

# SMITHFIELD TOWN COUNCIL AGENDA

August 5<sup>th</sup>, 2014 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



## A. INFORMATIONAL SECTION:

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

## B. UPCOMING MEETINGS AND ACTIVITIES:

- |           |   |   |
|-----------|---|---|
| August 5  | - | 4:00 p.m. – Pinewood Heights Management Team Meeting  |
| August 5  | - | 7:30 p.m. – Town Council Meeting  |
| August 19 | - | 6:30 p.m. – Board of Zoning Appeals   |
| August 19 | - | 7:30 p.m. – Board of Historic and Architectural Review  |
| August 25 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Police Committee<br>Water and Sewer Committee<br>Finance Committee                                 |
| August 26 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Parks and Recreation Committee<br>Public Works Committee<br>Public Buildings and Welfare Committee |

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

## C. Public Comments:

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

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

## D. Council Comments

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

**E. Summary of Consent Agenda Items**

- a. Police Committee Chair, Denise N. Tynes
- b. Water and Sewer Committee Chair, Vice Mayor Gregory
- c. Finance Committee Chair, Randy Pack
- d. Parks and Recreation Committee Chair, Ms. Connie Chapman
- e. Public Works Committee Chair, Mr. Michael Smith
- f. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

**CONSENT AGENDA ITEMS**

- C1. Resolution Street Closure Request for One Way Traffic on Jericho Road for Bacon Fest, September 27<sup>th</sup> 2014 from 7 a.m. to 5 p.m.**  
Police Committee Chair, Denise N. Tynes **TAB # 1**
- C2. Resolution Street Closure Request for Hog Jog, Saturday, October 11<sup>th</sup>, 2014**  
Police Committee Chair, Denise N. Tynes **TAB # 2**
- C3. Motion to Authorize the Town Manager to Order Four Budgeted Patrol Vehicles**  
Police Committee Chair, Denise N. Tynes
- C4. Motion to Accept Proposal for Budgeted New Phone System for the Smithfield Police Department**  
Police Committee Chair, Denise N. Tynes
- C5. Motion to Accept the Proposal (Alternate # 2) Pump Replacement at Lakeside Pump Station**  
Water and Sewer Committee Chair, Vice Mayor Gregory
- C6. Invoices Over \$10,000 Requiring Council Authorization**  
Finance Committee Chair, Randy Pack
- |    |                                      |              |
|----|--------------------------------------|--------------|
| a. | Caldwell Tanks                       | \$ 25,823.29 |
| b. | Smithfield volunteer Fire Department | \$ 24,294.00 |
| c. | USbancorp                            | \$ 84,150.83 |
| d. | USbank                               | \$215,337.50 |
| e. | IOW County                           | \$ 10,500.00 |
- C7. Resolutions to Renew Credit Lines with Farmers Bank and Towne Bank**  
Finance Committee Chair, Mr. Randy Pack **TAB # 3**
- C8. Motion to Renew Vehicle Maintenance Contract with Dave's Service Center for one Additional Year**  
Finance Committee Chair, Mr. Randy Pack
- C9. Resolution to Authorize Partial Closure of the Windsor Castle Park Trails on September 27<sup>th</sup> from 9 a.m. to 5 p.m. and Fishing Pier Closure Beginning Wednesday, September 24<sup>th</sup> thru Saturday September 27<sup>th</sup> for Bacon Fest**  
Parks and Recreation Committee Chair, Connie Chapman **Included in TAB # 1**

- C10. **Motion to Award Debris Removal Contract to Smithfield Services and Goodrich and Son's**  
Public Works Committee Chair, Michael Smith
- C11. **Motion to Authorize Signage for Two Hour Parking Restrictions Along Wharf Hill**  
Public Works Committee Chair, Michael Smith **TAB # 4**
- C12. **Resolution to Accept Deeds for 47 Carver Avenue and 51 Carver Avenue of the Pinewood Heights Relocation Project**  
Public Buildings and Welfare Committee Chair, Dr. Milton Cook **TAB # 5**

## **ACTION SECTION**

1. **PUBLIC HEARING: Property Swap with Smithfield Foods**
  - a. Staff Presentation by Town Attorney, William H. Riddick
  - b. Public Hearing Open
  - c. Public Hearing Closed
  - d. Consideration by Public Buildings and Welfare Committee Chair, Dr. Milton Cook
2. **Ordinance to Establish Stormwater Fees**  
Public Works Committee Chair, Michael Smith **TAB # 6**
3. **Motion to Approve the Town Council Meeting Minutes of July 1<sup>st</sup>, 2014**  
Mr. William H. Riddick, III, Town Attorney
4. **New Business: October Council Meeting Date Change**
5. **Old Business:**
6. **Closed Session:**
7. **Adjournment**

August 1, 2014

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MONTHLY ACTIVITY REPORT – JULY 2014**

**TOWN MANAGER'S OFFICE:**

- a. Attended the following meetings: Smithfield 2020, Pinewood Heights Management Team and Neighborhood meeting, Mr. Jim Phillips re Friends of the Smithfield Library, Isle of Wight Museum Foundation Board, Kiwanis, Hampton Roads Criminal Justice Training Academy Executive Committee, HRPDC Board of Directors with Mayor Williams, Public Works Emergency Tabletop Exercise, VMLIP Investment Committee via conference call and Roses Express Grand Opening.
- b. Worked closely with new Museum Director and staff during first month transition as a new town department.
- c. Utilized a total of 8 days accrued vacation leave.

**TOWN CLERK'S OFFICE:**

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission, and Board of Historic and Architectural Review
- b. Prepared July Town Council Committee Agenda and August Town Council Agenda
- c. Attended Town Council Committee meetings on July 28<sup>th</sup> and 29<sup>th</sup> and prepared summary reports of the committee.
- d. Attended Pinewood Heights Management Team meetings and Public Neighborhood meeting, July 8<sup>th</sup>.
- e.

**TREASURER'S OFFICE:**

- Activity Report Unavailable this Month

## **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. Replaced about 200 ft of sewer line at 217 and 220 N.Church St.
    - b. Replace part of the sewer lateral and sewer main line at 117 S.Mason St.
  2. Sewer Pump Station Repairs and Maintenance:
    - a. Weekly and daily checks on all 27 pump stations.
    - b. Performed the following scheduled maintenance at all pump station
      - Cleaning of wet -wells
      - Alarms testing
      - Sump pump cleaning
      - Check Valve cleaning and repair
      - Generator checks / Godwin pump checks
      - Control Panel / Flow monitor checks
      - Fence and Grounds
      - Inspected Structure
      - Inspect and clean pumps
      - Level system check
      - Test limit switches
      - Bar screen cleaning
      - Rain gauge
    - c. Pulled and cleaned pump#2 at Minton Way pump station.
    - d. Pulled and cleaned pump #1 at Moonfield pump station and placed a 6 inch bypass pump at the station.
    - e. Pulled and cleaned both pumps and check valves at Morris Creek pump station - also replaced bad air hoses in control panel.
    - f. Replaced impeller at Golf Course pump station.
  3. Water Line Repairs and Maintenance
    - a. Repaired water leaks at the following:
      1. 388 Pagan Rd
      2. 431 Watson Dr

#### 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 greased well pumps 8A and 10, also high service pumps 610 and 620.
- c. Letters were sent to residents requesting participation in annual Lead and Copper Testing.
- d. Hydrant flushing program was completed in Waterford Oaks neighborhood with all valves exercised and or located.

#### 6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Emergency Preparedness training.

#### 7. Windsor Castle Park

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

#### 8. Miscellaneous

- a. Grounds crews picked- up trash along 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. Boarded up 54 Carver.
- d. Repairing and replacing signs in town limits.

**PLANNING AND ZONING:**

- William Saunders attended the APA-Virginia Training Conference.
1. Planning Commission – July 8, 2014
    - A. Final Site Plan Review – Magnolia Manor, Riverside Health Care Expansion – Tim Dean, applicant – Approved.
  2. Rezoning Applications under review
    - A. None
  3. Special Use Permit Applications under review
    - B. None
  4. Subdivision and Site Plans under review
    - A. Magnolia Manor, Riverside Health Care Expansion
    - B. O'Reilly Auto Parts
    - C. Cypress Creek, Phase 7 B&C
  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)
  6. Board of Zoning Appeals – July 15, 2014
    - C. No meeting held.
  7. Board of Historic & Architectural Review – July 15, 2014

- A. Proposed Exterior Renovation, Additions – 223 Cedar Street, Kenneth W. Pretlow Cultural Center – Contributing – Stuart & Bonnie Resor, 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 as per market demand.
- C. Lakeview Cove is now in control of the Bank due to financial concerns by the Developer. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- D. Blair Bro.'s Contr. cleared cross drain pipe of debris and reestablished rip-rap outfall area on Jericho Road. Contractor repaired storm drain pipe entering drop inlets on Washington Street and Sykes Ct. Also repaired asphalt roadway section that was damaged at these locations. Contractor also cleared entrance storm pipe and regraded ditch section on Lumar Road. Contractor regraded storm drain outfall area at end of cul-de-sac of Carver Drive.
- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active projects: Harvest Fellowship Church, Moody Properties & Dollar General (Main St.).
- F. Field inspections were held this month involving the Smithfield Lake Dam. No structural deficiencies were found at this time. It has been noticed that a beaver dam has been constructed in front of the primary spillway. This will require removal and the beavers relocated.

August 1, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING  
HELD ON MONDAY, JULY 28<sup>TH</sup>, 2014

The Police Committee met Monday, July 28<sup>th</sup>, 2014 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; Ms. Connie Chapman, and Mr. Andrew Gregory. 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. Steven Bowman, Chief of Police; Mr. Alonzo Howell, Deputy Chief of Police; Ms. Amy Musick, Smithfield Center Director; Mr. William H. Riddick, III, Town Attorney; and Mr. Jon Flores, Information Technology. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Street Closure Request Closure Request for One Way Traffic on Jericho Road for Bacon Fest, September 27<sup>th</sup>, 2014 from 7 a.m. to 5 p.m. – Ms. Musick reported that this is the same type of partial road closure that the town does for the Wine and Brew Festival. Jericho Road is changed to one way so that people can only exit the park through this area. Chief Bowman stated that the plan has worked well in the past so the Police Department has no concerns. Committee recommends approval of one way traffic on Jericho Road for Bacon Fest.

2. Street Closure Request for Hog Jog Race, Saturday, October 11<sup>th</sup>, 2014 – Ms. Musick stated that the streets that will need traffic assistance are the same as in years past; however this year they would like to change it up a bit and run the race in reverse. It is their 13<sup>th</sup> year and they want to do something different and fun. Committee recommends approval of street closure/traffic assistance for the Hog Jog Race.

3. Authorization to Order Four Budgeted Patrol Vehicles – Chief Bowman stated that he is requesting authorization to purchase the four budgeted patrol vehicles due to the cost. Committee recommends approval of purchasing budgeted patrol vehicles.

4. Proposal for Budgeted New Phone System in the Police Department – Mr. Flores stated that he would like to replace the Norstar phone system in the Smithfield Police Department. Their phone system is extremely old. Norstar went out of business back in the 1990's when it was purchased by Nortel. For the last couple of years anything that is Nortel the Virginia State Police has been fighting to get rid of it because it is such old technology. Mr. Flores stated that he would like to replace the phone system with something very modern. The Town Manager stated that the new system is not cheap however it will fully integrate them with the rest of the town's phone system. The Town Manager stated that the new phone system is a budgeted item. Mr. Flores explained that the phone system will be independent however it will also at the same time function along with Town Hall's phone system so that it will appear as one big system. If either phone line were to go down it would be picked up by the opposite line. Mr. Pack asked that since it is voice over IP are we depending on Charter Communications for internet access to work the phone system? Mr. Flores replied that he can either use Charter's fiber PRI, voice over IP that you can purchase from the internet and link it to the phone system and/or use Verizon. Mr. Flores stated that he uses all of these at Town Hall. That way if Charter or Verizon goes down the town could at least make outgoing calls. Committee recommends approval of the new phone system for the Smithfield Police Department.

