventory for next year. Ms. Chapman stated that now is a great time to be looking at getting a new kayak because it is at the end of the season. Ms. Musick stated that she would start looking. Mrs. Tynes mentioned that she may be able to find online people that are looking to give away their kayaks because they no longer want them. Ms. Chapman mentioned that she used the paddles from the town's inventory and the town may want to consider purchasing lighter weight paddles. Most of the users are beginners and it would make paddling easier. Ms. Chapman thanked Ms. Musick for a great job getting this community service up and running this summer. Ms. Musick mentioned that she appreciates all of town staffs efforts in assisting with all the special events, especially Public Works and the Police Department.

Ms. Chapman mentioned that she had received a phone call from Ms. Hughes. Her son was the Boy Scout that constructed the agility equipment in the small dog park for his Eagle Scout Project. She stated that one of the pieces of equipment has been damaged or vandalized. She asked if staff could block it off so no one gets hurt on it. Ms. Chapman stated that it might bring up the discussion if signage is needed letting people know these items are designed for dogs only. Ms. Hughes stated that she would discuss with her husband to see what needs to be done to fix the agility equipment. Mr. Pack stated that this is a perfect example of why we need to better job at planning what goes into the park. At this time we have an Eagle Scout that could just walk away from it with no responsibility to repair it. Ms. Chapman stated that the Foundation Board at the same time they approved this Eagle Scout Project for the small dog park they approved agility equipment to be installed, in the future, in the larger dog park. She does not know when that work was planned but we may need to pull back and talk to the Eagle Scout again and request to see plans before anything else is installed. Mr. Pack suggested that

the committee needs to develop some guidelines to be used in the future when planning what will be allowed in the park and how it will be maintained. Ms. Musick stated that Mr. Hopkins and she met with the Butterfly Garden troop leader and let her know what would be necessary and what the town could provide. She was asked to submit everything that she could in as much detail as she could and staff would use this information to start developing a park project application process. At this time nothing has been received.

Ms. Chapman also mentioned that she had met with Mr. Hopkins and Mr. Gentry on Monday to discuss the signage for the 911 system. They are working with Mr. Chase of Isle of Wight Emergency Management. Ms. Chapman asked that they take their time so that we have proper signage when completed. Ms. Chapman asked that Mr. Hopkins elaborate a little bit on the system that they are working on developing. A presentation will come back to committee next month. Mr. Hopkins stated that it would be more like stations not necessarily distances. The most important thing when you need help is knowing where you are in the park. The stations will vary how far apart they are along the trail depending on where you are along the trail. If you are in the wooded area stations maybe a little closer than other areas that are long and straight. Stations will be placed at intersections along the trail and the fishing pier. Ms. Chapman stated that they are also considering the look of the sign so that it blends well with the signs that the town currently has in the park. She stated that the biggest concern is having a system in place for 911 emergencies. Mr. Hopkins stated that staff is also looking at how to get access to an individual in need once their location has been identified by the stations.

Mr. Hopkins reported that dangerous/dead trees have been marked and are being removed or cut back along the trails. This work should be completed by the beginning of next week. Mrs. Tynes asked if new trees will be planted. Mr. Hopkins stated that they would not plant new trees. Ms. Chapman stated that these trees are ones that have overgrown into the paths. Mr. Hopkins stated that the trees the town planted out in the fields that have died will be replaced. The overgrown overlooks have also been addressed.

2. Additional item Discussed: Feces on the Trails in Windsor Castle Park – Mr. Pack mentioned that a citizen had contacted him in regards to larger amounts of dog droppings directly on the trails in Windsor Castle Park. Mayor Williams stated that this is true. Mr. Pack asked if the town supplies doggie bags along the trails. Mayor Williams replied that the town does provide doggie bags for disposal of feces. There are approximately six doggie stations along the trails and trash cans are located next to the stations. Staff has done all they can in providing dog owners with the proper supplies to clean up behind their dogs.

The meeting adjourned at 4:37 p.m.

November 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, OCTOBER 29TH, 2013

The Public Works Committee held a meeting on Tuesday, October 29th, 2013 at 4:37 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Mrs. Denise N. Tynes, and Dr. Milton Cook. Other Council members present were: Mr. Andrew C. Gregory, Vice Mayor; Ms. Connie Chapman, Mr. Randy Pack and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne A. Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Operational Update – Mr. Hopkins reported that the fall season is here. Staff has already started vacuuming the streets with a new piece of equipment that was purchased last year. Staff is also busy with trimming trees back, planting grass seeds and fertilizing. A lot of work has been done on Hayden's Lane. Some of the brickwork along Hayden's Lane needed mortar filled in and Mr. Smith was able to assist with that. Staff has already started blowing the trails in Windsor Castle Park once a week and in a few weeks we will be blowing the trails off twice a week. Mr. Griffin was present to give an update on some upcoming streets to be paved. The two streets are Sherwood Lane in Waterford Oaks and Barclay Crescent cul-de-sac off of Smithfield Boulevard. They are scheduled to be paved the second week of November. These streets as well as several others had been approved to be paved at the April 2nd Town Council meeting. There may be a slight increase in the invoice due to increase in fuel and material cost. Mr. Griffin stated that he had held off on these streets because he and the Town Treasurer were finalizing the South Church Street project. He wanted to make sure that his budget had enough to cover whatever the town's obligation was on that project. The Town Manager stated that these two projects will be advertised in the Smithfield Times and the contractor will place door hangers on

the doors of the residents in these areas. The Town Manager mentioned that the Urban Fund balance which is roughly \$1.2 million needs to be designated to another project by the end of December. He stated that he will find out from VDOT if a public hearing would be needed to designate these funds to a particular project. Mrs. Tynes if some of the funds could be used for the installation of streetlights along Battery Park Road near the Villas of Smithfield. Mayor Williams stated that the streetlights in that area would not use enough of the funds to designate to that. The town would be better off designating these funds towards a sidewalk project and add that in as part of the sidewalk work. Mayor Williams stated that he has two complaints about lights shining in people's eyes. The first one is when people turning right off Talbot Drive on to South Church Street the light at Church Square is shining right in your eyes. The second is the lights at Hardee's when you are coming from the bypass. Mr. Hopkins stated that staff will look into both of these complaints. Dr. Cook asked when the town decorates for Christmas. The Town Manager replied that town staff typically puts up Christmas decoration right after the Thanksgiving Holiday. He explained that one of the things he remembers when he first came to Smithfield was that the historic district was really decorated up well during the holiday season. In the past few years he has not seen as much of that in the historic district and would like to get that look and feeling back. Ms. Winslow stated that there used to be a group called the Spirit of Smithfield. They would literally go into these businesses and decorated them up. That group is no longer around. Mr. Hopkins asked that if any Town Council members sees anything out on the street that needs to be addressed do not hesitate to call him. Dr. Cook asked if the large handicap sign in Moonefield was going to be staying. Mr. Hopkins replied that it would not be staying. Staff has discussed sign and it will be modified. The main concern with the sign was the size of the sign not what was on the sign. Dr. Cook expressed concern that placing signs up at individual request could be opening ourselves up to more and more request. The Town Manager stated that Children at play signs are requested quite often and it is town's policy to place them at the entrance of a subdivision and not throughout the neighborhood. Signs for safety reasons are handled on a case by case basis.

The meeting adjourned at 4:51 p.m.

November 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, OCTOBER 29TH, 2013.

The Public Buildings and Welfare Committee held a meeting on Tuesday, October 29th, 2013 at 4:51 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Mr. Michael G. Smith, and Ms. Connie Chapman. Other Council members present were: Mr. Andrew C. Gregory, Vice Mayor; Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Mr. Wayne A Griffin, Town Engineer. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Public Comments – Mr. James Thomas asked if the committee was expecting a presentation from Anthony Robinette in regards to potential use of garage. Dr. Cook stated that he was not aware of one. The Town Manager stated that he has been in touch with Mr. Joe Zimmerman regarding the property behind Ringo's Donut Shop. There is nothing on the agenda today on that topic. It is not ready to come before committee at this time.

2. Pinewood Heights Phase II Update – The Town Manager stated that included in the packet was an update of the project from Mr. Michael Dodson of Community Planning Partners. At this time the town has not closed on any more properties. The demolition of 41 and 42 Carver have been completed and the boarding up of 43 Carver has taken place as well. A couple more offers have been accepted and Mr. Dodson is actively looking for their relocation sources. The hope is to have them completed in the next thirty days. The town did get the extension by the State to January 20th, 2014 and

the town is making progress to have multi-year 1 completed by that date. Mayor Williams asked that the Pinewood Heights Management Team invite Mr. Bergdoll from Habitat to Humanity to attend a meeting in the near future. Dr. Cook asked did we have until mid-January to acquire ten properties. The Town Manager stated that the way the contract is written we have to have offers accepted but they do not have to be closed on. Dr. Cook asked if the property that is in bankruptcy can be skipped and another property put in its place to make the ten. The Town Attorney stated that the town does not have much choice. We cannot do anything until the state releases them from the bankruptcy. The Town Manager stated that the state is fully aware of the situation. Mrs. Tynes stated that if she remembers correctly from a previous meeting the town was told that this particular property would not hold us up on meeting our obligations on this portion of the project. Mrs. Tynes asked if the person selected for the Habitat for Humanity has to be a Pinewood Heights resident or can they be from other areas of Isle of Wight County. Mayor Williams replied that it can be from either; however the donor has requested that the money be spent in and around Smithfield with the hope that it could be used as a relocation source for a Pinewood Heights resident. This money is actually out of the donor's hands because the money was given to Habitat for Humanity and they decide where it is used. Dr. Cook stated that on the first page of the update the question asks if the project is on schedule and it is marked yes and no. The Town Manager replied that he would have to ask Mr. Dodson why both are checked.