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

1. Operational Updates – Chief Bowman reported that last week they had another rash of larcenies of unlocked motor vehicles. This time in the Smithfield Boulevard area. Numerous items were stolen including women's purses that contained all their identification. Chief Bowman reported that they have a few leads with surveillance tapes from the neighborhood to help identify these individuals. He reminded everyone again to please lock vehicles up because they are the only ones that are being targeted. Chief Bowman reported that last week they responded to a call about shots being fired behind Bradford Mews Apartments. Upon arrival and assistance from eye witnesses they were able to make an arrest of a convicted felon with the possession of a firearm. They were also able to locate the firearm that was fired. He stated that he would like to thank the witnesses that stepped up to the plate. Chief Bowman also reported that they continue to work on setting up the town's Honor Guard. The final tailoring is being done now and the Honor Guard should be up and running in the next thirty to forty five days. Chief Bowman stated that National Night Out is next Tuesday and he would like to invite all of Town Council to attend. He reminded everyone that the Mayor gave permission for everyone that attends National Night Out may come to the Town Council meeting in shorts and a t-shirt since the event takes place just before the August 5<sup>th</sup> Town Council Meeting. Mr. Pack asked if Chief Bowman could give an update on the Clontz Park fire. Chief Bowman stated that they have no suspect at this time. Fires were attempted to be

set at several locations along the pier. Chief Bowman stated that Officer Cook has been down there several times a day asking questions to try to get some kind of lead.

2. Additional Item Discussed: Painting Exterior of Storage Building – Chief Bowman stated that discussion has been held on how to paint the storage building behind the Smithfield Police Department. Deputy Chief Howell has had some consultation with the Western Tidewater Regional Jail who will be bringing inmates over to paint the storage building. We will also be looking at ways to use this labor pool to help save taxpayers a few dollars. The Town Manager stated that the plan is to have the storage building match the primary Smithfield Police Department building. This item was for informational purposes only.

3. Additional Item Discussed: Old Rescue Squad Building – Ms. Chapman asked if staff has an update on the Old Rescue Squad Building. The Town Manager reported that the Board of Supervisor at their July 17<sup>th</sup> meeting did vote on authorizing the appraisal of the building for their half and sale to the town. At this time one mutual appraiser needs to be selected to get this process moving. The Town Manager stated that town staff has met on scene to look at building again to determine what areas would best suit each department that needs storage space. Lieutenant Rogers was given a plan of the existing building's floor plan so that he could mark what space the Police Department will need as an evidence storage area.

4. Additional Item Discussed: Request for Lighting Survey – Mrs. Tynes stated that she recently attended a Neighborhood Watch meeting and noticed that there is no lighting at the intersection of John Rolfe Drive and Andrews Crossing. She explained that this item also came up in the neighborhood watch meeting as a safety issue. Mrs. Tynes stated that she would like to request a lighting survey be done at the entrance of the Smithfield Forrest community. Chief Bowman stated that this item will come back to committee next month.

5. Additional Item Discussed: Handicap Access – Vice Mayor Gregory stated that two individuals with disabilities have expressed a concern about the 7-11 convenience store located on Main Street. The door at the handicap access is kept locked at all times. There is no handicap access at the other door where store staff are encouraging people to go. Chief Bowman stated that this item was addressed with the Fire Marshall approximately six months ago. If the area is not marked as an exit and they have closed it off with at least one available working exit it is not a fire violation. As far as the ADA aspect of the door being locked that has not been addressed. The door being locked is intended to deter theft. Discussion was held that this may be a violation of the ADA and staff will direct this concern to the Isle of Wight County Building Official.

The meeting adjourned at 4:17 p.m.

August 1, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE  
MEETING HELD ON MONDAY, JULY 28<sup>TH</sup>, 2014

The Water & Sewer Committee held a meeting on Monday, July 28<sup>th</sup>, 2014 at 4:17 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor 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; and Mr. William H. Riddick, III, Town Attorney. The media was represented by Ms. Abby Proch of The Smithfield Times.

Water and Sewer Committee Chair, Andrew Gregory called the meeting to order.

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

1. Proposal for Pump Replacement at Lakeside Pump Station – Mr. Hopkins stated that included in your agenda are three proposals for pump repairs/replacement from Sydnor Hydro for Lakeside Pump Station. Mr. Hopkins explained that the first proposal was for \$10,205.00. This proposal is to rebuild what the town has with no warranty. It does not include replacement of the impeller which is \$5,200.00 by its self. The second proposal which is Alternate # 1 is for \$10,185.00. This proposal replaces the motor only however it will come with a warranty. Again the impeller would cost an additional \$5,200.00. The last proposal which is Alternate # 2 is for \$14,530.00. This proposal would replace the entire pump including the impeller. Mr. Hopkins stated that the pump that is being replaced is the original pump that was installed approximately nineteen years ago. Staff recommends Alternate # 2 to replace entire unit with new impeller. Vice Mayor Gregory asked if this item was budgeted or not. Ms. Minga stated that it was sort of both. She explained that it was budgeted last year and she thought it was going to be finished so she did not roll it forward. So it will be a budget amendment for FY 2014/2015 since it was not rolled forward from FY 2013/2014. Mayor Williams asked if the proposal includes a finless impeller. According to the description of the Alternate # 2

proposal it is a bladeless impeller. Committee recommends approval of the Alternate # 2 proposal in the amount of \$14,530.00.

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

1. Operational Updates – Mr. Hopkins stated that he had a couple of things that he would like to mention in regards to operational updates. He reported that the town has received our pump for the Main Street Pump Station. It will be approximately three weeks before it will be installed because there are a few additional items that need to be ordered. Mr. Hopkins stated that the Public Works staff has done a lot of work on Mason Street involving old sewer lines made of old terracotta pipe. Some adjustments were made to the gravity sewer line so that a new manhole would not need to be installed. This work saved the town approximately \$10,000. Mr. Hopkins stated that Public Works has also replaced 200 feet of failing gravity sewer lines in between houses on North Church Street and Mason Street. Mr. Hopkins stated that the residents were very pleasant to work with. At this time the town has approximately six water leaks and six gravity sewer lines that need repairs. The Town Manager stated that staff did get some complaints in the last month from residents in the Pagan Pines neighborhood. Public Works did a repair where the water needed to be shut off and when the water was turned back on because of the older pipes some of the sediments from the pipes were disturbed. Mr. Hopkins stated that they are looking at getting a cost estimate to replace some of these older pipes.

2. Update from Kimley-Horn and Associates on Bioassay Testing – The Town Manager stated that the Department of Environmental Quality (DEQ) believes that the town will probably have to go after the individual permit route verses the general permit route. It is not much harder to obtain; however there is more work and expense involved. The town is going to do an additional test on the water. With the individual permit the town would have to pick an area where we would mix a more intermittent discharge into the creek. Kimley-Horn will do some additional water quality testing on the concentrate and the creek itself. They will be working on a plan towards the individual permit and what needs to be done and the cost involved moving forward. Dr. Cook asked if the town knows what our initial results were. The Town Manager stated that the minnows survived however some of the shrimp did not pass the fifty percent concentrate level. Kimley-Horn is performing another test to confirm these results. This item is for informational purposes at this time and more information will be brought back to next month's committee meetings.

The meeting adjourned at 4:30 p.m.

August 1, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, JULY 28<sup>TH</sup>, 2014

The Finance Committee held a meeting on Monday, July 28<sup>th</sup>, 2014 at 4:30 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, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; and Mr. William H. Riddick, III, Town Attorney. 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's Authorization:

a. Caldwell Tanks \$25,823.29

Mr. Pack reported that this invoice is the town's quarterly payment on our water tank maintenance contract. Mayor Williams asked if town staff was checking behind the contractor to be sure all work is being done per their contract. Mr. Hopkins stated that this was correct. He stated that he would continue to sign off on invoices once work has been verified by staff. Committee recommends payment of invoice.

b. Smithfield Volunteer Fire Department \$ 24,294.00

This invoice is for state pass through funds for the Smithfield Volunteer Fire Department. Committee recommends approval of invoice.

c. USBancorp \$ 84,150.83

This invoice is the debt service payment on the construction of the Reverse Osmosis Water Treatment Facility and the South Church Street waterline replacement. It is paid twice a year. Committee recommends payment of Invoice.

d. USBank \$215,337.50

Ms. Minga explained that this invoice is for the debt service payment of the original loan to construct the Reverse Osmosis Water Treatment plant. Committee recommended approval of invoice.

e. IOW County (Commonwealth Attorney's Office) \$ 10,500.00

Mr. Pack explained this contribution to the Commonwealth Attorney's Office was previously authorized by Town Council on March 4<sup>th</sup>, 2014 when Mr. Farmer came to the town to request funding assistance to purchase Case Management System software. Committee recommends approval of this budgeted invoice.

2. Credit Line Renewals for Farmers Bank and Towne Bank– Ms. Minga reported that this item is just housekeeping to renew both our existing credits lines with Farmers Bank and Towne Bank. The town's line of credit with Farmers Bank is for a million and TowneBank is for five hundred thousand dollars. Ms. Minga stated that the line of credit with Towne Bank is for the Pinewood Heights Project. The line of credit with Farmers Bank is more open ended with no specific project in mind. Vice Mayor Gregory asked if there was a balance on either line of credit. Ms. Minga replied that both have a zero balance at this time. Both lines of credit require a resolution from Town Council authorizing her to renew the account. Committee recommended approval of renewing these lines of credit.

3. Vehicle Maintenance Contract Renewal – The Town Manager stated that the town's vehicle maintenance contract with Dave's Service Center was awarded in 2012 with the right to renew for up to four additional years before it must be rebid. The contract has been in place for two years and will expire at the end of August unless it is renewed for another year. Staff has been pleased with their service and Dave's Service Center has agreed to continue to honor the 2012 prices on all the maintenance. Staff has recently verified that Dave's Service Center has been setting up folders on each town vehicle as work is performed so that the town will have maintenance history as requested in the RFP. The Town Manager stated that staff is recommending it be renewed for one additional year.

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

1. June Financial Statement and Graphs – Ms. Minga reported that the June Financial Statements are in draft format because there are still a lot of year end information that has not been received to complete them. Accruals still need to be made

on the revenue side for things that have not been collected yet such as some of the consumption and utility taxes, sales taxes, etc. These items are normally a month or two delayed from when the town receives them. Real Estate and Personal Property tax will also need to be adjusted based on what is collected from July 1<sup>st</sup> to August 31<sup>st</sup>. There are expenses that are still coming in for June 30<sup>th</sup>. Staff is currently working on all the accruals under payroll for vacation and sick leave. Ms. Minga reported that once July and August water and sewer billings and consumption have been posted she will need to back out last year's July and August billing and consumption. Ms. Minga stated that right now most of the statements look pretty good. She explained that if you look at what the town's budgeted revenue is and what our actual is right now we are under. This means that we will not have to pull reserves in to fund expenses. At this time the town has more revenue than we do expenses. The only other area that we are under in collecting revenue is the Pinewood Heights Project. The town did not acquire quite as many properties as the town had expected by June 30<sup>th</sup> so the reimbursement was not as much as we anticipated accruing. The town's expenses are lower at this time than anticipated however we have not received all the expenses in yet. Overall the town should end the year in pretty good shape. Part of the reason is we did not complete all of the capital projects that the town had expected. Ms. Minga stated that it is really hard to present a June statement in July due to all the end of year adjustments. Dr. Cook asked for clarification that in the past when the town has had to shift money from reserves to cover our budget it is shown as revenue? Ms. Minga explained that in in this case of shifting funds from reserves as a funding source which means our expenses were larger than our revenues. If funds are shifted to reserves then our revenues are more than our expenses. Shifting access revenues to reserves is like putting it in savings. This helps the town show a balanced budget. Originally FY 2013/2014 was budgeted for a net loss and at this time we have a net gain. Some areas such as meals tax, collection of real estate, personal property taxes and cigarette tax exceeded our budget expectations therefore creating a net gain at this time. Vice Mayor Gregory asked if the Reverse Osmosis Plant was where it should be. It appears according to the Financials that it is \$60,000 under. Ms. Minga explained that they still have additional expenses coming in but overall we should still end up in good shape. Vice Mayor Gregory asked if one time gifts, contributions, grants, etc. has to be included in the town's operating cost. He explained that it really inflates what is actually spent or received. Ms. Minga stated that she would look at how she could show in a different format but the auditors require these items to be listed. Vice Mayor Gregory stated that how the budget is perceived to the public is his biggest concern.

2. June Cash Balances – Ms. Minga reported that cash balances remain very strong. She explained that she has not listed the \$500,000 that the town has invested in the Virginia Investment Pool. For the month of June the town invested \$500,000 and then as of June 30<sup>th</sup> our market value was \$500,601.24. - Water = \$304,448.84; Water Debt Service = \$1,243,607.40; Water Capital Escrow Availability Fees = \$343,262.59; Water

Treatment Plant Escrow = \$111,483.97; Water Deposit Account = \$43,229.40; Water Development Escrow = \$84,991.38; **Subtotal Water = \$2,131,023.58.** Sewer = \$(26,474.17) Sewer Development Escrow = \$338,103.70; Sewer Capital Escrow Availability Fees = \$863,232.75; Sewer Compliance = \$661,352.95; **Subtotal Sewer = \$1,836,215.23.** **Highway = \$325,726.81.** General Fund = \$2,976,319.86; Payroll = \$39,273.29; Money Market General Fund Town Bank = \$2,182.59; Business Super NOW-General Fund = \$33,064.59; Money Market General Fund Farmers Bank = \$289,069.78; General Fund Capital Escrow = \$214,302.32; Certificate of Deposit = \$525,905.53; Certificate of Deposit Police Dept = \$36,619.71; Special Project Account (Pinewood) = \$240,791.46; Pinewood Heights Escrow = \$16,256.06; SNAP Program = \$3,014.75; Museum Account = \$2,500.36; S. Church Street Account = \$9.18; **Subtotal General Fund = \$4,379,309.48.** Beautification = \$7,838.55; Money Market Beautification = \$47,791.03; **Subtotal Beautification = \$55,629.58; TOTAL ALL FUNDS = \$8,727,904.68.**

3. Closed Session: - The Town Attorney stated that we need a closed session for consultation for legal counsel concerning potential litigation in particular Verizon; the boundary line adjustment litigation; and potential property acquisition pursuant to Section 2.2-3711A 3 and 7. Vice Mayor Gregory made a motion to go into closed session for discussion on the items the Town Attorney just highlighted. The motion was seconded by Mr. Pack. All three Finance Committee members voted aye. Motion passed.

*In @ 4:52*

*Out @ 5:36*

The Town Attorney stated that we need a motion that during closed session there was only the discussion of potential litigation in particular Verizon; potential litigation on the boundary line adjustment with Isle of Wight County; and potential property acquisition all pursuant to section 2.2-3711A 3 and 7. Vice Mayor Gregory so moved the motion and the motion was seconded by Mr. Pack. All three Finance Committee members voted aye. Motion passed.

The meeting adjourned at 5:38 p.m.

August 1, 2014

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, JULY 29<sup>TH</sup>, 2014

The Parks and Recreation Committee held a meeting on Tuesday, July 29<sup>th</sup>, 2014 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. Michael G. Smith, Dr. Milton Cook, Andrew Gregory, Vice Mayor; 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. Amy Musick, Smithfield Center Director; Mr. William Riddick, III, Town Attorney; Mr. Mr. Wayne Griffin, Town Engineer; and Mr. William Saunders, Planner/GIS Coordinator. Also in attendance were Mr. Rick Bodson of Historic Smithfield; Mr. Lee Duncan, Mr. Robert Cox, and Mr. Mark Hall. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Connie Chapman called the meeting to order.

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

1. Request to close a Portion of the Windsor Castle Park Trails on September 27<sup>th</sup> from 9 a.m. to 5 p.m. and Fishing Pier Closure beginning Wednesday, September 24<sup>th</sup> thru Saturday, September 27<sup>th</sup> for Bacon Fest – Ms. Musick reported that the portion of the trail near the fishing pier has been requested to be closed on September 27<sup>th</sup> for the Bacon Fest. Ms. Musick also stated that the pier would need to be closed beginning Wednesday, September 24<sup>th</sup> so that it can be cleaned and set up as a Chalet at the event on Saturday, September 27<sup>th</sup>. The Town Attorney asked if this set up was like the Wine and Brew Festival? Ms. Musick replied that it was. Committee recommended approval of closures.

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

1. Operational Update – Ms. Musick reported that events at Windsor Castle have been quiet because it is warm outside. People are utilizing the town's indoor site here at

the Smithfield Center. There have been two bike events since last committee. The bike events were Bike Virginia on June 24<sup>th</sup> hosted by Tourism and Celerity Cycling Time Trials. Ms. Musick stated that Smithfield is a very popular bicycle destination. She reported that the upcoming event to note is National Night Out on Tuesday, August 5<sup>th</sup>. Kayak rentals are still going strong and the storage building has been ordered. It should be here in a couple of weeks. The group, Fortified Fitness, continue to offer exercise classes at the park. Yoga has been added on Tuesdays and Thursdays. These classes seem to be very popular. Fortified Fitness made their first payment to the town in the amount of \$27.00. Ms. Musick stated that with the start of the Yoga classes this month she is hopeful that it will generate more revenue at the end of this month. Ms. Musick reported that the ECO Counter shows that there is a daily average of 387 people entering the park at the station bridge entrance. The busiest day of the week is Saturday and the most popular time is 9:00 a.m. for exercise. Ms. Musick also stated that her kayak staff is doing a visitor count at the kayak launch. This report shows everyone walking by and she has asked staff to break it down to determine if this an access point to enter the trails or these individuals using the kayak launch. Mr. Pack asked Ms. Musick if she knows what Norfolk Botanical Gardens wedding schedule is like in the summer when we are not able to rent our outdoor site due to the heat. Ms. Musick stated that from the way they price their venue their weddings do go down during the summer but not by much because they have an indoor venue as well. Ms. Musick stated that increasing power at the site would give the ability to use fans so that could possible make it better in the middle of the summer. Mrs. Tynes stated that she had noticed that there is an opening for kayak rental staff. Ms. Musick stated that she has not filled that position yet. Application submittals close next Friday. Mr. Pack asked if the Eco Counter could be placed anywhere other than the Station Bridge so that the town can see at what other locations people are entering the park. Ms. Musick stated that she has it on her task to move it periodically. Other locations would include the Mason Street entrance and the main parking lot.

2. Additional Item Discussed: Trail Markers – Mr. Hopkins reported that staff has received the trail marker signs and they will be installing them in August. Ms. Chapman stated that she has seen them and they look very nice.

The meeting adjourned at 4:06 p.m.

August 1, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE  
MEETING HELD ON TUESDAY, JULY 29<sup>TH</sup>, 2014

The Public Works Committee held a meeting on Tuesday, July 29<sup>th</sup>, 2014 at 4:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Mrs. Denise Tynes and Dr. Milton Cook. Other Council members present were: Ms. Connie Chapman, Mr. Randy Pack, Mr. Andrew Gregory, Vice Mayor; 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 Riddick, Town Attorney; Mr. Wayne Griffin, Town Engineer; and Mr. William Saunders, Planner/GIS Coordinator. Also in attendance were Mr. Rick Bodson of Historic Smithfield; Mr. Robert Cox, Mr. Lee Duncan, and Mr. Mark Hall. 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 BE ON THE COUNCIL'S AGENDA.**

1. Award of Debris Removal Contract – Mr. Hopkins stated that the town currently has a contract with both Smithfield Services and Goodrich and Son's that expires August 2014. An RFP was issued and the town received four proposals. Two of the proposals were from out of state contractors making them unavailable immediately during and after a disaster. Mr. Griffin stated that he has worked with Smithfield Services on numerous occasions in regards to debris removal after severe storm conditions in town. They have always been very responsive to the town's needs. Mr. Griffin also explained that he uses Goodrich and Son's for debris removal process and clearing ditches throughout the town on an ongoing basis. They have excellent people skills and the town has always received positive response from whomever they are working with. Staff has been pleased with the work of our current contractors and would recommend approval of new contracts with both companies.

2. Main Street Parking Between Church Street and Commerce Street (Wharf Hill) – Mr. Smith stated that he would like the public to know that he was responsible for

initiating the change in the parking along Wharf Hill. He explained that he lives in that area and asked town staff to look at defining parking spaces so that people could not park any way they wanted to and hopefully create more parking spaces. This study on parking as it is today also generated three spaces for parking on Luter Drive. Mr. Smith stated that with the recent request to remove the parallel parking at the top of the hill and change it to angled parking has generated another study in regards to parking on Wharf Hill. Mr. Smith stated that staff revisited the idea of some kind of continued angled parking up the hill. He explained that even if the angled parking was changed from a 45 degree angle to a 22 degree angle it does not meet VDOT's road standards. There has also been discussion on changing the flow of traffic to one way and the direction of the one way traffic would put angled parking going uphill rather than downhill so residents and employees of Smithfield Foods could continue to use the stoplight at Main Street and Church Street as the safest way to leave. With no stoplight at Luter Drive and North Church Street it makes leaving very difficult during certain times of the day. Mr. Smith stated that he knows personally that there are five current parking spaces that are taken all day long by Smithfield Foods employees. If the town were to install two hour parking signs from the angled parking down it would most likely eliminate these five vehicles and in return allow additional parking spaces for businesses on Wharf Hill. Mr. Smith asked Mr. Hopkins or Mr. Griffin to explain in a little bit more detail VDOT's requirements that the town is faced with. Mr. Griffin stated that based off the requirements for all roadways lanes are required to be at a minimum 11 feet which is 22 feet for two way traffic. The way the town has the parallel parking set up now we have 23 feet for two lane traffic. If the town uses angled parking in this 200 foot area the roadway would be reduced to 15 feet of roadway for two lanes of traffic which is not enough to meet the 11 foot minimum for each direction. Mr. Smith stated that Jamie Weist of Kimley-Horn and Associates did a study at no cost to the town that stated the current parking layout is the most efficient way to provide parking along Wharf Hill as long as it remains open to two way traffic. The only safe way to add parking to this roadway would be to make it a one way street and add parallel and/or parking on both sides of the roadway. The Town Attorney advised Town Council that you cannot knowingly sanction two way traffic on 15 feet of roadway. Your choice is not whether you can have angled spaces it is whether you want that street one way or not. He continued to explain that years ago traffic in that area was not a problem because there was very little traffic; however with the expansion of Smithfield Foods the employees do not like to use Luter Drive to exit because there is no stoplight. The stoplight at the top of Main Street is a much safer way to exit. Mrs. Tynes expressed her concerns that angled parking on a hill is much safer than parallel parking. Her decision will be based on the safety of the citizens not how it will benefit a particular business. The Town Manager stated that as the Town Attorney stated the town cannot create spaces that are clearly in conflict of the engineering standards for liability purposes. He did make a suggestion that the town could remove the delineation of the parking spaces so they are no longer designated as parallel parking and let people go back to parking anyway they choose at the top with no liability to the town. Mayor Williams stated that VDOT has done a study at Luter Drive in regards to the need for a stoplight