3. Additional Item Discussed – Hayden's Lane – Ms. Chapman stated that Ms. Burke owner of the Smithfield Gourmet Bakery has asked if she would consult the town to see if we could do the same entrance on Ms. Begland's side of Hayden's Lane with a rod iron fencing and removal/trimming of a tree that has taken over the side of the building. It would make it look more uniformed entering Hayden's Lane from Main Street. Ms. Burke said that she has already spoken to Ms. Begland about it and she was okay with it. Committee expressed some concern and agreed that they need to see what exactly Ms. Burke was asking. This item may come back next month with more details and a formal request to be considered by committee.

4. Closed Session: Disposition of Real Property – A motion was made to go into closed session for disposition of publicly held real property.

In Closed Session @ 5:05 p.m.
Out Closed Session @ 6:01 p.m.

The Town Attorney stated that we need a motion to go back into open session. Ms. Chapman made the motion and Mrs. Tynes seconded the motion. Motion passed to go back into open session. This item regarding the Windsor Castle Park RFP Negotiation period will be listed on council's action agenda.

Meeting Adjourned at 6:02 p.m.

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

Committees and Projects:

10/01 Town Council meeting – Chief Bowman
10/02 Department Head meeting – Chief Bowman, Deputy Chief Howell
10/08 TRIAD meeting – Isle of Wight Courthouse – Chief Bowman, Kurt Beach
10/08 Sexual Assault Response Team (SART) mtg – Isle of Wight Courthouse – Sgt. Meier and Officer Anderson
10/15 – 18 Accreditation – Lynchburg Police Department – Kristi Jenkins
10/15 SCCP subcommittee meeting re: Business Watch – Deputy Chief Howell, Sgt. Meier, Kurt Beach
10/15 Crime Line meeting – Smfd Center – Annette Crocker
10/16 Windsor AARP – Windsor – Kurt Beach
10/18 SCCPT meeting – Officer Seamster, Kurt Beach
10/18 Kiwanis Parade of Homes – Cypress Creek – Chief Bowman
10/19 Isle of Wight Public Schools Education Foundation – Smfd Center – Chief Bowman
10/19 – 23 IACP conference – Philadelphia, PA – Deputy Chief Howell
10/28 Police Committee meeting – Smfd Center – Chief Bowman, Deputy Chief Howell, Lt. Rogers, Officer Cook
10/29 SCCP team subcommittee meeting – Lt. Rogers, Kurt Beach
10/29 Neighborhood Watch meeting – Smithfield Forest – Sgt. Meier, Officer J. Adams
10/30 Hampton Regional Crime Prevention meeting – Kurt Beach
10/30 Department Head – Smfd Center – Chief Bowman, Deputy Chief Howell

Training

10/07 – 11 FBINAA – Richmond, VA – Sgt. Miller (40 hrs.)
10/15 – 18 Gang Conference – Virginia Beach – Officer J. Adams (25.75 hrs)
10/21 – 23 Criminal Drug Interdiction Techniques and Concealment Locations – Portsmouth PD – Sgt. Meier, Officer D. Adams, Officer Anderson (19.5 hrs)
10/28 – 29 Human Performance In Force Encounters – Newport News PD – Officer Powell, Officer Seamster (16 hrs)

In-House Training:

10/10 Employee Training Day – Smfd Center – PD (8 hrs.)
10/22 CPR/AED/First Aid training – Smfd Center – Chief Bowman, Lt. Rogers, Sgt. Araujo, Sgt. Miller, Sgt. Brady, Officer Anderson, Officer Bancroft, Officer Hill, Kurt Beach, Kristi Jenkins (6 hrs.)

10/23 CPR/AED/First Aid training – Smfd Center – L. Valdez, Sgt. Jones, Officer J. Adams, Officer D. Fordham, Officer Phillips, Officer Powell, Officer Seamster, Officer Cook, Lorrie Porter, Amanda Weihe (6 hrs.)

Community Relations

09/30 Statue unveiling at Smithfield Foods – Chief Bowman, Deputy Chief Howell
10/02 Kids Come First – Smfd – Sgt. Miller
10/02 Homework Station – Jersey Park Apts. – Officer Hill
10/03 Install Child seat – PD – Officer Seamster
10/05 Fall Festival – Nansemond River Baptist Church – Officer Johnson
10/05 Peanut Fest Parade – Suffolk, VA – Sgt. Miller
10/22 Pop Warner football – Smfd High School – Sgt. Jones
10/25 Smithfield’s Homecoming Parade – Downtown – Lt. Rogers, Sgt. Brady, Sgt. Jones, Officer Seamster, Officer Hill, Officer Wright

Investigations:

Case#: 2013-00957
Location: 208 Main Street
Offense: Burglary
Disposition: Pending

On 10/03/2013 officers responded to the Smithfield Ice Cream Parlor at 208 Main Street in reference to a possible burglary. Upon arrival Officers met with the stores opening manager, who stated that upon opening the store and preparing for the days business, she noticed the register was ‘short’ from the night before. When she looked to see if the money had been put into the safe overnight by mistake she noticed money had been taken from the safe as well. Officers secured the scene and began collecting evidence of a possible burglary. Upon speaking with the business owner as well as the store managers it became somewhat apparent that the culprit had to have been someone with prior knowledge of the store and its practices of securing money. The estimated amount of money stolen was \$370.00, which had been taken from three different locations, the safe, register and safe bag. Not all of the money located in these three areas was taken only a small amount from each. The evidence indicates this was likely committed by either a current or ex-employee or someone with personal knowledge of the practices within the store. Interviews are currently being conducted of all suspect with polygraph exams to follow. Case pending.

Case#: 2013-00962
Location: Westside Elementary
Offense: Grand Larceny
Disposition: Cleared by Arrest

On 10/01/2013 investigators met with Mr. Fred Eng, Vice Principal, at Westside Elementary in reference to larcenies from the school. Mr. Eng stated he had several reports from teachers that money had been stolen from their classrooms, Mr. Eng also stated that two of the teachers have reported theft of personal property from their classroom as well. The school had set up small plastic bottles in each classroom to collect change (silver) in an effort to raise money for the Relay for Life Foundation. These bottles were mainly kept on the teacher`s desk within the classroom. The teachers started noticing the level of coins in the bottles was dropping, sometime significantly, overnight. A full bottle of change was estimated at \$80.00. Investigators spoke to several of the teachers and they stated sometimes just little of the change would be removed and at other times almost the whole bottle was removed. Two of the teachers stated they were missing other items from their classroom as well. Two sets of speakers and an iPod were reported as stolen as well. An estimated \$100.00 was taken from the change bottles and the speaker sets and iPod were estimated at another \$250.00. Mr. Eng stated that all these thefts appeared to have occurred overnight, or at least when the students and most of the staff have left for the day. He stated they believed it was one of the janitorial staff that committed the larcenies, mainly due to the time the thefts occurred and the access they have. The following night investigators placed two hidden cameras within a couple of classrooms in an effort to catch the suspect committing other larcenies. The video footage when examined the following morning showed an employee of the janitorial company clearly taking money from the bottles used to collect change. The employee was identified and charged with grand larceny. Upon his arrest and interrogation, he confessed to all the thefts from the school and agreed to turn over all property that was taken. This case is cleared by arrest.