and the results were that a stoplight was not warranted. He asked if we could revisit with VDOT the need for a stoplight at the intersection of Luter Drive and North Church Street if traffic is changed to one way traffic going down Wharf Hill. Mr. Griffin stated that he was sure VDOT would revisit it; however he does not know what their response would be. Mayor Williams asked why the town could not request a stoplight regardless of whether VDOT thinks it is warranted or not. The Town Manager stated that the same issue came up when the town requested a stoplight to be installed at Smithfield Boulevard and South Church Street. The town was willing to pay for the cost to install the stoplight and VDOT said no. VDOT will not do unless they feel the need is there. Mr. Smith suggested installing signs with two hour parking restrictions from 8 a.m. to 5 p.m. for all parking spaces on Wharf Hill. Staff will also make a request to VDOT with all this new information to revisit the installation of a stoplight at the intersection of Luter Drive and North Church Street so that traffic can be changed to one way traffic down on Wharf Hill. Dr. Cook expressed concern over holding this portion of the historic district to standards when the town clearly has other roadways in the historic district that do not meet these standards. The Town Attorney stated that if you have angled parking with a 15 foot travel way two vehicles cannot pass each other and the town has knowingly created a dangerous situation. He said that Town Council can vote for that if they want to; however he will not advise Town Council to allow it. The Town Attorney stated that he feels that this would be a huge liability issue because of the volume of traffic that uses this travel way every day for residents and employees of Smithfield Foods. Mr. Hopkins stated that he has not talked to Mr. Duncan but would like to make a suggestion that the space in front of Mr. Duncan's garage door be used as parking spaces. Delivery trucks are going to park on the roadway so if Mr. Duncan is willing to lose that easy access to his garage doors it could allow possibly two more parking spaces. Mr. Duncan was present and asked if he could comment. Mr. Smith agreed to allow Mr. Duncan to comment. Mr. Duncan stated that he would be willing to give up the space in front of his garage for additional parking. Mr. Duncan also commented on compact parking at the top of the hill. If the top of the hill was designated for compact cars only then there would be approximately 19 feet of roadway rather than only 15 feet. He stated that would be wider than Mason Street is currently. If signs are placed for compact cars only and a big truck parks there then the liability is not on the town at that point. Mr. Smith stated that he and staff have done the calculations on compact cars and we still do not meet the standards. Mr. Duncan expressed concern that a lot of historic districts naturally have tighter roads but people live with it because it is the historic district. People expect new construction to meet all of today's standards and people expect existing construction to follow what is already there. Vice Mayor Gregory asked that if the town did in fact change Wharf Hill to one way going down would that give the town the ability to add additional parking on the opposite side of the road. Mr. Duncan stated that he would love to see the additional parking. Continued discussion was held on the measurement of compact car and if it would make a difference to allow angled parking. Mr. Bodson explained that the Google satellite map has a measurement of 33 feet from curb to retaining wall. There were a lot of compact vehicles parked on the street from Smithfield

Foods so he had an opportunity to measure them. The average compact vehicle was 12 feet. A street measurement of 33 feet minus the 12 feet for the angled compact vehicle would allow for two 10½ foot lanes. Mr. Bodson stated that this is 3½ more feet than the town currently enforces on South Mason Street. The Town Attorney stated that the difference is apples and oranges. South Mason Street does not have the same volume of traffic as Wharf Hill on a daily basis from Smithfield Foods employees. The Town Attorney reiterated that the town does not want to knowingly create a dangerous travel way. He also mentioned that if the town chooses to allow angled parking for compact cars only at the top of the hill the Smithfield Police Department will be charged with enforcing it. Mr. Smith stated that he does not want to see the entire area riddled with signage. The Town Attorney stated that Vice Mayor Gregory brought up a good point that if traffic is changed to one way then there may be an opportunity to add additional parking on the opposite side of the street. Mr. Bodson stated that their motivation for additional parking is economic vitality. This part of the historic district is about to blossom which will also create more traffic. Committee recommends authorization to place signage for two hour restricted parking for all parking spaces on Wharf Hill. Staff will request VDOT to revisit the installation of a stoplight at the intersection of Luter Drive and North Church Street and bring back to committee.

3. Additional Item Discussed: Establishment of Stormwater Fees - Mr. Saunders reported that recently a memorandum of agreement to trade some duties back and forth between the Town of Smithfield and Isle of Wight County was adopted by Town Council. The shared duties are for stormwater, erosion and sediment control, plan reviews, inspections and administration of the programs. The town has been doing erosion and sediment inspections for all commercial site; however since the county has taken on all the stormwater items effective July 1<sup>st</sup> most of what the county is doing now is inspecting commercial sites. So they have taken erosion and sediment over for all commercial sites. The town in return has agreed to take on erosion and sediment inspections for residential. Residential does not typically include stormwater. In the past when the town has done plan reviews on single family homes and smaller projects we have not charged a plan review fee. The two fees that are being proposed are in line for what the county is going to charge because the town is under the county's program. The idea is to keep the town residents consistent with county residents for the same service. These fees are also based on guidelines set by the state. The Agreement in Lieu of an Erosion Control Plan is proposed to be a onetime \$150.00 fee due at the time of permitting. This fee is for the review that has to be done for a single family project. It includes erosion and sediment control, silt fence inspections, and construction entrance. The second proposed fee is the Residential Erosion and Sediment Control Inspections for \$300.00 due at time of permitting. Typically residents will have an initial inspection done to make sure erosion and sediment controls were inspected properly, then that site will be inspected monthly or after a heavy rainfall and then again at the conclusion of construction activity. Normally it takes five or six inspections during the construction of a single family home. That is what these fees are based on. Mr. Saunders stated that he

hates to charge people more to do things in the Town of Smithfield however it will be the same that they would of paid at the county. Mr. Pack asked why the town was doing these inspections now opposed to the county doing them. Mr. Saunders stated that the town is under the county's Stormwater Management Program. The town and county have always shared duties on erosion and sediment control so it was just logical for the town to trade erosion and sediment on commercial for erosion and sediment control of residential. Most of the time erosion and sediment control for commercial is lumped in with stormwater and this is all being done by the county. Mr. Pack asked why the town and county are sharing duties. Town staff wanted to stay involved in the process because eventually the town will probably have to take on all the erosion and sediment and stormwater for ourselves. This is a way for the town to stay in the game and still have some control over the smaller projects that are going on in town. Mr. Smith asked if residential projects pay the \$150.00 fee for the Agreement in Lieu of an Erosion Control Plan if they would not have to pay the \$300.00 fee for Residential Erosion and Sediment Control Inspections. Mr. Saunders replied no. The Agreement in Lieu of an Erosion Control Plan is an exception for single family homes so they do not have to have the big elaborate plan that is required for larger projects. Larger projects are required to pay a much higher fee. The Stormwater Management Program is a large document and the County has the ability to review these documents and sign off on them very quickly. Mr. Griffin stated that the town has been inspecting commercial sites up until this point but the detail of inspections are much greater now. Mr. Saunders stated that once you get to a larger construction project it requires a general state permit and it lumps the stormwater and erosion and sediment control together so that is another reason that it was logical to transfer all the commercial project to the county. Mr. Saunders stated that town staff already goes to residential site regularly to check on water, sewer and zoning items so picking up erosion and sediment inspections can be done as well. Dr. Cook asked what happens if the footprint of a house is under 2,500 square feet. Mr. Saunders stated that they still go by the Agreement in Lieu of an Erosion Control Plan for all single family construction. The Town Manager stated that it is coming before committee because Town Council needs to establish the fees. Committee recommends that the proposed fees be established by Town Council.

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

1. Public Comments – Mr. Duncan was present to thank Town Council for taking the time to revisit the parking along Wharf Hill. Mr. Cox was present in support of additional parking along Wharf Hill. He explained that it was a surprise to them that the parking at the top of Wharf Hill had been changed to parallel parking rather than angled. He stated that they are very mindful of Town Council's decision. Mr. Cox stated that he had spoken to the town's former police chief, Mark Marshall, and he stated that the entire time he was police chief angled parking was allowed on Wharf Hill. I asked him if he could recall at any time that this area was problematic as far as traffic or accidents

because of the angled parking. Mr. Marshall's response was that he could not recall any. Mr. Cox stated that he would like for Town Council to consider allowing angled parking at the top of Wharf Hill with a restriction that it be for compact cars only. Every additional parking space may have one or two more customers doing business here in town. Mr. Mark Hall was present and stated that as an investor in the historic district he is always looking for other investors that bring significant capital investments to the historic district. This is an area that demographics and traffic counts really do not support. As an investor we are trying to create foot and vehicular traffic that create business. Sometimes in the historic district things have to be designed a little bit differently than if we were designing it from scratch. Every parking place is critical.

2. Additional Item Discussed: Maintenance at Town Entrance Sign – Mrs. Tynes stated that she has notice that the maintenance upkeep at the town's entrance sign on Battery Park Road needs to be looked at. Mr. Hopkins stated that he would address the issue with Public Works staff.

The meeting adjourned at 5:11 p.m.

August 1, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE  
COMMITTEE MEETING HELD ON TUESDAY, JULY 29<sup>TH</sup>, 2014.

The Public Buildings and Welfare Committee held a meeting on Tuesday, July 29<sup>th</sup>, 2014 at 5:11 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council members in attendance were Mrs. Denise Tynes, Mr. Randy Pack, Mr. Andrew C. Gregory, Vice Mayor; and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; and Mr. William Riddick, III, Town Attorney; Also in attendance was Mr. Rick Bodson of Historic Smithfield; and Mr. Mark Hall. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Pre-Public Hearing Discussion: Property Swap with Smithfield Foods – The Town Manager stated that a plat of town property near the Smithfield Center was handed out. A public hearing for a property swap with Smithfield Foods has been advertised for the Town Council's meeting next Tuesday night, August 5<sup>th</sup>. The plat shows the Town of Smithfield's property that Smithfield Foods is proposing to swap equaling 1.86 acres. A plat of the Joyner property located at 315 Main Street and owned by Smithfield Foods was prepared several months ago. The Joyner property swap will include the old Town Manager's Office, the gravel parking lot used by tourism, and Joyner field that backs up to Cedar Street. It is just under an acre in size. The difference in the sizes of the properties being swapped is due to the fact that the town will acquire flat land right on Main Street and the area that Smithfield foods will get with the swap is made up of some marshy wetlands and a slope. Mr. Hopkins asked for committee to keep in mind that this was a draft copy of the plat and the final should be received in a few days. Discussion was held on where the property lines were for the property swap. Again the public

hearing is next Tuesday and then Town Council may take action to swap deeds the same night.

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

1. Public Comment – Mr. Bodson stated that he was here as a representative of Historic Smithfield. This is a informational item before Town Council reads about it in the paper tomorrow. He explained that approximately nine months ago Historic Smithfield took ownership of the 1750 Courthouse from Preservation Virginia. Historic Smithfield was aware at that time that there would be some significant remediation required of the courthouse. It has probably been a couple of decades since Preservation of Virginia has done anything of substance in that building. As part of the transfer there was an historic easement attached to the property. The historic easement had a very detailed baseline report done by the Virginia Department of Resources (VDHR). It was like a punch list to stabilize the building. Historic Smithfield has engaged E.T. Greshem to look at this baseline report and give Historic Smithfield an estimate of what it is going to cost to essentially address the water infiltration problems. There are leaks from the roof and more problematic wicking of moisture from the foundation up. The water that is coming off the roof cannot go anywhere and it is pooling at the base of the building. E. T. Greshem is a established firm and has been very active locally on both commercial projects and remediation of St. Lukes. The repairs to the old courthouse are estimated to be a two hundred thousand dollar project. Historic Smithfield's Board is on a fundraising campaign and anticipate raising the necessary funds by the end of November. Mr. Bodson wanted to advise Town Council that there will be some construction beginning hopefully around November at the old courthouse. Obviously, it will entail some scaffolding going up on the building because the biggest chunk of the work will be replacing a lot of bricks that have shattered due to water infiltration. Mr. Bodson stated that Historic Smithfield will go to the Board of Historic and Architectural Review to let them know that there will be copper gutters that will be put around the sides and front of the building. The Virginia Department of Historic Resources has agreed with the copper guttering. Obviously, in 1750 there were no gutters; however today you either put copper guttering to preserve the foundation or you do not have a foundation for the rest of the building. Mr. Bodson stated that as they move closer to November he will return with an update.

2. Pinewood Heights Phase II Update – Multi-Year 1 and Multi-Year 2 – The Town Manager reported that staff had hoped to have the infrastructure master plan from Kimley-Horn and Associates; however it was not completed in time for this month's committees. That will be on the August committee agenda. The Town Manager stated that Mr. Dodson's update for Phase II MY1 and MY2 were included in the packet as well as maps to see the progress. Also included was a summary from the Town Treasurer on actual expenses for Phase I and Phase II. Meeting minutes from the two Management

Team meeting on July 8<sup>th</sup>(one for Phase II and one for Phase III) and the Neighborhood Meeting at 6:00 p.m. on July 8<sup>th</sup> were also posted for review. The Town Manager stated that the town had a really nice turnout of citizens for the next phase of the Pinewood Heights project. Mr. Stephenson stated that he and the Town Clerk have been working with Mr. Dodson of Community Planning Partners on gathering information for the initial Planning Grant that Town Council had previously authorized. There were a number of things that needed to be done by the end of July. These items will be posted electronically to VHCD's CAM system. The town continues to receive surveys back that Mr. Dodson had handed out as a requirement for the initial Planning Grant. The Town Manager stated that on the agenda for next week there are at least two deeds the Town Council will need to accept on properties that the town has recently acquired. The addresses for these deeds are 47 Carver Avenue and 51 Carver Avenue. The Town Attorney stated that normally deeds are accepted prior to the closing however these were not so Town Council will adopt a resolution retroactively accepting these deeds. The Town Manager mentioned that staff picked up demolition permits from the County for units that are ready to be demolished by A.V.E.S. Mrs. Tynes stated that we have two more citizens that are happy. The Town Manager stated that Dr. Cook had asked last month if the overall acquisition/relocation cost were going up and we had told you not to our knowledge. We have since found out that some of the costs are going up. Mr. Dodson did note at the meeting that rent assistance guidelines have gone up as well. The Town Manager stated that the Town Treasurer would have some of this information in more detail next month. Dr. Cook stated that if he is reading through the minutes correctly Mr. Dodson stated that the town will only receive \$800,000 for Phase III. The Town Manager stated that he believes that once the town completes MY 1 of Phase III we would be able to apply for another round of \$800,000. Dr. Cook stated that he would like the town to start paying for the second half of the overall project with proceeds from the first half. He stated that it would be nice to slow down Phase III and IV until we start building out Phase I and II under the new zoning of commercial space. The Town Manager stated that with Phase III and IV it will still be a ways out. The soonest anything would start will be the end of 2015 or start of 2016. Committee stated that this is a very expensive project and the grant money is not at the same level that it once was for assistance from the state. Mrs. Tynes stated that another reason the project is so costly is the prior Town Council decided to help the renters as well as the property owners. Most community projects make it clear to the renters of what is going to happen and you have this time frame to find someplace else to rent. Dr. Cook asked if it was too late to do anything about this. The Town Attorney stated that it was a requirement for the grant and the town had no choice. The Town Attorney stated that he and the Town Treasurer are very diligently going through all the money that the town is spending so the town does not pay a penny more than we are supposed to. Mr. Smith asked if the project is being cleared from back to front. The Town Manager stated that was correct. Committee agreed that the one piece of commercial property in the Pinewood Heights neighborhood is not the responsibility of the town. It will not receive benefits from the grant. Committee thanked staff for the update.

3. Additional Item Discussed: Daycares in the Town of Smithfield – Dr. Cook asked for an update on the daycare issue that was brought up at the last Town Council meeting. The Town Attorney stated that it has been sent to a study committee formed by the Smithfield Planning Commission. The initial reaction from the Planning Commission was they were not real keen on just repealing what the town already has in place. The mechanism for people to get what they need is there you just have to apply for the special use permit. Planning Commission members were not sure that the town wants just anybody opening up a daycare anywhere in town with limit of twelve kids. Committee agreed that it should be keep as a special use permit because if you are in a residential neighborhood your neighbor may want to know that there will be twelve three year olds attending child care next to them every day. The Town Attorney stated that if anyone could qualify for a special use permit it should be this couple because they have a track record. They have been operating a child care for a while and could bring in witnesses (neighbors) that would support their desire to continue to offer childcare in their home. New childcare providers would be getting their special use permit on good faith. The best part about a special use permit is that if you do not do what you say you are going to do the town has the right to revoke it and put an end to what might be a nuisance. Dr. Cook asked how this is policed. Mayor Williams stated that it is policed through complaints from the neighbors. The Town Attorney stated that either way the town needs to amend our ordinance to make applying for a special use permit for childcare an option in residential districts. At this time you can only get a special use permit for a childcare facility in a nonresidential neighborhood. Mr. Hopkins explained that five children or less is considered a home occupation allowed in a residential subdivision. When you go above five the definition becomes a childcare center. In order to change the Zoning Ordinance the Planning Commission would need to hold a public hearing next month and the soonest it would come to Town Council would be October. Whether the town chooses to amend the number of children allowed in a home daycare or keep it at five as it is now and require a special use permit for any childcare with more than five children it will require an amendment to the zoning ordinance. It will take the same amount of time to go through the proper steps. Committee thanked staff and the Town Attorney for the update.

4. Additional Item Discussed: Derelict Structures – Dr. Cook asked for an update on the derelict structures in Riverview and Jersey Park. Mr. Hopkins reported that staff has sent a letter to the property owner for the property on Riverview. The owner has made contact with town staff and they have full intentions of addressing the concerns by August 16<sup>th</sup> which is the timeframe that they were given by the town. The owner at that time plans on putting the house on the market for sale. Dr. Cook asked what is the town's next step if the property owner does not address the concerns by the 16<sup>th</sup>. The Town Attorney stated that he will send them a notice that they are in violation of the zoning ordinance and they have ten days to comply. If they do not comply they will receive a warrant for failure to abide by the town's zoning ordinance which is a Class 1

Misdemeanor. Mr. Hopkins stated that the house on Washington Street has been worked on. Some grading has been done around it to possibly put up some scaffolds. Dr. Cook asked about the status of the concrete building in Jersey Park. Nothing has happened since it was boarded up and secured. Mayor Williams stated that there is another one that staff needs to look at behind Trinity Methodist Church parking lot. Mr. Hopkins stated that staff would look into this property. Ms. Chapman brought up a house on South Church Street across from the Department of Motor Vehicles that is in need of a lot of repairs. It was mentioned that it is secure at this time so there is not much town staff can do. Dr. Cook stated that it was a full time job keeping up with houses that have been neglected in town.

5. Additional Item of Discussion: Yard Sale Permits - Dr. Cook asked if the town has an enforcement policy for yard sale permits. The Town Manager gave committee a history on past enforcement of yard sale permits. He stated that when he was first hired yard sale permits were allowed once per year. The permit had to be posted out front of the yard sale near the mailbox. So when police officers drove by they would be able to see if a permit had been purchased. Then the policy was changed to allow two yard sale permits per twelve month period. Staff at that time was told to stop hassling residents. As long as the residents got their permits the Town Council at the time did not feel like the former Chief needed to have his Police Officers, that had more important things to do, spend time checking on yard sale permits. So to answer your question the town does not currently have an enforcement policy for yard sale permits. Dr. Cook stated that the frustration lies that there are some obvious locations with yards sales multiple times a year and he knows one couple in particular that loves to do yards sales and because they follow the rules they are only allowed two a year. Dr. Cook stated that it is frustrating to hear from these people and your answer is because the town is not enforcing the rules. The Town Manager stated that staff does enforce the code when we are made aware of violations and in the incident that was just brought to his attention a conversation was held with that property owner the next day. He stated that he does not drive around every Saturday to be sure that people are not having multiple yard sales without permits. He stated that if he sees a clear violation he does not have a problem with talking to the property owner himself. The Town Manager stated that he has spoken to Chief Bowman and his staff has been told to be aware of these violations. The Town Attorney suggested making a condition to the permit that it must be printed on red paper and posted on the property. If it is not posted it makes it easy on the police officer to find out if they have a permit or not. Dr. Cook stated that he is not opposed to multiple yard sales but maybe the cost of the permit could increase with every yard sale. The Town Manager stated that some residents that currently want to have more than two per year they will get with their neighbor because permits are sold by property address. Dr. Cook expressed concern that the yard sale permit offenders are not the residents that are in residential neighborhoods. The offenders are up and down South Church Street which includes selling fresh produce. Ms. Chapman suggested that they be approached about

getting a space at the Farmers Market. The Town Manager stated that the offender on South Church Street has been approached in regards to town policy.

6. Additional Item Discussed: Street Light Out at Dashiell and Watson Drive – Vice Mayor Gregory stated that he was notified today that there is a street light out at Dashiell and Watson Drive. Mr. Hopkins stated that staff will contact Virginia Dominion Power to light fixed.

*Meeting adjourned at 5:58 p.m.*

**SMFD POLICE DEPARTMENT  
MANAGER'S REPORT  
JULY 2014**

**Committees and Projects:**

07/01 IoW TRIAD Grant mtg – PD – Kurt Beach  
07/01 Town Council mtg – Center – Chief Bowman  
07/08 Smfd Community Crime Prevention mtg – PD – Lt. Rogers, Sgt. Brady, Sgt. Meier, Kurt Beach  
07/09 Department Head mtg – Center – Chief Bowman  
07/14 Emergency Communications Center mtg – IoW Courthouse – Chief Bowman, Deputy Chief Howell  
07/15 Crime Line mtg – Center – Chief Bowman, Sgt. Meier, Kurt Beach, Annette Crocker  
07/18 Isle of Wight Bar Association mtg – Smfd Station – Chief Bowman  
07/22 Western Tidewater Regional Jail mtg – Suffolk – Deputy Chief Howell  
07/23 Special Events mtg – Center – Chief Bowman  
07/28 FBI mtg regarding community relations (networking) – PD – Kurt Beach  
07/28 Police Committee mtg – Center – Chief Bowman, Deputy Chief Howell  
07/30 Hampton Roads Crime Prevention Association mtg – Smfd Station – Chief Bowman, Kurt Beach

**Training**

07/16 Conducting Administration Investigations – HRCJTA – Lt. Valdez (8 hrs.)  
07/19 – 25 VA 7<sup>th</sup> Annual Basic Victim Assistance Academy – University of Richmond – Officer Anderson (28.5 hrs.)

**In-House Training:**

07/22 VCIN Recert – PD – Sgt. Brady, Sgt. Miller, Sgt. Meier, Officer Powell, Officer D. Adams, Officer Cook, Officer J. Adams (4 hrs.)  
07/30 VCIN Recert – PD – Sgt. Araojo, Officer Phillips, Officer Seamster, Officer Wright (4 hrs.)

**Community Relations**

07/01 Passing out 7-11 coupons – Jersey Park Apts. – Sgt. Jones  
07/02 Passing out 7-11 coupons – West Street – Officer Bancroft  
07/03 Fireworks – PD  
07/05 Passing out 7-11 coupons and talking about National Night Out – Jersey Park Apts, W. Main Street – Officer Cook, Officer Johnson  
07/09 Speaking on Bullying – Smfd Baptist Church Summer Camp – Officer Wright  
07/09 Disaster Exercise – Smfd Nursing Home – Deputy Chief Howell, Lt. Rogers, Lt. Valdez  
07/11 Passing out 7-11 coupons – Smfd Baptist Church Summer Camp – Officer Wright  
07/14 Passing out 7-11 coupons – Bradford Mews – Officer Johnson  
Passing out coupons – Church Manor Apts – Officer Bancroft  
07/15 Speaking with Juveniles – Church Manor Apts. – Officer Bancroft

07/18 Speaking with kids – Jersey Park Apts. – Officer Wright  
 07/18 Summer Concert Series – Downtown Smfd - Sgt. Araojo  
 07/19 Memorial Celebration – Jersey Park Apts. – Officer Wright  
 07/20 Speaking with juveniles – Wrenn Road – Officer Bancroft  
 07/21 - 23 Football camp – Smfd High School – Sgt. Jones  
 07/23 Talk on Bullying – Cypress Creek Community Center – Officer Wright  
 07/23 Played football with children – Bradford Mews – Officer Powell  
 07/23 Speaking with property owner on Crime Prevention – 200 N. Church Street – Officer Seamster  
 07/23 Speaking with Juveniles – Wrenn Road – Bike Patrol – Officer Seamster, Officer Johnson  
 07/24 Mill Swamp Vacation Bible School – Jersey Park Apts. – Kurt Beach  
 07/25 Summer Concert Series – The Smfd Times – Officer Fordham, Officer Seamster  
 07/26 Community Day – Jersey Park Apts. – Officer Fordham  
 07/29 Kiwanis Fishing – Buckroe Beach Fishing Pier – Officer Wright, Kristi Jenkins, Kurt Beach  
 07/31 Rose’s ribbon cutting – Smfd Plaza – Chief Bowman

**Investigations:**

**Case#:** Multiple  
**Location:** Multiple  
**Offense:** Larceny  
**Disposition:** Pending

Throughout the month of June and July a number of kids ranging in ages from 16-18 have been going into their friend’s homes and stealing things of value that belong to the homeowners. The friends have been allowing the kids to come into the homes to hang out. Unbeknownst to the kids these individuals have been taking jewelry, laptops, and cell phones. The kids have been identified and most of the property has been recovered. Charges have been filed in some cases and are pending in the rest.