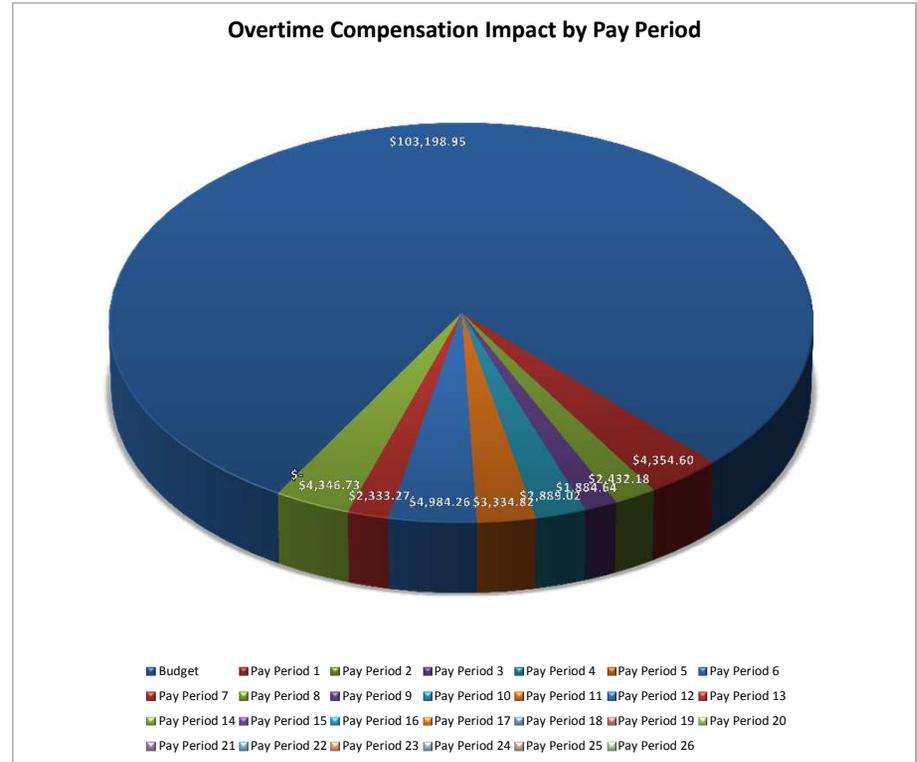
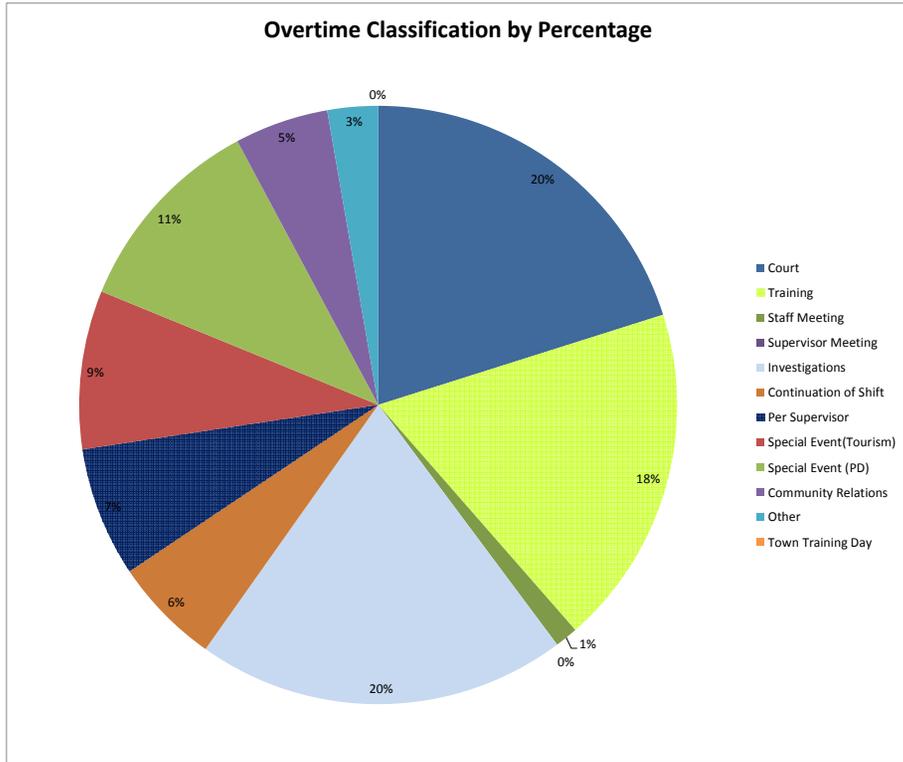
Case#: 2013-00963
Location: 1229 Benn's Church Blvd /Wells Fargo Bank
Offense: Credit Card Fraud, Grand Larceny
Disposition: Cleared by Arrest

On 10/04/2013 investigators met with a Ms. Nichols, who stated her brother and nephew were victims to a scam from an employee at Wells Fargo Bank here in Smithfield. Ms. Nichols stated her brother obtained a debit/ATM card earlier in the month for some upcoming travelling and that when they received their statement from the bank the following months there were some erroneous charges. When they followed up with the bank, they were told by an employee of the bank there was nothing that can be done to retrieve the information on those charges; video, pictures etc., and that they would be reimbursed the money. After contacting the police, investigators were able to show that the same teller that advised the victims there was no way to track down those transaction, was the same teller that committed the false transactions. The teller obtained a duplicate card for the account and made numerous withdrawals from the victims account to the extent of over \$3,000. The teller was identified on the video surveillance systems from the bank's ATM, where she was making the fraudulent withdrawals. The teller was subsequently arrested for grand larceny and credit card theft. This case is cleared by arrest.

Snap Shot Report (2nd Quarter)

Proposed Expenditure for Quarter \$25,799.73
 Actual Expenditure for Quarter \$4,346.73
 Remaining \$21,453.00

Beginning Budget \$103,198.95
 Remaining Budget \$76,390.24



OT Hours by Pay Period & Classification (Quarterly)

	Oct 6 - Oct 19							
Court	29	0	0	0	0	0	0	29
Training	46	0	0	0	0	0	0	46
Staff Meeting	0	0	0	0	0	0	0	0
Supervisor Meeting	0	0	0	0	0	0	0	0
Investigations	23.5	0	0	0	0	0	0	23.5
Continuation of Shift	2.5	0	0	0	0	0	0	2.5
Per Supervisor	0	0	0	0	0	0	0	0
Special Event (Tourism)	38	0	0	0	0	0	0	38
Special Event (PD)	0	0	0	0	0	0	0	0
Town Training Day	46							46
Community Relations	0	0	0	0	0	0	0	0
Other	8	0	0	0	0	0	0	8

■ Hog Jog/Town and Country Day/Parade of Homes/Car show
■ Town Training Day

Reporting Period: 10/1/2013 thru 10/31/2013

Total deposits for October 2013 - \$9706.74

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	10/3/2013	SC1738			Isle of Wight Commission on Aging	Senior Health Fair	1659		50.00
Invoice	10/18/2013	SC1739			Oaks Vet Clinic	Oaks Vet Equine Banquet	2160		400.00
Invoice	10/21/2013	SC1740			Steiger-Melms Reception	Steiger-Melms Reception	1894		0.00
Invoice	10/21/2013	SC1741			Smithfield Women's Club	Smithfield Women's Club	1963		156.00
Invoice	10/21/2013	SC1742			Ruth and Bright Reception	Ruth and Bright Reception	2051		0.00
Invoice	10/21/2013	SC1743			Danielle Ford-Daughtrey	Ford Anniversary Party	2062		0.00
Invoice	10/21/2013	SC1744			McDonald and Moring Wedding and Reception	McDonald and Moring Wedding and Reception	2080		0.00
Invoice	10/21/2013	SC1745			Wilson and East Wedding and Reception	Wilson and East Wedding and Reception	2084		0.00
Invoice	10/21/2013	SC1746			Harris and Jones Wedding and Reception	Harris and Jones Wedding and Reception	2088		0.00
Invoice	10/21/2013	SC1747			Miskiel-Pothier Wedding & Reception	Miskiel-Pothier Wedding & Reception	2102		0.00
Invoice	10/21/2013	SC1748			Thompson and Pittman Wedding and Reception	Thompson and Pittman Wedding and Reception	2106		0.00
Invoice	10/21/2013	SC1749			Proffit-Culpepper Wedding & Reception	Proffit-Culpepper Reception	2154		0.00
Invoice	10/21/2013	SC1750			Kiwanis Club of Smithfield	Smithfield Kiwanis Installation Dinner	2212		200.00
Invoice	10/21/2013	SC1751			Spady and Logan Wedding and Reception	Spady and Logan Wedding and Reception	2213		0.00
Invoice	10/21/2013	SC1752			Huff and Taylor Wedding and Reception	Huff and Taylor Wedding and Reception	2240		0.00
Invoice	10/21/2013	SC1753			Healey and Kilian Wedding and Reception	Healey and Kilian Wedding and Reception	2251		0.00
Invoice	10/21/2013	SC1754			Isle of Wight Chamber of Commerce	Chamber Annual Meeting	2357		100.00
Invoice	10/21/2013	SC1755			Smithfield Foods	Package Foods Group Reception	2379		400.00
Invoice	10/21/2013	SC1756			Debbie Coble	Amber's Bridal Shower	2380		0.00
Invoice	10/21/2013	SC1757			Dominion Virginia Power	Dominion Safety Meeting	2392		0.00
								Total	1,306.00
Deposit	10/1/2013		Check	433203427	Jones Birthday Celebration	Jones Birthday Celebration	2423		600.00
Deposit	10/7/2013		Visa	Visa	Dixon-Coley Wedding & Reception	Dixon-Coley Wedding & Reception	2424		400.00
Deposit	10/7/2013		Visa	Visa	Dixon-Coley Wedding & Reception	Dixon-Coley Wedding & Reception	2424		200.00
Deposit	10/9/2013		Check	2166	Gumeringer and Benne Wedding and Reception	Gumeringer and Benne Wedding and Reception	2425		300.00
Deposit	10/11/2013		Check	320	Sweeney and Bergh Reception	Sweeney and Bergh Reception	2390		600.00