**Case#:** Multiple  
**Location:** Willow Wood Ave Neighborhood  
**Offense:** Vehicle Break-ins  
**Disposition:** Pending

On 7/21/14 officers responded to the neighborhood of Willow Wood Ave for a number of vehicle break-ins. Two individuals walked up and down the neighborhood and went into unlocked vehicles and stole property from the vehicles. Among the property stolen are change, GPS, knives, and other valuables. There were 6 incidents that were reported. Investigation is pending.

**Case#:** 2014-00626  
**Location:** 200 Vincent's Crossing (Hampton Inn)  
**Offense:** Abduction  
**Disposition:** Warrants Obtained

On 7/28/14 Officers responded to the Hampton Inn for a domestic assault call. The officers spoke to the victim who stated that her ex-boyfriend had been following her and taunting her while she was at the Hampton Inn. She left and was walking to the Smfd PD. When she got to the Royal Farms the suspect grabbed her and started to drag her back to the Hampton Inn. When they got back to the hotel he threw her down on the ground. She was able to get away and go into the hotel where the night manager called 911. Warrants have been obtained.

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
7/1/2014	Center	A&B	Town of Smithfield	Town Council	Smithfield		h.) Town	100.00%		
7/1/2014	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
7/2/2014	Center	MH	Sweeney and Bergh Reception	Sweeney and Bergh Set-Up	West Chester	Word of Mouth	Nonresident-Saturday	20.00%		
7/3/2014	Center	MH	Sweeney and Bergh Reception	Sweeney and Bergh Reception	West Chester	Word of Mouth	Nonresident-Saturday	20.00%	\$1,449.60	
7/3/2014	Town Sites	Town Streets	Smithfield Station	Smithfield Station Fireworks Assistance	Smithfield	Word of Mouth	Resident -Weekday	0.00%		\$164.00
7/4/2014	Center	MHSu	Pere and Kearns Reception	Pere and Kerns Reception	Chesapeake	Word of Mouth	Multiday	20.00%	\$2,752.72	
7/6/2014	Center	MHSu	Edwards and Taylor Wedding and Reception	Edwards and Taylor Wedding and Reception	Virginia Beach	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$1,885.98	
7/8/2014	Center	A&B	Town of Smithfield	Planning Commission	Smithfield		h.) Town	100.00%		
7/8/2014	Center	D	Town of Smithfield	Pinewood Heights Meetings	Smithfield	Town Event	h.) Town	100.00%		
7/8/2014	Center	MH	Dog Park Advisory Committee	Dog Park Advisory Comm		Town Event	h.) Town	100.00%		
7/9/2014	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
7/10/2014	Center	C&D	Town of Smithfield	WCPFB	Smithfield	Town Event	h.) Town	100.00%		
7/12/2014	Center	MHSu	Bowles and Little Reception	Bowles and Little Reception	Smithfield	Word of Mouth	Resident-Saturday	0.00%	\$1,200.00	
7/12/2014	WCP	Courtyard	Fortified Fitness	Exercise Classes	Smithfield	Word of Mouth	Resident -Weekday	0.00%		
7/13/2014	Town Sites	Town Streets	Celerity Cycling	Celerity Cycle Time Trials		Returning Client	Nonresident-Saturday	0.00%		\$164.00
7/15/2014	Center	A&B	Town of Smithfield	BHA&R	Smithfield		h.) Town	100.00%		
7/15/2014	Center	C&D	Schoolhouse Committee	Schoolhouse Meeting		Town Event	h.) Town	100.00%		
7/15/2014	Center	C&D	Town of Smithfield	Crimeline	Smithfield	Town Event	h.) Town	100.00%		
7/15/2014	WCP	Riverfront	Fortified Fitness	Yoga Classes	Smithfield	Word of Mouth	Resident -Weekday	0.00%		
7/16/2014	Center	C&D	Town of Smithfield	Public Works Safety Meeting	Smithfield	Town Event	h.) Town	100.00%		
7/18/2014	Center	Deck	Teel and Williams Wedding and Reception	Teel and Williams Rehearsal	Chesapeake	Word of Mouth	Resident-Friday/Sunday	0.00%		
7/19/2014	Center	MHSu	Kirby-Fox Wedding & Reception	Kirby-Fox Wedding & Reception	Yorktown	Web-Center Website	Nonresident-Saturday	0.00%	\$1,706.88	
7/20/2014	Center	MHSu	Teel and Williams Wedding and Reception	Teel and Williams Wedding and Reception	Chesapeake	Word of Mouth	Resident-Friday/Sunday	0.00%	\$1,381.00	
7/21/2014	Center	A&B	Smithfield Farmland	Communication Styles	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$605.00	
7/22/2014	Center	C&D	Smithfield Foods Executive Offices	Fujitsu Review	Smithfield	Returning Client	Resident -Weekday	0.00%	\$242.40	
7/22/2014	Center	MH	Smithfield Farmland	Quarterly Update	Smithfield	Recurring Client	D.) Resident -Weekday	0.00%	\$400.00	
7/23/2014	Center	MH	Town of Smithfield	Special Events Committee Meeting	Smithfield	Town Event	h.) Town	100.00%		
7/26/2014	Center	MHSu	Auby-Lilly Reception	Auby-Lilly Reception	Newport News	Word of Mouth	Nonresident-Saturday	0.00%	\$1,500.00	
7/26/2014	Outdoor	Haydens	Hardesty and Johnson Wedding	Hardesty and Johnson Wedding	Virginia Beach	Word of Mouth	Nonresident-Saturday	0.00%	\$150.00	
7/27/2014	Center	MHSu	Hathaway-Sachs Reception	Hathaway-Sachs Reception	Carrollton	Word of Mouth	Resident-Friday/Sunday	0.00%	\$1,665.46	
7/28/2014	Center	A&B	Town of Smithfield	Committee Meetings	Smithfield		h.) Town	100.00%		
7/28/2014	Center	C&D	Agile Cast	METT Group	Smithfield	Word of Mouth	D.) Resident -Weekday	0.00%	\$226.50	
7/30/2014	Center	MH	Smithfield Little Theater	Little Theater Presentation		Returning Client	D.) Resident -Weekday	0.00%	\$100.00	
7/31/2014	Center	A&B	Town of Smithfield	WCPFB Fundraiser Committee	Smithfield	Town Event	h.) Town	100.00%		

**\$15,265.54      \$328.00**

Deposit totals for July 2014 - Smithfield Center -  
 \$14,072.53 / Town Services - \$861.00

## July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		5:00 PM - 6:30 PM C&D 5:30 PM WCFB Meeting 7:00 PM - 10:00 PM A&B 7:30 PM Town Council	3:00 PM - 11:00 PM MH 3:00 PM Sweeney and Bergh Set-Up	Saturday Rate 1:30 PM - 11:30 PM MH 6:00 PM Sweeney and Bergh Reception 5:00 PM - 10:00 PM Town Streets 5:00 PM Smithfield Station Fireworks Assistance	4th of July Melissa Off 1:00 PM - 9:00 PM MHSu 1:00 PM Pere and Kerns Reception	Melissa Off 2:00 PM - 1:00 AM MHSu 6:00 PM Pere and Kerns Reception
6	7	8	9	10	11	12
Melissa Off 12:00 PM - 11:00 PM MHSu 4:00 PM Edwards and Taylor Wedding and Reception	John Off Melissa Off	3:00 PM - 7:00 PM D 3:00 PM Pinewood Heights Meetings 6:00 PM - 7:45 PM MH 6:00 PM Dog Park Advisory Comm 7:00 PM - 10:00 PM A&B 7:30 PM Planning Commission	Amy Off 1:30 PM - 4:00 PM C&D 2:00 PM Staff Meeting	Amy Off Camera Installation 8 AM-2 PM 2:30 PM - 4:00 PM C&D 3:00 PM WCPFB	Amy Off Camera Installation	Amy Off Chris Off 1:00 PM - 11:00 PM MHSu 5:00 PM Bowles and Little Reception
13	14	15	16	17	18	19
Amy Off 7:00 AM - 12:00 PM Town Streets 7:00 AM Celerity Cycle Time Trials	Amy Off Stanley Steamer-Area Rug Prep	Staff AV Training Stanley Steamer-Area Rug 8:30 AM - 10:30 AM C&D 9:00 AM Schoolhouse Meeting 11:45 AM - 1:30 PM C&D 12:00 PM Crimeline 7:00 PM - 8:30 PM A&B 7:30 PM BHA&R	Stanley Steamer-Area Rug Dry 10:00 AM - 1:00 PM C&D 10:00 AM Public Works Safety Meeting		Staff Retreat 4:00 PM - 5:00 PM Deck 4:00 PM Kirby-Fox Rehearsal 6:00 PM - 7:00 PM Deck 6:00 PM Teel and Williams Rehearsal	1:00 PM - 11:00 PM MHSu 5:00 PM Kirby-Fox Wedding & Reception

## July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
20	21	22	23	24	25	26
12:00 PM - 10:00 PM MHSu 4:00 PM Teel and Williams Wedding and Reception	7:00 AM - 5:00 PM A&B 8:00 AM Communication Styles	Shelby Off 7:00 AM - 5:00 PM A&B 8:00 AM Communication Styles 8:00 AM - 5:00 PM C&D 8:00 AM Fujitsu Review 1:00 PM - 7:00 PM MH 3:30 PM Quarterly Update	Shelby Off 7:00 AM - 5:00 PM A&B 8:00 AM Communication Styles 1:00 PM - 2:00 PM MH 1:30 PM Special Events Committee Meeting		Chair covers rented for Sunday	Calvin Off Chair covers rented for Sunday 10:00 AM - 6:00 PM Picnic Area 11:00 AM Olive Branch Youth Day 12:00 PM - 6:00 PM Haydens 4:30 PM Hardesty and Johnson Wedding 1:00 PM - 11:00 PM MHSu 6:00 PM Auby-Lilly Reception
27	28	29	30	31		
10:00 AM - 1:00 AM MHSu 5:00 PM Hathaway-Sachs Reception	8:00 AM - 5:30 PM C&D 9:30 AM METT Group 3:30 PM - 6:00 PM A&B 4:00 PM Committee Meetings	3:30 PM - 6:00 PM A 4:00 PM Committee Meetings	Herbert Off 6:00 PM - 9:00 PM MH 6:30 PM Little Theater Presentation	Herbert Off Backflow Inspection 2:30 PM - 4:00 PM A&B 3:00 PM WCPFB Fundraiser Committee		

## **Smithfield/Isle of Wight Tourism Activity Report – July 2014**

- Director attended the Isle of Wight Board of Supervisors Meeting 7/17/14.
- Director attended Smithfield Town Council Meeting 7/1/14.
- Attended Aiken & Friends Music Fest meeting 7/1/14.
- Attended Bacon, Bourbon & Beach Music Fest Meeting 7/2/14, 7/23/14.
- Smithfield 2020 Meeting held 7/2/14.
- Attended IOW Agenda Review Committee 7/3/14.
- Attended IOWC Marketing Committee meeting 7/3/14 to review branding changes going forward. Meeting held with IOW E.D. Department for new Boykin's Tavern sign design and installation 7/14/14.
- Attended One on One meeting with County Administrator 7/7/14.
- Attended National Night Out meeting 7/8/14.
- Meeting with Coastal Virginia Magazine for editorial and advertising for FY15 7/9/14.
- Attended Historic Saint Luke's Strategic Planning meeting 7/9/14 and marketing committee meeting 7/15/14.
- Held Banner Project street team meeting 7/10/14.
- Smithfield Farmer's Markets held 7/5/14, 7/12/14, 7/19/14, 7/26/14. Great attendance and sales to date!
- Attended Windsor Castle Park 5<sup>th</sup> Anniversary Meeting 7/10/14 7/31/14.
- Attended Wharf Hill Brewing Company tasting 7/11/14.
- Exhibited at Bike Time Trials 7/13/14.
- Monthly Tourism Staff Meeting held 7/14/14.
- Met with Leisure Media 7/14/14.