Reporting Period: 10/1/2013 thru 10/31/2013

Total deposits for October 2013 - \$9706.74

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	10/11/2013		Check	1001	Gank and Rogers Reception	Gank and Rogers Reception	2427		618.75
Deposit	10/15/2013		Discover	Dis	Kelly-Wilk Wedding & Reception	Kelly-Wilk Wedding & Reception	2118		425.00
Deposit	10/15/2013		Master Card	Master Card	Western Tidewater Hokie Club	Great Gobbler Chase 5 K	2416		25.00
Deposit	10/16/2013		Check	1026	Weston and Peabody Wedding and Reception	Weston and Peabody Wedding and Reception	2351		719.96
Deposit	10/16/2013		Check	100420	Hodson-Parrish Reception	Hodson-Parrish Reception	2042		1,041.71
Deposit	10/16/2013		Money Order	MO	Andria Tyler	Andria Tyler 21st Birthday Party	2168		50.00
Deposit	10/21/2013		Check	4417	Brooks and Vandebreake Wedding and Reception	Brooks and Vandebreake Wedding and Reception	1931		680.00
Deposit	10/22/2013		Visa	Visa	Carpenter and Hedden Wedding and Reception	Carpenter and Hedden Wedding and Reception	2429		600.00
Deposit	10/24/2013		Master Card	Mastercard	Sheridan-Dickey Wedding & Reception	Sheridan-Dickey Reception	1939		250.00
Deposit	10/29/2013		Check	1015	Smithfield Recreation Association	Smithfield Rec Country Que	2126		375.00
								Total	6,885.42
								Grand Total	-5,579.42

October 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Town Council A&B 20	Staff Meeting Deck 12	Senior Health Fair MHSu 200 Young and Purdy Rehearsal Deck 20	Young and Purdy Wedding and Reception MHSu 125	Courtney Off at 1 PM Lean and Webb Wedding and Reception MHSu 125
6	7	8	9	10	11	12
	Benefits Bootcamp C&D 40			Palmer and Fields Rehearsal Deck 20 Town Training Day MH 70	Amy Off Traven Off Palmer and Fields Wedding and Reception MHSu 85	Hog Jog & Town and Country Day Melissa Off Shelby off 3-5 PM Traven Off Truitt and Ragsdale Wedding and Reception MHSu 100
13	14	15	16	17	18	19
Melissa Off Shelby Off 3-5 PM Traven Off Scott and Smith Wedding and Reception MHSu 100	Closed- Columbus Day Traven Off	BHA&R A&B 12 BZA A&B 12 Crimeline MH 20 Schoolhouse Meeting MH 20 Smithfield Meeting C&D 40	Smithfield Meeting C&D 40	IOW Leadership Class Graduation C&D 25 Oaks Vet Equine Banquet MH 200		Courtney Off Evening
20	21	22	23	24	25	26
Amy-IACCA Special Occasion Show MHSu 200	Amy -IACCA Backflow Work	Amy- IACCA Police Department CPR Training C&D 25 Smithfield on the Move A&B 5	Amy-IACCA Police Department CPR Training C&D 25	Amy-IACCA Sheridan-Dickey Setup MHSu 150	Amy-IACCA Sheridan-Dickey Wedding and Reception MHSu 150	Shelby Off Brooks and Vandebreake Reception MHSu 85
27	28	29	30	31		
	Committee Meetings C&D 12	Committee Meetings C&D 20	Staff Meeting C&D 12	Halloween		

Smithfield Center Discounts - October 2013

Booking Date	Event Name	Room Code	Discount Percent
10/1/2013	Town Council	A&B	100.00%
10/2/2013	Senior Health Fair Setup	MH	100.00%
10/3/2013	Senior Health Fair	MHSu	100.00%
10/4/2013	Young and Purdy Wedding and Reception	MHSu	0.00%
10/5/2013	Genieve Shelter Walk a Thon	Courtyard	0.00%
10/5/2013	Lean and Webb Wedding and Reception	MHSu	0.00%
10/5/2013	Aiken Fest	Riverfront	100.00%
10/5/2013	Parade of Homes	Town Streets	0.00%
10/6/2013	Diabetes Walk	Courtyard	0.00%
10/6/2013	Parade of Homes	Town Streets	0.00%
10/7/2013	Benefits Bootcamp	C&D	0.00%
10/8/2013	Planning Commission	B	100.00%
10/10/2013	Palmer and Fields Rehearsal	Deck	0.00%
10/10/2013	Town Training Day	MH	100.00%
10/10/2013	Oaks Vet Equine Banquet	MHSu	0.00%
10/11/2013	Palmer and Fields Wedding and Reception	MHSu	0.00%
10/11/2013	Country Que Setup	Riverfront	0.00%
10/12/2013	Ruritan Classic Car Show	Main Street	0.00%
10/12/2013	Truitt and Ragsdale Wedding and Reception	MHSu	0.00%
10/12/2013	Smithfield Rec Country Que	Riverfront	50.00%
10/12/2013	Parade of Homes	Town Streets	0.00%
10/13/2013	Scott and Smith Wedding and Reception	MHSu	0.00%
10/13/2013	Parade of Homes	Town Streets	0.00%
10/15/2013	BZA	A&B	100.00%
10/15/2013	BHA&R	A&B	100.00%
10/15/2013	Smithfield Meeting	C&D	0.00%
10/15/2013	Schoolhouse Meeting	MH	100.00%
10/15/2013	Crimeline	MH	100.00%
10/16/2013	Smithfield Meeting	C&D	0.00%
10/17/2013	IOW Leadership Class Graduation	C&D	100.00%
10/17/2013	Oaks Vet Equine Banquet	MH	0.00%
10/18/2013	IOW Schools Fundraiser	MHSu	20.00%
10/18/2013	Kelly-Wilk Wedding & Reception	Riverfront	0.00%
10/19/2013	IOW Schools Fundraiser	MHSu	20.00%
10/19/2013	Kelly-Wilk Wedding & Reception	Riverfront	0.00%
10/19/2013	Parade of Homes	Town Streets	0.00%
10/20/2013	Special Occasion Show	MHSu	100.00%
10/20/2013	Parade of Homes	Town Streets	0.00%
10/22/2013	Smithfield on the Move	A&B	100.00%
10/22/2013	Police Department CPR Training	C&D	100.00%
10/23/2013	Police Department CPR Training	C&D	100.00%
10/23/2013	Isle Fest	Riverfront	0.00%
10/24/2013	Sheridan-Dickey Setup	MHSu	20.00%
10/25/2013	Sheridan-Dickey Wedding and Reception	MHSu	0.00%
10/25/2013	Sheridan-Dickey Wedding	Riverfront	0.00%

Smithfield Center Discounts - October 2013

10/26/2013	Brooks and Vandebreake Reception	MHSu	20.00%
10/26/2013	Brooks and Vandebreake Wedding	Riverfront	20.00%
10/28/2013	Committee Meetings	C&D	100.00%
10/29/2013	Committee Meetings	C&D	100.00%
10/30/2013	Staff Meeting	C&D	100.00%
10/30/2013	Smithfield High School Cross Country Races	Courtyard	0.00%
	1005 discounts		17
	50% discounts		1
	20% discounts		3

Smithfield/Isle of Wight Tourism Activity Report – October 2013

- Director attended the Isle of Wight Board of Supervisors Meeting 10/17/13.
- Director attended Smithfield Town Council Meeting 10/1/13.
- Staff attended IT GIS training class 10/1/13.
- Manor House Clean Up for Aiken & Friends Fest 10/1/13.
- Smithfield 2020 Meeting 10/2/13. Smithfield 2020 Executive Committee meeting held 9/25/13. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Attended CVTA Value of Tourism Committee meeting 10/2/13.
- Attended Special Event Committee meeting 10/2/13.
- Attended Farmers Market Board Meeting 10/2/13. Farmers Markets held 10/5/13, 10/12/13, 10/19/13 and 10/26/13. FABULOUS attendance numbers! Great season!!!! The Farmers Market is open every Saturday until the end of October and for specialty markets in November and December. Market started accepting SNAP on 6/22/13.
- 10/3/13 Provided promotional brochures and info to National Intercollegiate Flying Association (NIFA) Region Ten flight meet at Franklin Airport.
- Mike Aiken and Friends Music Fest held Friday and Saturday 10/4-10/5 with complete clean-up on 10/7. More attendees than ever before at Smithfield Little Theater and Windsor Castle Park! Event benefits Music Education in Isle of Wight County through Smithfield Music. Great fest this year! Follow up meeting held 10/23/13.
- Set up promotional display at the Cypress Creek PARADE OF HOMES 10/5/13 through 10/20/13 free of charge at the Smithfield House.
- Blessing of the Animals at Historic Saint Luke's Church 10/6/13.
- Economic Development meeting with E.D. Director for County and Smithfield Town Manager 10/8/13.

- Asked to serve on the VA-1 Programming Committee for the 2013 VA-1 Tourism Summit Conference (to take place in Hampton 11/13) hosted by Virginia Tourism/VACVB/VHTA. Meeting held in Richmond 10/9/13, 10/22/13.
- Attended 2014 Smithfield Wine & Brew Fest meeting 10/9/13. Presenting sponsor for 2014 secured. Met with Will Brunt with Smithfield Packing about new events planned for 2014...The BOB (Bloody Mary's, Oysters, Beer, BBQ and Brunswick Stew as well as a Chilly Bob Challenge 5K Run!) Fest in January and the BACON FEST in September of 2014. All events have received presenting sponsorship! The Wine & Brew Fest Committee will be responsible for all 3 festivals. BOB Fest will have Patrick Evans Hylton assisting us!
- Very successful Town & Country Day held 10/12/13. Best attended HOG JOG ever, Farmer's Market, Court Days, Souper Saturday and Country Que all very successful! Ruritan car show light because of weather issues. County had Hog Jog Team!
- Schoolhouse Museum Board Meeting 10/15/12. Final plans for SHM Grand Re-Opening completed. SHM Grand Re-Opening held 10/19/13. Wonderful attendance and the Museum completion looks AMAZING! Please come visit!
- Smithfield Certified Crime Prevention meeting with partners 10/15/13 and full committee 10/18/13. All elements for accreditation are falling into place!
- Attended full Coastal Virginia Tourism Alliance 10/16/13.
- Serving as Chair for the HSL Board Search Committee for the new Executive Director for Historic Saint Luke's Church. Final interview held 10/25/13. Offered position pending full Board approval. Search Committee meetings held 10/16/13, 10/23/13, 10/24/13 and 10/30/13.
- Attended IOW Wellness Committee meeting 10/17/13. Health Fair planned and executed 10/25/13. Excellent event! Good attendance from County employees.
- Attended Smithfield on the Move Advisory Council meeting 10/22/13.
- Met with Madden Media 10/23/13.
- Attended and exhibited at Chamber of Commerce Islefest 2013 10/23/13.
- Sesquicentennial Meeting held 10/24/13. Plans for Battle of Smithfield event and teaching materials presented. Met Virginia Tourism "History Mobile" to determine placement during the Battle of Smithfield event 10/30/13.
- Met with Mark Nelson, Virginia Balloons and Production Team (via phone) for plans for Va Museum Documentary filming to take place November 4-8 in

Smithfield and Isle of Wight County. To be filmed: Main Street, wetlands, cotton fields and farmers, Darden's Smokehouse and Corn Maze.

- Worked with the Production Team at the nationally broadcast show "The Voice" to do future filming in Smithfield for a "Homecoming and performance" package. Dates TBD. 10/13.
- Staff attended County Staff Meeting 10/21/13. First meeting with new County Administrator, Anne Seward. Excellent meeting!
- Attended Council Committee meetings 10/29/13.
- Attended Smithfield Staff Meeting 10/2/13, 10/30/13.
- Tourism Facebook postings throughout month.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

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



October 10, 2013

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

Dear Mr. Stephenson,

Thank you so much for your contribution of \$33,339.00 donated on 10/4/2013. As we at Western Tidewater Free Clinic work to provide high-quality, non-emergency health care to residents of Western Tidewater who cannot otherwise afford it, we are acutely aware that this care could not be provided without your gifts.

Since opening in 2007, the Clinic has endeavored to help patients reach optimal health, achieve a better quality of life for themselves and their families, and to help them remain or become productive members of their communities. Gifts such as yours have allowed us to expand our services to include a comprehensive woman's health clinic, an on-site pharmacy, and dental care. Most importantly, we have been able to impact the lives and health of our neighbors because of your generosity.

We are honored that you have chosen to support the clinic and are deeply grateful for your donation. It is the commitment of community members like you that allows WTFC to deliver the compassionate care that our patients need and deserve.

With heartfelt thanks,

Miriam A. Beiler
Executive Director

*We are grateful for
the Town's generous
support!*

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



October 25, 2013

RE: Virginia Investment Pool Information Session Now Scheduled in Your Area

Dear Local Official:

We are writing to let you know about an exciting new local government investment pool developed jointly by Virginia Treasurers and Chief Investment Officers, other local officials, VACo and VML.

The new program, the "Virginia Investment Pool," or "VIP," was officially organized last month by a group of Treasurers and local investment officers meeting in Richmond. Our financial services arm, VML/VACo Finance, is the administrator for VIP.

VIP is an investment pool designed for funds that your locality is able to invest for one year or longer. Because VIP specializes in slightly longer term investments, it features a higher expected rate of return than money market funds. The VIP offers semi-monthly liquidity, enabling participants to access their funds on short notice if the need arises.

You can now take advantage of the broad range of investments authorized in the Code of Virginia through the professionally managed, diversified VIP portfolio. This approach for investing is different than anything you have seen in Virginia before. Yet, similar locally-controlled joint investment pools have operated successfully in a number of other states for years.

Any political subdivision may participate in VIP once approval is provided by its governing body. We will discuss the steps required to participate at Information Sessions to be held statewide, November 13-15. We encourage you to attend.

Please review the attached schedule, and let us know if you will be able to attend by faxing or emailing your information to us.

We look forward to seeing you at the VIP Information Session in your area!

Sincerely,

James D. Campbell
Executive Director
Virginia Association of Counties

R. Michael Amyx
Executive Director
Virginia Municipal League



Virginia Investment Pool Information Sessions



All local officials and staff are invited! FAX this form to (804) 783-2286 to confirm your attendance. Or, simply send an email to info@valocalfinance with LOCATION, NAME, TITLE, and EMAIL ADDRESS of each attendee.

- Fairfax/Northern Virginia**
Wed., Nov. 13, 9:30 am – 11:00 am
Doors open: 9:00 am*
Northern Virginia Regional Commission
Board Room
3060 Williams Drive
Fairfax, VA 22031
- Harrisonburg/Rockingham**
Wed., Nov. 13, 2:00 pm – 3:30 pm
Doors open: 1:30 pm*
Rockingham Co. Administration Ctr
Fire & Rescue Classroom A
20 East Gay Street (Entrance A)
Harrisonburg, VA 22802
- Abingdon/Washington County**
Thurs., Nov. 14, 9:30 am – 11:00 am
Doors open: 9:00 am*
Washington Co. Government Center
Treasurer's Office Training Room
1 Government Center Place, Ste. B
Abingdon, VA 24210
- Roanoke**
Thurs., Nov. 14, 2:00 pm – 3:30 pm
Doors open: 1:30 pm*
Noel C. Taylor Municipal Building
City Council Chambers
215 W. Church Avenue, SW
Roanoke, VA 24006
- Henrico County**
Fri., Nov. 15, 9:00 am – 10:30 am
Doors open: 8:30 am*
Henrico County Training Center
Room 2032
7701 E. Parham Road
Henrico, VA 23273
- Hampton**
Fri., Nov. 15, 1:30 pm – 3:00 pm
Doors open: 1:00 pm*
City of Hampton Treasurer's Office
Rupert Sargent Building
One Franklin Street
Hampton, VA 23669

**Coffee & doughnuts or light refreshments available.*

Please indicate name, title, and email address for each attendee. Check box above for location.

Name/title/email: _____

Name/title/email: _____

Name/title/email: _____



An LGIP with a Slightly Longer-Term Investment Horizon

The Virginia Investment Pool (“VIP”) is a pooled investment program that local governments and other political subdivisions use to invest assets they expect to hold for one year or longer. Assets of governmental participants are invested in high-quality corporate and government securities with average duration of between 1 to 2 years. VIP has a higher expected rate of return compared to traditional money market funds by investing in slightly longer-term securities as authorized under the Virginia Investment of Public Funds Act. Local governments typically utilize both vehicles:

- 1) A money market fund with overnight liquidity for operating expenses, and
- 2) VIP for funds requiring less liquidity that can be invested for one year or longer.

VIP’s pooled investment approach provides governmental entities the opportunity to access a professional investment manager while sharing expenses. Investment decisions are guided by a top-notch fund manager with access to extensive research capabilities. VIP is a large, well diversified portfolio that may be less subject to market fluctuations than a more narrowly-constructed portfolio with fewer holdings. The program offers semi-monthly liquidity, which enables participants to access their funds on short notice in order to respond to unexpected events.