- Attended Schoolhouse Museum Board Meeting 7/15/14.
- Attended CVTA Coastal Virginia Tourism Alliance meeting 7/16/14.
- Met with potential investors for Wharf Hill project 7/19/14.
- Attended Chamber Youth Leadership meeting 7/21/14. Agreed to be a facilitator for the program this year.
- Attended County Staff Meeting 7/21/14.
- Attended Historic Smithfield Board meeting 7/22/14.
- Attended Smithfield Special Event Committee 7/23/14.
- Attended VACVB Summer Conference 7/24-25/14.
- Attended Coastal Virginia Magazine Best Of Party 7/24/14.
- Evaluations completed 7/30/14.
- Interview held for new Docent position 7/30/14.
- Attended Smithfield Staff Meeting 7/8/14.
- 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](http://www.visitsmithfieldisleofwight.com) for more details!



*Town of Smithfield*  
*Isle of Wight County Museum*

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**July 2014 Report**

**J.L. England, Museum Director**

## Notable/Thank You

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- On July 1, the Isle of Wight County Museum – staff, museum and gift shop - became a part of the town of Smithfield. All staff members are very pleased with this new arrangement and grateful for this opportunity.
- A \$26,000 fundraising campaign was undertaken by the Isle of Wight County Historical Society to help keep the museum's doors open after the March announcement of closure from Isle of Wight County. Their campaign was wonderfully successful in providing the museum with operating funds.
- Isle of Wight County transferred the gift shop inventory and \$9,000 to the town for the purchase of stock. This was a one-time transfer.
- Since the change, staff has worked to shuffle offices, items in the collection, inventory, files and more in order to move the museum forward in an efficient manner.
- Our volunteers are very important to us – greeting visitors, moving stock, assisting with conservation, helping with programming, etc. Three new volunteers began working with us this month. Total volunteer hours for July: 68
- Many thanks to Isle of Wight County Public Works for their assistance throughout the month in lugging and toting artifacts and furniture.
- Publicity from our annual Hammy Birthday event was international in scope....England, Ireland, Spain, Germany, Hungary, etc. It is fair to assume that the tracking listed below is a small portion of the media actually generated by this event. Phone calls came from many countries which we could not track via Google search alerts due to the language barrier.

## Meet the Staff

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Jennifer



Tracey



Jennifer



Collin



Nancy



Trissy

- **Jennifer England, Director.** Jennifer England has been the museum director since 2008. Previous employment includes the city of Newport News' Division of Historic Services where she was the marketing and development coordinator for the Virginia War Museum, Lee Hall Mansion, Endview Plantation, The Newsome House Museum & Cultural Center and Lee Hall Depot for seven years. She also worked at the *Daily Press* for five years. She holds a bachelor of arts degree in international affairs from Mary Washington College, Fredericksburg, Va. She teaches yoga, Pilates, TRX and cycling at several area YMCAs.

- **Tracey Neikirk, Curator/Registrar.** Tracey Neikirk has been the curator of the Isle of Wight County Museum since 2007. She holds a bachelor of arts degree in history with a minor in anthropology from Radford University, Radford, Va., and received her teaching licensure for high school social studies from Christopher Newport University, Newport News, Va. Tracey enjoys pickling root vegetables and cycling adventures.
- **Jennifer Jones, Docent.** Jen Jones works weekends at the museum. She began with the museum as a volunteer in 2009 and then became a part-time staff member in 2010. Jen loves to garden.
- **Collin Norman, Docent.** Collin Norman works full-time at Historic St. Luke's, but he's been a part-time docent since 2013.
- **Nancy Farrell, Docent.** Nancy Farrell is our newest hire – just this month. She is already part of the team. Nancy enjoys crafts and spending time with her family.
- **Trissy Taliaferro, Custodian.** Trissy Taliaferro was a 13-year Isle of Wight County employee affected by the spring/summer RIF situation. The museum was a part of her assigned duties, so we are thrilled that she is still with us. She understands all the museum's specialized cleaning needs. Trissy is a proud grandma to two beautiful babies and has her own jewelry business.

## Social Media/Online Presence

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- Our website requires a re-launch. Until that happens, our information may be found at [www.historicisleofwight.com](http://www.historicisleofwight.com).
- Isle of Wight County's Division of Historic Resources page required editing: [www.co.isle-of-wight.va.us/historic-resources](http://www.co.isle-of-wight.va.us/historic-resources). It remains live as Isle of Wight County still has historic resources to promote.
- **Facebook:** Isle of Wight County Museum & Historic Sites: 840 likes. Daily posts.
- **Pinterest:** We have a site; however, we do not engage with many people in this fashion. We will be transferring our site to Tourism for their use.
- **Foursquare/Swarm.** We are monitoring Foursquare for visitor check-ins; however since the Swarm spinoff this month, public usage has dropped dramatically.
  - Total Visitors and Total Visits: 43 and 69
- Trip Advisor Reviews
  - July 11 by Brian C. of Rome, N.Y.: *A nice museum in a cute little town. We had been looking into the Town of Smithfield while on vacation in the Williamsburg area. It was about an hour and a half drive, and it was surely worth it. Coming to this town is truly like taking a step back to a simpler, kinder, more wholesome time. This museum is a good representation of this town by reflecting on it's history of peanuts, hams, and over all agriculture. This museum isn't huge, but it is very tastefully done and is packed with neat historical artifacts, such as the World's oldest peanut. There is a replicated General Store that you walk into to get a feel of things way back when. There is also a small gift shop where you can browse and pick up some souvenirs. This museum is staffed with people who seemed to be genuinely happy that you wee there and went out of their way to talk to you and recommend other places in town, either to eat or to shop. I'm telling you, visit this little town, it's unlike any other place I have been.*

- July 11 by thatHotelGuy ob Ocean Isle Beach, N.C.: *Interesting. Although this museum is not huge, it has alot to see. Exhibits on the ham curing process (even a "pet" ham display) antiques, and archaeology of the colonial era.*
- July 17 by NancyC: *Trip through the past. Very enjoyable place. Lots of interesting items and information. The gentleman there was a very pleasant person and helpful in finding a magnet for my collection.*

## Isle of Wight County Museum

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- Visitation: 1526
- Closed July 4
- Special Events
  - July 5. Battle of Smithfield Walking Tour. 2014 marks the 150th anniversary of the Battle of Smithfield. Meet us at the museum for a lecture and a walk down Church Street as we detail the events of this battle. 12 attendees.
  - July 9. Paul D. Camp Community College Kids' Kamp. Civil War themed day camp. 12 students.
  - July 12. Walking Tour of Church Street. Join us as we venture for a stroll down Church Street to explore the history of our fascinating county. 12 attendees.
  - July 12. Hammy Birthday. The world's oldest ham turns 112! 112 is an abundant number, a heptagonal number, a Harshad number and the sum of six consecutive prime numbers (11, 13, 17, 19, 23 and 29.) More importantly, 112 is a good excuse for cake. Join us in this annual tribute to the birthday boy, and help us launch our annual Pan Ham contest. 75 attendees.
  - July 26. Battle of Smithfield presentation for Gwaltney Family Reunion. 40 attendees.
- Launch of Pan Ham Contest. Our annual contest is like Flat Stanley...but with pork. Visit our website for the latest entries: <http://www.historicisleofwight.com/pan-ham-2014.html>. Contest runs through early September. (Yes, we want **you** to enter!)
  - *During your summer travels, take along our image of P.D. Gwaltney Jr. and his ham and document a great vacation moment with a photo of the image. Post your photo on our Facebook site - Isle of Wight County Museum and Historic Sites - or email it to us at [jengland@smithfieldva.gov](mailto:jengland@smithfieldva.gov). The contest runs through Sept. 3, and we'll announce a winner on Sept. 12. All entrants will be entered into a drawing for a prize. Purchase a postcard in our gift shop, or print the image from our website - [www.historicisleofwight.com](http://www.historicisleofwight.com). Whatever your plans are – the beach, the mountains, a safari, the south of France or a staycation in your own backyard – be sure to pack the world's oldest ham. He is ready for an adventure!*
- Groups/tours
  - July 10 . Blackwater Baptist Day Camp. 165 students.
  - July 29. Luter Family YMCA Camp. 30 students.
- Exhibits
  - Warraskoyack Exhibit. This installation is complete.
  - Blackwater Exhibit. Changes needed on schematics.

## Financials

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- Gross Gift Shop Sales (including tax): \$1,594.75
- Donations: \$245
- Program/Lecture Fees: \$180
- Special Events: \$0
- **Total Monthly Deposit: \$2,019.75**

## Boykin's Tavern

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- Boykin's Tavern closed as a museum on June 27. Isle of Wight County transformed the upstairs into office space for Economic Development. The tavern's downstairs is open for self-guided tours. Artifacts inside the building are still the responsibility of the staff at the museum. Staff checks on artifacts on a regular basis.

## Meetings

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- July 16. Isle of Wight County Museum Foundation meeting.
- July 29. Meeting with the director of Historic St. Luke's to discuss partnership opportunities.

## Media Coverage/Promotion/Advertising/Lobbying

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- Various pieces in area publications about our walking tours and special events
- July 1. **Daily Press**. Article: Isle of Wight Museum fundraiser hits goal [http://articles.dailypress.com/2014-07-01/news/dp-nws-isle-wight-museum-funding-update-20140701\\_1\\_historic-resources-division-wight-county-museum-duncan](http://articles.dailypress.com/2014-07-01/news/dp-nws-isle-wight-museum-funding-update-20140701_1_historic-resources-division-wight-county-museum-duncan)
- July 2. **Smithfield Times**. Letter to the editor regarding BOS not attending Del. Morris function on June 27.
- July 9. **Smithfield Times**. Cutline from the Rick Morris resolution presentation on June 27; mention of the "museum fiasco" in an editorial.
- July 12. **The Wall Street Journal**. Article on the world's oldest ham: <http://online.wsj.com/articles/preserving-tradition-a-ham-celebrates-its-112th-birthday-1405132429>
- July 14. **The Times (of London.)** Article on the world's oldest ham: <http://www.thetimes.co.uk/tto/life/food/article4146464.ece>
- July 15. **BBC**. Online feature about the world's oldest ham - Who, what, why: What happens if you eat 112-year-old ham? - <http://www.bbc.com/news/blogs-magazine-monitor-28299440>
- July 15. **Pork Network**. Article: Lighter Side: Ham celebrates 112th birthday - <http://www.porknetwork.com/blogs/Lighter-Side-Ham-celebrates-its-112th-birthday-267185761.html?ref=761>

- July 15. **First We Feast**. Blog post: IS THIS 112-YEAR-OLD VIRGINIA HAM THE WORLD'S OLDEST? - <http://firstwefeed.com/eat/is-this-112-year-old-virginia-ham-the-worlds-oldest/>
- July 15. **Suffolk News Herald**. Article: IW Museum Rises from Blow - <http://www.suffolknewsherald.com/2014/07/15/iw-museum-rises-from-blow/>
- July 16. **Media interest**. Regarding the recent media regarding the world's oldest ham: phone calls from Great Britain, Germany, Canada, Spain; radio interview with CBC Radio One of Canada
- July 17. **Media interest**. Regarding the recent media regarding the world's oldest ham: email from weekly Hungarian publication.
- July 17. **FFT of Ireland**. Happy Birthday to the World's Oldest Ham - <http://fft.ie/index.php/2803/happy-birthday-to-the-worlds-oldest-ham/>
- July 19. **Newser**. Article: 112-year-old Ham still edible but it might not taste so good - <http://www.newser.com/story/190961/112-year-old-ham-still-edible-museum.html>
- July 21. **Various radio station websites – Atlanta, Tulsa, etc.** World's oldest ham turns 112; Museum claims it's still edible - <http://www.wsbradio.com/news/news/weird-news/worlds-oldest-ham-turns-112-museum-claims-its-stil/ngkL6/> and [http://www.krmg.com/news/news/local/worlds-oldest-ham-turns-112-museum-claims-its-stil/ngi5S/?\\_federated=1](http://www.krmg.com/news/news/local/worlds-oldest-ham-turns-112-museum-claims-its-stil/ngi5S/?_federated=1)
- July 23. **Smithfield Times**. In the Short Rows column: Marketing oldest ham was brilliant.