The VACo/VML Virginia Investment Pool Offers:

- Diversification across investment types, from federal agency securities to high-quality corporate and municipal bonds, etc. – diversification reduces investment risk.
- Large number of holdings – each participant has less exposure to any single investment.
- Relatively short-term focus on investments with an average term of 1-3 years – volatility is historically less pronounced on the short end of the yield curve.
- Semi-monthly liquidity, enabling investors to respond to unexpected events.
- Four layers of active oversight:
 - 1) A professional fund manager.
 - 2) A Board of Trustees composed of Treasurers and Chief Investment Officers.
 - 3) A full-time program administrator.
 - 4) Regular reporting to participants.

*Town of Smithfield
Special Order by Consent
Annual Report – FY 2013*



Prepared For
Town of Smithfield, Virginia

Town Manager
Peter M. Stephenson, AICP, ICMA-CM

November 1, 2013

Prepared By:



Draper Aden Associates

Engineering • Surveying • Environmental Services

Blacksburg ♦ Charlottesville ♦ Hampton Roads ♦ □ Richmond, Virginia

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TABLES

Table 1 – SSO Summary for Fiscal Year 2013

APPENDICES

Appendix A – Brown Grease Log Report

INTRODUCTION AND PURPOSE

The Town of Smithfield (Town) entered into a Special Order by Consent (SOBC) with the Virginia Department of Environmental Quality (DEQ), Hampton Roads Sanitation District (HRSD), and 12 other Hampton Roads localities to reduce Sanitary Sewer Overflows (SSOs) from wastewater collection systems. Appendix N, paragraph 8 of the SOBC requires the Town to prepare and submit annual reports to the DEQ on the status of the work required by Appendix N, with copies to HRSD and the other Hampton Roads localities.

The purpose of the report is to reflect on the work and activities undertaken during the previous fiscal year and shall include a summary of the system benefits achieved during the year. The annual reports are due to DEQ on or before November 1 following the close of each fiscal year. This is the sixth annual report which covers the time period from July 1, 2012 to June 30, 2013 or Fiscal Year 2013.

1.0 ACTIVITIES UNDERTAKEN PREVIOUS FISCAL YEAR

The programs and deliverables listed below are major tasks associated with the SOBC. The purpose of this section is to provide an update on the work performed for these tasks during Fiscal Year 2012.

1.1 MOM Program (Including FOG)

Appendix N, paragraph 6 of the SOBC requires the Town to develop and submit to DEQ for approval a Management, Operations and Maintenance (MOM) Program. The program will include elements to be used by the Town to manage the sewer system and minimize SSOs. In accordance with SOBC requirements, the MOM Program was developed and submitted to DEQ by December 31, 2008.

The Town's program was developed in accordance with EPA guidelines and specific requirements related to the SOBC. The Town received comments on May 7, 2010 from DEQ on their MOM Program in general and provided a revised version of the report for DEQ review on September 24, 2010. On May 31, 2012 the Town received a letter of approval from DEQ for the revised MOM Program.

During previous fiscal years, the Town has implemented all portions of their MOM Program which were identified in the plan in a section titled "Implementation Plan and Schedule" with the exception of a modified Sewer Use Ordinance. It was anticipated that a modification to their Sewer Use Ordinance may be necessary in order to ensure private and storm sewer design criteria was included. During this fiscal year, the Town has reviewed the contents of their existing sewer use ordinance and determined that the appropriate criteria are included. As a result, no modifications to the ordinance were required and all portions of the MOM Program have been implemented.

Programs, Procedures, and/or Activities	Target Date
Flow Monitoring Assessment of Rehabilitation Work	Completed
Centralized Complaint Tracking System	Completed
Satellite Community Agreements	Completed
Grease Trap Inspections	Completed
Manhole Inspection Program	Completed
Managing and Tracking Written Instructions	Completed
Program to Locate and Raise Manholes	Completed
Sewer System Investigative Activities Schedule	Completed
Standard Operating and Maintenance Procedures	Completed
Written Public Notification Plan	Completed
Work Order System	Completed
Emergency Response Plan	Completed
Air Valve Maintenance Procedures	Completed
Sewer Use Ordinance Modifications	Completed

Within this fiscal year, the Town has also continued to manage their Fats, Oils and Grease (FOG) Program in accordance with the regional Hampton Roads FOG Abatement Program. Registered food service establishments (FSE) are inspected at least once every 90 days and a log sheet (see Appendix A) is collected showing how many times the grease collection device (GCD) has been cleaned, who cleaned it, how much grease was cleaned or pumped from the GCD, and the location of disposal. The Town continues to register FSEs and modify existing participants as businesses close and new ones open.

1.2 Flow Monitoring

The Town submitted a Flow Monitoring Plan to DEQ in December 2007 and a finalized version addressing DEQ comments on April 14, 2008. The purpose of the Flow Monitoring Plan was to establish a flow monitoring program which met the requirements of the SOBC and the approved methods included in the Regional Technical Standard (RTS).

Flow monitoring at all 14 basins started on May 15, 2008 and was completed on November 15, 2008. The collected data was reviewed and checked based upon established QA/QC procedures. The collected rain data was analyzed in order to determine wet-weather event recurrence intervals and the flow monitoring data was used for peak flow determination and subsequently, Sewer System Evaluation Survey (SSES) basin determination. Thirteen of the fourteen flow monitoring locations were installed with permanent equipment. These permanent installations have been and will continue to collect data for system modeling and internal policy related purposes.

1.3 SSES Basin Identification

The RTS provides four criteria for determining whether a sewer basin should be included in the SSES Plan and the subsequent field activities. The criteria are as follows:

- Basins with unresolved SSOs as a result of wet-weather events;
- Basins with unresolved SSOs as a result of infrastructure defects;
- Basins exceeding an actual peak flow of 775 gallons per day per equivalent residential unit plus 3 times commercial water consumption plus actual major industrial flows, where this peak flow is estimated to occur during rainfall conditions up to a 10-year, 24 hour rainfall recurrence interval; and
- Basins served by pump stations that exhibit excessive pump run time.

SSES basin identification is necessary in order to determine which basins within the Town's sewer system exhibit conditions most likely to result in SSOs. Once the

basins have been identified, they will be prioritized and included in the SSES Plan as a basis for conducting field activities to quantify system defects.

Previously, the Town had determined which basins qualified as SSES basins in their SSES Plan submissions in January 2009 and June 2009. Based on comments received from DEQ, the Town revised their SSES Plan through submission of Addendum No. 1 to the June 2009 plan; however, the list of SSES basins was not modified.

1.4 SSES Plan

The purpose of the SSES Plan is to provide a prioritized list of SSES basins and a work plan for field activities. The Town submitted the SSES Plan to DEQ for review on January 2, 2009 and a revised plan to DEQ in June 2009 based on initial comments. The Town submitted addendums to the revised plan in January 2010 (Addendum No. 1) and August 2010 (Addendum No. 2) and received DEQ approval of the SSES Plan and both addendums on August 25, 2010. No additional work pertaining to the SSES Plan was completed in this fiscal year.

1.5 Flow Evaluation Reports

The purpose of the Flow Evaluation Report was to summarize the Flow Monitoring Program, analyze the collected data in accordance with RTS requirements, and establish flow parameters as needed for hydraulic modeling purposes.

An evaluation of the monitored data resulted in the determination of the following monitoring area characteristics and flow parameters:

- Average existing dry weather flow;
- Dry weather flow diurnal flow variation;
- Average existing dry weather infiltration;
- Average existing base sewage flow; and
- Model parameters to simulate wet weather flows from rainfall.

These parameters were included in the Regional Hydraulic Model as part of the Regional Wet Weather Management Plan.

In Fiscal Year 2009, the Flow Evaluation Report was submitted to DEQ for review and comment. During Fiscal Year 2010, the Town received comments on January 8, 2010 and submitted Addendum No. 1 to the report in March 2010. The purpose of the addendum was to provide the following:

- More information regarding the flow monitoring installations (installation reports, details and calibration records);

- Clarification regarding the Heptinstall Ave. temporary flow meter installation and the need to remove it from the analysis;
- Clarification regarding QA/QC of the collected data; and
- Presentation of additional flow parameter data in the appropriate tables.

In Fiscal Year 2011, 2009 flow monitoring data was analyzed, modifications were made to the flow parameters as a result of that process and results were provided directly to the Regional Hydraulic Model development team. Since the Flow Evaluation Report dictates the methods of analyzing the data and determining the flow parameters, updating the parameters based on more recent flow monitoring data did not require a revision to the Flow Evaluation Report.

In a letter dated August 25, 2010, DEQ indicated that they did not have any further comments on the Flow Evaluation Report concerning SSES Basin determination, but that calibration requirements for model development would be addressed during the model documentation submittal and capacity evaluation. No additional work pertaining to the Flow Evaluation Report was completed in this fiscal year.

1.6 Locality Hydraulic Modeling and Input Hydrographs

The Town's hydraulic model was completed during the previous fiscal year by the Consent Order required date of November 26, 2010. As part of the model development process, the Town collected information on all seven terminal basins within their existing sewer system through field survey work and a review of available record information and added updated information on the Town's collection system infrastructure to their GIS database as a basis for development of the graphical representation of the locality hydraulic model.