## Marketing oldest ham was brilliant

The world's oldest ham — history or advertising gimmick?

Both, thank you very much, and that makes it an awfully important artifact at the Isle of Wight Museum.

Whether the 112-year-old P.D. Gwaltney Ham was originally held over just to see how long it would keep, or whether it just got neglected doesn't matter. P.D. Gwaltney Jr. knew an advertising

IN THE

# SHORT ROWS

By John Edwards

homerun when he saw it, and in by the 1920s, he was showing off the ham as an example of the durability of a salt-cured and smokehouse aged Smithfield ham.

Nearly a century after it was cured, the ham was donated by the Gwaltney family to the Isle of Wight Museum where it resides in its own climate-controlled glass case.

Unquestionably, then, the early years of the ham were commercial advertising.

But somewhere along the way, the Pet Ham, as it came to be known early on, became a symbol of the durability of the ham industry generally and the town that has been its home.

The recent spate of publicity about the ham has added to the allure of it and the museum that is its home. It is yet another example of the speed with which modern communications can occur.

Museum Director Jennifer En-

• See ROWS, p. 3



- July 29. **Virginia Living**. Interview with Meghan McNeice of Virginia Living Magazine about the process of de-funding and then raising funds for the museum (March-July 2014)

## Outreach Lectures

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- None this month

## Trainings/Safety

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- None this month

From Our Website – [www.historicisleofwight.com/recent-happenings.html](http://www.historicisleofwight.com/recent-happenings.html)  
(Visit our Facebook site for daily posts: Isle of Wight County Museum & Historic Sites)

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### Volunteers Make It Happen

Volunteers help us with so much. We are always grateful for extra hands.



New volunteers Reagan and Aly Nierman graciously helped us with a pile of tasks on July 31! Here they are dusting the country store exhibit. Maybe they do windows, too.....



Volunteer Ashley Woodland is hard at work conserving some of the grapes in our collection.

## Hammy Birthday



On July 12, the world's oldest ham celebrated his 112th birthday with friends. There were activities, a rousing round of *Hammy Birthday* and, of course, cake. The shindig attracted media coverage from The Wall Street Journal, The Times of London and the BBC.

## Walking Tours



This summer, we are offering walking tours of North Church Street. Historic walks with an interpreter are a great summertime activity! Join us on August 9 for our next tour.

### **Paul D. Camp Kids' College**

Paul D. Camp Community College Kids' College visited the Isle of Wight County Museum on July 9 for a day all about the Civil War. We discussed the war, visited Fort Huger, met a Confederate cavalryman, discussed life on the homefront, sampledhardtack and created a trusty steed of our own from a sock!



### **Warraskoyack Indians**



In early July, we completed our Warraskoyack Indian installation. The Isle of Wight County Museum Foundation commissioned artwork by Gail Duke Walters, a multimedia piece, highlighting John Smith's visit to the Warraskoyack tribe in 1608. Our exhibit includes touchable pieces.

## ZONING PERMITS JUNE 2014

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6370	Single Family Home	Aspen Woods	302A Smithfield Blvd.	O'Connell
6371	Deck and Pool	Historic District	221 Cary Street	Spady
6372	Privacy Fence	Moonefield Estates	300 Moonefield Drive	Osouna
6373	Fence	Aspen Woods	314 Smithfield Blvd.	Matzen
6374	Shed		205 South Church Street	Holloway
6375	Shed and Fence	Historic District	400 Main Street	Pryor
6376	Carport		1106 South Church Street	Barb
6377	Single Family Home	Moonefield Estates	219 Azalea Drive	Deese Ashett Construction LLC
6378	Pool and Deck	Pagan Point	508 Cranford Road	Minga
6379	Single Family Home	Wellington Estates	412 Southampton Court	Norman Affordable Homes LLC
6380	Single Family Home	Wellington Estates	400 Southampton Court	Norman Affordable Homes LLC
6381	Single Family Home	Cypress Creek	128 St. Andrews	Cypress Creek Development Co. Stephen Alexander Homes
6382	Fence	Wellington Estates	121 Grandville Arch	Hancock Rosenbaum Fence Co.

RESOLUTION

BACON, BOURBON & BEACH MUSIC FESTIVAL

WHEREAS, Smithfield VA Events has organized a Bacon, Bourbon & Beach Music Festival to be held at Windsor Castle Park on Saturday, September 27, 2014; and,

WHEREAS, the event organizers have requested that Jericho Road and a portion of Cedar Street be limited to one-way traffic on the day of the festival; and,

WHEREAS, the event organizers have further requested that the trails immediately adjacent to the festival area be closed to the public from 9:00 a.m to 5:00 p.m. on Saturday, September 27, 2014 and that the fishing pier be closed to the public from Wednesday, September 24, 2014 through Saturday, September, 27, 2014 until the conclusion of the festival.

WHEREAS, the Town Council desires to support and cooperate with the organizers of the Festival by rerouting traffic and closing off certain portions of the Windsor Castle Park in order to allow a safe and convenient environment for the Bacon, Bourbon & Beach Music Festival.

NOW, THEREFORE, BE IT RESOLVED that on Saturday, September 27, 2014 Jericho Road and a portion of Cedar Street shall be limited to one-way traffic; and,

BE IT FURTHER RESOLVED that on Saturday, September 27, 2014 the trails immediately adjacent to the festival area be closed to the public from 9:00 a.m to 5:00 p.m. on Saturday, September 27, 2014; and,

BE IT FURTHER RESOLVED that the fishing pier shall be closed to the public from Wednesday, September 24, 2014 through Saturday, September, 27, 2014 until the conclusion of the festival; and,

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

Adopted this 5<sup>th</sup> day of August, 2014.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

RESOLUTION

CLOSURE OF STREETS FOR "HOG JOG" RACE

WHEREAS, a committee has formed for the purpose of sponsoring the annual five kilometer road race known as the "Hog Jog"; and,

WHEREAS, the Hog Jog Committee has requested that all or portions of Commerce Street, Main Street, Cedar Street, South Mason Street, Hill Street, South Church Street, Jericho Road, Underwood Lane, Cary Street, Grace Street, James Street, Washington Street, North Mason Street, Thomas Street and Luter Drive, be closed on Saturday, October 11, 2014 from 8:45 a.m. to 10:45 a.m. to be used as the race course and to permit a safe environment to conduct the race; and,

WHEREAS, these streets will only be closed for the minimum time period necessary for the runners to cover the different sections of the race course; and,

WHEREAS, it appears to the Town Council that this race has been well organized in prior years, will benefit the community; that the request is reasonable and that closing the streets specified above for brief periods during the race will not work an unreasonable hardship on the Town's citizens .

NOW, THEREFORE, be it resolved that on Saturday, October 11, 2014, all or portions of Commerce Street, Main Street, Cedar Street, South Mason Street, Hill Street, South Church Street, Jericho Road, Underwood Lane, Cary Street, Grace Street, James Street, Washington Street, North Mason Street, Thomas Street and Luter Drive, all as shown on the attached sketch, be closed from 8:45 a.m. to 10:45 p.m. to permit a safe environment for conducting a five kilometer road race; and that the closure of these street shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 5<sup>th</sup> day of August, 2014.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Clerk

RESOLUTION

WHEREAS, the Town has established banking relationships with both TowneBank and Farmers Bank; and,

WHEREAS, the Town Council has established credit line facilities with TowneBank in connection with the Pinewood Height redevelopment project and with Farmers Bank for general purposes; and,

WHEREAS, the Town Council finds it necessary and in the best interest of the town to renew its credit lines with TowneBank and Farmers Bank.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Smithfield that the Town's mayor, Town's Treasurer, Town Manager and Town Attorney are authorized and directed to execute such documents as may be necessary to renew the existing credit line facilities with TowneBank and with Farmers Bank, Windsor, Virginia.

Adopted this 5<sup>th</sup> day of August, 2014.

TOWN COUNCIL OF THE TOWN OF SMITHFIELD

By: \_\_\_\_\_  
T. Carter Williams, Mayor

Attest:

\_\_\_\_\_  
Lesley G. King, Clerk

12" wide by 18" tall  
3M ENGINEER GRADE REFLECTIVE  
SHEETING on .063 ALUMINUM

#3430 GREEN EGP TEXT & 3/8" BORDER



## **Korman Signs** INC.

HEADQUARTERS FOR TRANSPORTATION AND FLEET GRAPHICS

3029 LINCOLN AVENUE RICHMOND, VA 23228  
PHONE 804-262-6050 800-296-6050 FAX 804-261-1040  
E-MAIL [korman@kormansigns.com](mailto:korman@kormansigns.com)

RESOLUTION  
TO ACCEPT DEEDS TO LOTS IN  
PINWOOD HEIGHTS COMMUNITY

WHEREAS, the Town Council has previously made offers to purchase 47 Carver Avenue and 51 Carver Avenue as part of its Pinewood Heights neighborhood relocation project in the Town of Smithfield; and,

WHEREAS, the owners have accepted the offers and tendered deeds to the properties.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield, that it deems the continued pursuit of solutions to improve the living conditions for the residents of Pinewood Heights to be an important objective of the Town of Smithfield; and,

BE IT FURTHER RESOLVED that the Town Council does hereby accept the deed to 51 Carver Avenue effective June 3, 2014 and does hereby accept the deed to 47 Carver Avenue effective as of July 1, 2014.

Adopted this 5<sup>th</sup> day of August, 2014.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

AN ORDINANCE TO ADOPT FEES FOR PROCESSING APPLICATIONS FOR PERMITS  
REQUIRED BY STORMWATER REGULATIONS IN THE TOWN OF SMITHFIELD

WHEREAS, newly promulgated stormwater regulations and the Town's agreement with Isle of Wight County for the administration of stormwater regulations have been enacted; and,

WHEREAS, said stormwater regulations require the administrative oversight by Town staff; and,

WHEREAS, the Town Council has determined that the current fee structure does not provide for fees to cover the Town's administrative costs for said administrative oversight; and,

WHEREAS, the Town Council finds it necessary and in the best interests of the citizens of the Town of to provide for the assessment of fees for applications under current stormwater regulations.

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

1. There shall be a fee for the filing of an application for an agreement in lieu of an erosion control plan, to be paid at the time of filing the application, in the amount of \$150.00.
2. There shall be a fee for the filing of an application for a zoning permit for residential erosion and sediment control inspections, to be paid at the time of filing the application, in the amount of \$300.00.
3. This ordinance shall take effect upon adoption.

Adopted this 5<sup>th</sup> day of August, 2014.

TOWN COUNCIL OF THE TOWN OF SMITHFIELD

By: \_\_\_\_\_  
T. Carter Williams, Mayor

Attest:

\_\_\_\_\_  
Lesley G. King, Clerk