During this fiscal year, the Town has cooperated with the region as necessary for modeling purposes and attended Model User Group meetings.

1.7 SSES Field Activities

Based on the SOBC schedule, SSES field activities were to be completed by November 26, 2011. The approved SSES Plan provided a prioritized list of SSES basins and an investigation activities schedule. Work to be performed included a review of records, pump station evaluations, obtaining additional pump run time data, manhole inspections, CCTV inspections, force main inspections, smoke testing, and dye testing/flow isolation as required.

In the previous fiscal years, the Town completed the first phase of CCTV inspection work on their collection system. This work included inspection of 32,423 linear feet of sewer in the following SSES Basins:

- James Street Pump Station;
- Drummond Lane Pump Station;
- Main Street Pump Station;
- Lakeside Pump Station;
- Crescent Drive Pump Station;
- Smithfield Boulevard Pump Station;
- Bradford Mews Pump Station; and
- Plaza Pump Station.

In addition to the CCTV inspection work, the Town also purchased a jet/vacuum truck to assist with future investigation and maintenance activities.

The Town also completed all smoke testing field inspections and all manhole inspections. A total of 58,618 linear feet of sewer in the following basins was smoked tested:

- James Street Pump Station;
- Drummonds Lane Pump Station;
- Main Street Pump Station;
- Minton Way Pump Station;
- Pinewood Pump Station; and
- Waterford Oaks Pump Station.

A total of 463 manholes in the following basins were inspected:

- James Street Pump Station;
- Drummonds Lane Pump Station;
- Main Street Pump Station;
- Minton Way Pump Station;
- Bradford Mews Pump Station;
- Plaza Pump Station;
- Ledford Lane Pump Station;
- Scotts Landing Pump Station;
- Smithfield Boulevard Pump Station;
- Crescent Drive Pump Station;
- Lakeside Pump Station;
- Jersey Park Pump Station;
- Pinewood Pump Station; and
- Waterford Oaks Pump Station.

During the previous fiscal year, the Town completed the second phase of CCTV inspection work on their collection system. This work included inspection of approximately 64,522 linear feet of sewer in the following SSES Basins:

- Remaining linear footage from the first phase of inspections that was previously unavailable;

- Ledford Lane Pump Station;
- Scotts Landing Pump Station;
- Jersey Park Pump Station;
- Pinewood Pump Station; and
- Waterford Oaks Pump Station.

The Town also completed all pump station evaluations, force main inspections, record reviews and additional pump run time analyses and provided a letter to DEQ on December 12, 2011 indicating that all field activities as detailed in the approved SSES Plan had been completed by November 26, 2011 in accordance with the requirements of the SOBC.

1.8 Regional Hydraulic Model Development

The Regional Hydraulic Model (RHM) required by the SOBC continued to be developed and tested in Fiscal Year 2012. Work this year continued to focus on calibration efforts, capacity limitations, and geodatabase updates.

Meetings of the Model Users Group, facilitated by HRSD and attended by the Localities were conducted. Various modeling topics were discussed at these meetings including the process and content for data submittals from Localities to HRSD for the RHM. In addition, individual meetings were held between HRSD and Localities as required to resolve any locality specific issues.

During this fiscal year the Town submitted capacity assessment documentation to the region in support of regional hydraulic model development and provided geodatabase submittals as requested.

1.9 Rehabilitation Plan

In accordance with the Amendment to the SOBC signed in April 2012, the date for submission of the Rehabilitation Plan has been extended to July 31, 2014. During this fiscal year, the Town has continued to organize and document condition assessment information that was gathered during SSES field activities in preparation for development of the Rehabilitation Plan.

1.10 Prompt Repair

A Find and Fix Program will coincide with the SSES field activities. The purpose of the program is to provide prompt attention to severe defects identified during inspection work. This portion of the program began once SSES field activities began.

In addition, the Town is also committed to fixing severe defects identified during other preventative maintenance and monitoring programs. During general maintenance activities the Town identified a section of sanitary sewer in the Main

Street Pump Station Basin that required lining, they installed a new manhole Main Street where they found a gravity sewer and had no way to clean or inspect it, and had a repair on a sewer line on Riverview Street. All issues were addressed during this fiscal year.

As with the SSES field activities, the Town has estimated the expense needed for the Find and Fix Program and continues to plan on how to account for it in the upcoming fiscal year budgets.

1.11 Regional Wet Weather Management Plan

Work on the Regional Wet Weather Management Plan (RWWMP) in FY2013 by the Town and HRSD was largely overtaken by the Regionalization Study which was conducted over the course of FY2013. The Preliminary Capacity Assessment Report was completed at the end of July 2012 and notice of its completion was submitted to the VDEQ. This work was the culmination of significant coordination with HRSD in FY2012 to produce the report. HRSD submitted their version of the report to the USEPA and VDEQ in July 2012, which included the preliminary capacity results for the Town's terminal pumping stations and other Town infrastructure included in the Regional Hydraulic Model (RHM). Following completion of that submittal in July 2012, the focus of the Localities and HRSD was on the Regionalization Study which was completed at the end of FY2013. The Town participated in the Regionalization Study through the Steering Team and by providing necessary information to the study consultant managed by the Hampton Roads Planning District Commission (HRPDC). This also included providing information to HRSD for the Comparative Analysis which was part of the Regionalization Study, such as updated sewer basin flow parameters, preliminary peak flow estimates (PPFEs), updated facility information, and anticipated rehabilitation locations.

An amendment to HRSD's Consent Decree with the USEPA and VDEQ extended the deadline of the RWWMP past the original November 2013 due date until either February 2015, October 2015, or October 2016, depending on the results of the Regionalization Study. Because of the modification to the Special Order by Consent which tied the Town's Rehabilitation Plan and RWWMP deadlines to HRSD's RWWMP deadline, this extension applies to the Town as well.

The Town is also performing the following activities in preparation for the development of the RWWMP:

- Ongoing collection and analysis of flow and rainfall data
- Discussion at the Capacity Team about the cost and effectiveness of rehabilitation on reducing peak wet weather flows

1.12 Coordination with HRSD & Other Localities

There was a variety of coordination activities the Town participated in FY 2013 among regional parties to the SOC. These activities included:

- Capacity Team meetings to discuss SOC issues
- Model User Group meetings to discuss the hydraulic modeling efforts in the region
- Briefing the Directors' of Utilities Committee on progress regarding compliance with the SOC
- Working with HRSD to develop a Private Property I/I Abatement Program
- Participation in the Comparative Analysis and Regionalization Study

1.13 Private Property I/I Abatement Program

During FY 2013, the Town continued to work with HRSD to provide assistance with the development of a Private Property Infiltration/ Inflow (I/I) Abatement Program per the requirements of the SOC. The Town has provided HRSD with GIS data, existing peak flows, peak flow reductions, private asset estimation, and prioritization methodologies to further develop the approach for the Private Property I/I Abatement Program. The Town will continue to assist HRSD by providing information on the location of known defects, preliminary SSES basin peak flow estimates, and schedule of public rehabilitation.

2.0 SUMMARY OF SOBC SUBMITTALS

The purpose of this section is to identify submittals and milestones required by the SOBC which occurred during the applicable fiscal year.

2.1 MOM Program

The Town developed a MOM Program in accordance with EPA guidelines and specific requirements related to the SOBC and submitted a copy of a report summarizing the program to DEQ in Fiscal Year 2009. The Town was notified by DEQ of the need to provide their own SSO Response Plan, which was completed and submitted to DEQ on December 1, 2009. The Town also received comments on their MOM Program from DEQ on May 7, 2010 and provided a revised MOM Program for review on September 24, 2010. During this fiscal year, the Town received DEQ approval of their MOM Program on May 31, 2012.

2.2 Flow Monitoring

Work related to this task was completed in Fiscal Year 2009 and no additional work is necessary.

2.3 SSES Plan

The Town developed an SSES Plan in accordance with RTS and SOBC requirements and submitted a copy to DEQ in Fiscal Year 2009 for their review. Initial comments were received and a revised SSES Plan was submitted in June 2009. The Town submitted addendums to the revised plan in January 2010 (Addendum No. 1) and August 2010 (Addendum No. 2) and received DEQ approval of the SSES Plan and both addendums on August 25, 2010. No additional work pertaining to the SSES Plan was completed in this fiscal year.

2.4 Flow Evaluation Report

The Town analyzed the results of the Flow Monitoring Program and developed a Flow Evaluation Report in accordance with RTS and SOBC requirements. The Flow Evaluation Report was provided to DEQ in Fiscal Year 2009. During the previous fiscal year, the Town received comments from DEQ on the report on January 8, 2010 and submitted Addendum No. 1 to the report on March 15, 2010. During the previous fiscal year, the Town received a letter from DEQ on August 25, 2010 indicating that they did not have any further comments on the Flow Evaluation Report concerning SSES Basin determination, but that calibration requirements for model development would be addressed during the model documentation submittal and capacity evaluation. No additional work pertaining to the Flow Evaluation Report was completed in this fiscal year.

2.5 Locality Hydraulic Modeling and Input Hydrographs/Regional Hydraulic Model Development

During this fiscal year, the Town provided capacity assessment information to the region in support of development of the regional hydraulic model.

3.0 SYSTEM PERFORMANCE DURING PREVIOUS FISCAL YEAR

The purpose of this section is to identify sewer system performance issues (i.e. capacity-related issues) during the applicable fiscal year.

3.1 SSOs, Number and Cause Distribution

Refer to Table 1 for a summary of SSOs that were reported to DEQ over Fiscal Year 2013. The table includes the ID number for the spill, the date and time of the spill, the location of the spill, the approximate amount of material released, the possible receptors/affected water body, the amount of material reaching state waters, the cause of the incident and the corrective measures.

As shown in Table 1, the Town reported 3 SSOs to DEQ in Fiscal Year 2013. None of these reported incidences were related to wet weather conditions, but rather maintenance issues. All SSOs have been resolved.

3.2 SSOs, Extreme Weather

As Table 1 indicates, no SSOs were reported due to extreme weather.

4.0 PLANNED ACTIVITIES NEXT FISCAL YEAR

The following is a summary of SOBC required tasks expected to be performed during Fiscal Year 2014 (July 1, 2013 to June 30, 2014).

4.1 MOM Program (including FOG)

As indicated in Section 1.1, the Town has completed the implementation schedule provided in the MOM Program report and will continue to utilize it during normal operation and maintenance procedures.

4.2 Flow Monitoring

The Flow Monitoring Program was completed on November 15, 2008; however thirteen of the fourteen flow monitoring locations were permanent installations. These permanent installations will continue to collect flow, pressure, wet well levels, groundwater elevations and rain totals. This information will be used for internal policy related issues, maintenance purposes and model calibration purposes.

4.3 SSES Basin Identification

SSES basins were identified as part of the SSES Plan which was completed and submitted to DEQ during the previous fiscal year and were updated with submission of Addendum No. 2 to the Revised SSES Plan during this fiscal year. No additional SSES Basin identification work is anticipated.

4.4 SSES Plan

Addendum No. 2 to the revised SSES Plan was submitted to DEQ in August 2010 for their review. On August 25, 2010 the Town received approval from DEQ for the Revised SSES Plan and the two addendums. As a result, no additional work related to the SSES plan will be performed.

4.5 Flow Evaluation Report

Addendum No. 1 to the Flow Evaluation Report was submitted to DEQ on March 15, 2010 for their review. The Town received a letter from DEQ on August 25, 2010 indicating that they did not have any further comments on the Flow Evaluation Report concerning SSES Basin determination, but that calibration requirements for model development would be addressed during the model documentation submittal and capacity evaluation. If comments are received from DEQ regarding these issues, the Flow Evaluation Report will be revised accordingly if necessary.

4.6 Locality Hydraulic Modeling and Input Hydrographs

The Town completed development of their Locality model, including recent revisions due to Minor Revision No. 1 to the RTS, and continues to provide assistance to HRSD as required during development of the RHM and calibration procedures. The Town will continue to work with the region as necessary during the next fiscal year.

4.7 SSES Field Activities

As indicated in Section 1.7, the Town has completed all SSES field activities. Although no additional SSES field activities will be performed as a requirement based on the SSES Plan, the Town will begin to perform some of these activities on an annual basis as part of their MOM Program.

4.8 Regional Hydraulic Model Development

The Town will continue to assist HRSD and the other localities with development of the RHM and will provide updates to locality data previously provided as necessary.

4.9 Prompt Repair

As field activities continue in the future or as severe defects are identified during other maintenance related activities, the Town will address them through the Find & Fix Program.

4.10 Coordination with HRSD & Other Localities

The Town will continue to participate in regional coordination meetings and will collaborate with HRSD and other localities as necessary.

4.11 Private Property I/I Abatement Program

The Town will continue to participate as requested in development of the Private Property I/I Abatement Program and will offer their opinion or assistance as necessary.

5.0 SUMMARY OF SYSTEM BENEFITS PREVIOUS FISCAL YEAR

The purpose of this section is to identify system benefits that have been realized over the course of the applicable fiscal year as a result of SOBC tasks and improvements.

5.1 Condition Assessment Activities

As a result of the SSES field activities, condition assessment documents were developed for each SSES basin. These documents provided a large amount of detailed information to help the Town identify actual defects in their system and to help prioritize the work to be performed in the upcoming Rehabilitation Plan. Not only will this information be used as part of the SOBC, but the information can also be accessed in the future as part of a baseline level of information to determine the level at which their infrastructure degrades. As a result they will begin to have a better idea of how to plan for general system improvements in the future on a more proactive basis.

5.2 Improvement of System Integrity through Prompt Repair Work

As indicated in Section 1.10, the Town identified a number of prompt repair activities this past fiscal year. Rehabilitation of these issues has had an immediate positive impact on the level of inflow and infiltration into their collection system.

5.3 Locality Model Development

Development of the Locality model is a necessary function of completing the RHM, but has also provided the Town with a tool that can be used to assist internal policy issues and planning decisions. With the model completed, the Town can now predict impacts on the collection system as a result of future development or other Town modifications and make better informed decision.

5.4 Implementation of MOM Program

Implementation of the MOM Program has provided the Town with the opportunity to reanalyze their management structure and internal procedures. New aspects of the MOM Program have improved their methods for notifying customers and emergency services of utility related issues. Development and implementation of their standard operating and maintenance procedures has provided the Town with a framework of information that can be used and improved by their staff, creating consistency and experience throughout their workforce. The continued implementation of the program has provided the Town with a renewed focus on operation and maintenance

procedures helping them focus on how their collection system will need to be managed in the future to account for SOBC requirements.

TABLES

Table 1 - SSO Summary for Fiscal Year 2013

SSORS ID	Date of Incident	Site Name	Amount of Material Released (gallons)	Possible Receptors/Affected Water Body	Amount of Material Reaching State Waters (gallons)	Description of Incident	Corrective Action
103417	6/30/2012 6:00 PM	Rising Star Pump Station	100	Cypress Creek	100	Maintenance-Other - Bad float caused pump not to turn on. Overflowed out of manhole onto the road.	Replaced float, pumped down, cleaned and limed the area
103614	11/30/2012 8:30 AM	Watson Pump Station	100	Pagan River	100	Maintenance-Other - Union on pipe was leaking in front of ball valve, caused overflow out of the valve box, ran onto the concrete and into the ground.	Cleaned and limed the area and repaired the union
103626	12/27/2012 1:45 PM	Manhole on North Mason Street	100	Pagan River	100	Maintenance-Grease - Grease stopped up the sewer line causing an overflow out of the manhole. The manhole is part of the Main Street sewer basin.	Unclogged grease from the lines, cleaned and limed the area

APPENDIX A – BROWN GREASE LOG REPORT

**Lewis
Construction
Of ~~Virginia~~
Virginia Inc.
986-2273**

7716 Quaker Drive
Suffolk, VA 23437

Voice: 757-986-2273 Fax: 757-986-3536

LCOVSuffolk@aol.com

INVOICE

Invoice Number: 1013-1072

Invoice Date: Oct 14, 2013

Page: 1

Bill To:
Town of Smithfield P O Box 248 Smithfield, VA 23431

Ship to:
202-204 Nottingham Place Storm Drain Replacement Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Wayne Griffin	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			10/29/13

Quantity	Item	Description	Unit Price	Amount
1.00		Install 18" HP HDPE complete	19,395.50	19,395.50
12.00		12 hrs EXTRA handwork to excavate around conflicting franchise utilities	225.00	2,700.00
1.00		Split difference with Town on conflicting utilities	1,350.00	-1,350.00
Subtotal				20,745.50
Sales Tax				
Total Invoice Amount				20,745.50
Payment/Credit Applied				
TOTAL				20,745.50

Check/Credit Memo No:

A finance charge of 1.5% per month(18% annual) on past due invoices.

AN ORDINANCE TO PROHIBIT LOITERING WITHIN THE TOWN

WHEREAS, the Town Council and its Police Committee have determined that the ordinances that prohibits loitering in public places within the Town of Smithfield should be amended.

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

1. That **Chapter 50, Article I, Section 50-27. Loitering** is hereby amended and enacted as follows:

Section 50-27. Loitering

It shall be unlawful for any person to loiter, camp, tent, encamp or quarter upon any public grounds, parks, playfields, playgrounds or any other public property owned or maintained by the Town or lie upon any benches located within any such public property, except that camping within the Town's public parks or upon other public property owned or maintained by the Town may be permitted upon the issuance of a permit by the Town Manager.

2. This ordinance shall become effective immediately upon adoption.

ADOPTED this 5th day of November, 2013.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk